



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 3rd NOVEMBER 2008

PRESENT: Cllr. P. Wells (Chairman), Cllrs: J. Brooks, Mrs. J. Gillibrand, R. Gillibrand and J. Passingham

IN ATTENDANCE: Mrs. G. Frost (Deputy Town Clerk)
Mr. P. Beckerson (Projects and IT Officer) Part of the meeting
2 members of the public in the Public Gallery for part of the meeting

The Meeting opened at 7.06pm

84. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed all those present. Apologies had been received from Cllrs. Mrs. Daniells and Mrs. Warr.

85. 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. Brooks declared a Prejudicial Interest in Agenda item 16 Christmas Illuminations

Cllr. Passingham declared a Prejudicial Interest in Bognor Regis Seafront Lights and any events that they arrange or support

The Committee noted that there were two Declarations of Interest made at this point in the Meeting.

86. TO APPROVE THE MINUTES OF THE MEETING HELD ON 22nd SEPTEMBER 2008

The Minutes of the Meeting held on Monday 22nd September 2008, were agreed as an accurate record and were signed by the presiding Chairman.

87. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

88.1 Min. 69.2 - 22nd September Removal of dog and litter bins at Town Cross Cemetery

The Deputy Town Clerk advised that following the last meeting she had contacted the Head of Parks and Green Space in connection with this matter who had advised that she had not been aware of a dog bin being located at this cemetery before as there were none to her knowledge in other cemeteries. The District Council has no problem with dog owners using the cemetery as an access route to walk through, but discourage dogs being allowed to run around the graves as relatives find this distressing. Byelaws require dogs to be kept on leads in cemeteries, and it is impracticable for the District to ban dogs as some cemeteries have public rights of way going through them, from which dogs cannot be banned. As a result of further enquiries, the District Council has now discovered a dog and litter bin outside the area that has been dug up. They are unable to identify them as coming from elsewhere so they should now be refitted in the Town Cross cemetery. A Councillor suggested that maybe the District Council would consider numbering the bins within the district whilst undertaking their review.

88.2 Min. 69.3 - 22nd September A.D.C. Variation to Car Parking Charges

Members noted that contact had been made with the Services Director at A.D.C. in connection with the incorrect charge being applied in the Hotham Park car park. Apologies had been expressed for this error and confirmation had been received that the ticket machine and signs had been corrected and now show the correct charges being the winter charges from last year.

88.3 Min 69.4 - 22nd September Broken Window

The Vice-Chairman reported that the broken window at the retail outlet in the town had finally been replaced.

88.4 Min. 70 - 22nd September A.D.C. Car Park Strategy Review

Members had been advised at the recent Town Council meeting that Cllr. Brooks had been unable to attend the Car Parking Strategy Review meeting on 3rd November owing to another commitment. Despite emailing other members of the Committee, it had not been possible to find someone else to attend at short notice. The Deputy Town Clerk advised that the Project and Programme Manager from A.D.C. had met with the Consultants again this morning and had looked at refining the scope of the work. The development of the Strategy would be started within the next couple of weeks. Once completed, consultation will take place sometime in the New Year.

88.5 Min. 71.1 - 22nd September Bognor Regis Town Council Flags

Members were pleased to note that the two new Town Council flags had arrived and one had been passed to the Foreshore Office as a replacement. This would not now be flown again until the start of next season. The original flag that had been flying on the seafront had now been returned to the Town Council, but despite the recent repair that had been undertaken, this had started to fray again.

88.6 Min. 71.2 - 22nd September Provision of 2012 Olympic Flag

The email from the Department for Culture, Media and Sport with advice on the flag that was created specifically for the handover celebrations of 24th August was noted. More than 400 councils flew the flag, which was obtainable from the London Organising Committee of the Olympic Games (LOCOG). However, the councils were requested by LOCOG not to fly it after 30th September. No consideration has yet been given to flag flying in 2012, or if any special flag will be created. Advice from the official site of the London 2012 Olympic and Paralympic Games on brand protection had also been sought and this had been copied to all Councillors for their information.

A Councillor suggested use of the Beacon as a means of supporting the Olympics. This could be lit by an artificial lamp at weekends and other areas that have beacons such as Worthing and Brighton could also be encouraged to take part. The possibility of government funding being available was raised and it was suggested that this matter should be referred to the Events Committee for further investigation.

88.7 Min. 73 - 22nd September Additional Quality Coast Resort Sign

The Vice-Chairman confirmed that a decision as to whether funding could be found for an additional sign was awaited from the Head of Tourism and Leisure at A.D.C. It was hoped that further information would be available at the next meeting.

88.8 Min. 74 - 22nd September Draft Pleasure Grounds, Public Walks and Open Spaces Byelaws

The letter from the Senior Legal Assistant at A.D.C. was noted confirming that the amendments to the Draft Byelaws for Pleasure Grounds, Public Walks and Open Spaces requested by the Committee had now been made.

88.9 Min. 24 - 30th June Additional Flagpole outside Bognor Regis Town Hall

The Committee noted that planning permission for the new flag pole to be located outside the Town Hall had been granted and the order had now been placed. The Vice-Chairman recommended that the Deputy Town Clerk liaise with the Head of Parks and Green Space regarding positioning of the flag pole in view of the District Council's plans to redesign the planting in this area.

89. RATIFICATION OF APPOINTMENT TO THE FOLLOWING SUB-COMMITTEES/WORKING PARTIES

89.1 Christmas Illuminations Sub-Committee

The Committee **RECOMMENDED** the appointment of Cllr. P. Dillon to the Christmas Illuminations Sub-Committee be ratified.

89.2 South East in Bloom Working Party

The Committee **RECOMMENDED** the appointment of Cllr. P. Dillon to the South East in Bloom Working Party be ratified. A Councillor commented that this should be known as the Bognor Regis in Bloom Working Party and not South East in Bloom.

89.3 Allotments Sub-Committee

It is usual practice for all members of the Planning and Licensing Committee to be appointed to the Allotments Sub-Committee, as these meetings are held quarterly prior to Planning meetings. It is therefore appropriate for the same Councillors to serve on both Committees. As Cllr. Dillon had been appointed to the Planning and Licensing Committee at the last Town Council meeting, he would therefore automatically be appointed on to this Sub-Committee.

89.4 Cllr. Wells declared a Personal Interest in the next item as the Vice-Chairman of the Chamber of Commerce

89.5 New Chamber of Commerce representative on Christmas Illuminations Sub-Committee

The Committee **RECOMMENDED** the appointment of Mr. Ian Harding as the new Chamber of Commerce representative on this Sub-Committee (co-opted member not entitled to vote) be ratified.

90. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 16th OCTOBER 2008 (IF AVAILABLE)

90.1 The Notes of the meeting were circulated to those present. The Chairman of the Working Party detailed the request from Felpham Community College for use of one of the planters for college students taking Land-based studies in Horticulture. This would help to tick the boxes for community involvement.

90.2 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 16th October 2008 - **Appendix '1'**

90.3 The Chairman of Committee spoke of the good work that was being undertaken within the Working Party, which should be supported.

91. SPONSORED PLANTING INCLUDING:-

91.1 Upper Bognor Road - consideration of proposals and land ownership - Projects Officer to report

The Projects Officer advised the Committee that Mr. Goodheart and other residents of this area wished to put forward proposals for improvements to be made to the piece of land adjacent to their properties. Mr. Goodheart and Mr. Fane were invited to join the meeting and stressed the importance of something being done with this area. Improvements had been talked about on many occasions, but works had been delayed due to major utility work taking place over several months. Ownership of the land including the land parallel to the railway line was discussed. Mr. Goodheart suggested that the project could be given ownership locally as the residents were keen to look after and maintain this location. Proposed designs were circulated amongst those present for consideration. Some concern over funding of the project was raised and the Projects Officer confirmed that the Council already had some sleepers that could be used for this project. He would investigate various budget heads to identify any pockets of funding that may also be available. Concern over the use of part of the

area for residents parking was raised and how this would affect the points that the project might gain through the competition.

Cllr. Brooks declared a Prejudicial Interest in matters relating to parking as a Member of A.D.C. Development Control

Following further discussion, the Chairman thanked Mr. Goodheart and Mr. Fane for attending the meeting to show Councillors their ideas and suggested that it would be useful if a presentation could be made to the In Bloom Working Party to seek their views. Mr. Goodheart confirmed he would be willing to attend the next Working Party meeting to present the proposals. Date of the meeting to be advised.

Members spoke in support of the project and **RESOLVED** that in the first instance registration of a claim with Land Registry incorporating both pockets of land should be made. Once this had been put in place, the proposals could then be taken forward in liaison with the In Bloom Working Party.

Mr. Goodheart and Mr. Fane left the meeting.

91.2 Felpham Way and Rowan Way Roundabouts - Projects Officer to report

The Projects Officer reported that he now had three definite sponsors for the Rowan Way roundabout plus another expression of interest had been received. No sponsors had been found for the Felpham Way roundabout as yet. Letters had been sent to both Felpham and Bersted Parish Councils seeking their views on the proposals and offering them the opportunity to sponsor these areas. The Senior Community Parks Officer at A.D.C. had put forward some ideas for the Rowan Way roundabout for consideration by the Committee. These included a dry garden, herbaceous planting and wildflowers and bulbs. Any one of these suggestions or a combination of them all would be environmentally friendly. Once a decision on the way forward is agreed the A.D.C. Landscapes Team can start drawing up some firm designs. In answer to a query as to whether the roundabouts could be included as part of In Bloom, the Projects Officer confirmed that neither roundabout was within the Bognor Regis boundaries. The Working Party Chairman advised that despite this they could still be included as this would promote the Town Council working with neighbouring parishes. Members spoke in support of consideration of the design for the Rowan Way roundabout being referred to the In Bloom Working Party so that this could be looked at as part of the bigger picture. Their recommendations would then be considered at the next meeting. The Projects Officer advised that from a practical point of view it would be preferable to prepare the area ready for planting before the ground becomes too hard and the frosts arrive. Any tree planting ideally should also be undertaken now. As a result of further discussion, it was **RESOLVED** that preparation of the Felpham Way roundabout should commence. The Chairman of the In Bloom Working Party requested that the beds in this location be shaped and not square. He also requested that the Fan Palm currently located on this roundabout be removed and replanted in the middle of the Cordylines on the Butlins roundabout. The Projects Officer confirmed that every effort would be made to transplant the Palm without damage if this were possible. A site meeting with the Chairman of the Working Party, the Projects Officer and the Town Council's Horticulturalist would be arranged to discuss the finer details of the design for this location. It was further **RESOLVED** that preparation of Rowan Way roundabout should be put on hold for the time being to allow the proposals for this area to be referred back to the In Bloom Working Party for consideration at their next meeting.

A Councillor referred to the need for gateway signage as a means of thanking sponsors for what they do. The offer of a sign for this purpose had been made by the Councillor but if this was not required it would be disposed of. A suitable location for this signage had yet to be identified. The need to be looking at the bigger picture was stressed as it was felt that roundabouts could be used for artwork, signage and sculpture as well as planting.

Mr. Beckerson gave apologies and left the meeting at 8.06pm

92. PROVISION OF DOG AND LITTER BINS INCLUDING:

92.1 Update on the District Council's position with regard to the installation of bins in the future (if further information available) - report from Town Mayor following discussion at recent BRTC/ADC Liaison Meeting - Min 72.1 refers

The Town Mayor advised that this issue was raised at the last BRTC/ADC Liaison meeting and it had been confirmed that no future policy for the provision of bins in Arun would be decided upon until the Asset Management Review had been undertaken.

Members noted that letters had been sent to all residents who had written to the Council requesting the installation of a bin to explain the current position and advise them that further contact will be made when the Town Council have further information.

92.2 Consideration of delegation of decision making to Officer/Councillor for the provision of bins in the future - Min 72.1 refers

The Chairman suggested that consideration be given to allocating an environmental projects budget of £1,000 to each of the 4 wards within the town. This would then allow the four Councillors from each ward to consider proposals for new bins, seats or other environmental projects for their own ward encouraging civic pride for each area. Delegated authority would be given to an officer who would work together with the Ward Councillors to implement their decisions within the allocated budget and avoid the need for this to be considered by the Committee. Members spoke in support of this proposal and AGREED that provision be made within the budget to implement this.

92.3 Further update on provision of dog/litter bins in Marshall Avenue area of footpath that runs from Linden Road to Nyewood Lane - Min. 72.2 refers

The Town Mayor reported that having sought advice from A.D.C. on this matter, they had indicated that it was not their policy to remove bins once they had been installed. It was AGREED that a letter should be sent to the resident who had raised concern, advising of the District Council's view and confirming the Town Council's intention not to remove the bins.

92.4 A Councillor reported that he had raised the issue of combining bins to allow for the disposal of litter and dog waste within the same bin at the recent Civic meeting he had attended and was encouraged by the response that he had received.

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

Following the Committee's request for further information at the last meeting, the Deputy Town Clerk advised that unfortunately she had been unable to obtain a photograph of the Chichester plaque. However, a layout showing the shape of the plaque was available for the

Committee to view. Members noted the plaque made for Chichester was round and 4” in diameter. Confirmation that any further plaques made subsequently would be considerably cheaper had also been received and it was noted that these would cost in the region of £87.50 each plus delivery and VAT. The Vice-Chairman spoke of other potential uses for the plaque. Following some discussion, it was **RESOLVED** to **RECOMMEND** that this item be referred to the Policy and Resources Committee for consideration of funding of the initial plaque for ‘Winnie the Steam Engine’ from the Civic Fund. A Councillor requested that if possible the plaque be ready in time to be presented at the Christmas festivities being organised by the Chichester & District Society of Model Engineers Ltd.

94. UPDATE ON POTENTIAL LOSS OF THE PLAYGROUND AT HOTHAM GARDENS MIN 78 REFERS - CHAIRMAN TO REPORT

The Chairman reported that he had looked into this along with Cllrs. Mrs. Gillibrand and Mrs. Warr. Some equipment had been relocated by the District Council and the area was being upgraded. This will result in the play park being improved to a level that is better than currently exists.

95. CONSIDERATION OF PROVISION OF STATUE OF SIR RICHARD HOTHAM IN HOTHAM PARK AND INVESTIGATION OF AVAILABILITY OF FUNDING - REFERRED FROM LAST MEETING MIN. 82.2 REFERS

A Councillor commented that he would like to see a bronze statue of Sir Richard Hotham in the town centre in place of the High Steet Sculpture, which he felt would be better located in Hotham Park. A bust of Sir Richard outside Hotham House was also an option worth consideration. In view of the level of investment that had been made, it was generally felt that a statue in the Park would be preferable and it was suggested that an approach be made to Arun District Council regarding this proposal. The possibility of a statue in the town could be an option when the way forward with regeneration had been established. The Vice-Chairman advised that a Hotham Park Designated Manager had been appointed to develop the Park further and he suggested that an approach be made via the Designated Manager to see if this could be progressed.

96. UPDATE ON REINSTATEMENT OF OLBY’S CLOCK AND CONSIDERATION OF WHETHER CRITERIA FOR APPLICATION FOR DISTRICT COUNCIL’S PARISH ENHANCEMENTS GRANT SCHEME IS MET AND SHOULD BE APPLIED FOR

The Deputy Town Clerk advised that one estimate had been received to restore and reinstall the clock. Further quotations had been requested but as yet these had not been received. The level of expenditure required to undertake this project was discussed and concern was expressed by a Councillor who felt that this seemed excessive in view of the work that needed to be undertaken. A decision as to the way forward could not be taken at this time until further estimates had been received. However, it was felt that an application for a grant through the District Council’s Parish Enhancement Scheme should be submitted with the estimates received so far, in view of the closing date for applications being 28th November 2008. Members **AGREED** that should the application be successful and it be decided later that the project will not proceed, then any grant awarded would be returned to the District Council.

97. CONSIDERATION OF PAYMENT OF RAILFUTURE SUBSCRIPTION (IF DETAILS AVAILABLE)

The Committee **RESOLVED** that the Railfuture Subscription of £21.00 should be paid.

98. COMMUNITIES AND LOCAL GOVERNMENT - 'COMMUNITIES IN CONTROL: REAL PEOPLE, REAL POWER - THE MAKING AND ENFORCEMENT OF BYELAWS' CONSULTATION - ANY RESPONSE TO BE SUBMITTED BY 20th NOVEMBER 2008 - COPIED TO COUNCILLORS

The information that had been circulated to all Councillors was noted.

99. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 21st OCTOBER 2008

99.1 *Cllr. Passingham declared a Personal Interest in this item having a catenary wire attached to the building in which he lives*

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

99.3 The Chairman reported that both Chichester and Selsey had their Switch-on events on the same day as the Town Council.

99.4 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 21st October 2008.

100. CONSIDERATION OF BUDGET PROPOSALS FOR 2009-2010 INCLUDING ALLOCATIONS FOR IN BLOOM WORKING PARTY, CHRISTMAS ILLUMINATIONS SUB-COMMITTEE AND ALLOTMENTS SUB-COMMITTEE

100.1 The Committee noted the draft budget proposals prepared by the Town Council's Accountant in liaison with senior staff and the Chairman of the Policy and Resources Committee, circulated to Councillors.

100.2 *Cllr. Brooks declared a Prejudicial Interest in Christmas lights as the Town Council's Electrical Contractor and did not take any part in the voting on this item*

100.3 *Cllr. Passingham declared a Prejudicial Interest in Bognor Regis Seafront Lights and any events that they arrange or support and did not take any part in the voting on this item*

100.4 The budget proposals were detailed by the Deputy Town Clerk. It was noted the allocation for Town Force charges in each cost centre was budget neutral.

100.5 **Environmental Projects** - The Committee **AGREED** to increase the budget by £2,000 to £4,000 to enable this budget to be split across the 4 wards as discussed earlier in the meeting.

100.6 *Cllr. Brooks declared a Personal Interest in the next item*

100.7 **Pea lights and Uplighters** - The need for some maintenance work/bulb replacement to be undertaken to return the lights to full working order was discussed.

100.8 Allotments - The Sub-Committee had again requested a budget of £6,000 which had been increased by the Accountant due to the level of Town Force charges used in this current year.

100.9 The Committee **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that the Environment and Leisure Committee Budget for the financial year 2009-2010 should be £174,091 less potential income of £14,100 making a total of £159,991 as detailed in the attached paperwork - **Appendix '2'**.

101. REPORTS

101.1 Financial Reports

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

101.2 Any Other Reports

The Chairman asked that clarification be sought from A.D.C. regarding the new concession located in front of the Town Council's Beacon on the seafront and whether this can be moved easily if use of the Beacon was required. The Deputy Town Clerk advised that the Events Officer had already contacted the A.D.C. Concessions Officer in connection with this matter to clarify the situation. The Concessionaire was fully aware of the requirement to move the unit if necessary as stipulated in his contract. A test would be carried out to ensure that this was possible and additional wheels would be added if this was found to be necessary.

102. CORRESPONDENCE

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

The Meeting closed at 9.05pm

NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL
SOUTH EAST IN BLOOM WORKING PARTY
Thursday 16th October 2008

PRESENT: Cllrs J Passingham (Chairman), Mrs E Anderson, G Burt and Mrs J Warr; Mr D Marr, Miss E Benackova and Mrs H Knight

The Meeting opened at 6.15pm.

1. Apologies for Absence

Apologies had been received from Mrs K Gill, Mrs P Dart, Mrs M Huntingdon and Ms C Marples.

2. Approval of the Notes of the Meeting held on Wednesday 10th September 2008

The Notes of the Meeting held on Wednesday 10th September 2008 were approved.

3. Bognor In Bloom Award Presentation Evening Monday 20th October 2008

The final arrangements for the evening presentation were discussed. The Chairman would compère the evening, with the various sponsors and the Mayor presenting appropriate awards. The certificates would be produced by BRTC office to match the style of those issued for the Girl Guide competition, to be signed by the Mayor and laminated. Trophies had already been purchased and engraved. The Chairman explained his intention to issue three discretionary awards. Reply responses so far indicated a good attendance of approximately 50 plus people. BRTC staff would arrange provisions of red and white wine/juice and light savoury snacks, moving of Council Chamber furniture, setting up of display material on the landing and in the Council Chamber and a looped photographic display.

4. Britain In Bloom 2009 Competition

The Chairman reported that Bognor In Bloom had been invited to enter Britain In Bloom 2009 and a prompt decision had been requested. He had therefore emailed Working Party members to gain a consensus of opinion. There had been general agreement that, whilst there was merit in entering, it would be better to concentrate resources on achieving gold in S&SEIB next year. JP had responded to Anne Holman with the decision to decline and thanks for the invitation.

5. Request from Felpham Community College for Planter and Horticultural Link

A request had been received (correspondence circulated with the Agenda) for college students taking Land-based studies in Horticulture to form links with BRTC Town Force team to look at how decisions on planting schemes are made, purchasing, suppliers etc. with possible visits/talks to be arranged. Additionally, the possibility of a competition for the students to design and plant up one of the planters nearest to the college was requested. In discussing this, it was noted that the requested links with Town Force were really a matter for BRTC however those present had no objection to this. With regard to the suggested planter competition, members felt this was a good idea in principle and would fit in with the group's ethos of encouraging community involvement and particularly schools. However, in order to meet the S&SEIB recommendations to encourage schools to incorporate In Bloom into their curriculum, it was felt that the school should run such a competition in-house, with support and judging offered from the Working Party if required. It was therefore **AGREED** to **RECOMMEND** to the Environment & Leisure Committee that the request for links be supported and that students be allowed to use the planter nearest the school for the

suggested competition provided the school organise and run it, with appropriate guidance from the Working Party/BRTC, to be reviewed after one year.

6. Rowan Way/Felpham Way Roundabout Planting – Working Party Suggestions

Members were advised that Paul Beckerson had received approval from WSCC Highways for BRTC to commence sponsorship and planting arrangements for these two roundabouts. It was AGREED that both Felpham and Bersted Parish Councils should be contacted as a courtesy (PB). PB had advised that the Felpham Way roundabout could accommodate 3x6m planting areas, with three sponsors, and the Rowan Way roundabout 3x8m planting areas with potentially four sponsors. Two sponsors had already expressed interest. Comment was made regarding the type of planting, which it was felt should be in the vein of natural or wild planting with no raised beds, and also whether one central area of natural planting with smaller 'bed' areas around the outside would be better. A member pointed out that there were a great many daffodil bulbs on the Rowan Way roundabout and suggested that any planting should be delayed in order for these to flower. ADC had been asked to suggest some viable designs and JP would follow this up. The Chairman stated that whilst clearance and tidying up of the two roundabouts was desirable, planting should wait until design possibilities had been considered and the two parish councils liaised with. It was noted that existing sponsored sites carried differing styles of signage/installation and that it would be preferable to adopt a more uniform approach in future if possible.

It was therefore suggested that a **RECOMMENDATION** be made to the Environment & Leisure Committee for clearing/tidying up of the two new roundabouts to commence but that planting be delayed until ADC design plans had been considered, a planting plan devised ideally using natural planting without raised bedding, and the two interested parish councils approached. Further, it was suggested that new sponsorship sites follow a consistent approach to signage, with existing sites incorporating changes at the time of contract renewal.

Cllr Mrs Warr gave her apologies and left the meeting.

7. Correspondence and any other matters for consideration not included on the agenda

- HK to pass copies of three items of correspondence to JP.
- Details of ADC's 'Green Gym' project had been left with HK for attention of JP.
- Letter from a resident, addressed to ADC and passed to BRTC, praising the work of Town Force and the flower baskets in London Road.
- Letter from Aldwick Business Association thanking the Working Party for placing lamp post flower baskets in Aldwick Road and expressing the hope that this would feature in future years.
- Letter from ISS Waterers Landscape expressing thanks to In Bloom/Town Force team and appreciation of the close working relationship achieved in partnership with ADC.
- JP had spoken with ADC regarding a piece of scrap land. If details are forthcoming this is to form an agenda item. A member had noticed an area of land needing improvement and it was suggested that Unsightly Areas for Improvement be an agenda item for next year for identifying potential projects.
- Some trees at the Orchard Way roundabout need 'crown lifting' as the cordylines are obscured. EB/PB to investigate.
- A member suggested that a tour of Hotham Park would be of great interest. HK to enquire.

8. Date of next meeting

It was felt that one final meeting for this year be arranged for November, date to be advised.

The Meeting closed at 7.30pm.

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING 3rd NOVEMBER 2008

1. Meteorological Officer Report for September 2008 - previously copied to Councillors
2. A.D.C. - details of Seawater Quality from 8th September to 17th September 2008 inclusive
3. Railondon Newsletter - Issue 101, October 2008 and Railwatch Magazine, Issue No. 117, November 2008
4. National Piers Society - Piers Journal Issue No. 89, Autumn 2008
5. UKIP - letter enquiring whether the car parks near the War Memorial could be free for public use for Remembrance Day. Clarification has now been sought from A.D.C. that car park charges will be suspended in the Regis Centre car park for a period of 2 hours from 10.00am to midday on 9th November 2008
6. A.D.C. - copy of Household Waste and Recycling Strategy 2008/09 - 2012/14 Executive Summary
7. Sussex Police - Arun Update and details of Police Authority attendance at two Arun CDRP consultation meetings during October 2008
8. Memorandum to all Councillors and staff with details of Bognor In Bloom Awards Evening on 20th October 2008
9. CPRE email - 'CPRE helps parish councils tackle litter'
10. Copy of Primary Times, Issue 52, 13th October to 23rd November 2008
11. Communities and Local Government Committee - details of publication of Report 'The Provision of Public Toilets'
12. Lushglen - details of exterior furniture renovation services
13. Recovery Magazine, Volume 9, Issue 2, Summer/Autumn 2008
14. Glasdon - details of products for local councils
15. Email enquiry from a resident in connection with the general appearance of the outside of The Regis Public House. This has been acknowledged advising that the Council has written to A.D.C. as the landlords of this property to request that they press their tenants to take immediate action to improve the overall appearance of the outside of these premises.