



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 2nd JULY 2007

PRESENT: Cllr. J. Passingham (Vice-Chairman), Cllrs: J. Brooks, Mrs. S. Daniells and D. Eldridge

IN ATTENDANCE: Mrs. G. Frost (Deputy Town Clerk)
Mr. P. Beckerson (Projects and IT Officer)
Mrs. S. Holmes (Events Officer)
One Councillor in the Public Gallery

The Meeting opened at 7.30pm.

In the absence of the Chairman, Cllr. Passingham (Vice-Chairman) took the Chair.

15. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Vice-Chairman welcomed all those present and requested that all mobile phones be switched to silent for the duration of the meeting. Apologies had been received from Cllrs. Mrs. J. Gillibrand and R. Gillibrand.

16. 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.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later 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 Agenda item 7 - Consideration of Town Force entry into Illuminated Gala on Sunday 26th August 2007

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

17. TO APPROVE THE MINUTES OF THE MEETING HELD ON 21st MAY 2007

The Minutes of the Meeting held on Monday 21st May 2007, were agreed as an accurate record and were signed by the presiding Chairman.

18. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

19.1 21st May - Min. 10 Invitation to representative of ADC Parks Department to a meeting to discuss various issues relating to Hotham Park

The Deputy Town Clerk reported that the Head of Parks and Green Space, Ms. P. Dart and the Senior Landscape Officer, Ms. R. Alderson would both be attending the next meeting on 13th August 2007.

Cllr. Mrs. Daniells declared a Personal Interest in this matter as the District Council's representative on the Hotham Park Working Party

It was noted that there was a Hotham Park Working Party meeting on the 14th August and this would give an opportunity for any issues of concern to be raised. A Councillor referred to the problems with security and queried why the residents would not support the installation of electronic gates.

Mrs. S. Holmes declared a Personal Interest in this matter as the Treasurer of Hotham Park Heritage Trust

The Committee noted that the Police had attended the last Hotham Park Heritage Trust meeting and were currently investigating various issues of concern. The Events Officer advised that the previous owner of Hotham House had not been in favour of the installation of gates and there had also been mixed feelings about this within the emergency services.

19.2 21st May - Min. 8 Dog Bin in vicinity of Orchard Way Subway

In answer to a query, the Deputy Town Clerk confirmed that the dog bins were purchased through the District Council rather than an alternative supplier as the supply and installation was a one off cost and the bins were then serviced by A.D.C. at no extra charge.

19.3 27th November - Min. 85.3 Parking on Railway Station Forecourt

The Projects Officer advised that he had met with the Station Manager in connection with the positioning of the new three tiered planters, which had been installed today and had taken the opportunity to raise this issue. It was noted that additional bollards would now be installed in between the existing ones and the Projects Officer advised that he would try to ascertain a date when this work would be carried out.

20. REQUEST FROM BOGNOR REGIS LOCAL HISTORY SOCIETY AND MUSEUM FOR RELEASE OF ANNUAL FUNDING TO ASSIST WITH RUNNING EXPENSES AT MUSEUM FOR THE 2007 SEASON

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 31st October 2006 were also noted as being received. Members spoke highly of the work that is undertaken at the Museum and were delighted to hear that the visitor numbers had increased and several school visits had already been booked. One suggestion that was put forward was whether it may be beneficial for the Museum to change the window display prior to closing for the winter period incorporating some signage to advertise the opening date for the following year. This would help to stimulate further interest in the Museum for visitors to the town during the winter months and would hopefully encourage them to return when the Museum re-opened. Following further discussion, it was **RESOLVED** that payment of the £4,000 grant should be made.

21. CONSIDERATION OF TOWN FORCE ENTRY INTO ILLUMINATED GALA ON SUNDAY 26th AUGUST 2007

21.1 The Chairman advised that he had an interest in this matter but he wished to give the Committee a little background information prior to leaving the meeting. He advised that this was the only gala event in the town with the theme this year being 'Travel'. All money raised was used towards maintaining and improving the summer illuminations. The availability of Town Force time to assist towards the event is not used by the Group so it is hoped that this time might be reallocated instead towards their entry into the event.

21.2 *Cllr. Passingham declared a Prejudicial Interest in this matter and left the meeting during the discussion on this matter. Cllr. Burt who was present in the Public Gallery also left the meeting during this debate*

21.3 In the absence of the Chairman, the Committee **RESOLVED** that Cllr. Eldridge should take the Chair for this one item. Following some debate, it was **RESOLVED** that subject to the availability of Town Force and their willingness to take part, that the Town Council should support the event again this year.

21.4 *Cllr. Passingham returned to the meeting*

21.5 *Cllr. Burt returned to the Public Gallery*

22. CONSIDERATION OF PROVISION OF FLAGPOLE OUTSIDE THE TOWN HALL

The possibility of the provision of an additional flag pole to be installed outside the Town Hall was discussed in detail. The possibility of the District Council part funding an additional pole in partnership with the Town Council was suggested as a way forward. The flag pole could be used for occasions such as Remembrance Day, promotion of the In Bloom campaign as well as for the Town Council's flag to promote Civic Pride. A Councillor commented that a removable flag pole could also be investigated as an option. The Deputy Town Clerk advised that approval would need to be sought from Arun District Council prior to any decision being taken. It was also noted that the new flag pole recently erected by the District Council had cost in the region of £600. As a result of the discussions it was **AGREED** to investigate this proposal further with A.D.C. and discuss this again when further information was available.

Comment was made that the whole frontage of the Town Hall needed to be considered and the badly positioned street light in the vicinity of the War Memorial should be the subject of future debate.

23. CONSIDERATION OF CONCERN RAISED BY LOCAL RESIDENT AT THE LACK OF DOG BINS PROVIDED ALONG BOGNOR REGIS SEAFRONT

The Chairman reported that no details had been provided by the resident of exact locations where dog bins were lacking along the seafront. Following some discussion, it was AGREED that as the District Council were responsible for this area, this issue should be brought to their attention and they should be asked to review the provision of bins in this location.

24. CONSIDERATION OF LETTER FROM LOCAL RESIDENT RAISING VARIOUS MATTERS OF CONCERN - COPIED TO COUNCILLORS

The letter from the local resident copied to the Town and District Council was noted as being received. Concerns included the lack of a Union Flag flying on the seafront, the condition of the Fishermen's huts and surrounding area and the condition of one of the cafes which was felt to be an eyesore. Members discussed each item and following a lengthy debate, it was AGREED that the District Council should be asked for their comments on the content of the letter prior to any response.

25. METEOROLOGICAL SITE SECURITY - CONSIDERATION OF QUOTATIONS (IF AVAILABLE) - REPORT FROM PROJECTS OFFICER - MIN. 148 REFERS

The Projects Officer advised that for the installation of two CCTV cameras and a hard disk recorder on site plus the provision of a power supply and telephone connection would cost in the region of £3,500 to £4,000. In answer to a query the Projects Officer confirmed that a Police CCTV camera was located on the seafront which already covered this location, however it had never been successful in reducing vandalism at the site in the past or indeed catching the culprits. The Projects Officer answered questions from Councillors on the necessity for two cameras and a telephone line and whether the quality of reproduction from the cameras would be sufficient. He confirmed that he had been asked to look at ways of investigating security at the site as the Council had not wanted to return the razor wire following the installation of the new railings. Concern was expressed by some Councillors present at the level of expenditure required for this project.

The Committee **RESOLVED** that Cllr. Burt could speak on this item from the Public Gallery.

In answer to a query the Projects Officer confirmed that the security measures would still be required if the Council decided to proceed with the installation of an automated Weather Station in the future. A phone line and electricity supply would also need to be installed.

Members AGREED that they would consider the issue of security at the site once they had received a response from the Met Office on the suitability of an automated Weather Station to run in tandem with the Meteorological Officer. This would enable them to look at the whole scheme.

26. FURTHER CONSIDERATION OF INSTALLATION BY A.D.C. OF LOCKABLE BOLLARD AT HAWTHORN ROAD CEMETERY TO REPLACE MISSING GATES

MIN. 6.4 REFERS - REFERRED BACK FROM TOWN COUNCIL MEETING OF 25th JUNE 2007

Concern was expressed that the original ornate gates were part of the history of the town and it was stressed that these should be reinstated.

The Committee **RESOLVED** that Cllr. Burt could speak on this item from the Public Gallery.

Comment was made that the gates were expensive and questions should be asked of the District Council as to where the gates had gone, who had got them and whether an insurance claim was ever submitted? Concern was raised that the cemetery is used as a shortcut and there is a real Health and Safety issue. Members agreed that the installation of a lockable bollard was a short term solution to some of the problems in this area however this did not resolve the longer term problem. Following further discussion, it was **RESOLVED** that further investigation into this matter should be undertaken. The District Council should be thanked for their offer to install a lockable bollard but requested to reinstate gates at both entrances to the cemetery.

27. REPORT FROM EVENTS OFFICER INCLUDING

27.1 The Report from the Events Officer was noted, which had been circulated previously - **Appendix '1'**

27.2 Proms in the Park - consideration of security

Members noted the reasons for the need for security at this event and were fully supportive of this action being taken. The Events Officer advised that the budget for this event was not realistic to cover first aid, security, advertising etc. and requested that this be reviewed if the event is staged again next year.

27.3 Summer Entertainment Programme - consideration of payment of fee following cancellation of concert due to weather conditions

The Events Officer referred to the proposal as detailed in her report and requested that the Committee give this consideration. Following some discussion, it was **RESOLVED** due to the mitigating circumstances and as a gesture of goodwill that payment of the full fee would be made on this occasion only. The Events Officer advised that a review of the wording of the existing contract needed to be undertaken prior to next season.

27.4 Update on Ice Rink and possible Continental Market including consideration of costings

The Events Officer advised that she was still awaiting further details.

27.5 End of the Pier Film Festival - consideration of correspondence

The Events Officer referred to the proposal as detailed in her report and requested that the Committee give this consideration.

The Committee **RESOLVED** that Cllr. Burt could speak on this item from the Public Gallery.

Members were supportive of trying to achieve a closer partnership with the organisers of the End of the Pier Film Festival and suggested that they be invited along to a future meeting to make a presentation on their work. In the meantime, it was **AGREED** that Cllrs. Burt and Cunard (if available) should attend a meeting with Mrs. Holmes and representatives of the Festival to look at ways of taking their proposal forward.

A Councillor suggested that the Town Council's name should be incorporated into the BRTC logo as a means of identifying the Town Council's support for various events.

28. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 24th MAY 2007

28.1 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 24th May 2007 - **Appendix '2'**

28.2 The Deputy Town Clerk advised that due to an oversight the Notes of the meeting held on 11th June had been omitted from the Agenda and would therefore be considered at the next meeting.

29. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 22nd MAY 2007

29.1 22nd May - Min 9 - Meeting re: Security at the site

The Deputy Town Clerk referred to the positive meeting that had been held with Councillors, Tenants representatives and the PCSO to discuss this ongoing problem. It was noted that the Deputy Town Clerk would be meeting with a fencing contractor tomorrow to seek a quotation to erect fencing at various locations around the site.

29.2 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 22nd May 2007.

30. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 13th JUNE 2007

30.1 The Committee **RESOLVED** that Cllr. Burt could speak on this item from the Public Gallery.

30.2 Concern that the Sub-Committee were looking at too many new projects to take forward at one time was expressed and the need to prioritise was stressed. The Deputy Town Clerk confirmed that costings of all the proposed projects needed to be considered by the Sub-Committee at this time to enable a decision to be taken as to which projects to take forward and which to put on hold for another year subject to the funding available.

30.3 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 13th June 2007.

31. REPORTS

31.1 Financial Reports including to note Earmarked Reserves for year ending 31st March 2007

The Committee noted the financial reports, which had been previously circulated. Copies of the Earmarked Reserves were circulated at the meeting. The Deputy Town Clerk answered Councillors questions on the Reserves currently held by the Committee and these were noted - **Appendix '3'**

31.2 Any Other Reports

There was nothing to report.

32. CORRESPONDENCE

The Committee noted receipt of the correspondence as detailed - **Appendix '4'**.

The Meeting closed at 9.08pm.

BOGNOR REGIS TOWN COUNCIL

Events Officer's report to the E & L Committee on 2nd July 2007

CLOWNS PARADE

Debrief meeting has now taken place between the Town Council, Butlins and Clowns International. My notes from the meeting are attached to this report.

PROMS IN THE PARK

Budget for this event is £300, which covers the cost of the Concert Band. Other costs are met by the collection taken on the night. Budget to date is attached.

I have decided to organise two security guards for the evening, at a cost of approximately £105 – my reasons are as follows:

At the Sunday afternoon performance on 17th, there were a small group of males gathered at the back of the bandstand area. They were not causing a nuisance, although they were fairly high spirited, but were drinking and some had arrived with 6 or 8 cans of alcohol. This was at 3 o'clock in the afternoon. I have also spoken to members of Hotham Park Heritage Trust and know from them that there are sometimes large groups who gather in the park. Due to the numbers and the fact that many are consuming alcohol, they are rather intimidating.

In view of the above, I will be liaising with the police on our presence in the park for the Proms night but on reviewing my Risk Assessment, felt that bringing in our own security would cover us in case of any incidents occurring.

SUMMER ENTERTAINMENT PROGRAMME IN HOTHAM PARK

We have now had the first two weekends. The opening concert on 17th June was by the Chichester City Band, who gave a very good performance. There were probably about 150 in the audience and we distributed leaflets about the forthcoming Summer Programme.

The second concert had to be cancelled due to the continuous rain. Under the terms of the contract, if the concert cannot proceed due to weather conditions, 25% (in this case £37.50) of the fee is due to be paid. However, Bognor Regis Concert Band had turned up, and would probably have played, but we made the decision not to proceed. This meant that we saved on Town Force time (one person) who would have put out chairs and then cleared them away when the concert finished. I am therefore proposing that the full fee (£150.00) be paid, or at least a greater amount than 25%, particularly as the Concert Band are due to give four further performances throughout the summer at our various events. I would also suggest that we reconsider the wording in this clause of the contract to clarify the situation somewhat.

INTERNATIONAL BOGNOR BIRDMAN

Meetings between the International Bognor Birdman Trust and the Safety Advisory Group continue.

VETERANS DAY EVENT

Following representations from the ex-service associations, who were very disappointed that we had considered not running an event this year, it was decided that a very small service would be

organised. This was done in liaison with the British Legion and the Salvation Army, who very kindly hosted the event at The Hub.

We had 7 standards in attendance, 3 from ex-service associations and the others from scouts and sea scouts. Apart from our Mayor, the service was attended by The Chairman of Arun DC and local MP, Nick Gibb together with representatives from Aldwick and Bersted Parish Councils and local organisations. Apart from the Mayor, two Town Councillors were in attendance.

I have expressed thanks to Lt Clark of the Salvation Army for his assistance in the planning of the Service and for allowing us to use The Hub (a wise choice, in view of the weather).

APPLICATION FOR PREMISES LICENCE FOR LONDON ROAD AND HIGH STREET AREAS (LICENSING ACT 2003)

As far as we are aware, there are no problems with the licence. Paul Beckerson has now completed his exam for his Personal Licence and details have been forwarded to Arun DC. The Licence should therefore be granted in the near future.

TOWN SHOW

The application for Awards for All has now been completed. The basic concept for the event has been agreed between Bognor CAN, the Horticultural Society and ourselves. The planning will continue while we await the outcome of the Awards bid.

ICE RINK – POSSIBLE CONTINENTAL MARKET

I am still awaiting details from the Royal Norfolk Hotel on this and will report further, with possible costings, at the meeting.

END OF THE PIER FILM FESTIVAL

We have been contacted by the organisers of the End of the Pier Film Festival – copy of letter attached.

This Festival brings a great deal of media coverage for the town, as the contest draws entries from around the world. The partnership with Butlins this year produced a very professional Gala Show to launch the festival and the Town Council provided some funding via our grants programme.

However, the organisers would now like to meet with the Town Council to see if a closer partnership can be achieved. In view of the importance of this Festival within film media circles, and the coverage this gives the Town, I would suggest that this is something that we should explore. From my discussion with them, I understand that they are not looking for additional funding but would like to have more input and involvement of the Town Council.

I would therefore suggest, if the Committee are willing to pursue this proposal, that two Councillors and myself meet representatives from the End of the Pier Film Festival to discuss the issue further.

**Notes of meeting between Clowns International, Butlins and Town Council
Tuesday 12 June 2007
at Butlins**

Present: Clowns International: Chris Stone, Bluey Brattle
Butlins: Jamie Thomson, Andy , Jude
Bognor Regis Town Council: Glenna Frost, Sue Holmes

The meeting started at 1 pm.

Overview of 2007 event

Butlins:

- Hugely successful event, it's a great addition to their calendar and they wish to carry on
- The Big Top in the car park and the showcasing in the Skyline worked well
- Customers feel they get a warmer welcome at the Circus Circus weekend

Clowns:

- CI members were very happy with the event
- They may be able to bring in more members for future event but it depends on how many chalets Butlins are willing to provide for accommodation
- Clowns were happy with the food
- One issue that did cause problem was space for stalls selling clown merchandise and face painting. There had been confusion as to whether these stalls could be run and where. (In response, it was explained that this would fall under concessions and Butlins would normally take 25%. It was suggested that space for the stalls was written into the agreement between Butlins and CI. Did clowns have liability insurance for this? It was confirmed they have £5m)
- CRB checks. All clowns had CRB checks. There had been some confusion with one of the stage managers, who refused to have clowns in photo session as they had been told that CRB checks had not been done. This had caused upset with some of the clowns. It is now part of the constitution of CI that members must have CRB checks done within 6 months
- There also seemed to be some confusion as to venue for AGM. CI had asked for a venue to be arranged but it appeared not to have been done. Butlins confirmed that this had been an error.

Town Council:

- Town Council were happy with the event. We had been very lucky with the weather, numbers attending the parade were good and the jazz band had worked very well. Having clowns in the town centre on Saturday was very popular. The venue used for the Reception had worked very well and the food had been excellent.
- It was explained that at the council meeting after the event, it was agreed that the council would like to continue supporting the event. However, as a new administration has taken over, all future events will be discussed at an Events Working Party later in the year and a final decision will be made then.

Future event – the following suggestions were made:

- The use of proper seating in the Big Top / circus ring / performance by clowns
- Gala show in Big Top
- Butlins reported that as a company they were no longer supporting balloon launches – suggestions for alternative launch? A hot air balloon was suggested or something like biggest custard pie or balloon stomp in the world. This will be considered and ideas put forward.
- Dates for next years event – booked by Butlins – 7 – 10 March.
- CI are confident that their members will support the event, if the terms offered are the same as this year. Butlins confirmed that they will offer accommodation, B & B plus dinner for the clowns.
- Number of clowns was discussed. The 1991 event drew 850 clowns into one place, with 430 from USA. However, this was very costly. The number of clowns could be increased but it will cost more.
- The number of clowns attending this year was nearly 80 and it was suggested that this could be increased to 90 for 2008 event. Butlins will look to providing a fund of £1,500 to assist with expenses of clowns travelling from abroad, if CI will guarantee a Gala Show. This was agreed.
- It was also suggested that a few clowns could arrive on Tuesday to act as PR team and possibly visit local schools etc. Although the facilities at Butlins will not be open during the week, they could use the Team Diner for meals etc.
- Can Butlins logo be added to banner advertising the clown event?
- 2008 is 60th birthday of CI
- Colouring competition will be run as before – possibly with mask to colour this year, rather than invite drawing. Butlins will organise this, deliver to schools, provide prizes etc
- Suggested that there could be exhibition at Hotham Arts Centre from Clowns Gallery (based in London) and Butlins offered to donate £5 to the Clowns Gallery for every clown attending up to a total of 90
- Butlins are providing the goody bags for the pantomime and Clowns leaflets could be included in these
- Could a competition be arranged with local traders to dress their windows?
- CI asked if it would be possible to have additional workshops for clowns on Monday, after visitors have left. Details to be provided to Butlins, who will consider this
- Town Council will take details back for discussion at their Events Working Party.

the end of the pier INTERNATIONAL FILM FESTIVAL

Kate Gill
Bognor Regis Town Council Office
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RECEIVED

01 JUN 2007

30 05 07

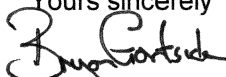
Dear Kate,

As you may have heard the End of the Pier International Film Festival 2007 was a great success, which started with a fantastic Gala event at Butlins in Bognor Regis at the end of April. The closing awards ceremony saw trophies given away to film makers from not just the UK, but Austria, Australia, and The United States. Both Producers and Directors flew in from all corners of the world to watch their films, and to attend the awards presentation. This significant event in the film festival calendar is set to grow and already we're planning 2008.

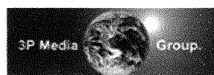
As local events organizers we of course remain appreciative and grateful of the grant awarded to us by the Town Council. However, we are at a stage in our development where we feel able to further explore the potential and possibility for a more meaningful partnership with the Town and its Council.

We look forward then to meeting with any relevant individuals within the Town Council to discuss the future of the event and to explore how we can be of both service and benefit to each other and the Town of Bognor Regis.

Yours sincerely



Bryan Gartside
eotp festival Director
01243 841775



a different kind of
event
Butlins



DEMARKO



NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL
SOUTH EAST IN BLOOM WORKING PARTY
(COASTAL RESORT A)
Thursday 24th May 2007

PRESENT: Cllr. K. Scutt, Cllr. Mrs. E. Anderson, Cllr. D. Eldridge (from item no. 4), Cllr. Mrs. J. Walker, P. Beckerson, E. Benackova, R. Bennett (WSSC), Margaret Huntingdon and V. Kendon (ADC).

The Meeting opened at 2.03pm.

1. To note the appointment of Chairman

The Working Party noted the appointment of Cllr. Jason Passingham as the Chairman of the Working Party.

2. Apologies for Absence

Apologies of absence were noted as being received from Cllr. J. Passingham (chairman) and P. Mortimer.

3. Approval of the Notes of the Meeting held on 12th April 2007

The Notes were agreed as a correct record.

4. To note co-opted members as agreed at E & L Meeting

It was noted that following members were co-opted on the Working Party: Margaret Huntingdon, Phil Mortimer, Richard Bennett, Philippa Dart, Veronica Kendon and David Meager.

It was reported that Veronica Kendon was leaving the employment of the District Council next month. The Working Party extended a vote of thanks for all her help and hard work whilst serving on the Working Party and wished her good luck for the future.

Cllr. Don Eldridge offered his apologies and joined the meeting – 2.10pm.

5. Guides Competition Judging

The packs had been returned and the Working Party selected a winner and runner up in each category. The Projects Officer will liaise with Angela Purser on a date for the presentation. Some refreshments will be provided and all winners will get a T-shirt promoting the Bognor in Bloom competition. V. Kendon will organise the planting for week commencing 4 June. It was also **AGREED** to approve the expenditure of up to £200 for the plants & T-shirts.

6. Any urgent matters for consideration

MH handed out photos of the footpath running past Ivy Lane and commented on the ongoing issue of its cleanliness. The Projects Officer advised that the Graffiti Operative would be actively engaged in cleaning the street scene along Verdant once he caught up with graffiti removing.

The Members also discussed the Hotham Park restoration projects and agreed that it will be valuable wildlife asset to the town.

7. Date of next meeting

In the Council Chamber on 11th June 2007 at 6.30pm.

The Meeting closed at 2.35pm.

Earmarked Reserves as at 31st March 2007

Millennium Fund		728.00
Allotments		2,566.00
Gravits Lane Maintenance		
E&L Projects		13,477.00
Balance of Pier Survey	£75.00	
Dog bin	£170.00	
Environmental Projects surplus 03 & 04	£1,936.00	
Seafront Showers 04/05, 05/06 & 06/07	£1,204.00	
Litter Bin for Longford Road Footbridge area	£210.00	
Environmental Projects surplus 05/06 & 06/07 for bins	£1,727.00	
Arun Marine Ranger Project	£500.00	
Balance 05/06 Xmas Lights budget + banner income	£5,655.00	
Incl. banner income 06/07		
War Memorial	£2,000.00	
South East in Bloom		11,601.00
Surplus 03 & 04 - (three tiered planters)	£5,013.00	
Mons Avenue Planters	£1,000.00	
Bal Horticultural Supplies 05/06 incl. expenditure for (Plants for new planter column/bollards £240.00)	£2,067.00	
05/06 projected equip. expenditure not yet spent for (New planter column/bollards£2,820.00)	£2,820.00	
Bal of Community Garden budget (Westloats)	£701.00	
Events Sponsorship		1,300.00
05/06 Clowns Event surplus		

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING 2nd JULY 2007

1. W.S.C.C. - details of 'Apprentice' Enterprise Day at Bognor Regis Community College on Monday 2nd July 2007. W.S.C.C. are seeking 5 volunteers to act as 'Business Observers' and take part in the event - copied to Councillors
2. Meteorological Officer Report for May 2007 - previously copied to Councillors
3. A.D.C. - copy of Seawater Quality poster up to and including samples taken on 11th June 2007 - copied to Councillors
4. Support St. Richard's Campaign - message from the Chairman of the Campaign Team
5. A.D.C. - email from the Education and Promotion Officer with details of the Fixed Penalty Notices Campaign which ran for 7 days from 28th May to 3rd June 2007 inclusive
6. Sussex Police - Press Release 'Arun Initiative to tackle underage drinking'
7. Sussex Police - email copy of District Commanders Update - Arun District
8. Sussex Police - Press Release 'Operation Eagle - drug searches in Arun'
9. Southern - Stakeholder Brief Issue 39, May 2007
10. A.D.C. - Diary of Events Summer and Autumn 2007
11. W.S.C.C. - copy of Sussex Water Festival programme 1st June to 31st July 2007
12. West Sussex EESI Project - leaflet with details of the one-to-one outreach casework support service they offer to voluntary and community groups
13. ENCAMS - email with details of 'Youth Engagement Study Tours' being arranged at various locations around the country to show how, by positive engagement, young people themselves are the solution to many of the challenges facing communities
14. ENCAMS - further email with additional dates for the 'Youth Engagement Study Tours' being organised
15. D&Wp - details of products available for organisations who carry out Drug Awareness Training
16. Communities and Local Government Committee - details of oral evidence session on Monday 4th June for its inquiry into Refuse Collection
17. Communities and Local Government Committee - details of oral evidence session on Tuesday 5th June for its inquiry into Equality
18. Joseph Rowntree Foundation - email Press Release 'Migrants, integration and local neighbourhoods: fresh evidence from three new studies'
19. Railwatch, Issue No. 112, July 2007 including details of Rail Users' Conference on Saturday 3rd November in Ely, Cambs and copy of Railondon, Issue 96, June 2007
20. Matta Products - details of new website
21. KOMPAM Ltd. - details of Play Seminar on Tuesday 17th July in Hove, East Sussex
22. SMP Playgrounds - details of Summer 2007 special offer
23. Tranik Sports and Leisure - product information
24. Access Displays - product information

25. Glasdon - Local Councils News Sheet Summer 2007 and brochure with details of public seats collection
26. BDMA - Recovery Magazine Volume 8, Issue 1, Spring 2007
27. W.S.C.C. - Harbour Views Newsletter of the Pagham Harbour Local Nature Reserve, Summer 2007, Vol. 9, No. 2
28. Email from local resident complaining about increased car parking charges - acknowledged referring resident to A.D.C. as the authority responsible
29. A.D.C. Press Release 'Health and Safety expert to prepare report about practice of Bognor Regis fishermen'
30. Sussex Police - email regarding increased security
31. Southern - copy of Stakeholder Brief, Issue 40, June 2007