



# **BOGNOR REGIS TOWN COUNCIL**

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

**HELD ON MONDAY 5<sup>th</sup> JUNE 2006**

**PRESENT:** Cllrs: D. Eldridge, F. Oppler and R. Probert

**IN ATTENDANCE:** Mrs. G. Frost (Deputy Town Clerk)  
Mrs. S. Holmes (Events Officer)

*The Meeting opened at 7.40pm*

### **1. WELCOME BY THE CHAIRMAN**

1.1 In the absence of the Chairman the Vice-Chairman took the Chair.

1.2 The Chairman welcomed all those present. It was noted that Cllr. Mrs. J. Warr had been elected Chairman and Cllr. F. Oppler had been elected Vice-Chairman of this Committee at the Annual Town Council meeting on 8<sup>th</sup> May 2006.

### **2. APOLOGIES FOR ABSENCE**

Apologies had been received from Cllrs: J. Hayward, Mrs. S. Olliver, K. Scutt and Mrs. J. Warr.

### **3. 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 had been handed to those Councillors present in order that they can personally record their interests - both Prejudicial and Personal. At the end of the meeting, these forms should be returned to the Deputy Town Clerk 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.

### **4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 24<sup>th</sup> APRIL 2006**

The Minutes of the Meeting held on Monday 24<sup>th</sup> April 2006 were agreed as an accurate record and were signed by the presiding Chairman.

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

There were no questions.

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

**6.1 24<sup>th</sup> April - Min. 153.1 Millennium Clock**

The Deputy Town Clerk reported that the battery and the capacitor had both been replaced on the Clock and it was now functioning properly.

**6.2 24<sup>th</sup> April - Min. 159 Decking on Seafront**

The Committee noted that a response was still awaited from the Insurance Company with regard to the insurance implications in relation to the permanent positioning of the decking on the seafront.

Advice had been sought from the Town Council's Accountant in connection with the use of reserves to fund the application for planning permission for the decking. It was noted that the reserves should not be used to support ongoing revenue expenditure; this should be funded through the Precept although one off revenue expenditure such as this, is an acceptable use of these funds. Continual use of the reserves in this way is not recommended owing to the eventual impact on the Council's finances.

**6.3 24<sup>th</sup> April - Min. 167 Four Nations Tournament 23<sup>rd</sup> - 27<sup>th</sup> May**

The Events Officer advised that despite offers of support from the Town Council towards this event, the Football Club had not taken this up.

**6.4 24<sup>th</sup> April - Min. 168.2 Music Festival 2006**

In answer to a query, the Events Officer confirmed that the Singalonga film 'Joseph and the Amazing Technicolour Dreamcoat' was in addition to Acker Bilk and that Eliza Carthy had now also been booked for a Folk event to be held in the Theatre as part of the Festival. It was planned that the Music Festival would be a varied programme of events with something for everyone. Owing to the limited budget, the Festival would start slowly and be built on in future years. The funding available this year would therefore be used mainly to underwrite the events. The Council will also undertake promotion of the Music Festival and produce a programme giving details of all the events taking place at various venues during the week. Details of the entertainment booked so far were reported to the Committee. In response to a query about the possibility of staging a parade on the Promenade, the Events Officer advised that this had been investigated, but unfortunately this would not be possible. This was owing to the additional costs that would be incurred due to the need for stewards to marshal such an event in view of the various safety issues that would need to be addressed.

**6.5 24<sup>th</sup> April - Min. 170.1 Christmas Illuminations Sub-Committee - Meeting of 29<sup>th</sup> March**

The Committee noted that this should read 'The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting that was not quorate held on 29<sup>th</sup> March 2006' and not '1<sup>st</sup> March' as appeared in the Minutes.

**6.6 31<sup>st</sup> October - Min. 82 Arun Marine Ranger Project**

The Committee noted the letter from the A.D.C. Community Parks Officer advising that unfortunately the Project did not attract enough funding to proceed and no further funding had been forthcoming. It is hoped that some of the same outcomes may be achieved through the Nature Coast Project and the Officer dealing with this will be contacting the Town Council in connection with this matter in due course.

**7. APPOINTMENT OF SUB-COMMITTEES AND WORKING PARTIES INCLUDING:**

**7.1 Christmas Illuminations Sub-Committee including co-options**

The Committee **RESOLVED** that the Sub-Committee be appointed together with its Membership.

**Membership:** Cllrs: R. Gillibrand, Mrs. S. Olliver, K. Scutt and Mrs. J. Warr.

**Co-opted Members (not entitled to vote):** Mr. A. Hay, Mr. P. Frederick and Mr. J. Stamp. Mrs. S. Hardy would attend meetings to represent the Chamber of Commerce in Mr. Stamp's absence.

**7.2 Allotments Sub-Committee including co-options**

The Committee **RESOLVED** that the Sub-Committee be appointed together with its Membership.

The Deputy Town Clerk reported that it was usual practice for all members of the Planning and Licensing Committee to be appointed to the Allotments Sub-Committee, as these meetings are held on a quarterly basis prior to Planning meetings. It was therefore appropriate for the same Councillors to serve on both Committees. This was **RESOLVED**.

**Membership:** Cllrs: D. Eldridge, Mrs. J. Gillibrand, R. Gillibrand, J. Hayward and R. Ockwell.

**Co-opted Members (not entitled to vote):** Mr. D. Meagher, Mrs. P. Purkis, Mr. C. Taylor and Miss S. Trodd (allotment tenant representatives).

**7.3 Music Festival Sub-Committee including co-options**

The Committee **RESOLVED** that the Sub-Committee be appointed together with its Membership.

**Membership:** Cllrs: D. Eldridge, Mrs. J. Gillibrand, R. Gillibrand, J. Hayward, S. McDougall, R. Nash, K. Scutt and Mrs. J. Warr.

**Co-opted Members (not entitled to vote):** Mr. A. Cunard, Mr. S. Goodheart, Mr. P. Keen, Mr. A. Levtov and Mrs. M. Lloyd.

**7.4 South East in Bloom Working Party including co-options**

The Committee **RESOLVED** that the Working Party be appointed together with its Membership.

**Membership:** Cllrs: J. Hayward, Mrs. S. Olliver and K. Scutt.

It was noted that further appointments would need to be made to this Working Party. Request for additional members to be raised at the next Town Council meeting - **AGREED**.

**Co-opted Members (not entitled to vote):** G. Banks (ADC Parks and Greenspaces Officer), Mrs. P. Dart (ADC Head of Parks and Greenspaces), Mrs. M. Huntingdon, V. Kendon (ADC Parks and Greenspaces Officer) and P. Mortimer.

#### **7.5 Visitor Guide Working Party**

The Committee **RESOLVED** that the Working Party be appointed together with its Membership.

**Membership:** All members of the Environment and Leisure Committee with additional Councillors appointed if required.

#### **8. A.D.C. SUSSEX BY THE SEA VISITOR STRATEGY 2006 TO 2011 - CONSIDERATION OF APPROVAL AND IDENTIFICATION OF WHERE THE TOWN COUNCIL CAN ASSIST AND CONTRIBUTE TO THE IMPLEMENTATION OF THE VISITOR STRATEGY - MIN. 151 REFERS**

**8.1** The Committee noted that a Destination Management Group was being set up in connection with the Visitor Strategy. The Town Mayor had been appointed to this Group at the Annual Town Council meeting with the Deputy Town Mayor being appointed as a reserve representative.

**8.2** Reference was made to the excellent presentation that had been given to the Committee by the A.D.C. Tourism Manager at the last meeting, which had been fully supported by those Councillors who had been present at that time. The importance of Sussex by the Sea having a delivery structure, involving public and private sector stakeholders, to develop and endorse the Action Plan, and to drive forward delivery of the Strategy had been stressed by Mr. Edwards. Three local visitor economy groups will be set up - one each for Arundel, Bognor Regis and Littlehampton to comprise of a mix of public and private sector stakeholders. The Events Officer stressed that local businesses who are directly involved with tourism at ground level would be an essential part of the partnership as it is their livelihoods which are directly affected by tourism. Following some discussion, it was **RESOLVED** to approve and fully support the Sussex by the Sea Visitor Strategy for 2006 to 2011.

#### **9. CONSIDERATION OF LOCAL AUTHORITY BYELAWS IN ENGLAND - DISCUSSION PAPER - REFERRED FROM TOWN COUNCIL MEETING 8<sup>th</sup> MAY 2006 - COPIED TO COUNCILLORS**

The Discussion Paper on local authority byelaws in England, which is one in a series of *local:vision* documents issued by the ODPM as part of its ongoing dialogue with local government and local communities about working together to deliver better outcomes for people and places was noted as being received, copied to Councillors. Comments and views received before June in response to the Discussion Paper would help to inform the content of the White Paper. Following some discussion, the Committee felt that due to the complexity of the questions within the document and the uncertainty of the future plans of local government, they felt unable to give the level of response that is required within the timescale available and stressed that this would not be the best use of their time at this stage.

#### **10. PUBLIC CONVENIENCES - LETTER FROM HEAD OF ENVIRONMENTAL AMENITIES AT ADC - COPIED TO COUNCILLORS**

The letter from the Head of Environment Amenities and Community Safety at A.D.C. was noted as being received, copied to Councillors. As a result of the consultation and recommendations from the Policy Scrutiny Committee, the immediate threat of closure to the London Road Public Convenience has been withdrawn. Discussions with regard to London Road and other Public Conveniences in Bognor Regis will be held in due course and it was suggested that the Town Council nominate a small number of members to look into the details of what options may be available for the future prior to a suitably agreeable meeting date being arranged. A Councillor stressed that in the event of any closures taking place in the future, any upgrades to the existing Public Conveniences should be undertaken first. The Committee discussed the provision of toilets within retail stores as a way of reducing vandalism. The provision of regularly manned toilets and the possibility of a franchise being set up with a local business to run the toilets were also suggested as other options worth consideration. Following further debate, it was AGREED that a small number of Councillors should be appointed to a Working Group to look at the options for the future in connection with the Public Conveniences. Cllr. Probert confirmed that he would be happy to join this Group.

It was noted that further appointments would need to be made to this Working Group and this would be referred to the next meeting of the Town Council for consideration.

11. **UPDATE OF PROVISION OF LITTER BIN AT GRAVITS LANE END OF THE ALLEYWAY NEAR THE CO-OPERATIVE STORE IN HAWTHORN ROAD (IF FURTHER INFORMATION AVAILABLE) - MIN. 164 REFERS**

The Deputy Town Clerk reported that there was nothing further to report at this time as a response was still awaited.

12. **UPDATE ON PROVISION OF BOGNOR REGIS BOUNDARY SIGN - MIN. 165 REFERS - RESPONSE FROM W.S.C.C. - COPIED TO COUNCILLORS**

The response from W.S.C.C. detailing the Traffic Signs Regulations was noted, copied to all Councillors. The Chairman queried whether the provision of a Bognor Regis boundary sign on West Meads Drive would be of any practical benefit to the people of Bognor Regis and suggested that the provision of a sign in this area was an unnecessary and non-essential expense. The Committee considered this view in some detail and following further discussion, it was **RESOLVED** unanimously not to proceed with this proposal.

13. **W.S.C.C. TREE WARDEN SCHEME - EXPRESSION OF INTEREST FROM LOCAL RESIDENT**

The Deputy Town Clerk reported on her telephone conversation with a local resident who had expressed an interest in becoming a Tree Warden in the Bognor Regis area. The Committee noted that the resident was very interested in the environment and getting involved with community groups and local schools. It had also been suggested that he may wish to become involved with South East in Bloom and any relevant community projects that are being progressed by the Working Party. The Committee confirmed that they would be pleased for Mr. K. Hughes to be appointed as a Tree Warden for Bognor Regis and it was **RESOLVED to RECOMMEND** approval of this appointment to the next Town Council meeting.

14. **REPORT FROM EVENTS OFFICER ON FORTHCOMING EVENTS - COPIED TO COUNCILLORS**

- 14.1 The Report from the Events Officer was noted, copied to all Councillors.
- 14.2 **Sands of Time** - The Events Officer advised that everything was on track for the forthcoming Sands of Time Event but unfortunately the Nature Conservation Project had withdrawn from the event as they were unable to find anyone to man their display due to annual holidays.
- 14.3 **Music Festival** - The Committee noted that The Bognor Regis Music Club had agreed to stage an Argentinean tango music evening on 23<sup>rd</sup> July if the Music Festival Sub-Committee will agree to underwrite the event to the value of £425 against lack of ticket sales only. The break even figure for the event would be an audience of 54 people and they do not anticipate having any problems achieving this number. This will be considered at the next meeting of the Music Festival Sub-Committee. Negotiations are underway with the Bognor Regis Observer regarding advertising the event and once all of the performances have been confirmed, the Events Officer will put together the programme. Contact will also be made with Spirit fm.
- 14.4 **Proms in the Park** - The arrangements are all in hand for this event. Details of the musical content are still awaited however and once this information is received, a programme will be prepared by the Events Officer for circulation. A.D.C. will be putting up the lamp post banners on 19<sup>th</sup> June advertising the evening and banners will also be displayed at the main entrances to Hotham Park.
- 14.5 **Hotham Park Bandstand Entertainment** - The Events Officer advised that she was working with Joan Aubrey-Jones to finalise the programme of entertainment. The publicity for the events could then be organised.
- 14.6 **Clowns Event** - The Events Officer advised that she was still waiting to hear back from Clowns International regarding the future of the event for next year as there had been one or two issues that needed resolving between Butlins and Clowns International before a decision could be taken. The Chairman queried whether the event this year had been good value for money and suggested that the Clowns needed to be more visible in the town during the weekend and not just come out of Butlins for the Parade. It was stressed that if a similar level of funding was to be made available for the event next year then the Town Council should press for a number of the Clowns to come into the town on the Saturday morning to interact with the public. The Events Officer commented that once a decision had been reached regarding whether the Clowns would return to Bognor Regis in 2007 then negotiations could be entered into. Cllr. Oppler expressed a wish to be involved with the negotiations if the event is going to be held. It was noted that Butlins had stipulated that all Clowns must have up to date CRB documentation if they wish to take part next year. The possibility of staging the event later in the year was raised, but it was pointed out that it was not possible to get the quantities of Clowns later in the season as many of them have seasonal work commitments.
15. **MUSIC FESTIVAL 2006 SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 4<sup>th</sup> MAY 2006**

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 4<sup>th</sup> May 2006.

**16. CONSIDERATION OF THE PROVISION OF ADDITIONAL FUNDING (FROM RESERVES) FOR THE MUSIC FESTIVAL (IF REQUIRED) REFERRED FROM POLICY AND RESOURCES COMMITTEE - MIN. 12 REFERS**

The Events Officer updated the Committee on the reason for this agenda item. The Policy and Resources Committee had considered a request received from the Theatre for funding towards the "Festival of British Classical Music". As P&R had agreed that the Town Council should be actively supporting the Theatre, but had not wanted to set a precedent by providing funding outside of the normal Grant Aid cycle, it had been agreed that if no subsidy is needed for the Acker Bilk concert, then this sum could be used to underwrite one of the concerts in the "Festival of British Classical Music". The Events Officer had stated that she had hoped that any funding that was not used in this current year could be carried forward to increase her budget for 2007. The P&R Committee had therefore agreed that E&L should be asked to consider additional funding from reserves, if this was found to be necessary. Members debated this issue and following a lengthy discussion, the Committee viewed that the Music Festival should be able to run within its agreed budget this year and that any under spends should be rolled into next year's Music Festival. This was **RESOLVED** unanimously.

**17. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 11<sup>th</sup> MAY 2006**

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 11<sup>th</sup> May 2006 - **Appendix '1'**

**18. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING THAT WAS NOT QUORATE HELD ON 26<sup>th</sup> APRIL 2006**

**18.1** The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting that was not quorate held on 26<sup>th</sup> April 2006.

**18.2** The Events Officer reported that the personality starring in the Christmas Pantomime at the Theatre this year was Mike McClean who appears on the Richard and Judy show. The Theatre has confirmed that they would be happy for him to attend the Switch-on event. It was suggested that before a final decision is taken, contact should also be made with Brian Ansell to check out the availability of his son or possibly look at inviting Ben Richards back again as he had been very popular last year. Investigation into the possibility of a Continental Christmas market was currently being undertaken by the Events Officer.

**19. REPORTS**

**19.1 Financial Reports including approval of Earmarked Reserves**

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

A copy of the 'Earmarked Reserves' relating to this Committee had been copied to Councillors. It was **RESOLVED** that these should be approved for the year ending 31<sup>st</sup> March 2006 as detailed - **Appendix '2'**.

**19.2 Any Other Reports**

The Deputy Town Clerk detailed various issues that had been brought to her attention. These included the direction signpost between Fitzleet House and Hothampton Car Park being in a very poor condition, the lamp post situated outside the Museum being very knocked about and in need of painting and the lack of gates at Town Cross Cemetery where three out of the four are missing. The Committee AGREED that the Deputy Town Clerk should pursue these matters with the relevant authorities.

**20. CORRESPONDENCE**

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

*The Meeting closed at 9.40pm.*



## NOTES AND RECOMMENDATIONS

### BOGNOR REGIS TOWN COUNCIL SOUTH EAST IN BLOOM WORKING PARTY (COASTAL RESORT A) Thursday 11<sup>th</sup> May 2006

**PRESENT:** Cllr. J. Hayward, Cllr. Mrs. S. Olliver, Cllr. K. Scutt, P. Beckerson (BRTC Projects Officer), E. Benackova (Clerical Assistant), V. Kendon (ADC Parks & Greenspaces Officer), M. Huntingdon, P. Mortimer.

*The Meeting opened at 2.05pm.*

#### 1. Apologies for Absence

There were no apologies of absence received.

#### 2. Approval of the Notes of the Meeting held on 6<sup>th</sup> April 2006

##### *6<sup>th</sup> April – Item no.5 SRB Planting Projects*

Longford Road planter had been built but the other side of *the railway gate*.

##### *6<sup>th</sup> April – Item no.8 Britain in Bloom Launch Event*

The under colour was showing through on some *bins* in London Road. It was reported that ADC had got a schedule to regularly paint them.

The above amendments were noted and the Notes were agreed as a correct record.

#### 3. Timeline & Programme for 2006

A copy of the updated timeline to be appended to these Notes as Appendix 1.

The Projects Officer updated the Members on the dates:

- SE in Bloom Portfolio submission 16<sup>th</sup> June
- SE in Bloom Judging day 10<sup>th</sup> July
- Britain in bloom Portfolio submission 10<sup>th</sup> July

The Working Party was informed that Bognor Regis in Bloom 2006 entry forms had been sent out to previous entrants.

#### 4. Progress on environmental and conservation projects (possible biodiversity theme)

A meeting had been held with South Bersted School and as they already have a biodiversity garden, they could use this knowledge and get involved in a rough design of this project. The Projects Officer had spoken to Carol Fullick and was informed that a planning permission for this project was going in. As the project will be in its early stages when the judges come, an informative sign by the land was suggested. In response to this, the Members were advised that the site will be included in the route for judges and the groups involved would meet the judges and comment on their work.

#### 5. SRB Planting Projects

The Projects Officer reported that the planting on Shripney Road central reservation had already been damaged twice. BRTC has got the details of the person who drove into the planting on 8<sup>th</sup> May and an invoice will be sent.

The Working Party was informed that work on the seats and bins for the seafront had finished.

Next project to work on would be Aldwick Road – planters first followed by the new paving. Comment was made about parking problem within this area and it was suggested that the car park in Victoria Drive could be a solution. Due to no signage there, public is not aware that it is free of charge.

## **6. Guides competition**

The packs had been returned and the Working Party **AGREED** to appoint Cllr. Mrs. S. Olliver, V. Kendon and M. Huntington to judge the designs immediately after this meeting. It was also **AGREED** to approve the expenditure of up to £200 for the plants.

The Projects Officer advised the Members that he would need to have the expenditure for Scouts planting on the square about approved. There will be two designs, one on the Chichester Road corner and the other one opposite whereas the boats will not be affected.

## **7. Britain in Bloom Informal Judging**

The Working Party agreed that we had done our best.

It was reported that the banner promoting the Britain in Bloom Campaign still had not been put up. The Projects Officer advised that Fontwell had asked to have another banner displayed and therefore another location for the Campaign banner had been found at the entrance to the High street.

In response to a query regarding lighting in the trees in front of Bon Marché, the Projects Officer advised that he was still awaiting response on this matter. The timers' location is therefore still unknown.

## **8. Britain in Bloom Launch Event**

The Members agreed that the launch had been well attended and a lot of good feedback had been received. It was hoped this would encourage community involvement.

## **9. National Awards Ceremony**

It was reported that E&L Committee had resolved to send the Projects Officer and the Town Force Horticulturalist for 2 nights to Perth in Scotland to represent Bognor Regis at the Awards Ceremony. The Projects Officer advised that having made initial enquiries it appeared that flying to Perth would be the cheapest option. It would however be necessary to get a train to Gatwick and then to Perth at the other end of the flight. The cost for two people to attend this event including accommodation, return flights and train fares would total £545.00.

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

The Working Party was informed that Littlehampton TC is not entering SE in Bloom competition. ADC tried to get them involved but the TC has set other priorities to improve the town.

It was reported that the Aldingbourne Trust would start working with Town Force in a couple of weeks and that they would be involved all summer. This is to be included in the portfolio.

Margaret Huntington has had a reply from Tesco re the rubbish by the path leading to the store and the refuse was consequently removed.

The issue of footpaths was raised and serious concerns were expressed about the increase of litter and the inactiveness of WSCC. Although there had been a phone call from an officer who takes care of the footpaths, unfortunately she was in charge of footpaths' labeling not the rubbish. Questions were raised concerning WSCC being only responsible for cutting the hedges but not clearing the refuse. Following discussion on the matter, it was agreed that Margaret Huntington would report this issue to Cleansing at ADC and keep Paul Beckerson informed about the progress.

Margaret Huntington would liaise with Veronica Kendon and the Projects Officer re the display in the Library. Specifications of the three In Bloom competitions, posters and two indoor plants to be obtained. It was reported that once the display is moved to the Print-In, some display boards would be needed. The Projects Officer will speak to Sue Stallard if the ADC could provide these.

The Projects Officer informed the Members that he would be writing to Mr. Gibson re future sponsorship of roundabouts. After some discussion the Working Party **AGREED** that the parameters of all three In Bloom competitions should be mentioned in the letter as well as the appointment of Cllr. J. Hayward as the Town Mayor.

#### **11. Date of next meeting**

In the Council Chamber on 8<sup>th</sup> June 2006 at 2pm.

*The Meeting closed at 3.20pm.*

**Appendix 1****In Bloom Campaign Planning Jan 2006 – July 2006**

<b><u>Month</u></b>	<b><u>Action</u></b>	<b><u>Responsibility</u></b>
December 2005	<ul style="list-style-type: none"> <li>▪ Letters to Schools re Competition &amp; Environmental Project</li> </ul>	
January 2006	<ul style="list-style-type: none"> <li>▪ Circulation of In Bloom leaflet</li> <li>▪ Contact Girlguiding group re planting competition</li> <li>▪ Local newspaper coverage – invite Kevin Smith to Feb meeting to give overview of plans</li> <li>▪ Selection and completion of entry forms for SE in Bloom 2006</li> <li>▪</li> <li>▪</li> </ul>	
February 2006	<ul style="list-style-type: none"> <li>▪ Organise Girl Guiding planting competition – set close date for entries</li> <li>▪ Spring digital photos of planting, gardens, parks, seafront</li> <li>▪ Set close date and judging dates for BR in Bloom</li> <li>▪</li> <li>▪</li> </ul>	
March 2006	<ul style="list-style-type: none"> <li>▪ Collate circulation list for BR in Bloom entry forms including last years entries</li> <li>▪ Start collating SE in Bloom portfolio</li> <li>▪ SE in Bloom Portfolio - ongoing</li> <li>▪ Update to Kevin Smith - Observer</li> <li>▪</li> <li>▪</li> </ul>	
April 2006	<ul style="list-style-type: none"> <li>▪ Select judges for Bognor Regis in Bloom, Girl Guide &amp; Schools planting competitions</li> <li>▪ SE in Bloom Portfolio - ongoing</li> <li>▪ Judge entries to Girl Guide &amp; Schools planting competition</li> <li>▪ Update to Kevin Smith – Observer</li> <li>▪ Unannounced Judging 18<sup>th</sup> April – 12<sup>th</sup> May</li> <li>▪</li> <li>▪</li> </ul>	
May 2006	<ul style="list-style-type: none"> <li>▪ Complete SE in Bloom portfolio</li> <li>▪ Organise planting days for Girlguides and Schools ? including press coverage</li> <li>▪ Confirmation of SE in Bloom Judging Day</li> <li>▪ Decide on representatives of In Bloom accompany</li> </ul>	

<b><u>Month</u></b>	<b><u>Action</u></b>	<b><u>Responsibility</u></b>
	<ul style="list-style-type: none"> <li>judges</li> <li>▪ Decide on route for judges</li> <li>▪ Update to Kevin Smith – Observer</li> <li>▪</li> <li>▪</li> </ul>	
June 2006	<ul style="list-style-type: none"> <li>▪ Organise press coverage of SE and Br in Bloom judging days</li> <li>▪ Judging of Bognor Regis in Bloom entries – arrange photos with entrants</li> <li>▪ SE in Bloom Portfolio submission 16<sup>th</sup> June</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>	
July 2006	<ul style="list-style-type: none"> <li>▪ Confirm press arrangements for Se in Bloom</li> <li>▪ Organise pre judging day tidy / check</li> <li>▪ SE in Bloom Judging day 10<sup>th</sup> July</li> <li>▪ Britain in bloom Portfolio submission 10<sup>th</sup> July</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>	
August 2006	<ul style="list-style-type: none"> <li>▪ Summer digital photos of displays, gardens, parks, seafront, town for 2007 portfolio</li> <li>▪ Britain in Bloom Judging</li> <li>▪ Set BR in Bloom awards date – usually after SE in Bloom awards date.</li> <li>▪ Decide on and order awards / certificates</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>	
September 2006	<ul style="list-style-type: none"> <li>▪ SE in Bloom Awards “The Venue” Chichester 6<sup>th</sup> Sept.</li> <li>▪ BR in Bloom Awards ?</li> <li>▪ Britain in bloom Awards Perth 21<sup>st</sup> and 22<sup>nd</sup></li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>	

**Earmarked Reserves as at 31<sup>st</sup> March 2006**

<b>Millennium Fund</b>		878.00
<b>Allotments</b>		2,566.00
Gravits Lane Maintenance	£829.00	
Gravits Lane Maintenance 05/06 incl. expenditure	£1,737.00	
For fencing of sparse areas of hedge & new gate		
& fittings for second Gravits Lane entrance not yet spent		
<b>E&amp;L Projects</b>		8,124.00
Balance of Pier Survey	£75.00	
Dog bin	£170.00	
Environmental Projects surplus 03 & 04	£1,936.00	
Seafront Showers 04/05 & 05/06	£824.00	
Litter Bin for Longford Road Footbridge area	£210.00	
Environmental Projects surplus 05/06 for bins	£195.00	
Arun Marine Ranger Project	£500.00	
Balance 05/06 Xmas Lights budget + banner income	£2,214.00	
War Memorial	£2,000.00	
<b>South East in Bloom</b>		14,072.00
Surplus 03 & 04	£5,013.00	
Bal of Horticultural Supplies Budget 04/05	£656.00	
Mons Avenue Planters	£1,000.00	
Bal Horticultural Supplies 05/06 incl. expenditure for	£4,153.00	
(New tree £200.00)		
(Plants for new planters in York Road £48.00)		
(Plants for new planter column/bollards £240.00)		
05/06 projected equip. expenditure not yet spent for	£3,250.00	
(New planters for York Road £700.00)		
(New planter column/bollards £2,820.00)		
<b>Fishermen's Hut Sinking Fund</b> (4 years @ £500)		2,000.00
<b>E &amp; L has already agreed this will be returned to Reserves</b>		
<b>Events Sponsorship</b>		1,300.00
05/06 Clowns Event surplus for 06/07 event		

**GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE MEETING 5<sup>th</sup> JUNE 2006**

1. Meteorological Officer Report - April 2006 previously copied to Councillors
2. Surrey & Sussex NHS - Creating an NHS Fit for the Future: Discussion Document - summary of Discussion Document copied to Committee
3. The Arun Sounds - letter of appreciation for funding from the Cultural Fund
4. Hotham Park Heritage Trust - letter of appreciation for funding from the Events Sponsorship Budget for the Country Fair and Bandstand Entertainment including an invitation for the Town Mayor and Councillors to attend
5. A.D.C. - Sea Water Quality Poster showing results up to and including 8<sup>th</sup> May 2006 - copied to Councillors
6. Sussex Police - email giving update on crime reduction
7. W.S.C.C. - Walking Your Dog at Pagham Harbour Local Nature Reserve posters and leaflets - previously copied to Councillors
8. Notification that it is Portugal Day on 10<sup>th</sup> June and details of an event being held to celebrate this day at Wickbourne Centre, Littlehampton. The event is open to everyone and entry is free.
9. Rural Sussex - details of Goodyear's child safety campaign to sponsor the makeover of a playgroup that is in need of an overhaul to the value of £10,000. Entries are invited.
10. SMP Playgrounds - product information
11. Playsafe Playgrounds Ltd. - product information
12. Bishop Sports and Leisure 2006 catalogue
13. W.S.C.C. - copies of Waste Prevention Booklet "For Better Tomorrows"
14. Pevensey Project - copy of Consultation Report for Pevensey Festival
15. Local Strategic Partnership - Roundabout Newsletter
16. Bognor Regis Local History Society - letter of appreciation for funding for the Museum
17. A.D.C. Energy Update - Energy Efficiency Newsletter, Issue 2, Spring 2006
18. Meteorological Officer Report - May 2006 - copied to Councillors
19. Sussex Police - Press Release 'Arun Designated Drinking Zones go live on 1<sup>st</sup> June 2006' - copied to Councillors
20. Action in Rural Sussex - details of East and West Sussex ChangeUp Consultation (a national government initiative aiming to develop a stronger and sustainable voluntary and community sector through the development of infrastructure services and facilities) and draft letter in connection with collective concerns that have been raised following a meeting of the Chairmen and Trustees of the CVS and Volunteer Bureau in West Sussex on a number of issues in relation to ChangeUp. This was noted.
21. Letter of complaint to Ward Councillor from a local resident in connection with the Rox event held during the Bank Holiday weekend relating to excessive noise levels. This was noted.

**Cllr. Oppler declared a Personal Interest in this item as he lives near the Bognor Regis Town Football Club where the event was held. Cllr. Oppler made no comment on the content of the correspondence.**