



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 24th APRIL 2006

PRESENT: Cllr. Mrs. J. Gillibrand (Chairman), Cllrs: D. Eldridge, R. Gillibrand,
Mrs. S. Olliver, K. Scutt and Mrs. J. Warr (to Min. 166).

IN ATTENDANCE: Mrs. G. Frost (Deputy Town Clerk)
Mr. P. Beckerson (Project and IT Officer)
Mrs. S. Holmes (Events Officer)
Mrs. C. Fullick (Development Officer, Pevensey Project)
Mr. G. Hausmann-Prior (Treasurer, Pevensey Project)
Mr. R. Edwards (A.D.C., Tourism Manager)

Prior to the meeting, Mrs. Fullick, Development Officer and Mr. Hausmann-Prior, Treasurer from the Pevensey Project made a short presentation to the Committee in connection with the 2006 Festival.

The Meeting opened at 7.35pm

148. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. J. Hayward (holiday).

149. 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.

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

150. TO APPROVE THE MINUTES OF THE MEETING HELD ON 13th MARCH 2006

The Minutes of the Meeting held on Monday 13th March 2006 were agreed as an accurate record and were signed by the presiding Chairman.

151. PRESENTATION FROM MR. RICHARD EDWARDS, A.D.C. TOURISM MANAGER ON THE A.D.C. SUSSEX BY THE SEA VISITOR STRATEGY 2006 TO 2011

The Chairman welcomed Mr. Edwards and the meeting was adjourned at 7.40pm.

Mr. Edwards reported that this strategy had been prepared in consultation with key members of the local tourism industry and its success in making Sussex by the Sea a thriving and sustainable visitor destination will depend on it being supported and delivered by all stakeholders. Tourism is now the world's largest industry. Arun has the 2nd largest visitor economy in West Sussex with over 5 million visitor days and £179 million being spent by visitors annually. Tourism is the largest sector of Arun's economy and one of its key sources of employment supporting over 3,000 jobs. Visitor expenditure supports not only hotels, attractions and restaurants but also shops, garages and a wide range of other services. A place that is attractive for visitors is generally perceived to be an attractive place in which to live, work and invest. Tourism helps to raise awareness of localities and communicates positive images and messages about them. Mr Edwards spoke about the continued growth in short breaks with competition in this market growing at home and overseas. The growth in budget air travel, plus the strong pound, has made overseas travel much more attractive for British people. There is also significant new funding for tourism development and marketing in the other regions of England; the impact of this will grow in the next few years. Visitors come to Sussex by the Sea primarily for holidays or leisure days out, More than half Bognor Regis's visitors stay for at least 1 night. Littlehampton and Bognor Regis attract high proportions of families. One third of Littlehampton's visitor groups and nearly two thirds of visitor groups to Bognor Regis include children. Most visitors are from the UK rather than overseas and Arun's staying visitors spend substantially less money per 24 hours compared with other UK destinations.

Mr. Edwards advised that to ensure sustainable tourism a better quality of life and benefits to residents from the visitor economy for generations to come, it is vital that visitors should have a positive experience and want to return, that the visitor industry should be profitable so that it can invest, improve and grow, that local people should benefit from the visitor economy and that the unique environment should be protected and enhanced. In order that this may be achieved it will be necessary to be market focused and differentiate Sussex by the Sea from its competitors, improve the quality of the visitor experience and increase the value of visitors to the local economy. Mr Edwards detailed the strategic priorities as: -

1. Diversify the coastal tourism product to provide more and better quality infrastructure and facilities to meet the specific needs of new target groups of visitors.
2. Increase the value of visitors by increasing the proportion of staying visitors and stimulating higher spend by day and staying visitors.
3. Improve the quality of the visitor experience so that it is consistently high and exceeds visitor expectations.
4. Develop Sussex by the Sea as a sustainable destination
5. Raise the overall profile and image of Sussex by the Sea as a visitor destination

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 was stressed by Mr. Edwards. It is planned to set up three local visitor economy groups – one each for Arundel, Bognor Regis and Littlehampton to comprise of a mix of public and private sector stakeholders. These groups should include the town council, representatives from the local Chamber of Commerce/Town Centre Management group, as well as key tourism businesses. Other people may be co-opted for specific projects and discussions. An umbrella, Sussex by the Sea wide group made up of representatives from each of the three groups would also be set up. It is felt that neither the local groups nor the umbrella

group should be dominated by the public sector. Over 50% of members should be from the private sector and each group should be chaired by the private sector.

Mr. Edwards stressed once again that it was not for A.D.C. to deliver this strategy it was deliverable in partnership. If the Town Council and other local groups are willing to support it then their ideas can be looked at and become part of the Action Plan.

Those present raised various points and questions. The Chairman then thanked Mr. Edwards on behalf of the Committee for a most interesting and informative presentation. The meeting was reconvened at 8.32pm

In view of the length of the agenda for the meeting this evening, the Committee **RESOLVED** to refer this item to the next meeting for approval and identification of where the Town Council can assist and contribute to the implementation of the Visitor Strategy.

152. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

153. MATTERS ARISING FROM THE MINUTES

153.1 13th March - Min. 147, Item 7. Millennium Clock

The Deputy Town Clerk reported that the supplier had been contacted in connection with the time discrepancy on the Millennium Clock. Arrangements were in hand for an engineer to visit the site to rectify this problem.

153.2 30th January - Min. 114.3 Dog Bin Ivy lane Footpath

It was noted an invoice had now been received from A.D.C. for the provision and installation of the new dog bin at the above location. The Deputy Town Clerk advised that the charge was higher than the price originally quoted and agreed by this Committee. This had been raised with A.D.C. who had agreed to waive the fitting cost of £32 on this occasion. However, in future the costs for the provision and installation of a new dog bin would be £224 plus VAT plus £32 fitting charge. A new litter bin would be charged at £290 plus VAT plus £48 fitting. This was noted.

153.3 30th January - Min. 125 Drinking Control Areas in Arun District

The letter from the Clean and Safe Development Manager at A.D.C. with an update on how this initiative is progressing was noted, copied to Councillors present. The Order to designate areas of Bognor Regis and Littlehampton as Drinking Control Areas will come into force on 1st June 2006. The response from the public consultation had been overwhelmingly in favour, which had resulted in unanimous support from District Councillors when Full Council considered this matter in March. Some parishes have raised concern that their areas have not been included within the designated area. This has been noted by A.D.C. who has undertaken to monitor the situation closely with a view to revisiting the Order in a year's time. Should it prove to be necessary, A.D.C. would then look to amend the boundaries if there is evidence that the problem has shifted. A further 28 days notice to the public of the District Council's intention to implement the Order has been given. Any new objections or significant challenges that have not been previously considered that are received during this time will of course be given due regard by the District Council.

154. TO RATIFY RELEASE OF EVENTS SPONSORSHIP FUNDING FOR THE PEVENSEY PROJECT FESTIVAL

Cllr. Mrs. Olliver declared a Personal Interest in this matter as although she is not the Town Council's representative for this organisation, she does have an involvement with the event.

Cllr. Scutt declared a Personal Interest in this matter as the District Council's representative for the Bognor Youth and Community Centre.

A request for Event Sponsorship funding to the value of £5,000 had been received from the Pevensey Project through the Grant Aid process last September. Agreement had been reached when the 2006/07 Budget had been approved that this award should be made. However, the E. & L. Committee had agreed back in August 2004 (Min. 49.1 refers) that any organisation who applies for Event Sponsorship funding, requesting £5,000 and over, should be asked to make a presentation to the Committee on how they wished to use the funds for their event prior to its release. As a result of this, Mrs. Carol Fullick, Development Officer and Mr. Greg Hausmann-Prior, Treasurer had made a short presentation to the Committee prior to the start of the meeting this evening. They had detailed the purpose of the Pevensey Project, giving an in depth account of last years event, which had been well supported and very successful and highlighted the new elements and plans for the event this year. Following the presentation, Councillors had spoken in support of the good work carried out by this organisation and had commented on the excellent event that had been held in 2005.

It was therefore **RESOLVED** to ratify the release of the £5,000 Event Sponsorship funding awarded to the Pevensey Project for their 2006 Festival.

155. CONSIDERATION OF AVAILABILITY OF ADDITIONAL FUNDING FROM EARMARKED RESERVES FOR ROX MUSIC AND ARTS ORGANISATION EVENT - REFERRED FROM TOWN COUNCIL MEETING 6th MARCH 2006

It was noted that the Town Council had referred this back and the Committee were being asked to consider whether any additional funding could be identified from Earmarked Reserves to increase the Events Sponsorship grant awarded to the Rox Music and Arts Organisation. The Deputy Town Clerk advised that at this time the only Earmarked Reserve that may be surplus to requirements was the Fishermen's Hut Sinking Fund as the Chairman of BR21 had confirmed that this project was no longer proceeding. However, the Town Council's Accountant had advised previously that should these funds be no longer required, they should be returned to reserves rather than being switched to another project. Members spoke of the lengthy discussions that had taken place at the Environment and Leisure Committee meeting when the funding allocation was originally considered. A total of 80 Town Force hours had also been awarded to this event, which was equivalent to an additional grant in the region of £1,500. Following further debate, Cllr. Scutt proposed that the Fishermen's Hut Sinking Fund be returned to reserves and an additional £500 be funded from reserves for the Rox event. This proposal was not seconded. Members felt that in view of the level of funding, including Town Force support already being given to this event, the award agreed at the meeting on 30th January 2006 (Min. 122.1 refers) should remain unchanged. This was **RESOLVED**.

156. PUBLIC CONVENIENCES UPDATE (IF FURTHER INFORMATION AVAILABLE)

Cllr. Scutt declared a Personal Interest as a member of the A.D.C. Public Conveniences Working Party.

The email from Mr. Basford, Head of Environmental Amenities at A.D.C. acknowledging payment of the partnership contribution was noted. Mr. Basford had also made reference to the London Road site and commented that in his view, it was unlikely that any savings made against this site would be significant enough to provide re-investment into other sites if, BRTC would be looking to pro rata reduce their contribution/support for the remaining sites. The saving from single site removal does not automatically realise the same level of cost savings, principally because the Verdant element is the greatest and a single site removal from contract does not generate enough economies of scale. Further discussion on the way forward regarding this site will be taken forward pending the decisions taken by Cabinet in response to the recommendations from the PCs Working Party and Policy Scrutiny.

157. PERMANENT STRUCTURE FOR POSTER DISPLAY DECISION AS TO THE WAY FORWARD - REPORT FROM PROJECTS OFFICER - MIN. 138 REFERS

The Projects Officer spoke of the difficulties he had encountered trying to obtain quotations for the supply of a suitable structure and referred to the quotation he had received from a local company, Frank R Hay and Son. He requested that the Committee consider proceeding with this supplier and advised that the one off costs of manufacture would be £3,430 and £3,560. The cost of the manufactured article would be an additional £1,990 per structure. A discount in this cost may be available if the supplier's name can be incorporated on the product. The possibility of promoting this idea through other local authorities could also be considered as a way forward. Members spoke in support of this proposal and following some discussion, it was **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that two poster displays should be purchased and installed in the precinct to be funded from the Rolling Capital Programme. This would be subject to obtaining any necessary planning permission or licences required from A.D.C. and W.S.C.C. prior to installation.

158. REQUEST FROM BOGNOR REGIS LOCAL HISTORY SOCIETY AND MUSEUM FOR RELEASE OF ANNUAL FUNDING TO ASSIST WITH RUNNING EXPENSES AT MUSEUM FOR THE 2006 SEASON

Cllr. Mrs. Olliver declared a Personal Interest in this matter as an Honorary Member of the Bognor Regis Local History Society. The Committee noted that the History Society purchase copies of Cllr. Mrs. Olliver's book from her at cost price.

The Committee noted the letter from the Bognor Regis Local History Society and Museum requesting the release of the £4,000 Town Council grant to help meet the running costs of the Museum. A copy of the Society's accounts were also noted as being received, copied to the Committee. This was **RESOLVED**.

159. DECKING ON SEAFRONT - CONSIDERATION OF APPLICATION FOR PLANNING PERMISSION TO ALLOW DECKING TO REMAIN IN PLACE ON SEAFRONT ALL YEAR ROUND - REPORT FROM EVENTS OFFICER COPIED TO COUNCILLORS

The Report from the Events Officer requesting that the Committee give consideration to applying for planning permission for the permanent positioning of decking on the shingle to stage entertainment at Sands of Time, the International Bognor Birdman and any other events held during the year was noted, copied to Councillors. Under the current planning regulations, the decking can only remain in place for 28 days in any one calendar year without planning permission. The cost of this application would be £132.50 plus £26 for a set of 6 site and location plans. If such permission were granted, the decking would need to be covered during the winter months to provide some protection. The Events Officer pointed out that she was currently investigating the insurance implications and whether if the Town Council were to proceed with the installation, they would be held responsible for any accident/incident that occurred in connection with the decking during the period throughout the year when it was not being used as part of an event. Weekly inspections would also need to be carried out to ensure that the decking remained in a safe and satisfactory condition. It was queried whether funding was available to pay for such an application and it was suggested that this be funded from reserves as it had already been established that the Fishermen's Hut Sinking Fund was no longer required and would now be removed from the Earmarked Reserves and returned here. Following further discussion, it was **RESOLVED** to return the Fishermen's Hut Sinking Fund EMR to reserves to allow part of this funding to be used to submit an application for planning permission for the permanent positioning of the decking on the seafront. This would be subject to a satisfactory response being received from the Insurance Company with regard to the insurance implications.

160. CONSIDERATION OF PROPOSAL FROM MAGENTA NEWS A PROVIDER OF ONLINE MEDIA MONITORING SOLUTIONS - REPORT FROM EVENTS OFFICER COPIED TO COUNCILLORS

The Report from the Events Officer was noted, copied to Councillors. The service from this company is available at various levels and costs. They monitor all the news media and then email through details of all references found relating to an area. The basic cost being £3,520 for a twelve month period for up to 10 users. Additional services are available at a cost of £2,520 each. The Events Officer advised that in her opinion the cost was excessive for a service that would probably be of limited use as the material sent through as examples related mainly to the Bognor Regis Town Football Club or items that had already been identified in the local paper. Other articles did mention Bognor Regis but were not relevant to the Town Council. Members considered that this service would not be beneficial at this time and felt that the cost could not be justified. It was therefore **RESOLVED** not to proceed with this proposal.

161. REPORT FROM EVENTS OFFICER ON CLOWNS DEBRIEF MEETING AND FORTHCOMING EVENTS - COPIED TO COUNCILLORS

- 161.1** The Events Officer had prepared a Report, which was noted, copied to Councillors. Cllr. Mrs. Olliver, the Events Officer and the Deputy Town Clerk had attended the debrief meeting with representatives of Clowns International and Butlins. Everyone agreed that the return of the Clowns had been a very good event and Butlins had received good feedback from their visitors. The Clowns thanked the Town Council for hosting the Reception, which had been appreciated by everyone attending and Cllr. Mrs. Olliver was thanked for making the initial contact with the Clowns. Some concern had been raised as Butlins had bought in outside performers who were paid for their services during the Circus Circus weekend whereas the Clowns performed at no charge. Liaison between Butlins and the Clowns would be entered into regarding this issue. The

possibility of involving a well-known personality as had happened at previous Clowns Conventions was raised. It was suggested that maybe Butlins may be able to organise this. The need to ensure all Clowns had been CRB checked was raised and Butlins requested confirmation of this before another event took place. Although the Parade had gone extremely well, some problems did arise from the route, which would need to be addressed for any future event. Issues in connection with the band had also been raised. Everyone at the meeting was very positive about doing the event again next year and Butlins had pencilled in a provisional date for their Circus Circus Weekend as the 9th to 12th March 2007. The Clowns International representatives agreed to report back to their members so a decision can be taken as to whether they wish to take part again next year and would contact the Events Officer in due course.

161.2 The Events Officer advised that discussions were taking place with Bognor Regis Concert Band regarding the programme for the Proms in the Park event.

161.3 The Committee noted arrangements are in hand for the Bandstand Entertainment in Hotham Park this summer, which is being organised in conjunction with members of the Hotham Park Heritage Trust. As well as funding some of the performances, the Town Council will also be providing PA equipment and support from Town Force.

161.4 The Projects Officer updated the Committee on progress with the International Bognor Birdman event. Plans were proceeding well and fundraising events were being organised to raise money. Confirmed applications had reached 20 so far although a total of 141 application forms had been downloaded from the website. Email enquires were being received on a regular basis and there had been a substantial increase in the number of people visiting the website during the last month.

162. TO RATIFY COLOUR OF NEW RAILINGS AT METEOROLOGICAL SITE - PROJECTS OFFICER TO REPORT

The Projects Officer reported that the colour of the railings would be as shown on the original plans previously viewed by the Committee. They would be blue with stainless steel decorative motifs and it was hoped that the installation of the new railings would be undertaken in July or August. This was **RESOLVED**.

163. FURTHER CONSIDERATION OF REQUEST FROM RESIDENTS FOR THE PROVISION OF TWO LITTER BINS AND A DOG BIN IN MARSHALL AVENUE - MIN. 141 REFERS

The Deputy Town Clerk reported on the response received from A.D.C. in connection with the provision of two litter bins and a dog bin in Marshall Avenue. If the Town Council wish to proceed and are happy to fund the bins and their installation then the District Council will be happy to install and service them. Members had noted earlier in the meeting the increase in costs to provide such facilities and it was suggested that the best location for the bins would be on the footpath that runs between Highland Avenue and Marshall Avenue. Following further debate, the Committee **RESOLVED** to proceed with the purchase on one litter bin at a cost of £290 excluding VAT plus £48.00 fitting cost and one dog bin at £224 excluding VAT plus £32 fitting to be installed at this location. The provision of a further litter bin would be reviewed at a later date.

164. CONSIDERATION OF REQUEST FROM RESIDENTS FOR THE PROVISION OF A LITTER BIN AT THE GRAVITS LANE END OF THE ALLEYWAY NEAR THE CO-OPERATIVE STORE

The Committee noted the request for the provision of a litter bin at the Gravits Lane end of the alleyway that leads to the Co-operative store in Hawthorn Road. It was suggested that an approach could be made to the Co-operative first to see if they would be willing to fund the provision of a litter bin in an effort to improve the litter problem that exists in the area around their retail premises. This was AGREED.

165. CONSIDERATION OF PROVISION OF BOGNOR REGIS BOUNDARY SIGN IN WEST MEADS DRIVE NEAR FIRE STATION - CLLR. MRS. OLLIVER TO REPORT

Cllr. Mrs. Olliver reported that the beginning of the Bognor Regis boundary was not signposted in West Meads Drive; there was actually no sign prior to reaching Hawthorn Road. Mrs. Olliver requested that the Committee therefore consider the provision of a sign in the vicinity of the Fire Station just past Frandor Road to mark where the boundary begins. It was AGREED that the Deputy Town Clerk should investigate the cost of the provision and installation of such a sign with W.S.C.C. and report back to the next meeting to enable the Committee to give this further consideration.

166. *Cllr. Mrs. Warr gave her apologies and left the meeting at 9.18pm.*

167. FOUR NATIONS TOURNAMENT 23rd TO 27th MAY 2006 - UPDATE FROM EVENTS OFFICER (IF FURTHER INFORMATION AVAILABLE) - MIN. 146.2B REFERS

Cllr. Scutt declared a Personal Interest in this matter as Vice-President of the Bognor Regis Town Football Club.

The Events Officer advised that she had nothing further to report at this stage, as Mr. Pearce from the Football Club would not be receiving further details of the Four Nations Tournament until later this week. It could therefore not be determined at this time what the Town Council could do to support the event. As the event would be taking place from 23rd to 27th May this would be prior to the next meeting of the Committee. In the circumstances, it was **RESOLVED** that delegated authority should be given to the Chairman and Vice-Chairman in liaison with the Town Clerk to consider how best this could be taken forward once the Events Officer had received further information. It was suggested that any support with a financial implication could be funded from the Marketing Budget. The Events Officer would report back to the next meeting on the outcome.

168. MUSIC FESTIVAL 2006 SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 4th APRIL 2006 AND TO NOTE CHANGE TO SINGALONGA FILMSHOW

168.1 The Events Officer referred to the Memorandum she had sent to all members of the Music Festival Sub-Committee in connection with the possibility that the next meeting to be held on 4th May would not be quorate due to other meetings taking place on the same day. As there

were certain financial decisions that needed to be made in order to proceed with the planning of the event, the Events Officer requested that the E & L Committee give consideration to these at the meeting this evening.

168.2 The Report from the Events Officer, which had been circulated to Councillors was noted. It had not been possible to book the 'Rocky Horror Show' Singalonga film so 'Joseph and the Amazing Technicolour Dreamcoat' will replace this with the Town Council underwriting the guaranteed amount of £2,500 against lack of ticket sales. A meeting had now been held with the Bognor Regis Handbell Ringers and arrangements were being made for them to perform a concert in the Studio at the Theatre. Suggestions were being sought for an alternative name for the 'Music Festival' and the Events Officer would be pleased to receive any ideas from Councillors. The possibility of staging a walking parade along the Promenade when the Festival ends on what would have been Carnival day had been investigated, but unfortunately this would incur additional costs due to the need for stewards to marshal such an event. The idea was therefore not being pursued further.

168.3 The Events Officer detailed the additional expenses for which she needed agreement. These included the Folk event to be held in the Theatre with Eliza Carthy, which the Sub-Committee had previously agreed should be investigated. Approval is required to underwrite this event to the value of £2,500 to cover lack of ticket sales only plus £300 for the hire of the Theatre. Hire of the Theatre for the performance by the Bognor Regis Handbell Ringers at £80.00 also needed approval. Expenses for the Concert Band in the region of £300 and expenses for other performers up to £300 per band for performances in Hotham Park and lastly, the increases in the anticipated costs for equipment, barriers and security totaling £1,100. The Committee **RESOLVED** to approve all of this expenditure.

168.4 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 4th April 2006.

169. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 6th APRIL 2006 INCLUDING:

169.1 (a) Approval of works by A.D.C. to Sunken Garden

The Projects Officer reported that the District Council wished to make changes in the Hothampton Sunken Gardens. The bedding plants rarely flourish and flower in this location, which is largely due to poor soil conditions, pigeon damage and vandalism. It is therefore proposed that the beds be removed and turfed over to improve the appearance of this area. The bedding plants currently used within this site would be distributed around the other parks in Marine Ward e.g. The Steyne, Waterloo Gardens. This was **RESOLVED**.

169.2 (b) Approval of costs to send two representatives for 2 nights to Perth in Scotland to represent Bognor Regis at the Awards Ceremony

A Councillor commented that the Projects Officer and the Town Force Horticulturalist should be attending this event to represent the Town Council. 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 event would be held over two days with the Awards Ceremony being held on one day with feedback from the judges on the second day. The cost for two people to attend this event including accommodation, return flights and train fares would total £545.00. The

Committee agreed that this would be good PR for the town and **RESOLVED** that the Projects Officer and Town Force Horticulturalist should both attend this event subject to their availability and that this should be funded from the South East in Bloom Budget.

- 169.3** The Projects Officer reported on the In Bloom Launch event that had been held, which had been well attended. A lot of good feedback had been received following the event and it was hoped this would encourage community involvement.
- 169.4** The Projects Officer updated the Committee on progress with the Community Wildlife Garden. Both Pevensy and Orchard Community Action Group and Bognor School were involved in discussions on this project. The project would take some time to complete and it was hoped that it would be complete early next year. The School would be involved with the design work and a joint bid to Awards for All was currently being investigated.
- 169.5** The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 6th April 2006 - **Appendix '1'**

170. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 29th MARCH 2006 INCLUDING APPOINTMENT OF SUPPLIER FOR NEW CHRISTMAS LIGHTING DISPLAYS

Cllr. Gillibrand (Chairman of the Sub-Committee) presented the Minutes of 29th March 2006.

- 170.1** The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting that was not quorate held on 1st March 2006.

171. REPORTS

171.1 Financial Reports

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

171.2 Any Other Reports

There was nothing to report.

172. CORRESPONDENCE

The Committee noted receipt of the correspondence as detailed - **Appendix '2'**.

The Meeting closed at 9.47pm.

NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL **SOUTH EAST IN BLOOM WORKING PARTY** **(COASTAL RESORT A)** **Thursday 6th April 2006**

PRESENT: Cllr John Hayward, Cllr Mrs Sylvia Olliver, Mr Paul Beckerson (BRTC Projects Officer), Erika Benackova (Clerical Assistant), Mrs Margaret Huntingdon, Veronica Kendon (ADC Parks & Greenspaces Officer), Phil Mortimer.

The Meeting opened at 2.08pm.

It was noted that the meeting was not quorate and that any decisions would need to be made as recommendations to the Environment & Leisure Committee.

1. Apologies for Absence

Apologies of absence were noted as being received from Cllr Mrs Jeanette Warr, Gareth Banks (ADC Parks & Greenspaces Officer).

2. Approval of the Notes of the Meeting held on 9th March 2006

It was noted that the additional category for Bognor in Bloom competition 'Wildlife garden' does not have to be at the back of the house. It was also noted that the banner promoting the Britain in Bloom Campaign had not been put up. The Projects Officer advised that there had been some issues re ownership of the wires that caused this delay. The parties involved had come to an agreement and the banner would go up within next 2 weeks.

The Notes were agreed as a correct record.

3. Timeline & Programme for 2006

It was reported that there had been no changes to the Timeline. The map for BiB judges had been sent and a copy was shown to those present. It was noted that ADC contractors are aware of the judges' unannounced visit and would be keeping an eye on rubbish etc.

Bognor Regis in Bloom 2006 entry forms will be sent out to previous entrants in due course.

A5 poster promoting BiB had been designed and sent to businesses in Bognor Regis area. The Projects Officer will email MH an A4 poster for the Library window.

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

The Projects Officer was liaising with Community College that had expressed interest in creating a Community Wildlife Garden. It was noted that the Garden would not have to be finished by the time judges come, just some evidence of the project need to be provided. Funding had already been found.

It was reported that Pevensy & Orchard Community Action Group had applied for Grant Aid to maintain the planters in the Home Zone. The Projects Officer will liaise with Ron Black in order to supplement their work.

5. SRB Planting Projects

The Projects Officer commented on the progress of SRB work. The work on up-lighters is complete other than the mains connection. Once the certificate is obtained, the switch on would be arranged. The Working Party was informed that work on the seats and bins for the seafront would commence in due course as the Shripney Road planting had now finished. Next project to work on would be Aldwick Road – planters first followed by the new paving. Longford Road planter had been built but the other side of the road could not be done due to some confusion over the land ownership and the installation of new sewers. The Projects Officer was awaiting the completion of these works by Southern Water.

6. Guides competition

The packs had been sent out and deadline set for the 5th May with judging taking place in week commencing 8th May 2006.

7. Britain in Bloom Informal Judging

It was noted that the marks from spring judging would be added onto summer marking and we can not lose any marks in summer in the event of an unsuccessful spring judging.

8. Britain in Bloom Launch Event

So far 36 responses had been received. The barrier baskets will be placed in the Chamber and small pots with plants would be given out. Leaflets from RNH website on wildlife and water conservation would be available, presentation would be held and photos of planting displayed.

It was noted that the launch was not mentioned in the Observer this week but Members were advised that a reporter would be present at the launch.

It was reported that under colour was showing through on some planters in London Road. The Projects Officer agreed to check on this.

9. National Awards Ceremony

Following discussion on the matter, the Working Party **AGREED TO RECOMMEND** that 2 representatives for 2 nights would be sent to Perth in Scotland to represent Bognor Regis.

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

Issue was raised re bedding in the centre of Sunken Gardens. It was reported that ADC was looking into grassing it over as it is difficult area to manage due to continuous vandalism. This could be done within 3 weeks ready for the judging. Following discussion on the matter, the Working Party **AGREED TO RECOMMEND** grassing the bedding over. The Working Party also discussed the visibility within the park and CCTV cameras.

The Projects Officer is liaising with the Aldingbourne Trust re shingle planting and informed Members that BRTC was taking them on to work with Town Force for the summer.

It was reported that Network Rail had finally removed the dog excrements by the bridge but could not remove the litter. Issue with the lack of dog bins was brought up and members were advised that these are unlikely to be placed near private houses.

The Working Group was updated on the state of footpaths. Photos were circulated and it was noted that nothing had been done again.

Cllr Mrs Sylvia Olliver offered her apologies and left the meeting - 3.40pm.

It was suggested to obtain a program of clearance of footpaths from WSCC and look at supplementing the clearance. This would have to be done continuously as one of help from volunteers would not solve the issue.

11. Date of next meeting

In the Council Chamber on 11th May 2006 at 2pm.

The Meeting closed at 3.55pm.

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE MEETING 24th
APRIL 2006

1. Meteorological Officer Report - March 2006 previously copied to Councillors
2. Memorandum from the Events Officer to all Councillors with an invitation from Bognor Film Productions to the Gala Presentation of the third End Of The Pier International Film Festival on 21st April 2006 at The Royal Norfolk Hotel
3. A.D.C. - email advising of hoax notices being posted around the District claiming to be from Southern Water in connection with an emergency drought order
4. Bognor Regis Seafront Lights - letter of thanks for financial support for the seafront lights, Here Comes Summer event and Illuminations Gala
5. Rox Music and Arts Organisation- letter of thanks for the financial support towards the regular weekly workshops for the young people in Pevensey Ward
6. A.D.C. - copy of letter to Nick Gibb MP from the Chief Executive in connection with problems associated with Fitzleet multi-storey car park with people 'sleeping rough' in the stairwells overnight and detailing the District Council's negotiations with Morrison's to try to resolve this problem
7. A.D.C. - Press Release 'Free Bus travel on offer'
8. A.D.C. - email detailing increased frequencies of a number of bus services in Worthing and Bognor Regis from 2nd April 2006
9. Hotham Park Restoration - Minutes of Key Stakeholders Meeting No. 4 held on 13th March 2006
10. Sussex Police - email with details of public meetings to be held throughout Sussex during April and into May. The Arun District meeting will be held on Thursday 27th April at Felpham Community Centre commencing at 7.00pm
11. Sussex Police - emails concerning the future structure of policing in the South East
12. Sussex Police - email copy of Press Release 'Sussex says 'No' to voluntary merger'
13. Sussex Police - email in connection with Arun Police Community Support Officers making a considerable difference to containing anti-social behaviour in Bognor Regis
14. Sussex Police - Arun District Update for March 2006
15. Rural Sussex - details of Sussex Neighbourhood Watch Review
16. Glasdon - Local Councils News-Sheet, Spring 2006 and product information
17. British Damage Management Association - Recovery Magazine, Volume 7, Issue 1, Spring 2006
18. National Piers Society - Piers Journal, Issue No. 79, Spring 2006 and details of AGM, Saturday 13th May 2006 at Weston-super-Mare
19. West Sussex Tree Wardens - invitation to attend a special event to mark the 15th anniversary of the West Sussex Tree Warden Scheme on Saturday 13th May at Pulborough Social Centre, The Village Hall commencing at 10.00am
20. The Regis School of Music - letter of thanks for the financial support
21. Railway Development Society - copy of Annual Report and Financial Statements for year ending 31st December 2005