



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Kate Gill, The Town Hall, Clarence Road
Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744 Fax: 01243 865744

E-mail - bognortc@bognorregis.gov.uk

MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 23rd OCTOBER 2006

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Hayward, Mrs. S. Olliver, F. Oppler (to Min. 75.4), R. Probert and K. Scutt

IN ATTENDANCE: Mrs. G. Frost (Deputy Town Clerk)
Mr. P. Beckerson (Projects and IT Officer)
Mrs. S. Holmes (Events Officer)

The Meeting opened at 7.32pm

58. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. D. Eldridge.

59. 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.

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

60. TO APPROVE THE MINUTES OF THE MEETING HELD ON 4th SEPTEMBER 2006

The Minutes of the Meeting held on Monday 4th September 2006 were agreed as an accurate record and were signed by the presiding Chairman.

61. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

62.1 4th September - Min. 43.5 New dog bin and litter bin in Marshall Avenue

The Deputy Town Clerk reported that she had been contacted by the Assistant Cleansing Operations Manager at A.D.C. who had advised that Arun Works Services had reported back to him that the bins to be installed at the entrance to the footpath at above location were going to be very visible to the occupants of the adjacent properties owing to their height. Installation had therefore been delayed until a more suitable location could be found. Members considered this and suggested that investigation into the possibility of installing the bins further into the footpath be undertaken providing the footpath was wide enough. The Deputy Town Clerk would liaise with the District Council to request that this be investigated.

63. CONSIDERATION OF PAYMENT OF RAILFUTURE SUBSCRIPTION

63.1 The Committee noted the annual subscription charge of £20.00 and following some discussion, **RESOLVED** that the subscription be renewed for 2007.

63.2 Cllr. Scutt reported on the correspondence he had received from the Department of Transport in connection with the Secretary of State for Transport and the Secretary of State for Communities and Local Government granting legal powers and planning consents for Network Rail's Thameslink 2000 proposals. This paperwork was passed to the Deputy Town Clerk and would be available for Councillors to borrow if required.

64. PUBLIC CONVENIENCES - UPDATE

64.1 *Cllrs. Scutt and Mrs. Warr both declared a Personal Interest in this matter as members of the A.D.C. Public Conveniences Working Party.*

64.2 The letter from the Management Assistant to the Head of Environmental Amenities acknowledging receipt of the £20,000 partnership contribution was noted. The letter also advised that in the continuing absence of the Head of Environmental Amenities the request for an update on the current position with the public conveniences in Bognor Regis and in particular London Road, had been passed to the Services Director for a response. It was noted that this correspondence was still awaited.

64.3 A Councillor reported that locks were missing from two of the doors in the ladies toilets by The Regis Public House. This would be reported to A.D.C.

64.4 The Deputy Town Clerk reported that an email had been received from the Surveying and Estates Department at A.D.C. advising that Type 2 asbestos surveys would be undertaken at all the public conveniences within the Arun District commencing on 25th September 2006. It was AGREED that the Deputy Town Clerk should contact the District Council to request that the Town Council be informed of the findings of the surveys in relation to the toilets in Bognor Regis.

64.5 The Committee noted with concern the email in connection with the recent visit to Bognor Regis by a group of adults from a day centre in the Southampton area advising of an accident that had occurred during their visit to the town outside the disabled toilet in Hotham Park. The accident had happened as a result of the ramp leading to this facility having no guard rail

and the gentleman catching his foot whilst on the ramp and falling backwards on to the path behind him. In answer to a query the Deputy Town Clerk confirmed that the email had been acknowledged and had been forwarded on to the District Council for further investigation.

65. PARKING OF VEHICLES ON THE PROMENADE - CLLR. PROBERT TO REPORT

Cllr. Probert reported that during the summer season he had witnessed at least six cars parked on the promenade either side of the Pier at the entrance to the amusement arcade. He stressed that “no parking” signs were displayed in the area although they did need repainting. People were flouting the law by parking there and although the Police were aware of the situation they have advised Cllr. Probert that it is the responsibility of the District Council. Comment was made that vehicles would have to access this area by the traffic lights and drive along the promenade causing a potential hazard to the numerous pedestrians who use this area. Members expressed concern and were in agreement that this practice should be stopped. Following further discussion, it was **RESOLVED** that a letter should be sent to the District Council requesting that they take action to prevent this practice being allowed to continue.

66. CONSIDERATION OF DRAFT BYELAWS WITH RESPECT TO PLEASURE BOATS - COPIED TO COUNCILLORS

The Committee noted receipt of the draft Byelaws from Arun District Council in relation to pleasure boats, which had been copied to Councillors. The Byelaws would be made by the District Council under section 76 of the Public Health Act 1961 for the prevention of danger, obstruction or annoyance to persons in the area or using the seashore. Following consideration of the document, it was **RESOLVED** to raise **NO OBJECTION** to their implementation.

67. METEOROLOGICAL SITE SECURITY - REPORT FROM PROJECTS OFFICER (IF FURTHER INFORMATION AVAILABLE) - MIN. 48 REFERS

The Projects Officer advised that unfortunately he had no further information at present and confirmed that he would pursue this and report back to the next meeting of the Committee.

68. TOWN CROSS CEMETERY, MISSING GATES - REFERRED BACK FROM TOWN COUNCIL MEETING 18th SEPTEMBER 2006

A Councillor commented that the original gates at the cemetery had disappeared some time ago. These had been replaced with ones that were not so ornate, but over time these have also gone missing. Concern was stressed that the lack of gates allowed the cemetery to be used as a thoroughfare for traffic, which it was agreed was not satisfactory. Following further debate, it was suggested that the District Council should be asked to provide lockable bollards at both entrances to the cemetery in an effort to stop this area being used in this way. This would still allow access to the site for burials and relatives tending their loved ones graves but with the bollards locked in the upright position at night, it would stop unauthorised vehicles using this as a shortcut.

69. LETTER TO THE TOWN MAYOR FROM BOGNOR REGIS DISTRICT CHAMBER OF COMMERCE REQUESTING CONSIDERATION OF INVESTIGATION INTO THE POSSIBILITY OF IMPROVING THE BEACH ACCESS FOR WHEELCHAIR USERS, THOSE LESS MOBILE AND PARENT/CARERS WITH PUSHCHAIRS AND PRAMS

The Committee noted receipt of the letter to the Town Mayor, copied to Councillors. A Councillor commented that there were already ramps in existence that would give access onto the beach, but these were permanently covered by shingle. It was queried whether the existing ramps were suitable for disabled access or too steep. The continuing problem of the shingle returning if a ramp was cleared of stones was stressed. The Projects Officer referred to the Section 106 monies that had been set aside specifically for ramped beach access and advised that investigation into the feasibility of such a project had been investigated in some detail during the preparation of the SRB Bid. One option may be to install a spiral ramp down from the Pier although this may prove to be expensive. Investigation could also be undertaken into the possibility of a lift, which may be a cheaper option. The Town Mayor referred to the concrete ramps that are located in Felpham and commented that these did not appear to suffer with the problem of being covered with shingle. It was also suggested that an approach could be made to the District Council to seek partnership funding towards this project from the proceeds of the sale of the Regis and Hothampton sites. Reference was made to the metal ramp that was installed some years ago, but the Projects Officer advised that this had not been satisfactory due to its continual movement with the tide. Following further discussion, the Projects Officer was asked to investigate the possibility of providing access to the beach in greater detail and report back to the Committee in due course on the various options available.

70. CONSIDERATION OF REQUEST FROM POCAG FOR THE PROVISION OF A DOG BIN AND LITTER BIN ON THE CORNER OF GRAVITS LANE/IVYDALE ROAD AND A LITTER BIN AT THE JUNCTION OF GRAVITS LANE/WESTLOATS LANE

The Deputy Town Clerk reported that POCAG had requested that the Committee consider the provision of a dog bin and a litter bin on the corner of Gravits Lane where it joins with Ivydale Road. A litter bin had also been requested for the top of Gravits Lane at the junction of Westloats Lane next to the Homezone sign. The Committee noted the budget available and that there was still the possibility that a further litter bin would be installed in Marshall Avenue if a suitable location could be found. In view of the problems that had arisen with the other bins at Marshall Avenue, which had been discussed earlier in the meeting, it was AGREED that the Deputy Town Clerk should contact A.D.C. to obtain details of the sizes of these new bins and possibly a photograph. Liaison with POCAG could then be undertaken to establish exact locations for these new bins so as to avoid any complaints from residents following their installation. Once this information had been obtained the Committee would be happy to discuss this request again.

71. UPDATE ON POSITION WITH CLOWNS PARADE FOR 2007 - EVENTS OFFICER TO REPORT - MIN. 52 REFERS

- 71.1** The report from the Events Officer was noted. Members were advised that following a meeting with County Highways and the Police a longer route for the Parade was being proposed. County were preparing a road closure plan and once received the Events Officer would be able to work out the number of stewards that will be required to man the road closures and get a cost. It was suggested that AWAX should be used to provide the security again for the event next year. The Events Officer advised that it is hoped to bring some of the Clowns into the town on the Saturday morning although the details of this still need to be finalised. Some concern had been expressed at the cost of the reception for the last event. It was therefore being suggested that a finger buffet reception be provided in conjunction with

Butlins for next year. The possibility of some form of entertainment in the evening was also being considered. Members spoke in support of these proposals.

- 71.2** It was suggested that Butlins be approached to see if they were able to provide some entertainment or alternatively whether they would have any objections to the Town Council bringing someone in. It was queried whether there may be someone in the town who may be willing to give their time free of charge to provide some entertainment at the reception. The Events Officer was asked to investigate this.
- 71.3** The start and finish time of the reception was discussed and it was felt that from 7.00 to 10.00pm would be adequate.
- 71.4** The Events Officer reported that she was investigating the possibility of having a professional Jazz band lead the Clowns Parade. This was a band that had been involved in the Music Festival this year and they had been very well received. The cost for the band to perform is normally £1,600 however the Events Officer is negotiating with their agent to see if they are prepared to consider a reduction in this price.
- 71.5** The Committee noted the estimated costs totaled £3,920 so far which included the buffet, security, band, first aid cover and a banner to advertise the Parade and **RESOLVED** to agree in principle to this expenditure. The Events Officer advised that this figure would probably change as the costs had been estimated on what had been spent on the event in this current year and allowed for a reduction in the cost of the buffet.
- 71.6** In answer to a query about using one of the Clown cars to lead the Parade playing suitable music, the Events Officer advised that the Police had not been comfortable with the vehicles being part of the Parade last time from a safety point of view. The Events Officer stressed that the Council would need to know in advance of the Parade, the Clowns plans for next year regarding their cars.

72. EVENTS WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 4th OCTOBER 2006 AND UPDATED REPORT FROM EVENTS OFFICER

- 72.1** The Events Officer updated the Committee on the items that had been discussed at the Working Party meeting including options for new events in 2007.
- 72.2** The Committee noted that a Music Festival Sub-Committee meeting would be held on Wednesday and a representative of the ROX organisation had been invited to attend to discuss their proposals for next years event. Members discussed this in some detail and stressed the need for the Town Council to have control over the entire Music Festival event. Concerns over issues that had arisen in the past relating to noise levels were raised and it was stressed that the Council needed to be cautious and could not afford to take any risks. A Councillor commented that he was not opposed to Rox's involvement on the Town Council's terms and welcomed the opportunity to open discussions regarding their proposals to see if this could be taken forward.
- 72.3** **Christmas lights Switch-on** - The Events Officer advised the Committee that the option of the ice rink had been discounted due to lack of funding and the inability to find a suitable location.

- 72.4 Arun Valley Community Rail Partnership** - It was noted that to be guaranteed a place on the Steering Group the Town Council would need to put in some funding. It has therefore been suggested that a representative should attend a couple of meetings before making any financial decisions.
- 72.5 CAN-U-TE-JIGIT?** - The Events Officer reported on the new event that had been proposed by Mike Jupp the cartoonist, details of which had been copied to Councillors. Having spoken with Mike Jupp about the level of support that he would require from the Town Council towards this event, the Events Officer advised that at this stage it would seem to be actual organisation of the event - risk assessment, management plan etc. and organising sand bags. Members agreed that this was definitely worth further investigation and confirmed that they were happy for the Events Officer to contact Mike Jupp and obtain more details.
- 72.6** The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 4th October 2006 - **Appendix '1'**
- 73. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 5th OCTOBER 2006**
- 73.1** The Projects Officer reported that it had been agreed that membership of the Working Party should be expanded and should include a representative from W.S.C.C. as footpaths had been an issue raised in the Judges' remarks.
- 73.2** The Projects Officer confirmed that reference to the Bognor Rocks could be included in next year's portfolio as an environmental and conservation project and he would be speaking with Dee Christensen regarding this matter. A Councillor commented that the Local History Society take people out to the SSI area on the beach to look at the fossils and suggested that this may also be suitable for inclusion in the portfolio under the environmental and conservation project heading.
- 73.3** Members were updated on the progress with the Community Garden by the Projects Officer.
- 73.4** *Cllr. Scutt declared a Personal Interest in the above item as a member of the Westloats Lane Youth and Community Centre.*
- 73.5** The Committee noted that the Working Party had recommended the purchase of six tiered planters to be installed at the Railway Station to brighten up this area as one of the main entrances into the town. Liaison would be undertaken with the owners of the Railway Station to seek their agreement prior to the planters being purchased. This will be referred to the Policy and Resources Committee for consideration of funding from the Rolling Capital Programme.
- 73.6** The Projects Officer had met with Richard Bennett from W.S.C.C. Highways and agreed the locations for the two new poster displays. One would be located outside The British Heart Foundation Charity shop and the other outside Woolworths.
- 73.7** Members were disappointed to hear that part of the Gloucester Road wall had been demolished again owing to a road traffic accident. Arun District Council has been advised of the damage as

they are responsible for the maintenance of this wall and Town Force has secured the area by the erection of barriers.

73.8 In answer to a query regarding how the extra planters would effect the work load of the Town Force team, the Projects Officer confirmed that this would inevitably increase the work load due to the extra watering etc. but with the current staff and a seasonal worker during the summer period he could see no reason why they should not be able to cope.

73.9 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 5th October 2006 - **Appendix '2'**

74. **CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETINGS HELD ON 13th SEPTEMBER AND 9th OCTOBER 2006**

74.1 Cllr. Mrs. Olliver (Vice-Chairman of the Committee) updated the Committee on the current position. Members were pleased to note that the Children's competition had been so well supported and that two first place winners had been chosen. Cllrs. Mrs. Olliver and K. Scutt had kindly agreed to donate £20.00 each as the prize money for the winning designs.

74.2 The Events Officer updated the Committee on progress to date with organising the entertainment. She had been liaising with the Chamber of Commerce and arrangements had been made for the Grotto to be located in the Taylor Room at the theatre. The Events Officer had written to both Felpham and Bognor Schools to see if they had any musicians who may be willing to come along and entertain at the Switch-on event but to date she had received no response. The possibility of a Jazz band was also being investigated. It was suggested that the Events Officer should speak with Mr. Levtoev to see if he could assist in any way. It is hoped to be able to spread the entertainment about in the town and the Events Officer confirmed that she had secured the services of Pip Frederick who would be doing balloon modelling at various locations. In answer to a query regarding whether Father Christmas would be present, the Events Officer confirmed that she was speaking with the Chamber of Commerce about this.

74.3 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meetings held on 13th September and 9th October 2006.

75. **CONSIDERATION OF BUDGET PROPOSALS 2007-2008 INCLUDING ALLOCATIONS FOR ALLOTMENTS SUB-COMMITTEE, CHRISTMAS ILLUMINATIONS SUB-COMMITTEE, IN BLOOM WORKING PARTY AND FUNDING OF EVENTS IN 2007**

75.1 The Committee noted the draft Budget proposals prepared by the Town Council's Accountant in liaison with senior staff and the Chairman of the Policy and Resources Committee, which had been copied to all Councillors.

- 75.2 *Cllr. Mrs. Olliver declared a Personal Interest in the proposed funding for the Museum as an Honorary Member of the Bognor Regis Local History Society and Museum.*
- 75.3 *Cllr. Mrs. Olliver declared a Personal Interest in the proposed grant for the Pevensey Festival due to her involvement with the event through the Bognor Regis Local History Society.*
- 75.4 *Cllr. Oppler declared a Personal Interest in the proposed grant for the Pevensey Festival as the Town Council's representative on this Committee.*
- 75.5 *Mrs. S. Holmes declared a Personal Interest in any matters relating to the Hotham Park Heritage Trust Sunday Afternoon Entertainment Programme as Treasurer.*
- 75.6 *Cllr. Scutt declared a Personal Interest in the proposed funding for the Museum as a member of the Bognor Regis Local History Society and Museum.*
- 75.7 *Cllr. Oppler declared a Prejudicial Interest in the proposed grant for Bognor Regis Seafront Lights as a friend/colleague of Group members.*
- 75.8 *Cllr. Mrs. Warr declared a Prejudicial Interest in the proposed grant for Bognor Regis Seafront Lights as a member of the Seafront Lights Working Group and a friend/colleague of Group members.*
- 75.9 *Cllr. Oppler declared a Personal Interest in all matters relating to allotments as his wife is an allotment holder.*
- 75.10 The Deputy Town Clerk detailed the Budget proposals and reminded the Committee that the allocation of Town Force charges in each cost centre was budget neutral.
- 75.11 **Meteorological** - The Committee noted that a small increase had been allocated for the Met. Officer.
- 75.12 **South East in Bloom** - The increase in the budget for this Working Party was noted as being due to an increase in Town Force charges (budget neutral). An increase had also been applied to the horticultural supplies budget to allow for the purchase of plants for the new planters installed through the SRB Bid.
- 75.13 **Events Sponsorship - Birdman Event** - It was noted that the same budget was being proposed for next year's event with this funding being allocated in the same way - £10,000 could be made available with the extra £4,000 being held in reserve. This could be subject to change following the discussions later in the meeting.
- 75.14 **E & L Projects - Publication Costs** - The Committee was advised that the budget for the Visitor Guide had been removed for next year.
- 75.15 **E & L Projects - Christmas Lights** - It was noted that the Sub-Committee had requested a budget of £16,500. Following consultation with the Town Council's Accountant he had recommended that the revenue budget be reduced back to £9,000 and £10,000 should be allocated to E & L Capital, as a large amount of the Sub-Committee's expenditure was for capital projects and should be funded through the Rolling Capital Programme. This would

therefore reduce the Precept requirement. The same principle had also now been applied to the current year's budget.

75.16 Allotments - The Deputy Town Clerk reported that the Sub-Committee had requested a budget of £6,000 again this year. This figure had been increased in the draft proposals prepared by the Accountant due to the level of Town Force charges used in this current year.

75.17 Members spoke in support of the budget proposals, which it was felt were well balanced and allowed for a varied choice of activities for the benefit of the community.

75.18 It was **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that the Environment and Leisure Committee Budget for the financial year 2007/2008 should be £263,487.00 less potential income of £16,550.00 making a total of £246,937.00 - detailed in the attached paperwork - **Appendix '3'**. This would be subject to any change agreed later in the meeting during the discussions on the Birdman event.

76. INTERNATIONAL BOGNOR BIRDMAN - CONSIDERATION OF USE OF ADDITIONAL FUNDING IF REQUIRED AND SUPPORT FOR EVENT NEXT YEAR INCLUDING SECURITY PROVISION ETC.

76.1 The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted (contracts) it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw. (SO.29.1)

76.2 The Events Officer reported on the meeting she had attended with Cllr. McDougall and representatives of the International Bognor Birdman Trust to discuss various issues of concern. The Trust had made it very clear at that meeting that it was their intention to undertake the Management Plan and Risk Assessment next year and that all security matters should go through their security officer.

76.3 The Events Officer spoke in detail on the issues of concern. Members considered the points raised and following a lengthy debate it was **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that the budget for the International Bognor Birdman event be set at £10,000 in 2007/08 with no reserve and should be subject to the following conditions:

- The Trust must attend all SAG meetings, frequency as set down by the SAG
- The Trust must abide by all SAG recommendations
- During the event The Trust must deliver the Management Plan as agreed by the SAG
- The Trust to sign a Statement of Intent
- The Trust should provide evidence of sufficient stewarding cover (paid and/or volunteer) for the event
- A letter signed by all members of the Trust, confirming agreement to these conditions will also be required prior to the release of any funding.

The Town Council will have no involvement in the preparation of the Management Plan or the Risk Assessment. This was **RESOLVED**.

76.4 *Cllr. Oppler gave apologies and left the Meeting at 10.02pm.*

77. REPORTS

77.1 Financial Reports

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

77.2 Any Other Reports

There was nothing to report.

78. CORRESPONDENCE

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

The Meeting closed at 10.12pm.



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Kate Gill, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744 Fax: 01243 865744

E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE MEETING OF THE EVENTS WORKING PARTY

HELD ON WEDNESDAY 4th OCTOBER 2006

PRESENT: Cllrs: J. Hayward, S. McDougall, R. Nash and Mrs. J. Warr.

IN ATTENDANCE: S. Holmes, E. Benackova.

The Meeting opened at 6.08 pm.

7. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

It was **RESOLVED** that Cllr. John Hayward be elected the chairman and Cllr. Roger Nash the vice-chairman.

8. APOLOGIES FOR ABSENCE

It was reported that Cllr. Mrs. S. Olliver had resigned from the Working Party.

9. 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.

Cllr. Mrs. Warr declared a Prejudicial Interest in all matters relating to Bognor Regis Seafront Lights.

Cllr. McDougall declared a Prejudicial Interest in all matters relating to Bognor Regis Seafront Lights.

The Events Officer declared a Prejudicial Interest as a member of Hotham Park Heritage Trust.

Cllr. Nash declared a Personal Interest in all matters relating to Bognor Regis Town Football Club.

10. TO APPROVE MINUTES OF 21st AUGUST 2006, PREVIOUSLY CIRCULATED

The Minutes of the meeting were **APPROVED** as a correct record and were signed by the Chairman.

11. **MATTERS ARISING FROM THE MINUTES THAT ARE NOT SEPARATE AGENDA ITEMS**

The Events Officer reported on ongoing talks with Hotham Park Heritage Trust about the Sunday afternoon Music Programme and reducing Town Force time.

12. **CONSIDERATION OF EVENTS OFFICER REPORT – TO BE TABLED AT MEETING**

The Events Officer handed out her report on 2006 Events, Options for 2007 and Update on events in 2007 calendar (Appendix 1).

Members were informed of the options for Christmas Lights Switch-On and the budget limits. It was **AGREED** that the ice rink and antiques/gift market would be a great idea and the Events Officer should concentrate on these. Due to the limited budget, it was suggested that money could be obtained from shortfalls in other areas and maybe a deal could be negotiable if the rink is booked for the weekend. Further it was suggested the rink is placed in London Road subject to its size.

The Events Officer spoke of the benefits of joining Arun Valley Community Rail Partnership (Appendix 2) and their invitation to join in. This could be another way of promoting our events and linking with other organisations. There is no cost involved in being members but we may be asked to contribute funding for specific activities e.g. printing the leaflets. It was **AGREED** to go ahead with the membership.

The Events Officer commented on the ROX proposals for the next Music Festival. It was noted that there had been issues with ROX staging an event on the seafront before. A member emphasized that these suggestions are different to what happened in 2001 however a number issues e.g. costs, noise levels, management and the event licence would have to be clarified. It was agreed to look into this further and invite ROXC to the next meeting of Music Festival sub-committee.

Members discussed the possibility of promoting the town as a venue for Motorcycle Club and **AGREED** that this should be investigated further.

The Events Officer gave details of possible Brass Band event. If an agreement is negotiated between Butlins and SCABA to host the event in Bognor Regis, it would bring 1500 new visitors to the town in October and mean additional publicity for the town. It was **AGREED** to support the event by contributing to the prize money. The Events Officer will investigate further.

The Events Officer reported on the Water Festival and the Food & Drink Festival that would give us great publicity as the brochures are widely distributed around the county. Following some discussion, it was **AGREED** to get involved in the Festivals.

Members were updated on the new route for the Clowns Parade 2006 and the Clowns requests for a reception as 'payment' to them for parading through the town. Questions were raised about its value for money. It was **AGREED** that expenditure totalling £1,500 would be acceptable.

Cllr. R. Nash offered apologies and left the meeting – 7pm.

The Events Officer reported on the Birdman issues and the concerns raised at the SAG meeting today. A member suggested bringing Birdman back to one day to save public money however the Working Party was advised that this can not be decided by BRTC. It was also felt that the reception was not appreciated by the flyers. SAG will require a Statement of Intent to be signed for next year's event. A member felt it would be necessary to look into its legal status to protect BRTC and to ensure compliance by the Trust. Further it was agreed that

a meeting with the Trustees be arranged to discuss the matters. It was suggested that an advice is sought as how to proceed with the Grant Application. The Working Party agreed that the town can't lose the event due to the level of publicity it attracts; notwithstanding this, a legally binding document must be in place for next year.

13. AGREEMENT OF 2007 EVENTS PROGRAMME

The Working Party **AGREED** the events and dates in the Events Officer's report and set the date of Sands of Time to 23rd / 24th June 2007 when the tides are more suitable. As for the French Market, members **AGREED** it is to be arranged for the same dates.

A member raised the issue of cars being parked by shops on the Saturday morning of French Market. The Events Officer will look into it.

The meeting closed at 7.31 pm.

NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL
SOUTH EAST IN BLOOM WORKING PARTY
(COASTAL RESORT A)
Thursday 5th October 2006

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

The Meeting opened at 2.10pm.

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

It was reported that Cllr. Mrs. S. Olliver had resigned from the Working Party. Following some discussion, it was agreed to invite Cllr. Mrs. J. Warr to join the Working Party.

2. Approval of the Notes of the Meeting held on 3rd August 2006

The Notes were agreed as a correct record.

Enquiry was raised whether the shingle planting was going ahead, the Projects Officer will liaise with Dee Christensen.

3. Report on Britain in Bloom judging

Copies of the Judges' Remarks (Appendix 1) were handed out and The Projects Officer reported. The Working Party agreed that Silver was a reasonable achievement for the first entrance.

- Floral Displays: It was felt that the first comment was unfair as we have a mixture of permanent planting. There is a project underway to improve the train station site and the proposals include 6 tiered planters. The station will be approached to contribute to the cost. As for the last comment, there might be an issue with sponsorship signs on the baskets.
- Permanent Landscaping: Members were advised that it is not practical to use mulch as it could be used as a weapon and it travels down the beds.
- Conservation and Recycling: The Projects Officer explained that there are not many conservation areas in the town however some improvements could be done to the Bluebell Wood. Veronica Kendon will approach Gareth Banks. As for the comment on recycling schemes, all related information was included in the portfolio.
- Local Environmental Quality: The judges were unimpressed by state of the Church footpath by St. Mary's School. The Members were advised that WSCC don't weed out but use a weed killer and let it die. This non effective practice is unfortunately a problem of many contractors. The Working Party agreed it needs to be pursued.
- Public Awareness: The Working Party is aware of this issue and will try to address it.

4. Expansion of Working Party

Members discussed the matter in detail and agreed that an input from WSCC was urgently needed. Other invitations could go to the Pevensey Group, the Home Zone Group and businesses based in the Durban Road Industrial Estate once the work on SRB project commences. The Working party also considered inviting ISS Waterers and Verdant but found it was not necessary. Agreement was reached on the fact that it would help if the membership could increase by 3-4 people.

The Projects Officer reported on the talks with Butlins about their involvement and informed the members that once the second hotel is built, a roundabout would be created on the site to ease the traffic problems. Butlins intend to enhance it with some planting.

Query was raised whether the money earmarked for the Felpham Way planters could be used for something else. Members were advised that this was not possible as it is one of the SRB projects.

The Projects Officer reported on his meeting with Richard Bennett (WSCC Highways). The advice with regards to Mr. Gibson's roundabouts was that WSCC would look into the position as regards sponsored roundabouts. However it will not help the SE in Bloom campaign nor the Britain in Bloom campaign as it is outside the boundaries. There had been lots of interest in sponsoring a roundabout, mainly the squareabout. Unfortunately the only available sites is the Aldwick Road roundabout or the seafront barrier baskets.

5. Progress on environmental and conservation projects (biodiversity theme)

The Projects Officer reported on the meeting with Carol Fullick where it was suggested to send out 3,000 A5 questionnaires in order to find out public ideas for the Community Garden. Further, £20 draw could be arranged to encourage them to be returned. The cost of printing the flyers would be £299. It had also been suggested that a gate should be installed and the cost split – BRTC could contribute by allocating Town Force time (2 men for a day) and the Pevensey Group could purchase the gate. The total cost of the project is not known yet, however external funding will be sought.

6. SRB Planting Projects (Progress)

The Aldwick Road planters are about to be finished, the Town Force will then move onto building the planters at Durban Road Industrial Estate.

7. To ratify the expenditure for the lunch with SE in Bloom judges totaling £376.30 & Britain in Bloom judges £354.85

After some discussion on the matter, it was **AGREED** to **RECOMMEND** that the expenditure be ratified however it was emphasized that a limit needs to be set for next year.

8. Proposal for additional tiered planters to Railway Station

It was proposed to purchase 6 tiered planters (approx. £680 each) subject to the station cooperation. It was **AGREED** to **RECOMMEND** that this be accepted.

9. Additional trees to Westloats Recreation Ground

The Projects Officer reported on the judges comments about the need for more trees in Westloats Lane and proposed that £350 (the same as previously) is spent on enhancing the area. Community groups and schools would be approached to carry out the planting. In answer to a query re maintenance of the trees, the Working Party was advised that as it is ADC land it would be ISS Waterers nevertheless Town Force could watch over them as well. It was **AGREED** to **RECOMMEND** that the expenditure be approved. The Projects Officer will liaise with Oliver Handson.

As for the Home Zone planters, the identified trees will be replanted with shrubs and those with a

chance of surviving will be replanted.

10. Expenditure on A5 flyers for Community Garden Area Westloats Lane & Town Force time to install side gate

The Working Party **AGREED** to **RECOMMEND** approving the expenditure outlined in item 5.

11. Invitation to Conservation Officer to attend future Working Party meeting

The Members spoke of the matter in relation to the judging and agreed to invite Dee Christensen to attend some meetings of the Working Party.

12. Consideration of Budget for 2007

The Projects Officer handed out print outs of this year's budget and commented on the figures. The traveling budget would need to be amended to take into account the travel expenses to the Britain in Bloom Presentation. Further the horticultural supplies budget would have to be slightly increased (to £6,000) as there are more planters. It was **AGREED** to **RECOMMEND** that this be accepted.

Cllr. K. Scutt offered apologies and left the meeting - 3.40pm

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

Margaret Huntingford congratulated P. Beckerson and E. Benackova on success of the Bognor in Bloom Presentation.

It was felt that the display in Library would not be necessary for next year and agreed to book the Print-In for mid June – mid August 2007. The Projects Officer will send thank you letters to the Library and Print-In for letting us have the displays there.

MH regretted that there is no photo of the Scouts wearing the T-shirts. The Projects Officer will try to obtain.

14. Date of next meeting

In the Council Chamber on 9th November 2006 at 2pm.

The Meeting closed at 3.48pm.

Printed on 01/11/2006		Bognor Regis Town Council					Page No 1	
At 12:24		Budget Detail - By Committee					Note: (-) Net Expenditure means Income is greater than Expenditure	
	Last Year		Agreed Budget	Current Year			Projected Actual	Next Year Budget
	Budget	Actual		Net Virement	Revised Budget	Actual YTD		
Environment and Leisure								
202 METEOROLOGICAL								
4010	MISC STAFF COSTS	0	306	0	0	0	0	0
4021	TELEPHONE & FAX	240	262	240	0	240	116	240
4042	EQUIPMENT MAINTCE	100	55	100	0	100	0	100
4044	EQUIPMENT\FURNITURE	200	0	200	0	200	0	200
4048	TOWN FORCE MATERIALS	100	0	0	0	0	0	0
4049	TOWN FORCE CHARGES	534	49	98	0	98	39	78
4059	MET. OFFICER	6,222	6,205	6,222	0	6,222	3,033	6,410
	OverHead Expenditure	7,396	6,877	6,860	0	6,860	3,188	6,840
	202 Net Expenditure	7,396	6,877	6,860	0	6,860	3,188	6,840
203 MUSEUM								
4301	MUSEUM	4,000	4,000	4,000	0	4,000	4,000	4,000
	OverHead Expenditure	4,000	4,000	4,000	0	4,000	4,000	4,000
	203 Net Expenditure	4,000	4,000	4,000	0	4,000	4,000	4,000
204 SOUTH EAST IN BLOOM								
4008	TRAINING/COURSES	0	30	50	0	50	0	0

Continued on Page 2

Printed on 01/11/2006		Bognor Regis Town Council					Page No 2	
At 12:24		Budget Detail - By Committee					Note: (-) Net Expenditure means Income is greater than Expenditure	
	Last Year		Agreed Budget	Current Year			Projected Actual	Next Year Budget
	Budget	Actual		Net Virement	Revised Budget	Actual YTD		
4009	TRAVELLING	40	101	40	0	40	304	350
4017	REF/WASTE DISPOSAL	0	51	50	0	50	39	50
4020	MISC ESTAB COSTS	100	257	200	0	200	4	0
4022	POSTAGE	0	2	5	0	5	0	0
4023	STATIONERY	0	17	25	0	25	119	120
4024	SUBSCRIPTIONS	150	150	150	0	150	165	200
4025	INSURANCE	0	37	40	0	40	0	0
4032	PUBLICITY	25	7	275	0	275	405	400
4033	PUBLICATION COSTS	0	498	0	0	0	0	0
4041	EQUIPMENT HIRE	0	0	0	0	0	155	0
4044	EQUIPMENT\FURNITURE	50	265	250	0	250	3,105	250
4045	VEHICLE LEASEHIRE	0	59	60	0	60	0	0
4048	TOWN FORCE MATERIALS	400	57	400	0	400	0	0
4049	TOWN FORCE CHARGES	20,300	29,377	32,628	0	32,628	19,549	39,098
4050	HORTICULTURAL SUPPLIES	8,000	3,847	5,000	0	5,000	2,750	7,000
4311	"IN BLOOM" EXPENSES	250	262	250	0	250	1,331	1,500
4321	ENV. PROJECTS	0	0	1,000	0	1,000	0	0
4980	TFR TO E/M RESERVE	0	7,403	0	0	0	0	0
4990	TFR FR E/M RESERVE	0	0	0	0	0	-3,172	0
	OverHead Expenditure	29,315	42,417	40,423	0	40,423	24,753	47,641
	40,960							

Continued on Page 3

Printed on 01/11/2006		Bognor Regis Town Council						Page No 3	
At 12:24		Budget Detail - By Committee						Note: (-) Net Expenditure means Income is greater than Expenditure	
	Last Year		Agreed Budget	Current Year			Projected Actual	Next Year Budget	
	Budget	Actual		Net Virement	Revised Budget	Actual YTD			
1040	SPONSORSHIP INCOME	0	942	206	0	206	0	0	
1070	MISCELLANEOUS INCOME	0	211	200	0	200	100	0	
	Total Income	0	1,153	406	0	406	100	0	
204	Net Expenditure	29,315	41,265	40,017	0	40,017	24,653	47,541	
206	SPONSORED FLORAL DISPLAYS								
4017	REF/WASTE DISPOSAL	0	35	0	0	0	0	0	
4044	EQUIPMENT/FURNITURE	500	190	500	0	500	329	500	
4048	TOWN FORCE MATERIALS	250	28	250	0	250	0	0	
4049	TOWN FORCE CHARGES	14,386	23,507	23,654	0	23,654	18,467	36,934	
4050	HORTICULTURAL SUPPLIES	6,000	2,450	2,500	0	2,500	1,214	2,500	
	OverHead Expenditure	21,136	26,210	26,904	0	26,904	20,010	39,934	
1040	SPONSORSHIP INCOME	9,343	11,066	10,500	0	10,500	13,712	10,974	
	Total Income	9,343	11,066	10,500	0	10,500	13,712	10,974	
206	Net Expenditure	11,793	15,143	16,404	0	16,404	6,298	28,960	
207	EVENTS SPONSORSHIP								
4001	STAFF SALARIES	0	1,097	0	0	0	0	0	
4002	EMPLOYERS NIC	0	100	0	0	0	0	0	

Continued on Page 4

Printed on 01/11/2006		Bognor Regis Town Council						Page No 4	
At 12:24		Budget Detail - By Committee						Note: (-) Net Expenditure means Income is greater than Expenditure	
	Last Year		Agreed Budget	Current Year			Projected Actual	Next Year Budget	
	Budget	Actual		Net Virement	Revised Budget	Actual YTD			
4049	TOWN FORCE CHARGES	21,508	17,606	23,766	0	23,766	11,237	20,119	
4212	TRAFALGAR DAY	100	189	0	0	0	0	0	
4711	CULTURAL	6,000	6,000	6,000	0	6,000	6,000	6,000	
4729	MUSIC FESTIVAL	0	0	15,000	0	15,000	10,340	15,000	
4730	SPONSORSHIP	7,750	7,750	7,750	1,000	8,750	8,750	8,750	
4732	BIRDMAN EVENT	10,000	14,500	14,000	0	14,000	9,659	10,000	
4733	SEAFRONT ENTERTAIN'T	1,000	919	0	0	0	0	0	
4736	PROMS IN THE PARK	0	718	300	0	300	452	300	
4737	HOTHAM PARK BANDSTAND ENT'T	0	0	1,000	0	1,000	780	1,000	
4745	SANDS OF TIME	11,500	11,376	11,500	0	11,500	11,829	11,500	
4746	MILITARY VEHICLE SHOW	1,000	621	1,000	-1,000	0	0	0	
4747	VE DAY CELEBRATIONS	500	579	0	0	0	0	0	
4748	CLOWNS	0	4,706	6,000	0	6,000	1	6,000	
4749	PEVENSEY FESTIVAL	0	0	5,000	0	5,000	5,750	5,000	
4980	TFR TO E/M RESERVE	0	1,300	0	0	0	0	0	
4990	TFR FR E/M RESERVE	0	-4,500	0	0	0	0	0	
	OverHead Expenditure	59,358	62,962	91,316	0	91,316	64,798	84,680	
1070	MISCELLANEOUS INCOME	0	320	0	0	0	111	100	
1071	P I T P COLLECTIONS	0	741	0	0	0	470	450	
1072	SANDS CRAFT FAIR INCOME	0	383	0	0	0	393	400	

Continued on Page 5

Printed on 01/11/2006		Bognor Regis Town Council						Page No 5	
At 12:24		Budget Detail - By Committee						Note: (-) Net Expenditure means Income is greater than Expenditure	
		Last Year		Current Year			Next Year		
		Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1073	SANDS MISC INCOME	0	0	0	0	0	506	500	500
1074	SANDS SPONSORSHIP	0	0	0	0	0	425	425	400
Total Income		0	1,443	0	0	0	1,905	1,896	1,850
207	Net Expenditure	59,358	61,518	91,316	0	91,316	62,893	82,784	91,792
208 E & L PROJECTS									
4033	PUBLICATION COSTS	8,500	9,674	9,000	0	9,000	10,336	10,350	0
4049	TOWN FORCE CHARGES	20,588	3,593	3,160	0	3,160	49	98	98
4053	BAD & DOUBTFUL DEBTS	0	25	0	0	0	0	0	0
4321	ENV PROJECTS	2,000	1,305	2,000	0	2,000	468	2,000	2,000
4331	TOILET CONT'N BASIC	40,000	40,000	40,000	0	40,000	20,000	40,000	40,000
4333	FISHERMENS HUT	500	0	0	0	0	0	0	0
4334	SEAFRONT SHOWERS	400	8	400	0	400	20	100	100
4403	MILLENIUM PROJECTS	0	251	0	0	0	150	150	0
4700	CHRISTMAS LIGHTS PP	9,000	8,582	15,000	0	15,000	0	9,000	9,000
4701	SEAFRONT LIGHTS PP	9,000	9,000	9,000	0	9,000	9,000	9,000	9,000
4722	WAR MEMORIAL REFURBT	2,000	0	0	0	0	0	0	0
4980	TFR TO E/M RESERVE	0	5,801	0	0	0	0	0	0
4990	TFR FR E/M RESERVE	0	-251	0	0	0	-2,150	-2,150	0
OverHead Expenditure		91,988	77,988	78,560	0	78,560	37,873	68,548	60,198

Continued on Page 6

Printed on 01/11/2006		Bognor Regis Town Council						Page No 6	
At 12:24		Budget Detail - By Committee						Note: (-) Net Expenditure means Income is greater than Expenditure	
		Last Year		Current Year			Next Year		
		Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1030	ADVERTISING REVENUE	2,600	4,331	3,000	0	3,000	5,972	5,950	0
1070	MISCELLANEOUS INCOME	0	1,796	0	0	0	2,597	2,600	2,600
Total Income		2,600	6,127	3,000	0	3,000	8,568	8,550	2,600
208	Net Expenditure	89,388	71,861	75,560	0	75,560	29,305	59,998	57,598
402 ALLOTMENTS									
4012	WATER RATES	200	184	200	0	200	123	200	200
4017	REF/WASTE DISPOSAL	0	140	280	0	280	158	280	280
4022	POSTAGE	0	1	5	0	5	0	0	5
4034	ALLOTMENTS COMPET'N	50	114	100	0	100	0	100	100
4039	GRAVITS LANE MAINTCE	3,514	1,777	3,514	0	3,514	400	2,500	2,500
4041	EQUIPMENT HIRE	0	260	0	0	0	0	0	0
4044	EQUIPMENT/FURNITURE	0	200	0	0	0	0	0	0
4048	TOWN FORCE MATERIALS	150	28	150	0	150	0	0	0
4049	TOWN FORCE CHARGES	2,206	10,299	14,172	0	14,172	3,266	6,532	6,532
4050	HORTICULTURAL SUPPLIES	600	19	600	0	600	0	100	100
4053	BAD & DOUBTFUL DEBTS	0	11	0	0	0	0	0	0
4980	TFR TO E/M RESERVE	0	1,737	0	0	0	0	0	0
4990	TFR FR E/M RESERVE	0	-555	0	0	0	0	0	0
OverHead Expenditure		6,720	14,217	19,021	0	19,021	3,948	9,712	9,717

Continued on Page 7

Printed on 01/11/2006		Bognor Regis Town Council						Page No 7	
At 12:24		Budget Detail - By Committee						Note: (-) Net Expenditure means Income is greater than Expenditure	
		Last Year		Agreed Budget	Current Year			Projected Actual	Next Year Budget
		Budget	Actual		Net Virement	Revised Budget	Actual YTD		
1010	RENT RECEIVED	720	1,068	1,000	0	1,000	847	1,000	1,000
1070	MISCELLANEOUS INCOME	0	146	100	0	100	210	200	100
Total Income		720	1,214	1,100	0	1,100	1,057	1,200	1,100
402	Net Expenditure	6,000	13,003	17,921	0	17,921	2,891	8,512	8,617
Environment and Leisure - Expenditure		219,913	234,671	267,084	0	267,084	158,569	0	263,487
Income		12,663	21,004	15,006	0	15,006	25,342	0	16,550
Net Expenditure		207,250	213,667	252,078	0	252,078	133,227	238,635	246,937
Total Budget Expenditure		219,913	234,671	267,084	0	267,084	158,569	261,355	263,487
Income		12,663	21,004	15,006	0	15,006	25,342	22,720	16,550
Net Expenditure		207,250	213,667	252,078	0	252,078	133,227	238,635	246,937

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING 23rd OCTOBER 2006

1. Meteorological Officer Report for August and September 2006 previously copied to Councillors
2. Copy of letter from ADC to three local residents in connection with the Bumper Car Rides on Bognor Regis Seafront - copied to Councillors
3. A.D.C. - Seawater Quality in Arun District up to and including 1st September 06 - copied to Councillors
4. Copy of NHS fit for the future September 2006 Newsletter from Councillor
5. Sussex Police - Neighbourhood Watch Briefing Sheet September /October 2006
6. Hotham Arts Centre - copy of Autumn 2006 Newsletter
7. O2 - details of Community Grant Scheme - referred to In Bloom Working Party
8. Sussex Police - email with details of Independent Member vacancies
9. Excel Arien - email advising of their products - Countryside Interpretation and Parish Notice Boards
10. Railwatch Magazine, October 2006 - copy for each Councillor, Railondon Newsletter, Issue No. 93, October 2006 and details of Rail users National Conference on 4th November 2006
11. House of Commons Committee Office - email with Press Notices advising of Coastal Towns Evidence Sessions on 17th and 24th October 2006 and visit by the Communities and Local Government Committee to Margate, Whitstable and Hastings as part of its inquiry into Coastal Towns
12. Active Play For All - product information
13. Copy of booklet produced by the War Memorials Trust and English Heritage giving advice on maintenance of War Memorials
14. Fully Fused Fireworks - product information
15. Glasdon U.K. Ltd. - details of products available and copy of Local Councils News-Sheet
16. SMP Playgrounds Ltd. - invitation to informal briefing regarding Play Space provision
17. National Piers Society - Piers Journal, Issue No. 81, Autumn 2006
18. A.D.C. - letter regarding an Accessible Play Strategy for the Arun District and request to complete questionnaire - copied to Councillors. The Committee noted receipt of this correspondence and agreed that as they were not directly involved with any play areas they would decline to respond.
19. Memorandum from the Deputy Town Clerk regarding invitation to A.D.C. Seminar on the Clean Neighbourhoods and Environment Act 2005 on 26th October 2006