



E & L Ctte. Mins. 27th November 2006

BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 27th NOVEMBER 2006

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: D. Eldridge, Mrs. S. Olliver, F. Oppler (to Min. 95.3), 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)
1 member of the Public

The Meeting opened at 7.32pm

79. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. J. Hayward. Apologies had also been received from Cllr. F. Oppler who would arrive late.

80. 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.

81. TO APPROVE THE MINUTES OF THE MEETING HELD ON 23rd OCTOBER 2006

Minute 75.4 was amended to read "Cllr. Oppler declared a Personal Interest in the proposed grant for the Pevensey Festival as the Town Council's representative on the Pevensey Project".

The Minutes of the Meeting held on Monday 23rd October 2006 as amended, were agreed as an accurate record and were signed by the presiding Chairman.

82. ADJOURNMENT FOR PUBLIC QUESTION TIME

The Committee **RESOLVED** to adjourn the Meeting at 7.34pm to enable the public to ask questions.

Clarification was sought in connection with proposals for a ROX Festival next year and whether this was to be part of the Town Council's 2007 Music Festival. The need for consultation to be undertaken with the traders on the seafront was also stressed.

The Chairman confirmed that this matter would be discussed later.

All questions being dealt with, the Meeting was re-convened at 7.38pm.

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

83.1 23rd October - Min. 64.4 Asbestos Surveys - Public Conveniences

The Deputy Town Clerk reported that a copy of the consultants Asbestos Survey Report and Register for the Public Conveniences in Bognor Regis had now been received from the District Council. Asbestos-containing materials had been identified in two of the buildings surveyed however the risk of fibre release in these areas had been classed as low and very low in the document.

83.2 23rd October - Min. 65 Parking of Vehicles on the Promenade

The reply from the Services Director at A.D.C. in connection with this matter was detailed. The Committee noted that although parking on the promenade is not permitted under the Council's Byelaws, vehicular movements do take place with the emptying of litter bins by Verdant. A 'blind eye' has also been turned to limited parking by the fishermen to enable them to carry on their livelihood. It was further noted that the owner of the pier has access to parking alongside the west of the pier but on occasions parks on the promenade adjacent to the pier entrance. The letter confirmed that there are currently no enforcement staff monitoring this situation as the Foreshore Manager has left the employment of the District Council and his replacement has not yet been appointed. The Services Director advised that in terms of custom and practice A.D.C. has condoned limited parking on the prom by the commercial fishermen and, in order that this may be reviewed, he would prepare a report for the next meeting of the Council's Clean and Safe Working Party for consideration. A Councillor commented that the District Council should either paint out the no parking signs or exercise their authority to prevent this practice from being allowed to continue. The police and traffic wardens have no jurisdiction in this area and the Councillor stressed that his concern was not related to the fishermen parking by the huts, but the area in front of the amusement arcade. Following further discussion, it was **AGREED** that the Deputy Town Clerk should acknowledge the response and advise the Services Director that the Committee would be pleased to receive an update following consideration of this matter by the District Council's Clean and Safe Working Party.

83.3 Comment was made that cycling on the promenade was another area that was being overlooked.

83.4 23rd October - Min. 66 Draft Byelaws, Pleasure Boats

The letter acknowledging the Committee's response to the draft Byelaws in relation to pleasure boats was noted as being received.

83.5 23rd October - Min. 68 Town Cross Cemetery, Missing Gates

The letter from the Services Director at A.D.C. advising that he would discuss this matter with the Head of Parks and Green Spaces and then respond further was noted.

83.6 23rd October – Min. 70 Request from POCAG for Dog and Litter Bins

The Deputy Town Clerk advised that she had now received details of the sizes of the new bins and photographs from A.D.C. Arrangements were being made for a site visit with a representative of POCAG to establish the exact locations for the new proposed bins and this matter would then be referred back to the Committee for further consideration.

The Committee noted that the problem with the siting of the new bins in Marshall Avenue had still not been resolved and maps were still awaited from the District Council of Annandale Avenue and Hillsboro Road so locations could be established for the new bins in these areas. Notification had also been received from the District Council advising that all litter bins supplied in the future will have a built in ash tray which would increase the cost to £320 plus £48 for fitting.

83.7 23rd October - Min. 73.7 Damage to Gloucester Road Wall

Members were disappointed to learn that the situation remained unchanged and that the wall was still in disrepair, despite the incident being reported to the District Council over a month ago. The need for chevrons or iron core metal bollards with red reflective strips to be installed in this area to draw motorists's attention to the corner was stressed. It was felt that the safety of pedestrians using this area was a high priority and action needed to be taken by the County Council as a matter of urgency to ensure this. Councillors spoke in support of the installation of bollards in this area and following further discussion, it was AGREED that a letter should be sent to W.S.C.C. Highways Department to pursue this. Cllr. Oppler advised that he would also speak with the County Highways Department regarding this matter.

83.8 4th September - Min. 49 Provision of Lifeguards in Bognor Regis

The reply from the Foreshore Officer at A.D.C. was noted as being received, copied to Councillors. The letter advised that Littlehampton and Bognor Regis have two foreshore/community inspectors on duty each day. Littlehampton have a maximum of four beach lifeguards on duty during the peak season. There are also two beach lifeguards who crew the safety patrol vessel for the council, which covers 14¹/₂ miles of Arun's coastline. The safety patrol vessel does make regular visits to Bognor Regis and supports the Jet Ski and boat patrols from the public launching ramp at Gloucester Road. The foreshores section was subject to cuts as part of Arun's priorities and the management was cut from two persons to one. Any increased control would include staffing implications, purchase and maintenance costs etc. which unfortunately there is no budget for.

83.9 4th September - Min. 50 Erratic Postal Delivery Service

The reply from Royal Mail in connection with the Committees concern regarding their erratic delivery service and seeking clarification of their policy for deliveries was noted as being received, copied to all Councillors.

84. PUBLIC CONVENIENCES – UPDATE INCLUDING

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

84.2 **Proposals referred from Town Council meeting regarding environmental improvements that could be implemented**

The Deputy Town Clerk reported the three suggestions that had been put forward. These included the installation of solar panels in the larger blocks, recycling of the water from the wash hand basins for flushing the toilets and the electric lights being turned off when the facilities are closed to conserve the energy currently being wasted. Councillors AGREED that these proposals were certainly worth investigating and felt they could ultimately help to reduce the long-term revenue implications. The need for any soap to be removed from the hand basin water before it could be reused in the toilets was raised, which may result in this proposal being impractical. Following further debate, it was suggested that these issues should be raised at the Public Conveniences Working Party meeting. Cllr. Probert confirmed that he would ensure this was done.

84.3 Public Conveniences Working Party meeting with A.D.C. Services Director

The Committee noted the letter from the Services Director advising that he would be happy to attend a meeting to discuss London Road and the other Public Conveniences in Bognor Regis. A meeting has now been arranged for Wednesday 6th December 2006 in the Council Chamber, commencing at 6.00pm and members of the Working Party have been advised accordingly.

84.4 A Councillor commented on the amount of used needles being found at the Bedford Street Public Conveniences and spoke of the number of vagrants sleeping rough in this area.

84.5 A Councillor reported that the sign on the post outside the Bedford Street toilets advising that this area was part of the drinking restriction zone was positioned too high up the post for it to be clearly visible. The Projects Officer referred to the recent Public Place Violent Crime Group meeting that he had attended where it had been reported that officers had now been fully briefed on the powers they have to enforce this law. This is not a ban on drinking in these areas, but enables officers to confiscate alcohol from anyone found to be breaching the peace as a result of drinking to excess. The Projects Officer agreed to raise the issue of the sign being too high at the next meeting of the Group.

85. PARKING PROBLEMS IN AND AROUND THE TOWN INCLUDING

85.1 Parking of vehicles on yellow lines near the cinema

The Committee noted that this issue had been raised at the last Town Council meeting. Concern had been expressed at this ongoing problem and it had been suggested that liaison should be undertaken with the police so that a solution could be found. A Councillor commented on the ongoing parking problems that also occur at the west end of Aldwick Road and stressed that many of these problems could be alleviated if the law was to be enforced and the area was regularly patrolled by traffic wardens. Following further debate, it was AGREED that contact should be made with the local Neighbourhood Officer to establish how best this could be progressed.

85.2 Cllr. Mrs. Olliver advised that she had been approached by the Community Police Officer for the area in connection with attending a meeting of the Town Council. The Committee noted that Cllr. Mrs. Olliver had requested that the Clerk include an item on the next Town Council agenda to consider this.

85.3 Parking on Railway Station Forecourt

The Deputy Town Clerk reported that this problem had first been raised with the Station Manager back in February 2005. The bollards that had been missing at that time had since been replaced. However, this had not resolved the problem as vehicles could still enter this area between the bollards, which had originally been installed too far apart. The Deputy Town Clerk was asked to contact the Station Manager again regarding this matter to establish

whether further bollards could be installed in between the existing ones to stop the unauthorised parking in this area.

86. REQUEST FROM FELPHAM PARISH COUNCIL FOR THE TOWN COUNCIL'S SUPPORT IN THEIR SEEKING IMPROVEMENTS TO THE TREES IN FELPHAM WAY BETWEEN THE LEISURE CENTRE AND BUTLINS

The Deputy Town Clerk detailed the request that had been received from Felpham Parish Council requesting the Committee's support for the Parish Council to seek improvements to be made to the trees in Felpham Way by W.S.C.C. It was noted that many mature dead trees are amongst the hedgerow, plus some of the trees have branches that overhang the footway/cycle path. Members spoke in support of an approach being made to W.S.C.C. for improvements to be made to the trees on the western (Bognor) side providing that there would be no charge to the Town Council for such works to be undertaken. The Deputy Town Clerk was asked to advise Felpham Parish Council that the Committee supported their request.

87. CONSIDERATION OF APPROVAL TO CHANGE THE OPERATION OF THE BOGNOR REGIS MARKET FROM THURSDAY TO SUNDAY FOR A TRIAL PERIOD OF ONE YEAR COMMENCING IN MAY 2007

The Committee noted receipt of the email from A.D.C. giving details of the proposal to change the operation of the Bognor Regis Market from Thursday to Sunday for a trial period of one year. A Councillor queried whether the residents of Mountbatten Court would be happy with this change and what the seafront traders might say. He believed that the Theatre was not in favour and stressed that extensive consultation with all affected parties should be undertaken by the District Council prior to any decision being taken. Comment was made regarding the disturbance that would be caused to residents of Mountbatten Court when the Market was setting up early on a Sunday morning. Concern was also expressed at the level of parking that is taken up by the trader's vehicles that reduces the available parking for visitors to the town at the weekend. Use of this area for weekend events was also highlighted and the difficulties that may be experienced in staging any events once the Market was in place were stressed. Following further consideration, the Committee AGREED that they would not support the proposal and **RESOLVED** to raise an **OBJECTION** on the above grounds.

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

88.1 The Projects Officer advised that he had contacted various companies however it had become apparent that receiving a signal from the CCTV camera back to a computer if the distance between them was too great would be a problem. Other options were now being investigated and details were awaited.

88.2 The Projects Officer reported that he was also investigating the possibility of computerised weather recordings for the future, in an effort to minimise labour intensity. Discussions would need to take place with the Met. Office and although he felt that the majority of the current operation could be undertaken in this way, the rainfall reading may prove to be difficult.

88.3 The Committee noted that following the completion of the information board being prepared by Mr. Bell, which will include the history of the site and details of the artist, arrangements would be made for the official opening to be held.

89. REQUEST FROM INTERNATIONAL BOGNOR BIRDMAN TRUST FOR RELEASE OF RESERVE GRANT FUNDING FOR THE 2006 EVENT TO THE VALUE OF £2,500 - LETTER FROM CHAIRMAN OF TRUST REFERS - COPIED TO COUNCILLORS

The Committee noted the request from the International Bognor Birdman Trust for the release of £2,500 from the reserve grant funding for the 2006 event, copied to Councillors. Copies of further correspondence received from the Chairman of the Trust were circulated to those present for information and the Events Officer clarified the various points raised. It was noted that to date a copy of the notes of the de-brief meeting had not been received. The Deputy Town Clerk reported that she would request a copy of the final accounts for the event once all the bills had been paid. It was noted that the Town Council's Accountant had advised that if the Committee approved the release of the reserve grant funding to the value of £2,500 the Chairman of the Trust should be asked to submit the outstanding invoices to the Town Council for payment through the Council's accounts. A Councillor commented on the options available and the importance of looking forward and focusing on next year's event was stressed. Following further consideration, it was **RESOLVED** to agree to allocate a further £2,500 from the reserve grant funding for the 2006 event. It was further **RESOLVED** that payment of the outstanding invoices to the value of £2,500 should be made through the Town Council's accounts as advised by the Council's Accountant.

90. UPDATE ON LITTER BINS IN THE QUEENSWAY – LETTER FROM A.D.C. 1st NOVEMBER 2006 REFERS – COPIED TO COUNCILLORS

The Committee noted receipt of the letter from A.D.C., which had been copied to Councillors. The Committee noted that as the Queensway is within the central zone 1 area for street cleaning, it should be cleaned to Grade A standard by 8.00am each day. Investigation to ensure that the District Council's contractors are meeting the required standard will be undertaken. The Deputy Town Clerk was asked to seek an update from the District Council regarding this matter. It was further noted that the District Council has no funding to be able to install additional litter bins in this area and it had been suggested that a partnership arrangement could be entered into where the cost of supply and installation is met by the Town Council and the bins would then be serviced by A.D.C. The Projects Officer suggested that provision of litter bins in this area was an issue that needed to be addressed. There was currently nowhere to deposit rubbish and he recommended that this could be considered as part of the Town Plan. This issue would therefore be referred to the Strategic Planning Sub-Committee for further consideration. It was **AGREED** that the decision to fund one litter bin for this area previously made by the Committee would now be put on hold for the time being. Comment was also made on the condition of the other litter bins within the town and the possibility of improvements being made in this area with funding from W.S.C.C. for street tidying.

91. CONSIDERATION OF SUPPORT FOR FITNESS TRAIL ON THE PROMENADE PROPOSAL BY CLLR. R. NASH REFERRED FROM TOWN COUNCIL MEETING 30th OCTOBER 2006

The Projects Officer reported that he had undertaken some preliminary investigation into this proposal and although it was a good idea there were two issues, one being funding and the other location. He felt that the promenade in Bognor Regis was too restrictive to accommodate such a scheme and he suggested that this proposal could be considered in the longer term as part of the redevelopment plans for this area. The proposal could also be put

into the consultation process for the Town Plan, as health is an issue that seemed to concern people the most. The Committee AGREED that they were not in a position at this time to take this proposal forward due to their budget constraints. This item would therefore be referred to the Strategic Planning Sub-Committee for further consideration.

92. REPORT FROM EVENTS OFFICER

- 92.1** The report from the Events Officer was noted.
- 92.2** The rescheduled Christmas lights Switch-on event had taken place on Friday 24th November and had gone very well. The two winners of the Children's competition had both attended and switched on their displays and the snow machines had been very effective.
- 92.3** The Committee noted that a meeting had now been arranged with the Clowns and Butlins for 5th January 2007 and the Mardi Gras Joymakers Jazz band would be booked to lead the Clowns Parade.
- 92.4** The Events Officer reported that the Royal Norfolk would be installing a synthetic ice rink in their grounds during December and they are keen to encourage its use by the people of Bognor Regis. They have also expressed a wish to work with the Town Council and be more involved in future events. More use of the Royal Norfolk grounds would also be very welcome.
- 92.5** A meeting of the Safety Advisory Group has now been arranged with the International Bognor Birdman Trust. This will be held on 10th January 2007 at the Police Station. A representative from the District Council will Chair the meeting and the Minutes of the meeting will be taken and distributed by Bognor Regis Town Council. It is hoped that planning for the event next year will be able to move forward following this meeting.
- 92.6** The Events Officer had now had a further meeting with Mike Jupp in connection with his proposals for CAN-U-TE-JIGIT? This has the potential to be a great event, however the timing of the tide will be crucial to its success. It was noted that the cost of the event was not expected to be excessive and should only involve the provision of sufficient sand bags.

93. TO RATIFY ADDITIONAL EXPENDITURE OF £300 FOR THE MARDI GRAS JOYMAKERS PARADE BAND TO LEAD THE CLOWNS PARADE EVENT

This was **RESOLVED**.

94. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 9th NOVEMBER 2006

- 94.1** The Projects Officer reported that arrangements were being made for tree planting to take place at Westloats Lane with various groups being involved. Ten large trees with some bush like plants in between would be planted rather than a larger quantity of smaller trees as in the past, as many of these had not survived. The cost was expected to be in the region of £300 to £400.
- 94.2** In answer to a query the Projects Officer confirmed that the tree located outside Quality Seconds in the High Street is perfectly secure even though it is leaning. It was also reported that some

lopping of these trees needs to be carried out and an elevated cutter would be purchased to enable this work to be undertaken.

94.3 The Committee noted that the Working Party had approved the expenditure of £24 to send two delegates to a conference on Water-Efficient Horticulture and Gardening on 30th November 2006 in Crawley.

94.4 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports in the Notes of the meeting held on 9th November 2006 - **Appendix '1'**

95. MUSIC FESTIVAL SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETINGS HELD ON 25th OCTOBER AND 21st NOVEMBER 2006

95.1 The Events Officer reported on the proposals that had been considered. These included the possibility of a ROX event to start the Festival and finishing with a Celt and Country event the following weekend with various other musical elements taking place during the week. A number of issues had been raised at the meeting in connection with the ROX event, which included staging a free event on the seafront and how this would be managed/controlled. It had also been stressed that all the paperwork, management plans, risk assessments, insurance, licences etc. would need to be done by the ROX organisation rather than this being undertaken by the Town Council. Members felt that it was important to have a balanced event with a variety of different music. Concern was raised at the public perception of ROX's involvement and whether this would be seen as their event rather than as an element of the Town Council's Music Festival. Reference was made to the number of applications that had been received for Events Sponsorship through the Grant Aid process. The Deputy Town Clerk advised that grants in excess of £14,000 had been requested from a budget totalling £8,750. It was therefore questionable that the total amount requested by the ROX organisation being £5,000 from the Events Sponsorship budget would be paid. Members noted that a further £5,000 would be required for this event from the Music Festival's budget. It was queried why the organisers were now looking to be part of the Music Festival event when they had successfully run the event from the Football Club over the past couple of years. Concern at the level of funding required for this element of the event was stressed. The Events Officer advised that the total budget was only £15,000. If a large proportion was allocated to the ROX element and it was anticipated that a similar level of funding would be required for the Celt and Country event, a certain amount would also be required for marketing of the Festival, then this would not leave much of the budget to bring other organisations on board. Clarification of the type of marketing that ROX may wish to achieve for their part of the event would also need to be clearly defined. The importance of an early SAG meeting so that the views of the Police and Arun District Council on ROX's proposal could be known before a final decision is taken was stressed.

Following further debate, the Committee **AGREED** that they did not support the major event that was being proposed and recommended that the ROX organisation be invited to put forward proposals for a smaller event with one stage. The entertainment should be youth orientated with performances being held between 2.00pm and 8.00pm on the first Saturday of the Festival. A variety of workshops should also be included. It was **RESOLVED UNANIMOUSLY** that this matter should be referred back to the Music Festival Sub-Committee to be reconsidered. This Committee was not in support of funding this element of the event to the level of budget required and stressed that revised proposals as outlined above should be sought.

95.2 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports in the Minutes of the meetings held on 25th October and 21st November 2006 subject to the changes as

detailed above being considered again by the Music Festival Sub-Committee in relation to the ROX organisation.

95.3 *Cllr. Oppler gave apologies and left the Meeting at 9.43pm.*

96. **ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 21st NOVEMBER 2006 (IF AVAILABLE)**

96.1 The Committee noted that the meeting scheduled for 21st November 2006 had not been quorate. Notes had therefore been prepared on the discussion that had taken place and these were circulated to those present.

96.2 The Committee **RESOLVED** to accept the Recommendations and Reports in the Notes of the meeting that was not quorate held on 21st November 2006.

97. **CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 26th OCTOBER 2006**

97.1 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 26th October 2006.

97.2 The Deputy Town Clerk reported that the next meeting would be held on Wednesday 6th December at 7.15pm in the Council Chamber.

98. **REPORTS**

98.1 **Financial Reports**

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

98.2 **Any Other Reports**

There was nothing to report.

99. **CONSIDERATION OF APPROVAL TO WRITE OFF OUTSTANDING PAYMENT FOR 2005 VISITOR GUIDE ADVERTISEMENT**

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)

The Deputy Town Clerk advised the Committee that this debt related to an eighth page advertisement in the 2005 Visitor Guide for a restaurant in the town and she detailed the difficulties being experienced in trying to obtain payment of the £70.50 outstanding. Following some discussion, it was **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that this outstanding debt should be written off.

100. **CORRESPONDENCE**

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

The Meeting closed at 9.50pm.

NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL
SOUTH EAST IN BLOOM WORKING PARTY
(COASTAL RESORT A)
Thursday 9th November 2006

PRESENT: Cllr. Ken Scutt (from item 2), Paul Beckerson (BRTC Projects Officer), Erika Benackova (Clerical Assistant), Margaret Huntingdon, Veronica Kendon (ADC Parks & Greenspaces Officer), Richard Bennett (WSSC Highways).

The Meeting opened at 2.04pm.

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. John Hayward and Phil Mortimer.

2. Approval of the Notes of the Meeting held on 5th October 2006

Enquiry was raised whether the shingle planting was going ahead, the Projects Officer had already spoken to Dee Christensen and would chase it up.

With regards to liaison with the station on the tiered planters, the Projects Officer had written to the station manager but is still awaiting a response.

Members commented on the issue of footpaths cleanliness and it was suggested that photos of all footpaths are taken before the next meeting.

With regards to the Home Zone planters, it was pointed out that some residents had been looking after the trees and would not want to have them removed. The Projects Officer reassured the Working party that only the dead trees would be replanted with shrubs. There had also been some concerns re visibility for the cars coming up the road. TF would keep the shrubs trimmed.

Cllr. Ken Scutt offered apologies and joined the meeting at 2.20pm.

The Notes were agreed as a correct record.

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

The Projects Officer was awaiting Carol Fullick's approval of the questionnaire.

4. SRB Planting Projects (Progress)

The Projects Officer reported on damage to the seafront barrier baskets and the Gloucester road wall. Six planters instead of ten had been built in Aldwick Road. This was due to road layout changes and objections raised by some businesses.

TF is now working on the Durban Road planters and it is hoped to finish the brick work by the end of November. The Projects Officer will provide R. Bennett with a map of the locations on the Estate. It was also noted that there are many abandoned vehicles on the Estate and to get them removed seem to be an issue as it is a private land.

5. To consider staging a garden at Hampton Court Palace Flower Show 2007

The Projects Officer reported on the invitation and some discussion followed. The Working Party **AGREED** not to take part in the event due to its cost.

6. To consider applying for space to exhibit at the RHS/Ball Colegrave National Flower Bed Competition 18 – 22 July 2007

The Working Party **AGREED** not to exhibit at the competition due to its cost.

7. To consider placing Beauty & Beast posters on the wooden planters in London Road

The Projects Officer reported on the request from BR TMG. The Working Party **AGREED** not to permit this as the new poster drums would be provided for this purpose shortly. One would be located outside The British Heart Foundation Charity shop and the other outside Woolworths.

8. Tree planting community partners

The Working Party discussed possible community groups inc. Pevensey/Orchard Community Action Group, Bognor School and the Youth Club. Comments were also made in connection with SRB funding and the Town Plan Steering Group.

9. Proposed dates of 2007 meetings

The Working Party agreed the dates below.

Agreed dates (Thursdays):		
1 February	3 May	13 September
15 March	14 June	25 October
12 April	26 July	29 November
The meetings will be held at 2pm in the Council Chamber.		

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

The Members were informed that County Highways carry out footpaths maintenance in May and then again in August. Due to the unexpected judges' visit scheduled for April, it was agreed that it will be necessary to supplement their work to avoid loosing marks again.

The Projects Officer highlighted 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.

Reference was made to the tree opposite Reynolds leaning on side but it had been investigated and found healthy.

The Projects Officer reported on the invitation to Conference on Water-Efficient Horticulture & Gardening on 30th November in Crawley. The Working Party **AGREED** to send M. Huntingford and the Projects Officer to represent us at the seminar. The expenditure of £12 per delegate was also **APPROVED**.

11. Date of next meeting

In the Council Chamber on 1st February 2007 at 2pm.

The Meeting closed at 3.05pm.

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING 27th NOVEMBER 2006

1. Meteorological Officer Report for October 2006 - copied to Councillors
2. West Sussex NHS Primary Care Trust - Get Hooked on Fishing - invitation to a presentation by the founder of this project on its value and to demonstrate the evidence of its worth at 11.00am on Wednesday 29th November at the West Sussex PCT offices.
3. Environment Agency - invitation to attend the Flood risk road show being organised in partnership with A.D.C. and West Sussex Fire & Rescue Service to raise awareness of flooding and their flood defence operations. The road show is being held on Tuesday 28th November at the Regis Centre, Clarence Road, between 9.30am and 2.00pm. Details have been posted on the Town Council notice boards.
4. Countryside Alliance - correspondence in connection with the threat to the future of rural Post Offices and seeking support in writing to Jim Fitzpatrick MP, the minister responsible for Post Offices to let him know what the local Post Office means and what the loss would mean to the community
5. SMP Playgrounds - details of Autumn special offers
6. Proludic Sport - details of forthcoming Parks and Play Seminars on 28th and 29th November 2006
7. Kompan - details of Rushmoor Play Seminar 16th November 2006 and product information
8. Southern - copy of Environmental and Social Report for 2006
9. S&C Slatter - sports and play surfaces product information
10. W.S.C.C. - Harbour Views, Newsletter of Pagham Harbour Local Nature Reserve, Autumn 2006, Vol. 8 No. 3
11. W.S.C.C. - letter advising that following a review of the mobile library schedules there will be a minor adjustment to the timing of the visit. There is currently a visit to Nyewood Lane, Ellasdale Road on alternate Mondays from 4.10 to 4.30pm. Following consultation with users at the stop, they now propose to arrive at 2.40pm and depart at 3.00pm on the same day. This will take effect from April 2007.