



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 18<sup>th</sup> MARCH 2024**

### **PRESENT:**

Cllr: K. Batley (Chair); Cllrs: J. Brooks, D. Dawes,  
R. Nash, Miss. C. Needs, P. Ralph, M. Stanley,  
Mrs. J. Warr and P. Wells

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Assistant Clerk)  
1 Member seated in the public gallery  
1 member of the public

***The Meeting opened at 6.30pm***

### **15. WELCOME BY CHAIR**

The Chair welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

### **16. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

With all Members of the Committee present, there were no apologies for absence to approve.

### **17. DECLARATIONS OF INTEREST**

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest

- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

***Cllr. Batley declared an Ordinary Interest in Agenda items 9 and 10 as an Arun District Councillor***

***Cllr. Brooks declared an Ordinary Interest in Agenda items 9 and 10 as an Arun District Councillor, and in relation to the seafront shelter poster sites***

***Cllr. Nash declared an Ordinary Interest in Agenda items 9 and 10 as an Arun District Councillor, and in Agenda item 11 as Chair of Southdowns Music Festival***

***Cllr. Miss. Needs declared an Ordinary Interest in Agenda items 9 and 10 as an Arun District Councillor***

***Cllr. Stanley declared an Ordinary Interest in Agenda items 9 and 10 as an Arun District Councillor***

***Cllr. Mrs. Warr declared an Ordinary Interest in Agenda items 9 and 10 as an Arun District Councillor***

***Cllr. Wells stated that he would declare any Interests as and when***

**18. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 15<sup>th</sup> JANUARY 2024**

Members were asked if there were any objections to the Minutes of the last Environmental and Leisure Committee Meeting, held on the 15<sup>th</sup> January 2024.

The Committee **APPROVED** the Minutes of the Environmental and Leisure Committee Meeting held on 15<sup>th</sup> January 2024, as an accurate record of the proceedings and the Chair duly signed them.

## **19. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

### ***The Chair adjourned the Meeting at 6.33pm***

The Chair invited members of the public to raise any questions or statements they wished to make.

A Member seated in the public gallery spoke about damage to a wall in Gloucester Road, proposed an art exhibition on the Promenade, and expressed a desire to see wind shields on the Promenade Bandstand.

The member of the public also spoke of the wall previously mentioned and of concerns about the safety of vehicle drivers and pedestrians at this location, owing to a sharp bend in the road. A Member thanked the Chair and quick action of the Town Clerk in achieving a positive outcome in getting the wall repaired. He believed this reflected the purpose of the Council – to facilitate for the good of the Town. In response to safety concerns, the Clerk advised that liaison was taking place with WSCC in the hope that this could be addressed, and a suitable solution found.

It was suggested that the model Bathing Machine, discussed at previous meetings and which it was hoped could be installed in the grounds of the Royal Norfolk Hotel, be located in ADC owned Rock Gardens opposite.

### ***The Chair reconvened the Meeting at 6.45pm***

## **20. CLERK'S REPORT FROM PREVIOUS MINUTES**

### **20.1 11<sup>th</sup> September 2023 – Min. 41 Bognor Regis BID's request to utilise BRTC's catenary wires for Wayfaring flags**

Following a request from the Bognor Regis BID, to utilise the catenary wires in London Road for Wayfaring flags, discussions have been ongoing with the matter last considered at the Committee Meeting in September 2023. Notification has since been received from the BID to advise that, owing to a lack of funding, the Wayfaring flags are on hold.

For reference, during their preliminary work, the BID gathered an industry standard calculation to determine wind loads for the flags and it was confirmed that the catenary wires were certified to withstand up to 5 kilonewtons, and that this would be sufficient for the Wayfaring flags.

As part of BRTC's Christmas lights contract, the next load test is scheduled for September 2024, and it has been requested that a load of 6 kilonewtons be applied for certification, at no additional cost.

**20.2 15<sup>th</sup> January 2024 – Min. 7.1 Data collection of sunshine hours**

A decision from the Met Office, in relation to automation of the full site, is still awaited. The Clerk is in liaison with Butlin's about the possibility of the Campbell Stokes sunshine recorder being re-established on resort.

**20.3 15<sup>th</sup> January 2024 – Min. 7.4 Correx board lamp post sleeves**

With the dates and locations of Councillor Drop-In Surgeries agreed at the Council Meeting held on 4<sup>th</sup> March 2024, Officers will progress with the production of Correx Boards to advertise these, and other events in the town, in accordance with the size and style agreed by Members at the meeting held 6<sup>th</sup> November 2023 (Min. 57 refers). Comments about the positioning of QR codes is acknowledged and these will be displayed on the upper part of the boards.

**21. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 7<sup>th</sup> FEBRUARY AND 13<sup>th</sup> MARCH (IF AVAILABLE) 2024**

The Assistant Clerk's report, including the appended Notes of the Bognor Regis in Bloom Working Group Meeting held on 7<sup>th</sup> February 2024, was **NOTED**.

The Notes of the meeting held on 13<sup>th</sup> March 2024 were not available and, therefore, **DEFERRED** to a future meeting.

Members unanimously **RESOLVED** to **RATIFY** that the remaining £1,200 in the 2023/24 Environmental Projects Budget be allocated to Town Force, to cover the cost of improvements to various planters in the Town, and that the remaining £123 in the 2023/24 Competitions Budget be earmarked to purchase seeds for the Schools Competition.

**22. TO RECEIVE ANY UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET 2023/24 – MIN. 11 REFERS INCLUDING: -**

- **TO RECEIVE AN UPDATE IN RELATION TO THE TOWN COUNCIL'S SPONSORSHIP OF THE BOGNOR REGIS CONCERT BAND AND TO AGREE ANY NEXT STEPS – MIN. 11 REFERS**
- **TO FURTHER CONSIDER THE £600 IDENTIFIED FOR MONTHLY SOCIAL MEDIA GEOCACHING, COMPETITIONS ETC AND AGREE ANY NEXT STEPS – MIN. 11 REFERS**
- **TO CONSIDER THE UTILISATION OF ANY REMAINING FUNDS IN THE PUBLICITY AND PROMOTION BUDGET 2023/24**

The Assistant Clerk's report, including the appendices relating to the breakdown of expenditure from the Publicity and Promotion Budget 2023/24, and a list of forthcoming events in the Town, was **NOTED**.

***Cllr. Wells stated that if the Bognor Regis Concert Band, with whom he does business, was discussed then he would leave the room***

***Cllr. Nash declared an Interest as an event organiser***

***Cllr. Wells left the Meeting as discussion turned to the Bognor Regis Concert Band***

- 22.1** The rationale in spending money on BRTC sponsored headwear and banners, as proposed was questioned given that there was no firm concert programme in place with the band. There was also concern expressed about what value for money there was in spending these funds in this way. Consideration was given as to the feasibility of organising events for 2024, at which the Concert Band could perform on behalf of the Town Council, and the application process involved to hold events on ADC land.

***Cllr. Stanley redeclared his Ordinary Interest as an Arun District Councillor***

Following a vote, it was **AGREED** that, instead of music stand banners, the £2,500 allocated from the Publicity and Promotion Budget 2023/24 be utilised to fund BRTC branded hats, armbands and feather flags in support of the Bognor Regis Concert Band. Furthermore, Members **AGREED** that any remaining funds be used to cover costs for the Bognor Regis Concert Band to perform on behalf of the Town Council with Delegated Authority given to Officers so that they may work in liaison with the Band in organising these and publicising the events.

***Cllr. Wells returned to the Meeting***

- 22.2** With there being no furtherment in relation to proposals for a virtual event, and following further discussion, Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee that the £600 allocated from the Publicity and Promotion Budget 2023/24 for this purpose be reallocated to produce 6 posters, displaying a list of events supported by the Town Council, to be displayed in available seafront shelter poster sites.

***Cllr. Nash left the Meeting***

- 22.3** Members **NOTED** that there was £81.46 remaining in the 2023/24 Publicity and Promotion Budget.

**23. TO AGREE ANY NEXT STEPS IN RELATION TO SEAFRONT SHELTER POSTER SITES AND ASSOCIATED COSTS – MIN. 7.2 REFERS**

The Assistant Clerk's report was **NOTED**.

It was not felt that demand for use of the seafront shelter poster sites was high enough to warrant looking into increasing the number of these sites. Neither was it deemed necessary to replace the clip frames that are currently in situ at these locations.

***Cllr. Nash returned to the Meeting***

There was a brief discussion about running another photo competition, and the production of generic posters.

It was unanimously **AGREED** that the £2,000 included in the Publicity and Promotion Budget 2024/25 to cover costs associated with the seafront shelter poster sites, should be earmarked for general promotion throughout the year. It was further **AGREED** that the availability of the poster sites for event organisers to advertise upon should be better promoted, on social media, for instance.

***Cllr. Stanley left the Meeting and then returned***

**24. CONSIDERATION AS TO WHETHER TO PURSUE WINDSHIELDS FOR THE PROMENADE BANDSTAND ANY FURTHER AND, IF SO, IDENTIFICATION OF THE LEVEL OF FUNDING REQUIRED TO COME FROM THE 2024/25 PUBLICITY AND PROMOTION BUDGET – MIN. 7.3 REFERS**

The Assistant Clerk's report was **NOTED**.

Some comments were made about the infrequency of the seafront bandstand being used by musicians and whether permeable wind shields would result in any increase for demand.

Members unanimously **DISAGREED** with pursuing wind shields for the promenade bandstand any further.

**25. TO NOTE THE AMOUNT ALLOCATED TO THE PUBLICITY AND PROMOTION BUDGET 2024/25 AND FUTURE CONSIDERATIONS FOR ITS PROPOSED EXPENDITURE INCLUDING A PROPOSAL TO PRODUCE A 2024 EVENTS LEAFLET**

The Assistant Clerk's report, and the appendix relating to an events leaflet, was **NOTED**.

It was **NOTED** that there is funding of £7,000 in the Publicity and Promotion Budget 2024/25, of which £2,000 is allocated to costs associated with the seafront shelter poster sites. It was further **NOTED** that any proposed expenditure in excess of £1,000 would need to be recommended to the Policy and Resources Committee for approval, unless this is subsequently deemed unnecessary by them.

The merits of advertising events in the Town beyond social media, by way of leaflets for example, was promoted. Discussions centred around the distribution of an events leaflet including suggestions such as arranging leaflet drops at local holiday sites, residential homes, railways stations and neighbouring towns and villages.

Following a suggestion that 30,000 leaflets could be produced on A4, folded to DL size, it was proposed that the events leaflet reflects the information advertised on the events posters in the seafront shelters.

***Cllr. Nash redeclared his Interest as an event organiser and advised that he would not take part in the vote***

Members **AGREED** to produce 30,000 leaflets promoting 2024 events in the Town and **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that expenditure of up to £3,000 from the Publicity and Promotion Budget 2024/25 be used to fund this, unless this was subsequently deemed unnecessary by them. Delegated Authority was given to Officers in liaison with Cllr. Wells, in the design and content of the leaflets, in order to progress this project.

## **26. TO CONSIDER THE APPLICATION PROCESS FOR THE YOUTH & YOUNG PERSONS BUDGET 2024/25**

The Assistant Clerk's report was **NOTED**.

Comment was made about how recently the last round of applications to the Youth & Young Persons Budget had been considered, and that it made sense to receive all applications at once, as was the case with the Town Council's Grant Aid process. A Member felt that those applying for funding from the Town Council should be proactive in sourcing match-funding rather than looking entirely to the Council to cover project costs.

Members unanimously **AGREED** to **DEFER** a review of the Youth & Young Persons Budget applications process until the July Meeting, to allow time for the Policy and Resources Committee to review the Grant Aid application process. Additionally, the decision as to whether applications for funding from the Youth & Young Persons Budget 2024/25 should be considered as and when they are received, or to consider all applications received en-bloc at the Committee Meeting to be held on 4<sup>th</sup> November 2024, was also **DEFERRED** until the review had been carried out.

**27. TO RECEIVE FEEDBACK FOLLOWING THE 2023 CHRISTMAS ILLUMINATIONS WASH-UP MEETING AND TO AGREE ILLUMINATIONS TIMER SETTINGS FOR 2024**

The Assistant Clerk's report was **NOTED**.

In general, it was considered preferable for the Christmas lights to come on earlier than 3pm, to make the Town Centre more appealing to shoppers. Equally, it was felt that having the lights stay on later into the evening would benefit the night-time economy, promote a sense of security through the Town Centre being lit-up, and hopefully quell antisocial behaviour.

Members **AGREED** that the festive lighting in the Town Centre should be programmed to come on at midday and be turned off at 2am for Christmas 2024.

**28. CORRESPONDENCE**

No correspondence, pertaining to the Environmental and Leisure Committee, had been received.

***The Meeting closed at 8.29pm***