



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road  
Bognor Regis, West Sussex PO21 1LD  
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Dear Sir/Madam,

## **MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE**

I hereby give you Notice that a Meeting of the Environmental and Leisure Committee of Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 18<sup>th</sup> MARCH 2024.**

All Members of the Environmental and Leisure Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder. An opportunity will be afforded to **members of the public** to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee.) Any written question received by 9am on Monday 18<sup>th</sup> March 2024 from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

It is intended that the meeting may be viewed remotely via the Town Council's Facebook page.

**DATED this 11<sup>th</sup> DAY of MARCH 2024**

**TOWN CLERK**

## **AGENDA AND BUSINESS**

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. Declarations of Interest:  
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. 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 leave the room for the discussion and vote
  - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To approve the Minutes of the Environmental and Leisure Committee Meeting held on 15<sup>th</sup> January 2024
  5. Adjournment for public question time and statements
  6. Clerk's Report from previous Minutes
  7. 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 including: -
    - Recommendation 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 (Min. 5 refers)
    - Recommendation that the remaining £123 in the 2023/24 Competitions Budget is earmarked to purchase seeds for the Schools Competition (Min. 7 refers)
  8. 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
  9. To agree any next steps in relation to Seafront Shelter Poster Sites and associated costs – Min. 7.2 refers
  10. 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
  11. 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
  12. To consider the application process for the Youth & Young Persons Budget 2024/25
  13. To receive feedback following the 2023 Christmas Illuminations wash-up meeting and to agree illuminations timer settings for 2024
  14. Correspondence

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO  
THE COUNCIL CHAMBER IF REQUIRED**



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## **MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 15<sup>th</sup> JANUARY 2024**

### **PRESENT:**

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

### **IN ATTENDANCE:**

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

*The Meeting opened at 6.31pm*

1. **TO NOTE THE CHANGE OF THE COMMITTEE'S NAME FROM EVENTS,  
PROMOTION AND LEISURE TO THE ENVIRONMENTAL AND LEISURE  
COMMITTEE AS AGREED AT THE COUNCIL MEETING HELD ON 2<sup>nd</sup>  
JANUARY 2024 – MIN. 151 REFERS**

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

Members **NOTED** that the Committee's name had changed from Events, Promotion and Leisure to the Environmental and Leisure Committee.

2. **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.

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

No apologies had been received from Cllr. Stanley and could not therefore be approved.

#### 4. **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 item 10 as a Trustee to The 39 Club and as a user of the Bognor Regis Youth & Community Centre***

***Cllr. Wells declared an Ordinary Interest in Agenda item 10 as the Town Council appointed Representative to the Bognor Regis Youth & Community Centre***

#### 5. **TO APPROVE THE MINUTES OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD ON 6<sup>th</sup> NOVEMBER 2023**

Members were asked if there were any objections to the Minutes of the last Events, Promotion and Leisure Committee Meeting, held on the 6<sup>th</sup> November 2023.

The Committee **APPROVED** the Minutes of the Events, Promotion and Leisure Committee Meeting held on 6<sup>th</sup> November 2023, as an accurate record of the proceedings and the Chair duly signed them.

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

### ***The Chair adjourned the Meeting at 6.36pm***

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 two of the Town Council's events planned for 2024 and was reminded by the Chair that events now sit within the remit of the Policy and Resources Committee. Therefore, any questions or statements about events should be raised with that Committee.

An applicant to the Youth & Young Persons Budget, to be considered under Agenda item 10, spoke in support of their application and invited any questions from Councillors. A Member seated in the public gallery, previously involved with applications to the Youth & Young Persons Budget when it was within the remit of the now dissolved Community Engagement and Environment Committee, shared his thoughts on the applications to be considered for funding.

Reference was made to the operating times of the Christmas illuminations in the Town Centre, with a request that in future years these be turned on earlier in the day so that they are at their most visible whilst shops are open for business. Whilst comments regarding the Switch-On event were noted, the Chair reiterated that this was no longer within the remit of this Committee.

### ***The Chair reconvened the Meeting at 6.53pm***

## **7. CLERK'S REPORT**

### **7.1 30<sup>th</sup> October 2023 - Min. 112.1 of the Council Meeting - Data collection of sunshine hours**

Whilst automation of the full site is still being considered by the Met Office, the Campbell Stokes sunshine recorder will be re-established once a suitable location has been determined, it is hoped that this will be up and running within the coming month and long before the Summer season begins. Members were asked to note that any equipment used to record sun data must be '*calibrated, certified and of recognised specification for official Met Office use*'.

**7.2 6<sup>th</sup> November 2023 - Min. 53 of the Events, Promotion and Leisure Committee Meeting - Seafront shelter poster sites**

The recommendation for £2,000 to be included in the 2024/25 Publicity and Promotion Budget, to cover the costs associated with the seafront shelter poster sites, was subsequently approved.

With the funding becoming available from the 1<sup>st</sup> of April 2024, this matter will be progressed at the Environmental and Leisure Committee Meeting in March. The Events Officer is currently arranging Town Council events posters to be displayed in the next week, or two.

**7.3 6<sup>th</sup> November 2023 - Min. 55 of the Events, Promotion and Leisure Committee Meeting - Windshields on Promenade bandstand**

The budget of £1,500 recommended by this Committee to cover costs associated with purchasing windshields for the Promenade bandstand, including costs to instruct the supplier to draw up a Risk Assessment, was not approved by the Policy and Resources Committee as it was felt that this could be funded from within the Publicity and Promotion Budget. Consideration as to whether to pursue this issue any further and, if so, identification of the level of funding required to come from the 2024/25 Publicity and Promotion Budget will be put to the Environmental and Leisure Committee when it meets in March.

**7.4 6<sup>th</sup> November 2023 - Min. 57 of the Events, Promotion and Leisure Committee Meeting - Correx board lamp post sleeves**

With no Town Council events or Councillor Surgeries taking place in the coming weeks, there has been no progress with the boards at this stage owing to staff resources. Members will be updated in due course. As a point of clarification, Members were reminded that the decision regarding sizes and styles of these boards had been agreed at the last meeting.

**8. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 6<sup>th</sup> NOVEMBER 2023**

The Assistant Clerk's report, including the appended Minutes of the Meeting of the Allotments Sub-Committee held on 6<sup>th</sup> November 2023, was **NOTED**.

Members **RESOLVED** to **APPROVE** the total expenditure of £213.05 for costs associated with the Allotment Holders AGM and annual Awards, as detailed in the report.

A Councillor spoke of his visit to the Allotments last Autumn and encouraged all those on the Committee, who were also Members of the Allotments Sub-Committee, to arrange a visit to the site to gain a better understanding of any issues.

9. **BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 22<sup>nd</sup> NOVEMBER 2023**

The Assistant Clerk's report, including the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 22<sup>nd</sup> November 2023 appended to the report, was **NOTED**.

Members **RESOLVED** to **RATIFY** That Ms. D. Horton be appointed as a co-opted member of the In Bloom Working Group.

10. **TO CONSIDER YOUTH & YOUNG PERSONS BUDGET 2023/24 APPLICATIONS INCLUDING: -**

- **TO FURTHER CONSIDER THE FUNDING REQUEST FROM THE BOGNOR FUN BUS CIC, DEFERRED FROM THE NOW DISSOLVED COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON 2<sup>nd</sup> OCTOBER 2023 – MIN. 50.1 REFERS**
- **TO CONSIDER FUNDING REQUESTS FROM BOGNORPHENIA CIC AND BOGNOR REGIS YOUTH AND COMMUNITY CENTRE, DEFERRED FROM THE NOW DISSOLVED COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON 2<sup>nd</sup> OCTOBER 2023 – MIN. 50.3 REFERS**
- **TO CONSIDER NEW FUNDING REQUESTS FROM 39 YOUTH CLUB, THE REGIS SCHOOL AND THE SHORE COMMUNITY CHURCH**

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

***Cllrs. Batley and Wells redeclared their Ordinary Interests***

Members spoke about the limited budget of £13,400 which would mean that not all applicants to the Youth & Young Persons Budget 2023/24 would be successful in securing funding at this time. Nonetheless, credit was paid to the work of the Town Council in financing youth provision when the County and District Council had made cuts to their funding for this. It was noted that the Town Council had made a further provision of £14,000 in the Youth & Young Persons Budget for 2024/25, therefore, any unsuccessful applicants were encouraged to re-apply when the next tranche of funding became available.

A query was raised as to whether religious groups met the criteria for applying to the Youth & Young Persons Budget. The Assistant Clerk advised Members that the current guidelines, approved by Members, did not exclude religious groups from applying. This may be something that the Committee wished to consider when reviewing the application process for 2024/25, in addition to deciding whether to consider applications to the Youth & Young

Persons Budget on a first come, first served basis or agree a cut-off date and take any applications en-bloc.

Generally, Members felt that the budget available should support applications from groups that were up and running, had a proven track record and with whom the Town Council could help in building upon what these groups were already delivering in terms of youth provision.

It was proposed and seconded that, from the balance remaining in the Youth & Young Persons Budget 2023/24, £2,500 be awarded to Bognorphenia CIC, £3,000 to the Bognor Regis Youth & Community Centre, and £7,000 to 39 Youth Club, with the underspend of £900 being earmarked to be added to the Youth & Young Persons Budget for 2024/25. This was unanimously **AGREED**.

**11. TO RECEIVE ANY UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET 2023/24 – MIN. 56 OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD ON 6<sup>th</sup> NOVEMBER 2023 REFERS**

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

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

It was **NOTED** that, as had originally been agreed, any monies remaining from the £2,500 allocated from the Publicity and Promotion Budget 2023/24, for the production of BRTC sponsored music stand banners for the Bognor Regis Concert Band, would be used towards any charge for the band to perform at Town Council events in 2024.

Members **RESOLVED** to **AGREE** that £210 of the underspend in the Publicity and Promotion Budget 2023/24 be utilised to fund the remaining expenditure for the live broadcast of the FIFA Women's World Cup Final in August 2023.

As reported, to date, there had been no furtherment in relation to proposals for a virtual event, as an alternative to the monthly social media Geocaching that was deemed no longer viable. Members noted that should a proposal be forthcoming in time for the Environmental and Leisure Committee Meeting in March, then, with the support of the Committee, it would be suggested that the £600 be earmarked whilst the proposed use of the expenditure is recommended to the Policy and Resources Committee for consideration. Should there be no proposal put forward for consideration at the March meeting, then the £600 originally identified for monthly social media Geocaching, competitions etc, and subsequently ringfenced for a similar virtual event, would be returned to General Reserves.



**12. CORRESPONDENCE**

The Town Clerk verbally reported the correspondence received including: -

- 12.1** Blachere Illumination UK – Notification of update to UK Hire Catalogue with motifs available in January Sales 3-for-2 offer.

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

**13. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d)**

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda item 14 (contractual).

**14. REPORT ON CHRISTMAS ILLUMINATIONS (2<sup>nd</sup> YEAR OF 3-YEAR CONTRACT)**

The Assistant Clerk gave a verbal report in relation to ongoing power issues with festive lighting along Queensway in Bognor Regis. There followed a discussion about the causes for this and ways in which it could be overcome for Christmas 2024, as well as operational timings of the Town Centre lights overall.

It was **AGREED** that a wash-up meeting be arranged, online, with the Christmas Illuminations contractor at a mutually convenient time whereby Committee Members could join in discussions. Once a date was known, Members would be invited to send preliminary questions in advance to the Assistant Clerk so that the contractor may prepare responses in time for the online meeting.

***The Meeting closed at 7.52pm***

**AGENDA ITEM 7**

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
18<sup>th</sup> MARCH 2024**

**AGENDA ITEM 7 - 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**

**REPORT BY THE ASSISTANT CLERK                      FOR NOTING AND DECISION**

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meeting held on 7<sup>th</sup> February 2024 (**Appendix 1**) and 13<sup>th</sup> March 2024 (attached as **Appendix 2**, if available).

Members are asked to **RESOLVE** to **RATIFY** the following recommendations:

- 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 (Min. 5 refers).
- That the remaining £123 in the 2023/24 Competitions Budget is earmarked to purchase seeds for the Schools Competition (Min. 7 refers).

**DECISIONS**

Members are asked to **NOTE** the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 7<sup>th</sup> February and 13<sup>th</sup> March (if available) 2024.

Do Members **RESOLVE** 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?
- That the remaining £123 in the 2023/24 Competitions Budget is earmarked to purchase seeds for the Schools Competition?

# NOTES AND RECOMMENDATIONS

## Bognor Regis Town Council Bognor Regis in Bloom Working Group Wednesday 7<sup>th</sup> February 2024

**PRESENT:** Cllrs: S. Goodheart, P. Woodall, Mrs. G. Yeates, also Mrs. G. Edom, Mr. E. Fane, Mrs. S. Hamilton Jones, Mrs. M. Huntingdon (Chair), Ms. P. Keane, Mrs. M. Stanley, Mrs. S. Teverson and Mr. M. Greenfield (Committee Clerk)

*Before the Meeting opened, the Chair thanked Councillors for their input on the subject of graffiti in response to a letter sent out in 2023, and for the work the Council is doing to tackle graffiti in the Town. However, since this is not in the remit of the Working Group, the subject will not be up for discussion in the future*

*The Meeting began at 10.02am*

### **1. APOLOGIES FOR ABSENCE**

Apologies had been received from Ms. D. Horton and Mr. J. Jones-McFarland. No apologies had been received from Cllr. N. Smith and Cllr. Mrs. J. Warr, or from Mr. P. Dillon and Mr. B. Jackson.

### **2. TO APPOINT A VICE-CHAIR FOR 2023/24 MUNICIPAL YEAR**

Cllr. S. Goodheart volunteered to be Vice-Chair for the remainder of the 2023/24 municipal year. With no other nominations, this was seconded by Cllr. P. Woodall and unanimously **AGREED** by all present.

### **3. APPROVAL OF THE NOTES OF THE MEETING HELD ON 22<sup>nd</sup> NOVEMBER 2023**

The Notes were formally **APPROVED** and were signed by the Chair.

### **4. CLERK'S REPORT**

The CC provided the following updates on matters raised at the previous meeting held on 22<sup>nd</sup> November 2023:

#### **Item 8 – Tree Planting Projects**

The CC contacted Mr. J. Jones-McFarland regarding the tree lost in the north-east corner of Hotham Park during the November storms. Mr. J. Jones-McFarland said that "a significant number of new trees have been planted in Hotham Park in recent years. We are taking a break to allow these to establish before reviewing the tree management plan for the park."

### **Item 9 – Tree in the Railway Concourse**

As previously reported and discussed with Members via e-mail after the last meeting, in discussion with the Town Force Manager and a horticultural expert from Ferring Nurseries, the Working Group was strongly advised not to go ahead with plans to plant Christmas trees in planters inside the Station. As the majority feedback was in agreement with this, no further action was taken.

### **Item 10 – Areas of Concern**

The CC contacted Mr. J. Jones-McFarland to seek an update on plans to improve the landscaping of the entire Hothampton Car Park area. Mr. J. Jones-McFarland responded that “Work is taking place as agreed with BCG members in 2022. That is the area replanted with maritime plants, but retaining the two Sorbus trees. We have the plants and the work will take place in the coming weeks. The structure by Morrisions will be removed shortly.”

The CC also contacted Mr. J. Jones-McFarland with regards to the proposed ‘Day of Action’ in early Spring. This was met favourably.

### **Item 11 – Update from Volunteer Projects**

Security cameras to deter anti-social behaviour and graffiti, to be funded from the Sussex Police and Crime Commissioner’s allocation of the Safer Streets Project had been discussed by the Policy and Resources Committee at their meeting held on 20<sup>th</sup> November 2023 (Min. 77 refers), two days before the November In Bloom Working Group Meeting. The Committee therefore had already actioned this issue, and the Assistant Clerk was dealing with the matter. Therefore, in order to prevent duplication of effort, the CC took no further action. Updates on the progress of this matter are available from the Minutes of the Policy and Resources Committee, the meetings of which are also livestreamed on the Town Council’s Facebook page.

### **Item 12 – Correspondence**

The ‘Your Station, Your Community’ Improvement Fund 2024/25 invitation was forwarded on to all Working Group Members. The CC was informed that Mr. J. Jones-McFarland and Bognor Regis BID (BR BID) have put in a joint application for funding to improve the Station planting.

The CC was also informed by Mr. J. Jones-McFarland that the wider multi-agency approach to transforming the Station space has not progressed, and no progress is expected on the matter, beyond what can be done in terms of planting.

Furthermore, the Town Council adopted a new budget for the forthcoming financial year on 2<sup>nd</sup> January 2024, which has meant that there will not be an increase in the Town Council precept. As a result, several efficiency measures were made in November 2023, including the dissolution of the

Community Engagement and Environment Committee, to which the In Bloom Working Group previously reported.

A number of Working Groups that reported to the Community Engagement and Environment Committee were also dissolved, except for the In Bloom Working Group. This Working Group now reports to the former Events, Promotion and Leisure Committee, which has, in turn, been renamed as the Environmental and Leisure Committee. This committee has a different membership to the former, therefore a new In Bloom Working Group Terms of Reference was adopted by Council on 2<sup>nd</sup> January 2024, to reflect this change.

Although Town Force are back up to four members, they are overstretched both in terms of manpower and financial resources and are unable to undertake any additional work or projects for the foreseeable. Any projects that the Working Group decides upon must be undertaken by Members of the Working Group, or any volunteers that the Working Group can recruit.

Finally, it was unanimously agreed at the Policy and Resources Committee Meeting held on 11<sup>th</sup> December 2023 (Min. 98 refers) that the In Bloom Competition Budget will be increased by £200, to £950, for the 2024/25 financial year.

The Clerk's Report was **NOTED** and the CC was asked to circulate a copy to all Members. Since the Report has been included in these Notes, this matter was not actioned.

**5. TO CONSIDER A TOWN FORCE REQUEST TO ALLOCATE FUNDS FROM THE IN BLOOM ENVIRONMENTAL PROJECTS BUDGET TO COVER THE COST OF IMPROVEMENTS AROUND THE TOWN, INCLUDING TO DURBAN ROAD PLANTERS, ORCHARD WAY ROUNDABOUT, AND OTHER LOCATIONS**

The Chair suggested that Town Force be allocated whatever sum they require, which was agreed by Ms. P. Keane.

A detailed discussion followed on whether the entire Environmental Projects Budget for the remainder of 2023/24, or part of it, should be allocated to Town Force, and if so, whether the Working Group should impose conditions on what it can be spent on. During this, Cllr. S. Goodheart commented that a few planters that are maintained by Town Force need renovation and asked the CC to obtain a report from the Town Force Manager for the next meeting to provide an update as to what the plans are on this matter, especially with regards to the planter in Longford Road. This action was supported by all Members.

Furthermore, the planters in West Street opposite the Museum and the planter outside the Unicorn Club were singled out as in need of attention.

The CC was asked to contact Mr. J. Jones-McFarland on what is being done to improve the planter outside the Unicorn Club, and also to raise the idea of replacing brick and/or wooden planters with pots, as in Queensway, which are more attractive.

Cllr. S. Goodheart asked if the vandalised Cordyline tree in Waterloo Square could be replaced. The Chair advised that there is no money in the budget to do this. Ms. P. Keane further advised that the trees were planted in the wrong location and are prone to damage from events, football, and other activity that takes place in Waterloo Square.

Cllr. Mrs. G. Yeates reminded Members that the money needs to be allocated by the end of March otherwise it will be lost into General Reserves, but also that any earmarked funds need to be for specific projects, and suggested that wooden planters are replaced with uPVC ones to provide greater longevity and ease of repair, and to be more attractive. She suggested that all the sums asked for in the Town Force Manager's report be allocated, and the remainder of the Environmental Projects Budget also be allocated to Town Force for one or more of the following: improve the third planter in West Street, refurbishment of the Longford Road planter, and/or a replacement boat on the Orchard Way roundabout. This proposal was seconded by Cllr. P. Woodall and it was unanimously **AGREED** to **RECOMMEND** to the Environmental and Leisure Committee that the remaining £1,200 in the Environmental Projects Budget be assigned to Town Force, to be used as proposed.

## **6. TO CONSIDER A REQUEST FOR THE WORKING GROUP'S ASSISTANCE FOR A COMMUNITY GARDEN PROJECT (IF AVAILABLE)**

The CC reported that an invitation had once again been extended to Mr. Field to attend the meeting to address Members on his proposal to create a community garden in Bognor Regis, but no response had been received. Since this was the second time that the invitation had not been taken up, Members requested that this item is, for now, removed from future agendas.

## **7. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:**

### **BRiB Annual Competition:**

The Chair informed Members that the entry form for 2024 must be in the same format as for 2023, due to being locked into a three-year sponsorship agreement, but suggested that the questionnaire be removed.

Cllr. S. Goodheart asked if the 2023 questionnaire was sent to the Allotments Tenants, and if not, why not. The Chair informed Cllr. Goodheart that the questionnaire was included on the BRiB entry form, which was sent out to applicants, and the Allotments Tenants winners

were not invited to take part in a combined Awards Event until six months after the entry forms and questionnaires had been sent out.

With regards to including the questionnaire, Members decided following a discussion that the questionnaire should be included again in 2024 since it would help with the environmental sustainability credentials of BRiB, and would provide useful information for judges to assess the environmental categories of the competition. As a result, Members **AGREED** that the questionnaire be included on the 2024 entry form.

The Chair also requested that the CC and Cllr. P. Woodall send 2024 entry forms to Allotments Tenants with children. The CC stated that he does not know which Tenants have children.

On this subject, Cllr. S. Goodheart highlighted the discontent that was expressed after the 2023 Awards Event by those Tenants not invited. In response, the Chair stated that the 2024 event will be an open one and all Allotments Tenants, in addition to In Bloom Competition entrants, will receive an invite.

Mrs. G. Edom asked that plans for the judging of the main competition be organised earlier than in 2023, since last year's judging was rushed, and the information sent out to the judges too late. The Chair said that questionnaires would be sent to Mrs. S. Hamilton Jones, Mrs. S. Teverson and Mrs. G. Edom to aid with judging the environmental sustainability category.

#### **Guides & Scouts Competition:**

The CC read out a short list of major anniversaries and events occurring in 2024, of both national and local importance. A railway theme was proposed, in recognition of the 160<sup>th</sup> anniversary of the railway coming to Bognor Regis. This was unanimously **AGREED**.

#### **Schools Competition:**

After reviewing recent years' plant selections, tomatoes were proposed for 2024. After a discussion on varieties, it was **AGREED** to offer entrants a choice of a bush-growing variety and a stick/trellis-supported variety.

It was also proposed by Cllr. Mrs. G. Yeates that entrants be encouraged to make their own containers/pots from recycled materials and decorated, which could also be included in the judging. This was also **AGREED**, with delegation to the Chair and the CC to determine the wording for the entry form(s).

It was **AGREED** to **RECOMMEND** to the Environmental and Leisure Committee that the remainder of the 2023/24 Competitions Budget, of £123, is earmarked to purchase seeds for the Schools Competition.

### **Other Competitions:**

No suggestions came forward.

At this stage, Cllr. S. Goodheart asked if Agenda Item 14 could be moved to follow Agenda Item 7, since he had another meeting at 11.30am. The Chair consented to this.

### **8. REPORT FROM CLLR. S. GOODHEART ON THE ARUN VALLEY LINE GROUP MEETING HELD ON 18<sup>th</sup> JANUARY 2024 (IF AVAILABLE)**

Cllr. S. Goodheart informed Members that he attended a meeting of the Arun Valley Line Group, at which a presentation was given by the Redhill and Reigate Society on a project to install artwork and history panels at their two local railway stations. Cllr. S. Goodheart showed Members the same presentation, to provide an example of what could be done in Bognor Regis.

The Rail Partnership is looking for Bognor Regis to get involved in the 200<sup>th</sup> anniversary celebrations of train travel in the UK in 2025. Cllr. S. Goodheart felt that a project similar to that at Redhill and Reigate would be suitable.

Members **AGREED** and asked the CC to liaise with appropriate groups in Bognor Regis, including Bognor Regis Museum and Local History Society and the Heritage and Arts Partnership Board, to install information panels at the Station. Cllr. Mrs. G. Yeates also suggested that this project should be referred up to the Environmental and Leisure Committee.

Finally, Cllr. S. Goodheart asked if the Working Group could encourage Network Rail to landscape their land along the length of the rail track in Bognor Regis, especially around the signal box. This was also **AGREED** by all present.

### **9. TO CONSIDER BRIB ENTRY INTO SOUTH & SOUTH EAST IN BLOOM IN FORTHCOMING YEARS**

The Chair, from experience, stated that the regional competition requires a lot of organising and work. As a result, in her opinion, it would not be worth entering. There was general agreement with this sentiment, and one Member asked why this had been made an agenda item.

The CC reminded Members that the competition had not been entered for ten years, and that entry into South & South East in Bloom forms a major part of the Working Group's Terms of Reference.

Cllr. Mrs. G. Yeates proposed that the Working Group does look at entering the regional competition once again in forthcoming years. In the meantime, the CC and Working Group should plan a route, and identify



what projects need carrying out over the interim, in advance of entry into the competition in a future year. This was **AGREED** by all Members.

### **10. UPDATE ON ADC'S PLANS FOR THE REDEVELOPMENT OF THE PLANTERS AT BOGNOR REGIS RAILWAY STATION IN 2024 (IF AVAILABLE)**

The CC read out an update provided by Mr. J. Jones-McFarland that there was no news to report, but that the results of a joint ADC/BR BID grant application should be known by the end of March. If successful, then improvements to the planters will begin in April, otherwise the space would be managed as per 2023.

### **11. ANY TREE PLANTING PROJECT UPDATES TO BE REPORTED**

The CC read reports sent by Mr. J. Jones-McFarland prior to the meeting. Members were reminded of a potential photoshoot with the newly-planted trees at the cemetery, and also invited to take part in a hedge planting in Hotham Park on 15<sup>th</sup> February. No other tree planting projects are planned for this season, but Members were invited to suggest ideas for tree planting (other than at Hotham Park) for autumn/winter 2024/25. There were no suggestions made.

The CC also read out a report on works to the Wildlife Garden in Hotham Park, which is being re-planted from scratch.

Cllr. S. Goodheart asked for an update on the Cordylines in Waterloo Square, and Cllr. Mrs. G. Yeates' previous offer to care for a damaged plant. The Chair clarified that it would now be best to leave the Cordylines in place to grow, rather than try to move them.

### **12. SUGGESTIONS FOR PARTICIPATION IN THE GREAT BRITISH SPRING CLEAN 15<sup>th</sup> – 31<sup>st</sup> MARCH 2024**

Cllr. Mrs. G. Yeates suggested the Working Group participate in the initiative by cleaning up the area around the signal box, but the Chair informed Members that this wouldn't be possible due to health & safety and access issues. However, Network Rail should be asked to clear the entire boundary of the rail line in Bognor Regis, especially those areas that border footpaths, public land and residential streets.

Gravits Lane was then proposed as an area for attention. This was **AGREED** and the CC was asked to liaise with Bognor Community Gardeners to agree upon a date. Mrs. S. Teverson also suggested that the Working Group links up with the Bognor Litterpickers to make it a larger event. The CC was asked to contact the above-mentioned group, and to enquire with ADC/WSCC for permission to advertise on local lampposts. Alternatively, Cllr. Mrs. G. Yeates informed Members that Bersted Parish Council have some generic, re-useable triangular advertising signs to go

around lampposts, which are put out in advance of litter picks. The CC was asked to contact the Bersted Clerk to enquire about these signs.

*Cllr. S. Goodheart left the Meeting at 11.21am*

The CC was also requested to enquire with Town Force as to the number of litter pickers and hoops available.

### **13. SUGGESTIONS FOR PARTICIPATION IN ANY OTHER NATIONAL INITIATIVES IN 2024**

The Chair invited Members to make suggestions from the list circulated with the Agenda. Interest was expressed in the Community Garden Week (1<sup>st</sup> – 7<sup>th</sup> April), World Bee Day (20<sup>th</sup> May) and the Great Big Green Week (8<sup>th</sup> – 16<sup>th</sup> June).

There were no other suggestions.

### **14. AREAS OF CONCERN/EYESORES IN THE TOWN FOR POSSIBLE REPORTING TO THE RELEVANT AUTHORITY**

Ms. P. Keane brought up the planter outside the Unicorn Club and also reported that one of the Cloud trees at the Health Centre needs looking at.

Mrs. S. Hamilton Jones highlighted the presence of the green structure at Morrisons. The CC reminded Members of Mr. J. Jones-McFarland's comment on this made during the Clerk's Report.

Mrs. M. Stanley informed Members that the Hothamton Car Park Garden facing the Salvation Army building has now been tidied up by ADC, but it took over a year to get done. However, the area of garden at the entrance to the car park is still untidy.

The final area of concern was the alleyway beside Morrisons, which has had the hedge cut unsympathetically, and is also a hotspot for litter, which never appears to be cleared.

### **15. UPDATE FROM VOLUNTEER PROJECTS INCLUDING BOGNOR COMMUNITY GARDENERS, HEDGEHOG TRACKING PARTNERSHIP AND FRIENDS OF HOTHAM PARK**

#### **Bognor Community Gardeners:**

The CC informed the Working Group that Ms. D. Horton's co-option had been ratified by the Environmental and Leisure Committee at their meeting held on 15<sup>th</sup> January 2024 (Min. 9 refers).

Activity has been very quiet since the last meeting due to the weather, but it was planned to look at planting a border at the cemetery in March.

Mrs. M. Stanley and Mr. E. Fane are also looking at what can be done with the planter outside Morrisons to replant it with evergreens.

### **Hedgehog Tracking Partnership:**

Mrs. G. Edom did not have any updates, other than that a few talks had been undertaken over the winter, and it is hoped to revive the project in March. The main aim of 2024 will be to get more volunteers to help look after the hedgehog arks and to raise even more awareness of hedgehogs.

Mrs. G. Edom had also assisted a group in Arundel to set up a similar project.

### **Friends of Hotham Park:**

Mrs. G. Edom reported that the group is keen on undertaking more wildlife improvements in Hotham Park. A bat survey was conducted in 2023, and bird watching and reporting is still ongoing. It was hoped to take on a notice board to help with promoting wildlife in the park.

## **16. CORRESPONDENCE**

The Working Group **NOTED** receipt of the correspondence as detailed in the list, which had been previously circulated to all Members.

The CC suggested that any comments to the WSCC consultation on improvements to the A259 be made individually, rather than trying to collate a group response.

Several suggestions of help in response to the NTC Montrose enquiry came forward, including the Hedgehog Tracking Partnership, and litter picking the banks of Aldingbourne Rife and the length of the A29 between the Rowan Way roundabout and the Orchard Way roundabout. Queries were raised as to the suitability of the latter two, since only a short section of the Rife and A29 were within the Town Council boundary and both had issues of access, permissions and health & safety. The CC was asked to contact NTC Montrose with the above suggestions and to ask if they would be happy to remain in contact with the Working Group for ongoing volunteer work.

## **17. DATE OF NEXT MEETING**

The CC was asked to book a Wednesday in March, after the 8<sup>th</sup>.

*(NB: The Chamber has been booked for Wednesday 13<sup>th</sup> March at 10.00am)*

*The Meeting ended at 11.55am*

**AGENDA ITEM 8**

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
18<sup>th</sup> MARCH 2024**

**AGENDA ITEM 8 - 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**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

**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**

**Background**

In March 2023, the Committee agreed that the Bognor Regis Concert Band would be the preferred band of the Town Council, with financial support of £2,500, proposed to be allocated from the Publicity and Promotion budget 2023/24, to incorporate the Town Crest on band members uniform (Min. 91 refers).

At the next meeting in May, there was some uncertainty amongst Members as to what was intended by way of supporting the Bognor Regis Concert Band. It was unclear as to whether the funding was to organise events at which the Concert Band would perform, or whether it would be used to have the Town crest embroidered onto the Band's uniform. The Member who had proposed the funding support, stated that they understood the uniforms were already part-made and it may not, therefore, be possible to incorporate the crest. Instead, the Member advised that the Council may need to rely on branding on the backs of music stands or banners and suggested the possibility of having the band perform at the opening of Council events. Members agreed to defer further consideration of the item until a meeting with the Bognor Regis Concert Band had been held and a report brought back to the Committee (Min. 13.9 refers).

As reported to Members at the Committee Meeting held in July, having liaised with the Concert Band, they agreed that uniforms were not the way to go and that their preference would be music stand banners, requiring approximately 40 at a cost in the region of £1,800 - £2,000, with any remaining budget utilised to cover costs for the band to perform at Town Council events.

It was, therefore, agreed by Members to fund the production of 40 banners, with the suggested wording "Bognor Regis Concert Band sponsored by Bognor Regis Town Council" and both the BRCB logo and Town Council Crest included. Final designs for the banners were approved by the Committee at the meeting held on 6<sup>th</sup> November 2023 (Min. 38.3 refers).

### **Update**

Having made enquiries with the Concert Band in January, as to progress with the music stand banners, an email was received from their Chair advising that progress was slow. In the email, shared with Committee Members, the Chair shared the Band's thoughts on the funding as highlighted in the following excerpt: -

*"...We are delighted to work closely with the Town Council and build a strong and lasting relationship, but wonder whether spending this amount of money on joint banners, when we don't, at this point know what concert programme is or whether there are funds to pay the band, is really the best way forward, especially as we have met some resistance in getting commitment from the manufacturers. I don't know whether you have guidelines on time for the allocating of this money, but I'm sure any delay isn't helpful, which is also part of the reason for this conversation.*

*We are delighted to be the towns nominated band and being offered this sponsorship is a real privilege. However, we don't want to spend it on something that we can't use moving forward, or waste time waiting for designers to respond to us.*

*There are other options we can explore for the sponsorship money, such as one big banner or exhibition banners, both of which are cheaper than the individual banners. (A 5-minute look at google puts the big bandstand banner (8ft by 3ft) at approximately £40)*

*Buying new uniform for Town Council sponsored events is not really an option we can explore. We operate to uniform 'guidelines', for example white shirt, black trousers. The style of these items is very much a personal preference that we leave to individual band members, and trying to meet all these individual requirements with both your and our logo would be cost prohibitive.*

*We fully appreciate that everybody's budgets are tight and only go so far. As I say, we want to build a long and strong relationship with the Town Council, but wonder whether spending £2,000 on banners, when we don't have a concert programme that we can commit to, or maybe even funding for it, is the best use of Council money?..."*

Following receipt of this email, the Chair of the Concert Band, and their Band Leader, were invited to meet with the Town Clerk, Assistant Clerk and Events Officer to discuss ideas on how to progress with the Town Council's offer of support. The Concert Band explained that: - music stand banners would only be visible from the front row; any addition to their uniform would need to be 'one size fits all'; the Band are lacking in storage facilities.

## **Summary**

At the Concert Band's suggestion, as an alternative to music stand banners, they propose that the Town Council funding be used to purchase the following items, intended to promote the alliance between them and the Council: -

20 x red baseball caps, emblazoned with the BRTC crest

20 x red bucket hats, emblazoned with the BRTC crest

40 x red armbands, embroidered with the BRTC crest

2 x feather flags incorporating the design approved by Members for the banners

Preliminary enquiries by Officers suggest that the total cost for the promotional materials suggested above could be in the region of £780 - £1,300.

In terms of the Band performing on behalf of the Town Council, they are confirmed to play at our Proms in the Park event in June, for which their costs will be covered from the specific budget for that event.

Any further potential performances would require the Band being given at least 6-weeks' notice to play, up to 35 chairs provided, at a cost of £150 per hour, or £250 for 2 x 45-minute performances, for a full-piece band. It could also be possible for a smaller group of Band members to perform at venues such as the railway station concourse (subject to the Station Manager's approval).

Should Members approve the Concert Band's suggestion of hats, armbands and feather flags then, deducting the costliest options quoted at an amount of £1,300, this has the potential to leave a balance of £1,200 from the money allocated from the Publicity and Promotion Budget 2023/24 to cover costs of the Band performing on behalf of the Town Council (approx. 5-8 occasions, dependant on length of performance). It should be noted that no additional funding, to date, has been budgeted in 2024/25 to provide continual support for the Band going forward.

## **TO FURTHER CONSIDER THE £600 IDENTIFIED FOR MONTHLY SOCIAL MEDIA GEOCACHING, COMPETITIONS ETC AND AGREE ANY NEXT STEPS – MIN. 11 REFERS**

As reported at the Committee Meeting held on 15<sup>th</sup> January 2024, there had been no furtherment in relation to proposals for a virtual event, as an alternative to the monthly social media Geocaching that was deemed no longer viable (Min. 11 refers).

If an alternative use for the £600 identified for a virtual event from the Publicity and Promotions Budget 2023/24 is proposed, then the money will be earmarked for the specific purpose agreed, and a recommendation made to the Policy and Resources Committee for the money to be used in this way. If not, then it will be returned to General Reserves.

## **TO CONSIDER THE UTILISATION OF ANY REMAINING FUNDS IN THE PUBLICITY AND PROMOTION BUDGET 2023/24**

Of the £10,000 initially available in the Publicity and Promotion Budget 2023/24, to date £6,818.54 has been spent, with an additional £2,500

allocated to the Bognor Regis Concert Band and £600 for a virtual event. This brings the total projected closing balance of the Budget to £81.46 (breakdown attached as **Appendix 1**).

Currently, there are 6 of the seafront shelter poster sites available. At a cost of approx. £80 per poster, Members may wish to consider utilising the £81.46 remaining in the Publicity and Promotion Budget 2023/24, with the potential to increase this by reallocating the £600 first proposed for a virtual event – doing so would cover the costs to supply enough posters for each of the available sites. It would be the Officer recommendation that these posters advertise a list of forthcoming events in the town that are supported by the Town Council, through funding or the allocation of Town Force hours, as suggested in **Appendix 2**.

## **DECISIONS**

Do Members **AGREE** 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, as suggested by the Bognor Regis Concert Band?

Furthermore, do Members **AGREE** that any remaining funds be used to cover costs for the Bognor Regis Concert Band to perform on behalf of the Town Council and give Delegated Authority for Officers to work in liaison with the Band in organising these, and publicising the events.

Should there be no furtherment in relation to proposals for a virtual event, do Members **AGREE** 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?

**Publicity and Promotion Budget 2023/24**

Item	Budget Allocated	Outcome of proposal	Actual Spend
Combined BRiB/Allotments Event	£500.00	underspend (Min. 56.1)	£208.54
Additional Bandstand Events	£1,500.00	Earmarked for 2024 for Rotary Club to utilise (Min. 56.2)	£1,500.00
Bognor Regis Concert Band	£2,500.00	proposal to spend on large banner, flag, hats and armbands then surplus for performance fees	
Geocaching / virtual event	£600.00	return to General Reserves if unspent (E&L Min. 11)	
Halloween Event	£2,000.00	earmarked for utilisation in 2024 (Min. 26.1)	£2,000.00
BRSFL 'Son et Lumiere' event	£1,500.00	awarded	£1,500.00
Town decoration for Coronation	£1,000.00	utilised	£1,000.00
FIFA Women's Final	£400.00	Agreed (Min. 39.1)	£400.00
(as above)	£210.00	Agreed (Min. 11)	£210.00
<b>Totals</b>			<b>£6,818.54</b>

Opening Balance	£10,000.00
Current Balance	£3,181.46
Pending Balance	£81.46



Events supported by BRTC (funding or Town Force hours allocated): -

### **Easter Funfair and Fireworks**

Organised by Bognor Regis Seafront Lights, Seafront funfair throughout the Bank Holiday weekend and Pier fireworks on Easter Saturday at 9pm.

### **Bognor Prom 10K Road Race - Sunday 12<sup>th</sup> May**

Main 10K starts at 10:30am, Junior Fun Run starts at 09:15am. The race starts by West Park in Aldwick, follows the Bognor Regis Esplanade, continues through Felpham and returns along the seafront to finish in West Park.

### **Bognor Regis Carnival - Saturday 25<sup>th</sup> May**

With the theme of "Flower Power" the Summer of Love. Lots of choice for dressing up and grooving with the 60/70s music. Starting from The Esplanade at around 1pm the Parade route heads through High Street and makes its way to the showground at West Park in Aldwick.

### **Bognor Regis Armed Forces Day 2024 – Saturday 22<sup>nd</sup> June**

Marking the 80<sup>th</sup> Anniversary of D-Day, this free family event will include a fly past, live music, bar and food, stalls of exhibitors, D-Day displays and Military vehicles, together with the Parade of Cadets and Veterans, Drumhead and St Barbara Re-dedication services.

### **ILLUMINATE Bognor – August Bank Holiday**

Seafront funfair all weekend, organised by Bognor Regis Seafront Lights, with a night-time illuminated walking procession on Sunday 25<sup>th</sup>, leaving London Road Car Park at 8.30pm, finishing on the seafront, and fireworks from the Pier at 10pm.

### **Bognorphenia Our Generation Young People's Day - Saturday 7<sup>th</sup> and Sunday 8<sup>th</sup> September**

Showcasing the talents of young dancers, singers and musicians with a range of workshops available in Hotham Park - a day all about young people.

### **Southdowns Music Festival - Friday 20<sup>th</sup> to Sunday 22<sup>nd</sup> September**

Centred around Bognor Regis Town Centre and Seafront, the 2024 festival will build on the big success of previous years, with superb musical and other entertainment to suit every taste.

### **The Bognor Regis Puppet Party - Saturday 28<sup>th</sup> and Sunday 29<sup>th</sup> September**

Including craft stalls on the lawns of The Royal Norfolk, a walkabout of puppets around the town and the screening of 'Labrinth', starring David Bowie and the puppetry of Jim Henson, at the Picturedrome cinema on Saturday evening, where puppeteers who worked on the film will meet and greet with a Question-and-Answer session.

*Event details are correct at the time of going to print but all events may be subject to change and subject to land permissions from ADC.*

**AGENDA ITEM 9**

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
18<sup>th</sup> MARCH 2024**

**AGENDA ITEM 9 - TO AGREE ANY NEXT STEPS IN RELATION TO  
SEAFRONT SHELTER POSTER SITES AND ASSOCIATED COSTS – MIN.  
7.2 REFERS**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

**Background**

As reported to Members at the Events, Promotion and Leisure Committee Meeting held on 6<sup>th</sup> November 2023, expenditure for the twelve seafront shelter poster sites, such as costs associated with poster production and maintenance, is taken from the Publicity and Promotions Budget. The report also highlighted damage that was being caused to posters when other posters were placed on top of them, using an adhesive solution, which was often rendering the posters beneath useless. One of the options presented to address this issue was to replace the current clip-frames with ones that would allow for the poster to be placed inside, for which quotes were shared with Members. To replace all twelve existing frames with a similar style clip-frame would cost up to £600, robust lockable frames up to £1,900 or alternatively Perspex/PVC covers would cost up to £180. Members resolved to recommend £2,000 be included in the 2024/25 Publicity and Promotion Budget, to cover the costs associated with the seafront shelter poster sites (Min. 53 refers) but did not elaborate on how this money was intended to be spent. At the meeting held on 15<sup>th</sup> January 2024, Members were informed that the recommendation of £2,000 had been approved (Min. 7.2 refers).

**Policy**

The three seafront shelters on Bognor Regis promenade are owned by Arun District Council (ADC). There is an agreement in place for Bognor Regis Town Council to utilise the twelve poster sites on these shelters to *“promote events and manage what is advertised on behalf of ADC...The main purpose of the poster sites is to promote the wonderful events that we have taking place in Bognor Regis”* (as stated by the ADC Event Officer in an email dated 15<sup>th</sup> March 2018). In an email dated 26<sup>th</sup> March 2018, ADC confirmed that they had no objection to event organisers having links on their posters, providing further information regarding the event. Furthermore, they have no objection with websites such as [bognorregis.gov.uk](http://bognorregis.gov.uk) or [sussexbythesea.com](http://sussexbythesea.com) being promoted on posters but are *“unable to recommend or advertise any third parties e.g. bognor.today. This is because we have to remain neutral”* (email of 4<sup>th</sup> April 2018).

In recognition of the agreement between the two councils, BRTC adopted a [‘Poster, Banner and Outdoor Display Opportunities Policy’](#). As per the policy, posters will be displayed for the two weeks leading up to the advertised event and taken down post event to avoid out of date posters being on display.

Posters must be provided by the event organiser in a weatherproof format i.e. vinyl or banner material, ideally A0 (or 80cm x 113cm) in size and of portrait orientation, with a border of an inch around the edges.

## **Demand**

Using 2023 as an example, the seafront shelter poster sites were utilised in the following way to promote events: -

January	-	none
February	-	none
March	-	6 x BRTC event posters
April	-	6 x BRTC event posters
May	-	6 x BRTC event posters and 3 x external event organisers
June	-	6 x BRTC event posters and 6 x external event organisers
July	-	6 x BRTC event posters and 6 x external event organisers
August	-	6 x BRTC event posters and 6 x external event organisers
September	-	none
October	-	none
November	-	6 x BRTC event posters
December	-	none

Since January 2024, there have been 6 x BRTC 2024 events list posters displayed with posters promoting BRTC's Book Day event on 30<sup>th</sup> May due to go up mid-May.

These figures indicate that the seafront shelter poster sites are only used to their full potential, to advertise events and promote according to ADC's instruction, in the summer months and that there is no evidence that the supply of poster sites exceeds the demand for them.

## **Generic posters**

Back in October 2020, a Committee Member proposed that a set of generic posters be produced for displaying on any unutilised seafront shelter poster sites, with a suggestion that these could promote attractions in the Town that were not visible from the promenade. Whilst Members were in favour of the proposal and agreed to fund the production for a set of generic posters from the 2020/21 Promotions Budget up to a maximum of £600, they required the opportunity to agree the design and content of the generic posters, and the matter was, therefore, deferred to a future meeting (Min. 107 refers). When meeting on 18<sup>th</sup> January 2021, it was agreed that the Town Council reach out to community-based artists to produce identifiable images of Bognor Regis to be produced and displayed in the twelve sites on the promenade, with any designs submitted being presented to the Committee for approval (Min. 135 refers). The winning designs were ratified by Committee Members at their meeting on 29<sup>th</sup> April 2021 (Min. 163 refers).

In 2022, a fresh round of entries was invited, and twelve new posters to be displayed in the seafront shelters, whilst there were no events to promote, were chosen from designs submitted by the community, showcasing the Town. However, as part of the budget setting for 2023/24, the Committee did not make provision for the competition to run in 2023, which resulted in there being empty sites from time to time.

## **Next Steps**

The current clip-frames are functioning well, and the matter of damage being caused to posters has been overcome by the use of an alternative adhesive solution. Whilst the sites are always at risk of being daubed with graffiti, although no more so than other areas in the Town Centre, covers or cabinet fronts will not lessen the risk of vandalism. Additionally, as pointed out by a Member at the November meeting, the use of Perspex or a glass covering can result in damage to posters from condensation.

As previously mentioned, six of the poster sites currently host a poster promoting the list of BRTC events for 2024. Until posters for Book Day go up in mid-May, there are no other posters to be displayed on the empty sites at this time.

It has been proposed, under Agenda item 8, that funds remaining in the Publicity and Promotion Budget 2023/24 be used to produce six posters, displaying a list of events supported by the Town Council through funding and/or an allocation of Town Force hours. In the event that this is not approved under the previous item, then Members may wish to consider utilising up to £600 of the £2,000 included in the 2024/25 Publicity and Promotion Budget to cover the costs associated with the seafront shelter poster sites, for this purpose.

Members may also wish to consider running another photo competition this year, following the previously approved guidelines, with a view to producing twelve generic posters that could be displayed on the sites between events. With an alternative adhesive solution being used on the posters, it is anticipated that generic posters would better withstand event posters being temporarily stuck on top.

## **DECISION**

Members are invited to **AGREE** any next steps and, if necessary, **RESOLVE** to **AGREE** any specific expenditure of the £2,000 included in the Publicity and Promotion Budget 2024/25 to cover costs associated with the seafront shelter poster sites.

**AGENDA ITEM 10**

**BOGNOR REGIS TOWN COUNCIL**  
**ENVIRONMENTAL AND LEISURE COMMITTEE MEETING**  
**18<sup>th</sup> MARCH 2024**

**AGENDA ITEM 10 - 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**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

**Background**

The Grade II Listed Promenade bandstand is owned and operated by Arun District Council (ADC). Event organisers wishing to use this space book through ADC's Events Team.

In the past, BRTC have fitted their own impermeable windbreaks to the structure, attached with ratchet straps, for events at this location.

The bandstand was refurbished in 2019/2020 and the original plans for the application (BR/120/19/PL) included the provision of "clear Perspex sheeting to be fitted to inside face of all railings to form windbreak". During the public consultation stage, the Town Council's Planning and Licensing Committee considered the planning application, at the meeting held on 4<sup>th</sup> June 2019, and submitted the following representation to the Local Planning Authority (ADC): -

*"**OBJECTION** on the grounds of design, appearance and visual impact with particular concerns over the fitting of Perspex sheeting to The Bandstand. Members felt that insufficient design details were provided, with reference to the proposed Perspex sheeting, to enable them to be satisfied that these alterations and repairs would be in keeping with the Listed Building and not contrary to policies D DM4 and HER DM1 of the Arun Local Plan. (Min. 23.3 refers)."*

The windbreaks were subsequently removed from the plans by the applicant and, having considered the revised plans at the meeting held on 7<sup>th</sup> January 2020, Members of the Town Council's Planning and Licensing Committee agreed to submit the following comments in response: -

*"Having now omitted the originally proposed Perspex sheeting behind balustrading to form windbreaks to which Members had objected, and being satisfied that the high-level Perspex is necessary to prevent water ingress onto the proposed new timber ceiling, Members **RESOLVED** to **AGREE** to **RESCIND** their previous decision (Min. 179 refers)."*

Since the refurbishment work has been completed, ADC have stated that BRTC's old windbreaks do not meet their requirements and that their Structural Engineer has advised only permeable material should be considered.

At the Events, Promotion and Leisure Meeting, held on 6<sup>th</sup> November 2023, Members received quotes from suppliers of permeable windshields. Members agreed to first seek ADC's feedback in relation to the suitability of the options presented. In the meantime, a budget of £1,500 for windshields was recommended to the Policy and Resources Committee, which included costs to instruct any chosen supplier to draw up a Risk Assessment for attaching windshields to the Promenade bandstand and then submit this to ADC for approval (Min. 55 refers).

As reported to Members at the meeting, held on 15<sup>th</sup> January 2024, the budget of £1,500 recommended by this Committee to cover costs associated with purchasing windshields was not approved by the Policy and Resources Committee as it was felt that this could be funded from within the Publicity and Promotion Budget 2024/25 (Min. 7.3 refers).

### **Considerations**

As previously highlighted to Committee Members, the costs involved in BRTC providing windshields that would meet the specification requirements of ADC might, perhaps, be weighed up against the projected demand from bands wishing to use this event space. As set out in Financial Regulations (10.3) "All Members and Officers are responsible for obtaining value for money at all times". The ADC Events Officer previously advised that they had received less than five requests over a 2-year period from bands wishing to use the bandstand. Furthermore, at a recent meeting with local musicians they shared their thoughts on permeable windshields which, in their experience, did little to protect performers, or sheet music, from the elements – by their very nature, they let wind flow through.

With no budget provision being directly made for windshields, any expenditure will need to be taken from the £7,000 in Publicity and Promotion Budget 2024/25. However, £2,000 of that budget is allocated to seafront shelter poster sites. This therefore leaves £5,000 for the year 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025 for publicity and promotion in the town. There is a proposal for an events leaflet to be considered, which could cost in the region of c.£2,500 (subject to distribution method), and these costs would likely come from the Publicity and Promotion Budget 2024/25 if approved by Members.

### **DECISIONS**

Do Members **AGREE** or **DISAGREE** to pursue windshields for the promenade bandstand any further?

If agreeing to pursue, Members are asked to **RESOLVE** to **AGREE** the level of funding required for the provision of bandstand windshields to come from the 2024/25 Publicity and Promotion Budget.

**AGENDA ITEM 11**

**BOGNOR REGIS TOWN COUNCIL**  
**ENVIRONMENTAL AND LEISURE COMMITTEE MEETING**  
**18<sup>th</sup> MARCH 2024**

**AGENDA ITEM 11 - 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**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

**To note the amount allocated to the Publicity and Promotion Budget 2024/25 and future considerations for its proposed expenditure**

On 2<sup>nd</sup> January 2024 the budget for 2024/25 was formally adopted by Council (Min. 145 refers), within which £7,000 was provided for in the Publicity and Promotion Budget. As explained in an earlier report, £2,000 of the Publicity and Promotion Budget is allocated to seafront shelter poster sites. This therefore leaves £5,000 for the year 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025 for publicity and promotion in the town.

Subject to the decision made by Members under Agenda item 10, in relation to windshields for the Promenade bandstand, any expenditure for the provision of these windshields would be funded from the £5,000 presently available in the 2024/25 Publicity and Promotion Budget.

In 2023/24 this Budget increased significantly to £10,000, compared to a budget of £1,200 in 2022/23. However, at the Policy and Resources Committee Meeting held on 15<sup>th</sup> December 2022, concern was expressed by some Members about public money being unallocated for a specific purpose. With there being no specific plans for how an increased Publicity and Promotion Budget would be spent, it was agreed that if a satisfactory justification could be given for any expenditure by the then Events, Promotion and Leisure Committee, then the additional money from the increased Publicity and Promotion Budget would be released (Min. 113 refers).

Whilst the 2024/25 Budget is less than last year, any proposed expenditure in excess of £1,000 will continue to be subject to ratification by the Policy and Resources Committee, unless this is subsequently deemed unnecessary by them.

**DECISION**

Members are asked to **NOTE** 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, and to further **NOTE** that any proposed expenditure in excess of £1,000 will need to be recommended to the Policy and Resources Committee for approval, unless this is subsequently deemed unnecessary by them.

## **Proposal to produce a 2024 events leaflet**

There has been a proposal from Cllr. Wells for a 2024 events leaflet to be produced, promoting those organised by both the Town Council and others, such as Carnival and Southdowns, in the town.

Prior to 2018, the Town Council produced a Town/Visitor Guide on an annual basis, however, in recent years Members moved towards producing a DL leaflet as an alternative, with the last one being produced in 2019 (example attached as **Appendix 1**). Owing to the Covid pandemic, and limitations on public gatherings, a leaflet was not produced in 2020 and 2021, and in 2022 Members unanimously disagreed to the production of a DL events leaflet or Town/Visitor Guide (Min. 66 of the Events, Promotion and Leisure Committee Meeting held on 17<sup>th</sup> January 2022 refers).

When produced, in addition to the events leaflet being made available in outlets such as Butlin's, Riverside Caravan Centre, and Church Farm, for example, there has been years where copies have been delivered to properties in the wider West Sussex area to promote events taking place in Bognor Regis. This has included areas such as Aldwick, Barnham, Bersted, Chichester, Eastergate, Felpham, Pagham, Selsey, Walberton (incl. Fontwell), Westergate and Yapton.

Based on the costs for producing 30,000 DL leaflets in 2019, including design and print, a budget of approx. £1,250 would be recommended with an additional budget of £1,250 for delivery to properties in the wider area.

### **DECISIONS**

Do Members **AGREE** with the proposal to produce a leaflet promoting 2024 events in the town?

If so, Members are invited to: -

- **AGREE** the number of leaflets to be printed and the method by which to distribute them.
- **AGREE** the design brief for Officers to work from, in order to expedite its production.
- **RESOLVE** to **AGREE** the necessary expenditure from the 2024/25 Publicity and Promotion Budget for a 2024 events leaflet, with a **RECOMMENDATION** to the Policy and Resources Committee if this is in excess of £1,000, unless this is subsequently deemed unnecessary by them.



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# BOGNOR REGIS

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## EVENTS GUIDE 2019



[www.bognorregis.gov.uk](http://www.bognorregis.gov.uk)

# BOGNOR REGIS EVENTS GUIDE 2019

- 18TH - 22ND APRIL** BIG EASTER WEEKEND -  
BOGNOR ILLUMINATIONS - ESPLANADE
- 27TH APRIL** ROX IN THE PARK, HOTHAM PARK
- 19TH MAY** BOGNOR 10K, PROM
- 29TH MAY** BOOK DAY, HOTHAM PARK 
- 8TH JUNE** CARNIVAL, WEST PARK & ESPLANADE
- 22ND JUNE** ARMED FORCES DAY, WATERLOO SQUARE
- 14TH JULY** DRIVE THROUGH TIME, WEST PARK 
- 3RD - 4TH AUGUST** COUNTRY FAIR, HOTHAM PARK
- 5TH - 30TH AUGUST** FUNSHINE DAYS, BANDSTAND PROM 
- 24TH - 26TH AUGUST** KITE FESTIVAL,  
KING GEORGE V PLAYING FIELD
- 25TH AUGUST** ILLUMINATIONS GALA  
WEST PARK & ESPLANADE
- 31ST AUGUST -  
1ST SEPTEMBER** BOGNOR PRIDE - ESPLANADE  
BOGNOR BIRDMAN - PIER
- 7TH - 8TH  
SEPTEMBER** BOGNORPHENIA, HOTHAM PARK
- 14TH SEPTEMBER** PROMS IN THE PARK, HOTHAM PARK 
- 19TH - 22ND  
SEPTEMBER** SOUTHDOWNS FOLK FESTIVAL  
PLACE ST MAUR
- 23RD NOVEMBER** CHRISTMAS LIGHTS SWITCH ON   
TOWN CENTRE



EVENTS ORGANISED BY BOGNOR REGIS TOWN COUNCIL

FIND US ON FACEBOOK & TWITTER FOR FULL DETAILS OF EVENTS



@eventsbognor



@BognorRegisTCEvents



[kirstenfitzpatrick@bognorregis.gov.uk](mailto:kirstenfitzpatrick@bognorregis.gov.uk) - 01243 825535

*Details correct at the time of going to press but all events may be subject to change  
Front illustration credit: National Railway Museum/Pictorial Collection / Science &  
Society Picture Library*

**AGENDA ITEM 12**

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
18<sup>th</sup> MARCH 2024**

**AGENDA ITEM 12 - TO CONSIDER THE APPLICATION PROCESS FOR THE YOUTH & YOUNG PERSONS BUDGET 2024/25**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

**Current budget available: £900 held in Earmarked Reserves (2023/24) and budget of £14,000 (2024/25)**

As reported to Members at the Environmental and Leisure Committee Meeting held on 15<sup>th</sup> January 2024, the management of the Town Council's Youth & Young Persons Budget, and consideration of funding applications, now falls within the remit of this Committee (Min. 10 refers).

In terms of the application process for those wishing to apply for funding from the Youth & Young Persons Budget, it was agreed to adopt a standard approach to this that mirrored that used for applications to Grant Aid funding (Min. 77 of the Community Engagement and Environment Committee Meeting held on 6<sup>th</sup> February 2023 refers). The Grant Aid process, including the criteria/guidelines and application form, is reviewed by the Policy and Resources Committee each June with the application window for this funding opening soon thereafter.

Historically, applications to the Youth & Young Persons Budget were considered as and when they were received. On occasion, requests utilising a large proportion of the overall budget were approved early on which resulted in there being little budget left to fund requests that came later in the financial year, some of which required money as an emergency. However, in 2023/24 there began a tendency to reserve judgement on applications as and when received, with Members instead deferring any decision until all applications to the Youth & Young Persons Budget had been received, to give all organisations a fair opportunity to apply (Min. 50.3 of the Community Engagement and Environment Committee Meeting held on 2<sup>nd</sup> October 2023 refers).

In order to ensure that applications for funding from the Youth & Young Persons Budget are scrutinised to the same degree that applications to Grant Aid are, it is the Officer recommendation that the process for both funds are modelled on the same principles. The Policy and Resources Committee will carry out a review of the Grant Aid process at their meeting to be held on 3<sup>rd</sup> June 2024.

**DECISIONS**

Do Members **AGREE** 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?

Members are asked to **AGREE** whether to consider applications for funding from the Youth & Young Persons Budget 2024/25 as and when they are received, once the application process has been reviewed and agreed, or to consider all applications received en-bloc, at the Environmental and Leisure Committee Meeting to be held on 4<sup>th</sup> November 2024.

**AGENDA ITEM 13**

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
18<sup>th</sup> MARCH 2024**

**AGENDA ITEM 13 - TO RECEIVE FEEDBACK FOLLOWING THE 2023 CHRISTMAS ILLUMINATIONS WASH-UP MEETING AND TO AGREE ILLUMINATIONS TIMER SETTINGS FOR 2024**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

As agreed at the Committee meeting held on 4<sup>th</sup> January 2024, a wash-up meeting was arranged, online, with the Christmas Illuminations contractor (Min. 14 refers). The meeting took place on 12<sup>th</sup> February 2024, with some Committee Members in attendance.

Discussion included the power issues that had continued in 2023 with the festive lighting along Queensway, the causes for this and ways in which it could be overcome for Christmas 2024.

Also discussed were the operational timings of the lights overall. Comments included a desire to see the lights come on earlier than 3pm, as they had in 2023, so as to make the Town Centre more appealing to shoppers with a suggested time of midday for the lights to come on in 2024. In terms of what time the Christmas lights in the Town Centre should go off, whilst wishing to enhance the night-time economy by leaving them on until late into the night, consideration must also be given to residents living in High Street and London Road who may be affected by the Christmas lights shining into their homes late into the evening.

**DECISION**

Members are invited to **AGREE** at what time the festive lighting should be programmed to come on and be turned off for Christmas 2024.