



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road  
Bognor Regis, West Sussex PO21 1LD  
Telephone: 01243 867744  
E-mail - bognortc@bognorregis.gov.uk

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 20<sup>th</sup> MAY 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 20<sup>th</sup> May 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 13<sup>th</sup> DAY of MAY 2024**

**TOWN CLERK**

## **AGENDA AND BUSINESS**

1. To Note the Appointment of Chair and Vice-Chair as agreed at the Annual Meeting on 13<sup>th</sup> May 2024
2. Welcome by Chair
3. Apologies for Absence and their approval, subject to meeting the agreed criteria
4. 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
5. To approve the Minutes of the Environmental and Leisure Committee Meeting held on 18<sup>th</sup> March 2024
  6. Adjournment for public question time and statements
  7. Clerk's Report from previous Minutes
  8. Appointment of Sub-Committees and Working Groups including: -
    - Allotments Sub-Committee including consideration of recommendations to Council of co-options for ratification
    - Bognor Regis in Bloom Working Group including consideration of recommendations to Council of co-options for ratification
  9. Bognor Regis In Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meetings held on 13<sup>th</sup> March and 30<sup>th</sup> April 2024
  10. To receive any update on the proposals and expenditure of the Publicity and Promotion Budget 2023/24 – Min. 22 refers, including: -
    - To receive an update in relation to the Town Council's sponsorship of the Bognor Regis Concert Band – Min. 22.1 refers
    - To receive an update in relation to posters promoting events supported by the Town Council – Min. 22.2 refers
  11. To receive any update on the proposals and expenditure of the Publicity and Promotion Budget 2024/25 including: -
    - To note that a recommendation to the Policy and Resources Committee in relation to expenditure of the 2024/25 Budget is no longer required – Min. 145 of the Policy and Resources Committee Meeting held on 25<sup>th</sup> March refers
    - To receive an update in relation to the production of an events leaflet for 2024 – Min. 25 refers
    - To consider the utilisation of any remaining funds in the Publicity and Promotion Budget 2024/25 - Min. 25 refers
  12. To ratify any Public Events Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
  13. Consideration of the specification requirements and accompanying brief for the Christmas Illuminations for 2025-27 contract
  14. To discuss the usage of the Seafront Bandstand following a complaint received from a resident and consider any further action – Cllr. Batley to report
  15. To ratify expenditure of £434.72 plus VAT for necessary repairs to Billy Bulb
  16. Correspondence

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

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

**AGENDA ITEM 1 – TO NOTE THE APPOINTMENT OF CHAIR AND VICE-CHAIR  
AS AGREED AT THE ANNUAL MEETING ON 13<sup>th</sup> MAY 2024**

**REPORT BY THE COMMITTEE CLERK**

**FOR DECISION**

At the Annual Town Council Meeting of 13<sup>th</sup> May 2024, Members agreed the appointment of the Chair and Vice-Chair of the Environmental and Leisure Committee for the 2024/25 municipal year.

**DECISION**

Members are asked to **NOTE** the appointment of Cllr. K. Batley as Chair and Cllr. J. Brooks as Vice-Chair of the Environmental and Leisure Committee for the 2024/25 municipal year.



# **BOGNOR REGIS TOWN COUNCIL**

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex, PO21 1LD  
Telephone: 01243 867744  
E-mail: [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

## **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***

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

**AGENDA ITEM 8 – APPOINTMENT OF SUB-COMMITTEES AND WORKING GROUPS INCLUDING: -**

- **ALLOTMENTS SUB-COMMITTEE INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION**
- **BOGNOR REGIS IN BLOOM WORKING GROUP INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION**

**REPORT BY THE COMMITTEE CLERK**

**FOR DECISION**

**ALLOTMENTS SUB-COMMITTEE INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION**

At the Annual Town Council Meeting of 13<sup>th</sup> May 2024, Members were appointed to the Committees, and it was noted that the membership of the Allotments Sub-Committee comprised of all Members of the Environmental and Leisure Committee.

Co-opted Members (not entitled to vote) are Mrs. L. Russell (Re-established Site) and Mr. C. Penfold (Original Site), as ratified by the Allotments Sub-Committee at its meeting of 6<sup>th</sup> November 2023.

Members are asked to **NOTE** the appointment of the Chair and Vice-Chair of the Allotments Sub-Committee will be undertaken at the first meeting scheduled for 5.30pm on Monday 17<sup>th</sup> June 2024.

**DECISIONS**

Members are asked to **NOTE** the appointment of the Allotments Sub-Committee, of which all Members of the Environmental and Leisure Committee are Members.

Members are asked to **RECOMMEND** to **COUNCIL** for ratification the following co-opted appointments: Mrs. L. Russell and Mr. C. Penfold as non-voting members of the Sub-Committee (Allotment Tenant Representatives).

Members are asked to **NOTE** that the appointment of the Chair and Vice-Chair of the Allotments Sub-Committee will be undertaken at the first meeting scheduled for 5.30pm on Monday 17<sup>th</sup> June 2024.

**BOGNOR REGIS IN BLOOM WORKING GROUP INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION**

Members are asked to **NOTE** that Cllrs. Goodheart, Smith, Mrs. Warr, Woodall and Mrs. Yeates have requested to retain their seats on the In Bloom Working Group for 2024/2025.

Members are, therefore, asked to nominate and **AGREE** to a maximum of one other Member of this Committee to sit on the Bognor Regis in Bloom Working Group.

Members are further asked to **AGREE** to **RECOMMEND** to Council the appointment of the following Co-opted Members to the Bognor Regis in Bloom Working Group: - Mrs. G. Edom; Mr. E. Fane; Mrs. S. Hamilton Jones; Ms. D. Horton; Mrs. M. Huntingdon; Mr. B. Jackson; Ms. P. Keane and Mrs. S. Teverson.

## **DECISIONS**

Do Members **AGREE** that Cllrs. Goodheart, Smith, Mrs. Warr, Woodall, Mrs. Yeates, and the one other nominated Member of the Environmental and Leisure Committee be appointed to the Bognor Regis in Bloom Working Group?

Members are asked to **RECOMMEND** to **COUNCIL** for ratification the following co-opted appointments: Mrs. G. Edom; Mr. E. Fane; Mrs. S. Hamilton Jones; Ms. D. Horton; Mrs. M. Huntingdon; Mr. B. Jackson; Ms. P. Keane and Mrs. S. Teverson.

**AGENDA ITEM 9**

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

**AGENDA ITEM 9 - BOGNOR REGIS IN BLOOM WORKING GROUP -  
CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND  
REPORTS IN THE NOTES OF THE MEETINGS HELD ON 13<sup>th</sup> MARCH AND  
30<sup>th</sup> APRIL 2024**

**REPORT BY THE COMMITTEE CLERK**

**FOR DECISION**

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meetings held on 13<sup>th</sup> March (attached as **Appendix 1**) and 30<sup>th</sup> April 2024 (attached as **Appendix 2**).

The recommendations in relation to the membership for the In Bloom Working Group for 2024/25 were dealt with under Agenda item 8.

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

- That the balance of £109.57 remaining of the 2023-2024 Competitions Budget previously earmarked for purchasing seeds for the Schools Competition be used instead for trophies/engraving expenses for the Awards Evening (Min. 4 refers).
- The expenditure of £13.24 on seeds for Schools Competition (Min. 5 refers).

**DECISIONS**

Members are asked to **NOTE** the Notes of the Bognor Regis in Bloom Working Group Meetings held on the 13<sup>th</sup> March and 30<sup>th</sup> April 2024.

Do Members **RESOLVE** to **RATIFY**:

- That the balance of £109.57 remaining of the 2023-2024 Competitions Budget previously earmarked for purchasing seeds for the Schools Competition be used instead for trophies/engraving expenses for the Awards Evening (Min. 4 refers).
- The expenditure of £13.24 on seeds for Schools Competition (Min. 5 refers).

# NOTES AND RECOMMENDATIONS

## Bognor Regis Town Council Bognor Regis in Bloom Working Group Wednesday 13<sup>th</sup> March 2024

**PRESENT:** Cllrs: P. Woodall and Mrs. G. Yeates (*during Agenda Item 5*), also Mrs. G. Edom, Mr. E. Fane, Mrs. S. Hamilton Jones, Ms. D. Horton, Mrs. M. Huntingdon (Chair), Ms. P. Keane, Mrs. M. Stanley, Mrs. S. Teverson and Mr. M. Greenfield (Committee Clerk)

*The Meeting began at 9.59am*

*It was noted that the Meeting was non-quorate and that any decisions would need to be made as Recommendations to the Environmental and Leisure Committee*

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

Apologies had been received from Cllr. Mrs. Warr and Mr. Jones-McFarland. No apologies had been received from Cllr. Goodheart or Cllr. Smith, or from Mr. Dillon or Mr. Jackson.

### **2. APPROVAL OF THE NOTES OF THE MEETING HELD ON 7<sup>th</sup> FEBRUARY 2024**

As the meeting was not quorate, the Notes would be formally approved at the next quorate meeting but, in the meantime, they were **RECOMMENDED** to the Environmental and Leisure Committee.

### **3. CLERK'S REPORT**

The Committee Clerk (CC) provided the following updates on matters raised at the previous meeting held on 7<sup>th</sup> February 2024:

#### **Item 5 – Town Force Request for Funds**

The Working Group's decision at the previous meeting, to allocate funds to cover the cost of improvements to planting around the town, was passed onto the Town Force Manager. The transfer of the £1,200 remaining in the Environmental Projects Budget for 2023-2024 has been recommended to the Environmental and Leisure Committee, who meet on 18<sup>th</sup> March.

#### **Item 7 – Guides & Scouts Competition**

Upon discussion with Town Force, it was recommended that a short guidance note be included with the entry form to state that designs must be simple, and to advise on the available colours of plants, to reduce the incidence of rejected entries due to overly detailed designs or unavailable colours.

### **Item 8 – Report on the Arun Valley Line Group Meeting held on 18<sup>th</sup> January 2024**

The CC contacted Bognor Regis Museum and the Bognor Regis Heritage & Arts Partnership Board to ask if they would be interested in participating in the proposed project for information panels at the Railway Station celebrating the 200<sup>th</sup> anniversary of train travel in the UK. Both organisations declined due to lack of manpower and resources, but the Museum would make their archival materials available for the project.

### **Item 12 – Great British Spring Clean**

The CC contacted the Clerk at Bersted Parish Council and received details of the triangular lamp post signs. This information was circulated to all Members by email. The CC also contacted the Bognor Litterpickers group, who expressed potential interest in helping, as well as ADC to enquire about erecting posters on lamp posts in the Gravits Lane area (no permission had been forthcoming). Town Force currently hold nine litter pickers, a bag of Hi-Vis vests, clear rubbish sacks and gloves. There are not any hoops. The Office also holds a roll of refuse sacks.

### **Item 16 – Correspondence**

Mrs. Edom had been put in contact with NTC Montrose with regards to helping with the Hedgehog Tracking Partnership. The CC also asked if the Cadets would be happy to remain in contact with BRiB going forward, for any additional volunteering opportunities, to which a positive response was received.

The Clerk's Report was **NOTED**.

### **4. UPDATE ON REMAINING BUDGETS FOR 2023-2024, INCLUDING TO DECIDE ON WHETHER TO EARMARK REMAINING SUMS FOR SPECIFIED PROJECTS**

The CC informed Members that more research was necessary, and this Item would therefore be brought back to a future meeting.

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

#### **BRiB Annual Competition:**

The Chair handed out a draft questionnaire to accompany the entry forms, which included some additional questions to previous years.

#### ***Cllr. Mrs. Yeates arrived at the meeting***

Some minor amendments were suggested by Members to the wording of questions 3, 9 and 15, and these, along with the questionnaire as a whole, were **AGREED** by all Members.

The Chair also informed Members that the entry form will be identical to the previous year's, with changes to the dates.



Cllr. Woodall and the CC will ensure that entry forms are sent to all Allotments Tenants, with the CC also asked by the Chair to ensure that 2022 entrants, who did not enter the 2023 Competition, are also sent an entry form.

**Guides & Scouts Competition:**

All Members **AGREED** that a simple guidance note, as detailed in the Clerk's Report, is sent out with the entry forms.

**Schools Competition:**

The CC reported that there had already been a good rate of response, and seeds would be purchased and sent out shortly.

**Other Competitions:**

The idea of re-designing the BRiB logo was raised, and all **AGREED** that this should be a public competition to create a new logo. The CC was delegated with the task of arranging this competition, and its promotion to the community.

**6. TO DISCUSS AND AGREE FORMAT AND DATE FOR THE 2024 AWARDS EVENING EVENT**

The CC's report was **NOTED**.

In addition to the venues identified in the report, Ms. Horton advised that an offer of the Avisford Park Hotel had come forward. However, Members thought this was too far outside of Town.

A lengthy and detailed discussion was held on the logistical and budgetary implications of increasing the number of invitees, and the pros and cons of the various venues identified.

Members **AGREED** that the Shore Community Church be the chosen venue for the event, with further discussion on restrictions on the number of invitees to take place at the next meeting.

The Chair invited volunteers to act as MC for the 2024 event, and Cllr. Woodall was nominated and **AGREED**.

**7. TO FURTHER CONSIDER BRiB ENTRY INTO SOUTH & SOUTH EAST IN BLOOM IN FORTHCOMING YEARS, INCLUDING DRAFT ROUTE SUGGESTIONS AND IDENTIFICATION OF PROJECTS**

The Chair, from experience, again stated that the regional competition requires a lot of organising and work. As a result, in her opinion, it would not be worth entering. However, other Members disagreed.

A proposal that BRiB enter the 'It's Your Neighbourhood' sub-competition (or another appropriate sub-competition) was suggested, but no decision was made.

The CC reminded Members of the inclusion of South & South East in Bloom in the Working Group's Terms of Reference, and of the decision taken at the previous meeting to enter the competition. Further consideration will, therefore, be given at the next meeting.

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

The CC read a report sent by Mr. Jones-McFarland prior to the meeting. The border in the Hothamton Car Park had been replanted, and would be monitored during the season. The green planter near Morrisons was marked for removal, and an approximate date for Kim Davis' Memorial in the Sunken Gardens had been provisionally set for mid to late April. He also expressed dissatisfaction with Tivoli's performance in the Town, and had spoken to the Bognor Town Team Leader to rectify the issues.

Mrs. Hamilton Jones extended an invitation to all BRiB Members to the unveiling of Kim Davis' Memorial in April.

## **9. UPDATE ON PARTICIPATION IN THE GREAT BRITISH SPRING CLEAN 15<sup>th</sup> – 31<sup>st</sup> MARCH 2024, INCLUDING TO NOTE THE DATE AND APPROVE ANY PROMOTIONAL MATERIAL**

Members **AGREED** to hold a Spring Clean in Gravits Lane on Sunday 24<sup>th</sup> March, with the CC to make all necessary arrangements and promotion.

## **10. TO FURTHER CONSIDER PARTICIPATION IN ANY OTHER NATIONAL INITIATIVES IN 2024, AS IDENTIFIED AT THE MEETING HELD ON 7<sup>th</sup> FEBRUARY 2024**

The CC's report was **NOTED**.

Mrs. Hamilton Jones suggested that the cemetery border be the project for the Community Garden Week (1<sup>st</sup> – 7<sup>th</sup> April) and would update Members at a later date.

There were no other suggestions.

## **11. TO RECEIVE A REPORT FROM THE TOWN FORCE MANAGER (IF AVAILABLE)**

The Town Force Manager's report, given as a verbal report by the CC, on how the £1,200 transferred from the 2023/24 Environmental Projects Budget was being utilised was **NOTED**. This included replacement lavender for the Orchard Way Roundabout, shrubs and compost for the Durban Road planters, and refurbishment of the Longford Road planter.

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

Ms. Keane reported that the planter outside the Unicorn Club, High Street, had been cleared of weeds, but still needed attention. The Bognor Community Gardeners Members stated their desire to have an agreement made between BCG and ADC/Tivoli as to which organisation is responsible for the upkeep of this planter. Mrs. Teverson said that she would be happy to contact all the local businesses near the Unicorn Club planter to seek their involvement in maintaining the area.

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

### **Bognor Community Gardeners:**

The BCG lock-up had recently been cleaned and should present a useful hub for work around the Town.

Plans had been made for the planter and alleyway at Morrisons, but liaison was required with ADC/Tivoli.

Mrs. Hamilton Jones informed Members that the AGM had been set for Tuesday 9<sup>th</sup> April at 2pm at Hotham Park Lodge, and that all BRiB Members were welcome to attend.

### **Hedgehog Tracking Partnership:**

Mrs. Edom had spoken to the NTS Montrose for various jobs the cadets could be involved with. She had also arranged to meet with the University to discuss the next year's tracking projects.

Members were also informed that Arundel had formed a Hedgehog Club, inspired by the Hedgehog Tracking Partnership.

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

Mrs. Edom informed Members that the AGM had been scheduled for Wednesday 21<sup>st</sup> March at 7pm. An agreement had also been secured for ADC to provide a noticeboard in the centre of Hotham Park for wildlife findings to be displayed.

## **14. CORRESPONDENCE**

There was no correspondence.

## **15. DATE OF NEXT MEETING**

The CC was asked to propose dates via email after the meeting.

***The Meeting ended at 11.35am***

# NOTES AND RECOMMENDATIONS

## Bognor Regis Town Council Bognor Regis in Bloom Working Group Tuesday 30<sup>th</sup> April 2024

**PRESENT:** Cllrs: S. Goodheart (*during Agenda Item 4*), N. Smith, Mrs. J. Warr (*during Agenda Item 3*) and Mrs. G. Yeates, also Mr. E. Fane (*during Agenda Item 5*), Mrs. S. Hamilton Jones, Mrs. M. Huntingdon (Chair), Mr. B. Jackson, Ms. P. Keane, Mrs. M. Stanley, Mrs. S. Teverson and Mr. M. Greenfield (Committee Clerk)

*The Meeting began at 10.00am*

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

Apologies had been received from Cllr. Woodall, Mr. Jones-McFarland and Mrs. Edom. No apologies had been received from Mr. Dillon and Ms. Horton.

### **2. APPROVAL OF THE NOTES OF THE MEETING HELD ON 7<sup>th</sup> FEBRUARY 2024 AND OF THE NON-QUORATE MEETING HELD ON 13<sup>th</sup> MARCH 2024**

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

### **3. TO DISCUSS AND AGREE WHO WOULD LIKE TO REMAIN A MEMBER OF THE BOGNOR REGIS IN BLOOM WORKING GROUP FOR THE FORTHCOMING MUNICIPAL YEAR**

All Members present except for Mrs. Stanley wished to remain as Members of the BRiB Working Group. The Committee Clerk (CC) would contact Members who were not present at the meeting to ascertain their willingness to remain as Members.

It was therefore **RECOMMENDED** to the Environmental and Leisure Committee that the following remain as co-opted Members for the forthcoming municipal year:

Mr. E. Fane, Mrs. S. Hamilton Jones, Mrs. M. Huntingdon, Mr. B. Jackson, Ms. P. Keane and Mrs. S. Teverson.

Subsequent to the meeting Mrs. G. Edom and Ms. D. Horton had confirmed their wish to remain as co-opted members of the Working Group and would also be included within the recommendation to the Environmental and Leisure Committee.

Confirmation is still awaited from Mr. Dillion and Mr. Jones-McFarland (ADC). An update would be given at the next meeting.

It was further **AGREED** to **RECOMMEND** that Councillor representatives present: Cllrs. Goodheart, Smith, Mrs. Warr and Mrs. Yeates together with Cllr. Woodall, who subsequently advised the Committee Clerk of his willingness to continue as a Member, remain on the Bognor Regis in Bloom Working Group.

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

The CC provided the following updates on matters raised at the previous meeting held on 13<sup>th</sup> March 2024:

##### **Item 4 – Remaining Budgets 2023-2024**

Following further research, the remaining budgets for the 2023-2024 financial year were £80 in the Fundraising Budget (which had been earmarked), and £109.57 of the previously earmarked Competitions Budget after the expenditure of £13.24 on seeds. All other budgets were spent.

The Clerk's Report was **NOTED** and Members **AGREED** to **RECOMMEND** to the Environmental and Leisure Committee that the balance of £109.57 remaining of the 2023-2024 Competitions Budget previously earmarked for purchasing seeds for the Schools Competition be used instead for trophies/engraving expenses for the Awards Evening.

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

##### **BRiB Annual Competition:**

The CC informed Members that eleven entries had been received to date, which is four more than this time in 2023.

Members **AGREED** to defer judging arrangements until the next meeting.

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

Members noted that seventy-four entries had been received to date.

Members **AGREED** to defer judging arrangements until the next meeting.

##### **Schools Competition:**

The CC informed Members that twelve schools had entered, with twenty-one packs of seeds sent. The Chair commented that this was the largest number of entrants into this competition.

Members **AGREED** that the judges would be Cllr. Mrs. Warr, Mr. Fane, Mr. Jackson, Ms. Keane and Mrs. Teverson, and instructed the CC to arrange a suitable date and time for the judging with the attendance of the Town Force Senior Member (if available).

Members further **AGREED** to **RECOMMEND** to the Environmental and Leisure Committee the expenditure of £13.24 on seeds for the schools competition from the 2023-2024 Competitions Budget, as referenced in the previous agenda item.

**Logo Design Competition:**

Members noted that two entries had been received to date.

Members **AGREED** to defer judging arrangements until the next meeting.

**6. TO FURTHER DISCUSS AND AGREE FORMAT AND DATE FOR THE 2024 AWARDS EVENING EVENT, INCLUDING ELIGIBLE INVITEES**

The Chair informed Members that the date for the event usually took place in October, and that the Shore Community Church was voted as the preferred venue at the previous meeting.

The CC was asked to email all Allotments Tenants to offer thirty seats at the event, in addition to the fifteen Allotments Awards Winners, on a first come, first served basis. This was **AGREED** by all Members.

**7. TO FURTHER CONSIDER BRiB ENTRY INTO SOUTH & SOUTH EAST IN BLOOM IN FORTHCOMING YEARS, INCLUDING DRAFT ROUTE SUGGESTIONS AND IDENTIFICATION OF PROJECTS**

The Sunken Garden, Hotham Park, Bluebell Wood, Rock Gardens, Waterloo Square and Alexandra Theatre site were all identified as target areas for work, with the ambition to enter South & South-East in Bloom in two or three years' time, once the planned seafront renovation works had been completed by West Sussex County Council.

The CC suggested contacting the In Bloom groups in Petworth, Horsham and Haywards Heath, as Gold winners of the 2023 competition to arrange visits to examine how these groups succeeded, and to seek input and advice. Representatives from these groups would also be invited to speak to Members. Those present **AGREED** to this suggestion, with representatives from the aforementioned groups invited to attend a special BRiB meeting in the winter months.

**8. ANY TREE PLANTING PROJECT UPDATES TO BE REPORTED**

The CC read a report sent by Mr. Jones-McFarland prior to the meeting, stating that ADC wished to firm up the 2024 tree planting plans by the end of May, and invited Members to submit any ideas. Grass cutting had been delayed due to weather, but all ADC wildflower sites had been prepped and sown for 2024.

Cllr. Goodheart asked for an update on the damaged cordyline in Waterloo Square, but none was available. Members instructed the CC to ask Mr. Jones-McFarland to remove this damaged tree and re-turf the spot, and to enquire into the status of a commemorative plaque explaining the purpose for the trees being planted.

Mrs. Hamilton Jones updated Members on the planting at Kim's Memorial in the Sunken Garden, and the CC was requested to contact Mr. Jones-McFarland to ascertain when the ground around the boulder would be dug over to allow for planting to be completed, as well as to request that the tree already in place was watered regularly.

Members then discussed trees at the Sudley Road car park, with Cllr. Goodheart and Mr. Fane to liaise on how to proceed with protecting the fifteen trees present on the site.

The idea of planting a line of blossom trees, to create a welcoming entrance into Town, was discussed and it was suggested that businesses on the eastern side of Shripney Road, between McDonald's and Sainsbury's, be contacted to seek their support as a means of community outreach. As this area is located in the wards of Bersted Parish Council, it would be both necessary and courteous to discuss this idea with them before progressing this proposal any further.

#### **9. WASH UP OF THE GREAT BRITISH SPRING CLEAN EVENT HELD ON 24<sup>th</sup> MARCH 2024**

The CC informed Members that nine people had taken part, with ten large bags of refuse collected, including a knife.

#### **10. TO FURTHER CONSIDER PARTICIPATION IN ANY OTHER NATIONAL INITIATIVES IN 2024, AS IDENTIFIED AT THE MEETING HELD ON 7<sup>th</sup> FEBRUARY 2024**

The CC was asked to re-send the list of previously agreed initiatives to Members for consideration at the next meeting.

#### **11. TO DISCUSS ONGOING CO-OPERATION BETWEEN BRIB AND BOGNOR COMMUNITY GARDENERS VOLUNTEERS ON HOW TO MAINTAIN VISIBILITY OF ALL PROJECTS BEING WORKED ON**

Bognor Community Gardeners (BCG) Members informed the Working Group of the new plans being put together. Plans were being drawn up for each BCG-maintained plot, with a particular focus on the Town Centre. Thursdays would be the new regular day for activities going forward.

With BRiB also seeking volunteers, the BCG Members wished to know how this would work alongside BCG's own volunteer recruitment. The CC stated that the idea would be for BRiB to have a 'volunteer army', as a



resource available to carry out any projects as directed by the Working Group.

## **12. TO CONSIDER AN OFFER BY DANDARA TO PROVIDE 3 FREE BEE HOTELS TO BRIB**

An offer of three small bee hotels and some seed bombs had been made to BCG, via Facebook, from the PR team of a developer at Fontwell, and was in turn referred by BCG to BRiB. Members discussed whether to accept the offer, and if so, where to locate the hotels and what the potential advantages to BRiB would be.

It was **AGREED** that the CC contacts Dandara to accept their kind offer of bee hotels and seed bombs.

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

The areas of concern identified were as follows:

- 1) Health Centre Cloud trees: one of the trees is dead and full of weeds. Since BRiB paid for the tree, the CC was asked to have the tree inspected and enquire with the Town Force Manager whether it would be possible for the Town Force team to weed this as a one-off.
- 2) Queensway colourful tubs: several were empty, and it was queried whether these should be disposed of if they were not going to be maintained. However, praise was given to the tubs with trees planted in them. The CC was asked to ascertain what the plan was regarding the empty tubs and report back.
- 3) Southern entrance to Hotham Park: BRiB used to hold a competition on this patch of land in the past but it has since become very neglected.
- 4) Hothamton Car Park: the eight large bins in the entrance were considered to be an eyesore and were attracting more littering/flytipping. The CC was instructed to write a letter to ADC requesting more regular emptying of the bins, and replacement with ones more fit for purpose, emphasising that the current situation just creates more litter.
- 5) Hotham Park Subway: the waste bin north of the subway was set alight.

Since ADC had less funding available for parks and greenspaces, less work could be carried out. Therefore, identification of projects, such as those mentioned above and in the discussion under Agenda Item 7 could be

carried out by volunteers recruited to BRiB. The CC was instructed to contact local WI branches, Rotary Club/s, horticultural societies and similar groups to see if any would be interested in working with BRiB to provide additional manpower and expertise in carrying out these projects. Cllr. Mrs. Warr also suggested contacting Ford Prison and Skills Mill.

The Chair again highlighted that BRiB is in need of more volunteers to be able to carry out improvement works around the Town.

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

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

Aside from the restructuring discussed under Agenda Item 11, BCG had made contact with Bognor Makerspace in Longford Road, who would be supplying planters outside for BCG to maintain.

The parcels of land in Bedford Street with the grey planters previously located in Queensway was also being looked at, but it was not known who the landowner is.

Cllr. Goodheart mentioned that an area of land opposite the hospital has just been sold. There were many trees on the site, and he offered to liaise with ADC to see if any could be given protection.

##### **Hedgehog Tracking Partnership:**

The CC gave a verbal update on behalf of Mrs. Edom. The tracking would start up again in early May, and there was another project in the early stages of planning to build a network of individuals and projects to enhance wildlife in the area.

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

There were no updates.

#### **15. TO RECEIVE A STATEMENT FROM THE CHAIR OF THE BRIB WORKING GROUP**

The Chair read a short statement offering thanks and praise to the Working Group and Bognor Community Gardeners and encouraging both to continue building on the work already undertaken, before announcing her resignation as Chair.

#### **16. CORRESPONDENCE**

The CC had received a phone call from the Arun and Chichester Food Partnership, who were very interested in working with BRiB in some way. The Partnership were currently in the process of creating a garden with the 39 Youth Club. It was also suggested that the CC contact the

Allotments Tenants to see if any would be interested in what the Partnership has to offer.

An email from Enable Ltd, a support service based at Tangmere, enquired as to whether BRiB hosts an open garden event. The CC was asked to respond to confirm that BRiB will not be holding any such event and instead to promote Hotham Park as a suitable venue for a day visit.

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

The CC was asked to propose dates in early June via email after the meeting. It was suggested that occasional evening meetings be held in the summer months.

*NOTE: The date of the next meeting has been set for Monday 3<sup>rd</sup> June 2024 at 10am.*

***The Meeting ended at 11.42am***

**AGENDA ITEM 10**

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

**AGENDA ITEM 10 - TO RECEIVE ANY UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET 2023/24 – MIN. 22 REFERS, INCLUDING: -**

- **TO RECEIVE AN UPDATE IN RELATION TO THE TOWN COUNCIL'S SPONSORSHIP OF THE BOGNOR REGIS CONCERT BAND – MIN. 22.1 REFERS**
- **TO RECEIVE AN UPDATE IN RELATION TO POSTERS PROMOTING EVENTS SUPPORTED BY THE TOWN COUNCIL – MIN. 22.2 REFERS**

**REPORT BY THE COMMITTEE CLERK**

**FOR INFORMATION**

**TO RECEIVE AN UPDATE IN RELATION TO THE TOWN COUNCIL'S SPONSORSHIP OF THE BOGNOR REGIS CONCERT BAND – MIN. 22.1 REFERS**

**Background**

As agreed at the previous meeting, instead of music stand banners, the £2,500 allocated from the Publicity and Promotion Budget 2023/24 was to 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 – Min. 22.1 refers.

**Update**

To date, we are in receipt of the following promotional materials, branded with the Bognor Regis Town Council crest:

banner – 1#;  
feather flags – 2# (with poles and ground spikes):  
baseball caps – 20#; and,  
armbands – 40#.

The bucket hats – 20#, are delayed – due to supply issues. The current expected delivery date is end of May 2024.

It has been agreed with the Concert Band Chair that once we are in possession of all promotional materials, these will be delivered to the Band in due course.

Expenditure to Date, from the £2,500 allocated, is £984.45 excluding VAT for the aforementioned promotional materials.

Of the £1,515.55 remaining in the allocated budget, our forecast of expenditure for Concert sponsorship and advertising is £1,230 excluding VAT, with arrangements being made for concert performances to take place as follows:

|                                      |   |
|--------------------------------------|---|
| Saturday 15 <sup>th</sup> June -     | Proms in the Park (Hotham Park Bandstand)             |
| Saturday 22 <sup>nd</sup> June -     | Town Crier Competition (Seafront Bandstand)           |
| Saturday 27 <sup>th</sup> July -     | Hotham Park Bandstand                                 |
| Saturday 25 <sup>th</sup> August -   | Hotham Park Bandstand                                 |
| Saturday 30 <sup>th</sup> November - | Christmas Illuminations Switch-On (Railway Concourse) |

*Noting: the Hotham Park performances of 27<sup>th</sup> July and 25<sup>th</sup> August 2024 are subject to acceptance of the Event Management Plan by Arun District Council, submitted and received on 24<sup>th</sup> April 2024 - our liaisons are on-going. Furthermore, confirmation is awaited from the Station Manager in Bognor Regis for the band to perform on their concourse.*

Therefore, the balance of overall budget remaining is £285.55, equivalent to one additional performance. This could be used for either a 1-hour concert @ £150 or concert of 2 45-minute sessions @ £250.

*Noting: the Concert Band is currently fully booked pending late cancellation(s), if any, and have asked that these remaining funds be earmarked for them to perform on behalf of the Town Council in 2025 (date to be agreed), if necessary.*

## **TO RECEIVE AN UPDATE IN RELATION TO POSTERS PROMOTING EVENTS SUPPORTED BY THE TOWN COUNCIL – MIN. 22.2 REFERS.**

### **Background**

At the previous meeting it was agreed that £600 from the Publicity and Promotion Budget 2023/24 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 – Min. 22.2 refers.

### **Update**

Following an internal meeting held on 22<sup>nd</sup> April 2024, with Cllr. Paul Wells in attendance alongside the Committee Clerk, Assistant Clerk, Events Officer and the chosen designer, priority was given to development of the 2024 Events poster promoting events supported by the Town Council. The artwork has been subsequently agreed, by all partners, and the posters have now been printed and displayed in the seafront shelter poster sites.

Expenditure to date for production of the 6 posters is £210 excluding VAT.

**AGENDA ITEM 11**

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

**AGENDA ITEM 11 - TO RECEIVE ANY UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET 2024/25 INCLUDING: -**

- **TO NOTE THAT A RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE IN RELATION TO EXPENDITURE OF THE 2024/25 BUDGET IS NO LONGER REQUIRED – MIN. 145 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON 25<sup>th</sup> MARCH REFERS**
- **TO RECEIVE AN UPDATE IN RELATION TO THE PRODUCTION OF AN EVENTS LEAFLET FOR 2024 – MIN. 25 REFERS**
- **TO CONSIDER THE UTILISATION OF ANY REMAINING FUNDS IN THE PUBLICITY AND PROMOTION BUDGET 2024/25 - MIN. 25 REFERS**

**REPORT BY THE COMMITTEE CLERK**

**FOR DECISION**

**TO NOTE THAT A RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE IN RELATION TO EXPENDITURE OF THE 2024/25 BUDGET IS NO LONGER REQUIRED – MIN. 145 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON 25<sup>th</sup> MARCH REFERS**

At the Policy and Resources Committee Meeting held on 25<sup>th</sup> March 2024, Members were reminded of the background to the requirement for the Environmental and Leisure Committee to make recommendation to the Policy and Resources Committee in relation to expenditure of the Publicity and Promotion Budget. With this budget increased to £10,000 in 2023/24, it was considered reasonable at the time for any proposed expenditure to be processed in this way. However, whilst the Chair believed that this approach had been sensible, with the Publicity and Promotion Budget for 2024/25 decreased, he no longer felt that this process was necessary.

Going forward, it was unanimously agreed to allow the Environmental and Leisure Committee to spend the 2024/25 Publicity and Promotion Budget as they see fit, without the need to make recommendations to the Policy and Resources Committee – Min. 145 of the Policy and Resources Committee refers.

**DECISION**

Members are asked to **NOTE** that it is no longer necessary to make recommendation to the Policy and Resources Committee when agreeing to spend monies from the Publicity and Promotion Budget 2024/25.

## **TO RECEIVE AN UPDATE IN RELATION TO THE PRODUCTION OF AN EVENTS LEAFLET FOR 2024 – MIN. 25 REFERS**

### **Background**

At the previous meeting Members agreed to produce 30,000 leaflets promoting 2024 events in the town utilising expenditure of up to £3,000 from the Publicity and Promotion Budget 2024/25. 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 – Min. 25 refers.

### **Update**

Following an internal meeting held on 22<sup>nd</sup> April 2024, with Cllr. Paul Wells in attendance alongside the Committee Clerk, Assistant Clerk, Events Officer and the chosen designer. Whilst priority was given to development of the 2024 Events poster promoting events supported by the Town Council, now in print, the focus is now with the leaflets. The artwork is currently under development and a final proof is pending.

## **TO CONSIDER THE UTILISATION OF ANY REMAINING FUNDS IN THE PUBLICITY AND PROMOTION BUDGET 2024/25 - MIN. 25 REFERS**

As reported at the previous meeting, there was 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 expenditure of up to £3,000 was agreed for the production of 30,000 events leaflets – Min. 25 refers.

At this moment in time, there is potentially up to £2,000 of the Publicity and Promotion Budget 2024/25 remaining unallocated.

### **DECISION**

Members are invited to **AGREE** any proposals for the utilisation of any remaining funds in the Publicity and Promotion Budget 2024/25.

**AGENDA ITEM 12**

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

**AGENDA ITEM 12 - TO RATIFY ANY PUBLIC EVENTS LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS**

**REPORT BY THE COMMITTEE CLERK**

**FOR INFORMATION**

The following Public Events Licence application was made to West Sussex County Council: -

- Licence Application Number: EV0128 - Bognor Regis Carnival Association: band and children's entertainer in the Precinct, London Road, Bognor Regis on 18<sup>th</sup> May 2024.

Due to the short turnaround time allowed to respond to the Licensing Authority, Members of the Environmental and Leisure Committee were canvassed for their opinion via email.

However, with an insufficient number of Members responding to the email, within the deadline, it was not possible to submit representation on behalf of the Town Council in response to this application.



BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
20<sup>th</sup> MAY 2024

AGENDA ITEM 13 - CONSIDERATION OF THE SPECIFICATION  
REQUIREMENTS AND ACCOMPANYING BRIEF FOR THE CHRISTMAS  
ILLUMINATIONS FOR 2025-27 CONTRACT

REPORT BY THE COMMITTEE CLERK

FOR DECISION

In order to initiate the tender process to appoint a contractor for the 2025-27 Christmas Lighting display, Members are asked to agree a Brief and Specification Guide to allow Officers to progress.

Attached are the specifications for the current display (**Appendix 1**) and the accompanying Brief (**Appendix 2**).

Members are further asked to consider if they wish to hold a stand-alone meeting of the Committee to receive presentations from participating companies, once Officers have completed the initial preparations.

**DECISIONS**

Members are asked to **AGREE** a Brief and Specification Guide to allow Officers to progress the tender process to appoint a contractor for the 2025-27 Christmas Lighting display.

Do Members **AGREE** to hold a standalone meeting of the Committee to receive presentations from participating companies?

## Contractors Specifications – Bognor Regis Town Council Christmas Illuminations - 3 Year Contract 2022/24

Company Name:

Address:

Contact Details:

### REQUIREMENTS:

To supply, install, maintain, de-install and store a Christmas lighting display for the High Street, London Road, Station Road and Aldwick Road areas of Bognor Regis

To supply, install, maintain, de-install and store a centrepiece display in precinct (where London Road meets High Street)

To supply and install lights for the Queensway area to remain in-situ all year with additional features for the festive season

To supply, install, maintain, de-install and store tree lights for 2 x 25ft Christmas Trees (High Street and Station)

To test, install and de-install 2 x Christmas motifs to the Town Hall Balcony (display owned by BRTC)

Attendance required at the Town Councils Christmas Switch-On event

To stress test catenaries to include suitability for the erection of banners up to 15 Kilonewtons on existing plates and bolts and if necessary provide costings for replacement/resiting

Annual inspections as detailed below

Declaration of costs for non-metered supply

| Specification of work to be done<br>(Timetable to be agreed with Town Council on award of contract)  | Qualified/able to undertake work<br>Yes/No<br>(Please list details as relevant) | Costs | Additional Information |
|--|---|-------|------------------------|
| <b>DISPLAYS</b>  |   |       |                        |
| <p><b>To supply, install, maintain and de-install and store Christmas Lighting Display for the following areas:</b></p> <p><b>London Road</b><br/>7 double string catenary wires</p> |   |       |                        |

|   |  |  |  |
|---|--|--|--|
| <p><b>High Street</b><br/>                 8 double string catenary wires<br/> <b>York Road</b><br/>                 1 double string catenary wire<br/> <b>Station Road and London Road</b><br/>                 10 single string catenary wires<br/> <b>Precinct - where London Road meets High Street</b><br/>                 Centrepiece display<br/> <b>Aldwick Road</b><br/>                 7 lamp post columns motifs</p> |  |  |  |
| <p><b>To supply install and maintain</b><br/> <b>Queensway</b> (<i>lighting in situ all year</i>)<br/>                 with additional features for the festive season</p>  |  |  |  |
| <p><b>To test, install, maintain and de-install</b><br/> <b>Town Hall Balcony</b><br/>                 2 motifs (owned by Town Council)</p>   |  |  |  |
| <p><b>To supply, install, maintain and de-install and store</b><br/> <b>Christmas tree lights in 2 locations:</b><br/> <b>Station Road:</b> The Railway Station<br/> <b>High Street:</b> The William Hardwick Public House<br/>                 (2 x 25ft Trees supplied and installed by Town Council)</p>   |  |  |  |
| <p><b>INFRASTRUCTURE</b></p>  |  |  |  |
| <p><b>ELECTRICAL</b><br/> <b>To inspect annually and when necessary</b><br/> <b>replace/repair:</b><br/>                 Electrical wall mounted boxes</p>  |  |  |  |

|  |  |  |  |
|--|--|--|--|
| <p>Electrical cabling for the London Road, Station Road and High Street area to include IP55 enclosure and RCBO's<br/>         Time Clocks (if required)<br/>         7 sockets and time clocks on lamp posts in Aldwick Road</p>  |  |  |  |
| <p><b>NON-ELECTRICAL</b><br/> <b>One-off:</b><br/>         To stress test catenaries to include suitability for the erection of banners up to 15 Kilonewtons on existing plates and bolts and if necessary, provide costings for replacement/resiting<br/> <b>Annually:</b><br/> <b>Catenary Wires</b><br/>         Visual inspection<br/>         Angle of wire sag to the anchorage to be checked and recorded<br/>         16 sites with 2 strings<br/>         10 sites with 1 string<br/> <b>Anchorage Points (wall plates and fixings)</b><br/>         Visual inspection including photo of each anchor point<br/> <b>Hilti test (load testing) up to 15 Kilonewtons</b><br/>         Timescale to be agreed between contractor and Council</p> |  |  |  |
| <p><b>SWITCH-ON</b></p>  |  |  |  |
| <p><b>TOWN CENTRE – attendance required</b><br/>         Via remote units – wi-fi</p>  |  |  |  |

|   |  |  |  |
|---|--|--|--|
| <b>QUEENSWAY</b><br>On or around the time of Switch-On event lights to be switched on either by access box or lamp post column electrics in Queensway (subject to approval) |  |  |  |
| <b>ALDWICK ROAD</b><br>After Switch-On event Aldwick Road post mounted lights to be switched on   |  |  |  |
| <b>ADDITIONAL CHARGES</b>   |  |  |  |
| Charge (itemised) for any additional work undertaken  |  |  |  |
| Charge (itemised) for emergency call-out<br>(Please indicate Guaranteed Response Times)   |  |  |  |
| Additional Inspections<br>If considered necessary by Town Council e.g. after high winds   |  |  |  |
| <b>ADDITIONAL REQUIREMENTS</b>  |  |  |  |
| Risk Assessment for all work undertaken   |  |  |  |
| Safety Method Statement   |  |  |  |
| Details of Health & Safety Training (e.g. use of elevated platforms)  |  |  |  |
| Public Liability Insurance and level held   |  |  |  |
| Details of membership of relevant trade or professional body and Qualifications held<br><b>(Must be HERS Registered)</b>  |  |  |  |
| You will also need to satisfy the Council that you can comply with the appropriate codes of practice for Traffic Management   |  |  |  |
| Supply of Mobile Elevated Platform  |  |  |  |
| Prompt delivery of Declaration of Cost for non-metered supply   |  |  |  |

|  |  |  |  |
|--|--|--|--|
| Accident History for the last 2 years  |  |  |  |
| Near Miss History for the last 2 years |  |  |  |



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex, PO21 1LD  
Telephone: 01243 867744  
E-mail: [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

## Brief to accompany Specification Sheet

Based on the specifications supplied, Bognor Regis Town Council would like to invite you to tender for the contract for the Christmas Light Display commencing December 2025 for a 3-year period\*.

The Town Council would like you to provide 2 separate quotations for lighting displays:

### Quotation 1

For a standard core display

### Quotation 2

For an exciting, enhanced display encompassing any additional or "high tech" features that you feel will heighten the experience to make the display stand out. These can also include stand-alone features.

It would be appreciated if the 2<sup>nd</sup> quotation could show an individual breakdown of cost for any of the elements within the display that could also be incorporated into the core display.

On receipt of the quotes and the completed Specification Sheet, you may be asked to give a visual presentation to Members of the Town Council's Environmental and Leisure Committee followed by a question-and-answer session.

*\*In order to complete the requirements for the specifications, it may be necessary to arrange a site visit. Please contact the Committee Clerk by email to make arrangements: [michaelmclaughlin@bognorregis.gov.uk](mailto:michaelmclaughlin@bognorregis.gov.uk).*

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

**AGENDA ITEM 15 - TO RATIFY EXPENDITURE OF £434.72 PLUS VAT FOR NECESSARY REPAIRS TO BILLY BULB**

**REPORT BY THE COMMITTEE CLERK**

**FOR DECISION**

As reported to Members in an email circulated on 4<sup>th</sup> April 2024, by the Assistant Clerk, in order for Billy Bulb to be entered into the Bognor Regis Carnival on 25<sup>th</sup> May, a number of repairs were necessary to make him roadworthy.

Members were asked to indicate their agreement, by replying to the email, for the works to be undertaken in a timely manner at a cost of approximately £400-£500.

With the majority of Councillors being in favour for the repairs to be carried out, the work was authorised and has been successfully completed with Billy since entered into the Carnival.

**DECISION**

Members are asked to **RATIFY** expenditure of £434.72 plus VAT for the necessary repairs undertaken to Billy Bulb.