



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road
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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 15th JULY 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 15th July 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 8th DAY of JULY 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 20th May 2024
 5. Adjournment for public question time and statements
 6. Clerk's Report from previous Minutes
 7. To further consider the appointment of the one remaining vacancy on the Bognor Regis in Bloom Working Group, deferred from the previous meeting - Min. 8.2 refers
 8. Bognor Regis In Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 3rd June 2024 including: -
 - Recommendation to request funding of £300, from the Publicity and Promotions Budget 2024/25, towards the Bognor Regis in Bloom Awards Evening scheduled for October 2024
 9. Allotments Sub-Committee – Consideration of the Resolution, Recommendations and Reports in the Notes of the Meeting held on the 17th June 2024 including: -
 - Recommendation that Mr. Paul Goodchild (Original Site) and Mr. Phil Fortin (Re-Established Site) be co-opted as additional Tenant Representatives for the remainder of the 2023-2024 allotments year – Min. 5 refers
 - Resolution to request additional funding of £500, from the Publicity and Promotions Budget 2024/25, towards the Bognor Regis in Bloom Awards Evening scheduled for October 2024, to allow for an increased number of Tenants to be invited – Min. 15 refers
 10. To receive any update on the proposals and expenditure of the Publicity and Promotion Budget 2024/25 including: -
 - To receive proposals in promoting Billy Bulb to wider events other than the annual carnival, both within and supported by the Town Council – Min. 15 refers
 - To note any remaining funds in the Publicity and Promotion Budget 2024/25, subject to any decisions taken earlier in the meeting - Min. 11.3 refers
 11. To ratify any Public Events Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
 12. To receive the Notes and recommendations from the Christmas Illuminations Working Group Meeting, held on 17th June 2024, and to further consider the specification requirements and accompanying brief for the Christmas Illuminations contract 2025-27 contract - Min. 13 refers
 13. Youth & Young Persons Budget 2024/2025 including: -
 - To consider replacing the current guidelines/criteria with the funding policy proposed
 - To review the Youth & Young Persons Budget application form and amend if required
 - To agree the arrangements for considering applications
 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 20th MAY 2024

PRESENT:

Cllr: K. Batley (Chair); Cllrs: J. Brooks, D. Dawes, R. Nash, P. Ralph, Mrs. J. Warr and P. Wells (until Min. 12).

IN ATTENDANCE:

Mr. M. McLaughlin (Committee Clerk)
Mrs. J. Davis (Assistant Clerk)
1 member of the public seated in the public gallery

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF CHAIR AND VICE-CHAIR AS AGREED AT THE ANNUAL MEETING ON 13th MAY 2024

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

Members **NOTED** that Cllr. K. Batley was appointed Chair and Cllr. J. Brooks appointed Vice-Chair of this Committee at the Annual Town Council Meeting held on 13th May 2024.

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

Apologies for absence were received from Cllr. Woodall with the Clerk recommending that the reason given was acceptable, and as such, the absence was **APPROVED** by Members.

No apologies were received from Cllrs. Barrett and Stanley.

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. Nash declared an Ordinary Interest in Agenda items 10 and 11, in relation to promoting events on posters and leaflets

Cllr. Wells declared a Pecuniary Interest in Agenda item 10 in relation to Bognor Regis Concert Band

5. **TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 18th MARCH 2024**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 18th March 2024, 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 6.34pm

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

A member of the public stated that the lights on the Promenade Bandstand were not working and asked whether it might be possible for the Bognor Regis Seafront Lights organisation to take them on.

It was suggested that Cllr. Mrs. Warr, as the Town Council representative, raise these queries with Bognor Regis Seafront Lights, and report back at a future meeting.

The Chair reconvened the Meeting at 6.40pm

7. CLERK'S REPORT FROM PREVIOUS MINUTES

7.1 18th March 2024 – Min. 20.2 Data collection of sunshine hours

After many months of conversation with the Met Office, in relation to automation of the Weather Station to include the data collection of sunshine hours, they have advised that their preference is for the Campbell-Stokes sunshine recorder to be re-established. The Town Council has been tasked with finding a suitable location, according to the strict requirements of the Met Office in terms of what is deemed as 'suitable', upon which the Met Office will arrange a site visit. Only if no suitable site can be found for the sunshine recorded will the Met Office further review the possibility of automating the Weather Station.

Following Officer enquiries into potential sites for the sunshine recorder, Compass Point and Mountbatten Court have declined citing recent changes in the law relating to buildings over 18-metres in height, following the Grenfell Tower fire, and referring to the need to protect their roof warranty. A response is awaited from Esplanade Grande and the Town Clerk continues with efforts to liaise with Butlin's about the possibility of the recorder being re-established on resort.

7.2 18th March 2024 – Min. 20.3 Correx board lamp post sleeves

The Correx boards have now been produced, according to the specifications agreed by Committee Members, and delivered to the Town Council. Final preparations are underway in order to utilise the boards at the earliest possibility to promote events in the town.

7.3 Bognor Regis Beach Access

The Town Clerk has been made aware that a Bognor Regis Beach Access Stakeholder Engagement Workshop was held on 18th April at The Track in Bognor Regis, organised by Arun District Council (ADC). Unfortunately, no prior notification was received by the office, advising that the meeting was to take place, and the Clerk therefore enquired as to whether any representatives from the Town Council were actually invited to attend,

having expected that the Town Council should have been represented. It transpired that Cllrs. Brooks, Dawes, Goodheart, Stanley and Mrs. Warr were directly invited by ADC but it is unknown as to whether any of these Councillors were able to attend as no feedback has been received by the Clerk or Council from any Members. However, the Town Clerk has been advised by ADC that following on from the meeting, stakeholder outcomes will be circulated in due course and that these will be sent to the office.

8. APPOINTMENT OF SUB-COMMITTEES AND WORKING GROUPS

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

8.1 Allotments Sub-Committee including consideration of recommendations to Council of co-options for ratification

Members **NOTED** the appointment of the Allotments Sub-Committee, of which all Members of the Environmental and Leisure Committee are members.

Members **AGREED** 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 **NOTED** that the appointment of the Chair and Vice-Chair of the Allotments Sub-Committee will be undertaken at the first meeting scheduled for 6.30pm on Monday 17th June 2024.

8.2 Bognor Regis in Bloom Working Group including consideration of recommendations to Council of co-options for ratification

Members **AGREED** that Cllrs. Goodheart, Smith, Mrs. Warr, Woodall and Mrs. Yeates be appointed to the Working Group. It was noted that there was a vacancy for one other member of the Committee to be appointed. In the absence of nominations to fill this vacancy from those present, it was suggested that the Committee Clerk circulate an email to those Members not present, inviting their expression of interest. The appointment of the one remaining vacancy on the Bognor Regis in Bloom Working Group will, therefore, be **DEFERRED** to the next Committee meeting to be held on 15th July 2024.

Members **AGREED** 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.

9. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 13th MARCH AND 30th APRIL 2024

The Committee Clerk's report, including appendices relating to the Notes of the Working Group, was **NOTED**.

Members **RESOLVED** to **RATIFY**:

9.1 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.

9.2 The expenditure of £13.24 on seeds for Schools Competition.

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

Cllr. Wells re-declared his Pecuniary Interest in relation to the Bognor Regis Concert Band and left the Meeting

The Committee Clerk's report, summarising updates regarding the concert Band and promotional posters, was **NOTED**.

10.1 To receive an update in relation to the Town Council's sponsorship of the Bognor Regis Concert Band – Min. 22.1 refers

Examples of the armbands and baseball caps were shown to Members who requested that a photo be taken when the promotional items, sponsored by the Town Council, were readily available and presented to the Concert Band.

Members noted that the Bognor Regis Concert Band were fully booked for the 2024 season and had requested that all remaining funds, from the Town Council's sponsorship, be earmarked for them to perform on behalf of the Council in 2025. This was **AGREED**.

10.2 To receive an update in relation to posters promoting events supported by the Town Council – Min. 22.2 refers

A Member suggested that posters promoting events, as a list that required reading, would be better placed on the internal poster sites of the seafront shelters. As the posters on the outside of the shelters were mostly visible to drivers, it was felt that posters promoting a singular event would be more eye-catching.

Cllr. Wells returned to the Meeting

11. TO RECEIVE ANY UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET 2024/25 INCLUDING:

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

11.1. 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 25th March refers

Members **NOTED** that it was 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, news of which was well received.

11.2 To receive an update in relation to the production of an events leaflet for 2024 – Min. 25 refers

Further to the update given in the report, it was confirmed that the leaflets were in print and would be ready for distribution ahead of the Bognor Regis Carnival on 25th May 2024, with further distribution planned in the coming days.

11.3 To consider the utilisation of any remaining funds in the Publicity and Promotion budget 2024/25 - Min. 25 refers

Members were invited to agree any proposals for the utilisation of funds in the Publicity and Promotion Budget 2024/25, however there were none forthcoming. It was recognised that the funding provision within this budget was in place until 31st March 2025 and that any expenditure should be carefully considered so as to not run the pot dry too early into the financial year, thereby leaving the Committee unable to support proposals that came in at a later date.

It was **AGREED** to **DEFER** any consideration of proposals for the utilisation of any remaining funds in the Publicity and Promotion Budget 2024/25 until the next meeting.

Cllr. Wells gave his apologies and left the Meeting

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

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

Having noted that it had not been possible for the Town Council to submit a representation in response to the Public Events licence application in relation to the Carnival, owing to an insufficient number of Committee Members responding to the request for comments, the Chair urged those present to reply to emails where required.

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

The Committee Clerk's report, including associated appendices relating to the proposed specification and brief, was **NOTED**.

It was proposed and seconded that a Working Group be established to determine the scope, specification, and any amendments required to the paperwork associated with Christmas Illuminations for the 2025-27 contract.

Members **RESOLVED** to **AGREE** that a Christmas Illuminations Working Group be established, tasked with considering the specification requirements and brief for the Christmas Illuminations 2025-27 contract, with a **RECOMMENDATION** from the Working Group to be presented at the next Committee Meeting on 15th July 2024.

Following a vote, it was **AGREED** that the following Members would sit on the Christmas Illuminations Working Group: - Cllrs: K. Batley, J. Brooks, D. Dawes, P. Ralph and P. Wells, in addition to the Committee Clerk. Times and dates for the Working Group to meet are to be determined.

The decision relating to holding a standalone meeting of the Committee, to receive presentations from participating companies, was **DEFERRED** until the specification and brief had been approved.

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

Cllr. Batley gave a verbal report, explaining that he had been contacted by a member of the Bognor Regis RAFA Club who had hoped to use the bandstand located on the seafront. When making enquiries with the Arun District Council (ADC) Reception Desk at the Town Hall, the member of public was advised that the Town Council were responsible for its use as an event space. Not believing this to be the case, the member of the public contacted ADC's Events team but had not received a response. In the meantime, they had spoken with Cllr. Batley who had confirmed that the bandstand was owned by ADC and that they were responsible for events being held at this location.

In discussing the issues experienced by the member of the public, the complexities of ADC's booking system for event organisers to book the bandstand were raised, with there being anecdotal evidence shared of organisers who avoided using the bandstands owned by ADC because of the paperwork involved.

A Member asked whether it would be viable for the Town Council to take on the operational management of the seafront bandstand, in an effort to support musicians wishing to perform.

Cllr. Nash, in his capacity as Deputy Leader of Arun District Council, offered to raise the matter at his weekly meeting with the CEO of Arun.

15. TO RATIFY EXPENDITURE OF £434.72 PLUS VAT FOR NECESSARY REPAIRS TO BILLY BULB

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

Members **RATIFIED** expenditure of £434.72 excluding VAT for repairs undertaken to Billy Bulb.

Members suggested the active promotion of Billy Bulb, including his participation in other events, and it was suggested that this could be a proposal for expenditure of the Publicity and Promotion Budget 2024/25 when next considered.

16. CORRESPONDENCE

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

The Meeting closed at 7.23pm

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
15th JULY 2024**

AGENDA ITEM 7 – TO FURTHER CONSIDER THE APPOINTMENT OF THE ONE REMAINING VACANCY ON THE BOGNOR REGIS IN BLOOM WORKING GROUP, DEFERRED FROM THE PREVIOUS MEETING - MIN. 8.2 REFERS

REPORT BY THE COMMITTEE CLERK

FOR DECISION

At the previous meeting, Members noted that Cllrs. Goodheart, Smith, Mrs. Warr, Woodall and Mrs. Yeates had requested to retain their seats and subsequently agreed that they be appointed to the In Bloom Working Group for 2024/2025.

It was noted that there was a vacancy for one other member of the Environmental and Leisure Committee to be appointed and, in the absence of nominations to fill the vacancy from those present at the meeting, it was suggested that the Committee Clerk circulate an email to those Members absent, inviting their expression of interest. It was, therefore, agreed that the appointment of the one remaining vacancy on the Bognor Regis in Bloom Working Group would be deferred to the next Committee meeting to be held on 15th July 2024 (Min. 8.2 refers).

Unfortunately, with no expressions of interest forthcoming, in response to the Committee Clerk's email to absentees, the vacancy on the Bognor Regis in Bloom Working Group remains.

DECISION

Members are invited to nominate and **AGREE** one other Member of the Environmental and Leisure Committee to be appointed to the Bognor Regis in Bloom Working Group. Should there be no nominations then the vacancy will remain until such time that a Member comes forward.

AGENDA ITEM 8

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
15th JULY 2024**

AGENDA ITEM 8 - BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 3rd JUNE 2024 INCLUDING: -

- **RECOMMENDATION TO REQUEST FUNDING OF £300, FROM THE PUBLICITY AND PROMOTIONS BUDGET 2024/25, TOWARDS THE BOGNOR REGIS IN BLOOM AWARDS EVENING SCHEDULED FOR OCTOBER 2024**

REPORT BY THE COMMITTEE CLERK

FOR DECISION

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meeting held on 3rd June 2024 (attached as **Appendix 1**).

The In Bloom Working Group agreed to recommend that a request for an additional £300 from the Publicity and Promotion Budget, to cover any shortfall for the 2024 Awards Evening, be put to the Environment and Leisure Committee.

DECISIONS

Members are asked to **NOTE** the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 3rd June 2024.

Do Members **RESOLVE** to **AGREE** the recommendation from the In Bloom Working Group, in relation to the request for an additional £300 from the Publicity and Promotion Budget, to cover any shortfall for the 2024 Awards Evening?

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Monday 3rd June 2024

PRESENT: Cllr: P. Woodall, also Mrs. G. Edom, Mrs. S. Hamilton Jones, Mr. B. Jackson, Ms. P. Keane, Mrs. S. Teverson and Mr. M. Greenfield (Committee Clerk)

The Meeting began at 10.06am

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. TO ELECT A CHAIR AND VICE-CHAIR FOR THE 2024-2025 MUNICIPAL YEAR

Due to the meeting not being quorate, it was **AGREED** that Cllr. Woodall would take the Chair for this meeting only, and this item be **DEFERRED** to the next meeting.

2. APOLOGIES FOR ABSENCE

Apologies had been received from Mrs. M. Huntingdon. No apologies had been received from Cllrs. Goodheart, Smith, Mrs. Warr and Mrs. Yeates, or from Mr. Fane and Ms. Horton.

3. APPROVAL OF THE NOTES OF THE MEETING HELD ON 30th APRIL 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.

The Committee Clerk (CC) reported that an error in the draft Notes had been identified after publication and circulation to Members, in that reference to the Guides Competition judging was included under the Schools Competition heading in Note 5. This has been amended and corrected in the final Notes.

4. CLERK'S REPORT

The CC provided the following updates on matters raised at the previous meeting held on 30th April 2024:

4.1. Item 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

At the Environmental and Leisure Committee Meeting, held on 20th May 2024, Members agreed that Cllrs. Goodheart, Smith, Mrs. Warr, Woodall and Mrs. Yeates be appointed to the Working Group. Furthermore, Members agreed 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 (Min. 8.2 refers).

4.2. Item 7 – To further consider BRIB entry into South & South East in Bloom in forthcoming years, including draft route suggestions and identification of projects

The CC had contacted the In Bloom groups in Petworth, Horsham and Haywards Heath. So far, a positive response had been received from Haywards Heath. Once their judging had been completed, the CC would be in touch with them again to arrange for a mutual visit.

4.3. Item 8 – Any tree planting project updates to be reported

4.3.1. Mr. Jones-McFarland had been asked to arrange the removal of the damaged cordyline from Waterloo Square, and to provide an update on the status of an information plaque. He was also asked to provide an update on the ground preparation in Sunken Gardens. With regards to the former, the cordyline had been removed and the area re-turfed; the plaque was something for BRiB to organise. For the latter, the circle border was ready for planting.

4.3.2. Upon consultation with the Town Clerk, the businesses along Shripney Road had not yet been contacted regarding tree planting, since the area falls within the parish of Bersted. The CC was advised to make contact with Bersted Parish Council first. This will be raised at their meeting to be held on 4th June 2024.

4.4. Item 12 – To consider an offer by Dandara to provide 3 free bee hotels to BRIB

The Town Clerk, as Proper Officer, advised that the letter as requested by the Working Group to be sent would not have been appropriate and would have exceeded the Working Group's authority. Instead, an email was sent, welcoming the donation of the bee hotels and seed bombs. These have been received, and the company requested a photoshoot of members with the seeds and hotels.

4.5. Item 13 – Areas of concern/eyesores in the Town for possible reporting to the relevant authority

4.5.1. Health Centre Cloud tree: Town Force inspected the tree and confirmed that it was still alive and should be left to recover.

4.5.2. Queensway colourful tubs: The CC ascertained that these belonged to the Town Council and are maintained by Town Force. However, prior to the last meeting, these tubs had been vandalised, with plants pulled out and other damage, accounting for their appearance at the time. They would be re-planted with summer bedding in the near future.

4.5.3. Hothamton Car Park bins: The CC wrote to ADC to express the Working Group's requests. An acknowledgement was received, but no more.

4.5.4. Volunteer Organisations: The CC has reached out to a number of organisations in and around the Town to seek their support in working with BRiB going forward to bring about projects. The only response was from Aldwick Revival WI, who will raise this at their next meeting.

4.6. Item 16 – Correspondence

An email was sent to Enable Ltd to inform them that the Working Group did not have plans to hold an Open Gardens event, and to suggest Hotham Park as an alternative.

The Clerk's Report was **NOTED**. Mrs. Hamilton Jones advised that monthly meetings were being held with Mr. Jones-McFarland regarding tree planting projects as above. Mr. Jackson also reported that the condition of the soil provided in Sunken Gardens was full of glass, stone and turf.

5. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

5.1. BRiB Annual Competition:

The CC's report was **NOTED**. Due to budgetary restrictions, those present **AGREED** that only the fifteen Allotments Awards winners (with guest) and the Tenant Representatives (with guest) be invited, as per the arrangements for the 2023 Awards Evening.

It was further **AGREED** to **RECOMMEND** to the Environmental and Leisure Committee, to request an additional £300 from the Publicity and Promotion Budget to cover any shortfall in the available budget for the 2024 Awards Evening, to be considered at their next meeting on 15th July.

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

Members **AGREED** the following judging arrangements:

Category 1: Cllr. Woodall

Category 2: Cllr. Woodall

Category 3: The CC would ask Mr. Fane if he would judge this category again

Category 4: Mrs. Teverson, Ms. Keane and Mrs. Hamilton Jones

Category 5: Mrs. Teverson and Mrs. Hamilton Jones

Category 6: Mrs. Edom

Category 7: Mrs. Edom

Paper judging forms were also requested.

Concern with regards to the continually decreasing number of business entrants was raised. The CC mentioned that Devises in Bloom automatically judges business frontages and window displays without the need for an official entry. Those present **AGREED** that this would be a good way forward in future years to overcome the decline in business entrants.

It was also suggested that with the three-year sponsorship of the trophies coming to an end in 2024, that BRiB consider using the Competitions Earmarked Reserves to purchase new trophies in 2025. This would increase the flexibility to introduce or amend categories and free up sponsorship for other projects. All present **AGREED** that the CC investigates the costs of purchasing trophies.

5.2. Guides & Scouts Competition:

Members noted that 118 total entries had been received this year, in addition to ten late entries that arrived after judging had been completed.

The CC showed Members the winning design, and wording for a plaque to accompany the floral display.

Members considered displaying the entries publicly, with the CC asked to liaise with The_Track at the Railway Station to see if they would be willing to display the entries in their windows for two to four weeks.

5.3. Schools Competition:

The CC confirmed that twelve schools had entered. Members requested that, to ease the workload on judging, a standard criteria be compiled to allow multiple Members to judge one or two entries each on an equal basis. The results would then be compiled.

Mrs. Edom agreed to write the judging criteria, and the CC was asked to arrange suitable dates and arrangements with the schools.

5.4. Logo Design Competition:

A total of seven entries had been submitted. Members provisionally chose a winning entry, but with many Members not present, the CC was asked to arrange for a date and time for all Members to view the entries before a final decision was made.

6. ANY TREE PLANTING PROJECT UPDATES TO BE REPORTED

With tree planting season having ended, there were no updates.

7. TO FURTHER CONSIDER PARTICIPATION IN ANY OTHER NATIONAL INITIATIVES IN 2024, AS IDENTIFIED AT THE MEETING HELD ON 7th FEBRUARY 2024

The CC circulated a list of identified initiatives by email before the meeting, as requested. Members noted that two of the dates had already passed, and the remaining initiative (The Great Big Green Week) was only a week away. Therefore, Members **AGREED** to take no further action and to revisit these initiatives in 2025.

8. TO CONSIDER ANY FURTHER STEPS FOR A PROJECT TO INSTALL INFORMATION PANELS AT BOGNOR REGIS RAILWAY STATION AS DISCUSSED AT THE MEETING OF 13th MARCH 2024 – MIN. 3 REFERS

In the absence of Cllr. Goodheart, Members **AGREED** to **DEFER** this to the next meeting.

9. AREAS OF CONCERN/EYESORES IN THE TOWN FOR POSSIBLE REPORTING TO THE RELEVANT AUTHORITY

Ms. Keane highlighted the BT Site is an area of concern, particularly as it was severely overgrown and made a poor impression as one of the entry ways into the Town. Members **AGREED** that the CC pursue the matter and ascertain if permission could be sought to improve the grass areas at the front and side of the building.

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

10.1. Bognor Community Gardeners:

BCG were now having monthly meetings with Mr. Jones-McFarland. Much work had already been carried out in the Town Centre following the start of a fixed weekly workday on Thursdays. The Morrisons alleyway had been cleared of weeds, and a needle found. A plan was being put together for the planting of the site.

The planter outside the Unicorn Club in High Street was progressing with renovation, having been cleared of weeds. A planting plan was being drawn up.

The Town Cemetery border had been weeded and plans afoot to work on tidying other periphery areas, particularly around the gates. Plants were being gathered ready to put in.

10.2. Hedgehog Tracking Partnership:

The project was ongoing, but on a more local scale than last year, owing to the amount of work involved. Hedgehogs had been found at South Bersted Primary School and in Hotham Park.

Mrs. Edom and the University of Chichester were in the process of expanding a project to increase biodiversity in the wider Bognor Regis area, connecting individuals and groups already active in biodiversity and nature. A meeting is scheduled for 22nd June at the University, to which BRiB Members were invited (those wishing to attend were asked to contact Mrs. Edom in advance). A public event would then follow in September. Greener Felpham were already one of the groups on board.

10.3. Friends of Hotham Park:

Mrs. Edom reported that a new noticeboard, as reported at the meeting held on 13th March 2024 (Note 13 refers), still had not been installed.

11. CORRESPONDENCE

No correspondence had been received.

12. DATE OF NEXT MEETING

The CC was asked to book the Chamber for either Tuesday 16th July or Tuesday 23rd July. Members expressed a preference for meetings to take place on Tuesdays from now on.

(NOTE: Subsequent to the meeting, the date of the next meeting has been set for 10am on Tuesday 16th July 2024).

The Meeting ended at 11.15am

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
15th JULY 2024**

AGENDA ITEM 9 - ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTION, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 17th JUNE 2024 INCLUDING: -

- **RECOMMENDATION THAT MR. PAUL GOODCHILD (ORIGINAL SITE) AND MR. PHIL FORTIN (RE-ESTABLISHED SITE) BE CO-OPTED AS ADDITIONAL TENANT REPRESENTATIVES FOR THE REMAINDER OF THE 2023-2024 ALLOTMENTS YEAR – MIN. 5 REFERS**
- **RESOLUTION TO REQUEST ADDITIONAL FUNDING OF £500, FROM THE PUBLICITY AND PROMOTIONS BUDGET 2024/25, TOWARDS THE BOGNOR REGIS IN BLOOM AWARDS EVENING SCHEDULED FOR OCTOBER 2024, TO ALLOW FOR AN INCREASED NUMBER OF TENANTS TO BE INVITED – MIN. 15 REFERS**

REPORT BY THE COMMITTEE CLERK

FOR NOTING AND DECISION

Members are invited to receive the Minutes of the Meeting of the Allotments Sub-Committee held on 17th June 2024 (attached as **Appendix 1**), including the following: -

- Recommendation that Mr. Paul Goodchild (Original Site) and Mr. Phil Fortin (Re-Established Site) as additional Tenant Representatives for the remainder of the 2023-2024 allotments year – Min. 5 refers.
- Resolution to request additional funding of £500 from the Publicity and Promotion Budget 2024/25, towards the Bognor Regis in Bloom Awards Evening scheduled for October 2024, to allow for an increased number of Tenants to be invited – Min. 15 refers.

DECISIONS

Members are asked to **NOTE** the Minutes of Allotments Sub-Committee Meeting held on the 17th June 2024.

Members are asked to **RECOMMEND** to **COUNCIL** for ratification the following co-opted appointments: Mr. Paul Goodchild and Mr. Phil Fortin as non-voting members of the Sub-Committee (Allotment Tenant Representatives).

Do Members **RESOLVE** to **AGREE** the recommendation from the Allotments Sub-Committee, in relation to the request for an additional £500 from the Publicity and Promotion Budget, to allow for an increased number of Tenants to be invited to the Bognor Regis in Bloom Awards Evening in October 2024?



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

MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE

HELD ON MONDAY 17th JUNE 2024

PRESENT:

Cllrs: K. Batley, J. Brooks, D. Dawes, P. Ralph (until Min. 14) and P. Wells (until Min. 12)

IN ATTENDANCE:

Mr. M. Greenfield (Allotments & In Bloom Officer)
Mr. P. Goodchild, Mr. C. Penfold and
Mrs. L. Russell (Tenants Representatives)
1 Member seated in the public gallery
1 member of the public

The Meeting opened at 6.34pm

1. TO APPOINT A NEW CHAIR AND VICE-CHAIR OF THE ALLOTMENTS SUB-COMMITTEE

As Chair of the Environmental and Leisure Committee, Cllr. Batley took the Chair for this Agenda item.

Members were advised that, although absent from the meeting, Cllr. Woodall had expressed an interest in being appointed as the Chair of the Allotments Sub-Committee. With there being no other nominations, it was unanimously **AGREED** that Cllr. P. Woodall be elected as Chair, and Cllr. K. Batley elected as Vice-Chair of the Sub-Committee for 2024-2025.

Due to the absence of the Chair, Cllr. Woodall, it was **AGREED** that Cllr. Batley was to act as Chair for this meeting.

2. WELCOME BY CHAIR

The Chair welcomed those present and read the Council's Opening Statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding.

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

Apologies for absence were received from Cllrs. Mrs. J. Warr and P. Woodall, and from Mr. P. Fortin (Tenants Representative) with the Clerk

recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

There were no apologies received from Cllrs. J. Barrett, R. Nash and M. Stanley, and these 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, they must temporarily leave the meeting for the discussion and vote.

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.

There were no declarations of Interest at this time

5. **TO RATIFY THE APPOINTMENT OF MR. PAUL GOODCHILD AND MR. PHILIP FORTIN AS CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE, AND TO NOTE THE RECOMMENDATION TO COUNCIL OF MRS. LOUISE RUSSELL AND MR. COLIN PENFOLD AS CO-OPTED NON-VOTING MEMBERS AT THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 20th MAY 2024 (MIN. 8.1 REFERS)**

The Sub-Committee Clerk's report was **NOTED**.

It was **NOTED** that the Environmental and Leisure Committee had recommended the co-option of Mr. C. Penfold and Mrs. L. Russell as a non-

voting co-opted Members of the Sub-Committee at their meeting held on 20th May 2024 (Min. 8.1 refers).

The Sub-Committee **AGREED** to **RECOMMEND** to the Environmental and Leisure Committee, the co-option of Mr. Paul Goodchild (Original Site) and Mr. Phil Fortin (Re-Established Site) as additional Tenant Representatives for the remainder of the 2023-2024 allotments year.

6. TO APPROVE THE MINUTES OF THE MEETING HELD ON 6th NOVEMBER 2023

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 6th November 2023 as an accurate record, and these were signed by the Chair.

7. CLERK'S REPORT

7.1 6th November 2023 – Min. 23 Graffiti

Two more cases of graffiti at the Allotments were seen during an inspection on 6th December 2023. These were immediately reported to the Town Force Manager and were removed soon after.

7.2 6th November 2023 – Min. 23 Taps

Town Force have replaced the three taps on the Original Site with sturdier taps and new plumbing. Each tap site now has two separate taps to double the amount available on the Site. New taps have also been installed at the six standpipes on the Re-Established Site.

7.3 6th November 2023 – Min. 30 Removal of well pump on Plot 20C

Following the meeting, the Tenant of Plot 20C was written to, expressing the Sub-Committee's decision. No further contact has been received on this matter since, and the pump has not been touched.

7.4 Matters that have arisen since the last meeting:

7.4.1 Rats were reported by a Tenant on the Original Site on 10th January 2024, causing damage to items stored in a shed two days previously. No signs of rats were seen on inspection that same afternoon, but the CC contacted three pest control companies in the local area for quotes. One completed an examination of the site (at no cost) and said that there were no signs of any recent activity on the Allotments, and the incident was likely a one-off. Advice was provided to the Tenant concerned to protect against further incidents.

7.4.2 The Original Site continued to be affected by flooding following heavy rainfall during the winter months.

7.4.3 The Tenant of Plot 28 was written to regarding a hosepipe left connected to a tap and unattended, filling up a water butt. The Sub-Committee Clerk disconnected the hose at the time this was discovered.

7.4.4 Since late May, a number of reports from Tenants had been received regarding children gaining entry to the Original Site at weekends. The Sub-Committee Clerk had replaced a lock on one gate that broke on 8th June and proposed to replace the keypad lock on another gate with a padlock in order to improve the security of the site.

A Member asked whether unauthorised access by children was a major problem to which the Sub-Committee Clerk responded by saying that complaints about this had been received approximately every other weekend since late May.

8. RATIFICATION OF EXPENDITURE AND RECOMMENDATION OF APPROVAL TO THE ENVIRONMENTAL AND LEISURE COMMITTEE INCLUDING: -

The Sub-Committee Clerk's report was **NOTED**.

The following costs were **RATIFIED** by the Sub-Committee:

- Twelve new taps and PTFE tape - £98.06 plus VAT (charged to Gravits Lane Maintenance Budget)
- Key safe for use as an emergency toolbox - £9.99 plus VAT (charged to Gravits Lane Maintenance Budget)
- Purchase of two spare padlocks - £35.48 plus VAT (charged to Gravits Lane Maintenance Budget)

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of the above expenditure to the Environmental and Leisure Committee.

9. TO RECEIVE A REPORT ON UNAUTHORISED ACTIVITY ON THE ORIGINAL SITE

The report from the Sub-Committee Clerk, regarding unauthorised buried water pipes on the Original Site, was **NOTED**.

Members were pleased with the action that the Sub-Committee Clerk had taken.

10. TO NOTE THE STATUS OF PLOT 4/4A AND THE PROPOSED COMMUNAL COMPOST AREA

The Sub-Committee Clerk's report was **NOTED**.

An update was given to Members on correspondence received after the Agenda had been issued, stating that the reason why Arun District Council (ADC) had refused permission in principle for a new vehicular access gate to serve a communal compost area was because the land in question was allocated to the Housing Revenue Account and was designated as tenant parking only.

A lengthy discussion followed, with several Members expressing dissatisfaction with ADC's reasoning. Cllr. Wells offered to follow this up with ADC in person, for future review.

With regards to the proposed communal compost area, Members questioned if there could be a way around the legislation and requirement to obtain planning permission. The Sub-Committee Clerk advised that this was unlikely but agreed to carry out additional research and report the findings to all Sub-Committee Members by email.

11. **ANNUAL REVIEW OF RENTAL CHARGES**

The Sub-Committee Clerk's report was **NOTED**.

Following a question as to why the maintenance expenses had been so high in 2023-2024, the Sub-Committee Clerk explained that a large part of this was due to the replacement of all taps and plumbing as a large one-off cost.

A Member highlighted that the rents last year had been increased by 10% and that the Precept for 2024/25 had been kept at 2023/24 levels and asked that Members be mindful of this when considering any rent increase this year.

Following discussions, it was proposed to implement an increase for 2024/2025 with the rent to be set at 30p per m² from October 2024 to return to an equal flat rate, and this was **RESOLVED** by all Members.

The Tenant Representatives were asked, hypothetically, if they thought Tenants would be happy to pay a one-off surcharge for any large projects that the Town Council undertook to improve the allotments sites. All three Representatives present did not think that Tenants would be happy to pay for this.

Cllr. Wells left the Meeting at 7.13pm

12. **TO NOTE A REVIEW OF THE TENANCY AGREEMENT AND CHANGES TO THE RENTAL YEAR FROM 2025**

The Sub-Committee Clerk's report, detailing the outcome of a review of the Tenancy Agreement and changes to be made to the rental year from 2025,

which will now run from April to March rather than October to September as at present, was **NOTED**.

13. TO DISCUSS THE ADMINISTRATION OF THE WAITING LIST AND AGREE ANY ACTION

The Sub-Committee Clerk's report was **NOTED**.

A lengthy discussion followed, during which Members asked if changes to the waiting list rules would be made retroactively and if an amnesty could be offered to Tenants to give up untidy plots if they cannot manage. The Chair and Sub-Committee Clerk stated that any changes would not be retroactive, and that there was not really an issue with struggling Tenants opting to give up plots as they were generally pro-active in vacating if they are unable to continue.

Cllr. Ralph left the Meeting at 7.22pm

After a debate on restricting the maximum number of plots any one Tenant can rent, Members unanimously **AGREED** not to place any restrictions on the maximum number of plots any one Tenant (or household) can occupy.

With regards to Tenants voluntarily vacating part-way through the year, a question was raised about refunding part-year rent as a way of encouraging those wanting to vacate but withholding any refund until the end of the rental year. The Sub-Committee Clerk would look into whether any remaining full months of rent remaining on a Tenancy could be refunded, although this was not a significant issue in freeing up openings for the waiting list.

On the matter of a probationary period for new Tenants, it was suggested that a short document for prospective new Tenants be made available outlining the costs, time and work required in taking on an allotment in an attempt to avoid them being overwhelmed and falling into difficulties. All Members **AGREED** that this would be a good idea.

Furthermore, the issue of some Tenants going away for several months at a time was raised and Members **AGREED** that a clause be included in the Tenancy Agreement with Tenants requiring them to carry out monthly activity on plots.

A proposal of introducing a three-month probation period for new Tenants, with leeway at the Officer's discretion to account for issues such as extended periods of poor weather, be introduced. This was unanimously **AGREED**.

NOTE – having liaised with the Town Clerk, it is recommended that further consideration be given to this proposal by the Sub-

Committee prior to implementation. Therefore, this will be referred to the next meeting

Members also unanimously **AGREED** to maintain the first come, first served basis of the waiting list, with no preference given to new Tenants over existing Tenants.

Finally, on the matter of non-response to offers from those on the waiting list, the Sub-Committee Clerk was instructed to only make one offer to applicants, with a three-week response period allowed. If no response had been received in this time, then that person would be moved to the bottom of the list and an offer made to the next person. This was **AGREED** by all Members. The Sub-Committee Clerk was also asked if the three-week response period could be added onto the application form so that all new applicants were aware of this rule.

14. Members **RESOLVED** to extend the meeting by fifteen minutes in accordance with S.O. 3z.
15. **ARRANGEMENTS FOR THE JUDGING OF THE ANNUAL AWARDS AND TO NOTE ARRANGEMENTS FOR THE COMBINED AWARDS EVENING 2024 BY THE BOGNOR REGIS IN BLOOM WORKING GROUP**

The Sub-Committee Clerk's report was **NOTED**.

The Chair proposed that judging of the allotments takes place in the week commencing 8th July. The Sub-Committee Clerk was asked to contact all elected Members of the Sub-Committee by email to ask for two volunteers, with a deadline of 28th June for responses. This was **AGREED** by all Members present. The Sub-Committee Clerk was also asked to produce a document with judging criteria so that the judges would know what to assess.

It was acknowledged that whilst the Bognor Regis in Bloom Working Group wished to include more allotments Tenants in the 2024 Awards Evening, due to budget constraints, they had decided to keep arrangements for the 2024 event the same as for the 2023 event, namely, to invite the fifteen Allotments Awards winners (and guests) and the Tenant Representatives (and guests). However, the Allotments Sub-Committee only has £100 available for competition expenses in 2024-2025, and this would not be enough to cover the inclusion of additional allotments invitees. Therefore, in order to accommodate this, the Working Group were requesting an additional £300 in funding from the Environmental and Leisure Committee's Publicity and Promotion Budget.

Following a discussion about inviting more allotments Tenants than the number proposed by the In Bloom Working Group (BRiB), Members **RESOLVED** to ask the Environmental and Leisure Committee for an

additional £500 from the Publicity and Promotion Budget to help cover the costs of the 2024 Awards Evening and allow for an increased number of Tenants to be invited, in addition to the £300 being requested by the BRiB Working Group.

16. TO CONSIDER ANY OTHER EVENTS OR COMPETITIONS FOR ALLOTMENTS TENANTS

The Sub-Committee Clerk's report was **NOTED**.

The Tenant Representatives for both sites did not think that there would be any interest from the Tenants for any competitions or events, except maybe for an Allotments Community Day. The Sub-Committee Clerk was asked to contact all Tenants to see if there would be any demand for an Allotments Community Day to be held for two or three hours on a Saturday.

It was suggested that a section be included on the Town Council's website to 'Shine a Spotlight' on particular allotment plots, with sponsorship/donations sought from local businesses.

17. REPORT ON THE ANNUAL HEALTH & SAFETY INSPECTION HELD ON 20th MAY 2024

17.1 The Sub-Committee Clerk's report, including the appendices relating to signage and the proposed Accident Report Form and Health & Safety Guide, was **NOTED**.

17.2 Members **AGREED** to **APPROVE** the use of the accident report form and the Health & Safety Guide as drafted by the Sub-Committee Clerk.

17.3 Members **RESOLVED** to **AGREE** the following, to be funded from the Gravits Lane Maintenance Budget:

- Replace the five out-of-date emergency contact signs on the gates with new signs as per the proposed design included in the report.
- Obtain two new 'slippery when wet' signs for the Sandringham Way gate as per the proposed design included in the report.
- To obtain quotes for a lockable noticeboard for the shelter on the Re-Established Site to include a list of key contact numbers for the emergency services, PCSOs, Sussex Wildlife Crime team and similar organisations. A similar noticeboard to be erected on the Original Site also. The quotes would then be referred to the next meeting.

17.4 The Chair also suggested that two Health & safety inspections are carried out annually.

18. Members **RESOLVED** to further extend the meeting by another fifteen minutes in accordance with S.O. 3z.

19. TO CONSIDER A REQUEST TO BAN SONIC CAT REPELLERS FROM THE ALLOTMENTS

The Sub-Committee Clerk's report was **NOTED**.

Members **AGREED** to ban sonic cat repellents from the allotments. A clause to this effect would be added to the Allotments Information Leaflet.

20. TO CONSIDER MATTERS RAISED BY TENANTS AT THE AGM

The Sub-Committee Clerk's report was **NOTED**.

Members asked that the quarterly allotments newsletter be sent to all Sub-Committee Members in addition to Tenants. The Sub-Committee Clerk was also asked to investigate the possibility of placing 'please do not obstruct' signs at the vehicular entrances in Gravits Lane.

21. TO CONSIDER A REQUEST FOR FLOORING IN THE SHELTER AT THE RE-ESTABLISHED SITE

The Sub-Committee Clerk's report was **NOTED**.

The Chair proposed that weed control membrane and paving slabs be used to floor the communal shelter. Cllr. Dawes offered to source the materials at no cost and Members **AGREED** to delegate this matter to the Sub-Committee Clerk, in liaison with Cllr. Dawes.

22. REPORT ON LETTINGS

The Sub-Committee Clerk's report was **NOTED**.

Members were informed that since publishing the report, additional applications had been received and the waiting list for allotments now stood at forty-one.

23. ANNUAL REVIEW OF THE ALLOTMENTS INFORMATION LEAFLET

The Sub-Committee Clerk's report, including the appendices showing the current and proposed leaflet, was **NOTED**.

Members unanimously **AGREED** to **APPROVE** the draft updated Allotments Information Leaflet, to include the additions decided in Min.13 and Min.19 of these minutes.

Members further **AGREED** that the minimum area of cultivation be set at 70%, with no restriction on structure size – within reason and without overshadowing neighbouring plots – up to the maximum permissible area

of 30%. Permission would now also be required to plant trees, with a prohibition on plots becoming orchards going forward.

Members **AGREED** to an amnesty on banned structures (including play equipment, summer houses and other large structures unrelated to the cultivation of plots) already located on the allotments sites, but that any new structures erected without permission going forward would be removed.

The Sub-Committee Clerk would make these amendments and issue the new Allotments Information Leaflet to all Tenants.

24. TO AGREE THE DATE OF THE ANNUAL MEETING OF ALLOTMENT HOLDERS AND TO CONSIDER ARRANGEMENTS

The Sub-Committee Clerk's report was **NOTED**.

The Chair suggested that the proposed date, although traditional, was not appropriate due to being in the half-term holidays. After a brief discussion on the best date, Members **AGREED** to Thursday 24th October at 7pm. Members further **AGREED** a budget of £50 for refreshments.

The Sub-Committee Clerk was also asked to look into the possibility of streaming a future Plot Holders' AGM to allow those unable to attend to join in, and to ask Tenants to submit questions in advance.

25. CORRESPONDENCE

There was no correspondence.

The Meeting closed at 9.04pm

AGENDA ITEM 10

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
15th JULY 2024**

AGENDA ITEM 10 - TO RECEIVE ANY UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET 2024/25 INCLUDING: -

- **TO RECEIVE PROPOSALS IN PROMOTING BILLY BULB TO WIDER EVENTS OTHER THAN THE ANNUAL CARNIVAL, BOTH WITHIN AND SUPPORTED BY THE TOWN COUNCIL – MIN. 15 REFERS**
- **TO NOTE ANY REMAINING FUNDS IN THE PUBLICITY AND PROMOTION BUDGET 2024/25, SUBJECT TO ANY DECISIONS TAKEN EARLIER IN THE MEETING - MIN. 11.3 REFERS**

REPORT BY THE COMMITTEE CLERK

FOR DECISION

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.

Final costing for production and distribution of the events leaflets was £2,820.12. Thus, remaining balance is £2,179.88, in the Publicity and Promotion Budget 2024/25, subject to any decisions taken earlier in the meeting.

TO RECEIVE PROPOSALS IN PROMOTING BILLY BULB TO WIDER EVENTS OTHER THAN THE ANNUAL CARNIVAL, BOTH WITHIN AND SUPPORTED BY THE TOWN COUNCIL – MIN. 15 REFERS

At the meeting of 20th May 2024, whilst ratifying expenditure for Billy Bulb, Members suggested the active promotion of Billy Bulb (Min. 15 refers).

DECISION

Members are invited to consider proposals on how this may be achieved and **RESOLVE** to **AGREE** any associated costs to be funded from the Publicity and Promotion Budget.

TO NOTE ANY REMAINING FUNDS IN THE PUBLICITY AND PROMOTION BUDGET 2024/25, SUBJECT TO ANY DECISIONS TAKEN EARLIER IN THE MEETING - MIN. 11.3 REFERS

As indicated above, there was a remaining balance is £2,179.88, in the Publicity and Promotion Budget 2024/25, which was subject to any decisions taken earlier in the meeting in relation to requests for funding from the Bognor Regis in Bloom Working Group and the Allotments Sub-Committee.

DECISION

Members are asked to **NOTE** any remaining funds in the Publicity and Promotion Budget 2024/25.

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
15th JULY 2024**

AGENDA ITEM 12 – TO RECEIVE THE NOTES AND RECOMMENDATIONS FROM THE CHRISTMAS ILLUMINATIONS WORKING GROUP MEETING, HELD ON 17th JUNE 2024, AND TO FURTHER CONSIDER THE SPECIFICATION REQUIREMENTS AND ACCOMPANYING BRIEF FOR THE CHRISTMAS ILLUMINATIONS CONTRACT 2025-27 - MIN. 13 REFERS

REPORT BY THE COMMITTEE CLERK

FOR DECISION

At the Environmental and Leisure Committee Meeting held on 20th May 2024, it was reported to Members that in order to initiate the tender process to appoint a contractor for the 2025-27 Christmas Illuminations display, Members were required to agree a Brief and Specification Guide to allow Officers to progress.

Members agreed that a Christmas Illuminations Working Group be established, tasked with considering the specification requirements and brief for the Christmas Illuminations 2025-27 contract, with a recommendation from the Working Group to be presented at the next Committee Meeting on 15th July 2024. Membership of the Working Group included Cllrs. Batley, Brooks, Dawes, Ralph and Wells, in addition to the Committee Clerk (Min. 13 refers).

A meeting of the Working Group took place prior to the Allotments Sub-Committee Meeting on 17th June 2024, at which Cllrs. Batley, Ralph and Wells were present. A review of the present offering, including locations and designs, was carried out with suggestions as to how things could be done differently, to freshen the appeal of the Christmas illuminations, with comparisons made with Littlehampton and Winchester, for example. Notes from the meeting of the Working Group, detailing the course of these discussions, are attached to this report as **Appendix 1**.

Officers have incorporated the discussion points and recommendations from the Working Group into the Brief (attached as **Appendix 2**). Whilst the Specification was also discussed and questions raised, there were no changes made to the document (attached as **Appendix 3**).

Members are invited to consider the proposed documents, suggest any changes, and agree the final version to be issued to potential tenders for the new contract. The decision relating to holding a standalone meeting of the Committee, to receive presentations from participating companies, was deferred from the last meeting, until the specification and brief had been approved. Therefore, this will also need to be agreed.

It is important to note that the Committee will need to agree, by no later than the meeting scheduled to take place on 9th September 2024, proposals and required budgets for 2025/2026, including the budget required for the Christmas illuminations contract 2025-27, for recommendation to the Policy and Resources Committee. Therefore, the tender process must conclude, with a contractor chosen, in 8 weeks.

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, in sufficient time to agree a new contractor and thereby able to recommend an adequate budget by November 2024?

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Christmas Illuminations 2025-27 Working Group Monday 17th June 2024

PRESENT: Cllrs: K. Batley, P. Ralph, P. Wells, and Mr. M. McLaughlin (Committee Clerk)

The Meeting started at 5.20pm

1. APOLOGIES FOR ABSENCE

No prior apologies were received from Cllr: D. Dawes or J. Brooks.

2. BACKGROUND

At the Environmental and Leisure Committee Meeting of 20th May 2024, Members:

1. Resolved to agree a Christmas Illuminations Working Group be established, to consider the specification and brief for the Christmas Illuminations 2025-27 Contract, with a recommendation from the Working Group to be presented at the next Committee Meeting on 15th July 2024.
2. Agreed that the following Members would sit on the Christmas Illuminations Working Group: - Cllrs: K. Batley, J. Brooks, D. Dawes, P. Ralph and P. Wells, in addition to the Committee Clerk.
3. The decision relating to holding a standalone meeting of the Committee, to receive presentations from participating companies, was deferred until the specification and brief had been approved.

3. BRIEF

1. Members **AGREED** to **RECOMMEND** that the current format requiring two separate quotations be retained, comprising:
 - a. Quotation 1 – standard display
 - b. Quotation 2 – enhanced display of high tech and standalone features.Accepting a standard pricing element was necessary to facilitate tender analysis and pricing comparison.
2. Members questioned if the current contract:
 - a. offered value for money?
 - b. offered sufficient photographic opportunities within the illumination's zones?

3. Members agreed a new approach and new tenderers were required for the 2025-27 Contract, citing the displays of other towns, namely Littlehampton and Winchester.

4. SPECIFICATION

Members questioned: -

1. Queensway:
 - a. Do we still require all year lighting?
2. Town Hall motifs:
 - a. Are these still appropriate - do they devalue the Grade 2 listed building status?
 - b. Are, for example, miniature illuminated Christmas trees more appropriate?
3. Christmas trees provision:
 - a. Are the two 25_{ft} trees at High Street, outside the William Hardwick public house, and Station Road on the Station concourse still required?
4. Aldwick Road:
 - a. Is there an opportunity to provide, for example, miniature illuminated Christmas trees?
 - b. Rather than funding illuminations in Aldwick Road, could the feature at the Station concourse be enhanced?
5. All Locations:
 - a. Is there an opportunity to do something different?
 3. For example, a mix of lights and miniature illuminated Christmas trees?
 - b. Acknowledging:
 1. Requirement for electrical feed from individual shop owners.
 2. Fixings, testing and commissioning of.
 3. Collective agreement from all shop owners.
 - c. Questioning:
 3. Potential requirement for two separate contracts; lights and Christmas tree provision.
 4. If shop owners would contribute toward costs or subscribe to an annual levy?

The Meeting closed at 6.20pm



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

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*. We are seeking to install illuminations that capture the eye and the imagination, potentially offering displays for photo-opportunities, whilst delivering value for money, such as those previously used in Littlehampton and Winchester, for example (see below):



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 2nd 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.*

Contractors Specifications – Bognor Regis Town Council Christmas Illuminations - 3 Year Contract **2025/27**

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

<p>High Street 8 double string catenary wires</p> <p>York Road 1 double string catenary wire</p> <p>Station Road and London Road 10 single string catenary wires</p> <p>Precinct - where London Road meets High Street Centrepiece display</p> <p>Aldwick Road 7 lamp post columns motifs</p>			
<p>To test, install, maintain and de-install Queensway Up to 7 lamp post columns motifs (owned by Town Council)</p>			
<p>To test, install, maintain and de-install Town Hall Balcony 2 motifs (owned by Town Council)</p>			
<p>To supply, install, maintain and de-install and store Christmas tree lights in up to 4 locations: Station Road: The Railway Station High Street: The William Hardwick Public House and Bognor Regis Methodist Church Town Hall: 1-2 trees on balcony (Trees (approx. 25ft) supplied and installed by Town Council)</p>			
<p>INFRASTRUCTURE</p>			
<p>ELECTRICAL To inspect annually and when necessary replace/repair:</p>			

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

QUEENSWAY 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)			
ALDWICK ROAD After Switch-On event Aldwick Road post mounted lights to be switched on			
ADDITIONAL CHARGES			
Charge (itemised) for any additional work undertaken			
Charge (itemised) for emergency call-out (Please indicate Guaranteed Response Times)			
Additional Inspections If considered necessary by Town Council e.g. after high winds			
ADDITIONAL REQUIREMENTS			
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 (Must be HERS Registered)			
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
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
15th JULY 2024**

**AGENDA ITEM 13 – YOUTH & YOUNG PERSONS BUDGET 2024/2025
INCLUDING: -**

- **TO CONSIDER REPLACING THE CURRENT GUIDELINES/CRITERIA WITH THE FUNDING POLICY PROPOSED**
- **TO REVIEW THE YOUTH & YOUNG PERSONS BUDGET APPLICATION FORM AND AMEND IF REQUIRED**
- **TO AGREE THE ARRANGEMENTS FOR CONSIDERING APPLICATIONS**

REPORT BY THE COMMITTEE CLERK

FOR DECISION

Current Budget: £14,900 (including earmarked underspend of £900 from 2023/2024)

TO CONSIDER REPLACING THE CURRENT GUIDELINES/CRITERIA WITH THE FUNDING POLICY PROPOSED

The Council's Corporate Strategy, which identifies the Council's priority headings, was reviewed at the Extraordinary Council Meeting held on 29th April 2024. These priority headings are used as part of the criteria for applications to Grant Aid and to the Youth & Young Persons Budget. Organisations are required to show how their application will meet the following headings: -

- Build on the heritage and history of Bognor Regis in promoting business, cultural, and artistic activities and events to make Bognor Regis a great place to live, work, study and visit. Using our resources, coupled with partners, to develop artistic and cultural activities and events to create economic benefits.
- Work with partners to manage environmental impacts on Bognor Regis to make the Town as sustainable as possible.
- Work to enable residents and community groups to live well and enjoy and take pride in our Town.
- Work to remove barriers to enterprise within the Town.
- Ensure that Bognor Regis is a great place to grow up in, with support for parents and young people.

In taking these priorities into account applicants may have regard to the following supporting actions: -

- Supporting local tourism and events.
- Improving the Bognor Regis Town Environment.
- Supporting alcohol reduction strategies.
- Supporting vulnerable people within the community.
- Supporting projects which create a safer Bognor Regis.
- Town Heritage and Regeneration projects.
- Providing services and support for younger people.

Ordinarily, the application pack consists of an application form, supported by guidelines/criteria. When updating the current guidelines/criteria (attached as

Appendix 1), to include the newly adopted Corporate Strategy, the rest of the document was also reviewed.

Following feedback from previous applicants, Members and Officers, a number of improvements were considered i.e. a clearer explanation as to what the Council will and won't fund; the attempts of the applicant to raise funding from sources other than, or in addition to, the Town Council; outlining the funding process from start to finish. It is the Officer recommendation that the current guidelines/criteria are replaced with the draft Funding Policy (attached as **Appendix 2**), with Members invited to consider and propose any suggested amendments.

Members are reminded that at the Environmental and Leisure Committee Meeting held on 15th January 2024, when considering applications for funding from the Youth & Young Persons Budget 2023/2024, a query was raised as to whether religious groups met the criteria for applying. The Assistant Clerk advised Members that the current guidelines, approved by Members, did not exclude religious groups from applying but that this may be something that the Committee wished to consider when reviewing the application process for 2024/25 (Min. 10 refers).

Whilst considering applications in January, in general, 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.

DECISION

Having considered the draft document, and agreeing any suggested amendments, do Members **RESOLVE** to **ADOPT** the proposed Funding Policy for the Youth & Young Persons Budget 2024/2025?

TO REVIEW THE YOUTH & YOUNG PERSONS BUDGET APPLICATION FORM AND AMEND IF REQUIRED

The Youth & Young Persons Budget application form used for 2023/2024 is attached as **Appendix 3**. There are no changes suggested by Officers, besides from updating dates (as highlighted in red on the appendix).

DECISION

Members are invited to review the Youth & Young Persons Budget application form, **AGREE** any amendments, and **APPROVE** the form for 2024/2025.

TO AGREE THE ARRANGEMENTS FOR CONSIDERING APPLICATIONS

Prior to its dissolution in January 2024, the Community Engagement and Environment Committee were responsible for the Youth & Young Persons Budget. Initially, applications for funding from this budget were considered on a first come, first served basis.

However, on occasion, when applications were received early on and subsequently awarded a large proportion of the budget available, this left nothing in the pot for the rest of the financial year. Unfortunately, this led to the Council being unable to support worthy applications from other youth providers further down the line.

Consequently, at the meeting held on 2nd October 2023, Members agreed to defer consideration of a funding request from the 2023/24 Youth & Young Persons Budget to the meeting to be held in December 2023, so that all applications for the remaining Youth & Young Persons Budget could be considered en-bloc (Min. 50.1 refers).

Members are, therefore, invited to consider whether applications for funding from the Youth & Young Persons Budget 2024/2025 will be considered on a first come, first served basis throughout the financial year, or that a deadline date be set and all applications considered en-bloc by no later than 24th March 2025.

DECISION

Members are asked to **AGREE** whether applications for funding from the Youth & Young Persons Budget 2024/2025 will be considered on a first come, first served basis throughout the financial year, or that a deadline date be set, and all applications considered en-bloc at one of the following Committee Meetings:

- a) 9th September 2024
- b) 4th November 2024
- c) 20th January 2025
- d) 24th March 2025



APPLICATIONS FOR YOUTH & YOUNG PERSONS BUDGET 2023/2024

GUIDELINES/CRITERIA AND CHECK LIST

1. The aim of the Town Council's Youth & Young Persons Budget is to **support public and community services and facilities for the young**, and to support children and young people in their communities. Through the Town Council's Youth Provision Strategy Group, consultation is carried out with youth providers within Bognor Regis and the wider area, with the co-ordinated involvement of children and young people in decision making. The Strategy Group make recommendations to the Community Engagement and Environment Committee who have responsibility of the Youth & Young Persons Budget.
2. The Bognor Regis Town Council Vision is to develop Bognor Regis to become more powerful and enterprising, working with others in partnership to boost the local youth, build civic pride and create a happier Bognor Regis.

In support of this Vision, the Town Council has agreed the following strategy and priority headings for 2019-2024 and organisations are required to show how their application would meet one or more of these: -

- Build on the success of Bognor Regis
- Manage and reduce the environmental impact of Bognor Regis
- Work to enable the local youth to live well and enjoy and take pride in our Town
- Promote arts and culture to make Bognor Regis a great place to live, work, study and visit

In taking these priorities into account applicants may have regard to the following supporting actions:

- Improving the Bognor Regis Town Environment
- Supporting vulnerable people within the community
- Supporting projects which create a safer Bognor Regis
- Providing services and support for younger people

The Town Council will fund organisations:

- Whose activities and projects are for the benefit of Bognor Regis youth
- That are not providing activities that are of a political or religious nature
- That do not hold reserves in excess of one year's operating expenses, including local branches of national or regional organisations that have reserves that could be used.
- That do not fundraise to support their head office for distribution to other areas

The Town Council will not fund organisations applying for:

- Retrospective funding - for something that has already taken place or been purchased
- Contributions to large capital programmes or generic blanket applications where what is being funded is not specifically stated
- Funding for loan payments or outstanding debt or interest

3. To ensure the safeguarding of public finance any organisation submitting a request for funding will be required to demonstrate that it is able to meet all statutory requirements at the time of application, relating to employment of staff, volunteers and participants, use of premises and provision of its service, including public liabilities, insurance etc.

4. For your application to be processed, it is essential that a set of the most up to date, signed audited or certified accounts, copies of current bank statements for all bank accounts, a Chairman's Report or Constitution, current Public Liability Insurance, up to date Enhanced Disclosure and Barring Service certificate and a copy of the Policy Statement regarding Child Protection be submitted with the application. **No public funds may be paid over until the accounts and report have been inspected and the Council is satisfied.** The accounts must be audited or certified as described and should also have a signed statement from an independent person, i.e. auditor, accountant etc.
5. Clubs or organisations involved in providing activities for children or youths will need to provide information on their adopted policy statement for Child Protection in relation to the Children's Act 1989 and the Rehabilitation of Offenders Act 1974 regarding the recruitment of staff, paid or voluntary. The information must make clear that procedures have been established to include prevention of abuse and clearly define roles for staff and training in relation to child protection. The Council will look for evidence that groups working with vulnerable members of society (e.g. people with special needs etc.) follow good practice in protecting such people with information provided on their adopted policy statement for Vulnerable Adults.
6. Organisations are required to submit only one application when applying for funding for different activities and projects rather than multiple applications.
7. All applications are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as having been received.
8. Applicants may be asked to provide additional information.
9. Where the application is for new equipment that is over £100 in value, please supply at least two quotations.
10. Should your grant application be successful, please note that if your funding is for a capital project, such as purchasing equipment etc, you will be required to produce evidence of this, e.g. invoices/receipts, for our records as soon as possible. It is important to also note that in the event of your organisation closing or if the project/services funded by the Council do not proceed, the Youth & Young Persons Budget funding must be returned to the Council.
11. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
12. **Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application. Therefore, your application will not be considered unless sufficient written explanation is provided as to the reason for absence and confirmation of when such documentation will be available. To avoid extra administrative time, this action will be taken without further redress to the applicant: The onus is on the applicant to ensure all requirements are met by the due date.**
13. Applications for the grant must be made on the form provided by this Council and must be emailed to the Projects Officer (in accordance with clause 7 above) to arrive not later than **5.00pm on 31st January 2024.** Late applications will not be considered.

Please complete the enclosed Check List and return with your application form

Check List

In order to prevent unnecessary delay, please tick and ensure that you have:

- Read the notes for applicants (overleaf).
- Answered all questions. It is not sufficient simply to attach documents in response to questions. Ensure you have entered the actual amount of grant requested.
- Attached your most recent audited or certified accounts, appropriately signed. (Chairman/Treasurer/Secretary and an independent signature) followed by the current year's accounts once these become available.
- PLEASE NOTE:** audited or certified accounts are to be signed by an independent professional person not associated with your organisation.
- Current Public Liability Insurance Certificate.
- Provided evidence that all staff in contact with Young People have an Enhanced Disclosure and Barring Service certificate.
- Provided a copy of your Policy Statement regarding Child Protection.
- Attached your latest Chairman's Report (or similar e.g. Constitution or Treasurer's/Secretary's Report).
- Attached additional supporting material, e.g. cuttings, reviews etc. (optional).
- Attached copies of estimates for proposals/project.
- Attached a copy of your most recent bank statements for all bank accounts.

PLEASE NOTE: Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application. Organisations in receipt of Youth & Young Persons Budget funding may be required to have a Town Council appointed non-voting observer as a representative to any of the organisations meetings. This appointment will be at the discretion of the Town Council and will enable them to take part in discussion and debate only and to also give input/feedback in relation to the Town Council's agreed position and policy on issues relating to the discussion. Representatives are there to represent the Town Council and not as individuals. They should not therefore under any circumstances agree anything on the Town Council's behalf that has not been approved previously by

the Town Council. Town Council representatives will respect any issues of confidentiality that might arise from the outside organisation.



BOGNOR REGIS TOWN COUNCIL FUNDING POLICY 2024/2025

Policy Statement

The aim of the Town Council's Youth & Young Persons Budget is to support public and community services and facilities for the young, and to support children and young people in their communities. With a budget of £14,000 for 2024/2025, applications are invited from youth providers within Bognor Regis and the wider area (where children and young people living in Bognor Regis will benefit) who can demonstrate how they will meet the aims and objectives of the funding. Whilst wishing to support such groups, the Town Council is also keen to encourage groups to work towards becoming largely self-sufficient, with it evident that efforts are made to raise money through fundraising activities.

Who can apply?

This Policy applies to any organisation which falls within the eligibility criteria, which is based in or benefits the residents of Bognor Regis.

Key Principles

The Bognor Regis Town Council Vision is to develop Bognor Regis to become more proactive and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.

In support of this Vision, the Town Council has agreed the following strategy and priority headings for 2024-2028 and organisations are required to show how their application would meet one or more of these: -

- Build on the heritage and history of Bognor Regis in promoting business, cultural, and artistic activities and events to make Bognor Regis a great place to live, work, study and visit. Using our resources, coupled with partners, to develop artistic and cultural activities and events to create economic benefits.
- Work with partners to manage environmental impacts on Bognor Regis to make the Town as sustainable as possible.

- Work to enable residents and community groups to live well and enjoy and take pride in our Town.
- Work to remove barriers to enterprise within the Town.
- Ensure that Bognor Regis is a great place to grow up in, with support for parents and young people.

In taking these priorities into account applicants may have regard to the following supporting actions: -

- Supporting local tourism and events.
- Improving the Bognor Regis Town Environment.
- Supporting alcohol reduction strategies.
- Supporting vulnerable people within the community.
- Supporting projects which create a safer Bognor Regis.
- Town Heritage and Regeneration projects.
- Providing services and support for younger people.

Review of the Policy

The Funding Policy 2024/2025 was reviewed by the Environmental and Leisure Committee in July 2024. The Policy is scheduled to be reviewed every 12 months.

FUNDING POLICY 2024/2025 - GUIDANCE NOTES FOR APPLICANTS

These Guidance Notes are intended to provide information to assist applicants regarding the procedure to be followed in applying for funding from Bognor Regis Town Council. Please read them carefully before completing the Application Form.

Who may apply for a grant?

The Town Council will fund organisations: -

- Whose activities and projects are for the benefit of Bognor Regis residents.
- Whereby all individuals have reasonable, potential access to activities, facilities or services offered by the organisation.
- Whose project demonstrates sustainability and long-term value for money.

Who is not eligible to apply for a grant?

The Town Council may not fund: -

- Retrospective funding - for something that has already taken place or

- been purchased.
- Contributions to large capital programmes or generic blanket applications where what is being funded is not specifically stated.
 - Funding for loan payments or outstanding debt or interest.
 - **Funding to provide activities that are of a political or religious nature.**
 - Organisations that hold reserves in excess of one year's operating expenses, including local branches of national or regional organisations that have reserves that could be used.
 - Organisations that fundraise to support their head office for distribution to other areas.

The Application

The application form is available from the Town Clerk (contact details below) or from the Town Council website www.bognorregis.gov.uk.

All applications: -

- Must demonstrate that it is able to meet all statutory requirements at the time of application, relating to employment of staff, volunteers and participants, use of premises and provision of its service, including public liabilities insurance etc, to ensure the safeguarding of public finance.
- Must include a set of the most up to date, signed audited or certified accounts, copies of current bank statements for all bank accounts, a Chairman's Report or Constitution and a copy of the Policy Statement regarding Child Protection and/or Vulnerable Adults (if applicable) be submitted with the application. **No public funds may be paid over until the accounts and report have been inspected and the Council is satisfied.** The accounts must be audited or certified as described and should also have a signed statement from an independent person, i.e. auditor, accountant etc, not associated with your organisation.
- From clubs or organisations involved in providing activities for children or youths will need to provide information on their adopted policy statement for Child Protection in relation to the Children's Act 1989 and the Rehabilitation of Offenders Act 1974 regarding the recruitment of staff, paid or voluntary. The information must make clear that procedures have been established to include prevention of abuse and clearly define roles for staff and training in relation to child protection. The Council will look for evidence that groups working with vulnerable members of society (e.g. people with special needs etc.) follow good practice in protecting such people with information provided on their adopted policy statement for Vulnerable Adults.
- Should be the only application submitted by an organisation for funding where it is intended for different activities and projects, rather than multiple applications.
- Are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as

- having been received.
- For new equipment that is over £100 in value, must include at least two quotations. Should your grant application be successful, please note that if your funding is for a capital project, such as purchasing equipment etc, you will be required to produce evidence of this, e.g. invoices/receipts, for our records as soon as possible.
 - Must be made on the form provided by this Council and must be emailed to the Town Clerk ~~to arrive not later than 5.00pm on Thursday 14th November 2024~~. ~~Late applications will not be considered.~~

Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application. Therefore, your application will not be considered unless sufficient written explanation is provided as to the reason for absence and confirmation of when such documentation will be available. To avoid extra administrative time, this action will be taken without further redress to the applicant: The onus is on the applicant to ensure all requirements are met by the due date.

How the application is determined

Each application for funding will be considered on its own merit with funds awarded at Members discretion.

- Account will be taken of: -
 - The level of the organisation's own fundraising activities.
 - The level of funding sought or secured from other sources.
 - The level and frequency of previous funding applications.
- ~~Whilst there is no upper limit to the amount that an applicant can request from the Youth & Young Persons Budget~~, the Town Council seeks to ensure that funding awarded will directly benefit Bognor Regis, or part of the area, some or all young people and be spent commensurately with the benefits it brings.
- The Town Council may attach conditions to the award of a funding, if it is considered appropriate.
- Applications that have complied with the guidelines will be considered at a meeting of the Environmental and Leisure Committee ~~in January 2025~~.

Following determination of the application

- Successful applicants will be notified in writing shortly after the meeting at which applications are considered.
- Arrangements will be made for a cheque to be given to successful applicants. Where possible, this will involve a photo opportunity with the Mayor.

- Successful applicants will be required to acknowledge the Town Council's contribution on any publicity by incorporating the Town Council logo below, an electronic copy of which will be supplied:



- The Town Council requires all organisations in receipt of Town Council funding to complete an end of grant monitoring form to provide information on the work or project funded and to ensure that the terms and conditions of the grant have been met.
- Successful applicants considering a different use for the funding than for the purpose for which it was awarded must contact the Town Council beforehand.
- In the event of an organisation closing or that the project/services funded by the Council do not proceed for any reason, the funding must be returned to the Council.
- The Town Council reserves the right to reclaim the funding in the event of it not being used for the purpose specified on the application form.

Data

The information provided in the application will solely be used to determine the funding and will be kept for a maximum of six years. A resume of the application will form part of the Clerk's Report for the decision-making meeting. Any award will be published on the Town Council's website www.bognorregis.gov.uk.

Should you have any questions or require additional support to complete the application form please contact: -

The Town Clerk
Bognor Regis Town Council
The Town Hall, Clarence Road
Bognor Regis
West Sussex. PO21 1LD
Tel: 01243 867744

Email: bognortc@bognorregis.gov.uk



BOGNOR REGIS TOWN COUNCIL

Youth & Young Persons Budget 2024/2025

IMPORTANT NOTICE - ONLY applications received in **electronic format by email can be accepted. Please attach a **statement of either audited or certified accounts for the last complete year, copies of current bank statements for all bank accounts, a signed copy of the Chairman's or Secretary's report** and any other supporting documents you may wish to send. Please read questions carefully and provide a full answer.**

1. Name of your organisation

2. Name, address, postcode and daytime telephone number of person applying including position in organisation

Name:
Address:
Postcode:
Daytime telephone number:
Position in organisation:

3. Does your Group/Organisation have a constitution or set of rules? - Please enclose a copy if applicable

Please tick: Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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4. Please tick the relevant information and supply the appropriate number

Registered Charity	<input type="checkbox"/>	Charity number:
Company Ltd. by Guarantee	<input type="checkbox"/>	Company number:
Other (please specify):		

5. Please supply the following information:

Is your organisation's main base located within the five Wards of Bognor Regis (as identified on the enclosed map)? Yes No

When did your group/organisation start? (MM/YY)

How many members do you have?

How many people use this service?

How many are Bognor Regis residents located within the five Wards (as identified on the enclosed map)?

6. Briefly describe the main purpose of your group/organisation. Please continue on additional sheet if necessary

7. Please tell us if you are a branch of, or related to a larger organisation

8. Please confirm the number of staff within your organisation who will come into contact with young people. You will be required to provide evidence of Enhanced Disclosure and Barring Service Certificates for all such staff, in addition to a copy of your Child Protection policy

9. Please confirm the amount of the fund requested from the Town Council and enclose an estimated cost of proposals/project (please attach copies of estimates and costs - where the application is for new equipment that is over £100 in value, please supply at least two quotations)

10. Please confirm the amount of unrestricted reserves that your organisation holds

11. Please give an explanation as to why, instead of applying for a grant, the reserves identified in question 10 above, cannot be used by your organisation for the proposals/project

12. Purpose of the Youth & Young Persons Budget funding request - please show how this will meet the [Town Council's strategy and priority headings](#). Please continue on additional sheet if necessary

13. Show how costs of proposals/projects are to be met. Please continue on an additional sheet if necessary

14. Details of other grants/funding applied for/to be applied for/obtained

15. Are there any safety issues related to your project or proposed activity and do you hold a current Public Liability Insurance?

Details of any safety issues:

Public Liability insurance: Yes No

Amount held:

16. Have you applied for funding from Bognor Regis Town Council before? - If so please give details of applications below. Please continue on additional sheet if necessary

17. The Town Council is always seeking feedback to improve the service it provides. Therefore, please tell us what you think of this application form and give any suggestions as to how you feel it may be improved

18. The Town Council is keen to hear about the impact and benefits arising from the Youth & Young Persons Budget. Therefore, if your application is successful, the Town Council will require a commitment from you to promote the support that you have received from the Town Council by including the logo that will be supplied to you in any promotional material that you produce of which you are required to provide the Town Council with electronic or hard copies. We will also be in touch with you, in due course, to request the following: feedback on the success of the event/initiative; a breakdown of the budget; the provision of photographs showcasing events and initiatives that the Town Council can share on their social media platforms. Please indicate below whether you anticipate that your event/initiative will be completed within 6 or 12 months of the funds being awarded, so that you are contacted at the appropriate time.

6 Months <input type="checkbox"/>	12 Months <input type="checkbox"/>
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DECLARATION: I declare that I have answered all the questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Bognor Regis Town Council reserves the right to reclaim the full grant in the event of it not being used for the purpose specified.

DATA PROTECTION: By making an application for funding from Bognor Regis Town Council, you agree that your contact details may be held and processed for the purpose of corresponding and assessing your funding application.

Bognor Regis Town Council usually contact previous applicants regarding the Youth & Young Persons Budget, regardless of whether the application was successful or not. Please tick here [] to confirm you are happy for us to retain your details to enable us to contact you in the future in this regard only.

Bognor Regis Town Council's Privacy Notice may be viewed on our website. Alternatively, please email bognortc@bognorregis.gov.uk to request a copy.

PLEASE COMPLETE BELOW TO FINISH YOUR APPLICATION

Name..... Position.....

Date.....

Email address

Organisations website (if applicable)

Please complete this form and return via email as soon as possible and **no later than 5.00pm on Thursday 14th November 2024**, with all required documentation as outlined to:

Glenna Frost Town Clerk
BOGNOR REGIS TOWN COUNCIL

bognortc@bognorregis.gov.uk

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
15th JULY 2024**

AGENDA ITEM 14 - CORRESPONDENCE

REPORT BY THE COMMITTEE CLERK

FOR INFORMATION

1. Arun District Council - "Climate Action Day" of 6 June 2024 – report of seminar notes, slides and group break-out sessions. Circulated to all Members of E&L.
2. Centre for Public and Policy Engagement – "Thirty for 30: Cutting your Carbon", circular summarising personal behaviours to reduce carbon footprint. Circulated to all Members of E&L.
3. WSCC - Your Environment & Climate Change Newsletter, July 2024. Circulated to Councillors.