



# BOGNOR REGIS TOWN COUNCIL

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

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

I hereby give you Notice that a Meeting of the Environmental and Leisure Committee of Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 9<sup>th</sup> SEPTEMBER 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 9<sup>th</sup> September 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 2<sup>nd</sup> DAY of SEPTEMBER 2024**

**TOWN CLERK**

## **AGENDA AND BUSINESS**

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. Declarations of Interest:  
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:
  - a) the item they have the Interest in
  - b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
  - c) the nature of the Interest

- d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
  - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To approve the Minutes of the Environmental and Leisure Committee Meeting held on 15<sup>th</sup> July 2024
  5. Adjournment for public question time and statements
  6. Clerk's Report from previous Minutes
  7. Promenade Bandstand Lights - To receive an update on the working of the lights following a complaint from a resident and consider any further actions - Cllr. Nash to report - Min. 21 refers
  8. Bognor Regis In Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 16<sup>th</sup> July 2024 including: -
    - Recommendation to request funding of £25 for plaques and £45 for gift vouchers for the winner and runners-up of the Guides and Scouts Competition, to be funded from the 2024/2025 Competition Expenses Budget - Min. 5.2 refers
  9. To ratify any Public Events Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
  10. To agree if a standalone meeting is required to receive presentations from Tenderers for the Christmas Illuminations Contract 2025-27, and if so, the date - Min. 28 refers
  11. To consider tagging the Town Council assets to promote their provision by the Town Council - Min. 35 of the Policy and Resources Committee Meeting held on 29<sup>th</sup> July 2024 refers
  12. Consideration of production of a leaflet and seafront shelter posters, including design and format, in relation to 2025 events in the town, and any potential budget implications
  13. Energy Learning Network - To consider the Town Council's involvement to work with this organisation to receive support to grow skills and knowledge to enable and deliver community energy activities locally
  14. Safety Campaign Lithium-ion Batteries - To consider supporting this campaign to improve the safety of lithium-ion batteries (used in e-bikes and e-scooters) and their disposal
  15. Sea Water Pool Accessible to All - To consider a request from a resident as an option, and any next steps
  16. Correspondence

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



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

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

**IN ATTENDANCE:** Mr. M. McLaughlin (Committee Clerk)  
1 member of the public seated in the public gallery

*The Meeting opened at 6.32pm*

### **17. 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.

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

Apologies for absence were received from Cllrs. Barrett and Woodall. The Clerk recommended that the reasons given were acceptable, and the absences were **APPROVED** by Members.

No apology was received from Cllr. M. Stanley.

### **19. 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.

***There were no declarations of Interest***

**20. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 20<sup>th</sup> MAY 2024**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 20<sup>th</sup> May 2024, as an accurate record of the proceedings and the Chair duly signed them.

**21. 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.

With reference to the Environmental and Leisure Committee meeting of 20<sup>th</sup> May 2024, a member of the public reiterated the lights on the Promenade Bandstand were not working, and as previously, asked if Bognor Regis Seafront Lights organisation could operate them.

Citing frustration, the member of the public expressed a willingness to report this apparent inaction to the local press, and to hold local Councillors to account.

Cllr. R. Nash, in response, stated he would raise with both the interim and newly appointed Chief Executive Officer at Arun District Council, respectively Karl Roberts and Dawn Hudd, and report back at the next meeting.

*The Chair reconvened the Meeting at 6.38pm*

**22. CLERK'S REPORT FROM PREVIOUS MINUTES**

The Clerk reported there was no significant updates or issues to report further this period.

**23. 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**

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

No nomination was forthcoming.

Members thus **AGREED** to **DEFER** the vacancy until such time as a Member comes forward.

Members cited, time constraints and a clash of meetings as their collective reasoning.

**24. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 3<sup>rd</sup> JUNE 2024 INCLUDING: -**

The Committee Clerk's report, including the appendix relating to the Notes of the Bognor Regis in Bloom Working Group meeting held on 3<sup>rd</sup> June 2024, was **NOTED**.

**24.1 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**

Having considered the recommendation from the Bognor Regis in Bloom Working Group, Members unanimously **RESOLVED** to **AGREE** to allocate £200 towards this. It was suggested that the Working Group approach local garden centres to seek sponsorship towards any shortfall in funding of the Awards Evening as planned.

**25. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 17<sup>th</sup> JUNE 2024 INCLUDING: -**

The Committee Clerk's report, including the appendix relating to the Minutes of the Allotments Sub-Committee Meeting held on 17<sup>th</sup> June 2024, was **NOTED**.

**25.1 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**

Members **AGREED** 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).

**25.2 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**

In considering the recommendation from the Allotments Sub-Committee, in relation to the request for an additional £500 from the Publicity and Promotion Budget, Members unanimously **RESOLVED** to **AGREE** to allocate £300 towards this.

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

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

**26.1 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**

Members, proposed that Billy Bulb attend the following two Town Council events:

- I. Councillor Drop-in Surgery, Hampshire Avenue, Wednesday 31 July 2024, between 12:30pm and 14:30pm
- II. Christmas Lights Switch-on, Bognor Regis Town Centre, Saturday 30 November 2024, between 4:00pm and 7:00pm.

Members collectively questioned the current 2.4m high (Heras) fencing requirement, citing this was potentially obstructive and counter-productive to the active promotion to a wider audience and events programme, and that a crowd barrier (of 1.1m standard height) would be more appropriate.

Additionally, it was suggested that the crowd barrier, be it of galvanised steel or plastic construction, be painted in a colour co-ordinated livery. Notwithstanding the wider implications of: - cost, specialist paint application, storage and dedicated barrier use.

Members further questioned the insurance requirements, asking who the current provider was, and what Billy Bulb is designated as.

Members suggested, the introduction of a designated web page for Billy Bulb.

**26.2 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**

Having agreed earlier in the meeting to support requests from the Bognor Regis in Bloom Working Group and Allotments Sub-Committee, for funding towards the Awards Evening at a combined total of £500, Members **NOTED** that there was £1,679.88 remaining unallocated in the Publicity and Promotion Budget 2024/25.

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

The Clerk confirmed no licence applications had been received since the previous meeting of 15<sup>th</sup> July 2024.

**28. TO RECEIVE THE NOTES AND RECOMMENDATIONS FROM THE CHRISTMAS ILLUMINATIONS WORKING GROUP MEETING, HELD ON 17<sup>th</sup> JUNE 2024, AND TO FURTHER CONSIDER THE SPECIFICATION REQUIREMENTS AND ACCOMPANYING BRIEF FOR THE CHRISTMAS ILLUMINATIONS CONTRACT 2025-27 CONTRACT - MIN. 13 REFERS**

The Committee Clerk's report, including the Notes of the Christmas Illuminations Working Group meeting of 17<sup>th</sup> June 2024 and the recommended Brief and Specification, was **NOTED**.

Members in discussion, questioned the 15kN stress loading requirement for catenary wires, citing 6.5kN more appropriate.

Members **APPROVED** the Brief as proposed and **AGREED** the Specification with the following amendments/additions: -

1. Reduce the need for stress testing of the catenary wires in London Road to 6.5kN.
2. Include a walk-through bauble at the Railway Station to provide photo opportunities.
3. Include an additional 25ft Christmas tree to be located on the site of the Alexandra Theatre/Place St Maur.

There was no agreement made in relation to a standalone meeting being held to receive presentations from those tendering for the new Christmas contract.

**29. 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**

The Committee Clerk's report, including appendices detailing the criteria/guidelines, budget and application was **NOTED**.

**29.1 To consider replacing the current guidelines/criteria with the funding policy proposed**

Members **RESOLVED** to **ADOPT** the proposed Funding Policy for the Youth & Young Persons Budget 2024/2025, without amendment.

**29.2 To review the Youth & Young Persons Budget application form and amend if required**

Members **APPROVED**, without amendments the Youth & Young Persons Budget application form as proposed.

**29.3 To agree the arrangements for considering applications**

Members **AGREED** all applications be considered en-bloc with a deadline date set to allow for these to be considered at the Committee Meeting to be held on 4<sup>th</sup> November 2024.

**30. CORRESPONDENCE**

The Committee **NOTED** receipt of correspondence previously circulated.

*The Meeting closed at 7.35pm*



**AGENDA ITEM 8**

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
9<sup>th</sup> SEPTEMBER 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 16<sup>th</sup> JULY 2024 INCLUDING: -**

- **RECOMMENDATION TO REQUEST FUNDING OF £25 FOR PLAQUES AND £45 FOR GIFT VOUCHERS FOR THE WINNER AND RUNNERS-UP OF THE GUIDES AND SCOUTS COMPETITION, TO BE FUNDED FROM THE 2024/2025 COMPETITION EXPENSES BUDGET- MIN. 5.2 REFERS**

**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 16<sup>th</sup> July 2024 (attached as **Appendix 1**).

The In Bloom Working Group agreed to recommend a request for £25 for plaques and £45 for gift vouchers for the winner and runners-up of the Guides and Scouts Competition, to be funded from the 2024/2025 Competition Expenses Budget.

**DECISIONS**

Members are asked to **NOTE** the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 16<sup>th</sup> July 2024.

Do Members **RESOLVE** to **AGREE** the recommendation from the Bognor Regis in Bloom Working Group, in relation to the request for £25 for plaques and £45 for gift vouchers for the winner and runners-up of the Guides and Scouts Competition, to be funded from the 2024/2025 Competition Expenses Budget?

# NOTES AND RECOMMENDATIONS

## Bognor Regis Town Council Bognor Regis in Bloom Working Group Tuesday 16<sup>th</sup> July 2024

**PRESENT:** Cllrs: P. Woodall and Mrs. G. Yeates, also Mrs. G. Edom, Mrs. M. Huntingdon, 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 APPOINT A CHAIR AND VICE-CHAIR FOR THE 2024/2025 MUNICIPAL YEAR, DEFERRED FROM THE LAST MEETING**

The Committee Clerk (CC) announced that two nominations had been received for the role of Chair, namely Cllr. Woodall and Cllr. Goodheart.

Mrs. Huntingdon proposed and Ms. Keane seconded, the nomination of Cllr. Woodall as Chair for the 2024/2025 Municipal Year. Members unanimously **AGREED**.

Cllr. Woodall then took the Chair for the meeting.

Cllr. Mrs. Yeates proposed and Cllr. Woodall seconded, the nomination of Cllr. Goodheart as Vice-Chair in his absence. Members unanimously **AGREED**.

These nominations would need to be **RATIFIED** at the next quorate meeting.

### **2. APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr. Goodheart and Mrs. Hamilton Jones, with the CC recommending that the reasons given were acceptable. These absences were therefore **APPROVED** by Members.

No apologies were received by the Clerk from Cllrs. Smith or Mrs. Warr, or from Mr. Fane, Ms. Horton and Mr. Jackson, and therefore these could not be approved.

### **3. APPROVAL OF THE NOTES OF THE MEETING HELD ON 30<sup>th</sup> APRIL 2024 AND OF THE NON-QUORATE MEETING HELD ON 3<sup>rd</sup> JUNE 2024**

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

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

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

#### **4.1 Item 4 – Clerk's Report: Tree Planting in Shripney Road**

The CC contacted the Clerk at Bersted Parish Council regarding tree planting along Shripney Road. The Planning Committee at Bersted voted to support the proposal for an avenue of blossom trees in this location and asked if there was anything else BRiB needed them to do.

#### **4.2 Item 4 – Clerk's Report**

Three bee hotels and seed bombs had been received from Dandara, and a press release by Dandara's PR team was published in the Bognor Regis Observer on 11<sup>th</sup> July, as well as on their website on 25<sup>th</sup> June.

#### **4.3 Item 5 – Bognor Regis in Bloom Annual Competition**

Shortly before the meeting commenced, the CC received a verbal update on the meeting of the Environmental and Leisure Committee held on 15<sup>th</sup> July 2024, whereby it was understood that Members of that Committee agreed to a maximum of £500 additional funding for the Awards Evening in October, to be split across both In Bloom and Allotments. With the Minutes of that meeting not yet published, the exact proportion of this funding allocated to In Bloom's budget was not yet known, and the CC would obtain this information in due course for reporting back to the Working Group.

#### **4.4 Item 9 – Areas of Concern/Eyesores in the Town: BT Site**

The CC sent a letter to Adrian Rathbone, the Senior Property Manager at BT, regarding the site on Gloucester Road on 1<sup>st</sup> July to enquire as to BT's plans for the site, and to ask if BT would be willing to work with Bognor Regis in Bloom to improve the site. No response had yet been received, but the CC would continue to pursue the matter.

#### **4.5 Social Media Report**

Bognor Regis in Bloom social media activity reached more than 1,200 people and elicited more than 100 interactions since the last meeting, across Facebook and Twitter. Data for Instagram was not available.

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

### **5.1. BRiB Annual Competition:**

The CC reported that the final number of entrants was twenty-two, which was twelve fewer than in 2023. The largest decrease was experienced in categories 1 and 2, with the other categories all being similar to 2023 figures.

The CC was asked if the reason for the large drop off in entrants was known, and replied that some feedback since last year indicated a sense that the competition and Awards Evening in their current format was becoming tired, and perhaps a re-think was needed for 2025. The CC would investigate what other In Bloom groups do and would report back at a future meeting. Meanwhile, Members were also invited to consider new ideas.

It was also suggested that the reduction in entrants could mean that additional allotments tenants could be invited to the Awards Evening in October, on a first come, first served basis.

Furthermore, it was **AGREED** that owing to the lack of business entrants, the judge of the relevant category (Mr. Fane) be asked to judge other businesses in the Town that hadn't entered, and that these also be invited to the Awards Evening.

With regards to the proposal put forward at the last meeting for new trophies following the end of the three-year sponsorship agreement in 2024, Members **AGREED** to instruct the CC to contact all current sponsors to see if they would consider transferring ownership of their trophies to the Working Group at the end of the year, to cut down on potential costs of purchasing new ones; new trophies would be purchased to make up for any shortfall in numbers. The CC was also asked to enquire whether Town Force could produce new wooden bases for the trophies in 2025 to replace the plastic/resin ones that come as standard in order to improve their appearance and durability.

Any further decisions as to progressing this matter would be **DEFERRED** to a meeting in November, once the Awards Evening had passed and a better idea as to what direction the Working Group wanted to go in 2025 was known.

### **5.2. Guides & Scouts Competition:**

Members **AGREED** to **RECOMMEND** to the Environmental and Leisure Committee the cost of £25 for plaques and £45 for gift vouchers for the winner and runners-up, to be funded from the 2024/2025 competition expenses budget.

Members expressed their appreciation to Town Force for their excellent work in planting the Guides bed in Waterloo Square.

### **5.3. Schools Competition:**

With one more entrant to be judged following the meeting, the final results were not known. Mrs. Teverson would inform the CC of the outcome of the judging to take place that same afternoon.

A Member suggested that in future years, nurseries are given a small boost to their scores to make up for the disadvantage in skills and resources they have compared to schools and older children. The Member also suggested that potatoes are the chosen vegetable for the 2025 competition, to include a weigh-in as part of the judging process to make it even more interactive for the children.

The CC would ensure that every school and nursery that entered would receive a large certificate to go on display.

### **5.4. Logo Design Competition:**

Members **NOTED** Tricia Johnson as the winning designer for the new Bognor Regis in Bloom Logo. The winner would receive an invitation to attend the Awards Evening (with a guest) and be presented with a certificate. The CC was asked to produce a press release for submission to the local newspaper.

With a new logo, any items with the old logo would need replacing in due course. The CC was asked to obtain quotes to replace the large BRiB board used at the Awards Evening as a matter of urgency, as well as costs for new plaques on the several planters around the Town at a later date.

With the new logo chosen, the CC was also asked to look into the cost of having it included as an enamel insert on any new trophies that the Working Group may decide to obtain later in the year.

## **6. ANY TREE PLANTING PROJECT UPDATES TO BE REPORTED, INCLUDING TO DECIDE ON A REPLACEMENT FOR THE DEAD CLOUD TREE AT THE HEALTH CENTRE, AND TO DECIDE WHETHER TO INSTALL A COMMEMORATIVE PLAQUE FOR THE WATERLOO SQUARE CORDYLINES AS DISCUSSED AT THE LAST MEETING – NOTE 4.3 REFERS**

Regarding the plaque, Members felt that too much time had elapsed since the trees were planted and that spending money on a plaque was no longer appropriate. Therefore, Members **AGREED** not to progress this matter any further.

Members **AGREED** that the dead Cloud Tree be replaced with a Myrtle tree. The CC was asked to obtain quotes for a Myrtle and report back at the next meeting.

## **7. TO CONSIDER ANY FURTHER STEPS FOR A PROJECT TO INSTALL INFORMATION PANELS AT BOGNOR REGIS RAILWAY STATION AS DISCUSSED AT THE MEETING OF 13<sup>th</sup> MARCH 2024 AND DEFERRED FROM THE LAST MEETING**

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

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

Mrs. Huntingdon raised the state of the mounds at the corner of Clarence Road and The Esplanade. The CC informed Members that this land now formed part of the lease for the new Premier Inn Hotel due for construction in October. In the meantime, Members **AGREED** to instruct the CC to write to the lease holder asking that the mounds at least be weeded or trimmed over the summer to make them more presentable, or otherwise if the lease holder would grant the Working Group permission to weed the area concerned.

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

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

BCG are still meeting every Thursday morning. Arun District Council (ADC) had agreed to replace the soil in the Sunken Gardens, and the planter outside the Unicorn Club in the High Street had been weeded and trimmed and planted with geraniums. The Morrison's alleyway was still being worked on, and the planter outside Morrison's was next on the list for attention. ADC had cleared out the BCG lock-up of waste build-up, and Grandad's Front Room had donated new tools. ADC had also removed the green wall planter from outside Morrison's.

### **9.2. Hedgehog Tracking Partnership:**

The project was ongoing, but at a reduced scale, since more people are needed to volunteer. A new network growing out of the Partnership had now been established in the wider Bognor Regis area for people interested in, and active in, improving biodiversity, with the Facebook group (Really Wild Bognor and Felpham) already having forty-five members within a week, with a high activity rate. A meeting at Hotham Park Lodge is scheduled for 28<sup>th</sup> September.

### **9.3. Friends of Hotham Park:**

The Park had been awarded a new Green Flag and plans were afoot to compete in a larger green heritage award. Members commended the two new wildflower areas in the Park, and noted that the Rose Garden needed weeding and deadheading.

## **10. CORRESPONDENCE**

No correspondence had been received.

## **11. DATE OF NEXT MEETING**

The date of the next meeting was set for Tuesday 24<sup>th</sup> September 2024 at 10am.

*The Meeting ended at 11.41am*

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

**AGENDA ITEM 11 - TO CONSIDER TAGGING THE TOWN COUNCIL ASSETS TO PROMOTE THEIR PROVISION BY THE TOWN COUNCIL - MIN. 35 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON 29<sup>th</sup> JULY 2024 REFERS**

**REPORT BY THE TOWN FORCE MANAGER**

**FOR DECISION**

Following comments made by a Member at the Policy and Resources Committee Meeting held on 29<sup>th</sup> July 2024, it was agreed to investigate the installation of signs on the three seafront showers, promoting the Town Council as provider of these assets (Min. 35 refers). It was suggested that this could be introduced and feature the 'Sunniest' Bognor Regis logo.

The signage would need to feature adhesive backing rated for outdoor use to avoid the need to drill into the showers, which would speed up their corrosion owing to the proximity to the sea. Hi Tack stickers, on white vinyl, sized 50mm x 90mm (to fit the shower column) are suggested and are available at a cost of £6 plus VAT each.

**Proposed layout A**



**Proposed layout B**



As noted by Members at the last Committee Meeting, there is currently a balance of £1,679.88 remaining unallocated in the Publicity and Promotion Budget 2024/25, from which any expenditure for seafront shower signage could be taken.

In addition to the seafront showers, Members may wish to consider tagging other Town Council assets such as seafront decking and benches. In the case of these assets, whilst the signage would be of the same measurement, the suggested materials would be 5mm thick Foamalux (PVC) signs, attached with screws, at a cost of £7.80 plus VAT each.



The full list of Town Council assets that Members may wish to consider for tagging is as follows: -

- 3 x bins outside of Mountbatten Court, The Esplanade
- 3 x seafront decked areas on the foreshore
- 4 x benches outside of Mountbatten Court, The Esplanade
- 2 x benches on Laburnum Grove Playing Field

Finally, Members may wish to consider applying a sticker, as proposed for the seafront showers, to the base of the beacon without compromising the column.

## **DECISIONS**

Do Members **RESOLVE** to **AGREE** expenditure of up to £18 plus VAT for Hi Tack stickers to be installed on the three seafront showers, promoting the Town Council as the provider of these assets, to be funded from the Publicity and Promotion Budget 2024/25?

If so, Members are invited to **APPROVE** the layout and design of the stickers.

Do Members **AGREE** to tag any other Town Council assets from the list provided above and, if so, **RESOLVE** to further **AGREE** expenditure of up to £99.60 plus VAT to be funded from the Publicity and Promotion Budget 2024/25?

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

**AGENDA ITEM 12 - CONSIDERATION OF PRODUCTION OF A LEAFLET AND SEAFRONT SHELTER POSTERS, INCLUDING DESIGN AND FORMAT, IN RELATION TO 2025 EVENTS IN THE TOWN, AND ANY POTENTIAL BUDGET IMPLICATIONS**

**REPORT BY THE COMMITTEE CLERK**

**FOR DECISION**

Prior to 2018, the Town Council produced a Town Guide on an annual basis, however, in recent years Members moved towards producing an Events Leaflet as an alternative, with the last one being produced in 2019, for which budget provision was made. Owing to the Covid pandemic, and limitations on public gatherings, a leaflet was not produced in 2020 and 2021, and in 2022 Members unanimously disagreed to the production of a leaflet or guide, citing that promotion on social media channels was deemed sufficient (Min. 66 of the Events, Promotion and Leisure Committee Meeting held on 17<sup>th</sup> January 2022 refers). Consequently, no specific budget for either was allocated in 2023/24 or 2024/25.

However, in March 2024, following a proposal from Cllr. Wells for a 2024 Events Leaflet, the Committee agreed to produce and distribute 30,000 with expenditure of up to £3,000 to be funded from the Publicity and Promotion Budget 2024/25, since there was no specific budget provision for this (Min. 25 of the Environmental and Leisure Committee Meeting held on 18<sup>th</sup> March 2024 refers). Furthermore, during discussions leading up to eventual production of a 2024 Events Leaflet, it was also agreed to spend up to £600, funded from the Publicity and Promotion Budget 2023/24 following a reallocation of these monies, on seafront shelter posters to promote events in the town that were supported by the Town Council (Min. 22.2 of the aforementioned meeting refers).

Prior to budget setting for 2025/26, Members are invited to consider whether to produce a leaflet and/or seafront shelter posters promoting Bognor Regis events in 2025, whilst bearing in mind that funds will not be available until 1<sup>st</sup> April 2025, to enable any budget recommendation to be made in good time. If there is an appetite for this then further consideration will be required in terms of design and format.

**DECISIONS**

Do Members **AGREE** to the production of a leaflet and seafront shelter posters to promote Bognor Regis events in 2025 and that an appropriate budget be provided?

If so, what design and format do Members **RECOMMEND** these promotional materials take i.e. DL leaflet, A4 folded etc, to enable officers to seek costings for presentation at the next meeting?

Do Members **AGREE** that any events leaflet produced for 2025 should be delivered to the wider West Sussex area and that an additional budget be provided to cover such costs.

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

**AGENDA ITEM 13 - ENERGY LEARNING NETWORK - TO CONSIDER THE TOWN COUNCIL'S INVOLVEMENT TO WORK WITH THIS ORGANISATION TO RECEIVE SUPPORT TO GROW SKILLS AND KNOWLEDGE TO ENABLE AND DELIVER COMMUNITY ENERGY ACTIVITIES LOCALLY**

**REPORT BY THE COMMITTEE CLERK**

**FOR DECISION**

Members are asked to consider the circular from the Energy Learning Network (attached as **Appendix 1**), citing its introduction and aims through engagement recruitment, time commitment and direct involvement, whilst noting, the closing date for application is 5:00pm on Tuesday 17<sup>th</sup> September by a "Expression of Interest form".

**BACKGROUND**

**Who are Energy Learning Network?**

Energy Learning Network is a partnership led by Ashden Climate Solutions (Ashden), supported by Community Energy England (CEE), Community Energy Scotland (CES), Community Energy Wales (CEW), Action Renewables (AR) and Centre for Sustainable Energy (CSE), and funded by the National Lottery.

**What is Community Energy?**

Community energy is about community-led renewable energy, energy demand reduction and energy supply projects, whether wholly owned and/or controlled by communities or through a partnership with commercial or public sector partners. It can look like anything from a community-owned solar farm, local retrofit advice service to delivering energy saving education workshops in local schools or running a community-owned and run electric car club.

**The Opportunity**

The Network is looking to recruit 5-10 local councils across the UK to work with over the next two years to support the growth of skills and knowledge to enable and deliver community energy activities locally.

**What is the Time Commitment?**

Mandatory attendance of six 1.5-hour online workshops, the first, is scheduled for November 2024, the remaining five workshops between January 2025 and March 2026. Outside the workshops, there will be time commitments in terms of taking forward the actions identified in the workshops and reflecting on the learnings.

### **What is the Council's Involvement?**

Firstly, grassroots engagement with local people and/or community groups to identify, enable and deliver community energy, in collaboration with private or public sectors, with support from the Energy Learning Network and consortium partners.

Secondly, attendance of workshops as a learning, actions and delivery platform.

#### **DECISION**

Do Members **AGREE** to submitting an Expression of Interest in relation to Bognor Regis Town Council becoming one of the local councils to work with Energy Learning Network over the next two years to support the growth of skills and knowledge to enable and deliver community energy activities locally?



# Energy Learning Network

Supporting local councils as enablers of community energy

Join an exciting opportunity to find out more about community energy and how local people could benefit from clean energy and lower bills.

## What is the Energy Learning Network?

Thanks to National Lottery players, Ashden Climate Solutions has received £1.5m from The National Lottery Community Fund, the largest community funder in the UK. To accelerate the growth of community energy across the UK, the Energy Learning Network has been established, delivered by a partnership of Ashden Climate Solutions (Ashden), Community Energy England (CEE), Community Energy Scotland (CES), Community Energy Wales (CEW), Action Renewables (AR) and Centre for Sustainable Energy (CSE). The Network is funded by the National Lottery Fund.

Local councils are uniquely placed to stimulate community energy, through grassroots engagement with local people and working with community groups to turn ideas into reality. Recognising this, the network is seeking to work closely with local councils across the UK who want to enable and deliver community energy in their area.

## What is Community Energy?

Community energy is about community-led renewable energy, energy demand reduction and energy supply projects, whether wholly owned and/or controlled by communities or through a partnership with commercial or public sector partners. It can look like anything from a community-owned solar farm, local retrofit advice service to delivering energy saving education workshops in local schools or running a community-owned and run electric car club.

It is about people taking democratic control over their energy future as well as working together. It's a growing sector: in 2023 over there were 583 community energy organisations, £4.4million saved on energy bills, 165,980 tonnes CO2 saved in one year of work by communities (Source: [Community Energy State of the Sector 2024](#)).

## The opportunity

The network is looking to recruit 5-10 local councils across the UK to work with over the next two years to support the growth of skills and knowledge to enable and deliver community energy activities locally. This is also a fantastic opportunity to meet, learn from and collaborate with other local councils from across the UK and share challenges and solutions.





This is being coordinated by one of the Energy Learning Network's delivery partners, the [Centre for Sustainable Energy](#), an independent national charity supporting people and organisations across the UK to tackle the climate emergency and end the suffering caused by cold homes.

### **What is the time commitment?**

There will be six 1.5 hour workshops (delivered online). The first of these will be in November 2024. The following five workshops will take place between January 2025 and March 2026.

Attendance at the workshops is a core part of the network so your participation at these is a mandatory part of being involved. Outside the workshops, there will be time commitments for you in terms of taking forward the actions identified in the workshops and reflecting on the learnings. As part of this opportunity, you will also be able to receive ongoing advice and support from CSE.

### **Who is eligible?**

You must be a local council in the UK and have an interest in supporting the growth of community energy in your local area. You can be based in England, Wales, Scotland or Northern Ireland.

- England – parish or town council
- Wales – town or community councils
- Scotland – community councils
- Northern Ireland – district councils, Community Associations and Village Committees

We're looking for a mix of experience of community energy so whether you have some experience, or no experience but you are interested, please apply.

### **How can I apply?**

To apply, please complete [this short Expression of Interest form](#) by Tuesday 17<sup>th</sup> September at 17:00

If you have any questions about this opportunity, please contact [elncommunity@cse.org.uk](mailto:elncommunity@cse.org.uk)



**AGENDA ITEM 14**

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

**AGENDA ITEM 14 - SAFETY CAMPAIGN LITHIUM-ION BATTERIES - TO CONSIDER SUPPORTING THIS CAMPAIGN TO IMPROVE THE SAFETY OF LITHIUM-ION BATTERIES (USED IN E-BIKES AND E-SCOOTERS) AND THEIR DISPOSAL**

**REPORT BY THE COMMITTEE CLERK**

**FOR DECISION**

**Background**

The Town Council received an e-mail from Ron Bailey (Researcher to Lord Don Foster), dated 7<sup>th</sup> July 2024, requesting support with their campaign on the safety of lithium-ion batteries and the disposal of. Specifically, to ratify our endorsement of this campaign, currently supported by the National Association of Local Councils, Society of Local Council Clerks, various County Fire and Rescue Services and local councils amongst others, and its promotion through our channels.

Additionally, Councils may choose to write to their local Member of Parliament with the aim of progressing to a parliamentary Bill.

To facilitate our endorsement, and enable this Committee to make an informed judgement, the Committee Clerk emailed Ron Bailey on Monday 19<sup>th</sup> August 2024, stating that the request for support would be raised as an agenda item at the Environmental and Leisure Committee Meeting in September, requesting the following information to assist decision-making: -

- I. The spreadsheet of recent fires and locations.
- II. Latest list of corporate logos actively supporting this campaign.
- III. Copy of the Bill – promoting the safety, use and disposal of lithium-ion batteries, with an update on the Bill's first reading of 5<sup>th</sup> June 2024.

To date, we await his reply.

**DECISION**

Do Members **AGREE** to **DEFER** consideration of supporting the campaign in relation to the safety of lithium-ion batteries until the further information requested by the Committee Clerk has been received?

**AGENDA ITEM 15**

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

**AGENDA ITEM 15 - SEA WATER POOL ACCESSIBLE TO ALL - TO CONSIDER A REQUEST FROM A RESIDENT AS AN OPTION, AND ANY NEXT STEPS**

**REPORT BY THE COMMITTEE CLERK**

**FOR DECISION**

**Background**

The Town Council received a request from a member of the public, via an email sent on 11<sup>th</sup> July 2024, as follows: -

*"As the long campaigned for beach and sea access ramp is still not even on the drawing board, I thought I'd suggest this, which was mentioned to me by my grandson who is moving to Australia. There are mainly beaches there with sea water pools which are accessible to all. Indeed, there are a number in the country (see link [10 best sea pools in the British Isles - Coast Magazine](#)). One I knew as a child at Bude, which is almost a hundred years old. It would be a major project, but daily maintenance is negligible as the tide cleans it twice a day. Maybe worth consideration?"*

**DECISION**

How do Members wish to respond to the member of the public in relation to the suggestion of a sea water pool in Bognor Regis?



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

**AGENDA ITEM 16 - CORRESPONDENCE**

**REPORT BY THE COMMITTEE CLERK**

**FOR INFORMATION**

Circulated to all Members of the Environmental and Leisure Committee:

1. Local Government Association, Sustainable Bulletin July 24 issued 9 July 2024, and associated White Paper, articles and events.
2. National Association of Local Councils, Note I NALC Climate Emergency Network Zoom Session I 12 July 2024, summarizing Carbon Literacy Project.
3. Arun District Council, Climate Action Day, 6 June 2024, link to slides and presentations for Environment Agency, workshop; climate action plan; and carbon footprint calculator.
4. Local Government Association, Sustainable Bulletin August 24, issued 9 August 24, summarising events, strategic briefings, masterclasses and policy framework consultations.
5. Futurform, advertisement outdoor seating clearance sale.
6. Arun District News Release, issued 31 July 24, summarising Tourism South East 'Mind the Gap' project, recently awarded by Arun's UK Shared Prosperity Fund, citing the projects aims and aspirations in supporting the visitor economy via skills gap analysis and learning programmes.
7. West Sussex County Council, Climate Action & Adaption Plan, issued 28 August 24, introducing over-arching aim to be carbon neutral by 2030, as part of a six year strategic plan, and establishing a "Climate Action and Adaption Plan 2024-27, identifying 20 priority actions.