



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 4th NOVEMBER 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 4th November 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 28th DAY of OCTOBER 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 9th September 2024
5. Adjournment for public question time and statements
6. Clerk's Report from previous Minutes
7. Bognor Regis In Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 24th September 2024 including: -
 - Recommended expenditure of £52 plus VAT for a new Bognor Regis in Bloom A1 Correx board sign featuring the new logo, to be funded from the 2024/2025 Competition Expenses Budget - Min. 5.1 refers
 - Recommendation to retrospectively approve expenditure of £15 for a voucher for the winners of the 2024 Schools Competition, to be funded from the 2024/2025 Competition Expenses Budget - Min. 5.2 refers
8. To ratify any Public Events Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
9. To consider a request to support the installation of a Memory Christmas tree in the Town Centre, subject to the necessary permissions, with funding of £300
10. To note that the current 5-year listing of The Regis Centre as an Asset of Community Value will expire on 20th December 2024
11. To consider Youth & Young Persons Budget 2024/2025 applications – Min. 29 refers
12. Proposals and required budgets for 2025/2026 for recommendation to the Policy and Resources Committee including: Allotments, Bognor Regis In Bloom, Publicity and Promotion, and Youth Provision
13. Correspondence
14. To resolve to move to Confidential Business (S.O. 3d) – (contractual)
15. Christmas Illuminations contract 2025-27 including: -
 - To receive a presentation from the Committee Clerk of the tender analysis carried out, for information and context
 - To receive the confidential Notes, previously copied to Committee Members, and consider the recommendations from the Christmas Lights Working Group Meeting held on 21st October, following presentations delivered to Members on 7th October 2024 - Min. 40 refers
 - To make recommendation to the Policy and Resources Committee Meeting, to be held on 9th December 2024, for the required accompanying budget

Agenda item **15** will contain confidential items and require a resolution to exclude public and press.

**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 9th SEPTEMBER 2024

PRESENT:

Cllrs: J. Barrett, J. Brooks, D. Dawes, R. Nash
(during Min. 35), P. Ralph, M. Stanley, Mrs. J. Warr
and P. Wells

IN ATTENDANCE:

Mr. M. McLaughlin (Committee Clerk)
1 Member seated in the public gallery

The Meeting opened at 6.34pm

31. WELCOME BY CHAIR

In the absence of the Chair, Cllr. K. Batley, the Vice-Chair, Cllr. Brooks, took the 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.

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

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

No apologies for absence were received from Cllr. Nash and this could not, therefore, be approved.

33. 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

34. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 15th JULY 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 15th July 2024, as an accurate record of the proceedings and the Chair duly signed them.

35. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.39pm

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

A Member seated in the public gallery enquired as to the current use and status of the underground promenade toilets suggesting that if they were redundant, as suspected, that they be re-utilised as storage for chairs for events on the adjacent bandstand. It was further suggested that Arun District Council, who own the toilets and bandstand, extend their public liability insurance to cover the toilets so that they may be repurposed for storage and use by performing artists on the bandstand.

Further comments in relation to the bandstand were made in terms of how underused the asset appeared to be. It was felt that this could be as a result of an apparent lack of advertising and management.

The question was asked as to whether Bognor Regis Town Council could act as booking agents and take over the management of the bandstand from Arun District Council.

Additional comments were made around beach access, questioning whether Arun District Council could reprofile the beach at Gloucester Road to expose the ramp in full. Cllr. Stanley, in reply, reported, as previously, that stakeholder representatives had, and will continue to prioritise ramp facilities at Gloucester Road and Felpham Road.

Finally, the Member suggested that a Working Group be formed to formulate a "destination event" over a six-week summer period in 2025 for both residents and tourists alike.

Cllr. Nash arrived at the Meeting

The Chair reconvened the Meeting at 6.54pm

36. CLERK'S REPORT FROM PREVIOUS MINUTES

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

37. 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

Cllr. Nash reported that he had raised the matter with Arun District Council and that there is a joint partnership between Arun and the Bognor Regis BID who would be taking this issue forward.

38. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 16th JULY 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 16th July 2024, was **NOTED**.

38.1 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

Having considered the recommendation from the Bognor Regis in Bloom Working Group, Members unanimously **RESOLVED** to **AGREE** to allocate £25 and £45 respectively to plaques and gift vouchers for the winner and runners-up of the Guides and Scouts Competition.

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

The only Public Events licence application to have been received, since the previous meeting of 15th July 2024, was in relation to the Southdowns Music Festival. As the applicant was a Member of the Town Council, and to avoid any conflict of interest, no response to the consultation was submitted to Arun District Council.

40. 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

Members **AGREED** that tenderers present their respective proposals for the Christmas Illuminations contract 2025-27, in-person, to all Council Members at a Members Briefing in late September/early October prior to the budgetary meeting in November. The Committee Clerk will arrange, coordinate and communicate as required.

41. 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 29th JULY 2024 REFERS

The Town Force Manager's report was **NOTED**.

During discussions, a Member proposed that other items owned by the Town Council, such as crowd barriers, also be tagged and suggested that these items could be hired out to event organisers to generate an income for the Town Council.

Cllr. Nash declared an Ordinary Interest as an event organiser

Members **RESOLVED** to **AGREE** expenditure of up to £18 plus VAT from the Publicity and Promotion Budget 2024/25, for Hi Tack stickers for the three seafront showers, to promote the provision of these Town Council assets.

In considering the proposed design of the stickers, Members felt that a simpler design would be preferable by removing the 'sunniest' logo. It was suggested that the stickers read "Provided by" with the Bognor Regis Town

Council corporate logo. This amended design was **APPROVED** and it was **AGREED** that portrait stickers be applied to the three seafront showers.

Furthermore, Members additionally **RESOLVED** to **AGREE** expenditure of up to £99.60 plus VAT, funded from the Publicity and Promotion Budget 2024/25, for Foamalux (PVC) signs (5mm thickness) to tag other Town Council assets as listed in the report.

This included a sticker at the base of the seafront beacon, without compromising the column, and it was **AGREED** that the stickers on all other assets, besides the showers, should be landscape.

42. 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

Following discussion, Members **AGREED IN PRINCIPLE**, subject to costing and quotations, the production of a leaflet and seafront shelter posters to promote Bognor Regis events in 2025, and that an appropriate budget be recommended in due course.

Members **AGREED** to **RECOMMEND** that the format of the leaflets and posters in 2025 be the same as the previous 2024 campaigns. Officers were tasked to seek designs and costings for presentation at the next Environmental and Leisure Committee Meeting scheduled to be held 4th November 2024.

Members further **AGREED** that the events leaflet for 2025 should be delivered to the wider West Sussex area with a budgetary provision for distribution costs, in addition to the Town Council's participation with next years' Leaflet Exchange networking event.

43. 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

The Committee Clerk's report, including the appendix detailing the opportunity on offer, was **NOTED**.

Members **AGREED** to submit an Expression of Interest in working with the Energy Learning Network to enable and deliver community energy activities locally, on the proviso that this was non-binding.

44. 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

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

Members **AGREED** 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.

45. SEA WATER POOL ACCESSIBLE TO ALL - TO CONSIDER A REQUEST FROM A RESIDENT AS AN OPTION, AND ANY NEXT STEPS

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

Whist Members deemed the proposal a good idea, in principle, they collectively cited issues of cost, engagement and involvement of private enterprise, all of which were outside the remit of the Town Council. Members were also mindful of planned seafront developments currently ongoing, which have yet to manifest themselves and which would possibly change the dynamics of Bognor Regis.

Members suggested that the Committee Clerk respond to the resident who had proposed a sea water pool that would be accessible to all, explaining the Town Council's position.

46. CORRESPONDENCE

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

The Meeting closed at 7.50pm

AGENDA ITEM 7

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
4th NOVEMBER 2024**

**AGENDA ITEM 7 - BOGNOR REGIS IN BLOOM WORKING GROUP -
CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND
REPORTS IN THE NOTES OF THE MEETING HELD ON 24th SEPTEMBER
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 24th September 2024 (attached as **Appendix 1**).

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

- The expenditure of £52 plus VAT for a new Bognor Regis in Bloom A1 Correx board sign featuring the new logo, to be funded from the Competition Budget 2024/2025 (Min. 5.1 refers).
- The expenditure of £15 for a voucher for the winners of the 2024 Schools Competition, to be funded from the Competition Budget 2024/25 (Min. 5.2 refers).

DECISIONS

Members are asked to **NOTE** the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 24th September 2024.

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

- The expenditure of £52 plus VAT for a new Bognor Regis in Bloom A1 Correx board sign featuring the new logo, to be funded from the Competition Budget 2024/2025?
- The expenditure of £15 for a voucher for the winners of the 2024 Schools Competition, to be funded from the Competition Budget 2024/25?.

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Tuesday 24th September 2024

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

The Meeting began at 11.01am

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 RATIFY THE APPOINTMENT OF THE CHAIR AND VICE-CHAIR FOR THE 2024/2025 MUNICIPAL YEAR, DEFERRED FROM THE LAST MEETING

As the meeting was not quorate, the ratification of Cllr. Woodall as Chair and Cllr. S. Goodheart as Vice-Chair would need to be deferred to the next meeting.

2. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. N. Smith, with the CC recommending that the reasons given were acceptable. This absence was therefore **APPROVED** by Members.

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

3. APPROVAL OF THE NOTES OF THE MEETING HELD ON 30th APRIL 2024 AND OF THE NON-QUORATE MEETINGS HELD ON 3rd JUNE 2024 AND 16th JULY 2024

As the meeting was not quorate, the Notes for the three 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 16th July 2024:

4.1. Item 4.3 – Clerk’s Report – Bognor Regis in Bloom Annual Competition

As mentioned in the Clerk’s Report at the last meeting, an additional £500 funding for the Awards Evening had been secured from the Environmental and Leisure Committee, to be split across both the In Bloom and Allotments budgets. Following the last meeting, the CC ascertained that £300 of this funding had been allocated to allotments, and £200 to In Bloom.

4.2. Item 4.4 – Clerk’s Report – BT Site

With no response to a letter sent to the Senior Property Manager at BT on 1st July having been received, the CC sent a second letter direct to the Gloucester Road building on 12th August. There had been no response to either letter, but the CC would continue to pursue the matter.

4.3. Item 5.1 – Bognor Regis in Bloom Annual Competition

The CC asked if Town Force could produce wooden bases for the trophies. A mock-up was being made and would be shown to Members once completed.

4.4. Item 5.3 – Schools Competition

A3 certificates for all entrants had been produced and the CC was in the process of arranging to deliver them. After the meeting, Mrs. Edom and Mrs. Teverson volunteered to help distribute the certificates.

4.5. Item 5.4 – Logo Design Competition

The CC produced a short press release as requested, which was published in the Bognor Regis Observer on 1st August.

The CC had also investigated the cost of inserts for trophies, featuring the new logo. A cost of £3 per half-dozen inserts at 2.5cm, or £6 per half-dozen at 5cm was obtained from Aford Awards. Other suppliers were approximately the same cost, but some had larger minimum order quantities. This will therefore be added to the agenda for discussion at the next meeting.

4.7. Item 8 – Areas of Concern/Eyesores

On the same day as the last meeting, Tivoli carried out work on the mounds at the corner of Clarence Road and therefore the CC did not action the request to write to the landowner/leaseholder since the work was already being undertaken. Construction of the new hotel was due to begin shortly.

4.8. Social Media Report

Bognor Regis in Bloom social media activity reached more than 750 people and elicited more than 100 interactions since the last meeting across Facebook and ‘X’. Data for Instagram was not available.

5. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

5.1. BRiB Annual Competition, including any updates on the 2024 Awards Evening:

The CC reported that sixty-five confirmed attendees had been received for the Awards Evening on 17th October, and that non-respondents were being chased.

The CC also reported on quotes received for a replacement Bognor Regis in Bloom sign for use at the Awards Evening: £52 + VAT for an A1 Correx board or £66 + VAT for an A1 Foamalux board. Members voted and **AGREED** to purchase a Correx board sign.

As the meeting was not quorate, Members **AGREED** to **RECOMMEND** to the Environmental and Leisure Committee the cost of £52 + VAT for a new Bognor Regis in Bloom A1 Correx board sign featuring the new logo.

The subject of raffle prizes was raised, with the CC reporting that two prizes had been received so far, in addition to a prize left over from last year and insect hotels and seed bombs donated by Dandara. The Chair reminded those present of the agreement previously that each Member would provide a raffle prize.

Mrs. Huntingdon announced that nine or ten additional non-entrants had been identified from walks around the Town, worthy of recognition by BRiB. Members **AGREED** that an additional section would be added to the Awards Evening in which recognition could be given, and a certificate sent to those additional addresses. Entry forms should also be sent to those recognised in this way, next year.

Furthermore, sunflower seeds (provided by the CC) would be given out to all attendees at the Awards Evening, in view of a Sunflower Competition to run next year.

5.2. Schools Competition, including wash-up of the 2024 judging and presentation

The CC reported on the Mayor's presentation at Bishop Tufnell School on 16th September, where a certificate and £15 voucher was handed over. Photos had not been received back from the school by the time of the meeting, so no press release or news report on the Town Council's website had yet been published.

Members retrospectively **AGREED** to **RECOMMEND** to the Environmental and Leisure Committee the cost of £15 for a voucher for the winners of the 2024 Schools Competition.

6. TO CONSIDER THE PURCHASE OF HEDGEHOG ROAD SIGNS, TO BE FUNDED FROM THE ENVIRONMENTAL PROJECTS BUDGET

Mrs. Edom agreed to take on this matter and to liaise directly with West Sussex County Council with a suggestion of purchasing signs for the roads around Hotham Park. This would therefore be brought back to a future meeting.

7. ANY TREE PLANTING PROJECT UPDATES TO BE REPORTED, INCLUDING REPLACEMENT OF THE CLOUD TREE AT THE HEALTH CENTRE AND TREE PLANTING IN SHRIPNEY ROAD

The CC presented the quotes for Myrtle trees, as had been requested at the previous meeting. After a lengthy discussion, Members **AGREED** to **DEFER** a decision to the next meeting, so that measurements could be taken to ascertain which size of tree would be most suitable.

With regards to Shripney Road, the CC reported that Bersted Parish Council were supportive in principle to the idea of creating an avenue of blossom trees along this road. Members **AGREED** that the CC should contact the head offices of each of the businesses lining the road between McDonalds and Kwik Fit to ascertain support for the project, land ownership status and potential sponsorship of the trees.

8. TO CONSIDER ANY FURTHER STEPS FOR A PROJECT TO INSTALL INFORMATION PANELS AT BOGNOR REGIS RAILWAY STATION AS DISCUSSED AT THE MEETNG OF 13th 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.

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

Mrs. Hamilton Jones raised the matter of an overgrown hedge by the Queensway bus stop, and reported that she would be liaising directly with Mr. Jones-McFarland about this.

The question of ownership of the two neglected plots of land in Bedford Street, between the rear of New Look and the Morrisons car park was raised, and Cllr. Woodall agreed to try and find out who the landowner is.

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

10.1. Bognor Community Gardeners:

The Morrisons alleyway, Morrisons planter, Unicorn Club planter and Sunken Gardens Memorial were all key areas for ongoing BCG attention. The planting in the wider Sunken Gardens area needed urgent work, but BCG does not have the manpower to undertake this.

10.2. Hedgehog Tracking Partnership:

On Saturday 28th September a free public drop-in session will take place at Hotham Park Lodge, between 1pm and 4pm, to explore ways in which wildlife could be enhanced across the greater Bognor Regis area.

10.3. Friends of Hotham Park:

There was nothing to report.

11. CORRESPONDENCE

Two presentations given at the GTR Community Conference held on 19th September 2024 had been received. One of the presentations mentioned grants available for community groups to enhance urban spaces, and the CC was asked to circulate the slides.

12. DATE OF NEXT MEETING

The date of the next meeting was set for Tuesday 12th November at 10am.

The Meeting ended at 12.15pm

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
4th NOVEMBER 2024**

**AGENDA ITEM 8 - TO RATIFY ANY PUBLIC EVENTS LICENCE
APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN
ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS**

REPORT BY THE COMMITTEE CLERK

FOR INFORMATION

At the time of publishing this report, no Public Events Licence applications had been received by the Town Council.

Should any applications be received in the interim, with the deadline to respond to any such applications falling before the meeting takes place, then Members will be canvassed for their opinion via email. Based on a majority response, representations may then be submitted by the Town Clerk in accordance with the Delegated Authority and process and ratified by Members at the meeting.

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
4th NOVEMBER 2024**

**AGENDA ITEM 9 - TO CONSIDER A REQUEST TO SUPPORT THE
INSTALLATION OF A MEMORY CHRISTMAS TREE IN THE TOWN
CENTRE, SUBJECT TO THE NECESSARY PERMISSIONS, WITH FUNDING
OF £300**

REPORT BY THE COMMITTEE CLERK

FOR DECISION

The Town Council has received the following request: -

"My name is Darren, and I run Barnham Spiritual Centre which has been open for over 10 years. We offer the community a place to come at times of grief etc. For the past 4 years we have placed a memory tree in Rose Green, Bognor, and have funded this ourselves. The idea of the tree is to offer a place where people can come and place a decoration on the tree in memory of a loved one at Christmas. The festive time offers loneliness for people especially loved ones who have passed, and the tree gives them a place to visit and say a little prayer to those that they love and miss at Christmas. We visit the tree a few days before Christmas and offer mince pies to those who wish to meet at the tree as we remember those who they have lost. It's proven to be successful and has certainly helped those at Christmas.

We would like to make a proposition to the council if they would like to fund this year's tree, we will buy the tree and decorate it and maintain the tree during the Christmas period. We believe it would be lovely to have the tree in the centre of Bognor Regis so people can visit during the festive time. We would like to ask the council of a donation of £300 so we can purchase the tree and decorations with a sign stating the purpose of the tree. We will maintain and look after the tree, until we take the tree down on January 3rd 2025. The duration for the tree will be from 1st December to 3rd January 2025.

I propose that the most appropriate location for the Christmas tree is the London Road precinct. This site would afford unrestricted access for individuals to visit the tree at any time and place their Christmas memories on it.

The precise location within the precinct would be in close proximity to the southern end, although either end would be suitable. The tree will be secured within a removable concrete base that will not be affixed to the pavement but will possess adequate weight and design to endure various weather conditions, including wind. The tree will be enclosed within this base, which will be housed within a secure container.

Our intention is to adorn the tree, and the decorations will be fastened to the tree using cable ties to ensure their stable positioning at all times. There are no plans to illuminate the tree. We intend to leave the tree accessible for individuals to place their memories at any position on the tree.

Four metal barriers, each approximately 4 feet in height, will encircle the tree to demarcate its precinct. These barriers will closely match the diameter of the tree to provide ample access for individuals to place their memories. The barriers will be secured with oversized industrial cable ties to prevent any displacement.

Regular monitoring of the tree will be conducted to ensure the secure attachment of new decorations and to uphold public safety. There are no expectations for monetary contributions to be made at the site, as we will not be soliciting donations on location.

In the context of risk assessment:

- The tree's placement will be finalized in consultation with the landowners to ensure minimal or no impact on pedestrian walkways.*
- Absence of lighting precludes any electrical concerns.*
- The decorations will be affixed securely to prevent detachment, thereby minimizing the risk of loose decorations.*
- A sturdy, stable base will be employed to prevent any movement of the tree, thereby minimizing the risk of displacement.*
- The banners will be affixed securely using cable ties on metal removable barriers, resulting in minimal risk of barrier movement.*
- There will be no cash present on site, eliminating the risk of theft.*
- Measures will be taken to prevent the tree from being easily accessible for theft.*
- We will assume full responsibility for the erection and subsequent disposal of the tree within the specified timeframe.*

We hope that the council of Bognor Regis will be on board with the Memory Tree and between us we can help lost souls at christmas."

Upon receipt of the email request above, Officers liaised with the applicant to discuss possible locations for the tree and the implications of landowner's permission being sought. The applicant has indicated that they will take full responsibility for the tree whilst it is in-situ and that there is to be no liability placed upon the Town Council.

Tentative enquires with WSCC, for the tree to be placed in London Road, indicate that this may be something that could be authorised under a Standard Form of Consent (SFOC) if it could be confirmed that the Town Council were agreeable to the SFOC being issued to them. It has not yet been ascertained whether WSCC would issue the SFOC to the applicant directly, rather than involving the Town Council. The applicant has been provided with contact details at WSCC and asked to liaise directly with them.

The applicant was also asked to supply the Town Council with a copy of their Public Liability Insurance, and of some photos of the tree referred to in Rose Green, but these have not been forthcoming.

Continued...

DECISION

Do Members **RESOLVE** to **AGREE** to support the request for a Memory Christmas Tree in Bognor Regis with a donation of £300 to be funded from the £1,679.88 remaining in the Publicity and Promotion Budget 2024/2025?

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
4th NOVEMBER 2024**

AGENDA ITEM 10 - TO NOTE THAT THE CURRENT 5-YEAR LISTING OF THE REGIS CENTRE AS AN ASSET OF COMMUNITY VALUE WILL EXPIRE ON 20th DECEMBER 2024

REPORT BY THE COMMITTEE CLERK

FOR DECISION

Notification has been received, from Arun District Council, advising that the 5-year listing period for The Regis Centre as an Asset of Community Value will expire on 20th December 2024.

The Assets of Community Value (ACV) scheme allows local groups a chance to nominate land or buildings they feel are important to the social wellbeing or interests of their community. Being listed as an ACV will give the community extra time to put together a realistic bid to purchase the property if it comes up for sale. The seller cannot complete a sale until this extra time has been given, but they do not have to sell to the community group.

For ADC to be able to accept nominations there must be clear evidence provided to support one of the following statements:

- The current use of the asset furthers the social wellbeing or social interest of the local community, and it is realistic to think it can continue to do so.
- There is a time in the recent past when an actual use of the asset furthered the social wellbeing or interests of the local community, and it is realistic to think that there is a time in the next five years it can do so again.

All ACV nominations must contain strong evidence and support for community use, as highlighted above.

In light of this any nominations should include as much evidence as possible to support the nomination. This can include, but is not limited to:

- Testimonials, posters, footfall studies, newspaper clippings & social media activity. Any uses/activities that are listed as part of the nomination form will need examples.
- Evidence to back up any statements given in the ACV justification.
- Evidence to show how the loss of such a property will impact on the local community and how the asset enhances the social wellbeing of the community.
- Details of any groups that use the property together with a list of uses and all specific activities carried out, with evidence for each. For instance, baby groups, fitness classes, charity and sporting events, club

meetings. How many times a week/month do these activities occur and how well are they attended and by whom?

- Is the venue available for hire by the local community? Are these activities just for local residents? Are there a wide range of social groups that benefit from these activities?
- Are there other venues of a similar type nearby? Please tell us where and how far away. We will require evidence that the activities/facilities provided by the property are perhaps not available in other facilities, therefore showing that the property is somehow unique in providing these facilities and that they further the social wellbeing or social interest of the local community
- The evidence required must prove that these activities take place. The more evidence the better, i.e. Screenshots, Photos, Posters, diaries, public reviews, numbers of attendees at these events - anything that can back up the community use is essential.
- Public comments of support are particularly useful to the nomination. Listing activities/uses on the nomination alone is not enough without evidence, as this list could be out of date or proved to be false at a review.

Given the current, prolonged, closure of The Regis Centre it would be difficult to provide up-to-date evidence relating to footfall studies, details of groups using the Centre, and publicity materials, for example.

Given that removal as an ACV does not prevent future nomination, it is the Officer recommendation to allow the current 5-year listing to expire on 20th December 2024, and to revisit the matter of considering a future nomination to have The Regis Centre listed as an Asset of Community Value once it is back up and running.

DECISION

Do Members **AGREE** with the Officer recommendation that the current 5-year listing of The Regis Centre, as an Asset of Community Value, be left to expire until such time that the Centre is fully operational and the evidence of its value as a community asset is more robust, thereby improving the chances of having it re-listed in the future?

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
4th NOVEMBER 2024**

**AGENDA ITEM 11 - TO CONSIDER YOUTH & YOUNG PERSONS BUDGET
2024/2025 APPLICATIONS – MIN. 29 REFERS**

REPORT BY THE COMMITTEE CLERK

FOR DECISION

At the Environmental and Leisure Committee Meeting, held on 15th July 2024, Members agreed to adopt the Funding Policy attached to this report as **Appendix 1**, and the application form attached as **Appendix 2**, in relation to the Youth & Young Persons Budget 2024/2025 (Mins. 29.1 and 29.2 refer).

It was also agreed by Members that all applications to the Youth & Young Persons Budget 2024/2025 would be considered en-bloc at the Committee Meeting to be held on 4th November 2024 (Min. 29.3 refers).

This funding stream was promoted on the Town Council's website, shared on social media, frequently mentioned in the Council's weekly column in the Bognor Regis Observer and in the monthly e-bulletin, and posters displayed on noticeboards throughout the parish and at Councillor Drop-In Surgeries.

The total budget available is £14,900 which includes an earmarked underspend of £900 from the Youth & Young Persons Budget 2023/2024.

At the closing of the application window, 5pm on Friday 25th October 2024, five applications had been received. These were circulated to all Committee Members via email on Monday 28th October 2024 to allow time for consideration, with an invitation to view the confidential supporting documents corresponding to each application in the office and for any questions to be raised with the Committee Clerk.

Blueprint Youth UK Ltd - £2,000 funding requested

Funding is requested to provide one-to-one support sessions, including materials and refreshments, for up to thirty 18–25-year-olds who live in Bognor Regis. The sessions allow young people to receive tailored guidance that addresses their specific needs, challenges and aspirations, and which can often improve family relations. Funding would also support street outreach work within wards of deprivation. Both initiatives are regarded as early intervention tools, helping to prevent small problems from becoming larger, more complex issues later on.

Bognorphenia CIC Music Project - £2,500 funding requested

The application form states that this funding would help the Bognorphenia Music Project to continue in supporting young people and would allow for continuation of the provision of experienced music teachers to lead the Singing Group. Whilst the group currently includes 12 young people, after 6-months

the group is starting to grow, and more interest is being shown by other youngsters.

Bognor Regis Youth & Community Centre - £3,000 funding requested

The application form states that this funding would support the delivery of regular activities provided, including hot food for the Youth Drop-In sessions that currently reach 25 youngsters on both Wednesdays and Thursdays after school. Some of the funding will also be used to purchase and install new lighting to allow the stage area to be further utilised for youth performances.

Making Theatre Gaining Skills CIC - £6,000 funding requested

This is a match funding application that would support two inter-linked projects. Firstly, the 3rd Bognor Puppet Festival in May 2025 with shows for young children and their families using the Makerspace, the Phoenix Centre, Bognor Regis Library garden and other outdoor spaces. Secondly, for the establishment of a new and unique traineeship course in Puppetry and Production Skills in partnership with Aardman Animations. The course will run for an academic year and will offer a Level 2 qualification to students aged 16+ and is particularly suitable for young people who have failed to achieve GCSEs, are affected by mental health issues or who are neurodivergent.

South Coast Skate Club CIC - £2,765 funding requested

The funding will support the delivery of 18 x 2-hour skate sessions, fully staffed, over the holiday periods at Rock Gardens skatepark in Bognor Regis to support families that have trouble being able to afford the cost of providing children with a positive activity during the holidays. Using skateboarding as a tool, the Skate Club supports young people to challenge themselves by helping them overcome barriers they may face, whether it's fear of falling on a trick or finding their own support network through new friendships. Their aim is to use the club to support children and young people to have the best view of life and support them in a time when they need it most and are in their most important years of self-development.

DECISIONS

A total of £16,265 has been requested from the five applicants.

From the total £14,900 available in the Youth & Young Persons Budget 2024/25, what level of funding do Members **RESOLVE** to **AGREE** to **AWARD**, if any, to the applicants listed below: -

- Blueprint Youth UK Ltd?
- Bognorphenia CIC Music Project?
- Bognor Regis Youth & Community Centre?
- Making Theatre Gaining Skills CIC?
- South Coast Skate Club CIC?



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 Friday 25th October 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 on 4th November 2024.

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	<input type="checkbox"/>	No	<input type="checkbox"/>
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 Friday 25th October 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
4th NOVEMBER 2024**

**AGENDA ITEM 12 - PROPOSALS AND REQUIRED BUDGETS FOR
2025/2026 FOR RECOMMENDATION TO THE POLICY AND RESOURCES
COMMITTEE INCLUDING: ALLOTMENTS, BOGNOR REGIS IN BLOOM,
PUBLICITY AND PROMOTION, AND YOUTH PROVISION**

REPORT BY THE COMMITTEE CLERK

FOR DECISION

ALLOTMENTS COMPETITION

Current Budget £100

Since 2023, at the instruction of Members, the winners of the Allotments competition have been invited to attend the In Bloom Awards evening to receive their prizes, instead of at the Allotments AGM as had always been the case. Because the Awards Evening is hosted in an external venue, with a buffet supplied, there is a cost to be borne in relation to the attendance of Allotment Tenants and this cost rises each year with inflation. In 2023 and 2024, it was necessary to fund this additional cost from the Environmental and Leisure Committee's Publicity and Promotion Budget.

In comparison, the Allotments AGM is held in the Council Chamber, with light refreshments, at a nominal cost.

Should the winners of the Allotments competition continue to be invited to the Awards Evening then it is the Officer recommendation that the Allotments Competition Budget be increased up to £500 for 2025/2026, to make provision for this. This recommendation will be put to Members of the Allotments Sub-Committee at the meeting to be held prior to the Environmental and Leisure Committee Meeting on 4th November. However, they may decide to discontinue this practice and revert to presenting winners with their trophies at the Allotments AGM, thereby negating the need to increase the budget by so much.

As the Allotments Sub-Committee Meeting takes place directly before the Environmental and Leisure Committee Meeting, a verbal update detailing the outcomes from the Allotments Sub-Committee Meeting will be given to Members, prior to them being asked to consider their budget recommendation for the Allotments Sub-Committee in 2025/2026.

DECISION

Members are invited to **AGREE** their **RECOMMENDATION** for the 2025/2026 Allotments Competition Budget.

BOGNOR REGIS IN BLOOM

Current Budget £2,450

Breakdown

Competition Expenses	£950
Environmental Projects	£1,500

Competition expenses have risen with inflation, particularly in relation to the Awards Evening which has only been possible with additional funding from the Environmental and Leisure Committee's Publicity and Promotion Budget for the last two years, whereas the Environmental Projects Budget has been underutilised.

It is the Officer recommendation that the In Bloom Budget for 2025/2026 remains at £2,450 but that the Environmental Projects be reduced to £1,000 and £500 be vired to the Competition Expenses Budget, thereby increasing this to £1,450.

Members are asked to consider their budget recommendations for the Bognor Regis in Bloom Working Group in 2025/2026.

DECISION

Members are invited to **AGREE** their **RECOMMENDATION** for the 2025/2026 Bognor Regis In Bloom Budget.

PUBLICITY AND PROMOTION

Current Budget £7,000 (*£2,000 of which was allocated to costs associated with the seafront shelter poster sites – see below for further information*)

At the previous meeting, Members agreed in principle to the production of a leaflet and seafront shelter posters, to promote Bognor Regis events in 2025, and that an appropriate budget be recommended in due course. Members agreed to recommend that the format of the leaflets and posters in 2025 be the same as the previous 2024 campaigns, and that the leaflet for 2025 should be delivered to the wider West Sussex area, in addition to the Town Council's participation with a Leaflet Exchange networking event next year (Min. 42 refers). Whilst there has not been a Leaflet Exchange specific to the Arun district for the last couple of years, it is known that 'The Great Sussex Way' will be organising one in Chichester on Wednesday 19th March 2025, for which further information will be sought once it becomes available.

£3,000 of the current year's Publicity and Promotion Budget was allocated to the production of 30,000 leaflets to promote the 2024 events. A local distribution company was used to deliver 9,000 of these within the five wards of Bognor Regis, supported by Councillors and Officers delivering to businesses in the Town Centre, and Town Force delivering out of area, as far afield as Petworth, Selsey and Worthing.

With Members agreeing, in principle, to produce a leaflet in 2025 of the same format used this year, the number of leaflets to be produced and their delivery method now need to be considered so that an adequate funding provision to achieve this can be worked into the budget recommendations for the Publicity and Promotion Budget 2025/2026.

In terms of the seafront shelter posters that were agreed in principle, promoting 2025 events, provision for this could come from the £2,000 allocated in the 2024/2025 Publicity and Promotion Budget for costs associated with the Seafront Shelter Poster sites, if it were earmarked for such purposes. Whilst the allocation of this money was originally intended to replace the current poster frames, and potentially increase the number of sites, at the Environmental and Leisure Committee Meeting held on 18th March 2024, Members did not feel that demand for use of the sites was high enough to warrant looking into increasing the number of these sites. Neither was it deemed necessary to replace the clip frames that are currently in situ at these locations (Min. 23 refers).

It was, therefore, unanimously agreed at that meeting that the £2,000 included in the Publicity and Promotion Budget 2024/2025 to cover costs associated with the seafront shelter poster sites, should be earmarked instead for general promotion throughout the year.

DECISIONS

Consider whether to utilise the £2,000 from this year's budget, previously identified for general promotion, to be used instead for poster provision for the remainder of 2024/2025 and for posters to promote the 2025 events season, which could result in a budget saving in terms of the Publicity and Promotion Budget to be recommended for next year.

Members are invited to **AGREE** their **RECOMMENDATION** for the 2025/2026 Publicity and Promotion Budget.

YOUTH PROVISION

Current Budget £14,000

Members are asked to consider their budget recommendation for the Youth & Young Person's Budget allocation for 2025/2026.

DECISION

Members are invited to **AGREE** their **RECOMMENDATION** for the 2025/2026 Youth & Young Person's Budget.

AGENDA ITEM 13

BOGNOR REGIS TOWN COUNCIL ENVIRONMENTAL AND LEISURE COMMITTEE MEETING 4th NOVEMBER 2024

AGENDA ITEM 13 - CORRESPONDENCE

REPORT BY THE COMMITTEE CLERK

FOR INFORMATION

1. ADC - Invitation and link to proposed webinar for Phase 4 - Public Sector Decarbonisation Scheme, scheduled for 2:00pm on Tuesday 22 October 24, aimed at Town and Parish councils. Circulated via email to all Committee Members.
2. Local Government Association - Sustainability Bulletin, October 24, summarising improvements, policies and local partnerships UK wide. Circulated via email to all Committee Members.
3. Futureform.co.uk - Recycled Plastic Bench Clearance Sale, notification via Robert Dimambro, issued 15 October 24. Circulated via email to Committee Members.
4. West Sussex Fire & Rescue Service - Community Risk Management Plan (CRMP) questionnaire. Invitation to complete questionnaire, either online or hard copy via email, on or by 15 December 2024, to facilitate planning and risk management improvement of the next Community Risk Management Plan, 2026-2030. Shared with Committee Members via email.
5. NALC - Notes of Climate Emergency Network Zoom Session held on 11 October and notification of next meeting scheduled for 5 February 25.