



BOGNOR REGIS TOWN COUNCIL

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

Dear Sir/Madam,

MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE

I hereby give you Notice that a Meeting of the Environmental and Leisure Committee of Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 24th MARCH 2025**.

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 24th March 2025 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.

Glenna Frost

DATED this 17th DAY of MARCH 2025

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 3rd February 2025, rescheduled from the posted date of 20th January 2025
 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 18th February 2025 including: -
 - Recommended expenditure of £3.70 plus VAT - for Kelvedon Wonder pea seeds, to be funded from the 2024/2025 Competitions Budget (Min. 5.3 refers)
 - Recommendation that the balance of £435.06 in the Competitions Budget (less expenditure of £3.70 as noted above) be earmarked for new trophies (Min. 6 refers)
 - Recommendation that the £1,000 in the Environmental Projects Budget be earmarked for the 'Tree Stump Timeline' project (Min. 6 refers)
 - Recommendation that the £72 in the Fundraising Budget raised at the 2024 Awards Evening be added to the Fundraising Earmarked Reserves to fund future Awards Evening events (Min. 6 refers)
 8. To ratify expenditure of £260 plus VAT for 'Welcome to Bognor Regis' window sticker
 9. To ratify any Public Events Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
 10. Youth and Young Persons Budget 2025/2026 including: -
 - To note that a review of the guidelines/criteria, funding policy and application form, will be carried out upon completion of the Policy and Resources Committee's review of Grant Aid
 - To agree that upon receipt of applications, whether these are to be considered: en bloc at a specified date, ad hoc, or a combination of both with a nominal reserve identified from within the budget for late/ worthy causes
 11. Correspondence

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



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex, PO21 1LD

Telephone: 01243 867744

E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 3rd FEBRUARY 2025

PRESENT:

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

IN ATTENDANCE:

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

Prior to the Meeting, a one-minute silence was held in memory of Town Councillor and former Mayor, Jim Brooks

The Meeting opened at 6.31pm

67. 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.

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

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

No apology for absence was received from Cllr. Stanley and this could not, therefore, be approved.

69. 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

70. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 4th NOVEMBER 2024, AND THE EXTRAORDINARY MEETING HELD ON 2nd DECEMBER 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 4th November 2024, and the Extraordinary Meeting held on 2nd December 2024, as an accurate record of the proceedings and the Chair duly signed them.

71. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.35pm

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

A Member seated in the public gallery reiterated that the lights on the promenade bandstand were not working, whilst referencing and acknowledging Agenda item 11. Additionally, the Member stated the apparent lack of advertising in the bandstand, and suggested that Bognor Regis Town Council administer such advertising, and provide seating for general use.

The Chair reconvened the Meeting at 6.37pm

72. CLERK'S REPORT FROM PREVIOUS MINUTES

72.1 9th September 2024 - Min. 42 Production of Events Leaflet 2025

Quotations for artwork design and development have been received, and a first draft copy was circulated to Members, for pictorial observation only.

72.2 4th November 2024 - Min. 56 Nomination of The Alexandra Theatre as an Asset of Community Value

Working with the theatre's Operations Manager, previous users of the facility were contacted and asked to complete a questionnaire, evidencing how valuable the theatre was to them. Of the replies received, the majority deemed the location of the theatre to be suitable and rated the importance of the theatre as high. All respondents had used alternative venues whilst the theatre was being refurbished. The responses to the questionnaire will form the basis of the Town Council's nomination application.

72.3 4th November 2024 - Min. 61 Christmas Illuminations Contract 2025-2027

Written notice to tenderers for the Christmas Illuminations Contract 2025-2027 has been issued. The next stage, due to commence in February 2025, is to survey wall fixings and electrical infrastructure, and to determine a solution for the Queensway, in conjunction with the chosen contractor and Enerveo.

72.4 2nd December 2024 - Min. 66 Youth & Young Persons Budget 2024-2025

All successful applicants received their awarded funding, via cheque as presented on 7th and 14th January 2025, by the Mayor Cllr. Miss. Needs, as a promotional and photo opportunity.

72.5 Arun Town & Parish Councils Climate Change Meeting 28th January 2025

An invitation to the meeting was sent to Committee Members on 27th January, following an earlier introductory email of 6th January 2025. Summary of topics included: - Arun's Emissions Report; communications and communications strategy in context of climate change challenges; open discussion of climate initiatives currently in progress or contemplation by neighbouring parish and town councils.

73. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 4th NOVEMBER 2024 INCLUDING: -

The Committee Clerk's report, including the appendix relating to the Notes of the Allotments Sub-Committee Meeting held on 4th November 2024, was **NOTED**.

- 73.1 Recommend the co-option of Mr. Paul Goodchild and Mr. Colin Penfold (Original Site) and Mrs. Louise Russell (Re-Established Site) as Tenant Representatives for the 2024-2025 allotments year - Min. 29 refers**

Members unanimously **RESOLVED** to **RATIFY** the recommended co-option of Mr. Paul Goodchild and Mr. Colin Penfold (Original Site) and Mrs. Louise Russell (Re-Established Site) as Tenant Representatives for the 2024-2025 allotments year.

- 73.2 Recommend total expenditure of £310.66 from the Gravits Lane Maintenance Budget for various items - Min. 32 refers**

Members unanimously **RESOLVED** to **RATIFY** the total expenditure of £310.66 from the Gravits Lane Maintenance Budget for various items, as recommended.

- 73.3 Recommend expenditure of £2.00 from the Allotments Competition Budget for refreshments for the Allotment Holders AGM held on 24th October 2024 - Min. 32 refers**

Members unanimously **RESOLVED** to **RATIFY** the total expenditure of £2.00 from the Allotments Competition Budget for refreshments for the Allotment Holders AGM held on 24th October 2024.

- 73.4 Recommend expenditure of £336.29 from the Allotments Competition Budget for the Allotments share of the Awards Evening - Min. 32 refers**

Members unanimously **RESOLVED** to **RATIFY** the total expenditure of £336.29 from the Allotments Competition Budget for the Allotments share of the Awards Evening.

- 73.5 Recommend that the Allotments Awards should return to being a separate event from the In Bloom Awards Evening, to take place at the Allotment Holders AGM - Min. 38 refers**

Members unanimously **RESOLVED** to **RATIFY** that the Allotments Awards return to being a separate event from the In Bloom Awards Evening, to take place at the Allotment Holders AGM.

- 74. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 12th NOVEMBER 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 12th November 2024, was **NOTED**.

74.1 Recommended expenditure of £635.01 plus VAT for share of the Bognor Regis in Bloom Awards Evening, to be funded from the 2024/2025 Competition Expenses Budget - Min. 5.1 refers

Having considered the recommendation from the Bognor Regis in Bloom Working Group, Members unanimously **RESOLVED** to **RATIFY** expenditure of £635.01 from the In Bloom Competition Expenses Budget for costs associated with the Bognor Regis in Bloom Awards Evening.

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

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

The Committee Clerk reported that no Public Events licence applications had been received, since the previous meeting of 4th November 2024.

76. TO RATIFY EXPENDITURE FOR POSTERS TO POPULATE THE SEAFRONT SHELTERS OUTSIDE OF THE EVENT SEASON – MIN. 42 REFERS

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

Members unanimously **RESOLVED** to **RATIFY** expenditure of £264.00 for the printing of twelve posters for the seafront shelter poster sites to be funded from the remaining Publicity & Promotions Budget earmarked for general promotion throughout the year.

77. TO CONSIDER DRAFTING A LETTER TO ARUN DISTRICT COUNCIL REQUESTING A PROGRESS UPDATE AND PROMPT RESOLUTION TO THE LONGSTANDING ISSUE OF THE LIGHTS ON THE PROMENADE BANDSTAND NOT WORKING – MIN. 51 REFERS

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

Following extensive debate, Members unanimously **AGREED** that the Committee Clerk would write to Nat Slade (ADC Group Head of Technical Services) requesting confirmation of, and timescale for, a permanent resolution to this enduring matter, with copies of the correspondence sent to Dawn Hudd (ADC CEO), Philippa Dart (ADC Director of Environment & Communities), and Karl Roberts (ADC Director of Growth).

Members also unanimously **AGREED** that this matter be raised as a separate agenda item, for update and report, at the next scheduled meeting on 24th March 2025.

During the debate, the topic of devolution was mentioned with a query raised as to who might have ownership of the seafront bandstand in the future, and where the responsibility for maintenance liability would sit.

78. TO CONSIDER THE CONTINUING USE OF CORREX POST SLEEVES IN THE 2025 SEASON FOLLOWING APPROVAL OF DESIGN, SIZE AND STYLE - MIN. 57 OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD 6th NOVEMBER 2023 REFERS

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

As a visual representation, the Committee Clerk displayed one of the damaged Correx boards that had been out on display in the Town. Members unanimously **AGREED** to discontinue the use of Correx post sleeves for the promotion of events.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that the remaining balance of £2,324.20, that had been reallocated for the Committee to use towards funding for Correx boards, be put back into General Reserves and reallocated to the budget for the new Town Market Officer for use in events and promotional materials.

79. CORRESPONDENCE

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

The Meeting closed at 7.15pm

AGENDA ITEM 7

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
24th MARCH 2025**

**AGENDA ITEM 7 - BOGNOR REGIS IN BLOOM WORKING GROUP -
CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND
REPORTS IN THE NOTES OF THE MEETING HELD ON 18th FEBRUARY
2025**

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 18th February 2025 (attached as **Appendix 1**).

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

- Recommended expenditure of £3.70 plus VAT - for Kelvedon Wonder pea seeds, to be funded from the 2024/2025 Competitions Budget (Min. 5.3 refers)
- Recommendation that the balance of £435.06 in the Competitions Budget (less expenditure of £3.70 as noted above) be earmarked for new trophies (Min. 6 refers)
- Recommendation that the £1,000 in the Environmental Projects Budget be earmarked for the 'Tree Stump Timeline' project (Min. 6 refers)
- Recommendation that the £72 in the Fundraising Budget raised at the 2024 Awards Evening be added to the Fundraising Earmarked Reserves to fund future Awards Evening events (Min. 6 refers)

DECISIONS

Members are asked to **NOTE** the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 18th February 2025.

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

- Total expenditure of £3.70 plus VAT - for Kelvedon Wonder pea seeds, to be funded from the 2024/2025 Competitions Budget
- The balance of £435.06 in the Competitions Budget (less expenditure of £3.70 as noted above) be earmarked for new trophies
- The £1,000 in the Environmental Projects Budget be earmarked for the 'Tree Stump Timeline' project
- The £72 in the Fundraising Budget raised at the 2024 Awards Evening be added to the Fundraising Earmarked Reserves to fund future Awards Evening events

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Tuesday 18th February 2025

PRESENT: Cllr: P. Woodall, also Mrs. S. Hamilton Jones, Mrs. M. Huntingdon, Mr. B. Jackson, Ms. P. Keane 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 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. Goodheart as Vice-Chair would need to be deferred to the next meeting.

2. APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs. Goodheart and Mrs. Yeates, also Mrs. Edom and Mrs. Teverson, with the Committee Clerk (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 and 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, 16th JULY, 24th SEPTEMBER AND 12th NOVEMBER 2024, AND 14th JANUARY 2025

As the meeting was not quorate, the Notes of the six previous meetings would be formally approved at the next quorate meeting but, in the meantime, the most recent Notes of 14th January 2025 were **RECOMMENDED** to the Environmental and Leisure Committee.

4. CLERK'S REPORT

There was no Clerk's Report.

5. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

5.1 BRiB Annual Competition, to further discuss and finalise entry form and format for the 2025 competition:

Mrs. Huntingdon presented an updated entry form following suggestions made at, and since, the previous meeting. She expressed concern about the lack of restriction on how many categories any one person could enter, in terms of the strain it would place on judges with ten categories in 2025. Members discussed how judging could take place and determined that six judges would be sufficient, if entrants were limited to just three categories each. This was unanimously **AGREED**.

Mrs. Huntingdon also reminded Members that around fifty packs of sunflower seeds were handed out at the 2024 Awards Evening and proposed to include a one-off sunflower category for 2025, to be judged upon the best impactful display, rather than on the tallest. Members **AGREED** to make this the new Category 8 for the 2025 competition. Members instructed the CC to see if there was a spare trophy in the office that could be used.

NOTE: Members later **AGREED** to the purchase of a new trophy to be used for one-off competitions, such as this, under Agenda Item 7.

The CC would circulate a copy of the latest entry form to all Members for final comment, with the caveat that any comments should be received by 28th February.

The CC also updated Members on the site visit to the Salvation Army Church and Community Centre by Cllrs. Goodheart and Mrs. Warr, Mrs. Huntingdon and the CC on 10th February. Those in attendance considered the venue to be suitable for the 2025 Awards Evening and recommended that the venue be chosen. Members subsequently **AGREED** to the Salvation Army Church and Community Centre as the chosen venue for the 2025 Awards Evening, to be held on Thursday 9th October 2025. The CC would book in the date with the Salvation Army.

5.2 Guides & Scouts Competition, to further discuss and finalise entry form and arrangements for the 2025 competition:

Members were reminded of the chosen theme of 'The End of the Second World War' and the CC reported that Bognor Regis Mini Golf had consented to hosting the winning design. The CC was instructed to produce the entry paperwork and to contact all organised youth groups in the wider Bognor Regis area.

5.3 Schools Competition, including update on entries and new trophy:

The CC reported that five entries had been received to date, and therefore Kelvedon Wonder pea seeds had been ordered ready to be sent out to the entrants.

As the meeting was not quorate, Members **AGREED** to **RECOMMEND** the cost of £3.70 for Kelvedon Wonder pea seeds, to be funded from the 2024/2025 Competitions Budget, to the Environmental and Leisure Committee.

5.4 To consider the return of the Pumpkin Competition, to take place at the Halloween Event to be held on 29th October 2025:

The CC informed Members that the date of the Town Council's Halloween Event had been changed to 31st October 2025. However, after a short discussion, Members decided they did not wish to revive the Pumpkin Competition.

6. TO RECEIVE AN UPDATE ON BRIB BUDGETS

The CC's report on remaining BRiB budgets in 2024/2025 was **NOTED**.

Members **RESOLVED** to **AGREE** to the following:

- The £435.06 remaining in the Competitions Budget (following the expenditure of £3.70 as noted in 5.3 above) be earmarked for new trophies.
- The £1,000 in the Environmental Projects Budget be earmarked for the 'Tree Stump Timeline' project to be discussed under Agenda Item 9.
- The £72.00 in the Fundraising Budget raised at the 2024 Awards Evening be added to the Fundraising Earmarked Reserves to fund future Awards Evening events.

As the meeting was not quorate, Members **AGREED** to **RECOMMEND** the above to the Environmental and Leisure Committee.

With reference to the proposed avenue of trees along Shripney Road, as first discussed at the meeting of 30th April 2024, Members suggested that the CC speak with the Town Clerk. As the Town Council rents a unit on the Southern Cross Trading Estate, which backs onto Shripney Road, it may be possible to determine ownership of the land in question by making enquiries with the Town Council's landlord.

7. TO FURTHER CONSIDER THE PURCHASE OF NEW TROPHIES AND TROPHY INSERTS FOR THE BRIB ANNUAL COMPETITION, AS DISCUSSED AT THE PREVIOUS TWO MEETINGS

The CC's report on trophy options was **NOTED**.

Members **RESOLVED** to **AGREE** to the purchase of the following trophies:

- 3 x Link Prestige Gold presentation cup with lid, 32.5cm @ £32.99 each

- 2 x Link Prestige Silver presentation cup with lid, 32.5cm @ £32.99 each
- 2 x Hero Silver presentation cup with lid, 30cm @ £27.00 each
- 3 x Hero Gold presentation cup with lid, 30cm @ £27.00 each
- 12 x custom trophy inserts featuring the BRiB logo, 50mm @ £3.00 per half dozen and £7.95 postage
- **Total: £313.90**

The CC would enquire with Arundel Trophies about the purchase and engraving of new trophies.

8. TO CONSIDER SPONSORSHIP ARRANGEMENTS AND OPPORTUNITIES FOR BRiB IN 2025

The CC's report on a proposed new sponsorship package and fundraising activities was **NOTED**.

Following a short discussion on the cost of each category of sponsorship, Members unanimously **AGREED** to approve the draft sponsorship package as presented at the meeting, with the addition of sponsor acknowledgement plaques/name boards being displayed on the two BRiB planters at the Railway Station. The Principal Sponsor would have a larger plaque, and the Gold and Silver Sponsors would have smaller plaques acknowledging their support for BRiB. The CC would make the necessary amendments and distribute the sponsorship package to Members and former BRiB trophy sponsors, as well as publicising through the BRTC website and BRiB social media.

Members declined to undertake any additional fundraising activities.

9. TO CONSIDER A PROPOSAL FOR A 'TREE STUMP TIMELINE' INSTALLATION, TO BE SITED ON THE ESPLANADE MOUNDS

The CC's report on a proposed Tree Stump Timeline project, to make use of the Ash tree stump at the rear of the Town Hall, was **NOTED**.

Members supported the idea, and **AGREED** to proceed with the project, with the £1,000 remaining in the 2024/2025 Environmental Projects Budget being earmarked for this purpose.

10. ANY TREE PLANTING PROJECT UPDATES TO BE REPORTED

Ms. Keane reported that there was a damaged Cordyline at Waterloo Square. The CC would report this to Mr. Jones-McFarland.

Ms. Keane also mentioned the Amnesty International tree that had been removed from the southern end of Steyne Gardens. The CC informed Members that Mr. Jones-McFarland had already been approached about this, and that the tree had to be removed due to basal decay. ADC Parks

Department were in discussions with Amnesty International's local branch and other community groups to consider a replacement feature.

11. UPDATES ON THE GREAT BRITISH SPRING CLEAN, TO BE HELD ON 22nd MARCH 2025

The CC informed Members that new, heavy-duty litter pickers and hoops had been donated by Mr. Jones-McFarland to replace the remaining stock of pickers owned by BRiB. Therefore, arrangements were being made to organise a litter pick for 22nd March.

Ms. Keane announced that the 'Really Wild Bognor and Felpham' group planned to attend the litter pick at the Ladybrook Community Orchard, which Members **AGREED** would start at 11am and end at 2pm. The CC asked for assistance in transporting the equipment to the site on the day.

The CC also passed on a request from a resident, via the Town Force Manager, for a litter pick in West Meads Drive. Members declined the request, citing the Ladybrook Community Orchard as a more pressing project likely to attract a greater number of participants.

12. TO CONSIDER SIGNING UP BRIB AS A PARTNER TO THE WEALD TO WAVES PROJECT

Due to the absence of Mrs. Edom, Members **AGREED** to postpone this item to the next meeting.

13. TO CONSIDER PRODUCING A DISPLAY ON THE RAILWAY STATION'S HISTORY AS PART OF THE RAIL200 CELEBRATIONS IN 2025, INCLUDING ASSOCIATED COSTS, AS DEFERRED FROM THE LAST MEETING

The CC's report on a request to produce a history display at the Railway Station to commemorate the Rail200 celebrations in 2025 was **NOTED**. However, due to the absence of Cllr. Goodheart, Members **AGREED** to postpone this item to the next meeting.

14. TO CONSIDER ANY PROJECTS FOR A POTENTIAL APPLICATION TO THE 2026/27 YOUR STATION YOUR COMMUNITY IMPROVEMENT FUND

There were no suggestions at this time, and this would remain a recurring agenda item.

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

Ms. Keane stated that the Bognor Community Gardeners (BCG) wished to work on the area at the front of the Sunken Gardens, but were unable to

due to a large amount of fouling. ADC were already aware of this, and were planning to erect 'No Fouling' signs at the site.

The Chair reported that the ownership of the two patches of land in Bedford Street that had formerly been wildflower areas had been established. The owner planned on clearing the two plots but was happy for BCG and/or BRiB to assist with the work, and ongoing maintenance.

16. UPDATE FROM VOLUNTEER PROJECTS INCLUDING BOGNOR COMMUNITY GARDENERS AND FRIENDS OF HOTHAM PARK

16.1 Bognor Community Gardeners:

BCG had undertaken two action days so far in 2025. There were four regular volunteers, and the group had switched to working on Thursday afternoons instead of mornings. The CC would issue a call for volunteers on the BRiB social media channels.

The Really Wild Bognor and Felpham group were also interested in joining with BCG and taking on responsibility for the Ladybrook Community Orchard. However, there had been difficulty in arranging for a project leader to oversee this.

16.2 Friends of Hotham Park:

There were no updates.

17. CORRESPONDENCE

There was no correspondence.

18. DATE OF NEXT MEETING

The date of the next meeting was set for Tuesday 8th April at 10am.

The Meeting ended at 11.26am

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
24th MARCH 2025**

**AGENDA ITEM 8 - TO RATIFY EXPENDITURE OF £260 PLUS VAT FOR
'WELCOME TO BOGNOR REGIS' WINDOW STICKER**

REPORT BY THE COMMITTEE CLERK

FOR DECISION

At the Environmental and Leisure Committee Meeting held on 18th March 2024, Members unanimously agreed 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 (Min. 23 refers).

With the agreement of the tenant, a large and colourful window vinyl welcoming visitors to Bognor Regis was installed on a window of the building owned by the Town Council, opposite the railway station.

Expenditure to date incurred for the production of the window vinyl is £260 plus VAT. The invoice for design development, is, as yet, outstanding, although we estimate the cost for this to be approximately £140. Once the invoice for design has been received, Members will be asked to ratify this further expenditure at a future meeting.

DECISION

Members are asked to **RATIFY** expenditure of £260 plus VAT for the production of the large 'Welcome to Bognor Regis' window vinyl to be funded from the remaining budget earmarked for general promotion throughout the year.

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
24th MARCH 2025**

**AGENDA ITEM 9 - 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
24th MARCH 2025**

**AGENDA ITEM 10 – YOUTH & YOUNG PERSONS BUDGET 2025/2026
INCLUDING: -**

- **TO NOTE THAT A REVIEW OF THE GUIDELINES/CRITERIA, FUNDING POLICY AND APPLICATION FORM, WILL BE CARRIED OUT UPON COMPLETION OF THE POLICY AND RESOURCES COMMITTEE'S REVIEW OF GRANT AID**
- **TO AGREE THAT UPON RECEIPT OF APPLICATIONS, WHETHER THESE ARE TO BE CONSIDERED: EN BLOC AT A SPECIFIED DATE, AD HOC, OR A COMBINATION OF BOTH WITH A NOMINAL RESERVE IDENTIFIED FROM WITHIN THE BUDGET FOR LATE/ WORTHY CAUSES**

REPORT BY THE COMMITTEE CLERK

FOR DECISION

Current Budget: £37,071 *(Comprising £35,000 for 2025/2026, and £2,071 underspend from previous years)*

TO NOTE THAT A REVIEW OF THE GUIDELINES/CRITERIA, FUNDING POLICY AND APPLICATION FORM, WILL BE CARRIED OUT UPON COMPLETION OF THE POLICY AND RESOURCES COMMITTEE'S REVIEW OF GRANT AID

It was previously agreed that the application process for those wishing to apply for funding from the Youth & Young Persons Budget would align with that used for applications to the Town Council's Grant Aid fund (Min. 77 of the Community Engagement and Environment Committee Meeting held on 6th February 2023 refers). The Grant Aid process, including the criteria/guidelines and application form, is reviewed by the Policy and Resources Committee each June with the application window for this funding opening soon thereafter. In order to ensure that applications for funding from the Youth & Young Persons Budget are scrutinised to the same degree that applications to Grant Aid are, the process for both funds are modelled on the same principles. Therefore, the review of the Youth & Young Persons Budget guidelines/criteria, funding policy and application form will be carried out following the Policy and Resources Committee's review of the Grant Aid process at their meeting to be held on 2nd June 2025.

DECISION

To **NOTE** that a review of the guidelines/criteria, funding policy and application form, in relation to the Youth & Young Persons Budget 2025/2026, will be carried out upon completion of the Policy and Resources Committee's review of Grant Aid in June 2025.

continued...

TO AGREE THAT UPON RECEIPT OF APPLICATIONS, WHETHER THESE ARE TO BE CONSIDERED: EN BLOC AT A SPECIFIED DATE, AD HOC, OR A COMBINATION OF BOTH WITH A NOMINAL RESERVE IDENTIFIED FROM WITHIN THE BUDGET FOR LATE/ WORTHY CAUSES

Historically, applications to the Youth & Young Persons Budget were considered as and when they were received. On occasion, requests utilising a large proportion of the overall budget were approved early on which resulted in there being little budget left to fund requests that came later in the financial year, some of which required money as an emergency.

However, in 2023/2024 there began a tendency to reserve judgement on applications as and when received, with Members instead deferring any decision until all applications to the Youth & Young Persons Budget had been received, to give all organisations a fair opportunity to apply. It was agreed that a deadline date for applications be set in regard to the 2024/2025 Youth & Young Persons Budget, with all those received considered en bloc at an Extraordinary Meeting in December 2024.

Members are, therefore, invited to consider whether applications for funding from the Youth & Young Persons Budget 2025/2026 will be considered on a first come, first served basis throughout the financial year, or that a deadline date be set and all applications considered en bloc by no later than 28th February 2026. Alternatively, Members may wish to consider a combination of both with a nominal reserve for late/worthy causes set aside from the bulk of the funding available.

DECISION

Members are asked to **AGREE** in which of the following ways applications for funding for the Youth & Young Persons Budget 2025/2026 will be considered: -

- a) on an ad-hoc basis until the budget has been exhausted;
- b) en bloc, at a future Meeting;
- c) a combination of both with an agreed amount being awarded as and when successful applications are received, with a nominal amount left in the budget to be considered for late or worthy causes.

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
24th MARCH 2025**

AGENDA ITEM 11 - CORRESPONDENCE

REPORT BY THE COMMITTEE CLERK

FOR INFORMATION

1. Local Government Association - Sustainable Bulletin February 2025, summarising improvements, policy, and partnerships nationwide with the joint Local Government Association & Local Partnerships forum. Circulated via e-mail to all Committee Members.
2. West Sussex County Council, Environmental and Climate Change Newsletter, March 2025. Summarising: Food Action Week – 12-23 March 2025, balancing economic growth and sustainability, Library Services centenary green initiatives embarked on to date, active travel and quick links. Circulated via e-mail to all Committee Members.