



# 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 3<sup>rd</sup> FEBRUARY 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 3<sup>rd</sup> February 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.

**DATED this 27<sup>th</sup> DAY of JANUARY 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 4<sup>th</sup> November 2024, and the Extraordinary Meeting held on 2<sup>nd</sup> December 2024
  5. Adjournment for public question time and statements
  6. Clerk's Report from previous Minutes
  7. Allotments Sub-Committee – Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meeting held on the 4<sup>th</sup> November 2024 including: -
    - 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
    - total expenditure of £310.66 from the Gravits Lane Maintenance Budget for various items - Min. 32 refers
    - expenditure of £2.00 from the Allotments Competition Budget for refreshments for the Allotment Holders AGM held on 24<sup>th</sup> October 2024 - Min. 32 refers
    - expenditure of £336.29 from the Allotments Competition Budget for the Allotments share of the Awards Evening - Min. 32 refers
    - 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
  8. Bognor Regis In Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 12<sup>th</sup> November 2024 including: -
    - 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
  9. To ratify any Public Events Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
  10. To ratify expenditure for posters to populate the seafront shelters outside of the event season – Min. 23 refers
  11. 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
  12. 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 6<sup>th</sup> November 2023 refers
  13. Correspondence

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



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## **MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 4<sup>th</sup> NOVEMBER 2024**

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

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

*The Meeting opened at 6.37pm*

### **47. 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.

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

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

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

### **49. 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
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- 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***

**50. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 9<sup>th</sup> SEPTEMBER 2024**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 9<sup>th</sup> September 2024, as an accurate record of the proceedings and the Chair duly signed them.

**51. 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 stated that the lights on the promenade bandstand were not working, having raised this issue at several previous meetings. In context of the historic nature of this complaint, and the verbal report from Cllr. Nash at the meeting of 9<sup>th</sup> September 2024 (Min. 37 refers), a Member suggested that the Town Council write direct to Arun District Council, requesting a progress update and prompt resolution of this longstanding issue. This would be referred to the next meeting scheduled for 20<sup>th</sup> January 2025, to enable this to be actioned.

The Member then questioned the planning application, scope, and nature of highway traffic calming works, scheduled to commence on The Esplanade. In reply, the Chair referred the Member to the West Sussex County Council website, under roads and travel, for further information.

*The Chair reconvened the Meeting at 6.44pm*

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

**52.1 9<sup>th</sup> September 2024 – Min. 41 Tagging of Town Council Assets**

The Hi Tack stickers for the seafront showers, and Foamalux (PVC) signs for other Town Council assets, including the seafront Beacon, have been procured, and fixed.

**52.2 9<sup>th</sup> September 2024 – Min. 43 Energy Learning Network**

The Assistant Clerk sent the Expression of Interest on 13<sup>th</sup> September 24, stating the Council's aim to identify carbon emissions per-household, compare these to national and local footprints, with the purpose to reduce these further.

A response was received from the Centre for Sustainable Energy, on 24<sup>th</sup> September, advising that the Town Council had not been amongst the ten councils shortlisted. Fundamentally, they were essentially looking for a geographical spread and mix of type of councils (urban/rural).

**53. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 24<sup>th</sup> SEPTEMBER 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 24<sup>th</sup> September 2024, was **NOTED**.

**53.1 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**

Having considered the recommendation from the Bognor Regis in Bloom Working Group, Members unanimously **RESOLVED** to **AGREE** expenditure of £52 plus VAT for an A1 size Correx sign, to be funded from the 2024/2025 Competition Expenses Budget.

**53.2 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**

Having considered the recommendation from the Bognor Regis in Bloom Working Group, Members unanimously **RESOLVED** to **AGREE** 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.

54. **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 9<sup>th</sup> September 2024.

55. **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**

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

Having considered the request, Members unanimously **DISAGREED** to fund the memory Christmas tree, citing the availability of Grant Aid and other funding streams available elsewhere. There was concern that agreeing to the request would set a precedent for ad-hoc funding applications from businesses and volunteer groups.

56. **TO NOTE THAT THE CURRENT 5-YEAR LISTING OF THE REGIS CENTRE AS AN ASSET OF COMMUNITY VALUE WILL EXPIRE ON 20<sup>th</sup> DECEMBER 2024**

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

Despite the ongoing closure of The Regis Centre, owing to its redevelopment, and the Officer recommendation that the nomination be revisited once the Centre was fully operational, Members unanimously **AGREED** to re-apply for the continuation of the building being listed as an Asset of Community Value.

57. **TO CONSIDER YOUTH & YOUNG PERSONS BUDGET 2024/2025 APPLICATIONS – MIN. 29 REFERS**

The Committee Clerk's report, including the appendices relating to the Funding Policy and application form, was **NOTED**.

Members unanimously **AGREED** to **DEFER** a review of the Youth & Young Persons Budget 2024/2025 applications to allow additional time for Members to individually view the supporting confidential documentation in the office. It was **RESOLVED** to arrange an Extraordinary Committee Meeting for 2<sup>nd</sup> December 2024 at which the applications will be considered.

The Committee Clerk was tasked with informing each of the five applicants that a decision on their funding application will be delayed as such.

**58. 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**

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

**58.1** The Committee Clerk reported to Members that at the Allotments Sub-Committee Meeting, held immediately prior to the Environmental and Leisure Committee Meeting, it had been agreed that Allotments winners would no longer be invited to attend the In Bloom Awards Evening and that their trophies would revert to being presented at the Allotments AGM. Members **AGREED** to **RECOMMEND** a budget of £150 for the 2025/2026 Allotments Competition Budget.

**58.2** Members **AGREED** to **RECOMMEND** that the Bognor Regis In Bloom Budget for 2025/2026 remain 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.

**58.3** Members **AGREED** their **RECOMMENDATION** for the 2025/2026 Publicity and Promotion Budget be held at £7,000.

Additionally, to utilise the £2,000 from this year's budget, allocated for general promotion, for poster provision for the remainder of 2024/2025 and for posters to promote the 2025 events season.

**58.4** Members **AGREED** to **RECOMMEND** an increase in the 2025/2026 Youth & Young Person's Budget to £15,000, due to inflationary pressures, and to further enhance youth and young person's activities within the town.

**59. CORRESPONDENCE**

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

**60. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) – (CONTRACTURAL)**

The Committee unanimously **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda item 61 (contractual).

**61. CHRISTMAS ILLUMINATIONS CONTRACT 2025-27**

**61.1** To receive a presentation from the Committee Clerk of the tender analysis carried out, for information and context

Members received a short summary of the tender analysis that had been presented to Members of the Christmas Lights Working Party, on which their recommendation to the Environmental and Leisure Committee had been based.

**61.2 To receive the confidential Notes, previously copied to Committee Members, and consider the recommendations from the Christmas Lights Working Group Meeting held on 21<sup>st</sup> October, following presentations delivered to Members on 7<sup>th</sup> October 2024 - Min. 40 refers**

Members **NOTED** the confidential Notes of the Christmas Lights Working Group Meeting held on 21<sup>st</sup> October, following presentations delivered to Members on 7<sup>th</sup> October 2024.

**61.3 To make recommendation to the Policy and Resources Committee Meeting, to be held on 9<sup>th</sup> December 2024, for the required accompanying budget**

Members **RESOLVED** to **AGREE** the **RECOMMENDATION** of the Christmas Lights Working Group for the Policy and Resources Committee Meeting, in relation to their chosen Tenderer for the Christmas Lights Contract 2025-27, and the required budget, as detailed in the confidential Appendix (appended to the File Minutes).

***The Meeting closed at 8.02pm***





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## **MINUTES OF THE EXTRAORDINARY ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON MONDAY 2<sup>nd</sup> DECEMBER 2024**

### **PRESENT:**

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

### **IN ATTENDANCE:**

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

*The Meeting opened at 6.33pm*

### **62. 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.

Members, in the absence of the Vice-Chair, agreed the Chair administer the meeting without the Vice-Chair present.

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

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

No apologies for absence were received from Cllrs. J. Barrett, P. Ralph and M. Stanley. These could not, therefore, be approved.

### **64. 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*

## **65. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

*The Chair adjourned the Meeting at 6.35pm*

The Chair invited those seated in the public gallery to raise any questions or statements they wished to make.

No questions or statements were formally raised.

*The Chair reconvened the Meeting at 6.36pm*

## **66. CONSIDERATION OF YOUTH & YOUNG PERSONS BUDGET 2024/2025 APPLICATIONS, DEFERRED FROM LAST MEETING – MIN. 57 REFERS**

The Committee Clerk's report, including the appendices detailing the Town Council's Funding Policy and application form for the budget, was **NOTED**.

Members considered the applications received, requesting funding from the £14,900 Youth & Young Persons Budget available for 2024/2025.

### **66.1 Blueprint Youth UK Ltd - £2,000 funding requested**

In considering the application, Members felt that the proposal was ill-defined and, most importantly, that the focus of the applicant's youth support was predominantly in areas from Worthing to Brighton, rather than Bognor Regis. Additionally, only eight youths in Bognor Regis had allegedly

been supported during 2023, down from fourteen in 2022. Members felt that further information, such as who was being targeted and a more detailed explanation as to what would be offered, would have been helpful.

Members, therefore, **DISAGREED** to the funding application request received from Blueprint Youth UK Ltd on this occasion.

**66.2 Bognorphenia CIC Music Project - £2,500 funding requested**

Following a brief discussion about the merits of the Bognorphenia event, which is well supported each year, Members **RESOLVED** to **AGREE** to award the full amount applied for of £2,500 to Bognorphenia CIC Music Project.

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

*Cllr. P. Wells declared an Ordinary Interest, as the Town Council appointed Representative to the Bognor Regis Youth & Community Centre*

With there being little doubt as to the soundness of the youth services provided by the applicant, Members **RESOLVED** to **AGREE** to award the full amount of £3,000, as applied for, to the Bognor Regis Youth & Community Centre.

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

Comment was made about how well-established Making Theatre Gaining Skills were in the Town, and of the exciting opportunity to work with Aardman Animations and the accolade that this could bring.

Concern was expressed over ticket prices for the Puppet Show being unaffordable for some residents, therefore, it was suggested that in receiving funding from the Town Council that a number of free tickets for the show be offered to those living in the more deprived wards of Bognor Regis, such as Orchard and Pevensey.

Members **RESOLVED** to **AGREE** to award £5,000 to Making Theatre Gaining Skills.

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

The benefits of the recreation and sport on offer were briefly discussed and Members **RESOLVED** to **AGREE** to award £2,765, as applied for, to South Coast Skate Club CIC.

**66.6** In agreeing the amounts to be awarded to each applicant to the Youth & Young Persons Budget 2024/2025, Members were keen to stress that applicants should not come to expect future funding from the Town Council

and that every effort should be made for groups to become self-sufficient or at least look at match-funding, over full funding. Recipients of the funding agreed were also to be reminded that the Bognor Regis Town Council logo is to feature on any promotional material to demonstrate the support of the Council.

**66.7** Members unanimously **RESOLVED** to **AGREE** that the underspend of £1,635 be earmarked, and carried forward to the Youth & Young Persons Budget 2025/2026.

***The Meeting closed at 6.57pm***

**AGENDA ITEM 7**

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
3<sup>rd</sup> FEBRUARY 2025**

**AGENDA ITEM 7 – ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 4<sup>th</sup> NOVEMBER 2024**

**REPORT BY THE COMMITTEE CLERK** **FOR DECISION**

Members are asked to receive the Notes of the Allotments Sub-Committee Meeting held on 4<sup>th</sup> November 2024 (attached as **Appendix 1**).

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

- 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
- total expenditure of £310.66 from the Gravits Lane Maintenance Budget for various items - Min. 32 refers
- expenditure of £2.00 from the Allotments Competition Budget for refreshments for the Allotment Holders AGM held on 24<sup>th</sup> October 2024 - Min. 32 refers
- expenditure of £336.29 from the Allotments Competition Budget for the Allotments share of the Awards Evening - Min. 32 refers
- 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

**DECISIONS**

Members are asked to **NOTE** the Notes of the Allotments Sub-Committee held on the 4<sup>th</sup> November 2024.

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

- 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
- total expenditure of £310.66 from the Gravits Lane Maintenance Budget for various items
- expenditure of £2.00 from the Allotments Competition Budget for refreshments for the Allotment Holders AGM held on 24<sup>th</sup> October 2024
- expenditure of £336.29 from the Allotments Competition Budget for the Allotments share of the Awards Evening
- 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



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## **MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE**

**HELD ON MONDAY 4<sup>th</sup> NOVEMBER 2024**

### **PRESENT:**

Cllrs: K. Batley, J. Brooks, D. Dawes, Mrs. J. Warr  
and P. Wells (during Min. 38)

### **IN ATTENDANCE:**

Mr. M. Greenfield (Allotments & In Bloom Officer)  
Mr. P. Goodchild, Mr. C. Penfold and  
Mrs. L. Russell (Tenants Representatives)

*The Meeting opened at 5.32pm*

### **26. WELCOME BY CHAIR**

Due to the absence of the Chair, Cllr. Woodall, the Vice Chair, Cllr. Batley, acted as Chair for this meeting.

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

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

Apologies for absence were received from Cllrs. J. Barrett, R. Nash and P. Woodall, and the Sub-Committee Clerk informed Members that Cllr. Wells had given his apologies, advising he would be late to the meeting. The Clerk recommended that the reasons given were acceptable. These absences were **APPROVED** by Members.

There were no apologies received from Cllrs. P. Ralph and M. Stanley, and these could not therefore be approved.

### **28. 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
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- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, they must temporarily leave the meeting for the discussion and vote.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

*There were no declarations of Interest at this time*

**29. RATIFICATION OF AND WELCOME TO THE CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE AS VOTED ON BY ALLOTMENT HOLDERS AT THE AGM DATED 24<sup>th</sup> OCTOBER 2024**

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

Members **RATIFIED** the chosen Representatives and **AGREED** to **RECOMMEND** to the Environmental and Leisure Committee, 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.

**30. TO APPROVE THE MINUTES OF THE MEETING HELD ON 17<sup>th</sup> JUNE 2024**

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 17<sup>th</sup> June 2024 as an accurate record, and these were signed by the Chair.

**31. CLERK'S REPORT**

**31.1 17<sup>th</sup> June 2024 – Min. 16 – To consider any other events or competitions for Allotments Tenants**

The Sub-Committee Clerk had contacted all Tenants as requested to seek views on an Allotments Community Day to be held on a Saturday. Only one response had been received, which did not support the proposal.

**31.2 17<sup>th</sup> June 2024 – Min. 17.3 – Report on the annual Health & Safety Inspection held on 20<sup>th</sup> May 2024**

As requested, the Sub-Committee Clerk obtained costings for a lockable noticeboard for the shelter on the Re-Established Site. For an A1, waterproof, outdoor, lockable frame, prices were as follows:

Company A: £40.70

Company B: £29.15

Company C: £51.45

All prices were inclusive of delivery and excluding VAT.

There was also an existing lockable noticeboard on the shed of Plot 11b on the Original Site. The Office does not hold a key for this, and the Sub-Committee Clerk did not know how serviceable it was. However, this could be brought up with the current Tenant to ascertain if this noticeboard could be used.

*NOTE:* Mr. Penfold informed the Sub-Committee Clerk that this noticeboard was not in an operable condition.

**31.3 17<sup>th</sup> June 2024 – Min. 20 – To consider matters raised by Tenants at the AGM 2023**

The Sub-Committee Clerk was asked to investigate the possibility of erecting 'Do Not Obstruct' signs at the vehicular access points off Gravits Lane. Having inspected these, the Sub-Committee Clerk concluded that there was not any scope for signage to be erected or displayed, owing to a lack of appropriate mounting points. The Sub-Committee Clerk had also ascertained since the last meeting that this land belonged to ADC.

**31.4 17<sup>th</sup> June 2024 – Min. 24 – To agree the date of the Annual General Meeting of Allotment Holders and to consider arrangements**

Tenants were asked, via e-mail and letter, about their thoughts on the possibility of streaming future AGMs. Only one response had been received, which expressed strong disagreement with this idea.

**31.5** With regards to the lockable notice boards, Members expressed an interest in obtaining one notice board for each site, with Cllr. Dawes volunteering Grandad's Front Room to sponsor the purchase of one of the notice boards. This would therefore be an agenda item for the next meeting.

**32. RATIFICATION OF EXPENDITURE AND RECOMMENDATION OF APPROVAL TO THE ENVIRONMENTAL AND LEISURE COMMITTEE**

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

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



- Cutting of five keys and purchase of key tags for Allotments tool safe - £28.42 (charged to the Gravits Lane Maintenance Budget)
- Spare/replacement padlock for Allotments gates - £27.00 (charged to the Gravits Lane Maintenance Budget)
- Seven new gate signs as **AGREED** at the last meeting (Min. 17.3 refers) - £66.50 (charged to the Gravits Lane Maintenance Budget)
- Removal of fly-tipping from Original Site - £36.00 (charged to the Gravits Lane Maintenance Budget)
- Plumbing for tap repairs - £30.82 and £17.11 (charged to the Gravits Lane Maintenance Budget)
- Wasp nest removal on the Re-Established Site - £50.00 (charged to the Gravits Lane Maintenance Budget)
- Green waste disposal - £12.00 (charged to the Gravits Lane Maintenance Budget)
- Timber for creation of a new path on the Original Site - £42.81 (charged to the Gravits Lane Maintenance Budget)
- Refreshments for Allotment Holders AGM held on 24<sup>th</sup> October 2024 - £2.00 (to be charged to the Allotments Competition Budget)
- Allotments share of the In Bloom & Allotments Awards Evening costs - £336.29 (charged to the Allotments Competition Budget)

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

**33. TO NOTE THE AWARD OF £1,300 FROM THE SAFER ARUN PARTNERSHIP TO IMPROVE THE SECURITY OF THE GRAVITS LANE ALLOTMENTS**

The report from the Sub-Committee Clerk, regarding the award of £1,300 from the Safer Arun Partnership to improve the security of the Gravits Lane Allotments, by fencing in the Town Council-owned land around the electricity sub-station, was **NOTED**.

**34. TO FURTHER CONSIDER THE IMPLEMENTATION OF A THREE-MONTH PROBATIONARY PERIOD FOR NEW TENANTS, AS DISCUSSED AT THE LAST MEETING (MIN. 13 REFERS)**

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

A Member sought the input of the Tenant Representatives present, who all supported the idea of a probationary period.

The Chair suggested that new Tenants are asked to pay the full twelve month's rent (pro rata if beginning a tenancy part-way through the year), with nine month's rent (pro rata) refunded if the Tenant voluntarily vacates within the first three months. If the Tenant is served a Notice to Quit at the end of the first three months, no refund would be offered, as per existing policy. This was unanimously **AGREED** by all Members.

**35. TO CONSIDER ARRANGEMENTS FOR HEALTH & SAFETY INSPECTIONS AT THE ALLOTMENTS**

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

The Chair informed Members that the idea of increasing the annual Health & Safety Inspection to twice a year had been suggested at the previous meeting as a means of providing a follow-up inspection to assess issues highlighted at the previous inspection.

All present **AGREED** to hold two Health & Safety Inspections a year, to include two elected Members and the Sub-Committee Clerk, beginning in 2025. These inspections would be held annually in May and November.

**36. REPORT ON LETTINGS**

The Sub-Committee Clerk's report on the state of lettings was **NOTED**.

The Sub-Committee Clerk gave a verbal update that some of the outstanding rents had now been paid, and the waiting list stood at forty-two.

**37. REPORTS FROM CO-OPTED ALLOTMENT HOLDERS, INCLUDING REPORT ON PLOT CONDITIONS**

The Tenant Representatives did not have any issues to report.

**38. REPORT ON THE COMBINED BOGNOR REGIS IN BLOOM & ALLOTMENTS AWARDS EVENT HELD ON 17<sup>th</sup> OCTOBER 2024 AND TO NOTE THE EXPENDITURE OF £336.29 AS THE ALLOTMENTS SHARE OF THE EVENT (FUNDED FROM THE ALLOTMENTS COMPETITION BUDGET)**

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

Members **RESOLVED** to **RATIFY** the following expenditure as the Allotments share of the Awards Evening held on 17<sup>th</sup> October 2024:

- Venue hire - £45.08
- Cleaning fee - £6.90
- Drinks (provided by venue) - £20.70
- Food (sourced by the Sub-Committee Clerk) - £60.58
- Flowers - £2.41
- Plaques - £138.75
- Trophy engraving - £45.50
- Prize draw voucher - £15.00
- Paper plates - £1.38

The Sub-Committee Clerk and Chair provided a verbal update to Members on the outcome of the Allotment Holders AGM held on 24<sup>th</sup> October 2024,

in that Tenants wished to see the Allotment Awards return to a separate event held as part of the AGM.

A Member expressed his personal disappointment at this news. The Tenant Representatives stated that although Allotments accounted for 23% of the total invites for the event, in reality far fewer than anticipated attended. Furthermore, it was noted that past AGMs used to be better attended before the awards were combined with Bognor Regis in Bloom, with those present at the Awards Evening not interested in then also attending the AGM. One Tenant Representative stated that plot holders were generally not interested in events or awards presentations.

*Cllr. Wells arrived at the Meeting*

The Chair provided Cllr. Wells with a brief update on the AGM and discussion so far.

A Member suggested that the Allotments Awards return to taking place at the AGM, and that a winners list could also be published in the new notice boards at the two allotments sites once installed. The Member also suggested that stickers could be produced for display in the winners' sheds to show that they had won an award. The Sub-Committee Clerk said that plaques were already provided for this purpose, and showed examples to those present.

Members **AGREED** to **RECOMMEND** to the Environmental and Leisure Committee 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, with Cllr. Brooks abstaining.

Therefore, Members decided that no increase in the Allotments Competitions Budget was required and **RESOLVED** to **AGREE** to **RECOMMEND** a budget of £100 for 2025/26 to the Environmental and Leisure Committee.

### **39. CONSIDERATION OF ANY MATTERS RAISED BY THE TENANTS AT THE AGM HELD ON 24<sup>th</sup> OCTOBER 2024 THAT ARE NOT SEPARATE AGENDA ITEMS**

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

On the matter of herbicides and pesticides, the Chair proposed that this is deferred to the next meeting in order to allow the Sub-Committee Clerk to carry out research into what other allotments' policies are, and to liaise with gardening experts on best practices on the use of these chemicals.

Members **AGREED** with the proposal, and further **AGREED** that the Sub-Committee Clerk should e-mail all Members of the Sub-Committee with the results of the research in advance of the next meeting, so that an informed decision could then be made.

Mr. Paul Goodchild mentioned a discussion that took place between Tenants following the end of the AGM on 24<sup>th</sup> October, in that there was an opportunity for larger plots (when they became vacant) to be split into smaller plots to help alleviate the waiting list, as well as make plots sizes more manageable for new Tenants.

The Sub-Committee Clerk mentioned that at present, it was for the Sub-Committee to decide on whether plots should be split, and therefore this was the main barrier to implementation of this idea, since the Sub-Committee only meets twice a year.

Members unanimously **AGREED** to delegate authority to the Sub-Committee Clerk, in liaison with the Chair and Vice Chair, on matters of splitting suitable plots as and when they become available.

A Member also suggested that a notice be placed in the notice boards (once installed) to inform Tenants of the ability to swap plots if they wish to upsize or downsize, in liaison with the Officer and where suitable plots are available. All present supported this suggestion and it would therefore be an item on the next agenda.

#### 40. **CORRESPONDENCE**

There was no correspondence.

*The Meeting closed at 6.25pm*

**AGENDA ITEM 8**

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
3<sup>rd</sup> FEBRUARY 2025**

**AGENDA ITEM 8 - BOGNOR REGIS IN BLOOM WORKING GROUP -  
CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND  
REPORTS IN THE NOTES OF THE MEETING HELD ON 12<sup>th</sup> NOVEMBER  
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 12<sup>th</sup> November 2024 (attached as **Appendix 1**).

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

- total expenditure of £635.01 from the In Bloom Competition Expenses Budget for costs associated with the Bognor Regis in Bloom Awards Evening - Min. 5.1 refers

**DECISIONS**

Members are asked to **NOTE** the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 12<sup>th</sup> November 2024.

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

- total expenditure of £635.01 from the In Bloom Competition Expenses Budget for costs associated with the Bognor Regis in Bloom Awards Evening.

# NOTES AND RECOMMENDATIONS

## Bognor Regis Town Council Bognor Regis in Bloom Working Group Tuesday 12<sup>th</sup> November 2024

**PRESENT:** Cllrs: P. Woodall and Mrs. J. Warr, also Mrs. M. Huntingdon, Ms. P. Keane, Mrs. S. Teverson and Mr. M. Greenfield (Committee Clerk)

*The Meeting began at 10.06am*

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

### **1. TO 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. Mrs. G. Yeates, also Mrs. G. Edom, Mrs. S. Hamilton Jones and Mr. B. Jackson, 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. Goodheart or Smith, or from Mr. Fane and Ms. Horton, and therefore these could not be approved.

### **3. APPROVAL OF THE NOTES OF THE MEETING HELD ON 30<sup>th</sup> APRIL 2024 AND OF THE NON-QUORATE MEETINGS HELD ON 3<sup>rd</sup> JUNE, 16<sup>th</sup> JULY AND 24<sup>th</sup> SEPTEMBER 2024**

As the meeting was not quorate, the Notes of the four 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**

There was no Clerk's Report.

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

### **5.1. BRiB Annual Competition, including wash up of the 2024 Awards Evening, to ratify the final expenses, to receive feedback from Allotments Tenants (if any) and to consider any changes to the 2025 competition:**

Mrs. Huntingdon suggested that Allotments do not form part of the Awards Evening in 2025, owing to the lack of attendance at the 2024 event. The Chair informed Members that at the Allotment Holders AGM, held on 24<sup>th</sup> October, the Tenants had also expressed their desire to no longer be a part of the BRiB Awards Evening.

The CC had circulated a copy of the In Bloom share of the Awards Evening costs to Members before the meeting. Members were pleased that a small underspend had been achieved, but were disappointed at the funds raised by the raffle, identifying the issue as being down to a lack of attendees on the night.

Mrs. Teverson questioned why there needed to be a raffle, since Members (who donate/supply the prizes) put more into it financially than is gained, commenting that it also prolongs the event's runtime. Mrs. Huntingdon proposed that there be no raffle at the 2025 Awards Evening, and this was **APPROVED** by all present.

As an alternative, Mrs. Teverson suggested that a donation pot be provided for attendees to donate funds to BRiB if they wish.

The breakdown of the final In Bloom share of the Awards Evening costs were as follows, funded from the Competitions Budget unless otherwise specified:

- Venue hire - £150.92
- Cleaning fee - £23.10
- A1 Correx board - £52.00
- Tea/coffee - £69.30
- Catering - £202.79
- Trophy repair - £30.00
- Flowers - £8.06
- Plaques for winners - £64.75
- Prize draw voucher - £25.00
- Raffle books - £4.47
- Paper plates - £4.62
- Trophy engraving (covered by sponsorship) - £101.50

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

Members **NOTED** an income of £72.00 from the raffle, resulting in an underspend of £116.25, for the Awards Evening.

Mrs. Huntingdon, and all those present, thanked the CC for his work in organising the Awards Evening, as well as on the evening itself, and requested that this be minuted.

The CC also informed Members of a proposal that would be put forward to the Policy and Resources Committee at their budget meeting, that £500 of the Environmental Projects Budget be vired to the Competitions Budget for 2025/26.

Ms. Keane expressed the need to change the 2025 competition in order to breathe new life into it and attract more entrants. She suggested that more community efforts that cannot necessarily be seen from the public highway – such as the Library Community Garden – be allowed to enter. Cllr. Mrs. Warr also suggested pub gardens be included, since they are available to the public. Other suggestions included hotel and café gardens.

Mrs. Huntingdon stated that the front gardens and hanging baskets categories are a must going forward, as they form the majority of the entrants. She suggested that application forms be sent out to the extra businesses and gardens awarded with complimentary certificates in 2024 in the hope that they decide to enter in 2025. She also said that next year's judges should continue to keep an eye out for non-entrants worthy of complimentary certificates.

Ms. Keane recommended that increased use of BRiB social media would help to raise awareness of the group's existence.

Cllr. Mrs. Warr felt that the chosen venue for the past two years may also be off-putting to some people, since it is away from the town centre and has very limited parking. The Chair suggested the Salvation Army Church and Community Centre in Queensway. Members **AGREED** that the CC explore this option and ascertain the venue's capacity and costs, to report back to the next meeting.

Members further **AGREED** that the matter of updates or changes to the 2025 competition be included on the next agenda, to give Members time to consider new categories or other potential changes beforehand.

Members also **AGREED** that the CC should contact Haywards Heath in Bloom to arrange for a meeting with BRiB now that the competitions season had ended, as discussed at the meeting held on 30<sup>th</sup> April 2024 (Min. 7 refers).

A 'Best Sunflower Display' category was also **AGREED** for the 2025 competition, since almost fifty packets of sunflower seeds were handed out at the Awards Evening.



The CC suggested a category for shop window displays as a means of increasing interaction with the business community, since not every business has the capacity for window boxes or planters. Members **AGREED** to this suggestion.

**6. TO FURTHER CONSIDER THE PURCHASE OF NEW TROPHIES AND TROPHY INSERTS FOR THE BRIB ANNUAL COMPETITION, AS DISCUSSED AT THE MEETING OF 24<sup>th</sup> SEPTEMBER 2024**

The CC had circulated information on styles and costs of trophies to Members before the meeting. The Chair suggested that ones with lids were more aesthetically pleasing, and could also be fitted with an insert of the new BRiB logo. Members **AGREED** for the Chair and CC to liaise on which type and style of trophy should be purchased, and to report back at the next meeting with a proposal for feedback and ratification.

**7. TO FURTHER CONSIDER THE PURCHASE OF HEDGEHOG ROAD SIGNS, TO BE FUNDED FROM THE ENVIRONMENTAL PROJECTS BUDGET, DEFERRED FROM THE LAST MEETING**

Since Mrs. Edom could not be present at the meeting, Members **AGREED** to defer this matter to the next meeting.

**8. ANY TREE PLANTING PROJECT UPDATES TO BE REPORTED, INCLUDING REPLACEMENT OF THE CLOUD TREE AT THE HEALTH CENTRE WITH A MYRTLE (AND CONSIDER ANY ASSOICATED COSTS) AND TREE PLANTING IN SHRIPNEY ROAD**

Ms. Keane informed Members that the bamboo screen at the Health Centre, which obscured vision of the Cloud Trees, had been removed since the last meeting. However, the poles to which it was affixed were still present. Members instructed the CC to ascertain if the screen would be replaced, and to defer any decision to the next meeting.

The CC confirmed that letters had been sent to the businesses along Shripney Road, but no responses had yet been received.

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

Since this matter had been on the agenda since March 2024 without progression, Members **AGREED** to remove it from future agendas.

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

No issues were raised. Having been unable to do so following the last meeting, the Chair would speak to Johnstons Domestic Appliances in Bedford Street, regarding the two wildflower areas, to try and ascertain who owns the land.

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

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

BCG continue to meet every Thursday, and would be moving into the Sunken Gardens in due course, having met with Tivoli to discuss a plan of works. The planter outside Morrisons had been emptied, and a meeting scheduled with Mr. J. Jones-McFarland to discuss the future of this planter.

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

There were no updates.

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

There were no updates.

## **12. CORRESPONDENCE**

Two pieces of correspondence had been received and circulated to Members via email prior to the meeting.

### **12.1 2<sup>nd</sup> Bognor (St Mary's) Sea Scouts:**

The Group Scout Leader had contacted the CC asking for the various Scouts sections to be involved in planting work during the spring as part of a project for the children to gain their Community Impact Badge. Members were keen to work with the Scouts and instructed the CC to liaise with Mr. Jones-McFarland to see if a piece of land in Hotham Park, which had previously been used for similar projects, could be used again.

### **12.2 Your Station Your Community Improvement Fund 2025/26:**

The CC had received an invitation to apply for a grant of up to £10,000 for community improvement work at Bognor Regis Railway Station. Due to the short time until the deadline (18<sup>th</sup> December) and the lack of Members present, Members **AGREED** to not apply for a grant this time, but instead to plan ahead and consider any projects for a potential grant application in 2025. Therefore, this would be made a recurring agenda item for future agendas.

### **13. DATE OF NEXT MEETING**

The date of the next meeting was set for Tuesday 14<sup>th</sup> January 2025 at 10am.

*The Meeting ended at 11.25am*

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
3<sup>rd</sup> FEBRUARY 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.

**AGENDA ITEM 10**

**BOGNOR REGIS TOWN COUNCIL**  
**ENVIRONMENTAL AND LEISURE COMMITTEE MEETING**  
**3<sup>rd</sup> FEBRUARY 2025**

**AGENDA ITEM 10 – TO RATIFY EXPENDITURE FOR POSTERS TO POPULATE THE SEAFRONT SHELTERS OUTSIDE OF THE EVENT SEASON – MIN. 42 REFERS**

**REPORT BY THE COMMITTEE CLERK**

**FOR DECISION**

At the Environmental and Leisure Committee Meeting held on 18<sup>th</sup> 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 event season coming to a close, in November 2024 two styles of posters were commissioned, advertising where details of forthcoming events could be found, and promoting the shelter poster sites as being available for event organisers in Bognor Regis to advertise upon. Three copies of each were produced, along with the reproduction of six winning entries from previous photo competitions, all of which are currently installed on the twelve poster sites during low season.

Expenditure to date incurred for the printing of the twelve posters is £264.00. The invoice for design development, is, as yet, outstanding, although we estimate the cost for this to be in the region of £240.00. 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 £264.00 for the printing of twelve posters for the seafront shelter poster sites to be funded from the remaining budget earmarked for general promotion throughout the year.

**AGENDA ITEM 11**

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
3<sup>rd</sup> FEBRUARY 2025**

**AGENDA ITEM 11 - 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**

**REPORT BY THE COMMITTEE CLERK**

**FOR DECISION**

At the Environmental and Leisure Committee Meeting of 4<sup>th</sup> November 2024, in response to a complaint from a member of the public first raised on 20<sup>th</sup> May 2024, it was suggested that the Town Council write direct to Arun District Council, requesting a permanent resolution to the lights not working on the promenade bandstand – Min. 51 refers.

Cllr. Nash, in his capacity as Deputy Leader of Arun District Council, had stated at the Committee Meeting held on 9<sup>th</sup> September 2024, that ADC and the Bognor Regis BID would progress this issue with the bandstand – Min. 37 refers.

With the lights on the Promenade bandstand continuing not to work, the Deputy Clerk reported this to a Senior Surveyor at ADC on 10<sup>th</sup> January 2025. In response, an email was received apologising for the delay in fixing the problem and advising that a quote is awaited from their electrical contractor.

**DECISION**

Whilst noting the latest update received, do Members **AGREE** that any further action should be taken by the Town Council at this time, in relation to the longstanding issue of the lights on the Promenade bandstand not working?

**AGENDA ITEM 12**

**BOGNOR REGIS TOWN COUNCIL**  
**ENVIRONMENTAL AND LEISURE COMMITTEE MEETING**  
**3<sup>rd</sup> FEBRUARY 2025**

**AGENDA ITEM 12 – 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 6<sup>th</sup> NOVEMBER 2023 REFERS**

**REPORT BY THE COMMITTEE CLERK**

**FOR DECISION**

**Background**

At the Policy and Resources Committee Meeting held on 25<sup>th</sup> September 2023, Members agreed the Lamp Post Banner Maintenance Earmarked Reserves of £3,000 for 2022/23 could be returned to General Reserves and reallocated for the Events, Promotion and Leisure Committee to use towards funding for Correx boards (Min. 61 refers). At the subsequent meeting, held on 6<sup>th</sup> November 2023, Members approved the design, style and size of the Correx post sleeves (Min. 57 refers).

**Summary**

The Correx boards, whilst providing a traditional visual display throughout the events calendar, effectively augmenting contemporary media formats, are not without vulnerability - limitation of use and limitation of location.

Of the 16# Correx boards procured on 15<sup>th</sup> April 2024, 11 succumbed to vandalism or were stolen, whilst displayed during high season dates May to early November 2024. As of 13<sup>th</sup> January 2025, of the 5# remaining in-situ at secondary low season locations – predominantly on the seafront, 3# have sustained wind damage, consequential of the recent winter storms. Thus, 2#, at present, are deemed suitable for re-use and continuing display.

**Unit Cost**

Expenditure to date on the Correx boards is a total of £675.80 which is inclusive of £600.00 for 3 sided Correx boards, size: 1121 x 361mm, and £75.80 for clear resealable waterproof A4 holders. Thus, a unit cost of £42.24 exclusive of mastic sealant, cable ties, photocopying, paper, Officer and Town Force time.

**Officer and Town Force time**

The original intention was to renew the posters with each event. Typically, displayed on the Friday, one week in advance of the event, and remove the immediate Monday after.

This proved unsustainable due to the high degree of Officer time required. For example, there were 32 events in 2024, allowing 15 minutes to update each of the 16 Correx sites, this equated to 28 Officer hours per season. Furthermore, the involvement of Town Force, was equally unviable owing to their own commitments and the fact that no budgetary allowance was allocated.

By default, to alleviate Officer time pressures, generic seasonal posters were increasingly utilised, with occasional acceptance of posters, for example but not exclusively, promoting events such as Carnival, Councillor Drop-in Sessions and Puppet Party.

### **Longevity**

First choice, high-profile sites, with good visibility and high footfall, i.e. High Street, London Road precinct and Queensway, recorded high incident levels of vandalism, missing or stolen, or water damage to poster and wallet if tampered with and opened. Thus, longevity was short.

Second choice locations, typically the seafront; Esplanade, Promenade and Rock Gardens, whilst enhanced previous longevity, proved over time vulnerable to wind and storm damage.

### **DECISIONS**

Do Members **AGREE** or **DISAGREE** that the continuing use of Correx post sleeves in the 2025 season is financially viable?

If agreeing their continued use, Members are asked to **RESOLVE** to **AGREE** sufficient expenditure to cover costs to purchase an approved number of Correx boards for the 2025 season, to be funded from the Earmarked Reserves previously identified for provision of Correx boards.



**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
3<sup>rd</sup> FEBRUARY 2025**

**AGENDA ITEM 13 - CORRESPONDENCE**

**REPORT BY THE COMMITTEE CLERK**

**FOR INFORMATION**

1. West Sussex County Council - Environmental and Climate Change Newsletter October 2024. Summarising the Climate Action and Adaptation Plan, priorities 2024-27, including transport, preventing winter flooding, the Climate Ambassador Scheme, and current recruitment drive, and recycling. Circulated via e-mail to all Committee Members.
2. Go Plastic - brochure, issued 25 Nov 24, depicting Covaplast plastic 100% recycled products - primarily seating, benches, tables and bin bays. Circulated via e-mail to all Committee Members.
3. Broxap - Products Catalogue 2024 for Parish Councils, a comprehensive range of street furniture, ranging fitness equipment to bollards to bins to play equipment. Circulated via e-mail to all Committee Members.
4. Local Government Association - Sustainable Bulletin December 2024, summarising improvements, policy, and partnerships nationwide with the Local Government Association forum. Circulated via e-mail to all Committee Members.
5. West Sussex County Council - Environmental and Climate Change Newsletter December 2024. Summarising progress this past year, with updates on: Tackling Climate Change April 23-March 24, opening of the second county wide Reuse Shop in Worthing, following the earlier opening in Billingshurst, Climate Action and Adaptation Plan, priorities 2024-27, Waste Reduction this Christmas, Flooding and Water issues, and Tree Planting. Circulated via e-mail to all Committee Members.
6. Local Government Association - Sustainable Bulletin January 2025, summarising improvements, policy, and partnerships nationwide with the Local Government Association forum. Circulated via e-mail to all Committee Members.