



# **BOGNOR REGIS TOWN COUNCIL**

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

### **PRESENT:**

Cllr: K. Batley (Chair); Cllrs: J. Brooks, R. Nash,  
Miss. C. Needs, P. Ralph, Mrs. J. Warr, P. Wells and  
P. Woodall

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Assistant Clerk)  
2 Members seated in the public gallery  
1 member of the public

### ***The Meeting opened at 6.31pm***

#### **1. TO NOTE THE CHANGE OF THE COMMITTEE'S NAME FROM EVENTS, PROMOTION AND LEISURE TO THE ENVIRONMENTAL AND LEISURE COMMITTEE AS AGREED AT THE COUNCIL MEETING HELD ON 2<sup>nd</sup> JANUARY 2024 – MIN. 151 REFERS**

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

Members **NOTED** that the Committee's name had changed from Events, Promotion and Leisure to the Environmental and Leisure Committee.

#### **2. WELCOME BY CHAIR**

The Chair welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

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

No apologies had been received from Cllr. Stanley and could not therefore be approved.

#### **4. DECLARATIONS OF INTEREST**

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

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

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

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

***Cllr. Batley declared an Ordinary Interest in Agenda item 10 as a Trustee to The 39 Club and as a user of the Bognor Regis Youth & Community Centre***

***Cllr. Wells declared an Ordinary Interest in Agenda item 10 as the Town Council appointed Representative to the Bognor Regis Youth & Community Centre***

#### **5. TO APPROVE THE MINUTES OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD ON 6<sup>th</sup> NOVEMBER 2023**

Members were asked if there were any objections to the Minutes of the last Events, Promotion and Leisure Committee Meeting, held on the 6<sup>th</sup> November 2023.

The Committee **APPROVED** the Minutes of the Events, Promotion and Leisure Committee Meeting held on 6<sup>th</sup> November 2023, as an accurate record of the proceedings and the Chair duly signed them.

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

### ***The Chair adjourned the Meeting at 6.36pm***

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

A Member seated in the public gallery spoke about two of the Town Council's events planned for 2024 and was reminded by the Chair that events now sit within the remit of the Policy and Resources Committee. Therefore, any questions or statements about events should be raised with that Committee.

An applicant to the Youth & Young Persons Budget, to be considered under Agenda item 10, spoke in support of their application and invited any questions from Councillors. A Member seated in the public gallery, previously involved with applications to the Youth & Young Persons Budget when it was within the remit of the now dissolved Community Engagement and Environment Committee, shared his thoughts on the applications to be considered for funding.

Reference was made to the operating times of the Christmas illuminations in the Town Centre, with a request that in future years these be turned on earlier in the day so that they are at their most visible whilst shops are open for business. Whilst comments regarding the Switch-On event were noted, the Chair reiterated that this was no longer within the remit of this Committee.

### ***The Chair reconvened the Meeting at 6.53pm***

## **7. CLERK'S REPORT**

### **7.1 30<sup>th</sup> October 2023 - Min. 112.1 of the Council Meeting - Data collection of sunshine hours**

Whilst automation of the full site is still being considered by the Met Office, the Campbell Stokes sunshine recorder will be re-established once a suitable location has been determined, it is hoped that this will be up and running within the coming month and long before the Summer season begins. Members were asked to note that any equipment used to record sun data must be '*calibrated, certified and of recognised specification for official Met Office use*'.

**7.2 6<sup>th</sup> November 2023 - Min. 53 of the Events, Promotion and Leisure Committee Meeting - Seafront shelter poster sites**

The recommendation for £2,000 to be included in the 2024/25 Publicity and Promotion Budget, to cover the costs associated with the seafront shelter poster sites, was subsequently approved.

With the funding becoming available from the 1<sup>st</sup> of April 2024, this matter will be progressed at the Environmental and Leisure Committee Meeting in March. The Events Officer is currently arranging Town Council events posters to be displayed in the next week, or two.

**7.3 6<sup>th</sup> November 2023 - Min. 55 of the Events, Promotion and Leisure Committee Meeting - Windshields on Promenade bandstand**

The budget of £1,500 recommended by this Committee to cover costs associated with purchasing windshields for the Promenade bandstand, including costs to instruct the supplier to draw up a Risk Assessment, was not approved by the Policy and Resources Committee as it was felt that this could be funded from within the Publicity and Promotion Budget. Consideration as to whether to pursue this issue any further and, if so, identification of the level of funding required to come from the 2024/25 Publicity and Promotion Budget will be put to the Environmental and Leisure Committee when it meets in March.

**7.4 6<sup>th</sup> November 2023 - Min. 57 of the Events, Promotion and Leisure Committee Meeting - Correx board lamp post sleeves**

With no Town Council events or Councillor Surgeries taking place in the coming weeks, there has been no progress with the boards at this stage owing to staff resources. Members will be updated in due course. As a point of clarification, Members were reminded that the decision regarding sizes and styles of these boards had been agreed at the last meeting.

**8. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 6<sup>th</sup> NOVEMBER 2023**

The Assistant Clerk's report, including the appended Minutes of the Meeting of the Allotments Sub-Committee held on 6<sup>th</sup> November 2023, was **NOTED**.

Members **RESOLVED** to **APPROVE** the total expenditure of £213.05 for costs associated with the Allotment Holders AGM and annual Awards, as detailed in the report.

A Councillor spoke of his visit to the Allotments last Autumn and encouraged all those on the Committee, who were also Members of the Allotments Sub-Committee, to arrange a visit to the site to gain a better understanding of any issues.

**9. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 22<sup>nd</sup> NOVEMBER 2023**

The Assistant Clerk's report, including the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 22<sup>nd</sup> November 2023 appended to the report, was **NOTED**.

Members **RESOLVED** to **RATIFY** That Ms. D. Horton be appointed as a co-opted member of the In Bloom Working Group.

**10. TO CONSIDER YOUTH & YOUNG PERSONS BUDGET 2023/24 APPLICATIONS INCLUDING: -**

- **TO FURTHER CONSIDER THE FUNDING REQUEST FROM THE BOGNOR FUN BUS CIC, DEFERRED FROM THE NOW DISSOLVED COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON 2<sup>nd</sup> OCTOBER 2023 – MIN. 50.1 REFERS**
- **TO CONSIDER FUNDING REQUESTS FROM BOGNORPHENIA CIC AND BOGNOR REGIS YOUTH AND COMMUNITY CENTRE, DEFERRED FROM THE NOW DISSOLVED COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON 2<sup>nd</sup> OCTOBER 2023 – MIN. 50.3 REFERS**
- **TO CONSIDER NEW FUNDING REQUESTS FROM 39 YOUTH CLUB, THE REGIS SCHOOL AND THE SHORE COMMUNITY CHURCH**

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

***Cllrs. Batley and Wells redeclared their Ordinary Interests***

Members spoke about the limited budget of £13,400 which would mean that not all applicants to the Youth & Young Persons Budget 2023/24 would be successful in securing funding at this time. Nonetheless, credit was paid to the work of the Town Council in financing youth provision when the County and District Council had made cuts to their funding for this. It was noted that the Town Council had made a further provision of £14,000 in the Youth & Young Persons Budget for 2024/25, therefore, any unsuccessful applicants were encouraged to re-apply when the next tranche of funding became available.

A query was raised as to whether religious groups met the criteria for applying to the Youth & Young Persons Budget. The Assistant Clerk advised Members that the current guidelines, approved by Members, did not exclude religious groups from applying. This may be something that the Committee wished to consider when reviewing the application process for 2024/25, in addition to deciding whether to consider applications to the Youth & Young

Persons Budget on a first come, first served basis or agree a cut-off date and take any applications en-bloc.

Generally, Members felt that the budget available should support applications from groups that were up and running, had a proven track record and with whom the Town Council could help in building upon what these groups were already delivering in terms of youth provision.

It was proposed and seconded that, from the balance remaining in the Youth & Young Persons Budget 2023/24, £2,500 be awarded to Bognorphenia CIC, £3,000 to the Bognor Regis Youth & Community Centre, and £7,000 to 39 Youth Club, with the underspend of £900 being earmarked to be added to the Youth & Young Persons Budget for 2024/25. This was unanimously **AGREED**.

**11. TO RECEIVE ANY UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET 2023/24 – MIN. 56 OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD ON 6<sup>th</sup> NOVEMBER 2023 REFERS**

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

***Cllr. Nash left the Meeting***

It was **NOTED** that, as had originally been agreed, any monies remaining from the £2,500 allocated from the Publicity and Promotion Budget 2023/24, for the production of BRTC sponsored music stand banners for the Bognor Regis Concert Band, would be used towards any charge for the band to perform at Town Council events in 2024.

Members **RESOLVED** to **AGREE** that £210 of the underspend in the Publicity and Promotion Budget 2023/24 be utilised to fund the remaining expenditure for the live broadcast of the FIFA Women's World Cup Final in August 2023.

As reported, to date, there had been no furtherment in relation to proposals for a virtual event, as an alternative to the monthly social media Geocaching that was deemed no longer viable. Members noted that should a proposal be forthcoming in time for the Environmental and Leisure Committee Meeting in March, then, with the support of the Committee, it would be suggested that the £600 be earmarked whilst the proposed use of the expenditure is recommended to the Policy and Resources Committee for consideration. Should there be no proposal put forward for consideration at the March meeting, then the £600 originally identified for monthly social media Geocaching, competitions etc, and subsequently ringfenced for a similar virtual event, would be returned to General Reserves.

**12. CORRESPONDENCE**

The Town Clerk verbally reported the correspondence received including: -

- 12.1** Blachere Illumination UK – Notification of update to UK Hire Catalogue with motifs available in January Sales 3-for-2 offer.

***Cllr. Nash returned to the Meeting***

**13. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d)**

The Committee **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 14 (contractual).

**14. REPORT ON CHRISTMAS ILLUMINATIONS (2<sup>nd</sup> YEAR OF 3-YEAR CONTRACT)**

The Assistant Clerk gave a verbal report in relation to ongoing power issues with festive lighting along Queensway in Bognor Regis. There followed a discussion about the causes for this and ways in which it could be overcome for Christmas 2024, as well as operational timings of the Town Centre lights overall.

It was **AGREED** that a wash-up meeting be arranged, online, with the Christmas Illuminations contractor at a mutually convenient time whereby Committee Members could join in discussions. Once a date was known, Members would be invited to send preliminary questions in advance to the Assistant Clerk so that the contractor may prepare responses in time for the online meeting.

***The Meeting closed at 7.52pm***