



# **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](mailto:bognortc@bognorregis.gov.uk)

## **MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 20<sup>th</sup> MAY 2024**

### **PRESENT:**

Cllr: K. Batley (Chair); Cllrs: J. Brooks, D. Dawes, R. Nash, P. Ralph, Mrs. J. Warr and P. Wells (until Min. 12).

### **IN ATTENDANCE:**

Mr. M. McLaughlin (Committee Clerk)  
Mrs. J. Davis (Assistant Clerk)  
1 member of the public seated in the public gallery

### ***The Meeting opened at 6.30pm***

#### **1. TO NOTE THE APPOINTMENT OF CHAIR AND VICE-CHAIR AS AGREED AT THE ANNUAL MEETING ON 13<sup>th</sup> MAY 2024**

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

Members **NOTED** that Cllr. K. Batley was appointed Chair and Cllr. J. Brooks appointed Vice-Chair of this Committee at the Annual Town Council Meeting held on 13<sup>th</sup> May 2024.

#### **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**

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

No apologies were received from Cllrs. Barrett and Stanley.

#### **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. Nash declared an Ordinary Interest in Agenda items 10 and 11, in relation to promoting events on posters and leaflets***

***Cllr. Wells declared a Pecuniary Interest in Agenda item 10 in relation to Bognor Regis Concert Band***

#### **5. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 18<sup>th</sup> MARCH 2024**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 18<sup>th</sup> March 2024, 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 6.34pm***

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

A member of the public stated that the lights on the Promenade Bandstand were not working and asked whether it might be possible for the Bognor Regis Seafront Lights organisation to take them on.

It was suggested that Cllr. Mrs. Warr, as the Town Council representative, raise these queries with Bognor Regis Seafront Lights, and report back at a future meeting.

***The Chair reconvened the Meeting at 6.40pm***

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

**7.1 18<sup>th</sup> March 2024 – Min. 20.2 Data collection of sunshine hours**

After many months of conversation with the Met Office, in relation to automation of the Weather Station to include the data collection of sunshine hours, they have advised that their preference is for the Campbell-Stokes sunshine recorder to be re-established. The Town Council has been tasked with finding a suitable location, according to the strict requirements of the Met Office in terms of what is deemed as 'suitable', upon which the Met Office will arrange a site visit. Only if no suitable site can be found for the sunshine recorded will the Met Office further review the possibility of automating the Weather Station.

Following Officer enquiries into potential sites for the sunshine recorder, Compass Point and Mountbatten Court have declined citing recent changes in the law relating to buildings over 18-metres in height, following the Grenfell Tower fire, and referring to the need to protect their roof warranty. A response is awaited from Esplanade Grande and the Town Clerk continues with efforts to liaise with Butlin's about the possibility of the recorder being re-established on resort.

**7.2 18<sup>th</sup> March 2024 – Min. 20.3 Correx board lamp post sleeves**

The Correx boards have now been produced, according to the specifications agreed by Committee Members, and delivered to the Town Council. Final preparations are underway in order to utilise the boards at the earliest possibility to promote events in the town.

**7.3 Bognor Regis Beach Access**

The Town Clerk has been made aware that a Bognor Regis Beach Access Stakeholder Engagement Workshop was held on 18<sup>th</sup> April at The Track in Bognor Regis, organised by Arun District Council (ADC). Unfortunately, no prior notification was received by the office, advising that the meeting was to take place, and the Clerk therefore enquired as to whether any representatives from the Town Council were actually invited to attend,

having expected that the Town Council should have been represented. It transpired that Cllrs. Brooks, Dawes, Goodheart, Stanley and Mrs. Warr were directly invited by ADC but it is unknown as to whether any of these Councillors were able to attend as no feedback has been received by the Clerk or Council from any Members. However, the Town Clerk has been advised by ADC that following on from the meeting, stakeholder outcomes will be circulated in due course and that these will be sent to the office.

## **8. APPOINTMENT OF SUB-COMMITTEES AND WORKING GROUPS**

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

### **8.1 Allotments Sub-Committee including consideration of recommendations to Council of co-options for ratification**

Members **NOTED** the appointment of the Allotments Sub-Committee, of which all Members of the Environmental and Leisure Committee are members.

Members **AGREED** to **RECOMMEND** to Council for ratification the following co-opted appointments: Mrs. L. Russell and Mr. C. Penfold as non-voting members of the Sub-Committee (Allotment Tenant Representatives).

Members **NOTED** that the appointment of the Chair and Vice-Chair of the Allotments Sub-Committee will be undertaken at the first meeting scheduled for 6.30pm on Monday 17<sup>th</sup> June 2024.

### **8.2 Bognor Regis in Bloom Working Group including consideration of recommendations to Council of co-options for ratification**

Members **AGREED** that Cllrs. Goodheart, Smith, Mrs. Warr, Woodall and Mrs. Yeates be appointed to the Working Group. It was noted that there was a vacancy for one other member of the Committee to be appointed. In the absence of nominations to fill this vacancy from those present, it was suggested that the Committee Clerk circulate an email to those Members not present, inviting their expression of interest. The appointment of the one remaining vacancy on the Bognor Regis in Bloom Working Group will, therefore, be **DEFERRED** to the next Committee meeting to be held on 15<sup>th</sup> July 2024.

Members **AGREED** to **RECOMMEND** to Council for ratification the following co-opted appointments: Mrs. G. Edom; Mr. E. Fane; Mrs. S. Hamilton Jones; Ms. D. Horton; Mrs. M. Huntingdon; Mr. B. Jackson; Ms. P. Keane and Mrs. S. Teverson.

**9. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 13<sup>th</sup> MARCH AND 30<sup>th</sup> APRIL 2024**

The Committee Clerk's report, including appendices relating to the Notes of the Working Group, was **NOTED**.

Members **RESOLVED** to **RATIFY**:

**9.1** That the balance of £109.57 remaining of the 2023-2024 Competitions Budget, previously earmarked for purchasing seeds for the Schools Competition, be used instead for trophies/engraving expenses for the Awards Evening.

**9.2** The expenditure of £13.24 on seeds for Schools Competition.

**10. TO RECEIVE ANY UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET 2023/24 – MIN. 22 REFERS INCLUDING: -**

***Cllr. Wells re-declared his Pecuniary Interest in relation to the Bognor Regis Concert Band and left the Meeting***

The Committee Clerk's report, summarising updates regarding the concert Band and promotional posters, was **NOTED**.

**10.1 To receive an update in relation to the Town Council's sponsorship of the Bognor Regis Concert Band – Min. 22.1 refers**

Examples of the armbands and baseball caps were shown to Members who requested that a photo be taken when the promotional items, sponsored by the Town Council, were readily available and presented to the Concert Band.

Members noted that the Bognor Regis Concert Band were fully booked for the 2024 season and had requested that all remaining funds, from the Town Council's sponsorship, be earmarked for them to perform on behalf of the Council in 2025. This was **AGREED**.

**10.2 To receive an update in relation to posters promoting events supported by the Town Council – Min. 22.2 refers**

A Member suggested that posters promoting events, as a list that required reading, would be better placed on the internal poster sites of the seafront shelters. As the posters on the outside of the shelters were mostly visible to drivers, it was felt that posters promoting a singular event would be more eye-catching.

***Cllr. Wells returned to the Meeting***

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

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

**11.1. To note that a recommendation to the Policy and Resources Committee in relation to expenditure of the 2024/25 budget is no longer required – Min. 145 of the Policy and Resources Committee meeting held on 25<sup>th</sup> March refers**

Members **NOTED** that it was no longer necessary to make recommendation to the Policy and Resources Committee when agreeing to spend monies from the Publicity and Promotion Budget 2024/25, news of which was well received.

**11.2 To receive an update in relation to the production of an events leaflet for 2024 – Min. 25 refers**

Further to the update given in the report, it was confirmed that the leaflets were in print and would be ready for distribution ahead of the Bognor Regis Carnival on 25<sup>th</sup> May 2024, with further distribution planned in the coming days.

**11.3 To consider the utilisation of any remaining funds in the Publicity and Promotion budget 2024/25 - Min. 25 refers**

Members were invited to agree any proposals for the utilisation of funds in the Publicity and Promotion Budget 2024/25, however there were none forthcoming. It was recognised that the funding provision within this budget was in place until 31<sup>st</sup> March 2025 and that any expenditure should be carefully considered so as to not run the pot dry too early into the financial year, thereby leaving the Committee unable to support proposals that came in at a later date.

It was **AGREED** to **DEFER** any consideration of proposals for the utilisation of any remaining funds in the Publicity and Promotion Budget 2024/25 until the next meeting.

***Cllr. Wells gave his apologies and left the Meeting***

**12. 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**.

Having noted that it had not been possible for the Town Council to submit a representation in response to the Public Events licence application in relation to the Carnival, owing to an insufficient number of Committee Members responding to the request for comments, the Chair urged those present to reply to emails where required.

**13. CONSIDERATION OF THE SPECIFICATION REQUIREMENTS AND ACCOMPANYING BRIEF FOR THE CHRISTMAS ILLUMINATIONS FOR 2025-27 CONTRACT**

The Committee Clerk's report, including associated appendices relating to the proposed specification and brief, was **NOTED**.

It was proposed and seconded that a Working Group be established to determine the scope, specification, and any amendments required to the paperwork associated with Christmas Illuminations for the 2025-27 contract.

Members **RESOLVED** to **AGREE** that a Christmas Illuminations Working Group be established, tasked with considering the specification requirements and brief for the Christmas Illuminations 2025-27 contract, with a **RECOMMENDATION** from the Working Group to be presented at the next Committee Meeting on 15<sup>th</sup> July 2024.

Following a vote, it was **AGREED** that the following Members would sit on the Christmas Illuminations Working Group: - Cllrs: K. Batley, J. Brooks, D. Dawes, P. Ralph and P. Wells, in addition to the Committee Clerk. Times and dates for the Working Group to meet are to be determined.

The decision relating to holding a standalone meeting of the Committee, to receive presentations from participating companies, was **DEFERRED** until the specification and brief had been approved.

**14. TO DISCUSS THE USAGE OF THE SEAFRONT BANDSTAND FOLLOWING A COMPLAINT RECEIVED FROM A RESIDENT AND CONSIDER ANY FURTHER ACTION – CLLR. BATLEY TO REPORT**

Cllr. Batley gave a verbal report, explaining that he had been contacted by a member of the Bognor Regis RAFA Club who had hoped to use the bandstand located on the seafront. When making enquiries with the Arun District Council (ADC) Reception Desk at the Town Hall, the member of public was advised that the Town Council were responsible for its use as an event space. Not believing this to be the case, the member of the public contacted ADC's Events team but had not received a response. In the meantime, they had spoken with Cllr. Batley who had confirmed that the bandstand was owned by ADC and that they were responsible for events being held at this location.

In discussing the issues experienced by the member of the public, the complexities of ADC's booking system for event organisers to book the bandstand were raised, with there being anecdotal evidence shared of organisers who avoided using the bandstands owned by ADC because of the paperwork involved.

A Member asked whether it would be viable for the Town Council to take on the operational management of the seafront bandstand, in an effort to support musicians wishing to perform.

Cllr. Nash, in his capacity as Deputy Leader of Arun District Council, offered to raise the matter at his weekly meeting with the CEO of Arun.

**15. TO RATIFY EXPENDITURE OF £434.72 PLUS VAT FOR NECESSARY REPAIRS TO BILLY BULB**

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

Members **RATIFIED** expenditure of £434.72 excluding VAT for repairs undertaken to Billy Bulb.

Members suggested the active promotion of Billy Bulb, including his participation in other events, and it was suggested that this could be a proposal for expenditure of the Publicity and Promotion Budget 2024/25 when next considered.

**16. CORRESPONDENCE**

There had been no correspondence, pertaining to the Environmental and Leisure Committee, received.

***The Meeting closed at 7.23pm***