



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 15th JULY 2024

PRESENT:

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

IN ATTENDANCE:

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

The Meeting opened at 6.32pm

17. 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.

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

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

No apology was received from Cllr. M. Stanley.

19. 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

20. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 20th MAY 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 20th May 2024, as an accurate record of the proceedings and the Chair duly signed them.

21. 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.

With reference to the Environmental and Leisure Committee meeting of 20th May 2024, a member of the public reiterated the lights on the Promenade Bandstand were not working, and as previously, asked if Bognor Regis Seafront Lights organisation could operate them.

Citing frustration, the member of the public expressed a willingness to report this apparent inaction to the local press, and to hold local Councillors to account.

Cllr. R. Nash, in response, stated he would raise with both the interim and newly appointed Chief Executive Officer at Arun District Council, respectively Karl Roberts and Dawn Hudd, and report back at the next meeting.

The Chair reconvened the Meeting at 6.38pm

22. CLERK'S REPORT FROM PREVIOUS MINUTES

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

23. TO FURTHER CONSIDER THE APPOINTMENT OF THE ONE REMAINING VACANCY ON THE BOGNOR REGIS IN BLOOM WORKING GROUP, DEFERRED FROM THE PREVIOUS MEETING - MIN. 8.2 REFERS

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

No nomination was forthcoming.

Members thus **AGREED** to **DEFER** the vacancy until such time as a Member comes forward.

Members cited, time constraints and a clash of meetings as their collective reasoning.

24. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 3rd JUNE 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 3rd June 2024, was **NOTED**.

24.1 Recommendation to request funding of £300, from the Publicity and Promotions Budget 2024/25, towards the Bognor Regis in Bloom Awards Evening scheduled for October 2024

Having considered the recommendation from the Bognor Regis in Bloom Working Group, Members unanimously **RESOLVED** to **AGREE** to allocate £200 towards this. It was suggested that the Working Group approach local garden centres to seek sponsorship towards any shortfall in funding of the Awards Evening as planned.

25. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 17th JUNE 2024 INCLUDING: -

The Committee Clerk's report, including the appendix relating to the Minutes of the Allotments Sub-Committee Meeting held on 17th June 2024, was **NOTED**.

25.1 Recommendation that Mr. Paul Goodchild (Original Site) and Mr. Phil Fortin (Re-Established Site) be co-opted as additional Tenant Representatives for the remainder of the 2023-2024 allotments year – Min. 5 refers

Members **AGREED** to **RECOMMEND** to **COUNCIL** for ratification the following co-opted appointments: Mr. Paul Goodchild and Mr. Phil Fortin as non-voting members of the Sub-Committee (Allotment Tenant Representatives).

25.2 Resolution to request additional funding of £500, from the Publicity and Promotions Budget 2024/25, towards the Bognor Regis in Bloom Awards Evening scheduled for October 2024, to allow for an increased number of Tenants to be invited – Min. 15 refers

In considering the recommendation from the Allotments Sub-Committee, in relation to the request for an additional £500 from the Publicity and Promotion Budget, Members unanimously **RESOLVED** to **AGREE** to allocate £300 towards this.

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

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

26.1 To receive proposals in promoting Billy Bulb to wider events other than the annual carnival, both within and supported by the Town Council – Min. 15 refers

Members, proposed that Billy Bulb attend the following two Town Council events:

- I. Councillor Drop-in Surgery, Hampshire Avenue, Wednesday 31 July 2024, between 12:30pm and 14:30pm
- II. Christmas Lights Switch-on, Bognor Regis Town Centre, Saturday 30 November 2024, between 4:00pm and 7:00pm.

Members collectively questioned the current 2.4m high (Heras) fencing requirement, citing this was potentially obstructive and counter-productive to the active promotion to a wider audience and events programme, and that a crowd barrier (of 1.1m standard height) would be more appropriate.

Additionally, it was suggested that the crowd barrier, be it of galvanised steel or plastic construction, be painted in a colour co-ordinated livery. Notwithstanding the wider implications of: - cost, specialist paint application, storage and dedicated barrier use.

Members further questioned the insurance requirements, asking who the current provider was, and what Billy Bulb is designated as.

Members suggested, the introduction of a designated web page for Billy Bulb.

26.2 To note any remaining funds in the Publicity and Promotion Budget 2024/25, subject to any decisions taken earlier in the meeting - Min. 11.3 refers

Having agreed earlier in the meeting to support requests from the Bognor Regis in Bloom Working Group and Allotments Sub-Committee, for funding towards the Awards Evening at a combined total of £500, Members **NOTED** that there was £1,679.88 remaining unallocated in the Publicity and Promotion Budget 2024/25.

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

The Clerk confirmed no licence applications had been received since the previous meeting of 15th July 2024.

28. TO RECEIVE THE NOTES AND RECOMMENDATIONS FROM THE CHRISTMAS ILLUMINATIONS WORKING GROUP MEETING, HELD ON 17th JUNE 2024, AND TO FURTHER CONSIDER THE SPECIFICATION REQUIREMENTS AND ACCOMPANYING BRIEF FOR THE CHRISTMAS ILLUMINATIONS CONTRACT 2025-27 CONTRACT - MIN. 13 REFERS

The Committee Clerk's report, including the Notes of the Christmas Illuminations Working Group meeting of 17th June 2024 and the recommended Brief and Specification, was **NOTED**.

Members in discussion, questioned the 15kN stress loading requirement for catenary wires, citing 6.5kN more appropriate.

Members **APPROVED** the Brief as proposed and **AGREED** the Specification with the following amendments/additions: -

1. Reduce the need for stress testing of the catenary wires in London Road to 6.5kN.
2. Include a walk-through bauble at the Railway Station to provide photo opportunities.
3. Include an additional 25ft Christmas tree to be located on the site of the Alexandra Theatre/Place St Maur.

There was no agreement made in relation to a standalone meeting being held to receive presentations from those tendering for the new Christmas contract.

29. YOUTH & YOUNG PERSONS BUDGET 2024/2025 INCLUDING: - TO CONSIDER REPLACING THE CURRENT GUIDELINES/CRITERIA WITH THE FUNDING POLICY PROPOSED; TO REVIEW THE YOUTH & YOUNG PERSONS BUDGET APPLICATION FORM AND AMEND IF REQUIRED; TO AGREE THE ARRANGEMENTS FOR CONSIDERING APPLICATIONS

The Committee Clerk's report, including appendices detailing the criteria/guidelines, budget and application was **NOTED**.

29.1 To consider replacing the current guidelines/criteria with the funding policy proposed

Members **RESOLVED** to **ADOPT** the proposed Funding Policy for the Youth & Young Persons Budget 2024/2025, without amendment.

29.2 To review the Youth & Young Persons Budget application form and amend if required

Members **APPROVED**, without amendments the Youth & Young Persons Budget application form as proposed.

29.3 To agree the arrangements for considering applications

Members **AGREED** all applications be considered en-bloc with a deadline date set to allow for these to be considered at the Committee Meeting to be held on 4th November 2024.

30. CORRESPONDENCE

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

The Meeting closed at 7.35pm