



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 24th MARCH 2025

PRESENT:

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

IN ATTENDANCE:

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

The Meeting opened at 6.30pm

80. 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.

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

Apologies for absence were received from Cllr. P. Wells. The Clerk recommended that the reason given was acceptable, and the absence was **APPROVED** by Members.

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

82. 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

83. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 3rd FEBRUARY 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 3rd February 2025, as an accurate record of the proceedings and the Chair duly signed them.

84. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.33pm

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

A Member seated in the public gallery cited a proposal by Arun District Council to plant 30,000 trees and asked if this could be referred to the Bognor Regis In Bloom Working Group as an agenda item.

Additionally, the Member repeated the perceptible lack of advertising, administration and seating in relation to the seafront bandstand. These same issues were previously raised in the earlier meeting of 3rd February 2025, with the seating having historical significance. Cllr. Nash, in reply, suggested that Arun may look favourably at Bognor Regis Town Council taking over the bandstand, particularly in context of the anticipated local government reorganisation.

Finally, the Member referenced the legacy of Cllr. J. Brooks, synonymous, amongst other projects, with beach access, and asked if such access could be dedicated in his memory? Cllr. Nash advised that the Southdowns Music Festival, in September 2025, would be looking at dedicating a memorial stage to Cllr J. Brooks.

The Chair reconvened the Meeting at 6.38pm

85. CLERK'S REPORT FROM PREVIOUS MINUTES

85.1 9th September 2024 - Min. 42 Production of Events Leaflet 2025

30,000 leaflets for the Events season 2025 had now been received. The Events Officer and Committee Clerk attended The Great Sussex Way's Leaflet Exchange event, at Chichester College, on Wednesday 19th March 2025. Officer feedback was that the dynamics of the Exchange have changed, and that the actual exchange of leaflets was nominal. At a cost of £75 plus VAT to attend, Officers queried whether the Exchange offers value for money and whether BRTC's attendance fulfils its primary objective. Therefore, it was recommended that, in future, traditional methods of delivering the Events Leaflet via Town Force and/or a distribution company be adhered to.

85.2 4th November 2024 - Min. 56 Nomination of The Alexandra Theatre as an Asset of Community Value

The nomination of the Theatre as an Asset of Community Value was submitted to Arun via their website on 11th February 2025. A subsequent email from Arun stated that the nomination was not accepted "at present", requesting significant and detailed additional information. This was submitted as an addendum, via email on 18th March 2025. A further response from Arun is awaited.

85.3 4th November 2024 - Min. 61 Christmas Illuminations Contract 2025-2027

An onsite meeting took place on 3rd March 2025, with Event Power Engineering and Enerveo to determine a solution to the power supply issue in Queensway. Options discussed included the installation of feeder pillars and commando sockets on lamp post columns. These would be deemed as additional works, and potentially funded from Rolling Capital, as one-off infrastructure improvement. Discussion was also had around the type of Christmas illuminations to be displayed in Queensway, such as string lights beneath the building canopies or motifs attached to lamp post columns, as displayed along Aldwick Road, which would be funded as part of the Christmas Lights contract. It was noted that quotations for the different styles of illuminations may be in excess of the tender costs previously agreed.

Additionally, the eight potential lamp post columns identified in Queensway, on which motifs could be attached, will require Certificates of Non-

Destructive Testing for the mandatory Third-Party Attachment application with Enerveo. Quotes for this work are estimated to be around £1,086 plus VAT for which a budget will need to be identified, should the works be required.

85.4 3rd February 2025 – Min. 77 Letter to Arun District Council in relation to Promenade Bandstand Lights

Letter sent to Nat Slade, Group Head of Technical Services at ADC, on 11th February 2025, copied to Dawn Hudd (Chief Executive), Philippa Dart (Director of Environment & Communities), Karl Roberts (Director of Growth) and Ian Hazle (Project Manager – Asset Review, Property, Estates & Facilities). With no response received, a reminder letter was sent on 10th March 2025. A response from Nat Slade is awaited.

Unofficially, courtesy of the Senior Surveyor, Property & Estates, via email confirmation of 3rd March 2025, to our Deputy Clerk, Arun are looking to engage the “*original tiler*” to enable specialist floor tile access in conjunction with electrical works. The Town Clerk and Deputy Clerk also raised the issue of lighting on the bandstand directly with Karl Roberts at the Liaison Meeting held on 11th March 2025.

85.5 Appointment of Vice-Chair to the Environmental and Leisure Committee

For information, and advice, the Clerk reminded those present that the Town Council’s Standing Orders mandate that the appointment of a Vice-Chair, together with Chair and Members for committees, takes place at the Annual Town Council Meeting in May. As this is the last Committee Meeting of the municipal year, a Vice-Chair will not, therefore, be appointed to replace Cllr. Jim Brooks until the Annual Town Council Meeting on 12th May 2025.

86. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 18th FEBRUARY 2025 INCLUDING:

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The Committee Clerk’s report, including the appendix relating to the Notes of the Bognor Regis In Bloom Working Group Meeting held on 18th February 2025, was **NOTED**.

86.1 Recommended expenditure of £3.70 plus VAT - for Kelvedon Wonder pea seeds, to be funded from the 2024/2025 Competitions Budget (Min. 5.3 refers)

Members unanimously **RESOLVED** to **RATIFY** the total expenditure of £3.70 plus VAT for Kelvedon Wonder pea seeds, to be funded from the 2024/2025 Competitions Budget.

86.2 Recommendation that the balance of £435.06 in the Competitions Budget (less expenditure of £3.70 as noted above) be earmarked for new trophies (Min. 6 refers)

Members unanimously **RESOLVED** to **RATIFY** the balance of £435.06 in the Competitions Budget (less expenditure of £3.70 as noted above) be earmarked for new trophies.

86.3 Recommendation that the £1,000 in the Environmental Projects Budget be earmarked for the 'Tree Stump Timeline' project (Min. 6 refers)

Members unanimously **RESOLVED** to **RATIFY** the £1,000 in the Environmental Projects Budget be earmarked for the 'Tree Stump Timeline' project.

86.4 Recommendation that the £72 in the Fundraising Budget raised at the 2024 Awards Evening be added to the Fundraising Earmarked Reserves to fund future Awards Evening events (Min. 6 refers)

Members unanimously **RESOLVED** to **RATIFY** £72 in the Fundraising Budget raised at the 2024 Awards Evening be added to the Fundraising Earmarked Reserves to fund future Awards Evening events.

87. TO RATIFY EXPENDITURE OF £260 PLUS VAT FOR 'WELCOME TO BOGNOR REGIS' WINDOW STICKER

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

Members unanimously **RESOLVED** to **RATIFY** expenditure of £260 plus VAT for the 'Welcome to Bognor Regis' vinyl window sticker, to be funded from the remaining Publicity and Promotion Budget 2024/2025 earmarked for general promotion throughout the year.

The Committee Clerk, in a post report update, advised Members that the invoice for design development costs of £140 had since been received and that this expenditure would need to be ratified at the next Committee Meeting scheduled 19th May 2025.

88. 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 3rd February 2025.

89. YOUTH AND YOUNG PERSONS BUDGET 2025/2026 INCLUDING:-

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

89.1 To note that a review of the guidelines/criteria, funding policy and application form, will be carried out upon completion of the Policy and Resources Committee's review of Grant Aid

Members **NOTED** that the review of the three documents for the Youth & Young Persons Budget, will align with the review of Grant Aid funding by the Policy and Resources Committee scheduled for 2nd June 2025.

Thus, the earliest meeting date, and opportunity for review, by the Environmental and Leisure Committee is 14th July 2025, unless an Extraordinary Meeting is called immediately after 2nd June 2025.

89.2 To agree that upon receipt of applications, whether these are to be considered: en bloc at a specified date, ad hoc, or a combination of both with a nominal reserve identified from within the budget for late/ worthy causes

Members, in debating the arguments and counter arguments for the two primary alternatives, **AGREED** to consider applications to the Youth and Young Persons Budget 2025/2026 en bloc with a deadline date proposed in mid-July 2025 to incentivise applicants, offering a fair and efficient process. Applications would be considered at an Extraordinary Meeting with a view to funding being awarded late July/early August 2025.

90. CORRESPONDENCE

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

The Meeting closed at 7.05pm