



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 19th MAY 2025

PRESENT:

Cllr. K. Batley (Chair); Cllrs: D. Dawes, R. Nash (until Min. 9), Mrs. J. Warr and M. White

IN ATTENDANCE:

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

The Meeting opened at 6.31pm

1. TO NOTE THE APPOINTMENT OF CHAIR AND VICE-CHAIR AS AGREED AT THE ANNUAL MEETING ON 12th MAY 2025

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

Members **NOTED** that Cllr. K. Batley was appointed Chair and Cllr. D. Dawes Vice-Chair of this Committee at the Annual Town Council Meeting held on 12th May 2025.

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 Cllrs. Miss. C. Needs, P. Ralph. Mrs. J. Warr and P. Woodall. The Clerk recommended that the reasons given were acceptable, and the absences were **APPROVED** by Members.

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 whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- b) the nature of the Interest
- c) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- d) 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 Item 14 as the Chair of Southdowns Music Festival.

5. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 24th MARCH 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 24th March 2025, 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 seated in the public gallery questioned if this Committee had any input with Bognor Fishermens' Association. A Member in reply, whilst acknowledging his awareness of their development, aspirations and plans, cited the relationship, at present, was informal albeit on an individual basis.

Additionally, the Member asked if the Council had any say on the intended advertising or pictorial display on the recently installed hoardings on 2-4 Waterloo Square.

Members were informed such decision was that of Arun District Council's Economy Committee, scheduled to meet on 18th June 2025. It was noted that, to date, no active request or representation from Bognor Regis Town Council had been received with a suggestion made that the Town Council contact Arun District Council and request some input.

The Chair reconvened the Meeting at 6.43pm

7. CLERK'S REPORT FROM PREVIOUS MINUTES

7.1. 24th March 2025 – Min. 85.1 Production of Events Leaflet 2025

Of the 30,000 Events Leaflets for the 2025 season, circa 19,500 were distributed, immediately before and after the Easter holiday, by the Committee Clerk and Town Force, to tourist outlets within the wider Bognor Regis area. This incorporated Pagham, Aldwick, Felpham, Climping, Ford, Littlehampton, Angmering, Arundel and Chichester.

The balance of 10,500 were delivered to residents of specific areas within post codes PO21- Pagham, Aldwick, West Meads, North Bersted (part only), and PO22 Felpham (part only), week ending 11th May 2025.

The traditional wards of Bognor Regis: Marine, Pevensey, Hatherleigh, Orchard and Hotham were covered by the Town Council's Newsletter, incorporating the Events schedule, which was delivered in early March.

With only a few leaflets remaining of the 30,000 initially printed, a request to print an additional 4,800 leaflets, for distribution at Town Council events, and to Town Centre shops and businesses throughout the season, was received. Members will be asked to ratify the additional cost for these later in the meeting. The total accumulative print run for 2025 is, therefore, 34,800.

7.2 24th March 2025 - Min. 85.2 Nomination of the Alexandra Theatre as an Asset of Community Value

Arun District Council confirmed on 23rd April 2025, the nomination of 11th February together with addendum information submitted on 18th March, has been accepted.

The nomination is currently under assessment, with the final decision due on or by 18th June 2025.

7.3 **24th March 2025 – Min. 85.4 Letter to Arun District Council in relation to Promenade Bandstand Lights**

Reply received from Nat Slade; Group Head of Technical Services, Arun District Council, by email on 27th March 2025, to our letter of 11th February 2025. Informing:

- a. The outage, on investigation, is due to condensation within the floor structure.

And, they plan to re-scope the works in determination and resolution to:

- b. Minimise disturbance to the original decorative floor tiles.
- c. Future proof and re-configure lighting installation to negate intrusive floor works.

In addition, to the technical challenges, they also stressed, the balancing of a “high volume of prioritised workstreams”.

The Committee Clerk requested by return email of 31st March 2025, more frequent updates, simply to inform our Members and members of the public who express an active interest in this longstanding matter.

The Property, Estates, and Facilities Manager subsequently informed via email on 16th May 2025, that Contractors have been engaged to replace light fittings and reinstate the flooring. No timescales or dates, as yet, are confirmed.

8. **APPOINTMENT OF SUB-COMMITTEES AND WORKING GROUPS INCLUDING: -**

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, Mr. P. Goodchild and Mr. C. Penfold as non-voting members of the Sub-Committee (Allotment Tenant Representatives). Further, any recommendation of appointment for Mr. P. Fortin will be approved and ratified by the Allotments Sub-Committee in June.

Members **NOTED** 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 16th June 2025.

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

Members **AGREED** that Cllrs. Goodheart, Mrs. Warr, Woodall and Mrs. Yeates, be appointed to the Bognor Regis in Bloom Working Group.

Vacancies for two other nominated Members of the Environmental and Leisure Committee for appointment to the Bognor Regis in Bloom Working Group remained.

Members **AGREED** to **RECOMMEND** to **COUNCIL** for ratification the following co-opted appointments: Mrs. G. Edom; Mr. E. Fane; Mrs. S. Hamilton Jones; Mr. B. Jackson; Ms. P. Keane, Mrs. S. Teverson, and a representative from ADC's Parks & Greenspaces Department.

9. TO CONSIDER THE TERMS OF REFERENCE FOR THE ENVIRONMENTAL AND LEISURE COMMITTEE, THE ALLOTMENTS SUB-COMMITTEE, AND THE BOGNOR REGIS IN BLOOM WORKING GROUP AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

The Committee Clerk's report, including the three Terms of Reference appended, was **NOTED**.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Environmental and Leisure Committee, the Allotments Sub-Committee, and the Bognor Regis In Bloom Working Group be adopted as is without change or amendment.

10. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 8th APRIL 2025 INCLUDING: -

The Committee Clerk's report, including the appendix relating to the Notes of the Bognor Regis In Bloom Working Group Meeting held on 8th April 2025, was **NOTED**.

10.1 Recommended expenditure of £3.50 - for additional Kelvedon Wonder pea seeds, to be funded from the 2025/2026 Competitions Budget (Min. 5.3 refers)

Members in consideration unanimously **RESOLVED** to **RATIFY** the total expenditure of £3.50 for additional Kelvedon Wonder pea seeds, to be funded from the 2025/2026 Competitions Budget.

11. TO RATIFY EXPENDITURE FROM THE REMAINING PUBLICITY AND PROMOTION BUDGET 2024/2025 EARMARKED FOR GENERAL PROMOTION THROUGHOUT THE YEAR INCLUDING: -

11.1 £140 for design development of the "Welcome to Bognor Regis" vinyl window sticker (Min. 87 refers)

Members unanimously **RESOLVED** to **RATIFY** expenditure of £140 for design development of the "Welcome to Bognor Regis" vinyl window sticker to be funded from Publicity and Promotion Budget 2024/2025.

11.2 £130 for design development of the "Coming Soon" seafront shelter poster

Members unanimously **RESOLVED** to **RATIFY** expenditure of £130 for design development of the "Coming Soon" vinyl window sticker to be funded from Publicity and Promotion Budget 2024/2025.

11.3 £130 for design development of the "Promote Your Event/previous competition winner artwork" seafront shelter poster

Members unanimously **RESOLVED** to **RATIFY** expenditure of £130 for design development of the "Promote Your Event/previous competition winner artwork" seafront shelter poster to be funded from Publicity and Promotion Budget 2024/2025.

11.4 £130 for design development of the "Event Organisers Advertise Here" seafront shelter poster

Members unanimously **RESOLVED** to **RATIFY** expenditure of £130 for design development of the "Event Organisers Advertise Here" seafront shelter poster to be funded from Publicity and Promotion Budget 2024/2025.

11.5 £60 excl. VAT for the printing of 3 banner sized posters listing 2025 events in Bognor Regis

Members unanimously **RESOLVED** to **RATIFY** expenditure of £60 excl. VAT for the printing of 3 banner sized posters listing 2025 events in Bognor Regis to be funded from Publicity and Promotion Budget 2024/2025.

12. TO RATIFY THAT THE REMAINING BALANCE OF THE 2024/2025 PUBLICITY AND PROMOTION BUDGET OF £2,490.38 BE EARMARKED FOR GENERAL PROMOTION

Members **RESOLVED** to **AGREE** the remaining balance of £2,490.38 in the 2024/2025 Publicity and Promotion Budget be earmarked for general promotion throughout the year.

13. TO RATIFY EXPENDITURE FROM THE PUBLICITY AND PROMOTION BUDGET 2025/2026 INCLUDING: -

13.1 £75.00 excl. VAT for attendance at the Leaflet Exchange held at Chichester College on 18th March 2025

Members unanimously **RESOLVED** to **RATIFY** expenditure of £75.00 excl. VAT, for attendance at the Leaflet Exchange held at Chichester College on

18th March 2025, to be funded from the Publicity and Promotion Budget 2025/2026.

13.2 £480 for design development of the Events leaflet 2025

Members unanimously **RESOLVED** to **RATIFY** expenditure of £480 for design development of the Events leaflet 2025, to be funded from the Publicity and Promotion Budget 2025/2026.

13.3 £1,890 excl. VAT for printing of the Events leaflet 2025

Members unanimously **RESOLVED** to **RATIFY** expenditure of £1,890 excl. VAT for printing of the Events leaflet 2025, to be funded from the Publicity and Promotion Budget 2025/2026.

13.4 £735 excl. VAT for household delivery of the Events leaflet 2025 by Dor-2-Dor to specific areas within postcodes PO21 and PO22

Members unanimously **RESOLVED** to **RATIFY** expenditure of £735 excl. VAT for household delivery of the Events leaflet 2025 by Dor-2-Dor to specific areas within postcodes PO21 and PO22, to be funded from the Publicity and Promotion Budget 2025/2026.

13.5 To note a request for printing additional Events leaflets and ratify the resulting expenditure

As reported earlier in the meeting (Min. 7.1 refers), a request to print an additional 4,800 leaflets, for distribution to at Town Council events, and to Town Centre shops and businesses throughout the season, was received and subsequently actioned.

Members unanimously **RESOLVED** to **RATIFY** expenditure of £595 for the production of these additional leaflets, to be funded from the Publicity and Promotion Budget 2025/2026.

14. 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**.

15. CORRESPONDENCE

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

The Meeting closed at 7.36pm