



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 14th JULY 2025

PRESENT:

Cllr. K. Batley (Chair); Cllrs: D. Dawes, R. Nash (until Min. 29), Miss. C. Needs, P. Ralph, M. Stanley, Mrs. J. Warr (until Min. 29), M. White and P. Wells

IN ATTENDANCE:

Mr. M. McLaughlin (Committee Clerk)
1 member of the public
Mrs. G. Frost (Town Clerk) for part of meeting

The Meeting opened at 6.32pm

21. 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.

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

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

23. 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. Batley declared an Ordinary Interest in Agenda item 12 owing to his family connection

Cllr. Miss. Needs declared an Ordinary Interest in Agenda item 12 as a volunteer representative

24. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 19th MAY 2025, AND THE EXTRAORDINARY MEETING HELD ON 9th JUNE 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 19th May 2025, and the Extraordinary meeting held on 9th June 2025, as an accurate record of the proceedings and the Chair duly signed them.

25. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

No questions were raised, and thus, the meeting was not adjourned.

26. CLERK'S REPORT FROM PREVIOUS MINUTES

26.1 3rd February 2025 - Min. 72.4. Consideration of Youth & Young Persons Budget 2024/2025 Applications

Of the four successful funding recipients, that being Bognorphenia CIC Music Project, Bognor Regis Youth & Community Centre, Making Theatre Gaining Skills CIC, and South Coast Skate Club CIC, to date only South

Coast Skate Club CIC has submitted the monitoring form, in accordance with the Town Council's Funding Policy.

South Coast Stake Club CIC reports that a total of eighteen, 2-hour skate sessions were delivered between 17th - 19th February, and 7th - 18th April 2025. Across the sessions, 160 children attended aged between 3-15 years old (76 girls, 79 boys and 5 identifying as non-binary).

26.2 19th May 2025 – Min. 7.2 Nomination of Alexandra Theatre as an Asset of Community Value

Arun District Council, under Asset of Community Value Nomination Reference: ACV106, approved Alexandra Theatre, Belmont Street, Bognor Regis PO21 1BL, an Asset of Community Value on 18th June 2025. Valid for five years, Arun will add the Theatre to their list of Assets of Community Value and place a "charge" on both The Local Land Charges Register and Land Registry. Further information can be found at <https://www.arun.gov.uk/assets-of-community-value>.

26.3 19th May 2025 – Min. 7.3 Letter to Arun District Council in relation to Promenade Bandstand Lights

The Property, Estates, and Facilities Manager informed on 11th July 2025, by email, receipt of replacement lights by the Contractor is due. No timescales or dates, as yet, are confirmed.

26.4 9th June 2025 – Min. 20 Christmas Illuminations – Queensway

Following a quotation request in relation to the resolution of power supply issues for the Christmas illuminations in Queensway, Enerveo have indicated that the installation of feeder pillars would be expensive, citing three primary factors:

1. Position of the LV (Low Voltage) main.
2. Positioning of feeder pillars to rear of footway, as required by Highway Authority – West Sussex County Council.
3. Resultant excavations and permanent reinstatements.

Thus, commando sockets are the only viable option for which the Christmas lights contractor has provided a quotation. Installation of sockets and subsequent illuminations would require approval of a Third-Party Agreement, requiring mandatory non-destructive certification of the columns. Anticipated expenditure is in the region of £1,086 which could be funded from Rolling Capital, as one-off infrastructure improvement.

27. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 14th JANUARY, 28th MAY AND 25th JUNE 2025

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

27.1 Recommendation for date of presentation for Youth Groups Competition winners - Min. 5.2 of 25th June 2025 refers

Members unanimously **RESOLVED** to **RATIFY** the date of presentation for Youth Groups Competition winners, whilst noting this was held at 4pm on Thursday 3rd July 2025, at Bognor Regis Mini Golf.

27.2 Recommended expenditure of £16 plus VAT for the purchase of a winner's plaque for the Youth Groups Competition - Min. 5.2 of 25th June 2025 refers

Members unanimously **RESOLVED** to **RATIFY** the total expenditure of £16 plus VAT for the purchase of a winner's plaque for the Youth Groups Competition, to be funded from the 2025/2026 Competition Expenses Budget.

27.3 Recommended expenditure of £30 for 2x vouchers for winners of the Youth Groups Competition - Min. 5.2 of 25th June 2025 refers

Members unanimously **RESOLVED** to **RATIFY** the total expenditure of £30 for vouchers for winners of the Youth Groups Competition, to be funded from the 2025/2026 Competition Expenses Budget.

27.4 Recommended expenditure of £368.50 plus VAT for bedding plants for the winning designs of the Youth Groups Competition - Min. 5.2 of 25th June 2025 refers

Members unanimously **RESOLVED** to **RATIFY** the total expenditure of £368.50 plus VAT for bedding plants for the winning designs of the Youth Groups Competition, to be funded from the 2025/2026 Competition Expenses Budget.

27.5 Recommended expenditure of £15 for the winning entrants of the Schools Competition - Min. 5.3 of 25th June 2025 refers

Members unanimously **RESOLVED** to **RATIFY** the total expenditure of £15 for a voucher for the winner of the Schools Competition, to be funded from the 2025/2026 Competition Expenses Budget.

28. YOUTH AND YOUNG PERSONS BUDGET 2025/2026 INCLUDING: - TO REVIEW THE GUIDELINES/CRITERIA, FUNDING POLICY AND APPLICATION FORM, AND AMEND IF REQUIRED – MIN. 89.1 REFERS; TO AGREE THE DATE OF AN EXTRAORDINARY ENVIRONMENTAL AND LEISURE COMMITTEE MEETING LATE JULY/EARLY AUGUST TO CONSIDER APPLICATIONS – MIN. 89.2 REFERS

The Committee Clerk's report, including the Funding Policy and application form attached, was **NOTED**.

28.1 Following a review of the Funding Policy, Members **AGREED** to make a slight amendment under "who can apply?" by specifically naming the five Wards of Bognor Regis, within which organisation/applicants must operate or

whose activities and projects benefit Bognor Regis residents from these Wards.

With the agreed changes to the policy incorporated, Members **AGREED** to **APPROVE** the Funding Policy and Youth and Young Persons application form for use in 2025/2026.

- 28.2** It had previously been agreed that applications to the Youth and Young Persons Budget 2025/2026 would be considered en-bloc, in mid-July 2025, with funding awarded at an Extraordinary Meeting to be held late July/early August 2025. However, with the Funding Policy and application form only just approved, it was suggested that this timeline needed to be extended, and alternative dates considered.

It was therefore **AGREED** that a deadline date for receipt of all applications, be set for 5pm on Monday 22nd September 2025, with an Extraordinary Meeting of the Committee to take place at 6.30pm on 13th October 2025.

Cllrs. Nash and Mrs. Warr left the Meeting

- 29. CHRISTMAS ILLUMINATIONS 2025 INCLUDING: - TO AGREE THE LIGHTING DISPLAY PROPOSALS AS PREVIOUSLY PRESENTED - MIN. 20 REFERS; TO AGREE MEMBERS OF THE CHRISTMAS ILLUMINATIONS WORKING GROUP - MIN. 20 REFERS**

The Committee Clerk's report, including the display options, a summary of Members preferred options, and answers to questions raised with the Christmas lights contractor appended to the report, was **NOTED**.

The Committee Clerk detailed the preferred options, following his consultation via email with the Committee, however he commented that not all Members had responded, which had not allowed for a majority decision in some cases, of the design options available. Discussion took place regarding the Motif Crossings for High Street, London Road and York Road, with the majority of those Members present in favour of the "Perie" option, which was agreed.

The Chair sought advice from the Town Clerk who was present in the public gallery, who stressed the importance of decisions being reached as soon as possible on the Christmas lights to enable the order to be placed with the contractor. The Council needed to ensure the displays would be ready for installation in time for the Switch-On event at the end of November and the Clerk recommended that the Working Group should be tasked with agreeing the detail and delivering the project, within the allocated budget so this timeframe could be met.

29.1 Members in discussion, and with consideration to time, complexity of choice and further comments made, deemed, in consultation with the Town Clerk, a Working Group would be best suited to deliver the Christmas Illuminations.

29.2 Members **AGREED** that the membership of the Christmas Illuminations Working Group would include Cllrs. Batley, Dawes, Stanley and Wells. To enable the Working Group to progress with the project, it was **RESOLVED** that Delegated Authority be given to the Clerk in liaison with the Working Group to progress the provision of Christmas Illuminations within the budget previously set.

30. 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, detailing that it had not been possible to submit representation on behalf of the Town Council in response to any of the applications owing to an insufficient number of Councillors responding to the request from the Committee Clerk, was **NOTED**.

31. TO NOTE THAT THE CANCELLED MEETING OF THE ALLOTMENTS SUB-COMMITTEE, DUE TO BE HELD ON 16th JUNE 2025, HAS BEEN RESCHEDULED AND WILL BE HELD AT 6.30PM ON 18th AUGUST 2025

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

Members **NOTED** that the cancelled meeting of the Allotments Sub-Committee, of which all those on the Environmental and Leisure Committee are Members, due to be held on 16th June 2025, has been rescheduled and will be held at 6.30pm on 18th August 2025.

32. TO CONSIDER THE FOLLOWING REQUESTS FROM THE 39 CLUB, REFERRED FROM CLLR. M. WHITE: -

32.1 For Bognor Regis Town Council to facilitate a meeting of youth providers in the locality as a platform to share information about the services and projects they deliver

A Member stated, in context, the 39 Club intends to reach out to other local youth providers, including The Pheonix Centre and Bognor Regis Youth & Community Centre to ascertain what projects these providers intend, now and in the immediate future.

With the Member asked to liaise directly with the 39 Club, it was **AGREED** to **DEFER** further consideration to allow for the Member to report back to the Committee at the next scheduled meeting on 15th September 2025.

32.2 For the Town Council to support the delivery of Youth Voice, providing an opportunity for young people to discuss their ideas, concerns and what projects they'd like to see

It was **AGREED** to **DEFER** consideration of supporting delivery of Youth Voice until the Member's report referred to in Minute 32.1 was received.

33. CORRESPONDENCE

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

The Meeting closed at 7.48pm