



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 3rd FEBRUARY 2025

PRESENT:

Cllr: K. Batley (Chair); Cllrs: 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

Prior to the Meeting, a one-minute silence was held in memory of Town Councillor and former Mayor, Jim Brooks

The Meeting opened at 6.31pm

67. 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.

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

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

No apology for absence was received from Cllr. Stanley and this could not, therefore, be approved.

69. 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

70. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 4th NOVEMBER 2024, AND THE EXTRAORDINARY MEETING HELD ON 2nd DECEMBER 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 4th November 2024, and the Extraordinary Meeting held on 2nd December 2024, as an accurate record of the proceedings and the Chair duly signed them.

71. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.35pm

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

A Member seated in the public gallery reiterated that the lights on the promenade bandstand were not working, whilst referencing and acknowledging Agenda item 11. Additionally, the Member stated the apparent lack of advertising in the bandstand, and suggested that Bognor Regis Town Council administer such advertising, and provide seating for general use.

The Chair reconvened the Meeting at 6.37pm

72. CLERK'S REPORT FROM PREVIOUS MINUTES

72.1 9th September 2024 - Min. 42 Production of Events Leaflet 2025

Quotations for artwork design and development have been received, and a first draft copy was circulated to Members, for pictorial observation only.

72.2 4th November 2024 - Min. 56 Nomination of The Alexandra Theatre as an Asset of Community Value

Working with the theatre's Operations Manager, previous users of the facility were contacted and asked to complete a questionnaire, evidencing how valuable the theatre was to them. Of the replies received, the majority deemed the location of the theatre to be suitable and rated the importance of the theatre as high. All respondents had used alternative venues whilst the theatre was being refurbished. The responses to the questionnaire will form the basis of the Town Council's nomination application.

72.3 4th November 2024 - Min. 61 Christmas Illuminations Contract 2025-2027

Written notice to tenderers for the Christmas Illuminations Contract 2025-2027 has been issued. The next stage, due to commence in February 2025, is to survey wall fixings and electrical infrastructure, and to determine a solution for the Queensway, in conjunction with the chosen contractor and Enerveo.

72.4 2nd December 2024 - Min. 66 Youth & Young Persons Budget 2024-2025

All successful applicants received their awarded funding, via cheque as presented on 7th and 14th January 2025, by the Mayor Cllr. Miss. Needs, as a promotional and photo opportunity.

72.5 Arun Town & Parish Councils Climate Change Meeting 28th January 2025

An invitation to the meeting was sent to Committee Members on 27th January, following an earlier introductory email of 6th January 2025. Summary of topics included: - Arun's Emissions Report; communications and communications strategy in context of climate change challenges; open discussion of climate initiatives currently in progress or contemplation by neighbouring parish and town councils.

73. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 4th NOVEMBER 2024 INCLUDING: -

The Committee Clerk's report, including the appendix relating to the Notes of the Allotments Sub-Committee Meeting held on 4th November 2024, was **NOTED**.

73.1 Recommend the co-option of Mr. Paul Goodchild and Mr. Colin Penfold (Original Site) and Mrs. Louise Russell (Re-Established Site) as Tenant Representatives for the 2024-2025 allotments year - Min. 29 refers

Members unanimously **RESOLVED** to **RATIFY** the recommended co-option of Mr. Paul Goodchild and Mr. Colin Penfold (Original Site) and Mrs. Louise Russell (Re-Established Site) as Tenant Representatives for the 2024-2025 allotments year.

73.2 Recommend total expenditure of £310.66 from the Gravits Lane Maintenance Budget for various items - Min. 32 refers

Members unanimously **RESOLVED** to **RATIFY** the total expenditure of £310.66 from the Gravits Lane Maintenance Budget for various items, as recommended.

73.3 Recommend expenditure of £2.00 from the Allotments Competition Budget for refreshments for the Allotment Holders AGM held on 24th October 2024 - Min. 32 refers

Members unanimously **RESOLVED** to **RATIFY** the total expenditure of £2.00 from the Allotments Competition Budget for refreshments for the Allotment Holders AGM held on 24th October 2024.

73.4 Recommend expenditure of £336.29 from the Allotments Competition Budget for the Allotments share of the Awards Evening - Min. 32 refers

Members unanimously **RESOLVED** to **RATIFY** the total expenditure of £336.29 from the Allotments Competition Budget for the Allotments share of the Awards Evening.

73.5 Recommend that the Allotments Awards should return to being a separate event from the In Bloom Awards Evening, to take place at the Allotment Holders AGM - Min. 38 refers

Members unanimously **RESOLVED** to **RATIFY** that the Allotments Awards return to being a separate event from the In Bloom Awards Evening, to take place at the Allotment Holders AGM.

74. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 12th NOVEMBER 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 12th November 2024, was **NOTED**.

74.1 Recommended expenditure of £635.01 plus VAT for share of the Bognor Regis in Bloom Awards Evening, to be funded from the 2024/2025 Competition Expenses Budget - Min. 5.1 refers

Having considered the recommendation from the Bognor Regis in Bloom Working Group, Members unanimously **RESOLVED** to **RATIFY** expenditure of £635.01 from the In Bloom Competition Expenses Budget for costs associated with the Bognor Regis in Bloom Awards Evening.

75. 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 4th November 2024.

76. TO RATIFY EXPENDITURE FOR POSTERS TO POPULATE THE SEAFRONT SHELTERS OUTSIDE OF THE EVENT SEASON – MIN. 42 REFERS

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

Members unanimously **RESOLVED** to **RATIFY** expenditure of £264.00 for the printing of twelve posters for the seafront shelter poster sites to be funded from the remaining Publicity & Promotions Budget earmarked for general promotion throughout the year.

77. TO CONSIDER DRAFTING A LETTER TO ARUN DISTRICT COUNCIL REQUESTING A PROGRESS UPDATE AND PROMPT RESOLUTION TO THE LONGSTANDING ISSUE OF THE LIGHTS ON THE PROMENADE BANDSTAND NOT WORKING – MIN. 51 REFERS

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

Following extensive debate, Members unanimously **AGREED** that the Committee Clerk would write to Nat Slade (ADC Group Head of Technical Services) requesting confirmation of, and timescale for, a permanent resolution to this enduring matter, with copies of the correspondence sent to Dawn Hudd (ADC CEO), Philippa Dart (ADC Director of Environment & Communities), and Karl Roberts (ADC Director of Growth).

Members also unanimously **AGREED** that this matter be raised as a separate agenda item, for update and report, at the next scheduled meeting on 24th March 2025.

During the debate, the topic of devolution was mentioned with a query raised as to who might have ownership of the seafront bandstand in the future, and where the responsibility for maintenance liability would sit.

78. TO CONSIDER THE CONTINUING USE OF CORREX POST SLEEVES IN THE 2025 SEASON FOLLOWING APPROVAL OF DESIGN, SIZE AND STYLE - MIN. 57 OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD 6th NOVEMBER 2023 REFERS

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

As a visual representation, the Committee Clerk displayed one of the damaged Correx boards that had been out on display in the Town. Members unanimously **AGREED** to discontinue the use of Correx post sleeves for the promotion of events.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that the remaining balance of £2,324.20, that had been reallocated for the Committee to use towards funding for Correx boards, be put back into General Reserves and reallocated to the budget for the new Town Market Officer for use in events and promotional materials.

79. CORRESPONDENCE

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

The Meeting closed at 7.15pm