



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road  
Bognor Regis, West Sussex PO21 1LD  
Telephone: 01243 867744  
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Dear Sir/Madam,

## **MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE**

I hereby give you Notice that a Meeting of the Environmental and Leisure Committee of Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 19<sup>th</sup> MAY 2025**.

All Members of the Environmental and Leisure Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder. An opportunity will be afforded to **members of the public** to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee.) Any written question received by 9am on Monday 19<sup>th</sup> May 2025 from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

It is intended that the meeting may be viewed remotely via the Town Council's Facebook page.

*Glenna Frost*

**DATED this 12<sup>th</sup> DAY of MAY 2025**

**TOWN CLERK**

## **AGENDA AND BUSINESS**

1. To Note the Appointment of Chair and Vice-Chair as agreed at the Annual Meeting on 12<sup>th</sup> May 2025
2. Welcome by Chair
3. Apologies for Absence and their approval, subject to meeting the agreed criteria
4. Declarations of Interest:  
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. 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 leave the room for the discussion and vote
  - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
5. To approve the Minutes of the Environmental and Leisure Committee Meeting held on 24<sup>th</sup> March 2025
  6. Adjournment for public question time and statements
  7. Clerk's Report from previous Minutes
  8. Appointment of Sub-Committees and Working Groups including: -
    - Allotments Sub-Committee including consideration of recommendations to Council of co-options for ratification
    - Bognor Regis In Bloom Working Group including consideration of recommendations to Council of co-options for ratification
  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
  10. Bognor Regis In Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 8<sup>th</sup> April 2025 including: -
    - Recommended expenditure of £3.50 – for additional Kelvedon Wonder pea seeds, to be funded from the 2025/2026 Competitions Budget (Min. 5.3 refers)
  11. To ratify expenditure from the remaining Publicity and Promotion Budget 2024/2025 earmarked for general promotion throughout the year including: -
    - £140 for design development of the 'Welcome to Bognor Regis' vinyl window sticker (Min. 87 refers)
    - £130 for design development of the "Coming Soon" seafront shelter poster
    - £130 for design development of the "Promote Your Event/previous competition winner artwork" seafront shelter poster
    - £130 for design development of the "Event Organisers Advertise Here" seafront shelter poster
    - £60 excl. VAT for the printing of 3 banner sized posters listing 2025 events in Bognor Regis
  12. To ratify that the remaining balance of the 2024/2025 Publicity and Promotion Budget of £2,490.38 be earmarked for general promotion
  13. To ratify expenditure from the Publicity and Promotion Budget 2025/2026 including: -
    - £75.00 excl. VAT for attendance at the Leaflet Exchange held at Chichester College on 18<sup>th</sup> March 2025
    - £480 for design development of the Events Leaflet 2025
    - £1,890 excl. VAT for printing of the Event Leaflet 2025
    - £735 excl. VAT for household delivery of the Events Leaflet 2025 by Dor-2-Dor to specific areas within postcodes PO21 and PO22
    - To note a request for printing additional Events Leaflets and ratify the resulting expenditure
  14. To ratify any Public Events Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
  15. Correspondence

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO  
THE COUNCIL CHAMBER IF REQUIRED**



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 24<sup>th</sup> 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 3<sup>rd</sup> FEBRUARY 2025**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 3<sup>rd</sup> 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 3<sup>rd</sup> 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 9<sup>th</sup> 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 19<sup>th</sup> 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 4<sup>th</sup> 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 11<sup>th</sup> 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 18<sup>th</sup> March 2025. A further response from Arun is awaited.

**85.3 4<sup>th</sup> November 2024 - Min. 61 Christmas Illuminations Contract 2025-2027**

An onsite meeting took place on 3<sup>rd</sup> 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 3<sup>rd</sup> 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 11<sup>th</sup> 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 10<sup>th</sup> March 2025. A response from Nat Slade is awaited.

Unofficially, courtesy of the Senior Surveyor, Property & Estates, via email confirmation of 3<sup>rd</sup> 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 11<sup>th</sup> 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 12<sup>th</sup> May 2025.

**86. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 18<sup>th</sup> 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 18<sup>th</sup> 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 19<sup>th</sup> 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 3<sup>rd</sup> 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 2<sup>nd</sup> June 2025.

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

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
19<sup>th</sup> MAY 2025**

**AGENDA ITEM 8 – APPOINTMENT OF SUB-COMMITTEES AND WORKING GROUPS INCLUDING: -**

- **ALLOTMENTS SUB-COMMITTEE INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION**
- **BOGNOR REGIS IN BLOOM WORKING GROUP INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION**

**REPORT BY THE COMMITTEE CLERK**

**FOR DECISION**

**ALLOTMENTS SUB-COMMITTEE INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION**

At the Annual Town Council Meeting of 12<sup>th</sup> May, Members will be appointed to the Committees, where it will be noted that the membership of the Allotments Sub-Committee comprises of all Members of the Environmental and Leisure Committee.

Co-opted Members (not entitled to vote) are Mrs. L. Russell (Re-established Site), Mr. P. Goodchild and Mr. C. Penfold (Original Site), as ratified by the Allotments Sub-Committee at its meeting of 4<sup>th</sup> November 2024. It is intended that Mr. P. Fortin (Re-established Site) be approved as a co-opted Member at the Allotments Sub-Committee Meeting to be held on 16<sup>th</sup> June 2025.

Members are asked to **NOTE** 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 16<sup>th</sup> June 2025.

**DECISIONS**

Members are asked to **NOTE** the appointment of the Allotments Sub-Committee, of which all Members of the Environmental and Leisure Committee are Members.

Members are asked 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). Any recommendation for Mr. P. Fortin will come once his appointment has been approved and ratified by the Allotments Sub-Committee in June.

Members are asked to **NOTE** that 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 16<sup>th</sup> June 2025.

## **BOGNOR REGIS IN BLOOM WORKING GROUP INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION**

Members are asked to **NOTE** that Cllrs. Goodheart, Mrs. Warr, Woodall and Mrs. Yeates have requested to retain their seats on the In Bloom Working Group for 2025/2026.

Members are, therefore, asked to nominate and **AGREE** to a maximum of two other Members of this Committee to sit on the Bognor Regis in Bloom Working Group.

Members are further asked to **AGREE** to **RECOMMEND** to Council the appointment of the following Co-opted Members to the Bognor Regis in Bloom Working Group: - Mrs. G. Edom; Mr. E. Fane; Mrs. S. Hamilton Jones; Mr. B. Jackson; Ms. P. Keane and Mrs. S. Teverson.

### **DECISIONS**

Do Members **AGREE** that Cllrs. Goodheart, Mrs. Warr, Woodall, Mrs. Yeates, and the two other nominated Members of the Environmental and Leisure Committee be appointed to the Bognor Regis in Bloom Working Group?

Members are asked 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 and Mrs. S. Teverson.

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
19<sup>th</sup> MAY 2025**

**AGENDA ITEM 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**

**REPORT BY THE COMMITTEE CLERK**

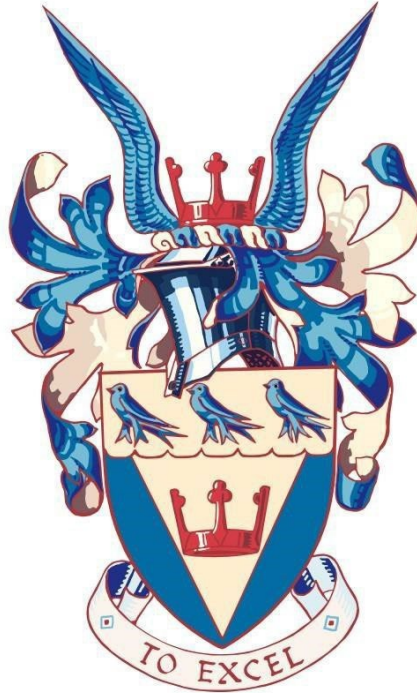
**FOR DECISION**

Each Town Council Committee considers their Terms of Reference, and those of any Sub-Committees and Working Groups, at the first meeting after the Annual Town Council Meeting and makes recommendations to the Policy and Resources Committee of any amendments they wish to make. The Policy and Resources Committee then consider any amendments and then recommends approval of the Terms of Reference for each Committee to the Council.

A copy of the Terms of Reference for the Environmental and Leisure Committee, the Allotments Sub-Committee, and the Bognor Regis In Bloom Working Group are therefore attached for consideration as **Appendices 1-3**.

**DECISIONS**

Members are asked to review the Terms of Reference for the Environmental and Leisure Committee, the Allotments Sub-Committee, and the Bognor Regis In Bloom Working Group and **RESOLVE** to **RECOMMEND** to the Policy and Resources Committee that these be adopted, subject to any additions that the Committee may feel appropriate.



# **BOGNOR REGIS TOWN COUNCIL**

## **TERMS OF REFERENCE**

### **ENVIRONMENTAL AND LEISURE** **COMMITTEE**

Adopted by the Council at its Meeting held on 2<sup>nd</sup> January 2024

# BOGNOR REGIS TOWN COUNCIL

## TERMS OF REFERENCE: ENVIRONMENTAL AND LEISURE COMMITTEE

**10 Members of the Authority**

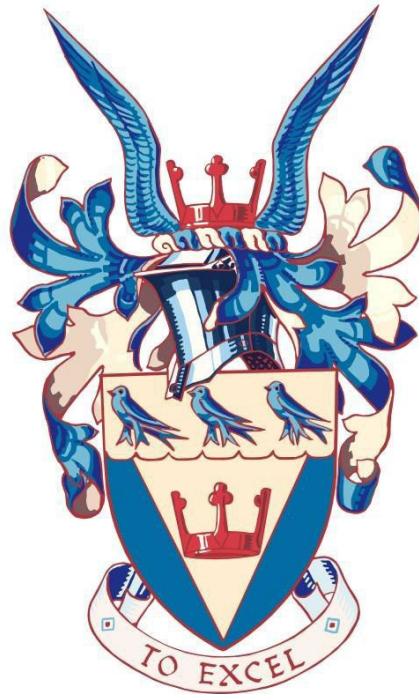
**Quorum = 3**

### Definitions

- “Management Overview”: To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions with budget and Financial Regulations/Standing Orders for contracts.
- “Operational Management” That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

Function of Committee Column 1		Delegation of Functions Column 2
<b>1.</b>	<b>Promotions, Publicity &amp; Marketing</b>	
1.1	<p>To work with partners on the publicity and promotion of the town, its environs and attractions, as agreed by Council including:</p> <ul style="list-style-type: none"> <li>• Promotion and protection of the Brand Image and advertising campaigns.</li> <li>• Issuing of press releases, press features, promotional copy and reports on matters within the remit of the Committee</li> <li>• Producing and managing Newsletters, webcams, and social media. Design and presentation of the Website and content of promotional pages. (Content of Civic, governance and policy pages to Policy &amp; Resources Committee)</li> <li>• Reviewing and initiating literature available for visitors including Visitor Guide</li> <li>• Devising marketing logos and strap-lines</li> <li>• Managing Town boundary signs, poster sites and Town map boards</li> </ul>	<ul style="list-style-type: none"> <li>• Management Overview to Committee</li> <li>• Town Clerk for management and promotion of events, marketing &amp; public relations within policy and approved programme, subject to reporting on progress.</li> <li>• Grants to Policy and Resources Committee</li> </ul>
1.2	To advise Policy and Resources Committee on relevant aspects of Communications & Marketing Policy	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
1.3	To support local tourism initiatives to promote the town of Bognor Regis including the allocation of funding, providing each project is reported to and agreed by the Environmental and Leisure Committee	<ul style="list-style-type: none"> <li>• Management Overview to Committee within budget</li> <li>• Operational Management to Town Clerk</li> </ul>
<b>2</b>	<b>Leisure &amp; Recreation</b>	
2.1	Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 & 10	<ul style="list-style-type: none"> <li>• Committee for Management Overview</li> <li>• Town Clerk for operational management</li> </ul>
2.2	Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields & boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions) Act S19; Public Health Act 1961, s54	<ul style="list-style-type: none"> <li>• Acquisition to Council</li> <li>• Management &amp; development to Committee within budget &amp; policy</li> <li>• Town Clerk for operational management</li> </ul>

2.3	Management & enhancement of Play areas	Management & development to Committee within budget & policy <ul style="list-style-type: none"> <li>Town Clerk for Operational management</li> </ul>
<b>3.</b>	<b>Allotments</b>	
3.1	To provide and manage allotments, improve land and let rights under S23, 26 & 42 of the Small Holding Allotments Act 1908	<ul style="list-style-type: none"> <li>Operational Management to Town Clerk</li> <li>Management Overview &amp; development</li> </ul>
<b>4.</b>	<b>Tourism &amp; Christmas Lights</b>	
4.1	To promote tourism within the Town and encourage visitors.	<ul style="list-style-type: none"> <li>Management Overview to Committee</li> <li>Operational Management to Town Clerk</li> </ul>
4.2	To work in partnership with others to promote and develop the Bognor Regis brand and to market the Town.	<ul style="list-style-type: none"> <li>Management Overview to Committee</li> <li>Operational Management to Town Clerk</li> </ul>
4.3	Provision, directly or indirectly of Christmas lights, Local Government Act 1972. S144, including sponsorship and maintenance of the High Street Pea Lights.	<ul style="list-style-type: none"> <li>Grants to Policy Committee</li> <li>Management Overview to Committee within budget</li> <li>Operational Management to Town Clerk</li> </ul>
<b>5.</b>	<b>Meteorological Office</b>	
5.1	Maintenance of the Town Meteorological Office	<ul style="list-style-type: none"> <li>Management Overview to Committee</li> <li>Operational Management to Town Clerk</li> </ul>
<b>6.</b>	<b>Children and Young People</b>	
6.1	Support public and community services and facilities for the young.	<ul style="list-style-type: none"> <li>Management Overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>
6.2	Co-ordinate the involvement of children and young people in decision-making.	<ul style="list-style-type: none"> <li>Management Overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>
6.3	Support to children and young people in their communities.	<ul style="list-style-type: none"> <li>Management Overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>



# **BOGNOR REGIS TOWN COUNCIL**

## **TERMS OF REFERENCE**

### **ALLOTMENTS SUB-COMMITTEE**

**Adopted by the Council at its Meeting held on 22<sup>nd</sup> May 2023**

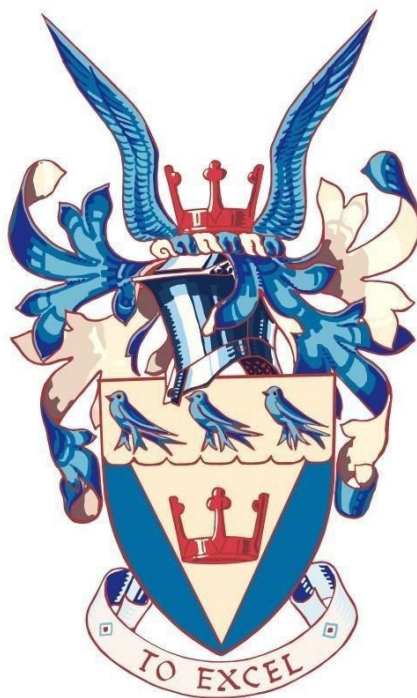
**BOGNOR REGIS TOWN COUNCIL**  
**TERMS OF REFERENCE: ALLOTMENTS SUB-COMMITTEE**

**This is a Sub-Committee of the Environmental and Leisure Committee**

**9 Members of the Authority and co-opted Members**

**Quorum = 3**

<b>Function of Sub-Committee Column 1</b>	<b>Delegation of Functions Column 2</b>
<ol style="list-style-type: none"><li>1. To maintain good liaison between the Council and Allotment Tenants</li><li>2. To promote the sensible use and advancement of the Allotments within the 5 Wards of Bognor Regis</li><li>3. To promote the use of Allotments by young people who live within the 5 Wards of Bognor Regis</li></ol>	<ul style="list-style-type: none"><li>• Sub-Committee as directed by Committee</li><li>• Town Clerk for operational management</li> <li>• Sub-Committee as directed by Committee</li><li>• Town Clerk for operational management</li> <li>• Sub-Committee as directed by Committee</li><li>• Town Clerk for Operational management</li></ul>



# **BOGNOR REGIS TOWN COUNCIL**

## **TERMS OF REFERENCE**

### **BOGNOR REGIS IN BLOOM** **WORKING GROUP**

Adopted by the Council at its Meeting held on 2<sup>nd</sup> January 2024

**This is a Working Group of the Environmental and Leisure (E&L) Committee**

## 6 Members of the Authority and co-opted Members

**Quorum = 3**

<b>Function of Working Group Column 1</b>	<b>Delegation of Functions Column 2</b>
<p>1. The In Bloom Working Group is responsible for the promotion and planning of the Bognor Regis in Bloom competition and the application including the portfolio, planning and promotion for Bognor Regis' entry to South and South-East in Bloom.</p> <p>2. The Working Group will deal under delegated powers with the following specific decision-making issues within the budget and policies approved by the Environmental and Leisure (<i>E&amp;L</i>) Committee.</p>	
<b>Bognor Regis In Bloom Competition</b>	
(i) Promote the competition through the media and other methods	• Working Group within Budget
(ii) Collate, plan and judge all entries received at the office	• Working Group within Budget
(iii) Organise presentation evening, awards and certificates	• Working Group within Budget
<b>South &amp; South East in Bloom Competition</b>	
(i) Collate material over the year for inclusion in the portfolio	• Working Group within Budget
(ii) Complete application to competition and representatives of the Working Group to attend seminars and presentations	• Working Group within Budget
(iii) Promote South & South East in bloom through media, schools and other organisations	• Working Group within Budget
(iv) Organise planting competitions	• Working Group within Budget
(v) Liaise with BRTC and ADC on planting programs / projects planned for year	• Working Group within Budget
(vi) Plan route and itinerary for judging day	• Working Group within Budget
(vii) Organise planting displays at national events to promote the town of Bognor Regis	• Working Group within Budget

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
19<sup>th</sup> MAY 2025**

**AGENDA ITEM 10 - BOGNOR REGIS IN BLOOM WORKING GROUP -  
CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND  
REPORTS IN THE NOTES OF THE MEETING HELD ON 8<sup>th</sup> APRIL 2025**

**REPORT BY THE COMMITTEE CLERK**

**FOR DECISION**

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meeting held on 8<sup>th</sup> April 2025 (attached as **Appendix 1**).

Members are asked to **RESOLVE** to **RATIFY** the following recommendation:

- Recommended expenditure of £3.50 - for additional Kelvedon Wonder pea seeds, arising for late and lost postal entry packs. To be funded from the 2025/2026 Competitions Budget (Min. 5.3 refers)

**DECISIONS**

Members are asked to **NOTE** the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 8<sup>th</sup> April 2025.

Members are asked to **RATIFY** the following:

- Total expenditure of £3.50 - for additional Kelvedon Wonder pea seeds, to be funded from the 2025/2026 Competitions Budget.

# NOTES AND RECOMMENDATIONS

## Bognor Regis Town Council Bognor Regis in Bloom Working Group Tuesday 8<sup>th</sup> April 2025

**PRESENT:** Cllrs: P. Woodall and Mrs. G. Yeates, also Mrs. G. Edom, Mrs. S. Hamilton Jones, Mrs. M. Huntingdon, Ms. P. Keane and Mr. M. Greenfield (Committee Clerk)

*The Meeting began at 10.01am*

*It was noted that the Meeting was non-quorate and that any decisions would need to be made as Recommendations to the Environmental and Leisure Committee*

### **1. TO RATIFY THE APPOINTMENT OF THE CHAIR AND VICE-CHAIR FOR THE 2024/2025 MUNICIPAL YEAR, DEFERRED FROM THE LAST MEETING**

As the meeting was not quorate, the ratification of Cllr. Woodall as Chair and Cllr. Goodheart as Vice-Chair would need to be deferred to the next meeting.

### **2. APOLOGIES FOR ABSENCE**

Apologies had been received from Mrs. Teverson, with the Committee Clerk (CC) recommending that the reason given was acceptable. This absence was therefore **APPROVED** by Members.

No apologies were received by the Clerk from Cllrs. Goodheart, Smith and Mrs. Warr, or from Mr. Fane, Ms. Horton and Mr. Jackson, and therefore these could not be approved.

### **3. APPROVAL OF THE NOTES OF THE MEETING HELD ON 30<sup>th</sup> APRIL 2024 AND OF THE NON-QUORATE MEETINGS HELD ON 3<sup>rd</sup> JUNE, 16<sup>th</sup> JULY, 24<sup>th</sup> SEPTEMBER AND 12<sup>th</sup> NOVEMBER 2024, AND 14<sup>th</sup> JANUARY AND 18<sup>th</sup> FEBRUARY 2025**

As the meeting was not quorate, the Notes of the seven previous meetings would be formally approved at the next quorate meeting but, in the meantime, the most recent Notes of 18<sup>th</sup> February 2025 were **RECOMMENDED** to the Environmental and Leisure Committee.

### **4. CLERK'S REPORT**

There was no Clerk's Report.

## **5. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:**

### **5.1 BRiB Annual Competition, to finalise entry form for the 2025 competition:**

The final version of the entry form, as amended via email following the previous meeting, was **AGREED** by all present.

Mrs. Huntingdon volunteered to help deliver entry forms to previous entrants.

The CC was also asked to invite a representative from South & South East in Bloom to attend a future meeting to discuss entry requirements and costs, as well as to arrange for a visit to Haywards Heath in Bloom following the postponement of the visit planned earlier in the year.

### **5.2 Guides & Scouts Competition, update on entries:**

The CC informed Members that thirty entries had so far been received, and that all Guides, Scouts and Cadet organisations in the wider Bognor Regis area had been invited to enter.

### **5.3 Schools Competition, update on entries:**

An additional entrant had been received since the previous meeting, making a total of six.

Due to some entry packs getting lost in the post, additional pea seeds needed to be purchased at a cost of £3.50.

As the meeting was not quorate, Members **AGREED** to **RECOMMEND** the cost of £3.50 for additional Kelvedon Wonder pea seeds, to be funded from the 2025/2026 Competitions Budget, to the Environmental and Leisure Committee.

## **6. ANY TREE PLANTING PROJECT UPDATES TO BE REPORTED**

Due to the time of year, there were no tree planting updates.

The Chair offered to assist with enquires as to the landownership of the strip of grass along Shripney Road, with reference to the proposed avenue of trees as discussed at previous meetings.

Cllr. Mrs. Yeates attended a hedge planting event in Chalcraft Lane in February, which should provide an attractive frontage to the area around the cemetery entrance. She had also learned that Lichfield had an Oak tree and Horse Chestnut tree grown from seeds collected on the Verdun battlefield during the First World War. She suggested that if seeds could be obtained, that similar saplings could be planted in Bognor Regis as living memorials. Members **AGREED** this would be a worthy project, and the CC would investigate whether seeds or saplings could be obtained.

Ms. Keane congratulated the Town Force Team for their effort in planting up the empty pot at the Health Centre that formerly held the dead Cloud Tree.

The CC was instructed to invite representatives from the Bognor Regis Cricket and Sports Club to a future meeting to discuss how the two organisations can work together to improve planting in the Nyewood Lane area of Town, following a suggestion of tree planting made at the meeting held on 14<sup>th</sup> January 2025 (Note 12.2 refers).

#### **7. WASH UP OF THE GREAT BRITISH SPRING CLEAN EVENT, HELD ON 22<sup>nd</sup> MARCH 2025**

The CC informed Members that seven people attended and five bags of waste were collected, mostly consisting of plastics and beer cans.

#### **8. TO CONSIDER SIGNING UP BRIB AS A PARTNER TO THE 'WEALD TO WAVES' PROJECT, AS DEFERRED FROM THE LAST MEETING**

Mrs. Edom informed Members that the project was an initiative of the Knepp Estate to create a network of wildlife corridors linking the Estate with the coast. Bognor Regis was just outside the project's area, but still contained a number of wildlife areas that link with the wider landscape. Therefore, there was an opportunity for BRiB to sign up as a partner to support the project's aims. All present **AGREED** that BRiB should sign up as a partner to the 'Weald to Waves' project.

The CC advised that a new section on the BRiB website could be added with a map of local wildlife areas, following efforts already being undertaken by members of 'Really Wild Bognor and Felpham'.

#### **9. TO CONSIDER PRODUCING A DISPLAY ON THE RAILWAY STATION'S HISTORY AS PART OF THE 'RAIL200' CELEBRATIONS IN 2025, INCLUDING ASSOCIATED COSTS, AS DEFERRED FROM THE LAST TWO MEETINGS**

The CC had sign up to a Teams meeting about the 'Rail200' initiative on 28<sup>th</sup> April, and would report back at the next meeting.

Cllr. Mrs. Yeates suggested sourcing an old railway wheel, which could then be planted up.

#### **10. TO CONSIDER ANY PROJECTS FOR A POTENTIAL APPLICATION TO THE 2026/27 YOUR STATION YOUR COMMUNITY IMPROVEMENT FUND**

There were no suggestions at this time, and this would remain a recurring agenda item.

## **11. AREAS OF CONCERN/EYESORES IN THE TOWN FOR POSSIBLE REPORTING TO THE RELEVANT AUTHORITY**

The Chair offered to further enquire with the owner of the two plots of vacant land in Bedford Street as to clearance plans, and any ideas they had for planting.

The subject of litter was raised, and the CC was asked to promote the fact that BRiB can loan out its litter picking equipment to community groups. Members felt there was a particular issue of litter building up outside shops and businesses around the Town, and that BRiB could liaise with Bognor Regis BID about involving local businesses in litter picking initiatives in Bognor Regis to promote and improve community pride.

## **12. UPDATE FROM VOLUNTEER PROJECTS INCLUDING BOGNOR COMMUNITY GARDENERS AND FRIENDS OF HOTHAM PARK**

### **12.1 Bognor Community Gardeners:**

BCG only have around three or four active volunteers at present, but are making excellent progress this year. Ms. Keane particularly encouraged Members to visit the planter outside the Unicorn Club in High Street, which was showing a vibrant spring display of tulips, and had been one of the most successful projects carried out by BCG.

The Morrisons alleyway was in need of further work, and the Morrisons planter had not been started yet.

With regards to the issue of dog fouling at the Sunken Gardens, as mentioned at the last meeting, BCG (in consultation with ADC) were considering commissioning their own signage as a means of discouraging further fouling.

### **12.2 Friends of Hotham Park:**

There were no updates on activities, but Members were invited to the AGM to be held on 15<sup>th</sup> May at 6.30pm.

## **13. CORRESPONDENCE**

### **13.1 West Sussex Lieutenancy:**

An invitation for community gardening groups to participate in 'Tip Top Towns' to commemorate VE and VJ Day anniversaries in 2025. Members suggested that the Youth Groups Competition bed could be used as Bognor Regis' entry, since the theme for this year was 'The End of the Second World War'. The CC would therefore enter this into Tip Top Towns.

### **13.2 Enquiry from member of the public:**

A request following the litter pick on 22<sup>nd</sup> March for information of how people, and roads/streets, could get involved in Bognor Regis in Bloom. The CC was instructed to send the member of the public a link to the

'Really Wild Bognor and Felpham' group, Ms. Edom's contact details, and also an entry form for the main BRiB competition, specifying the category for streets and localities. The CC would also mention that BRiB litter picking equipment can be loaned out to other community groups organising their own litter picks.

#### **14. DATE OF NEXT MEETING**

Members highlighted the poor attendance over the past year, and suggested that a return to Wednesday meetings should be trialled. Therefore, the date of the next two meetings was set for Wednesday 28<sup>th</sup> May and Wednesday 25<sup>th</sup> June 2025, with a slightly later start time of 10.30am.

The Chair asked the CC to email all Members to ascertain if they would like to continue as Members for the 2025/26 municipal year, and to also ask what days would be most suitable for future meetings.

***The Meeting ended at 11.24am***

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
19<sup>th</sup> MAY 2025**

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

- **£140 FOR DESIGN DEVELOPMENT OF THE 'WELCOME TO BOGNOR REGIS' VINYL WINDOW STICKER (MIN. 87 REFERS)**
- **£130 FOR DESIGN DEVELOPMENT OF THE "COMING SOON" SEAFRONT SHELTER POSTER**
- **£130 FOR DESIGN DEVELOPMENT OF THE "PROMOTE YOUR EVENT/PREVIOUS COMPETITION WINNER ARTWORK" SEAFRONT SHELTER POSTER**
- **£130 FOR DESIGN DEVELOPMENT OF THE "EVENT ORGANISERS ADVERTISE HERE" SEAFRONT SHELTER POSTER**
- **£60 EXCL. VAT FOR THE PRINTING OF 3 BANNER SIZED POSTERS LISTING 2025 EVENTS IN BOGNOR REGIS**

**REPORT BY THE COMMITTEE CLERK**

**FOR DECISION**

Members are asked to ratify expenditure for various forms of general promotion recently undertaken, to be funded from the reserves in the Publicity and Promotion Budget 2024/2025 that were earmarked for such use.

**DECISIONS**

Members are asked to **RATIFY** all expenditure incurred to date in general promotional activities to be funded from Publicity and Promotion Budget 2024/2025 inclusive of: -

- £140 for design development of the 'Welcome to Bognor Regis' vinyl window sticker (Min. 87 refers)
- £130 for design development of the "Coming Soon" seafront shelter poster
- £130 for design development of the "Promote Your Event/previous competition winner artwork" seafront shelter poster
- £130 for design development of the "event organisers advertise here" seafront shelter poster
- £60 excl. VAT for the printing of 3 banner sized posters listing 2025 events in Bognor Regis

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
19<sup>th</sup> MAY 2025**

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

**REPORT BY THE COMMITTEE CLERK**

**FOR DECISION**

Following ratification of various items of expenditure under the previous Agenda item, there is a remaining balance of £2,490.38 in the 2024/2025 Publicity and Promotion Budget.

Members are invited to consider earmarking this remaining budget for general promotion throughout the year.

**DECISION**

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

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
19<sup>th</sup> MAY 2025**

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

- £75.00 EXCL. VAT FOR ATTENDANCE AT THE LEAFLET EXCHANGE HELD AT CHICHESTER COLLEGE ON 18<sup>th</sup> MARCH 2025
- £480 FOR DESIGN DEVELOPMENT OF THE EVENTS LEAFLET 2025
- £1,890 EXCL. VAT FOR PRINTING OF THE EVENT LEAFLET 2025
- £735 EXCL. VAT FOR HOUSEHOLD DELIVERY OF THE EVENTS LEAFLET 2025 BY DOR-2-DOR TO SPECIFIC AREAS WITHIN POSTCODES PO21 AND PO22
- TO NOTE A REQUEST FOR PRINTING ADDITIONAL EVENTS LEAFLETS AND RATIFY THE RESULTING EXPENDITURE

**REPORT BY THE COMMITTEE CLERK**

**FOR DECISION**

At the Environmental and Leisure Committee Meeting held on 9<sup>th</sup> September 2024, Members agreed to the production of an Events leaflet 2025, using the format of the 2024 advertising campaign, for delivery to the wider West Sussex area (Min. 42 refers).

Expenditure incurred to date in production of the leaflet is as follows: -

- £75.00 excl. VAT for attendance at the Leaflet Exchange held at Chichester College on 18<sup>th</sup> March 2025
- £480 for design development of the Events 2025 leaflet
- £1,890 excl. VAT for printing of the Events 2025 leaflet
- £735 excl. VAT for household delivery by Dor-2-Dor to specific areas within postcodes PO21 and PO22 (Pagham, Aldwick, West Meads, North Bersted (part only), and Felpham (part only))

These cumulative expenditures to date equating to £3,180 exceed the budgetary allowance of £3,000, that was allocated by the Committee from the Publicity and Promotion Budget to produce the leaflet, by £180.

**DECISION**

Members are asked to **RATIFY** expenditure as listed below to be funded from the Publicity and Promotion Budget 2025/2026: -

- £75.00 excl. VAT for attendance at the Leaflet Exchange held at Chichester College on 18<sup>th</sup> March 2025
- £480 for design development of the Events Leaflet 2025
- £1,890 excl. VAT for printing of the Event Leaflet 2025
- £735 excl. VAT for household delivery of the Events Leaflet 2025 by Dor-2-Dor to specific areas within postcodes PO21 and PO22

Note, of the 30,000 leaflets initially printed, all except a nominal few, have been delivered. Leaving insufficient to distribute, as customary, at events throughout the remaining season.

To further enhance our publicity and promotions, Members are asked:

- To note a request for printing additional Events Leaflets and ratify the resulting expenditure

Following such request, a quotation was sought and subsequently approved to print an extra 4,800 leaflets for £595.

Noting total expenditure for the Events Leaflet 25, is currently £3,180 with this additional expenditure making the total now £3,775. This budget overspend of £775 will be funded from the balance available in the Publicity and Promotion Budget 2025/2026.

#### **DECISION**

Members are asked to **RATIFY** the additional expenditure of £595 for printing additional Events Leaflets.

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
19<sup>th</sup> MAY 2025**

**AGENDA ITEM 14 - TO RATIFY ANY PUBLIC EVENTS LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS**

**REPORT BY THE COMMITTEE CLERK**

**FOR INFORMATION**

The following Public Events Licence applications were made to West Sussex County Council: -

- Licence Application Number: WSCC-704064333 - St Barnabas Hospices (Sussex) Ltd: Bridal Fayre band (with wedding cars parked outside) Chestnut Tree House, 3 London Road, Bognor Regis on 12<sup>th</sup> October 2025.
- Licence Application Number: WSCC-705062923 - Ukes for Ukraine: Ukulele performance, London Road on 7<sup>th</sup> June 2025 between 11pm and 1pm.

Due to the short turnaround time allowed to respond to the Licensing Authority, Members of the Environmental and Leisure Committee were canvassed for their opinion via email.

However, with an insufficient number of Members responding to these applications, within the deadline, it was not possible to submit representation on behalf of the Town Council in response.

In addition, further licence applications received include:

- Licence Application Number: WSCC-707890141 – Southdowns Music Festival, Bognor Regis Town Centre and seafront (Waterloo Square to West Street), on 20<sup>th</sup>-21<sup>st</sup> September 2025.
- Licence Application Number: WSCC- 707937382 - Bognor Regis Town Council: events promotions by various community groups, clubs, organisations and charities at London Road Pedestrian Precinct on 20<sup>th</sup> July 2025.

As the applicants for the two above licences were respectively a Member and Officer of the Town Council, to avoid any conflict of interest, the Town Council notified West Sussex County Council of our abstention in submitting official representation.

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING  
19<sup>th</sup> MAY 2025**

**AGENDA ITEM 15 - CORRESPONDENCE**

**REPORT BY THE COMMITTEE CLERK**

**FOR INFORMATION**

1. Local Government Association - Sustainable Bulletin April 2025. Summary of improvements, policy, and partnerships nationwide with the joint Local Government Association & Local Partnerships forum.
2. National Association for Local Councils, launch of their Climate Action Toolkit, aimed at parish and town councils offering practical guidance.
3. West Sussex County Council, Environmental and Climate Change Newsletter, April 2025. Feature articles include: "Driving electric vehicle expansion across West Sussex"; "Saving carbon with new traffic lights"; "Putting the environment at the heart of new Worthing scheme", "Quick Links and "Taking Action"
4. Street Master Street Furniture Catalogue April 2025 with Trade Price list featuring street and park furniture.
5. Local Government Association - Sustainable Bulletin May 2025, summarising various articles under overarching heading of : Improvements, Policy and Local Partnerships.

Circulated via e-mail to all Committee Members.