



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, 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 19th JANUARY 2026.**

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 19th January 2026 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.

DATED this 12th DAY of JANUARY 2026

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. 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
4. To approve the Minutes of the Environmental and Leisure Committee Meeting held on 10th November 2025
 5. Adjournment for public question time and statements
 6. Clerk's Report from previous Minutes
 7. To consider the Town Council declaring its support in relation to opportunities with inward investment for Bognor Regis to support the development of tourism in the Town, as presented at the Members Briefing held on 19th January 2026 - Min. 63 refers
 8. Allotments Sub-Committee - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meetings held on the 10th November 2025, and the Extraordinary Meeting held on 5th January 2026, including: -
 - Recommendation of the co-option of Mr. Paul Goodchild and Mr. Colin Penfold (Original Site) and Mrs. Louise Russell and Mr. Phil Fortin (Re-Established Site) as Tenant Representatives for the 2025-2026 allotments year – Min. 21 of 10th November refers
 - Recommended expenditure of £76.63 including VAT charged to the Gravits Lane Maintenance Budget for purchase of an All-weather Combi Padlock – Min. 24 of 10th November refers
 - Recommended expenditure of £65.00 excluding VAT charged to the Gravits Lane Maintenance Budget for removal of decomposing fox - Min. 24 of 10th November refers
 - Recommended expenditure of £47.50 excluding VAT charged to the Allotments Competition Budget for engraving of shields for annual Allotment Awards – Min. 24 of 10th November refers
 - Recommended expenditure of £166.50 including VAT from Earmarked Reserves for 15 Planter Shaped Signs 1st/2nd/3rd – Min. 24 of 10th November refers
 9. Bognor Regis In Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 25th November 2025 including: -
 - Recommendation that Cllr. M. White be appointed as a member of Bognor Regis In Bloom Working Group - Min. 3 refers
 - Recommended expenditure in total of £844.91 for the Bognor Regis in Bloom Awards Evening to be funded from the 2025/2026 Competition Expenses Budget - Min. 5.1 refers
 10. To ratify expenditure from the Publicity and Promotion Budget 2025/2026 including: -
 - Expenditure of £104 excluding VAT for posters to populate the seafront shelters outside of the event season
 - Expenditure of £20 excluding VAT for flowers to be presented at the opening of the Project 39 Subway Project - Min. 61.1 refers
 11. To ratify any Public Events Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
 12. Correspondence

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



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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 10th NOVEMBER 2025

PRESENT:

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

IN ATTENDANCE:

Mr. M. McLaughlin (Committee Clerk)
Mr. B. Handley (Event Duty Officer)
Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 6.49pm

56. 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.

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

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

58. 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 8 as a Member of the Economy Committee at Arun District Council

Cllr. Miss. Needs declared an Ordinary Interest in Agenda item 8 as a Member of Arun District Council

59. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 15th SEPTEMBER 2025, AND THE EXTRAORDINARY MEETING OF 13th OCTOBER 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 15th September 2025, and the Extraordinary Meeting of 13th October 2025, as accurate records and the Chair duly signed them.

60. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public seated in the gallery, and the meeting was not, therefore, adjourned.

61. CLERK'S REPORT FROM PREVIOUS MINUTES

61.1 3rd June 2024 - Min. 15 Policy and Resources Committee Meeting – Joint Art Project, Hotham Park Subway

The Committee Clerk described Project 39 as having morphed into "something amazing".

From the initial concept, Project 39 was described as a collective arts venture initiated, designed and created by children, youth and young people of Bognor Regis, to transform Hotham Park subway, and deter against ad hoc and indiscriminate graffiti, which had been problematic.

Young people, representing local schools and working with representatives from Artswork, Tiger Monkey UK Ltd, WSCC and BRTC, have produced artwork based on their interpretation of a promotional theme.

Until now the Committee Clerk, who had been tasked with progressing the project, had kept most of the project under wraps. Only a few had been given basic details.

The Committee Clerk considered it would be unfair to share images of proposed artwork and theme, to not diminish the impact, creativity and work of the young people. The Committee was informed that of the 400 art pieces submitted, 70 had been selected for inclusion in an array of collages.

The artwork was scheduled for opening on 28th November 2025, with the Mayor informed and invited to attend.

Once complete, the Committee Clerk would encourage all Members to visit and view the artwork of children, youth and young people of Bognor Regis.

61.2 15th September 2025 – Min. 42.4 Christmas Illuminations 2025 - Christmas Illuminations Working Group

The initial installation of display visuals are now complete, including Queensway, which previously, and until recently, the Committee Clerk thought at risk.

Second phase comprising:

- I. Siting of 3D motif – Nutcracker to Railway Station Square, and commando sockets to lighting columns in Queensway, are scheduled for 23rd November.
- II. Fitting of lights to Christmas trees, at various locations, are scheduled 24th November in readiness for the Switch-On event at 6pm on Saturday 29th November.

62. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 23rd SEPTEMBER 2025

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

There were no recommendations.

63. TO CONSIDER THE MOTION, DEFERRED BY COUNCIL, REGARDING A PRESENTATION ABOUT TOURISM AND INWARD INVESTMENT OPPORTUNITIES IN BOGNOR REGIS - MIN. 87 OF THE COUNCIL MEETING HELD ON 8th SEPTEMBER 2025 REFERS

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

Following extensive debate questioning what would be presented, devolution, past regeneration projects and the expectations, Members, in majority, **RESOLVED** to **AGREE** to a Members Briefing at 6pm on Monday 19th January 2026, (in relation to opportunities for Bognor Regis with inward investment, to support the development of tourism in the Town).

64. TO FURTHER CONSIDER THE FUTURE OF MASCOT BILLY THE BULB IN CONTEXT OF POTENTIAL FUTURE STORAGE ISSUES, DEFERRED FROM THE PREVIOUS MEETING - MIN. 41 REFERS

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

Following debate about image and future role, Members, in accepting re-purposing options were limited, unanimously **RESOLVED** to **AGREE**, the conditional storage offer from Reynolds Limited, under a year-to-year agreement, with reciprocal signage.

Further, Members unanimously **RESOLVED** to **AGREE**, that our Insurer's be informed, and policy be revised to negate Reynolds Limited from any loss or damage during the period of storage.

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

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

65.1 To further consider those decisions deferred from the Extraordinary Environmental and Leisure committee meeting held on 13th October 2025 - Mins. 55.4, 55.7 and 55.11 refer

65.1.1 Young People's Shop - To ascertain the level and use of the unrestricted Reserves (Min. 55.4 refers)

Members, accepting the unrestricted reserves, as clarified, were below that stipulated by the Town Council, unanimously **RESOLVED** to **AGREE** to award £3,000 previously agreed in principle.

65.1.2 West Sussex Fire & Rescue Service - To ascertain whether it was appropriate for the Town Council to fund another Council (Min. 55.7 refers)

Members unanimously **RESOLVED** to **AGREE** the award of £3,000 to West Sussex Fire & Rescue Service previously held in provision.

65.1.3 Resourceful Community Scrap Store – To seek confirmation of applied DBS checks (Min. 55.11 refers)

In debate, Members whilst acknowledging DBS checks were applied for, further stipulated, under due diligence, the funding of £1,072.50 be awarded, on condition and receipt of DBS Certification within the next 12 months. Otherwise, the funding be returned.

Members **RESOLVED to AGREE** that the funding of £1,072.50 be awarded, on condition and receipt of DBS Certification within the next 12 months.

65.2 To consider and agree either earmarking the underspend of £4,362.50 from the Youth & Young Persons Budget 2025/2026, or returning to General Reserves - Min. 55.12 refers

Members unanimously **RESOLVED to AGREE** the underspend of £4,362.50 be earmarked for the Young & Young Persons Budget 2026/27.

66. PROPOSALS AND REQUIRED BUDGETS FOR 2026/2027 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE INCLUDING: ALLOTMENTS, BOGNOR REGIS IN BLOOM, PUBLICITY AND PROMOTION, AND YOUTH PROVISION

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

66.1 Members **AGREED to RECOMMEND** the 2026/2027 Allotments Competition budget be increased from £150 to £250 allowing for inflation and provision of prizes.

66.2 Members **AGREED to RECOMMEND** the Bognor Regis In Bloom Budget for 2026/2027 remain at £2,450, but redesignate the Environmental Projects of £1,000, to the Competition Expenses Budget. Thus, increasing the latter to £2,450 to enable provision of an external venue with in-house catering facilities for the 2026 In Blooms Award Evening, thereby reducing staff input time to a minimum.

For Environmental Projects, future budgetary provision would be via (a request to the Planning and Licensing Committee for funding from) the Town Council's CIL budget, as and when projects materialise.

66.3 Members **AGREED to RECOMMEND** that the 2026/2027 Publicity and Promotion Budget be increased from £7,000 to £7,500 to account for inflation and additional printing costs.

66.4 Members **AGREED to RECOMMEND** the 2026/2027 Youth & Young Persons Budget be set at £20,637.50 to enhance youth and young person's activities within the town, under a more exacting criteria, following the success of the Youth & Young Persons Budget campaign 2025/26. This figure, combined with the earmarked underspend from 2025/2026 of £4,362.50 would allow for overall funding of £25,000 in 2026/2027.

67. 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 it had not been possible to submit representation on behalf of the Town Council in response to the one application owing to an insufficient number of Councillors responding to the request from the Committee Clerk, was **NOTED**.

It was further **NOTED** that no response was submitted in relation to the application for the Christmas Illuminations Switch-On for the avoidance of any conflict of interest owing to the applicant being an Officer of the Town Council.

68. CORRESPONDENCE

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

The Meeting closed at 7.42pm

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
19th JANUARY 2026**

AGENDA ITEM 7 - TO CONSIDER THE TOWN COUNCIL DECLARING ITS SUPPORT IN RELATION TO OPPORTUNITIES WITH INWARD INVESTMENT FOR BOGNOR REGIS TO SUPPORT THE DEVELOPMENT OF TOURISM IN THE TOWN, AS PRESENTED AT THE MEMBERS BRIEFING HELD ON 19th JANUARY 2026 - MIN. 63 REFERS

REPORT BY THE COMMITTEE CLERK

FOR DECISION

At the Committee Meeting held on 10th November 2025, Members considered the Motion, deferred by Council, regarding a presentation about tourism and inward investment opportunities in Bognor Regis, ranging from potential projects, partnerships and external funding opportunities to the impact of development on tourism and economic growth. Following extensive debate, Members resolved to agree that a Members Briefing be held at 6pm on Monday 19th January 2026 to allow for all elected Members of the Town Council to receive the presentation (Min. 63 refers).

Following delivery of the presentation, Committee Members will be invited to consider declaring its support in relation to the proposals outlined within the presentation and to agree any next steps.

DECISIONS

Do Members **AGREE** to declare its support in relation to opportunities with inward investment for Bognor Regis to support the development of tourism in the Town, as presented to Members?

In doing so, Members are asked to further **AGREE** any next steps to evidence its declaration of support, such as writing to Arun District Council, asking that they consider the proposals within the presentation, or by facilitating with the arrangements for a public meeting at which the opportunities can be showcased.

AGENDA ITEM 8

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
19th JANUARY 2026**

AGENDA ITEM 8 – ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON THE 10th NOVEMBER 2025, AND THE EXTRAORDINARY MEETING HELD ON 5th JANUARY 2026, INCLUDING: -

REPORT BY THE COMMITTEE CLERK

FOR DECISION

Members are asked to receive the Notes of the Allotments Sub-Committee Meeting held on 10th November 2025, and the Extraordinary Meeting held on 5th January 2026 (attached as **Appendix 1** and **2**).

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

- Recommendation of the co-option of Mr. Paul Goodchild and Mr. Colin Penfold (Original Site) and Mrs. Louise Russell and Mr. Phil Fortin (Re-Established Site) as Tenant Representatives for the 2025-2026 allotments year – Min. 21 of 10th November refers
- Recommended expenditure of £76.63 including VAT charged to the Gravits Lane Maintenance Budget for purchase of an All-weather Combi Padlock – Min. 24 of 10th November refers
- Recommended expenditure of £65.00 excluding VAT charged to the Gravits Lane Maintenance Budget for removal of decomposing fox - Min. 24 of 10th November refers
- Recommended expenditure of £47.50 excluding VAT charged to the Allotments Competition Budget for engraving of shields for annual Allotment Awards – Min. 24 of 10th November refers
- Recommended expenditure of £166.50 including VAT from Earmarked Reserves for 15 Planter Shaped Signs 1st/2nd/3rd – Min. 24 of 10th November refers

DECISIONS

Members are asked to **NOTE** the Notes of the Allotments Sub-Committee Meeting held on the 10th November 2025, and the Extraordinary Meeting held on 5th January 2026.

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

- Recommendation of the co-option of Mr. Paul Goodchild and Mr. Colin Penfold (Original Site) and Mrs. Louise Russell and Mr. Phil Fortin (Re-Established Site) as Tenant Representatives for the 2025-2026 allotments year – Min. 21 of 10th November refers
- Recommended expenditure of £76.63 including VAT charged to the Gravits Lane Maintenance Budget for purchase of an All-weather Combi Padlock – Min. 24 of 10th November refers

- Recommended expenditure of £65.00 excluding VAT charged to the Gravits Lane Maintenance Budget for removal of decomposing fox - Min. 24 of 10th November refers
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MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE **HELD ON MONDAY 10th NOVEMBER 2025**

PRESENT:

Cllr. P. Woodall (Chair) (until Min. 29); Cllrs:
K. Batley, D. Dawes (from Min. 25), Miss. C. Needs,
M. Stanley (from Min. 27), Mrs. J. Warr, P. Wells
and M. White

IN ATTENDANCE:

Mrs. I. Cross (Allotments & In Bloom Officer)
Mr. C. Penfold (Tenant Representative)
Mrs. L. Russell (Tenants Representative)

The Meeting opened at 5.30pm

18. WELCOME BY CHAIR

The Chair welcomed those present and read the Council's Opening Statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding.

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

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

There were no apologies received from Cllr. R. Nash, and this absence could not, therefore, be approved.

20. 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, they must temporarily leave the meeting for the discussion and vote.

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 at this time

21. RATIFICATION OF AND WELCOME TO THE CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE AS VOTED ON BY ALLOTMENT HOLDERS AT THE AGM DATED 27th OCTOBER 2025

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

Members **RATIFIED** the chosen Representatives and **AGREED** to **RECOMMEND** to the Environmental and Leisure Committee, the co-option of Mr. Paul Goodchild and Mr. Colin Penfold (Original Site) and Mrs. Louise Russell and Mr. Phil Fortin (Re-Established Site) as Tenant Representatives for the 2025-2026 allotments year.

22. TO APPROVE THE MINUTES OF THE MEETING HELD ON 18th AUGUST 2025

The Chair advised that a Member had requested an amendment to Minute 16 of the draft Minutes, of the meeting held on 18th August 2025, which read as:

"The Councillor was unable to provide examples of suitable alternatives."

It was proposed that this be re-worded as follows: -

"The Councillor provided examples of other suitable alternatives."

With the Sub-Committee agreeing that the proposed amendment be made, they subsequently **RESOLVED** to **APPROVE** the Minutes of the meeting held on 18th August 2025 as an accurate record, and these were signed by the Chair.

23. CLERK'S REPORT

23.1 18th August 2025 – Min. 9 To note the arrangements for future Health & Safety Inspections at the Allotments

The Sub-Committee Clerk reminded Members that at the previous meeting it had been noted that the next Health & Safety Inspection would be conducted in November on a Tuesday (anytime), Wednesday or Thursday (am only). Cllr. Batley had confirmed his availability to attend but the Sub-Committee Clerk was seeking the support of another Member to help on Wednesday 12th November at 10.00am. Cllr. Mrs. Warr advised that she would try to attend.

23.2 18th August 2025 – Min. 11 Reports from Co-Opted Allotment Holders, including report on plot conditions

At the previous meeting a Tenant Representative raised their concerns regarding the alleyways being overgrown with nettles, brambles and bindweed. It was suggested that at the next Liaison Meeting with Arun District Council (ADC), they be reminded of their responsibility to keep the alleyways clear.

Feedback from the Liaison Meeting with the Deputy Chief Executive of ADC, when they last met on the 9th September 2025, advised that the responsibility for overgrowth clearance was unclear. The Housing Officer for the area has been tasked to make enquiries about the current contractor responsible for the area. GIS mapping shows that the 2 alleyways in question surround Council-owned properties. There is a possibility that this could fall into a responsibility of West Sussex County Council.

More information may become available at the next Liaison Meeting on 2nd December 2025.

23.3 Following a query raised at the previous meeting concerning Plots 10a and 10b, the Sub-Committee Clerk advised that 10a was now vacant and would be re-allocated.

24. RATIFICATION OF EXPENDITURE AND RECOMMENDATION OF APPROVAL TO THE ENVIRONMENTAL AND LEISURE COMMITTEE

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

A Member stated they felt the cost to remove the decomposing fox was expensive and queried whether the fox might have been buried, though they did further acknowledge that to do so might risk other foxes digging it up. A brief discussion was had concerning Town Force and whether they might be able to assist but those present were advised that pest control was not part of their service offering.

The Sub-Committee Clerk explained that they had contacted three pest control companies, two of whom said they did not undertake this type of work. As the fox was deteriorating, the Clerk felt they should not leave it longer than necessary on the allotments and subsequently asked the remaining company to undertake the work.

The following costs were **RATIFIED** by the Sub-Committee: -

- Purchase of All-weather Combi Padlock - £76.63 including VAT (charged to the Gravits Lane Maintenance Budget)
- Removal of decomposing fox - £65.00 excluding VAT (charged to the Gravits Lane Maintenance Budget)
- Engraving of Shields for annual Allotment Awards - £47.50 excluding VAT (charged to the Allotments Competition Budget)
- 15 Allotments 1st/2nd/3rd Planter Shaped Signs - £166.50 including VAT (funded from Earmarked Reserves)

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of the above expenditure to the Environmental and Leisure Committee.

Cllr. Dawes arrived to the Meeting

25. ANNUAL REVIEW OF RENTAL CHARGES

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

The Sub-Committee Clerk read out information relating to current inflation rates and the predicted forecast for inflation by Q4 2026. In addition, they detailed the current rental per square meter for Bognor Regis Allotment Tenants and shared details of other town/parish council allotment arrangements by way of providing some comparisons.

Members sought further information concerning current running costs of the allotment sites, including water and the services of Town Force, which was not available for this meeting.

After some discussion, Members felt that they had insufficient information to make a fair and reasonable decision at this time. As it was necessary to agree any changes to the rental charges before the end of the Financial Year, it was **AGREED** to call an Extraordinary Allotments Sub-Committee Meeting on 5th January 2026 at 5.30pm to further discuss this matter. The Sub-Committee Clerk agreed to provide additional information in relation to running costs, including the services of Town Force, at this time.

26. REPORT ON LETTINGS

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

27. REPORTS FROM CO-OPTED ALLOTMENT HOLDERS, INCLUDING REPORT ON PLOT CONDITIONS

A Tenant Representative said foxes were hugely problematic on the allotments. A Member enquired whether the issues with foxes was new. The Tenant Representatives advised the foxes were rampant and very destructive. It was also noted that foxes were being fed eggs, but Tenant Representatives suspected this might be nearby residents, or foxes delving in to rubbish, that may be left outside the local Co-Op.

Cllr. Stanley arrived to the Meeting

28. TO FURTHER CONSIDER THE PURCHASE OF TWO NOTICEBOARDS FOR THE ALLOTMENT SITES, DEFERRED FROM THE PREVIOUS MEETING – MIN. 14 REFERS

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

Some Members expressed their concern at the prices shared in the report, believing that the low cost of the noticeboards quoted reflected a potentially poor quality that would not be robust enough to withstand the elements, therefore failing to be value for money. It was suggested that noticeboards in the region of £150 each may be more suitable, and it was **AGREED** that the Clerk would provide quotes for more expensive noticeboards with a report brought back to a future meeting.

Additionally, it was **AGREED** that the Sub-Committee Clerk would speak with the Town Force Manager to enquire whether it may be feasible for Town Force to make a noticeboard.

Whilst it was felt that attracting sponsorship for the noticeboards was preferred, it was **AGREED** that further consideration of this should be **DEFERRED** until a future meeting.

Members **AGREED** that Tenants may swap plots, whether that be to upsize or downsize, when suitable plots become available, in liaison with the Allotments and In Bloom Officer, and further **AGREED** that this may be undertaken at any time of year. If this arrangement were to become an administrative burden, Members advised that they would be willing to review this.

Cllr. Woodall left the Meeting, therefore, the Vice-Chair, Cllr. Batley, took the Chair

29. TO CONSIDER ANY AMENDMENTS TO THE BAN ON HERBICIDES AND PESTICIDES, AS DISCUSSED AT THE MEETING HELD ON 18th AUGUST 2025 – MIN. 16 REFERS

Members agreed that a statement could be read from Chichester Beekeeping Association Committee, expressing their concern that the Committee's current policy on the use of herbicides and pesticides at the allotments may be amended.

A Tenant Representative advised that whilst they chose not to do any spraying others on the allotment preferred to spray, though often for very specific reasons. The Committee Clerk stated that at the Allotments AGM a Tenant had expressed a preference for using herbicides and pesticides but when spraying with extreme caution to avoid contaminating other plots.

Members **AGREED** that each Allotment Tenant should be written to, asking them to vote on the matter, with a decision on any amendments to the ban on herbicides and pesticides **DEFERRED** to a future meeting.

Cllr. Wells left the Meeting

30. TO APPROVE THE CHANGES TO THE ALLOTMENTS INFORMATION LEAFLET FOLLOWING THE ANNUAL REVIEW – MIN. 12 REFERS

The Sub-Committee Clerk's report, and the copy of the current Allotments Information leaflet attached, was **NOTED**.

All Members **AGREED** to the proposed revisions and further **AGREED** that the leaflet could be distributed, but the clause referring to herbicides and pesticides should remain unchanged until such time the matter could be re-visited at a future meeting. It was further **AGREED** that, with their agreement, details of West Sussex Wildlife Protection Trust be included as a reference for injured animals.

Cllr. Wells returned to the Meeting

31. CONSIDERATION OF ANY MATTERS RAISED BY THE TENANTS AT THE AGM ON 27th OCTOBER 2025 THAT ARE NOT SEPARATE AGENDA ITEMS

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

There was a discussion around the number of plots that some Tenants held, with the most currently being 5. It was explained by a Tenant Representative that there were legacy reasons for this, as the plots sizes were smaller when the Tenants in question were subsequently offered multiple plots. They illustrated this by saying that the number of plots these individuals held were equal to another Tenant Representative who only had one large plot. In relation to Tenants with multiple plots, and where there was concern that these plots were not being maintained, Members unanimously **AGREED** that adequate protocols existed and therefore it was unnecessary to apply a limit to the number of plots any individual Tenant might have.

The impact of the foxes on site was also discussed and Members unanimously **AGREED** that, prior to paying for any advice, the Sub-Committee Clerk should speak with West Sussex Wildlife Protection Trust to see if they were able to provide any advice on fox management.

32. CORRESPONDENCE

There was no correspondence.

The Meeting closed at 6.40pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, The Town Hall, Clarence Road,
Bognor Regis, West Sussex, PO21 1LD
Telephone: 01243 867744
E-mail: clerk@bognorregis.gov.uk

MINUTES OF THE EXTRAORDINARY MEETING OF THE ALLOTMENTS SUB-COMMITTEE HELD ON MONDAY 5th JANUARY 2026

PRESENT: Cllr. P. Woodall (Chair); Cllrs: K. Batley, D. Dawes, Miss. C. Needs, and M. White

IN ATTENDANCE: Mrs. I. Cross (Allotments & In Bloom Officer)

The Meeting opened at 5.07pm

33. WELCOME BY CHAIR

The Chair welcomed those present and read the Council's Opening Statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding.

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

Apologies for absence were received from Cllrs. P. Ralph, Mrs. J. Warr and P. Wells. The Clerk recommended that the reasons given were acceptable. These absences were **APPROVED** by Members.

There were no apologies received from Cllrs. R. Nash and M. Stanley, and these absences could not, therefore, be approved.

35. 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, they must temporarily leave the meeting for the discussion and vote.

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

36. TO FURTHER CONSIDER THE ANNUAL REVIEW OF RENTAL CHARGES – MIN. 25 REFERS

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

As reflected in the report, the Town Council were spending more on maintaining the allotments than they were receiving in terms of rental income for both the 2024/2025 rental year and the current rental year. Whilst it was not the intention of the Town Council to make a profit, it was not appropriate for there to be a deficit.

Discussion was held concerning the cost of using Town Force to carry out works at the allotments, and whether there was potential to encourage Tenants to undertake some of the tasks themselves. It was agreed the Committee Clerk would explore this further, paying particular attention to any insurance conditions which may impact on the Tenants' ability to do this.

Members **RESOLVED** to **AGREE** to increase the rental charge by 10%, applicable to all plots, from the 2026/2027 rental year.

The Meeting closed at 5.16pm

AGENDA ITEM 9

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
19th JANUARY 2026**

**AGENDA ITEM 9 - BOGNOR REGIS IN BLOOM WORKING GROUP -
CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND
REPORTS IN THE NOTES OF THE MEETING HELD ON 25th NOVEMBER
2025 INCLUDING: -**

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 25th November 2025 (attached as **Appendix 1**).

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

- Recommendation that Cllr. M. White be appointed as a member of Bognor Regis in Bloom Working Group (Min. 3 refers)
- Recommended expenditure in total of £844.91 for the Bognor Regis in Bloom Awards Evening to be funded from the 2025/2026 Competition Expenses Budget (Min. 5.1 refers), comprising: -

Venue Hire	£67.50
New Plates and Engraving of Trophies	£201.50
Planter Signs	£77.70
25mtr Velcro	£25.30
Sainsbury Food Order	£327.26
Milk Pots	£5.99
12 x White Tablecloths	£29.67
Gifts for ex Group Member	<u>£109.99</u>
Total	£844.91

DECISIONS

Members are asked to **NOTE** the Notes of the Bognor Regis in Bloom Working Group Meeting held on 25th November 2025.

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

- Recommendation that Cllr. M. White be appointed as a member of Bognor Regis in Bloom Working Group
- Recommended expenditure in total of £844.91 for the Bognor Regis in Bloom Awards Evening to be funded from the 2025/2026 Competition Expenses Budget, as listed above.

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Tuesday 25th November 2025

PRESENT: Cllrs: S. Goodheart, P. Woodall, Mrs. G. Yeates, also Mrs. G. Edom, Ms. P. Keane, Mrs. S. Teverson and Mrs. I. Cross (Committee Clerk). Also 1 member of the public.

The Meeting began at 10.30am

1. APOLOGIES FOR ABSENCE

Apologies had been received from Ms. Downham and Mrs. Hamilton-Jones, with the Committee Clerk (CC) recommending that the reasons given were acceptable. These absences were therefore **APPROVED** by Members.

No apologies were received by the Clerk from Mr. Fane, Mr. Jackson, Mr. Jones-McFarland or Ms. King and these absences could not, therefore, be approved.

As previously requested, the CC confirmed she had emailed Mr. Jones-McFarland to ask whether it was possible for an alternative representative from Arun District Council to attend if he were unavailable. To date no response had been received, but the CC advised she would pursue.

2. APPROVAL OF THE NOTES OF THE MEETING HELD ON 23rd SEPTEMBER 2025

The notes of the previous meeting were **APPROVED** and were signed by the Chair.

3. TO RECOMMEND TO THE ENVIRONMENTAL AND LEISURE COMMITTEE THE APPOINTMENT OF CLLR. MICHELLE WHITE TO BECOME A MEMBER OF THE BOGNOR REGIS IN BLOOM WORKING GROUP

All present **AGREED** to recommend the appointment of Cllr. Michelle White to the Environmental and Leisure Committee.

4. CLERK'S REPORT

There was no Clerk's Report.

5. REVIEW OF BOGNOR REGIS IN BLOOM (BRiB) AWARDS EVENING INCLUDING: -

5.1 Ratify the final expenses

The CC shared the details of the In Bloom Awards Evening expenditure funded from the Competitions Budget as follows:

Venue Hire	£67.50
New Plates and Engraving of Trophies	£201.50
Planter Signs	£77.70
25mtr Velcro	£25.30
Sainsbury Food Order	£327.26
Milk Pots	£5.99
12 x White Tablecloths	£29.67
Gifts for ex Group Member	£109.99
Total	£844.91

Those present **AGREED** to **RECOMMEND** these expenses to the Environmental and Leisure Committee, to be funded from the 2025/2026 Competition Expenses Budget.

5.2 Consider any changes to the competition

Members asked which categories in 2025 received no entries. As this information was unavailable for this session, the CC agreed to circulate this information ahead of the next meeting. Members also discussed whether it would be appropriate to have core categories and 'guest' categories.

The CC advised she had received feedback from an entrant in this year's competition that the judging had taken place too late and their garden display was past its best. Some judging had taken place at the end of July, and it was suggested perhaps the judging process might be brought forward slightly. A Member suggested that entrants might be permitted to submit their own photograph of their garden or entry as evidence of when it was looking at its prime. Further discussion was had in general around the timing of the judging as another Member advised that if judging were to take place too early this would not be beneficial for some categories, for example the judging of sunflowers.

A discussion was also had around the value of the sunflower category with some feeling this would encourage, with the support of local schools, greater involvement of children. Others were less favourable, expressing the view that growing sunflowers could be challenging.

A Member also proposed introducing a category for cemetery plots to encourage greater care of plots either within Bognor Regis Town Cemetery or Chalcraft Lane Cemetery.

All Members agreed that to attract more entries, greater publicity was needed for the 2026 competition. It was suggested that previous year's entries might be contacted again, though only if any approach were compliant with GDPR legislation.

It was agreed further discussion on this agenda item was needed and all Members agreed to come prepared to the January meeting with further ideas/suggestions.

5.3 Future Sponsorship

The CC had circulated in advance of the meeting new proposals for sponsorship prepared by the previous CC.

The proposal contained details of new levels of sponsorship namely Principal, Gold and Silver against which it was proposed potential sponsors would pay a sum of money. Each level of sponsorship would in turn attract a different suite of benefits for the sponsor. In addition to the Principal, Gold and Silver categories it was also proposed that an 'In Kind Donations' could be made and potential sponsors in this category would donate an amount of their choosing.

Whilst Members were supportive of the different types of categories of sponsorship, concern was raised concerning the sums of money required to qualify for a specific level of sponsorship. It was felt the sums of money proposed should be 'paired back'. It was also suggested that subject to availability planter sponsorship should be made available as well.

After further discussion a Member suggested they felt the number of categories should be reduced and restricted to Principal and Gold only but an individual category whereby potential members paid £50 should be made available.

5.4 Future BRiB Awards Venue

A Member stated they were mindful that having used the Salvation Army venue it had not been possible to arrange raffle prizes for this year's competition. They felt it might be a good idea that when choosing a venue for the 2026 competition it should be one where a raffle might be held.

It was pointed out by others that the merits of arranging raffles had previously been discussed. Due to the amount of time involved in its preparation and the impact it had on the length of the evening, the decision had been made, prior to choosing any venue for this year's competition, not to continue with this activity. All **AGREED** this decision should remain in place.

The CC said she had spoken further with her contact at Butlin's who had advised they thought it likely Butlin's would be willing to provide the

venue free of charge for the 2026 competition, however they would need to confirm this. Butlin's had also previously stated the event would need to be viable. Having spoken with Butlin's to seek clarification on this point, they had advised that the competition would need to be able to cover the costs of any support provided by Butlin's, for example the provision of staff. The next step was therefore for Butlin's to prepare costs and submit so the Working Group might give them further consideration.

Members also suggested the CC talk further with Butlin's with a proposal that if they were to provide venue and food, they were awarded Principal Sponsor status for the BRiB competition.

The Working Group also asked the CC to prepare competition expenditure figures for competitions previously held at the Shore Community Church and the Salvation Army so a comparison might subsequently be made with Butlin's.

5.5 Attracting new BRiB members

The CC said a new 'Volunteers Wanted' poster had been created and she proposed that they be placed along the seafront in January, this typically being the time when people often consider making changes. The cost for printing the poster (80cm X 113cm) by Chichester University is £20.00. In addition, she proposed launching the new poster on the Facebook and BRTC website.

It was suggested that the CC contact (James Jones-McFarland) to see if Arun District Council might be able to print the posters for free. It was also suggested that A4 posters be placed in the Sunken Gardens and the library.

A Member proposed that postcards were designed and printed so that all the activities of the In Bloom Working Group could be listed and promoted. These might then be distributed widely amongst retail outlets, restaurants and other suitable venues.

5.6 SSEIB 'Celebration Stations' Competition – Further update on the outcome of the Awards evening held on 21st October 2025

The CC advised she had not been notified of any awards being made following the judging of our entry.

6. TO FURTHER CONSIDER THE WAY FORWARD WITH REGULAR BOGNOR REGIS IN BLOOM LITTER PICKS, DEFERRED FROM THE LAST MEETING

A Member suggested joining The Wombles Community Group. The aim of this charity is to harness the message of the Wombles to encourage positive environmental action in local communities and schools. One of their objectives is to create local community groups with a shared vision

of creating greener, cleaner futures through community litter picking and raising environmental awareness.

There is the opportunity to register as an official Wombles Group which would then enable access to free resources to enjoy and learn from. This might prove helpful in promoting and creating greater awareness of local litter picks.

The CC agreed to circulate details for further discussion at the next meeting.

7. TO FURTHER CONSIDER ANY TREE PLANTING PROJECT UPDATES TO BE REPORTED, DEFERRED FROM THE PREVIOUS MEETING

This item was **DEFERRED** for further discussion at the next meeting.

8. TO CONSIDER ANY PROJECTS FOR A POTENTIAL APPLICATION TO THE 2026/2027 'YOUR STATION YOUR COMMUNITY' IMPROVEMENT FUND AS PER THE INFORMATION CIRCULATED VIA EMAIL ON 23rd OCTOBER 2025

After some discussion all **AGREED** not to proceed with any applications for the 2026/2027 funding programme.

9. UPDATE ON CHRISTMAS AT BOGNOR REGIS RAILWAY STATION

The CC advised that all Christmas trees had been delivered on 24th November and those BRiB members available to decorate the Christmas tree on the station concourse would do so immediately after this meeting. Colleagues from Town Force would also lend their support, placing the lights and decorations on the tree using existing battery lights and decorations. The CC advised those present that the cost of the 12ft tree was £280.00.

The CC explained that a new picket fence needed to be built and the cost of new picket panels, posts and panel clips was £152.64 which would be costed to the Environmental Projects Budget. There was no charge for paint as this was taken from existing stock.

10. UPDATE ON PURCHASE OF HEDGEHOG ROAD SIGNS FROM CLLR. GOODHEART AND MRS EDM, DEFERRED FROM PREVIOUS MEETING

There were limited updates. Those present were advised that WSCC were reluctant to put up signs on roads unless there were fatalities. It was explained that if it were possible to put up hedgehog road signs, then 4 were needed to be placed at the following sites: High Street, Upper Bognor Road, near the university and at the entrance to Hotham Park.

It was **AGREED** to discuss this item further at the next meeting.

11. AREAS OF CONCERN/EYESORES IN THE TOWN FOR POSSIBLE REPORTING TO THE RELEVANT AUTHORITY, DEFERRED FROM THE PREVIOUS MEETING

A Member asked if any further information were available concerning the The Sunken Gardens, adjacent to Hatters. The CC stated she had been advised the land is owned by Wetherspoons and they had been issued with an enforcement notice to clear up the land. It was believed the matter was now resolved.

As this item were only briefly discussed, further discussion will take place at the next meeting.

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

12.1 Bognor Community Gardeners

This item was **DEFERRED** for further discussion at the next meeting.

12.2 Friends of Hotham Park

This item was **DEFERRED** for further discussion at the next meeting.

13. CORRESPONDENCE

There was nothing to report.

14. DATE OF NEXT MEETING

Tuesday 20th January 2026, at 10.30am.

The Meeting ended at 11.59am

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
19th JANUARY 2026**

AGENDA ITEM 10 - TO RATIFY EXPENDITURE FROM THE PUBLICITY AND PROMOTION BUDGET 2025/2026 INCLUDING: -

- **EXPENDITURE OF £104 EXCLUDING VAT FOR POSTERS TO POPULATE THE SEAFRONT SHELTERS OUTSIDE OF THE EVENT SEASON**
- **EXPENDITURE OF £20 EXCLUDING VAT FOR FLOWERS TO BE PRESENTED AT THE OPENING OF THE PROJECT 39 SUBWAY PROJECT - MIN. 61.1 REFERS**

REPORT BY THE COMMITTEE CLERK

FOR DECISION

Seafront Shelter Poster Sites

As is usual, outside of the main event season, generic posters are displayed in the seafront shelter poster sites. Out of season, these are used, for example, to promote the sites as being available for advertising to event organisers, signposting to online platforms whereby forthcoming events are announced, or to exhibit artwork depicting the local area chosen from winning entries submitted to previous competitions organised by the Town Council.

With the 2025 event season having come to an end, new posters needed to be printed to fill the vacant poster sites at a cost of £104 excluding VAT.

Project 39 Subway Project

At the Environmental and Leisure Committee Meeting of 10th November 2025, the Committee Clerk, under the Clerk's Report, informed Members of the scheduled opening of Project 39 on 28th November 2025 (Min. 61 .1 refers). In attending the event, the Committee Clerk, as a gesture of appreciation and thanks, purchased two floral bouquets at a total cost of £20 excluding VAT, for presentation on behalf of the Town Council to key individuals representing Artwork and the 39 Club, without whom Project 39 would not have been possible.

Members are asked to retrospectively consider funding this expenditure from the Publicity and Promotions Budget, with the Committee Clerk reimbursed for the cost of purchasing the bouquets.

DECISIONS

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

- Expenditure of £104 excluding VAT for posters to populate the seafront shelters outside of the event season
- Expenditure of £20 excluding VAT for flowers to be presented at the opening of the Project 39 Subway Project.

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
19th JANUARY 2026**

AGENDA ITEM 11 - 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: 770978165 – National Deaf Children's Society, outside Bonmarché, 12 London Road, Bognor Regis, PO21 1DY, between 9am – 7:30pm on 15th December 2025.

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 applications received included: -

- Licence Application Number: 769426678 – Bognor Regis Town Council, London Road, Craft Market, between 10am-4pm on 14th December 2025.

As the applicant for the above licence was an 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
19th JANUARY 2026**

AGENDA ITEM 12 - CORRESPONDENCE

REPORT BY THE COMMITTEE CLERK

FOR INFORMATION

1. Local Government Association Sustainable Bulletin November 2025. Various articles and seminars under overarching headings of Improvement, Policy and Local Partnerships.

Noting, all above correspondence was circulated via e-mail, separately, on receipt, to all Committee Members.