



# 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](mailto:clerk@bognorregis.gov.uk)

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 23<sup>rd</sup> MARCH 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 23<sup>rd</sup> March 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 17<sup>th</sup> DAY of MARCH 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 19<sup>th</sup> January 2026
  5. Adjournment for public question time and statements
  6. To receive presentations from primary youth providers in delivery of a Youth Voice – Min. 74.3 refers
  7. Clerk's Report from previous Minutes
  8. Bognor Regis In Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meetings held on 20<sup>th</sup> January and 24<sup>th</sup> February 2026 including:
    - Recommendation of the appointment of Ellie Thorne as member of the Working Group - Min. 3 refers
    - Recommendation that the balance of £370 in the Environmental Projects Budget be earmarked for future projects - Min. 7 refers
  9. To ratify overspend of the Equipment Maintenance Budget from Christmas Activities of £2,510 and to recommend to the Policy and Resources Committee that this be drawn from General Reserves
  10. To consider the installation of bunting to London Road precinct and High Street
  11. To further consider the production of an Events Leaflet 2026 – Min. 47 refers
  12. To ratify any Public Events Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
  13. Correspondence

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



# 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](mailto:clerk@bognorregis.gov.uk)

## **MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 19<sup>th</sup> JANUARY 2026**

**PRESENT:** Cllr. K. Batley (Chair); Cllr. D. Dawes, Miss. C. Needs,  
P. Ralph, M. Stanley, Mrs. J. Warr and M. White

**IN ATTENDANCE:** Mr. M. McLaughlin (Committee Clerk)  
Mr. B. Handley (Event Duty Officer)  
1 Member seated in the public gallery

*The Meeting opened at 6.40pm*

### **69. 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.

### **70. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

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

### **71. 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.

***Cllrs. K. Batley, Miss. C. Needs, M. Stanley and Mrs. J. Warr declared an Ordinary Interest in Agenda item 7 as a Member of Arun District Council***

**72. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 10<sup>th</sup> NOVEMBER 2025**

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Environmental and Leisure Committee Meeting held on 10<sup>th</sup> November 2025, as an accurate record and the Chair duly signed them.

**73. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

***The Chair adjourned the Meeting at 6.42pm***

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

A Member seated in the public gallery, in referencing the Member's Briefing that had taken place prior to the meeting, thanked those of the Environmental and Leisure Committee present for their participation.

***The Chair reconvened the Meeting at 6.44pm***

**74. CLERK'S REPORT FROM PREVIOUS MINUTES**

**74.1 15<sup>th</sup> September 2025 – Min. 40 Concept and Production of a Disabled Access Guide for Bognor Regis**

Following the Committee Clerk's emails of 22<sup>nd</sup> December 2025 and 6<sup>th</sup> January 2026, the Town Council's website now incorporates a link to AccessAble, who provide accessibility guides for places and venues, ranging

from restaurants, hotels, hospitals, and universities, within a radius of up to 250 miles.

The link complements the Beach Access guide, a collaboration last September, between Arun District Council and AccessAble, also available under the Visitor Information page on the Town Council's website.

**74.2 15<sup>th</sup> September 2025 – Min. 42.2 Promenade Bandstand Lights**

The Senior Surveyor, Property & Estates from Arun District Council, updated and reported, via email on 7<sup>th</sup> January 2026, that the reason for the Promenade Bandstand lights not working was due to a power outage - a mains fault between the substation and bandstand locations, requiring specialist identification of the fault and resolution.

No firm date(s) or timeframe had been given and the Committee Clerk would update further upon receipt of information.

**74.3 15<sup>th</sup> September 2025 – Min. 48 Facilitate a Meeting of Youth Providers and Delivery of Youth Voice**

In response to earlier outreaching, the Committee Clerk had received positive replies to an invitation to attend and present to the Environment and Leisure Committee, and each other, at 6:30pm on Monday 23<sup>rd</sup> March 2026. Those to present included: -

- Sheri Birch of - 39 Youth Club
- Emma Babonau – Pheonix Centre
- Russ Chandler – Bognor Regis Town Football Club.

Rebecca East of Artswork, involved with Youth Voice with Arun District Council will also attend.

Kerrie Bridger, of Bognor Regis Youth & Community Centre, is unfortunately unavailable. As requested by Kerrie, Sheri Birch, will update in the interim.

**74.4 10<sup>th</sup> November 2025 - Min. 64 Billy the Bulb Mascot**

Billy the Bulb Mascot was moved to his new storage location on Wednesday 26<sup>th</sup> November 2025. The agreement for the storage arrangements was finalised and signed by the respective parties on 19<sup>th</sup> November 2025. The Town Council's insurer has been informed, with security and storage arrangements confirmed and the policy updated. Reciprocal signing arrangement was complete, with installation of signage undertaken. Members were reminded that the storage arrangements for Billy the Bulb were year to year and not indefinite.

**75. 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 19<sup>th</sup> JANUARY 2026 - MIN. 63 REFERS**

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

Having received a presentation in relation to opportunities with inward investment for Bognor Regis, to support the development of tourism in the town, Members spoke of the roles played by Arun District Council, as the local planning authority, and of West Sussex County Council, as the economic strategy authority. Discussions included the need to retain the traditional heritage of Bognor Regis as an affordable family orientated resort and a place of opportunity, regeneration and representation of local interest, especially in the context of pending local government reorganisation.

**75.1** A Member requested the vote be recorded, the request subsequently granted (in accordance with Standing Order 3u), and shown as: -

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
Cllr. Ralph	Cllr. Miss. Needs	Cllr. Batley
Cllr. Mrs. Warr	Cllr. Stanley	Cllr. Dawes
	Cllr. White	

Members in majority **DISAGREED** to declare support for the proposals presented to them and therefore, no further steps were agreed.

**76. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON THE 10<sup>th</sup> NOVEMBER 2025, AND THE EXTRAORDINARY MEETING HELD ON 5<sup>th</sup> JANUARY 2026, INCLUDING:-**

The Committee Clerk's report, including appendices relating to the Notes of the Allotments Sub-Committee Meetings appended to the report, was **NOTED**.

**76.1 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 10<sup>th</sup> November refers**  
 Members **RESOLVED** to **RATIFY** 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 and **AGREED** to **RECOMMEND** to Council that these appointments be ratified.

**76.2 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 10<sup>th</sup> November refers**

Members **RESOLVED** to **RATIFY** expenditure of £76.63 including VAT for an All-weather Combi Padlock, charged to the Gravits Lane Maintenance Budget.

**76.3 Recommended expenditure of £65.00 excluding VAT charged to the Gravits Lane Maintenance Budget for removal of decomposing fox - Min. 24 of 10<sup>th</sup> November refers**

Members **RESOLVED** to **RATIFY** expenditure of £65.00 excluding VAT for removal of decomposing fox charged to the Gravits Lane Maintenance Budget.

**76.4 Recommended expenditure of £47.50 excluding VAT charged to the Allotments Competition Budget for engraving of shields for annual Allotment Awards – Min. 24 of 10<sup>th</sup> November refers**

Members **RESOLVED** to **RATIFY** expenditure of £47.50 excluding VAT for engraving of shields charged to the Allotments Competition Budget.

**76.5 Recommended expenditure of £166.50 including VAT from Earmarked Reserves for 15 Planter Shaped Signs 1<sup>st</sup> /2<sup>nd</sup> /3<sup>rd</sup> – Min. 24 of 10<sup>th</sup> November refers**

Members **RESOLVED** to **RATIFY** expenditure of £166.50 including VAT from Earmarked Reserves for the Planter Shaped Signs above.

**77. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 25<sup>th</sup> NOVEMBER 2025 INCLUDING:-**

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

**77.1 Recommendation that Cllr. M. White be appointed as a member of Bognor Regis in Bloom Working Group - Min. 3 refers**

Members **RESOLVED** to **RATIFY** that Cllr. M. White be appointed as a member of Bognor Regis in Bloom Working Group.

**77.2 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**

Members **RESOLVED** to **RATIFY** total expenditure of £844.91 for the Bognor Regis in Bloom Awards Evening, to be funded from the 2025/2026 Competition Expenses Budget.

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

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

**78.1 Expenditure of £104 excluding VAT for posters to populate the seafront shelters outside of the event season**

Members **RESOLVED** to **RATIFY** expenditure of £104 excluding VAT for low season posters from the Publicity and Promotions Budget 2025/2026.

**78.2 Expenditure of £20 excluding VAT for flowers to be presented at the opening of the Project 39 Subway Project - Min. 61.1 refers**

Members **RESOLVED** to **RATIFY** expenditure of £20 excluding VAT for two floral bouquets from the Publicity and Promotions Budget 2025-26.

**79. 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 Craft Market for the avoidance of any conflict of interest owing to the applicant being an Officer of the Town Council.

A Member asked, if the ratification of Public Events licence applications would be better suited under the Planning and Licencing Committee, who meet more frequently, with potentially more time to debate. The Committee Clerk was tasked to enquire and report.

**80. CORRESPONDENCE**

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

*The Meeting closed at 7.20pm*