



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

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 23rd 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 23rd 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 17th 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 19th 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 20th January and 24th 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**



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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 19th 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 10th NOVEMBER 2025

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Environmental and Leisure Committee Meeting held on 10th 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 15th September 2025 – Min. 40 Concept and Production of a Disabled Access Guide for Bognor Regis

Following the Committee Clerk's emails of 22nd December 2025 and 6th 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 15th September 2025 – Min. 42.2 Promenade Bandstand Lights

The Senior Surveyor, Property & Estates from Arun District Council, updated and reported, via email on 7th 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 15th 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 23rd 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 10th November 2025 - Min. 64 Billy the Bulb Mascot

Billy the Bulb Mascot was moved to his new storage location on Wednesday 26th November 2025. The agreement for the storage arrangements was finalised and signed by the respective parties on 19th 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 19th 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: -

FOR	AGAINST	ABSTAIN
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 10th NOVEMBER 2025, AND THE EXTRAORDINARY MEETING HELD ON 5th 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 10th 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 10th 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 10th 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 10th 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 1st /2nd /3rd – Min. 24 of 10th 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 25th 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

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
23rd MARCH 2026**

AGENDA ITEM 6 - TO RECEIVE PRESENTATIONS FROM PRIMARY YOUTH PROVIDERS IN DELIVERY OF A YOUTH VOICE – MIN. 74.3 REFERS

REPORT BY THE COMMITTEE CLERK

FOR DECISION

Background

The request for a Youth Voice dates back to the Environmental and Leisure Committee Meeting of 14th July 2025, when Cllr. White, as nominated Town Council Representative for The 39 Club, reported the Club's proposal to reach out to other local youth providers to ascertain what projects these providers intend, now and the immediate future – Min. 32.1 refers.

Subsequently, Members on 15th September 2025, agreed the Committee Clerk facilitate a meeting of prominent youth providers to present to the Committee, and each other, those services and projects they deliver, in the wider support of a Youth Voice – Min. 48 refers.

Presentations

As reported at the previous meeting (Min. 74.3 refers), those presenting this evening, in order of sequence, are: -

- Sheri Birch of 39 Youth Club
- Russ Chandler – Bognor Regis Town Football Club
- Rebecca East of Artswork, involved with Youth Voice with Arun District Council

Following delivery of the presentations, Committee Members will be invited to consider, both its support for, and to agree, if any, the next steps.

DECISIONS

Do Members **AGREE** to support a Youth Voice, providing an opportunity for young people to discuss their ideas, concerns and what projects they'd like to see?

If so, Members are asked to consider and **AGREE** the next steps to establish the Youth Voice, including engagement with youth providers, development of resources and structure, and governance arrangements.

AGENDA ITEM 8

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
23rd MARCH 2026**

AGENDA ITEM 8 - BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 20th JANUARY AND 24th FEBRUARY 2026 INCLUDING: -

REPORT BY THE COMMITTEE CLERK

FOR DECISION

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meetings held on 20th January and 24th February 2026 (attached as **Appendix 1 and Appendix 2**).

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

- Recommendation of the appointment of Ellie Thorne as member of the Working Group - Min. 3 of 24th February refers
- Recommendation that the balance of £370 in the Environmental Projects Budget be earmarked for future projects - Min. 7 of 24th February refers

DECISIONS

Members are asked to **NOTE** the Notes of the Bognor Regis in Bloom Working Group Meetings held on 20th January and 24th February 2026.

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

- Recommendation of the appointment of Ellie Thorne as a member of the Working Group.
- Recommendation that the balance of £370 in the Environmental Projects Budget be earmarked for future projects.

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Tuesday 20th January 2026

PRESENT: Cllrs: M. White, 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 10.35am

1. APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs: Mr. S. Goodheart and Mrs. J. Warr also Ms. Downham and Mr. Jackson, 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. Jones-McFarland or Ms. King and these absences could not, therefore, be approved.

2. APPROVAL OF THE NOTES OF THE MEETING HELD ON 25th NOVEMBER 2025

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

3. CLERK'S REPORT

The CC advised that an updated 'Join Us Now' poster designed to attract new members to the BRiB Working Group had recently been put up along the seafront. They also advised they had contacted the Chair of Bognor Regis Horticultural Society in relation to encouraging more entries for the BRiB competition and additionally as a potential source of new members.

Members responded positively to the design of the new poster and suggested sending it to the library and various supermarkets for inclusion on their community notice boards. Members also said they would place a copy of the poster on a notice board within The Hothamton Sunken Gardens, and another commented they would enquire whether the Friends of Hotham Park would be willing to have posters placed on their notice boards. It was also agreed to place details of the new poster on the Town Council Website and In Bloom Facebook pages.

4. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

4.1 BRiB Annual Competition – including to consider updates or changes to the 2026 competition and categories, and to agree the entry form and format

As requested, the CC had prior to the meeting circulated details of last year's entries to Members. The CC also shared a draft Application Pack for the 2026 competition, including potential new categories for further comment and discussion.

It was observed that the inclusion of a new category for back gardens meant these were not visible from the roadside and therefore in terms of promoting the aesthetics of the town, this specific category would not achieve this. Concern was also expressed about accessing a back garden for judging. The CC advised they had introduced back gardens as a potential category as they thought this might be a way of encouraging greater levels of engagement and in turn more entries. Other Members felt including this category might widen the audience as there were properties within the local area without front gardens, but that did have back gardens. It was felt the concern regarding access would be overcome with the publication of judging dates within the application pack, and confirmation of when visits would be.

A Member felt the narrative to describe the judging criteria was potentially too subjective and what might attract one person might not find favour with someone else. The example given was someone may like a well-tended, manicured garden, whereas someone else might prefer a more natural, wild space. It was **AGREED** by all that the narrative should be wider to include those who added something 'extra', which might include a vegetable plot.

It was noted there was no inclusion of questions on the draft application form for entrants to record their efforts to combat climate change. A Member felt people were less able to influence climate change, however actions they took within their own gardens could affect biodiversity. It was suggested more detail be added to the description for this category, to include for example the non-use of pesticides, and examples of water resilience such as water harvesting. It was also suggested that an information booklet be compiled and sent to those people who entered this specific category.

All Members felt the main objective for the Best School Gardening Project was to increase the number of schools taking part, it didn't matter what they did. A Member spoke of evidence that showed children participating in gardening in their early years subsequently went on to have a love for gardening in later years. After some discussion it was felt there should be encouragement for schools to choose a project 'with meaning' such as the growing of flowers or vegetables that increased the number of pollinators and improved biodiversity or alternatively the installation of a bug house.

A Member suggested that for the Awards Evening the children might be given an opportunity to make a short presentation or video describing their gardening experiences.

It was **AGREED** that the categories for Best Community Garden and Best Street/Neighbourhood be combined. A Member suggested the inclusion of expanding the narrative to allow for the inclusion of various youth groups across the town.

Members liked the proposal of a 'Best New Entrant' category but suggested this should be a standalone category and a winner drawn from any of the other categories.

It was **AGREED** that the CC would update the Application Pack considering the comments made and present for further review at the next meeting.

4.2 Guides & Scouts Competition – To discuss and agree the theme and planting location for the 2026 competition

The CC shared examples of competition themes they had researched for further consideration and discussion. Additional ideas discussed included computer games and sport (of any kind). Two themes proved most popular and after a vote it was **AGREED** that this year's theme would be Harry Potter & The Philosophers Stone, to celebrate its 25 years since release.

The potential of identifying other venues within the town to host the planting for this year's competition was also briefly discussed. All Members **AGREED** that they wished to continue using the Bognor Regis Mini Golf site in Waterloo Square and the CC would contact Mr. Tiernan to confirm.

4.3 Schools Competition – To discuss and agree the theme for the 2026 competition

Members expressed a strong preference for the children to grow something they might later eat. All **AGREED** growing tomatoes should be the competition theme for this year.

4.4 Any other competitions for 2026

A Member enquired about the possibility of entering the RHS Britain in Bloom competition. Other Members spoke of the volume of work involved in preparing an entry and how burdensome this might be considering the number of working group members was currently low. All agreed it remained an aspiration to enter the competition in the future, but it would be much easier with a larger number of volunteers. As such all Members **AGREED** not to increase the number of competitions for this year.

5. TO REVIEW 2025 - 2026 EXPENDITURE AND ANY REMAINING BUDGET

The CC shared the details of this year's accounts from 1st April 2025 to date.

Competition Expenses Budget - £172.09 remaining
Environmental Projects Budget - £370.00 remaining
Competition Expenses Budget Earmarked Reserves (EMR) - £435.06 remaining

A Member asked what would happen to the money that had not been spent. The CC advised they would enquire and feedback at the next meeting.

6. REPORT ON BRiB BUDGET FOR FORTHCOMING YEAR

The combined BRiB budget for 2026/2027 remains at £2,450. However, the group were advised that the £1,000 previously allocated to the Environmental Projects budget would be redesignated to the Competition Expenses budget to enable provision of an external venue with an in-house catering facility for the 2026 BRiB Awards Evening. This would also limit the need for as much council employee involvement in this aspect of the evening.

A Member asked whether Butlin's had responded to the CC's enquiry of potentially using their facilities as a venue and whether they would be willing to act as principal sponsor for the BRiB event. The CC advised that she had provided all the information Butlin's requested but despite sending further emails to chase; to date, they had not received a reply. The CC confirmed she would continue to pursue. A brief discussion was had concerning other potential venues, but this would be further explored at the next meeting.

7. SUGGESTIONS FOR PARTICIPATION IN THE GREAT BRITISH SPRING CLEAN/GREAT BIG SCHOOL CLEAN 13th – 29th MARCH 2026

The CC advised all Members that the dates for the Great British Spring Clean this year was 13th March to 29th March 2026. Whilst Members expressed appetite to be involved, it was acknowledged that it would be beneficial to try and link with other groups to hopefully raise the profile of the activity and encourage more members of the public to take part.

A brief discussion followed regarding the benefits of registering with the Wombles Community Charity. The purpose of the charity is to encourage positive action within communities and schools across the UK which might include clearing up local parks or waterways or planting trees, shrubs and wildflowers to encourage wildlife.

Members felt that if the Group were to register it would benefit by association of the 'Wombles' branding and subsequently raise the profile of the event. It was **AGREED** the CC would register the BRiB Working Group.

Members also **AGREED** to identify a Saturday within the Spring Clean period to organise a couple of hours tidying up an area within the town. It was suggested an area on the outskirts of town might benefit, for example the alleyway leading from the town centre to Hotham Park. Once set up, it was suggested that the details be included within the weekly Mayoral column in the Bognor Regis Observer.

8. SUGGESTIONS FOR PARTICIPATION IN ANY OTHER NATIONAL INITIATIVES IN 2026

It was agreed to **DEFER** this agenda item until the next meeting.

9. CORRESPONDENCE

There was nothing to report.

10. DATE OF NEXT MEETING – PROPOSED 24th FEBRUARY 2026 AT 10.30AM

Tuesday 24th February 2026, at 10.30am.

The Meeting ended at 12.15pm

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Tuesday 24th February 2026

PRESENT: Cllrs: S. Goodheart, M. White, P. Woodall and Mrs. G. Yeates, also Mrs. P. Downham, Mrs. G. Edom, Mr. E. Fane, Mr. B. Jackson, Ms. P. Keane, Mrs. S. Teverson and Mrs. I. Cross (Committee Clerk). Also 2 members of the public.

The Meeting began at 10.39am

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

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

2. APPROVAL OF THE NOTES OF THE MEETING HELD ON 20th JANUARY 2026

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 ELLIE THORNE TO BECOME A MEMBER OF THE BRiB WORKING GROUP

All present **AGREED** to **RECOMMEND** the appointment of Ellie Thorne 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 further discuss and finalise entry form and format for the 2026 competition. To identify a venue and potential date for the Awards Evening

All present **AGREED** the Application Pack for the 2026 competition, including the dates for judging this year which will be taking place between 6th July – 17th July 2026 inclusive.

A brief discussion took place concerning a venue for the Awards Evening and following a short vote all **AGREED** that 'Seasons', at Bognor Regis

Town Football Club, was a preferred venue. The CC confirmed they would contact the venue to enquire about the possibility of them acting as host on a Thursday evening in October 2026 ideally post 15th October. As part of discussion, Members explored the catering options available. The Mayor would be hosting the Town Council's Civic Reception at the same venue and would be using external caterers, Aldwick Deli, but all members were invited to put forward any other ideas.

5.2 Guides & Scouts Competition – To further discuss and finalise the entry form and arrangements for the 2026 competition

The CC advised those present that Mr. Tiernan had confirmed he would be happy for the Mini Golf site in Waterloo Square to host the planting of the winning entry again for this year.

Members expressed their interest in encouraging entries from other youth organisations and as such **AGREED** to change the name of the competition from Guides & Scouts Competition to Youth Groups competition.

5.3 Schools Competition – To further discuss and finalise the entry form, arrangements and budget for the 2026 competition

The CC advised that 30 schools and nurseries were in scope to potentially enter the competition. Having undertaken some research concerning the tomato seeds that might prove easiest for children to grow, the CC had identified Red Alert or Tumbling Tom Red to be most suitable. The packs themselves contained approximately 25-35 seeds costing about £3.49. Members felt tomato seeds could be sourced more cost effectively and other sites to try were suggested. It was **AGREED** that the CC would speak with one of the BRiB sponsors to see how they might be able to support and a Member also advised he would enquire with a retailer.

All Members expressed their preference to collaborate with a local partner. It was **AGREED** that no specific budget be set as there should be some flexibility, bearing in mind whatever the outcome it should also be cost-effective.

Prior to making any purchase it was **AGREED** that the CC would liaise with the Chair of the Working Group.

6. TO CONSIDER SPONSORSHIP ARRANGEMENTS AND OPPORTUNITIES FOR BRiB IN 2026

The CC advised that BRiB had 4 sponsors currently; 5 new sponsors were needed to support the other categories within the main competition. It was **AGREED** that 3 types of sponsorship would be made available to potential new sponsors namely: Principle, Gold and Individual. As part of a wider mailing campaign, a Member suggested inviting the Premier Inn to become a sponsor. Other suggestions included contacting florists and

funeral parlours within the Town as well as approaching Bognor BID to request if they might distribute information to their members.

7. TO RECEIVE AN UPDATE ON BRiB BUDGETS AND TO CONSIDER EARMARKING ANY UNUSED BUDGETS

The CC explained that where budgets were not spent by the end of the financial year, the Working Group could recommend that the monies be earmarked for specific projects or activities which would then need to be submitted to Environmental and Leisure Committee for their ratification. Alternatively, the monies could be released and then a request to use some of the funds against specific projects could be requested for approval on a case-by-case basis.

Considering the changes to some of the categories within the BRiB Main Competition, the CC cited that the existing Earmarked Reserves could be used to update existing trophies with details of new sponsors with the potential of purchasing new trophies if necessary.

Members discussed the remaining funds within the Environmental Projects Budget (£370) and thought this should be earmarked to work towards projects more organic in nature and with thought to their environmental impact. A specific example that attracted a lot of discussion was the potential of organising a seed swap like those events already taking place in other towns such as Arundel and Selsey. Members thought such an event would also be educational.

Members therefore **AGREED** to **RECOMMEND** to the Environmental and Leisure Committee the £370 remaining in the Environmental Projects Budget be earmarked for future projects.

A Member observed that some of the larger projects were ending within the Town and suggested that another way of earmarking these funds might be to establish a partnership by either installing a designed feature or donate a planter on their land. A Member enquired whether the new Premier Inn business might have a corporate sustainability policy and whether they might be willing to work with the community.

The Chair varied the order of business and item 10 was taken next

10. SUGGESTIONS FOR PARTICIPATION IN ANY OTHER NATIONAL INITIATIVES IN 2026, AS DEFERRED FROM THE PREVIOUS MEETING

This agenda item was brought forward to allow time for a Member to specifically talk about an idea prior to their departure from the meeting.

The Member advised they had started work on a project to create and maintain a functional green space for therapeutic purposes at The Pheonix Centre. The land had previously been lottery funded.

Arun and Chichester, through their food partnerships, have provided some funding (30 hours) to start a movement, which now needed some co-ordination. Those present were advised that there were no resources to provide the community garden though the Member was willing to use their own skills to help drive the project forward. It was suggested an activity such as a seed swap would bring more people to site and raise awareness of the project.

A Member advised they had been down to the area and spoken to the management and would like to see greater evidence of local management support. It was acknowledged barriers existed but the centre themselves were passionate about the potential of the project and had been supportive to date particularly in relation to any gardening undertaken.

A discussion took place concerning the quality of the land which to date has been poorly maintained. A Member suggested the potential of using some funds from existing budgets to prepare the land for future use. This was a popular suggestion, but preference was expressed for any monies to be used toward an activity that would support sustainability such as water harvesting or composting. Longer term the Member thought the land might be suitable to be turned into an orchard.

It was explained that a meeting was due to be held at The Pheonix Centre on Saturday 28th February for volunteers during which the matter of resources was due to be discussed. Those present were advised that to date the project were seeking 3 quotes for building 3 compost bays on site, however there was no money for this.

Those present liked the principle of what was being discussed but the specifics of what was needed to support the project most effectively needed to be clearer. A Member suggested the potential sponsorship of the 3 compost bays. It was **AGREED** due to time constraints this matter should be re-visited when more information was available at the Group's next meeting.

8. UPDATES ON THE GREAT BRITISH SPRING CLEAN 13th – 29th MARCH 2026 INCLUDING TO FINALISE A DATE AND AGREE LOCATION

The CC advised they had registered the Bognor Regis in Bloom Working Group with the Wombles Community Charity. A brief discussion took place concerning the profile of this group and how well known they might be amongst members of the younger community. Re-assurance was given that the Wombles had been re-branded, and they would be recognised amongst the younger demographic. It was therefore **AGREED**

that once the CC had received confirmation the BRiB group had been registered any branding would be incorporated within our advertising campaign, to include placing posters on Facebook, the Bognor Town Council website and within the weekly Mayoral column in the Bognor Regis Observer. It was also suggested that forming alliances with other groups to join the litter pick on that Saturday might be helpful.

It was **AGREED** that for this year's Spring Clean the meeting point would be Howards Café at 10.30am on Saturday 28th March 2026. The intention would then be to walk through the Town toward Morrisons Supermarket including Sudley Road. It was also **AGREED** the CC would undertake a risk assessment prior to the event taking place and compile a safety briefing to share with volunteers prior to undertaking the litter pick.

A Member suggested encouraging volunteer litter pickers to download the Arun App so that any instances of fly tipping could be reported directly.

9. TO CONSIDER ALLIANCES WITH OTHER VOLUNTEER GROUPS WITHIN THE TOWN

The CC had been contacted by a representative from the 'Really Wild Bognor & Felpham Group' about the potential of collaboration. The CC invited the representative from this group to describe how this might work in practice.

As an example, the representative spoke of work they had undertaken at the community orchard which had been overgrown with brambles. They chose to advertise the fact they wished to clear the orchard and advertised locally and people came along. As a result of the work undertaken by all the volunteers, they were now able to see what exists of the orchards. The approach of the group was to make themselves available where help was needed and by using Facebook and their WhatsApp Group, they had been very successful. If there was a project or activity that was community led and where something needed doing, they were very willing to help spread the message more widely.

The Group were advised that they would be willing to share the message concerning the Great British Spring Clean, but they would like to collaborate beyond this and in other areas and establishing a seed swap in Bognor Regis would be of particular interest.

11. AREAS OF CONCERN/EYESORES IN THE TOWN FOR POSSIBLE REPORTING TO THE RELEVANT AUTHORITIES

It was observed that the Planters in Frith Road by the Regis School and some in Gravits Lane were mostly full of weeds. It was suggested that the Town Council may be involved to a certain extent, but comment was made they needed to be planted up. A Member advised that some of the

planters in Gravits Lane are being cared for by residents and they would try and offer further encouragement.

Another Member enquired about the potential of trees being planted in Bedford Street just opposite Lloyds Bank. Currently, one tree exists but it was felt there was the potential for 2 trees. All those present were advised that this piece of land was owned by Euronics in Station Road and contact should be made with the owner to enquire for placing additional trees in this area.

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

The Bognor Community Gardeners had not been doing very much due to the very wet weather. The Group were advised more volunteers were needed, and support was required to assist with administration.

The Friends of Hotham Park advised they had voted 'No' to putting up the 'We're not just about Flowers' poster on their notice boards. This was because so many other groups asked for posters to be placed on their boards and to agree to posting the BRiB poster would set a precedent. However, the Friends were happy to place information concerning wildlife in the park on their notice boards.

13. CORRESPONDENCE

There was nothing to report.

14. DATE OF NEXT MEETING – PROPOSED WEDNESDAY 8th APRIL 2026 AT 10.30AM

The change in day was noted, and whilst the date was favourable a request was made to bring the start time of the meeting forward to 10.00am. This was **AGREED**.

The Meeting ended at 12.30pm

AGENDA ITEM 9

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
23rd MARCH 2026**

AGENDA ITEM 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

REPORT BY THE COMMITTEE CLERK

FOR DECISION

Net Expenditure, excluding VAT, for the provision of Christmas illuminations and ancillary (non-destructive) testing of lighting columns for the 2025 festive season, is as follows:

- | | |
|--|---------|
| · Testing of lighting columns - Aldwick Road & Queensway | £ 1,600 |
| · Queensway 2m Column Motif | £ 1,640 |
| · Project Installation excluding Queensway | £39,270 |

Cumulative expenditure (to date) equating to £42,510 exceeds the budgetary allowance of £40,000 by £2,510. No additional expenditure is forecast for the remaining accounting period to financial year end.

DECISION

Members are asked to **RATIFY** the 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.

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
23rd MARCH 2026**

**AGENDA ITEM 10 - TO CONSIDER THE INSTALLATION OF BUNTING TO
LONDON ROAD PRECINCT AND HIGH STREET**

REPORT BY THE COMMITTEE CLERK

FOR DECISION

Background

A Member recently suggested in impromptu conversation with the Committee Clerk, the installation of bunting in London Road precinct to coincide with the high season period - April onwards.

Budget Provision and Funding

The Committee Clerk confirms adequate funding exists in the Publicity and Promotions Budget and is sufficient to include the London Road precinct, the High Street junction with Queensway and Clarence Road, and the criss-cross section of the London Road junction with High Street, as in previous years. This assumes the utilisation of a single catenary only - either top or bottom.

There is currently circa 99m of multi-coloured bunting held by the Town Council, which could be used, requiring less expenditure.

DECISIONS

Do Members **AGREE** to install bunting, at the locations specified in the report?

Do Members **AGREE** to utilise the existing bunting in store, and purchase additional lengths as necessary to furnish the chosen locations, or to buy entirely new bunting throughout, to be funded from the Publicity and Promotions Budget?

If agreeing to buy bunting, which colours would Members like incorporated (from the choice currently available: Red White Blue, Red White Blue Yellow Green or Red White Blue Yellow Green Orange)?

Members are asked to **AGREE** the proposed installation and removal dates, subject to the availability of Town Force to carry out the works, and the testing requirements of catenaries in advance of Christmas Illuminations, typically August - September.

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
23rd MARCH 2026**

**AGENDA ITEM 11 - TO FURTHER CONSIDER THE PRODUCTION OF AN
EVENTS LEAFLET 2026 – MIN. 47 REFERS**

REPORT BY THE COMMITTEE CLERK

FOR DECISION

Previously at the Environmental and Leisure Meeting of 15th September 2025 (Min. 47 refers), Members agreed (in principle): -

- The production of a leaflet to promote Bognor Regis events in 2026, of similar format as previous, and proven, 2025 and 2024 campaigns, with delivery to the wider West Sussex area.
- All whilst noting, funding for 2026/27, and provision through the Publicity and Promotions Budget, would not be available until 1st April 2026.

Members are invited to consider actual costs from 2025 to enable any budget recommendation to be made in good time. Production costs comprise three elements: design development, printing and delivery.

Total cost incurred last year was £3,700, against a budget of £3,000, with a £700 overspend. Noting printing increased from previous 30,000 (2024) to circa 35,000 (2025). Distribution was shared, between, primarily Town Force and commercial distribution via Dor-2-Dor to specific post codes PO21 and PO22. As shown respectively **Appendix 1** and **Appendix 2**.

The Committee Clerk recommends: - printing be retained at 35,000; That primary distribution be via Dor-2-Dor, circa 29,350 incorporating domestic properties in post codes PO21 and PO22 (Pagham, Aldwick, Bersted, Felpham, Middleton-on-Sea and Elmer), with secondary distribution via Town Force to known tourists' outlets, to reduce the time pressures coinciding with the busy planting and planting maintenance periods; The budget be increased to £5,525.

DECISIONS

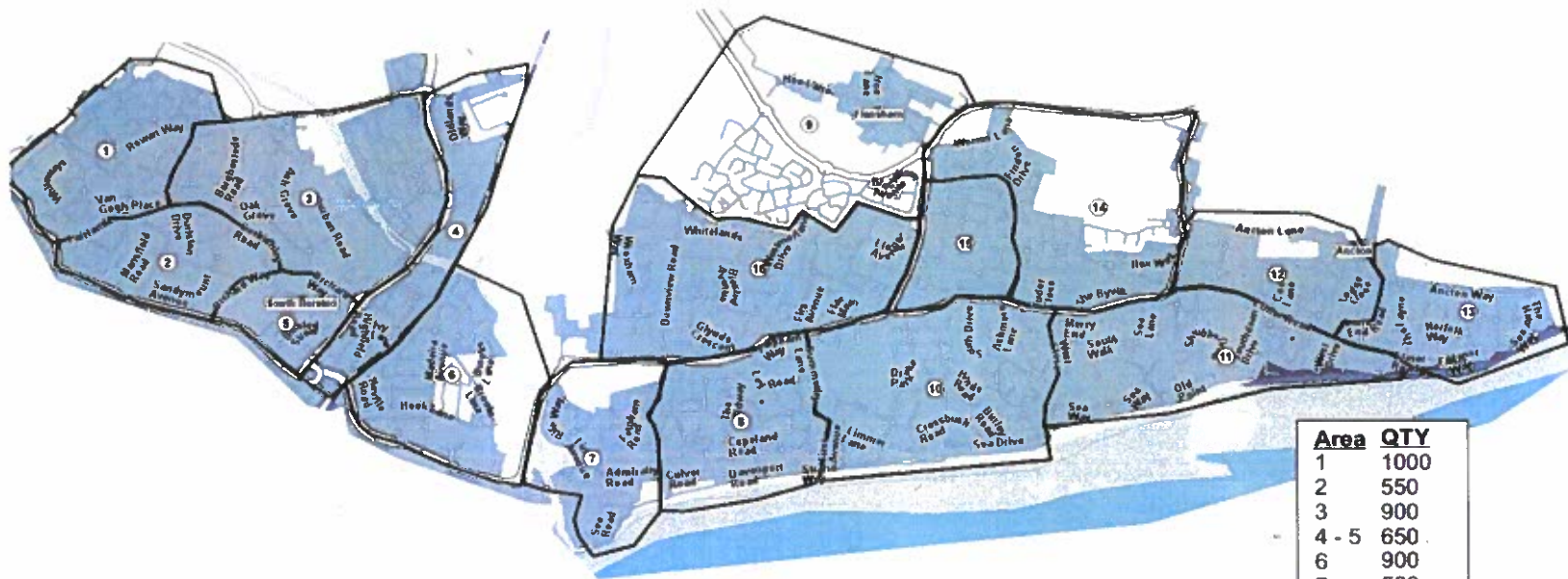
Do Members **AGREE** to leaflet production of 35,000 as per 2025, up from 30,000 in 2024?

Do Members **AGREE** to commercial delivery with Dor-2-Dor including postcodes PO21 and PO22, with secondary distribution via Town Force to known tourist outlets in the wider West Sussex area?

Do Members **RESOLVE** to **AGREE** that a budget be provided, funded from the Publicity and Promotions Budget 2026/27, to cover costs estimated at £5,525?

PO22

Inc: BOGNOR REGIS



Area	QTY
1	1000
2	550
3	900
4 - 5	650
6	900
7	500
8	750
9	850
10	900
11	800
12	500
13	550
14	1000
15	500
16	1400
Total	11,750

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**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
23rd MARCH 2026**

AGENDA ITEM 12 - 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: 793516154 – National Deaf Children's Society, outside Bonmarché, 12 London Road, Bognor Regis, PO21 1DY, between 9am – 8pm on 16th February 2026.

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.

AGENDA ITEM 13

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
23rd MARCH 2026**

AGENDA ITEM 13 - CORRESPONDENCE

REPORT BY THE COMMITTEE CLERK

FOR INFORMATION

No correspondence was received from the date of the last meeting held on 19th January 2026.