



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 18th MAY 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 18th May 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 MAY 2026

TOWN CLERK

AGENDA AND BUSINESS

1. To Note the Appointment of Chair and Vice-Chair as agreed at the Annual Meeting on 11th May 2026
2. Welcome by Chair
3. Apologies for Absence and their approval, subject to meeting the agreed criteria
4. Declarations of Interest:
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
 - c) the nature of the Interest

- d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
5. To approve the Minutes of the Environmental and Leisure Committee Meeting held on 23rd March 2026, and the Extraordinary Meeting held on 2nd April 2026
6. Adjournment for public question time and statements
7. Clerk's Report from previous Minutes
8. Appointment of Sub-Committees and Working Groups including: -
 - Allotments Sub-Committee including consideration of recommendations to Council of co-options for ratification
 - Bognor Regis In Bloom Working Group including consideration of recommendations to Council of co-options for ratification
9. To consider the Terms of Reference for the Environmental and Leisure Committee, the Allotments Sub-Committee, and the Bognor Regis In Bloom Working Group and to make any necessary recommendations on proposed changes to the Policy and Resources Committee
10. Bognor Regis In Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 8th April 2026
11. To ratify expenditure from the remaining Publicity and Promotion Budget 2026/2027 including: -
 - £2,250 for distribution of 2026 Events Leaflets to Postcodes PO21 and PO22 (Min. 91 refers)
 - £2,148 for printing of 35,000 2026 Events Leaflets (Min. 91 refers)
12. To ratify that the remaining balance of the 2025/2026 Publicity and Promotion Budget of £1,463.57 be earmarked for general promotion
13. Youth and Young Persons Budget 2026/2027 including: -
 - To note that a review of the guidelines/criteria, funding policy and application form, will be carried out upon completion of the Policy and Resources Committee's review of Grant Aid
 - To agree that upon receipt of applications, whether these are to be considered: en bloc at a specified date, ad hoc, or a combination of both with a nominal reserve identified from within the budget for late/worthy causes
14. To consider a request that the Town Council declares its support in relation to a Plant Based Treaty, and the endorsement of the general principles
15. To ratify any Public Events Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
16. Correspondence

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

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
18th MAY 2026**

**AGENDA ITEM 1 – TO NOTE THE APPOINTMENT OF CHAIR AND VICE-CHAIR
AS AGREED AT THE ANNUAL MEETING ON 11th MAY 2026**

REPORT BY THE COMMITTEE CLERK

FOR DECISION

At the Annual Town Council Meeting of 11th May 2026, Members agreed the appointment of the Chair and Vice-Chair of the Environmental and Leisure Committee for the 2026/27 municipal year.

DECISION

Members are asked to **NOTE** the appointment of Cllr. K. Batley as Chair and Cllr. M. Stanley as Vice-Chair of the Environmental and Leisure Committee for the 2026/27 municipal year.



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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 23rd MARCH 2026

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

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

The Meeting opened at 6.34pm

81. 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.

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

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

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

83. 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. R. Nash declared an Ordinary Interest in Agenda items 10 and 11 as Chairman of Southdowns Music Festival

Cllr. Miss. C. Needs declared an Ordinary Interest in Agenda item 6 as a volunteer for Bognor Regis Youth and Community Centre

84. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 19th JANUARY 2026

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Environmental and Leisure Committee Meeting held on 19th January 2026, as an accurate record and the Chair duly signed them.

85. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

No questions were raised, and thus, the meeting was not adjourned.

86. TO RECEIVE PRESENTATIONS FROM PRIMARY YOUTH PROVIDERS IN DELIVERY OF A YOUTH VOICE – MIN. 74.3 REFERS

On receiving the presentations by three local youth providers; the 39 Club, Phoenix Centre, and Artswork, and following a series of questions and answers, Members in debate, unanimously **AGREED** to support a Youth Voice leading to a Youth Council.

The matter will, therefore, be included on the next Committee Agenda at which time Members will be invited to discuss proposed governance arrangements and possible budgetary requirements with any appropriate recommendations subsequently made to the Policy and Resources Committee.

87. CLERK'S REPORT FROM PREVIOUS MINUTES

87.1 10th November 2025 - Min. 61.2 Christmas Illuminations

A wash-up meeting with the Christmas Illuminations Working Group was held on 3rd March 2026. Whilst attendance was light, the outcome was positive on wide ranging discussion topics including: - faults, reporting and response time, feedback and plaudit, sponsorship and Place St Maur.

87.2 19th January 2026 – Min. 74 Promenade Bandstand Lights

The Group Head of Technical Services at Arun District Council, confirmed by email on 10th March 2026, that the bandstand lights had now been "restored". The outage previously reported, was due to a mains supply fault with UK Power Networks. The Clerk additionally noted, from observation that seasonal works are currently ongoing.

87.3 19th January 2026 - Min. 79 Public Events Licence Application and Ratification

In response to a Member's query, as to whether Public Events licence applications would be more appropriate under the Planning and Licencing Committee, due to the fact that they met more frequently, the Committee Clerk, in consultation with the Town Clerk and Deputy Clerk, concluded, the fundamental issue was the 5 (working) day turnaround required by West Sussex County Council. Thus, regardless of which committee, such period, would not alleviate the time pressure. Furthermore, events generally are a delegated function of the Environmental and Leisure Committee, as per the Terms of Reference. Therefore, it is entirely appropriate that the consideration of Public Events licences remains under the delegation of the this Committee.

88. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 20th JANUARY AND 24th FEBRUARY 2026 INCLUDING:-

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

88.1 Recommendation of the appointment of Ellie Thorne as member of the Working Group - Min. 3 refers

Members **RESOLVED** to **RATIFY** that Ellie Thorne be appointed as a member of Bognor Regis in Bloom Working Group.

88.2 Recommendation that the balance of £370 in the Environmental Projects Budget be earmarked for future projects - Min. 7 refers
Members **RESOLVED** to **RATIFY** the balance of £370 in the Environmental Projects Budget be earmarked for future projects.

89. 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

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

Members **AGREED** to **RATIFY** the overspend of the Equipment Maintenance Budget for Christmas Activities of £2,510, as reported. Further, to **RECOMMEND** to the Policy and Resources Committee that this be drawn from General Reserves.

90. TO CONSIDER THE INSTALLATION OF BUNTING TO LONDON ROAD PRECINCT AND HIGH STREET

The Committee's Clerks report was **NOTED** in which it was stated that assumptions within the report were based on the utilisation of a single catenary wire.

Members **AGREED** to install bunting, in London Road precinct, High Street (between junctions with Queensway and Clarence Road), and the criss-cross section of London Road junction with High Street, at the earliest opportunity and until mid-September.

It was **AGREED** to utilise the existing multi-coloured bunting in store, with additional lengths purchased as required. It was further **AGREED** to purchase Pride bunting to be hung at the criss-cross section of London Road and High Street. Members **RESOLVED** that expenditure would be funded from the Publicity and Promotions Budget.

91. TO FURTHER CONSIDER THE PRODUCTION OF AN EVENTS LEAFLET 2026 – MIN. 47 REFERS

The Committee Clerk's report, and the appendices demonstrating the delivery locations of the 2025 leaflets, was **NOTED**.

Members **AGREED** to leaflet production of 35,000 as per 2025.

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

In so doing, the Committee Clerk was tasked to ascertain and report, how Dor -2- Dor would deliver to flats, to ensure all households within the block receive a leaflet.

Members further **AGREED** that a budget be provided, funded from the Publicity and Promotions Budget 2026/27, to cover costs estimated at £5,525.

92. 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**.

93. CORRESPONDENCE

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

The Meeting closed at 7.35pm



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MINUTES OF THE EXTRAORDINARY ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON THURSDAY 2nd APRIL 2026

PRESENT:

Cllr. K. Batley (Chair); Cllrs. D. Dawes, R. Nash,
Mrs. J. Warr, M. White, and P. Woodall

IN ATTENDANCE:

Mr. M. Hirst (Deputy Clerk)
Mr. B. Handley (Events Duty Officer)

The Meeting opened at 10.31am

94. 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.

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

Apologies for absence were received from Cllrs. Miss. C. Need, P. Ralph, M. Stanley and P. Wells. The Clerk recommended that the reasons given were acceptable, and the absences were unanimously **APPROVED** by Members.

96. 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.

There were no declarations of Interest

97. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present, and the meeting was not, therefore, adjourned.

98. TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 7A) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING FURTHER INFORMATION BECOMING AVAILABLE, IN RELATION TO THE INSTALLATION OF BUNTING TO LONDON ROAD PRECINCT AND HIGH STREET (MIN. 90 OF 23rd MARCH 2026 REFERS)

98.1 Members unanimously **RESOLVED** to suspend Standing Orders to allow for the Deputy Clerk to provide an update on the costs, and the feasibility and proposed timeline for the installation of bunting in the Town Centre.

98.2 In light of the new information received, Members **RESOLVED** to further consider their previous decision, and Standing Orders were therefore reinstated.

99. TO RECEIVE AN UPDATE IN RELATION TO THE INSTALLATION OF BUNTING TO LONDON ROAD PRECINCT AND HIGH STREET (MIN. 90 OF 23rd MARCH 2026 REFERS)

Following initial research by Officers, the Deputy Clerk presented Members with options for Pride bunting and sought clarity from Members as to exactly which style was being agreed and the timeframe for its display.

Additionally, since the previous meeting held on 30th March 2026, the multi-coloured bunting held in stock had been installed along the catenary wires in the London Road precinct.

However, a request had subsequently been received from Members to re-install the bunting in this location in a zig-zag configuration. Members were advised that to achieve this, more lengths of bunting than had been previously quoted would be required. Furthermore, the Clerk highlighted the issue that there were areas in the precinct where there were limited anchor points available to connect lengths of bunting to. These vast expanses had the potential to cause the bunting wire to sag and risked being caught by high-sided vehicles such as delivery lorries. To overcome this, Officers had identified buildings on which additional anchor points could be installed, subject to landlords' approval.

Having considered the new information that had been forthcoming, the following was **AGREED**: -

- that rainbow bunting be purchased for the criss-cross catenary wires above the junction of London Road and High Street, to be displayed throughout June to support nationwide Pride events, with multi-coloured bunting at this location either side of June.
- that the multi-coloured bunting previously installed in London Road be re-installed in a zig-zag configuration, and to task Officers to make all necessary arrangements so that this could be completed as soon as possible.

The Meeting closed at 11:03am

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
18th MAY 2026**

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

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

REPORT BY THE COMMITTEE CLERK

FOR DECISION

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

At the Annual Town Council Meeting of 11th May 2026, Members were appointed to the Committees, and it was noted that the membership of the Allotments Sub-Committee comprises of all Members of the Environmental and Leisure Committee.

Co-opted Members (not entitled to vote) are Mr. P. Goodchild and Mr. C. Penfold (Original Site), Mrs. L. Russell and Mr P. Fortin (Re-established Site), as ratified by the Allotments Sub-Committee at its meeting of 10th November 2025.

Members are asked to **NOTE** the appointment of the Chair and Vice-Chair of the Allotments Sub-Committee will be undertaken at the first meeting scheduled for 6.30pm on Monday 15th June 2026.

DECISIONS

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

Members are asked to **RECOMMEND** to **COUNCIL** for ratification the following co-opted appointments: Mr. P. Goodchild, Mr. C. Penfold Mrs. L. Russell and Mr P. Fortin as non-voting members of the Sub-Committee (Allotment Tenant Representatives).

Members are asked to **NOTE** that the appointment of the Chair and Vice-Chair of the Allotments Sub-Committee will be undertaken at the first meeting scheduled for 6.30pm on Monday 15th June 2026.

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

The Terms of Reference for the Bognor Regis in Bloom Working Group state that its membership consists of 6 Members of the Authority alongside co-opted members.

Members are asked to **NOTE** that Cllrs. Goodheart, White, Woodall and Mrs. Yeates have requested to retain their seats on the In Bloom Working Group for 2026/2027. Cllr. Mrs. Warr has chosen to relinquish her seat.

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

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

DECISIONS

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

Members are asked to **RECOMMEND** to **COUNCIL** for ratification the following co-opted appointments: Mrs. G. Edom, Ms. P. Keane, Mrs. S. Teverson, Mrs. P. Downham, Mr. B. Jackson, Mr. E. Fane, Mr Jones-McFarland, Ms. King and Ms. E. Thorne.

BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
18th MAY 2026

AGENDA ITEM 9 – TO CONSIDER THE TERMS OF REFERENCE FOR THE ENVIRONMENTAL AND LEISURE COMMITTEE, THE ALLOTMENTS SUB-COMMITTEE, AND THE BOGNOR REGIS IN BLOOM WORKING GROUP AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

REPORT BY THE COMMITTEE CLERK

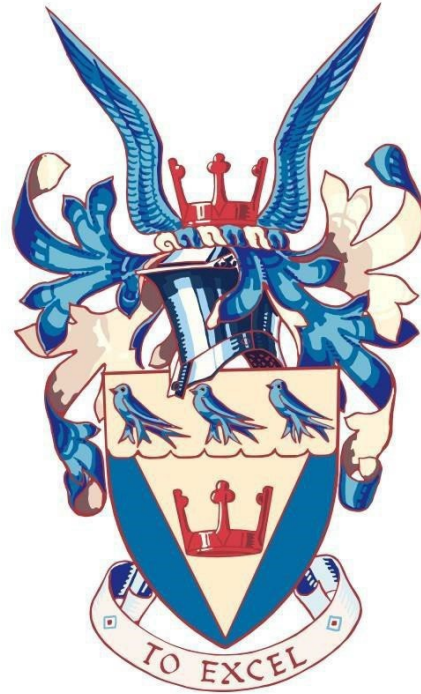
FOR DECISION

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

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

DECISION

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



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

ENVIRONMENTAL AND LEISURE **COMMITTEE**

Adopted by the Council at its Meeting held on **2nd January 2024**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: ENVIRONMENTAL AND LEISURE COMMITTEE

10 Members of the Authority

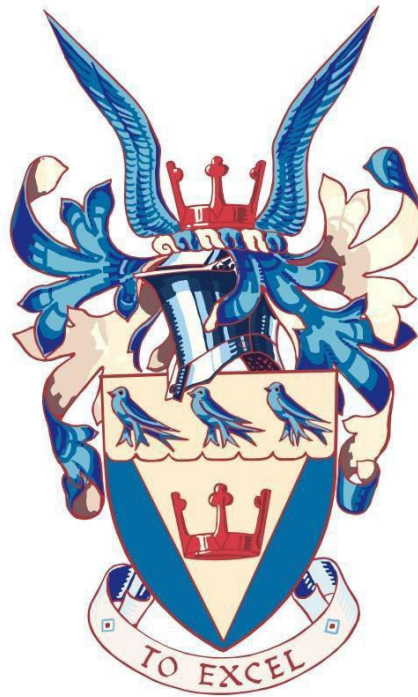
Quorum = 3

Definitions

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

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

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



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

ALLOTMENTS SUB-COMMITTEE

Adopted by the Council at its Meeting held on **22nd May 2023**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: ALLOTMENTS SUB-COMMITTEE

This is a Sub-Committee of the Events, Promotion and Leisure Committee

10 Members of the Authority and co-opted Members

Quorum = 3

Function of Sub-Committee Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. To maintain good liaison between the Council and Allotment Tenants2. To promote the sensible use and advancement of the Allotments within the 5 Wards of Bognor Regis3. To promote the use of Allotments by young people who live within the 5 Wards of Bognor Regis	<ul style="list-style-type: none">• Sub-Committee as directed by Committee• Town Clerk for operational management • Sub-Committee as directed by Committee• Town Clerk for operational management • Sub-Committee as directed by Committee• Town Clerk for Operational management



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS IN BLOOM **WORKING GROUP**

Adopted by the Council at its Meeting held on **2nd January 2024**

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
18th MAY 2026**

**AGENDA ITEM 10 - BOGNOR REGIS IN BLOOM WORKING GROUP -
CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND
REPORTS IN THE NOTES OF THE MEETING HELD ON 8th APRIL 2026**

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 8th April 2026 (attached as **Appendix 1**).

There were no recommendations.

DECISION

Members are asked to **NOTE** the Notes of the Bognor Regis in Bloom Working Group Meeting held on 8th April 2026.

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Wednesday 8th April 2026

PRESENT: Cllrs: S. Goodheart, M. White, and P. Woodall, also Mrs. G. Edom, Ms. P. Keane, Mrs. S. Teverson and Mrs. I. Cross (Committee Clerk).

The Meeting began at 10.10am

1. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. Mrs. G. Yeates also Ms. Downham, Mr. Jackson, Mr. Jones-McFarland and Ms. Thorne, 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 Cllr. Mrs. J. Warr or Mr. Fane and these absences could not, therefore, be approved.

2. APPROVAL OF THE NOTES OF THE MEETING HELD ON 24th FEBRUARY 2026

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

3. CLERK'S REPORT

The CC had been advised the Town had won a Silver Award for their entry into the 'Station in Bloom' Competition 2025. This had come as a pleasant surprise as the certificate that had been posted had not arrived. A request for this to be re-sent has been made and it is hoped this will arrive at the Council Offices in the not-too-distant future.

It had been observed by a Member, who earlier this year had attended an event held at the Station, that the plants in the wooden planters on the station concourse had died. This was due to the planters being under cover and there being no chance of them receiving rainwater in between watering. They had therefore enquired whether it might be possible to use some of the BRiB funds to replace the planters on the concourse. It was acknowledged by those present that Town Force are responsible for watering of the plants on the station concourse. Members noted that the current use of bedding plants resulted in the need for a lot of watering and that perhaps it might be better if sustainable planting were chosen that required less water. The alternative was to explore whether the self-watering scheme (Amberol) used by Town Force for the hanging baskets could be extended for use in the wooden planters.

Another Member spoke of other potential activities on the station concourse connected to the installation of a statue and commented that there was interest from Rail Partners. They reminded the Working Group that some years ago there had been a similar discussion when the demolition of small units around the railway station was taking place and support was sought for a statue which at the time, was entitled the 'Seed of Life'. It was hoped if this installation proceeded, a water feature might form part of the artwork and be useful for rail travellers as well as practical tasks such as watering.

The CC advised that the Environmental and Leisure Committee on 23rd March 2026, resolved to agree and ratify the balance of £370.00 in the Environmental Projects Budget be earmarked for future projects.

4. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING: -

4.1 BRiB Annual Competition – to provide an update on venue and finalise a date for the Awards Evening. To further discuss the re-introduction of a raffle

As requested, the CC confirmed they had contacted 'Seasons' who in turn had pencilled in two potential dates for the Awards Evening. All **AGREED** Thursday 8th October to be the date for this year's celebration and for Aldwick Deli to be the caterer. The CC advised that BRiB application packs had also been emailed to last year's competition entrants.

Cllr. Woodall outlined his proposals for re-introducing a raffle as part of this year's Awards Evening advising his partner was willing to source all raffle prizes and organise arrangements on the evening. All those present **AGREED**.

4.2 Youth Groups Competition – Update on competition

The CC advised those present that they had distributed emails with details of the competition to several youth groups within the Town on 24th March. The closing date for this competition is Friday 8th May.

4.3 Schools Competition – Update on competition

The CC commented that Brick Kiln Garden Centre, a BRiB sponsor, had provided all the tomato seeds for this competition, free of charge. Packs of seeds had been sent to all schools/nurseries, a total of 16 entries. A date for judging this competition would be discussed at the next meeting.

The Chair varied the order of business and item 7 was taken next

7. AREAS OF CONCERN/EYESORES IN THE TOWN FOR POSSIBLE REPORTING TO THE RELEVANT AUTHORITY

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

The Member observed that the land, more specifically the strip of green between The Hatters Inn and the Sunken Gardens, was being used as a dumping ground for various waste including some white goods.

A Member advised they had spoken to the person responsible for the land at the back of Bedford Street who had stated they were happy that trees were planted. Comments were made regarding the size of the land and concerns were expressed that it was too large for the Bognor Community Gardeners to manage and maintain. It was suggested the CC contact James Jones-McFarland to see if alternative arrangements could be made.

5. EVALUATION OF THE GREAT BRITISH SPRING CLEAN HELD ON 28th MARCH 2026

The CC extended their thanks to those members of the BRiB Working Group who had supported the event which resulted in 14 bags of rubbish being collected from in and around the Town Centre. Having invited feedback from others, a Member commented they felt it had been helpful that the event had taken place in the Town which allowed for greater visibility of everyone's efforts. Another Member noted that setting up a Facebook event well in advance of any subsequent litter picking event taking place may attract a bigger audience.

The CC said a request had been made that another litter picking event be arranged for the end of the summer season. A discussion took place concerning the timing of such an event which might attract more children if held during the summer holidays and additionally whether it would be useful to have some smaller gloves and bin bags more suited to children. However, being holiday season, concern was expressed regarding the availability of Members to support the activity. It was therefore concluded that if another event were to be held, then to do so on a Thursday afternoon in August when the Bognor Community Gardeners typically met would be useful.

6. TO FURTHER DISCUSS AND UNDERSTAND PROPOSALS FOR A FUNCTIONAL GREEN SPACE AT THE PHEONIX CENTRE, AS PART OF THE GROUP'S PARTICIPATION IN OTHER INITIATIVES IN 2026

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

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

The CC stated they had agreed to support the Bognor Community Gardners as their administrator. Those present were also advised that a decision had been taken not to do anything around Kim Davis' memorial. The Unicorn planter had turned out to be a real success, and contact had been made with Shelagh Hamilton Jones' husband to enquire whether they were happy that the BCG continued to maintain a plot of land at the entrance to Town Cross Avenue Cemetery. Confirmation had been received that continued support would be most welcome and the group were therefore planning to visit later that week.

There was nothing to report from the Friends of Hotham Park.

9. CORRESPONDENCE

The CC had received notification from James Jones-McFarland that they had submitted a Green Flag Award application for Hothamton Sunken Gardens which is being judged on Thursday 28th May. Precise timings will be shared in due course, and all were encouraged to attend if possible.

10. DATE OF NEXT MEETING – PROPOSED WEDNESDAY 20th MAY 2026 AT 10.00AM

Following a short discussion, Members decided it would be more useful to meet once the deadline for the main competition had passed. Therefore, a revised date of Wednesday 3rd June, starting at 10.00am was proposed and **AGREED**.

The Meeting ended at 11.20am

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
18th MAY 2026**

**AGENDA ITEM 11 - TO RATIFY EXPENDITURE FROM THE REMAINING
PUBLICITY AND PROMOTION BUDGET 2026/2027 INCLUDING: -**

- **£2,250 FOR DISTRIBUTION OF 2026 EVENTS LEAFLETS TO POSTCODES PO21 AND PO22 (MIN. 91 REFERS)**
- **£2,148 FOR PRINTING OF 35,000 2026 EVENTS LEAFLETS (MIN. 91 REFERS)**

REPORT BY THE COMMITTEE CLERK

FOR DECISION

Distribution of 2026 Events Leaflets

Members, at the earlier Environmental and Leisure Committee Meeting of 23rd March 2026, agreed distribution of the 2026 Events Leaflets be twofold. Comprising primary distribution - via commercial delivery with Dor-2-Dor to postcodes PO21 and PO22, with secondary distribution via Town Force to known tourist outlets in the wider West Sussex area.

Dor-2-Dor, on 5th May 2026, reported completion of delivery, at 29, 930 for a cost of £2,250 excluding VAT as budgeted.

Printing 2026 Events Leaflet

Printing was undertaken by Ostrich Print at slightly below the budgetary provision of £2,500.

DECISIONS

Members are asked to **RATIFY** expenditure as listed below to be funded from the Publicity and Promotion Budget 2026/2027: -

- Expenditure of £2,250 excluding VAT for distribution of the 2026 Events Leaflets to postcodes PO21 and PO22.
- Expenditure of £2,148 excluding VAT for printing of 35,000 2026 Events Leaflets.

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
18th MAY 2026**

**AGENDA ITEM 12 - TO RATIFY THAT THE REMAINING BALANCE OF THE
2025/2026 PUBLICITY AND PROMOTION BUDGET of £1,463.57 BE
EARMARKED FOR GENERAL PROMOTION**

REPORT BY THE COMMITTEE CLERK

FOR DECISION

The Publicity and Promotion Budget currently comprise of three elements; General Promotion (formerly Seafront Shelter Posters), Events Leaflets and Unallocated.

Whereas General Promotion and Events Leaflets are well utilised, the unallocated element of the budget tends to be spent on ad-hoc activities, ranging from provision of software to enable the monthly E-Bulletin, (Min. 49 refers) to potentially including the provision of bunting (Min. 99 refers). Thus, the Publicity and Promotion Budget remains underspent in the 2025/2026 financial year.

Members are invited to consider recommending to the Policy and Resources Committee that the remaining balance of the 2025/2026 Publicity and Promotion Budget be earmarked for similar use in the forthcoming 2026/2027 financial year.

DECISION

Do Members **AGREE** to **RECOMMEND** to the Policy and Resources Committee that the remaining balance in the 2025/2026 Publicity and Promotion Budget be earmarked for similar use in the 2026/2027 financial year?

BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
18th MAY 2026

AGENDA ITEM 13 – YOUTH AND YOUNG PERSONS BUDGET 2026/2027
INCLUDING: -

- TO NOTE THAT A REVIEW OF THE GUIDELINES/CRITERIA, FUNDING POLICY AND APPLICATION FORM, WILL BE CARRIED OUT UPON COMPLETION OF THE POLICY AND RESOURCES COMMITTEE'S REVIEW OF GRANT AID
- TO AGREE THAT UPON RECEIPT OF APPLICATIONS, WHETHER THESE ARE TO BE CONSIDERED: EN BLOC AT A SPECIFIED DATE, AD HOC, OR A COMBINATION OF BOTH WITH A NOMINAL RESERVE IDENTIFIED FROM WITHIN THE BUDGET FOR LATE/ WORTHY CAUSES

REPORT BY THE COMMITTEE CLERK

FOR DECISION

Current Budget: £25,000 (Comprising £20,637.50 for 2026/2027, and £4,362.50 underspend carried forward as earmarked from 2025-26)

TO NOTE THAT A REVIEW OF THE GUIDELINES/CRITERIA, FUNDING POLICY AND APPLICATION FORM, WILL BE CARRIED OUT UPON COMPLETION OF THE POLICY AND RESOURCES COMMITTEE'S REVIEW OF GRANT AID

As historically agreed, the application process for both the Youth and Young Persons Budget and Town Council's Grant Aid fund became identical, (Min. 77 of the Community Engagement and Environment Committee Meeting held on 6th February 2023 refers). To ensure mutual consistency and scrutiny of applications, prior to the award of respective funding streams. Thus, the Grant Aid process, (including the criteria/guidelines and application form), is reviewed by the Policy and Resources Committee each June with the application window opening soon thereafter. Therefore, a similar review of the Youth and Young Persons Budget, (inclusive of guidelines/criteria, funding policy and application form), could either be undertaken, in the interim with minor changes recommended to the Policy and Resources Committee for consideration and acceptance at the next scheduled meeting of 1st June. Or defer until our next meeting of 13th July 2026, once any changes arising from Policy and Resources are known.

DECISION

Whilst **NOTING** that a review of the guidelines/criteria, funding policy and application form, for the Youth and Young Persons Budget 2026/2027, is typically carried out upon completion of the Policy and Resources Committee's review of Grant Aid in June 2026, to **AGREE** whether to **RECOMMEND** any changes to the Policy and Resources Committee ahead of their meeting of 1st June 2026 or **DEFER** the review until the Environmental and Leisure Committee Meeting of 13th July 2026, allowing for the Grant Aid process to be reviewed first.

TO AGREE THAT UPON RECEIPT OF APPLICATIONS, WHETHER THESE ARE TO BE CONSIDERED: EN BLOC AT A SPECIFIED DATE, AD HOC, OR A COMBINATION OF BOTH WITH A NOMINAL RESERVE IDENTIFIED FROM WITHIN THE BUDGET FOR LATE/ WORTHY CAUSES

Applications to the Youth and Young Persons Budget have previously been considered under two primary options.

Historically, as and when received. Noting, on occasion, the consequence of early approval of large-scale applications left limited budget for subsequent applicants, or consideration of emergency funding requests.

More recently, a future specified date with applications considered en bloc at an Extraordinary Meeting, enabling appropriate notice and opportunity for all interested parties to apply.

Members are, therefore, invited to consider whether applications for funding from the Youth and Young Persons Budget 2026/2027 will be considered on a first come, first served basis throughout the financial year, or that a deadline date be set and all applications considered en bloc by no later than 26th February 2027. Alternatively, Members may wish to consider a combination of both with a nominal reserve for late/worthy causes set aside from the bulk of the funding available.

DECISION

Members are asked to **AGREE** in which of the following ways applications for funding for the Youth and Young Persons Budget 2026/2027 will be considered: -

- a) on an ad-hoc basis until the budget has been exhausted;
- b) en bloc, at a future Extraordinary Meeting to be held no later than 26th February 2027;
- c) a combination of both with an agreed amount being awarded as and when successful applications are received, with a nominal amount left in the budget to be considered for late or worthy causes, by an agreed deadline date.

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
18th MAY 2026**

AGENDA ITEM 14 - TO CONSIDER A REQUEST THAT THE TOWN COUNCIL DECLARES ITS SUPPORT IN RELATION TO A PLANT BASED TREATY, AND THE ENDORSEMENT OF THE GENERAL PRINCIPLES

REPORT BY THE COMMITTEE CLERK

FOR DECISION

A Member of the public emailed the Town Council in April 2026, asking if the Council, through this Committee, would support a Plant Based Treaty. Firstly, to recognise that food choices can support environmental sustainability and public health. Secondly, to demonstrate leadership through community engagement and, for example, introduce plant-based options, provision and choice at Council events and venues. Finally, endorsing the general principles of the Plant Based Treaty, joining over 70 towns and cities worldwide who have already committed to date, with a local programme that encourages and supports local initiatives to raise awareness of sustainable and healthy food choices.

The Committee Clerk, in initial enquiry, to understand, inform and advise on our prospective role, approached Haywards Heath Town Council. Haywards Heath, for information, was the first European town to adopt the principles of a Plant Based Treaty in July 2022, through local engagement initiatives. Specifically, a Education and Business Environmental Awards Scheme, promoting food waste reduction and plant-based diets to reduce CO₂ emissions.

To date, at the time of print, unfortunately the Office had yet to receive a response.

DECISIONS

Do Members **AGREE** to declare support for a Plant Based Treaty?

If so, Members are asked to further **AGREE** any proposals to adopt, and initiatives to actively engage community support in evidence of the general principles as a signatory.

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
18th MAY 2026**

AGENDA ITEM 15 - 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: EV0220 – Bognor Regis and Chichester District Samaritans, outside The Bandstand, Bognor Regis Seafront, between 10am – 4pm on 24th July 2026.
- Licence Application Number: EV0227 – Blue Circle, London Road outside Bonmarche, between 9am-7:30pm for 1 week commencing 20th April to 25th April 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.

In addition, further applications received included: -

- Licence Application Number: EV0230 – Bognor Regis Town Council, London Road precinct (north end), Councillor Drop In Surgery, between 2pm-4pm on 28th May 2026.
- Licence Application Number: EV0231 – Bognor Regis Town Council, London Road precinct (southern end outside former Santander), Councillor Drop In Surgery, between 10:30am-12:30pm on 17th November 2026.

As the applicants for the above licences were 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.

And: -

- Licence Application Number: 823745558 – Credico Marketing, London Road outside Bonmarche, between 9am-7:30pm on 13th April 2026.

The above licence application was not circulated to Members of the Environmental and Leisure Committee, due to delay in the receipt of additional information requested from the licencing authority.

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
18th MAY 2026**

AGENDA ITEM 16 - CORRESPONDENCE

REPORT BY THE COMMITTEE CLERK

FOR INFORMATION

No correspondence has been received since the dates of the last meetings held respectively on 23rd March and 2nd April 2026.