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 9th NOVEMBER 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 9th November 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 3rd DAY of NOVEMBER 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 14th September 2026
5. Adjournment for public question time and statements
6. Clerk's Report from previous Minutes
7. Bognor Regis In Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 2nd September 2026 including: -
    - To note expenditure of £12.00 plus VAT for the purchase of a bamboo plaque for the Best New Entrant category award (Min. 5.1 refers)
8. To consider the Motion proposed by Cllr. J. Barrett – "Present & Future Development of Tourism in the Bognor Regis Area" referred from the Council Meeting held on 7th September 2026 (Min. 94.1 refers)
9. To consider the costings in delivering the 2027 Events Leaflet in the Town to the wider West Sussex Area, deferred from the previous meeting held on 14th September 2026 (Min. 45 refers)
10. To ratify expenditure from the Publicity and Promotion Budget 2026/2027 including: -
    - £1,005 excluding VAT for supply and installation of rainbow bunting in the Town Centre (Min. 7.4 refers)
11. Proposals and required budgets for 2027/2028 for recommendation to the Policy and Resources Committee including: Allotments, Bognor Regis in Bloom, Publicity and Promotion, Youth Provision, and Christmas Illuminations
12. To ratify any Public Events Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
13. Correspondence

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

BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, The Town Hall, Clarence Road,
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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 14th SEPTEMBER 2026

PRESENT: Cllr. K. Batley (Chair); Cllrs: P. Botterill, D. Dawes, M. Stanley, Mrs. J. Warr, and M. White

IN ATTENDANCE: Mr. M. McLaughlin (Committee Clerk)

The Meeting opened at 6.31pm

36. 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.

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

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

No apologies for absence were received from Cllr. F. Oppler and this absence could not, therefore, be approved.

38. 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

39. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 13th JULY, AND THE EXTRAORDINARY ENVIRONMENTAL AND LEISURE COMMITTEE MEETING OF 18th AUGUST 2026

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Environmental and Leisure Committee Meeting held on 13th July 2026, and the Extraordinary Meeting of 18th August 2026 as an accurate record and the Chair duly signed them.

40. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

41. CLERK'S REPORT FROM PREVIOUS MINUTES

41.1 13th July 2026 – Min 21. Adjournment for Public Question Time and Statements

The 'Which?' Report of July 2026, labelled Bognor Regis as the 'Worst seaside resort' for the second consecutive year. Whilst the report was raised as a potential agenda item for a subsequent meeting, it was determined; following consultation with the Member and the Clerk, that this issue had already been raised in several different forums with responses from the Town Council and the local MP, that the matter be reported under the Clerk's Report instead.

41.2 Arun District Council London Road Precinct Cleansing

For information, Arun District Council had previously notified the Town Council that they were aware that the cleaning of London Road precinct was below par. This had been recently exacerbated by a period of hot dry weather. To redress, an improved cleansing schedule, inclusive of hot washes, was introduced.

42. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 22nd July 2026 INCLUDING:

The Committee Clerk's report, including the appendix relating to the Notes of the Bognor Regis In Bloom Working Group Meeting held on 22nd July 2026, was **NOTED**.

42.1 Recommended expenditure of £15.00 for a gift voucher charged to the In Bloom Competition Budget – Min. 5.2 refers

Members unanimously **RESOLVED** to **RATIFY** expenditure of £15.00 for a gift voucher charged to the In Bloom Competition Budget.

42.2 Recommended expenditure of £15.00 for a Winners Gift Card, £20.70 (incl. VAT) for a Winners Plaque and £444.00 (incl. VAT) for Competition Flowers. All charged to the Competition Expenses Budget – Min. 5.3 refers

Members unanimously **RESOLVED to RATIFY** total expenditure of £479.70, comprising; £15.00 for a Winners Gift Card, £20.70 (incl. VAT) for a Winners Plaque and £444.00 (incl. VAT) for Competition Flowers. All charged to the Competition Expenses Budget.

42.3 Recommendation that Bridgette Macilwaine be appointed as a member of the Working Group – Min. 6 refers

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

43. TO RATIFY EXPENDITURE FROM THE PUBLICITY AND PROMOTION BUDGET 2026/2027 INCLUDING: -

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

43.1 £571.46 excluding VAT for replacement multi-coloured Bunting - Min. 22.1 refers

Members unanimously **RESOLVED** to **RATIFY** expenditure of £571.46 excluding VAT for procurement of Rainbow Pattern Bunting to be funded from Publicity and Promotions Budget 2026/27.

44. TO CONSIDER ENHANCING THE CHRISTMAS ILLUMINATIONS IN LONDON ROAD BY UTILISING THE 3 ADDITIONAL CATENARIES RECENTLY INSTALLED TO ENABLE A CRISS-CROSS BUNTING CONFIGURATION, INCLUDING THE ASSOCIATED COSTS

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

Members **AGREED** to utilise the three additional catenaries in London Road and enhance the Christmas illuminations with motifs matching the current colour scheme.

Further, Members **RESOLVED** to **RATIFY** the projected overspends of the Equipment Maintenance Budget from Christmas Activities, of £566 (excl. VAT), for Year 2 (2026-27) of the three-year Contract, and £1, 354 (excl. VAT), for Year 3 (2027-28) and **RECOMMEND** to the Policy and Resources Committee, at the subsequent meeting of 21st September 2026, that these be drawn from General Reserves respectively.

45. TO CONSIDER THE PRODUCTION OF A LEAFLET AND SEAFRONT SHELTER POSTERS, INCLUDING FORMAT AND DELIVERY, IN RELATION TO 2027 EVENTS IN THE TOWN, AND ANY POTENTIAL BUDGET IMPLICATIONS

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

Members **AGREED** the production of a leaflet and seafront shelter posters to promote Bognor Regis events in 2027 and that an appropriate budget be recommended in due course. Noting, funding for 2027/28, via the Publicity and Promotions Budget, would not be available until 1st April 2027.

Members **AGREED** to **RECOMMEND** the formats of leaflets and posters for 2027 be as the previous 2026 campaigns, with in addition, a QR map showing Bognor Regis Town Centre in relation to Chichester University campus sites at Bognor Regis and Chichester.

Members **DEFERRED** any decision on the delivery, of the events leaflet produced for 2027, to the wider West Sussex area. Tasking the Committee Clerk to produce cost scenarios, inclusive of, the areas of delivery, the method of delivery, printing and distribution costs, for presentation at the next scheduled meeting of 9th November 2026.

46. TO CONSIDER ALLOCATING A BUDGET OF UP TO £600, FROM THE PUBLICITY & PROMOTIONS BUDGET, TO COVER THE COST OF REPRODUCING REPLACEMENT 'GENERIC' POSTERS FOR THE SEAFRONT SHELTERS DURING QUIET EVENT PERIODS, WITH A REPORT BROUGHT BACK TO MEMBERS EACH NOVEMBER DETAILING EXPENDITURE TO DATE, AHEAD OF BUDGET RECOMMENDATIONS FOR THE COMING YEAR

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

Members, following debate, **AGREED IN PRINCIPLE** a budget of up to £600 be allocated, from the Publicity and Promotions Budget 2026/27, to fund the production of posters at seafront sites, during quiet event periods.

It was suggested that local businesses be invited to sponsor posters on the seafront shelter sites and Members **AGREED** to **RECOMMEND** that the Policy and Resources Committee consider updating the "Poster, Banner and Outdoor Display Opportunities Policy", to include business sponsorship of posters.

47. 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 representations made on behalf of the Town Council in response to the two applications received, was **RATIFIED**.

48. CORRESPONDENCE

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

The Meeting closed at 7.02pm

AGENDA ITEM 7

BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
9th NOVEMBER 2026

AGENDA ITEM 7 - BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 2nd SEPTEMBER 2026 INCLUDING: -

REPORT BY THE COMMITTEE CLERK **FOR DECISION**

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meeting held on 2nd September 2026 (attached as **Appendix 1**).

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

- Expenditure of £12.00 plus VAT for the purchase of a bamboo plaque for the Best New Entrant category award (Min. 5.1 refers).

DECISIONS

Members are asked to **NOTE** the Notes of the Bognor Regis in Bloom Working Group Meeting held on 2nd September 2026.

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

- Expenditure of £12.00 plus VAT for the purchase of a bamboo plaque for the Best New Entrant category award.

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council
Bognor Regis in Bloom Working Group
Wednesday 2nd September 2026

PRESENT: Cllrs: M. White, P. Woodall and Mrs. G. Yeates, also Ms. P. Downham, Mrs. G. Edom, Ms. P. Keane, Ms. B. MacIlwaine, Mrs. S. Teverson, Ms. E. Thorne and Mrs. I. Cross (Committee Clerk). Also 1 member of the public.

The Meeting began at 10.05am

1. TO ELECT THE CHAIR AND VICE CHAIR FOR THE 2026/2027 MUNICIPAL YEAR (DEFERRED FROM PREVIOUS MEETING)

Cllr. Woodall, as the previous year's Chair opened the meeting by stating the need to formally elect a new Chair and Vice-Chair for the Working Group. Following a vote, it was **AGREED** that Mrs. G. Edom would be Chair and Cllr. Woodall would be Vice-Chair of the Group for 2026/2027.

2. APOLOGIES FOR ABSENCE

No apologies were received by the Clerk from Cllrs. P. Botterill and S. Goodheart or Mr. Jackson and these absences could not, therefore, be approved.

3. APPROVAL OF THE NOTES OF THE MEETING HELD ON 8th APRIL 2026 AND OF THE NON-QUORATE MEETINGS HELD ON 3rd JUNE 2026 AND 22nd JULY 2026

The Notes of the meeting held on 8th April and of the non-quorate meetings held on 3rd June and 22nd July 2026 were **APPROVED** and were signed by the Chair.

4. CLERK'S REPORT

The CC advised that, Bognor Regis Station had been awarded Silver for their participation in the 'Station in Bloom' Competition 2025 and this certificate was on display in the ticket booth.

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

5.1 BRiB Annual Competition – finalise arrangements for 2026 Awards Evening including update on sponsorship, table decorations, trophies and raffle

The CC advised all award evening invitations had been distributed and the deadline for responding was 10th September 2026.

Confirmation had also been sent to the caterer who would be providing the food for this year's event, as previously agreed by Members.

The CC explained that currently the competition had sponsors for 3 award categories, namely Brick Kiln Garden Centre, Bognor Regis Chamber of Commerce and Arundel Trophies. Emails, together with a presentation containing details of the sponsorship options had been sent to several local businesses within the Town with the aim of encouraging some new businesses to become sponsors.

Members suggested some alternative contacts including Bognor BID and the Town Centre Action Group.

A brief discussion took place concerning table decorations and, as in previous years, Members volunteered to bring along some natural plants for decoration.

The CC referred to a previous email they had circulated amongst the Working Group regarding various additional trophy options for Members' consideration, including those made of bamboo. Members advised they preferred the option of a bamboo plaque, and it was **AGREED** to **RECOMMEND** to the Environmental and Leisure Committee the purchase of one for the Best New Entrant category, size 6 x 8 at a cost of £12.00. Any further expenses associated with engraving would be **RATIFIED** at the next meeting.

Members were informed that 14 raffle prizes had been donated to date. It was **AGREED** raffle tickets would be available at £1.00 for a strip and 6 tickets for £5.00.

A Member enquired whether it would be possible for any proceeds from the raffle to be put towards a community cider press, mentioned at previous BRiB Meetings. Ms. Thorne advised that the original intention of hosting an apple pressing day was unlikely to take place this year due to ongoing discussions with Arun District Council concerning risk assessments and land ownership. Due to the length of time this was taking, it was more likely any event would be an informal 'trial' and not open to the public.

A discussion subsequently took place concerning whether it was appropriate that proceeds from the raffle should be put towards a project that may not be taking place within the 5 wards of Bognor Regis. A Member encouraged those present to consider the longer-term benefits of such a project and stated that whilst a trial day might be held elsewhere this year the vision was to hold an event in 2027 that local people from the 5 wards could attend. Ms. Thorne confirmed that the 'trial' would be held at Hobbs Community Garden near Yapton and it was her experience that many members from the 'Really Wild Group', who often attended various events, did come from Bognor Regis. She reiterated the plan to

formalise a future event in Bognor Regis, the challenge lay in identifying land they might use.

As Agenda Item 7 was to further discuss a local volunteer apple pressing event Members decided to defer further discussion until such time they reached that point in the Agenda.

6. UPDATE ON LOVE YOUR TOWN LITTER PICK – 10th SEPTEMBER 2026

A Member commented they had shared details of the litter picking event on various Facebook pages which had attracted comments expressing a preference for the event to be held on a Saturday. This prompted a brief discussion as to whether future litter picking events would attract greater attendance if held at the weekend. Volunteers from the Bognor Community Gardeners had placed posters around the Town advertising the event. Members **AGREED** that the focus of attention for this litter pick would be Bedford Street, Queensway, Station Road, London Road and Sudley Road.

Cllr. Yeates left the Meeting at 11.18am

7. UPDATE ON LOCAL VOLUNTEER APPLE PRESSING EVENT

Following on from the earlier discussion, Ms. Thorne explained that the Bognor Really Wild Group would be supporting the 'trial' apple pressing day, but invitations would be extended to other local groups.

Ms. Thorne added that they were continuing to assess the costings of a press but any funds from the raffle would go towards an apple press. Having considered the longer-term vision Members concluded that attendees at the BRiB Awards Evening would be advised that any proceeds from the raffle would be put towards holding a Community Apple Day in 2027 at a location to be decided but within Bognor Regis. This would also be referred to within the evening presentation speech.

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

A Member repeated their concerns in relation to the land behind New Look in Bedford Street. They added they felt the public didn't understand it was a re-wilding site and wondered whether it would be useful if a sign were erected to explain and educate members of the public. Questions were also raised in connection with what was happening with the buildings in this location. It was **AGREED** by those present that Cllr. Woodall would make further enquiries to report back to Members.

A question was asked about the plain grassed area between Gloucester Road and Walton Road which was overgrown and in poor condition.

Questions were raised as to whether BT were still present in the building. A further comment was also made about the hanging baskets in the Town Centre as it was understood Town Force were no longer responsible for their watering, but they were unsure whose responsibility it was. It was **AGREED** the CC would make further enquiries.

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

The Bognor Community Gardeners reported they had many people on their WhatsApp Group but not many 'doers'. Other Members shared their experiences of attracting new people to their activities. Amongst the suggestions made were attending local schools to do short presentations as a means of raising awareness amongst younger people of the importance of gardening and producing your own food. Another suggestion was to host a one-off event, possibly at the weekends, within the town to encourage members of the community, particularly those without a garden, to get involved. It was **AGREED** that as part of the Awards Evening the work of the Bognor Community Gardeners should be highlighted.

The Friends of Hotham Park advised they were compiling a case for the old café to be turned into a community hub. A recent meeting had been held with the new gardener and new fruit trees had been planted by the lake.

10. CORRESPONDENCE

There was nothing to report.

11. DATE OF NEXT MEETING – WEDNESDAY 18th NOVEMBER 2026 AT 10.00AM

It was **AGREED** that the date of the next meeting would be Wednesday 18th November 2026 starting at 10.00am.

The Meeting ended at 11.50am

BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
9th NOVEMBER 2026

AGENDA ITEM 8 - TO CONSIDER THE MOTION PROPOSED BY CLLR. J. BARRETT – "PRESENT & FUTURE DEVELOPMENT OF TOURISM IN THE BOGNOR REGIS AREA" REFERRED FROM THE COUNCIL MEETING HELD ON 7th SEPTEMBER 2026 (MIN. 94.1 REFERS)

REPORT BY THE COMMITTEE CLERK **FOR DECISION**

At the Council meeting held on 7th September 2026, the following Motion was proposed by Cllr. J Barrett and referred to this Committee for Members to further consider.

The following Motion has been proposed by Cllr. J. Barrett: -

"This is an opportunity for all members of BRTC to register their support or concerns regarding the future plans of ADC on this important seafront site Brewers Fayre). A recorded vote at the end of the item is requested, to judge whether members are in favour. If the vote is favourable, the Clerk will be asked to send the Motion to ADC Chief Executive Dawn Hudd, Deputy Chief Executive Karl Roberts, ADC Council Leader Cllr. Martin Lury, Economy Committee Chair Cllr. Roger Nash, Vice-Chair Cllr. James Walsh, and all BRTC members. Furthermore, that Karl Roberts be invited to attend a question-and-answer session at the Town Hall to respond to the matters raised by members and address their concerns. If ADC were to respond to this Motion, we would all have a better understanding of their plans to develop a tourism destination on the seafront.

Various suggestions on what could happen on the Brewers Fayre site have been made by an ADC/BRTC councillor and BRTC members are asked whether they are in favour of its demolition.

This Motion seeks answers from ADC to the following questions, regarding the Brewers Fayre building: -

- ***Please confirm if any plans are underway and, if so, are copies of these plans available? Is this in preparation of the Alexandra Arts Centre opening?***
- ***Please confirm that a working party will be set up to oversee the extra unscheduled work.***
- ***Please confirm that all the required works will be completed before the building is handed over. BRTC councillors would like to request a copy of the schedule.***
- ***Does ADC believe that Bognor can become a genuine holiday resort with private investment in major elements that are proven to attract tourists?***
- ***Would ADC support another nationally branded hotel in Bognor?***

- ***Would ADC support a multi-use recreation building, which could include a 1200 seat theatre?***
- ***Are ADC testing the market for all these types of development?***
- ***With local government currently going through the biggest change in its history, devolution will affect all sectors of local government. As BRTC we need to be developing working relationships with our future authorities & do what we can for the future of Bognor Regis. Is ADC already fostering these working relationships with other authorities in the region?***

We request that Bognor Regis Town Council resolves to request that Arun District Council: -

1. ***Reviews the matters of the Motion and provides a written response to this Council setting out ADC's positions on these matters.***
2. ***Engages with BRTC, local residents, and relevant stakeholders before any final decisions are made.***
3. ***Provides a named point of contact for on-going liaison with the BRTC Clerk.***
4. ***Reports back to this Council within one month with progress updates and the next steps.***

If members vote in favour, we further resolve to delegate authority to the Town Clerk to write formally to the Chief Executive and Leader of Arun District Council enclosing this Motion and requesting that the matter be placed before the appropriate committee, portfolio holder, or officer for consideration."

Committee Clerk's Comment

Members are asked to note, Arun District Council are actively involved, having recently resolved to deliver the preferred option of demolition of the former Brewers Faye site and undertake public realm works to create a temporary event space via the public consultation and planning application route.

DECISIONS

Is there a seconder for the Motion?

If the Motion is seconded, Members are asked to **AGREE** any next steps following the Motion as proposed by Cllr. J. Barrett.

AGENDA ITEM 9

BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
9th NOVEMBER 2026

AGENDA ITEM 9 - TO CONSIDER THE COSTINGS IN DELIVERING THE 2027 EVENTS LEAFLET IN THE TOWN TO THE WIDER WEST SUSSEX AREA, DEFERRED FROM THE PREVIOUS MEETING HELD ON 14th SEPTEMBER 2026 (MIN. 45 REFERS)

REPORT BY THE COMMITTEE CLERK **FOR DECISION**

Background and Information

At the previous meeting, Members agreed the production and format of a leaflet and seafront shelter posters to promote Bognor Regis events in 2027 and that an appropriate budget be recommended in due course. Noting, funding for 2027/28, via the Publicity and Promotions Budget, would not be available until 1st April 2027. However, the decision on the delivery of the leaflet was deferred to the next meeting (Min. 45 refers).

As shown in **Appendix 1**, two cost scenarios are presented, in addition to the actual base costing for the Events Leaflet 2026, for direct comparison.

Appendix 2 – "Distribution List by Area", list the current key tourist outlets for delivery, extending from Selsey to Littlehampton to Chichester with Bognor Regis at the epicentre.

In both the base, and scenario costings, cost items include design development, printing, and delivery. Delivery comprises two elements. Primary delivery is via Dor-2-Dor of circa 30,000 leaflets to post codes PO21 and PO22, as on the previous 2026 campaign. And secondary distribution is via Town Force and Officer.

Note Town Force costs are cost neutral. Thus, no costs are attributed to this Committee's Publicity and Promotions Budget.

The extent and number of leaflets delivered in secondary distribution is the variable factor and difference between the scenarios. In summary:

Base Costing Events Leaflet 2026

Print and distribute 35,000 leaflets. Of which 30,000 delivered commercial by Dor-2-Dor, with circa 5,000 by secondary delivery by Town Force.

The total base cost incurred in April 2026 was £4,558.

Option 1

Print and distribute 40,000 leaflets. With 30,000 via commercial delivery to Post Codes PO21 & PO22, plus circa 10,000 via secondary delivery to tourist outlets as currently listed.

Forecast cost is £5,064 with an allowance for inflation, estimated - April 2027, plus contingency for any above inflation price increases.

Option 2
Print and distribute 45,000 leaflets. With again 30,000 via commercial delivery as Option 1 above. Plus, circa 15,000 via secondary delivery to tourist outlets as currently listed, plus town centre shops, businesses, and Chichester University campus sites.

Forecast cost is £5,384 with an allowance for inflation and above inflation price increases.

Note, both options require a significant input and reliance on Town Force to execute delivery. Thus, to avoid conflict with their seasonal schedule and traditional flower bed planting, (late March/April), timing of production and availability of leaflets would be critical to ensure delivery by the optimum Easter period. Noting Easter for 2027 is early.

DECISION

Members are asked to **AGREE** either Option 1 or 2 in delivering the Events Leaflet 2027 as shown in **Appendix 1** or **AGREE** an alternative option.

Bognor Regis Town Council
Environmental & Leisure Committee Meeting 9th November 2026
Events Leaftlet 2027 Costings
Agenda Item 9 - Appendix 1

						Comments
	Transaction Description	**Quantity**	**Unit**	**Rate**	**Sum**	
	Base Costing Events Leaflet 2026					**Print and distribute 35,000 leaflets via commercial delivery to Post Codes PO21 & PO22, plus in house delivery to locally known tourist outlets.**
1	Design Development	1	sum	160.00	160.00	
2	Printing 35,000 148x105, 16pp 130gsm Silk 4/4, trim fold and pack, delivery 1x UK address	35,000	sum	2,148.00	2,148.00	
3	Commercial distribution Post Codes PO21 & PO22	30,000	no/1000	0.075	2,250.00	
4	Town Force delivery to select locally known Tourist outlets	5,000	no/1000	0.00	0.00	
5						
6	**Total Base Costing Events Leaflet 2026**				4,558.00	
7	**Option 1 Events Leaflet 27**					**Print and distribute 40,000 via commercial delivery to Post Codes PO21 & PO22, plus in house delivery to known tourist outlets as currently listed.**
8	Design Development	1	sum	160.00	160.00	
9	Printing 35,000 148x105, 16pp 130gsm Silk 4/4, trim fold and pack, delivery 1x UK address	40,000	sum	2,455.00	2,455.00	
10	Commercial distribution Post Codes PO21 & PO22	30,000	no/1000	0.075	2,250.00	
11	Town Force delivery to locally known Tourist outlets	10,000	no/1000	0.00	0.00	
12						
13	Subtotal Option 1 Events Leaflet 27				4,865.00	
14	Add Inflation @ 4.1%			4.1%	199.47	
15	Contigency (Price increases above CPI) April 2027			10.0%	506.45	
16	**Total Option 1 Events Leaflet 27**				5,064.47	
17	**Option 2 Events Leaflet 27**					**Print and distribute 45,000 via commercial delivery to Post Codes PO21 & PO22, plus in house delivery to known tourist outlets as currently listed, plus town centre shops, businesses, and Chichester university campus sites.**
18	Design Development	1	sum	160.00	160.00	
19	Printing 35,000 148x105, 16pp 130gsm Silk 4/4, trim fold and pack, delivery 1x UK address	45,000	sum	2,762.00	2,762.00	
20	Commercial distribution Post Codes PO21 & PO22	30,000	no/1000	0.075	2,250.00	
21	Officer and Town Force delivery to locally known Tourist outlets, town centre shops, businesses and university campus ites	15,000	no/1000	0.00	0.00	
22						
23	Subtotal Option 2 Events Leaflet 27				5,172.00	
24	Add Inflation @ 4.1%			4.1%	212.05	
25	Contigency (Price increases above CPI) 2027			10.0%	538.41	
26	**Total Option 2 Events Leaflet 27**				5,384.05	

Notes & Assumptions

1 All costings for the Events Leaflet 27 are assumed to be as Events Leaflet 26 - incured April 26, for all the various suppliers. For any price increase above the forecast CPI, an additional contigency allowance of 10% is included

2 CPI (Consumer Price Index) Aug 26 - 3.1%. Assume Mar 27 - 4.1%

3

Events Leaflet 26
Estimate Printing & Distribution

1	Design Development		480.00	Actual Cost 25
2	Printing		2,500.00	Actual Cost 25
3	Distribution		2,250.00	Estimated 26
4				
5	Subtotal		5,230.00	
6	Inflation CPI Apr 26 (Say 3.4% (Iran Conflict))	3.40%	177.82	
7	Subtotal		5,407.82	
8	Risk	2.00%	108.16	
9	**Total**		**5,515.98**	
	Thus round up to for E&L Committee Approval		**5,525.00**	

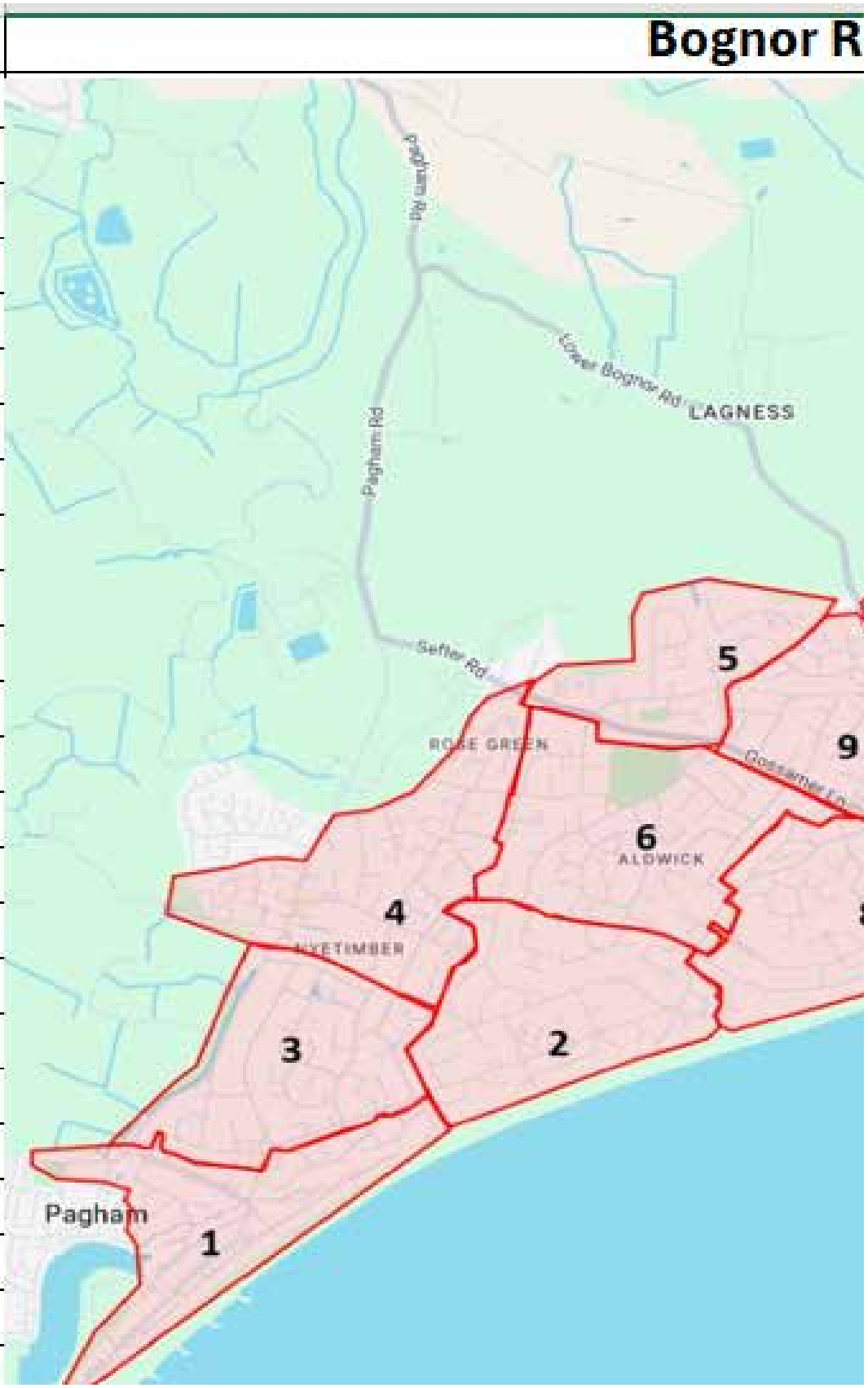
Ostrich Print

		Quantity	Price	Unit Cost
Actual Cost Mar 25 Inv # 7872		30,000.00	1,890.00	0.063
Estimated Price Mar 26 Quote 4097693		35,000.00	2,148.00	0.061
Variance 26				**-0.002**
Estimated Cost Mar 26				
Actual Cost Mar 25 Inv # 7872		30,000.00	1,890.00	0.063
Inflation CPI Feb 26	3.0%			0.065
Estimated Cost Mar 26		35,000.00	2,271.15	

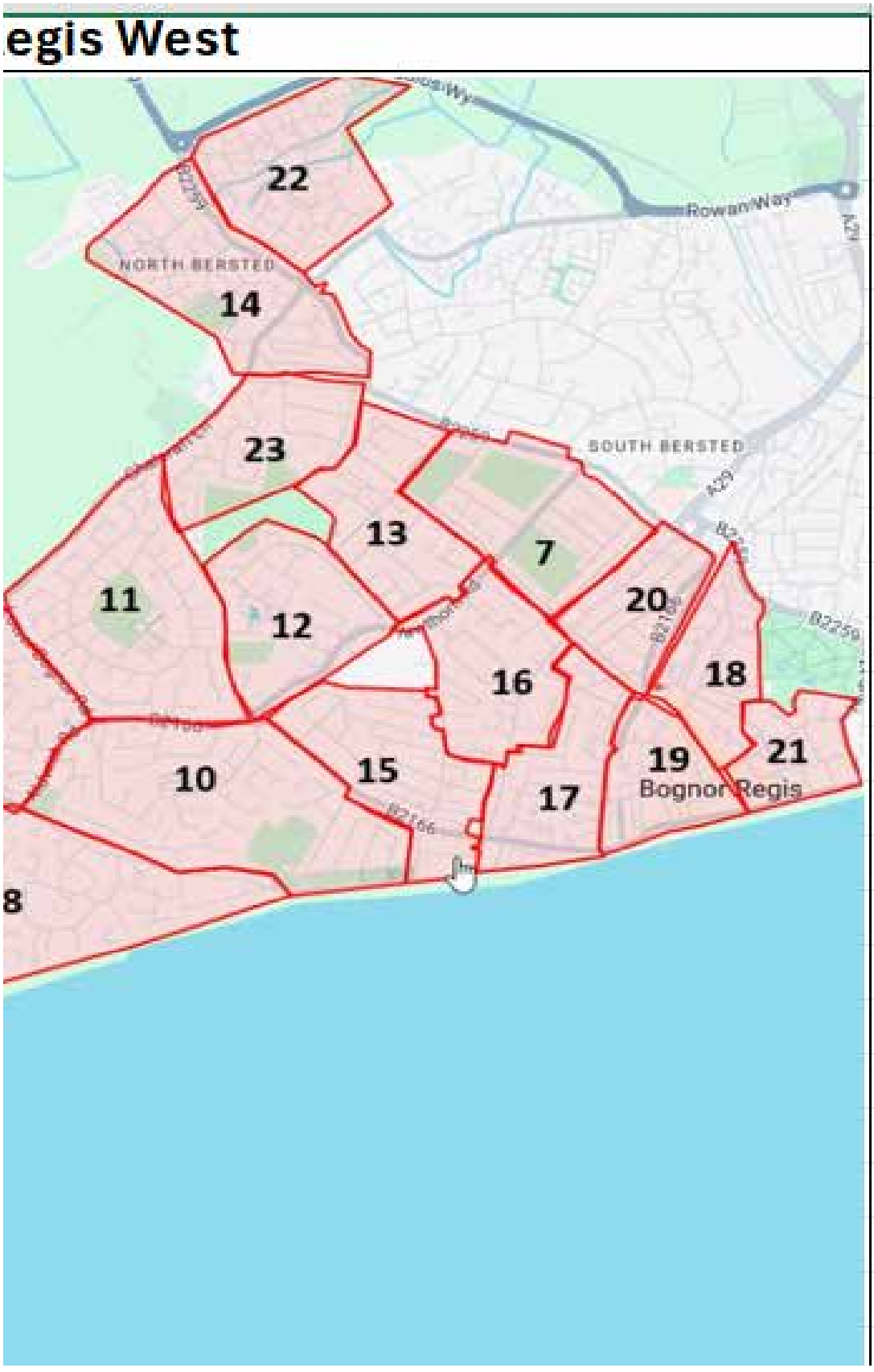
Dor-2-Dor
Mar-26
Post Code PO21

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Qty
690
620
900
1100
600
1050
750
800
620
1000
700
620
750
850
925
700
900
800
750
800
400
700
625
17650





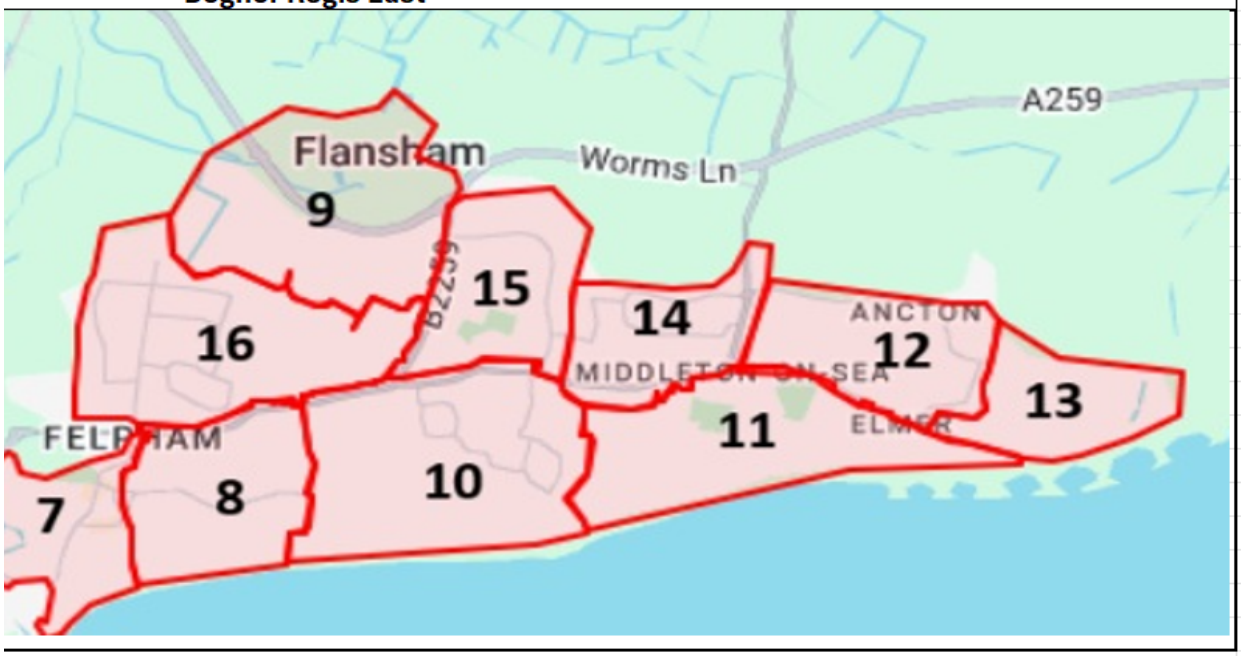

egis West
22
NORTH BERSTED
14
23
13
7
11
12
20
16
18
10
15
19
Bognor Regis
17
21
8
SOUTH BERSTED
Rowan Way
B2259

Dor-2-Dor
Mar-26
Post Code PO22

Postcode	Area Name	Qty
PO22	01 North Bersted East	950
PO22	02 South Bersted NW	570
PO22	03 South Bersted NE	500
PO22	04 Bersted Green	800
PO22	05 South Bersted S	650
PO22	06 Glenwood	950
PO22	07 Felpham Village	650
PO22	08 Summerley	690
PO22	09 Flansham - New	960
PO22	10 Felpham East	1000
PO22	11 Middleton	750
PO22	12 Ancton	650
PO22	13 Elmer	525
PO22	14 Middleton North	750
PO22	15 Flansham Park	850
PO22	16 Felpham North	1100
PO22	17 Barnham East	850
PO22	18 Barnham West	1050
	TOTAL	**14245**



Bognor Regis East



Events Leaflet 2026
Distribution List by Area

BOGNOR REGIS

Heygate Bookshop
Bognor Regis Railway Station
Station Road
Bognor Regis
PO21 1BP

Bognor Regis Museum
25-27 West Street
Bognor Regis
PO21 1XA

Bognor Regis Library
69 London Road
Bognor Regis
PO21 1DE

Navigator Hotel
Marine Drive West
Bognor Regis
PO21 2QA

Royal Norfolk Hotel
The Esplanade
Bognor Regis
PO21 2LH

Riverside Caravan Centre
Shripney Road
Bognor Regis
PO22 9NE

Seasons at Bognor
c/o Bognor Regis Football Club
Nyewood Lane
Bognor Regis
PO21 2TY

The Phoenix Centre
Westloats Lane
Bognor Regis
PO21 5JD

SHRIPNEY

Premier Inn
Shripney Road
Bognor Regis
PO22 9PA

PAGHAM/ALDWICK/ROSE GREEN

Rosemary Dawe
Flat 43 Marine Court
Nyewood Lane
Bognor Regis
PO21 2QN
grannygreendawe@gmail.com

West Park Café
4 Silverston Avenue
Aldwick
Bognor Regis
PO21 2RD

Inglenook Hotel
253 / 255 Pagham Road
Pagham
Bognor Regis
PO21 3QB

The Bear Inn
237 Pagham Road
Nyetimber
Bognor Regis
PO21 3QB

Copthorne Caravans
Rose Green Road
Rose Green
Bognor Regis
PO21 3ER

Church Farm Holiday Village
Church Lane
Pagham
PO21 4NR

Rose Green Centre of Art & Craft
22-24 Rose Green Road
Rose Green
Bognor Regis
PO21 3ET

FELPHAM

Beachcroft Hotel
Clyde Road
Felpham
Bognor Regis
PO22 7AH

Butlins Ltd
P R & Marketing Manager
Upper Bognor Road
Bognor Regis
PO21 1JJ

Arun Leisure Centre
Felpham Way
Bognor Regis
PO22 8ED

Felpham Community Hall
Meaden Way
Bognor Regis
PO22 8FA

CLIMPING

Bailiffscourt Hotel & Spa
Climping Street
Climping
Littlehampton
BN17 5RW

FORD

Ship & Anchor Pub & Campsite
Station Road
Ford
BN18 0BJ

Flying Fortress, Family Entertainment Centre
Northern Grainstore
Ford Airfield
Ford
BN18 0HY

LITTLEHAMPTON

Littlehampton Library
Maltravers Road
Littlehampton
BN17 5NA

Arun District Council
Maltravers Road
Littlehampton
BN17 5LF

Arun East Family Hub
Wickbourne Centre
Clun Road
Littlehampton
BN17 7DZ

Littlehampton Wave Lesisure Centre
Sea Road
Littlehampton
BN16 2NA

Look and Sea Visitor Centre
63-65 Surrey Street
Littlehampton
BN17 5AW

Brookside Caravan Park
Lyminster Road
Lyminster
Littlehampton
BN17 7QE

ANGMERING

Out of Bounds
Golfers Lane
Angmering
BN16 4NB

Angmering Library
Arundel Road
Littlehampton
BN16 4JS

ARUNDEL

Arundel Museum
Mill Road
Arundel
BN18 9PA

Arundel Library
Surrey Street
Arundel
BN18 9DT

Hilton Avisford Park Hotel
Yapton Lane
Arundel
BN18 0LS

Comfort Inn
Junction A27
Lyminster Road
Crossbush
Arundel
BN17 7QQ

The Wildfowl & Wetlands Trust
Marketing Manager
Mill Road
Arundel
BN18 9PB

Arundel Visitor Information Centre
1-3 Crown Yard Mews
Arundel
BN18 9JW

White Swan Hotel
16 Chichester Road
ARUNDEL
BN18 0AD

AMBERLEY

Amberley Working Museum
Marketing Manager
Houghton Bridge
Amberley
Arundel
BN18 9LT

FONTWELL
Fontwell Park Racecouse
Arundel Road
Fontwell
Arundel
BN18 0SX

CHICHESTER

Goodwood Racecourse
Goodwood
Chichester
PO18 0PS

Weald & Downland Open Air Museum
Singleton
Chichester
PO18 0EU

Chichester Golf Centre
Proprietor
Hunston Village
Chichester
PO20 1AX

Chichester Tourist Information Centre
Novium Museum
5-6 Tower Street
Chichester
PO19 1QH

Premier Inn Chichester South
Chichester Gate Leisure Park
Terminus Road
Chichester
PO19 8EL

Wicks Farm Holiday Park
Redlands Lane
West Wittering
Chichester
PO20 8QE

East Pallant B&B
5 East Pallant
Chichester
PO19 1TR

Crouchers Country Hotel
Birdham Road
Apuldram
Chichester
PO20 7EH

Ellscott Park
Sidlesham Lane
Birdham
Chichester
PO20 7QL

SELSEY

Selsey Golf Club
Golf Links Lane
Selsey
PO20 9DR

Selsey Council Services
55 High Street
Selsey
PO20 0RB

Warner Farm Touring Park
Warners Lane
Selsey
PO20 9EL

Bunn Leisure Holidays
West Sands Holiday Park
Selsey

St Andrews Lodge
Chichester Road
Selsey
Chichester
PO20 0LX

BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
9th NOVEMBER 2026

AGENDA ITEM 10 - TO RATIFY EXPENDITURE FROM THE PUBLICITY AND PROMOTION BUDGET 2026/2027 INCLUDING: -

- **£1,005 EXCLUDING VAT FOR SUPPLY AND INSTALLATION OF RAINBOW BUNTING IN THE TOWN CENTRE (MIN. 7.4 REFERS)**

REPORT BY THE COMMITTEE CLERK **FOR DECISION**

Install Rainbow Bunting
Members, at the earlier Environmental and Leisure Committee Meeting of 23rd March 2026, 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.

Installation was undertaken in the High Street by a contractor, and Town Force at all other locations, for reasons of cost and cost saving.

The payment is for 75% of the contractor's quoted sum. The remaining 25% is currently pending, and the Clerk with seek further ratification for the balance on receipt.

DECISION

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

- £1,005 excluding VAT for supply and installation of rainbow bunting in the town centre.

BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
9th NOVEMBER 2026

AGENDA ITEM 11 - PROPOSALS AND REQUIRED BUDGETS FOR 2027/2028 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE INCLUDING: ALLOTMENTS, BOGNOR REGIS IN BLOOM, PUBLICITY AND PROMOTION, YOUTH PROVISION, AND CHRISTMAS ILLUMINATIONS

REPORT BY THE COMMITTEE CLERK **FOR DECISION**

ALLOTMENTS COMPETITION

Current Budget £150

Forecast Expenditure 2027-28
Forecast expenditure for the Annual General Meeting and Awards Evening is £254 with an allowance for inflation.

Officer Recommendation
As was last year, the current lack of sponsors translates that the full cost of the competition was borne by the Town Council. Whilst the search for sponsors continues, in the event of there being a shortfall in the budget available for next years' competition, it is the Officer recommendation that the budget for 2027/2028 be increased to £300 allowing for enhanced prize provision and promotion to general interest and potential sponsorship.

Members are asked to consider their budget recommendations for the Allotments Competition Budget in 2027/2028.

DECISION

Members are invited to **AGREE** their **RECOMMENDATION** for the 2027/2028 Allotments Competition Budget.

ALLOTMENTS SUBSCRIPTIONS

Current Budget £0

Forecast Expenditure 2027-28
Forecast expenditure for the annual renewal of the Membership of the National Allotment Society is £100 with an allowance for inflation.

Officer Recommendation
Membership initiated in August 2026, as proposed by the Clerk, is essentially a "one stop shop" for all things allotments, offering templates, news, support and, importantly, legal advice.

The Officer considers the Society value for money, and thus recommends continuation of membership, and that the budget for 2027/2028 be set at £100.

Members are asked to consider their budget recommendations for the Allotments Subscriptions Budget in 2027/2028.

DECISION

Members are invited to **AGREE** their **RECOMMENDATION** for the 2027/2028 Allotments Subscriptions Budget.

ALLOTMENTS GRAVITS LANE MAINTENANCE

Current Budget £750

Forecast Expenditure 2027-28
Forecast expenditure for the Allotments Gravits Lane Maintenance Budget is £950 with an allowance for inflation.

Members are asked to consider their budget recommendations for the Allotments Gravits Lane Maintenance Budget in 2027/2028.

DECISION

Members are invited to **AGREE** their **RECOMMENDATION** for the 2027/2028 Allotments Gravits Lane Maintenance Budget.

GRAVITS FENCING

Current Budget £0

Forecast expenditure 2027-28
Forecast expenditure for new, 2.4m high security fencing and removal of the earth mounds adjacent Plots 1, 8 and 9a is £1,600 based on quotations sought.

Officer Recommendation
Provision of security fencing and removal of the mound to mitigate against opportunistic break-ins, consequential theft and damage to property. Whilst only occasionally, and limited to a specific sector of the site, such occurrences are of a growing concern. The topography of the mound, and immediate proximity to the fence currently offers little deterrence and compromises the security of both fence and site.

Members are asked to consider their budget recommendations for the Gravits Fencing Budget in 2027/2028, noting that Officers intend to apply for external funding available to address ASB.

DECISION

Members are invited to **AGREE IN PRINCIPLE** their **RECOMMENDATION** for the 2027/2028 Gravits Fencing Budget, **NOTING** that external funding will be sought.

REFUSE/WASTE DISPOSAL

Current Budget £0

Forecast expenditure 2027-28
Forecast expenditure for hire of periodic skips, subject to on-site access, with a medium duty woodchipper, hired once, to provide a mulch for the exclusive use of registered Allotment holders, is £1,450.

Officer Recommendation
Whilst allotment holders are responsible for removal of waste, the build-up has accumulated over time without previous redress. The rational, is to offer such provision as an amnesty, to actively encourage use and clearance of offending waste, shrubs and shrub like vegetation, to facilitate then after a higher degree of enforcement.

Members are asked to consider their budget recommendations for the Refuse/Waste Disposal Budget in 2027/2028, noting that provision of skips will be subject to on-site access and placement.

DECISION

Members are invited to **AGREE IN PRINCIPLE** the **RECOMMENDATION** for the 2027/2028 Refuse/Waste Disposal Budget, **NOTING** that the provision of skips is subject to on-site access and placement.

BOGNOR REGIS IN BLOOM – COMPETITION EXPENSES

Current Budget £2,450

Forecast Expenditure 2027-28
Incorporates traditional competition spend, including continued sponsorship of the Christmas tree on the Railway Station concourse, plus, an allowance for two new initiatives in 2027.

Respectively; competition expenses and venue hire with in house catering. Builds on the success of last years event, and the shift in 2025 from Town Council holding, enabling utilisation of staff resource from hosting and food preparation to promotion.

New projects, includes hire of an apple press to facilitate a Community Day, and a feather flag to promote, enhance awareness and strengthen the Bognor Regis in Bloom brand.

Officer Recommendation
Accordingly, the Officer recommends the In Bloom Competition Expenses Budget for 2027/2028 be increased to £2,750, with a request for CIL funding submitted to the Planning and Licensing Committee for any emerging Environmental Projects.

Members are asked to consider their budget recommendations for the Bognor Regis in Bloom Competitions Expenses Budget in 2027/2028.

DECISION

Members are invited to **AGREE** the **RECOMMENDATION** for the 2027/2028 Bognor Regis in Bloom Competitions Expenses Budget as detailed in the above report.

PUBLICITY AND PROMOTION

Current Budget £7,000

Current Expenditure
To date spend for period ending October 2026 is £6,450, with an additional forecast of £995 to year end. Thus, total expenditure to year end is forecast at £7,445.

Principal expenditure includes the printing and commercial delivery of the Events Leaflet 26, as is traditional, and new for 2026, the supply and installation, in part, of the seasonal bunting.

Forecast spend includes estimated payments for current commitments inclusive of Mailchimp and low season seafront posts, as summarised below, between October 2026 and March 2027.

Commitments
At the previous meeting of 15th September 2025, Members agreed, monthly subscriptions to Mailchimp to facilitate continuation of the electronic newsletter. At a subsequent meeting of 14th September 2026, Members agreed the production of low season Seafront Shelter posters, with an earmarked provision of £600.

Officer Recommendation
Increasingly, the Publicity and Promotion Budget, is utilised to fund a variety of collaborations and initiatives to foster the brand and image of Bognor Regis, which without, would simply not be possible. Thus, the Officer recommends the Budget for 2027/2028 be increased to £7,500.

Members are asked to consider their budget recommendations for the Publicity and Promotion Budget in 2027/2028.

DECISION

Members are invited to **AGREE** the **RECOMMENDATION** for the 2027/2028 Publicity and Promotion Budget.

CHRISTMAS ILLUMINATIONS

Current Budget £40,000 (Equipment Maintenance)

Forecast Expenditure 2027-28
Forecast expenditure for Year 3 of the Christmas Illumination Contract is £42,657, inclusive of all associated activities; column testing, project visuals, additional visuals (London Road precinct), Christmas trees and delivery. Plus, a provision for inflation for non-tendered activities.

Officer Recommendation
Considering the additional illuminations and Christmas tree, to enhance the festive feel, which was attributed last year to increased footfall in the town, particularly on the "Switch On" event, the Officer recommends Equipment Maintenance Budget 2027-28 be increased to £42,700.

Members are asked to consider their budget recommendations for the Equipment Maintenance Budget under the overarching Christmas Activities cost centre.

DECISION

Members are invited to **AGREE** the **RECOMMENDATION** for the 2027/2028 Equipment Maintenance Budget.

YOUTH PROVISION

Current Budget £25,000

Breakdown
Budget 2026-27: £20,637.50
Underspend 2025-26: £ 4,362.50

Breakdown
Reduced to £25,000 from £36,635.00 the previous year. Which comparative to past years, was exceptional, with an additional contribution of £20,000 from the Economic Development Fund to further support young people in Bognor Regis.

Expenditure
Total funds awarded at the Extraordinary Environmental and Leisure Committee Meeting held on 18th August 2026, was at full budgetary provision of £25,000. Thus, no underspend or buffer will be carried forward to 2027-2028.

Note, whilst applications were marginally down to 9 from 11, the total sum of applications at £37 590.12 significantly exceeded the budget, with the average request at £4,146.78, representing, overall, an upward trend.

Also noticeable, the applicants this year came from a wider field. Whilst still serving the five wards of Bognor Regis, these were outside the traditional local cohort, with a higher degree of specialism in their service provision, and a more proficient funding raising capability.

Commitments

Youth Voice. Whilst Members agreed in July an alternative provision, the sole funding stream, is, and remains the Youth & Youth Persons Budget, as originally envisaged. A budget which is traditionally oversubscribed by applicants supporting community service and facilities assisting young people. Notwithstanding, any requests emerging from Youth Voice.

Members are asked to consider their budget recommendation for the Youth & Young Person's Budget allocation for 2027/2028.

DECISION

Members are invited to **AGREE** the **RECOMMENDATION** for the 2027/2028 Youth & Young Person's Budget.

BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
9th NOVEMBER 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: EV0253 – Bognor Regis Town Council, High Street, Christmas Market, between 9am-5pm on Saturday 12th December 2026, with a road closure between Bedford Street and Sussex Street.

As the applicant for the above licence was an Officer of the Town Council, to avoid any conflict of interest, the Town Council notified West Sussex County Council of our abstention in submitting official representation.

BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
9th NOVEMBER 2026

AGENDA ITEM 13 - CORRESPONDENCE

REPORT BY THE COMMITTEE CLERK **FOR INFORMATION**

1. Email from a West Sussex County Council, informing, the Waste Prevention Community Grant Fund for 2027-28, is open to applicants, closing at 11:55pm on Tuesday 3rd November 2026. The grant of up £5,000, is primarily aimed at "innovative and impactful household waste prevention" outcomes. Open to applicants ranging from local community groups, schools, charities, non-profit organisations, community interest companies (CICs) to social enterprises.

All above circulated separately, via e-mail to all Committee Members as received.