



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 13th JULY 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 13th July 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 6th DAY of JULY 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 18th May 2026
5. Adjournment for public question time and statements
6. Clerk's Report from previous Minutes
7. To further consider the appointment of the one remaining vacancy on the Bognor Regis in Bloom Working Group, deferred from the previous meeting - Min. 8.2 refers
8. Youth and Young Persons Budget 2026/2027 including: -
 - To review the guidelines/criteria, funding policy and application form, and amend if required, deferred from the previous meeting – Min. 13.1 refers
 - To agree the date of an Extraordinary Environmental and Leisure Committee Meeting to consider applications en bloc, deferred from the previous meeting – Min. 13.2 refers
9. To agree delivery of a Youth Voice including proposed governance arrangements and possible budgetary requirements with any appropriate recommendations to be made to the Policy and Resources Committee – Min. 86 refers
10. Bognor Regis In Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the meeting held on 3rd June 2026
11. Allotments Sub-Committee - Consideration of the Resolutions, Recommendations and Reports in the Minutes of the meeting held on 15th June 2026 including: -
 - Recommended expenditure of £69.97 excluding VAT for All-weather Combi Padlocks (charged to the Gravits Lane Maintenance Budget) – Min. 7 refers
 - Water Rates at allotments Gravits Lane for the period 22nd October 2025 to 30th April 2026 - £441.86 excluding VAT (charged to the Gravits Lane Maintenance Budget) – Min. 7 refers
 - Water Rates at allotments R/O Gravits Lane for the period 22nd October 2025 to 30th April 2026 - £695.02 excluding VAT (charged to the Gravits Lane Maintenance Budget) – Min. 7 refers
 - Water Rates Actual Reading at allotments Gravits Lane for the period 1st April 2026 to 19th May 2026 - £103.99 excluding VAT (charged to the Gravits Lane Maintenance Budget) – Min. 7 refers
 - Water Rates Actual Reading at allotments R/O Gravits Lane for the period 1st April 2026 to 19th May 2026 - £175.64 excluding VAT (charged to the Gravits Lane Maintenance Budget) – Min. 7 refers
12. To ratify expenditure from the Publicity and Promotion Budget 2026/2027 including: -
 - £181.66 excluding VAT for Rainbow Pattern Bunting in the Town Centre (Min. 7.4 refers)
 - £113.16 excluding VAT for Multi-Coloured Bunting in the Town Centre (Min. 7.4 refers)
 - £61.00 excluding VAT for PVC banner promoting the Town Council's mascot, Billy The Bulb (Min. 7.4 refers)
13. To ratify any Public Events Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
14. Correspondence

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



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 18th MAY 2026

PRESENT:

Cllr. K. Batley (Chair); Cllrs: P. Botterill, D. Dawes,
R. Nash, Miss. C. Needs, P. Ralph, M. Stanley,
Mrs. J. Warr, 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

The Meeting opened at 6.32pm

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

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

Members **NOTED** that Cllr. K. Batley was appointed Chair and Cllr. M. Stanley appointed Vice-Chair of this Committee at the Annual Town Council Meeting held on 11th May 2026.

2. 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.

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

Apologies for absence were received from Cllr. F. Oppler. The Clerk recommended that the reason given was acceptable, and the absence was unanimously **APPROVED** by Members.

4. 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

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

The Committee unanimously **RESOLVED** 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 as an accurate record and the Chair duly signed them.

6. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.34pm

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

A Member seated in the public gallery asked, in the interest of promoting the seafront bandstand to the wider community, if the asset's ownership could be transferred from Arun District Council to Bognor Regis Town Council.

The Chair agreed this should be placed on the Agenda for debate at the next scheduled meeting of 13th July 2026.

The Chair reconvened the Meeting at 6.38pm

7. CLERK'S REPORT FROM PREVIOUS MINUTES

7.1 13th October 2025 – Min. 55.10 Youth & Young Persons Budget 2025/26 Saltwater Creations

Saltwater Creations informed the Town Council via email on 7th April 2026 of their intention to change their business model, from a Community Interest Company Limited by Shares to a Community Interest Company Limited by Guarantee. Citing several specific reasons:

- to strengthen not-for-profit governance
- support future funding eligibility,
- to better reflect their long-term commitment to community benefit.

Saltwater Creations therefore requested that future transfers of grant funds, circa £773, be made to the new model and name, Saltwater Sessions CIC (Community Interest Company).

Whilst in principle the Council did not object, a request was made for a completed Budget Monitoring Form, to track funding spent to date.

On this, the Committee Clerk summarised that of the twelve workshop sessions planned and scheduled, two have been undertaken at local venues, 39 Club and Ed Shed, in February.

Planned sessions include two further sessions in the two venues previously mentioned in April, beach clean events in June, Bognorphenia in September, and school group sessions for disadvantaged children with dates to be confirmed.

To date, 28 young persons have been reached out to, with over 100 more projected over the course of the remaining sessions. No demographics have been provided thus far other than the target age range of 4-25.

Expenditure, as of 7th April 2026 was £427, including:

- £42 as a contribution to overheads
- £325 for project workshop planning, marketing and delivery
- £60 on equipment.

Leaving a balance of £773 remaining of the £1,200 grant award.

7.2 10th November 2025 – Min. 61.1 Joint Arts Project Hotham Park Subway Project 39

The artwork is now complete, including the previously unfinished murals, with the initiative extended to include the four corners - latterly subjected

to antisocial behaviour and graffiti tagging. All undertaken under a new partnership with The Blake Cottage Trust.

7.3 23rd March 2026 – Min. 91 Event Leaflet 2026

With exception to a couple of hundred retained for distribution during our Events programme, the events leaflets have been delivered. Primarily 29,930 via commercial delivery with Dor -2-Dor to post codes PO21 and PO22. With secondary distribution, circa 4,700 via Town Force to outlying tourist attractions.

Note, for information, flats were generally excluded from delivery numbers, unless direct access to mailbox or a doorman service allowing receipt were available.

7.4 2nd April 2026 – Min. 99 Bunting London Road Precinct and High Street

Rainbow bunting had been ordered, with installation to the criss cross catenaries in High Street junction with London Road scheduled either the week commencing 1st June, or immediately after the Extreme Mounting Bike Show of 7th June 2026. This would only be necessary if the bike show occupies the junction, as the preferred location, offering 360-degree visibility, and temporary removal of the catenaries to accommodate anticipated extreme jumps.

Note, the rainbow bunting will be on display throughout June to coincide with nationwide events elsewhere. To be replaced with multi-coloured bunting thereafter, until September.

Additionally, the installation of three new catenaries in London Road, has been instructed to enable the requested zig-zag configuration of multi-coloured bunting in due course.

8. APPOINTMENT OF SUB-COMMITTEES AND WORKING GROUPS INCLUDING: -

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

8.1 Allotments Sub-Committee including consideration of recommendations to Council of co-options for ratification

Members **NOTED** the appointment of the Allotments Sub-Committee, of which all Members of the Environmental and Leisure Committee are members.

Members **AGREED** 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 **NOTED** 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.

8.2 Bognor Regis In Bloom Working Group including consideration of recommendations to Council of co-options for ratification

Members **AGREED** that Cllrs. Goodheart, White, Woodall and Mrs. Yeates be appointed to the In Bloom Working Group.

Having been proposed and seconded, Members **AGREED** that Cllr. Botterill be additionally appointed to the Working Group. It was noted that there was a vacancy for one other member of the Committee to be appointed. In the absence of any nominations to fill this vacancy from those present, the appointment of the one remaining vacancy on the Bognor Regis in Bloom Working Group will, therefore, be **DEFERRED** to the next Committee meeting to be held on 13th July 2026.

Members **AGREED** 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.

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

The Committee Clerk's report, including the three Terms of Reference appended, was **NOTED**.

- 9.1** Members queried again the logic of the ratification of Public Events Licence applications by this Committee. As previously reported by the Clerk, under the Clerk's Report at the Committee meeting of 23rd March 2026, the fundamental issue of a 5 (working) day turnaround required by West Sussex County Council, remains unchanged. Thus, regardless of which committee ratifies the events application, such period would not alleviate this over-arching time pressure. Furthermore, as events are a delegated function of the Environmental and Leisure Committee, it remains entirely appropriate that the due consideration of Public Events Licences continues under the delegation of this Committee.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Environmental and Leisure Committee be adopted without change.

- 9.2** In considering the Terms of Reference for the Allotments Sub-Committee, Members **RESOLVED** to **RECOMMEND** to the Policy and Resources

Committee that there be a minor amendment to allow for the Sub-Committee to approve expenditure within budget, to be subsequently Noted by the parent Environmental and Leisure Committee henceforth.

- 9.3** In considering the Terms of Reference for the Bognor Regis in Bloom Working Group, Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that there be a minor amendment to allow for the Working Group to approve expenditure within budget, to be subsequently Noted by the parent Environmental and Leisure Committee henceforth.

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

The Committee Clerk's report, including the appendix relating to the Notes of the Bognor Regis In Bloom Working Group Meeting held on 8th April 2026, was **NOTED**.

There were no recommendations.

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

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

11.1 £2,250 for distribution of 2026 Events Leaflets to Postcodes PO21 and PO22 (Min. 91 refers)

Members unanimously **RESOLVED** to **RATIFY** expenditure of £2,250 for distribution of the 2026 Events Leaflet to post codes PO21 and PO22 to be funded from Publicity and Promotion Budget 2026/2027.

11.2 £2,148 for printing of 35,000 2026 Events Leaflets (Min. 91 refers)

Members unanimously **RESOLVED** to **RATIFY** expenditure of £2,148 for printing of the 2026 Events Leaflet to be funded from Publicity and Promotion Budget 2026/2027.

12. TO RATIFY THAT THE REMAINING BALANCE OF THE 2025/2026 PUBLICITY AND PROMOTION BUDGET OF £1,463.57 BE EARMARKED FOR GENERAL PROMOTION

Members **RESOLVED** to **AGREE** to **RECOMMEND** to the Policy and Resources Committee that the remaining balance of £1,463.57 in the 2025/2026 Publicity and Promotion Budget be earmarked for similar use in the 2026/2027 financial year.

13. YOUTH AND YOUNG PERSONS BUDGET 2026/2027 INCLUDING: -

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

13.1 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

Members **AGREED** to **DEFER** a review of the guidelines/criteria, funding policy and application form until the next scheduled Committee meeting of 13th July 2026, thereby allowing for the Grant Aid process to be reviewed by the Policy and Resources Committee first.

13.2 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

Members **AGREED** that applications for the Youth and Young Persons Budget 2026/27 would be considered en bloc and **AGREED** to **DEFER** consideration of the date of the Extraordinary Meeting until the next scheduled Committee meeting of 13th July 2026.

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

Members in an ensuing ethical debate on the wider principles and practical applications **DISAGREED** to support the Plant Based Treaty. Citing the limitations of the Councils remit, resources, and current priorities.

15. 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**.

16. CORRESPONDENCE

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

The Meeting closed at 7.20pm

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
13th JULY 2026**

**AGENDA ITEM 7 – TO FURTHER CONSIDER THE APPOINTMENT OF THE ONE
REMAINING VACANCY ON THE BOGNOR REGIS IN BLOOM WORKING
GROUP, DEFERRED FROM THE PREVIOUS MEETING - MIN. 8.2 REFERS**

REPORT BY THE COMMITTEE CLERK

FOR DECISION

At the previous meeting, Members noted that Cllrs. Goodheart, White, Woodall and Mrs. Yeates had requested to retain their seats and subsequently agreed they be appointed to the In Bloom Working Group for 2026/2027. It was further agreed that Cllr. Botterill be additionally appointed to the Working Group.

It was noted that there was a vacancy for one other member of the Environmental and Leisure Committee to be appointed. In the absence of nominations to fill the vacancy from those present at that meeting, it was therefore agreed that the appointment of the one remaining vacancy on the Bognor Regis in Bloom Working Group would be deferred to the next Committee meeting to be held on 13th July 2026 (Min. 8.2 refers).

Should there be no nomination forthcoming at the meeting, then this vacancy will remain until such time that a Member of the Committee comes forward by contacting the Committee Clerk whereupon the matter will be brought to the Committee's attention for consideration and approval at a future meeting.

DECISION

Members are invited to nominate and **AGREE** one other Member of the Environmental and Leisure Committee to be appointed to the Bognor Regis in Bloom Working Group. Should there be no nominations then the vacancy will remain until such time that a Member comes forward.

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
13th JULY 2026**

**AGENDA ITEM 8 – YOUTH & YOUNG PERSONS BUDGET 2026/2027
INCLUDING: -**

- **TO REVIEW THE GUIDELINES/CRITERIA, FUNDING POLICY AND APPLICATION FORM, AND AMEND IF REQUIRED, DEFERRED FROM THE PREVIOUS MEETING – MIN. 13.1 REFERS**
- **TO AGREE THE DATE OF AN EXTRAORDINARY ENVIRONMENTAL AND LEISURE COMMITTEE MEETING TO CONSIDER APPLICATIONS EN BLOC, DEFERRED FROM THE PREVIOUS MEETING – MIN. 13.2 REFERS**

REPORT BY THE COMMITTEE CLERK

FOR DECISION

Current Budget: £25,000 (*Comprising £20,637.50 for 2026/2027, and £4,362.50 underspend from previous year - Min. 65.2 refers.*)

Background

At the Environmental and Leisure Committee Meeting of 18th May 2026, Members noted a review of the documents comprising the Youth & Young Persons Budget 2026/2027, would align with those of Grant Aid funding by the Policy and Resources Committee at their meeting of 1st June 2026 (Min. 13.1 refers).

Members of the Policy and Resources Committee, approved without amendment, both the Grant Awarding Policy and Grant Aid application form for 2027 (Min. 20 refers).

TO REVIEW THE GUIDELINES/CRITERIA, FUNDING POLICY AND APPLICATION FORM, AND AMEND IF REQUIRED – MIN. 13.1 REFERS

The Funding Policy for 2026/2027, attached as **Appendix 1**, was adopted, with minor amendment at the Environmental and Leisure Committee Meeting of 14th July 2025 (Min. 28.1 refers).

With exception to deletion of the budgetary sum, a new definition of youth and young persons, amendment of dates, time and date of return (as shown in red), there are no further changes recommended by Officers.

DECISION

Members are invited to review the Funding Policy document, **AGREE** any amendments, and **APPROVE** for use in 2026/2027.

The Youth & Young Persons Budget application form for 2026/2027, shown as **Appendix 2**, was similarly approved last year.

No further changes are suggested by Officers, other than an update of dates, return time and date (shown in red for reference).

DECISION

Members are invited to review the Youth and Young Persons Budget Application form, **AGREE** any amendments, and **APPROVE** for 2026/2027.

TO AGREE THE DATE OF AN EXTRAORDINARY ENVIRONMENTAL AND LEISURE COMMITTEE MEETING TO CONSIDER APPLICATIONS EN BLOC, DEFERRED FROM THE PREVIOUS MEETING – MIN. 13.2 REFERS

Whilst Members at the Environmental and Leisure Committee Meeting of 18th May 2026 agreed receipt of applications would be considered en bloc, they agreed to defer consideration of the date of an Extraordinary Meeting, to consider applications (Min. 13.2 refers).

It is the Officer recommendation that the meeting take place in late July or early August 2026. Acknowledging that this recommendation only allows a few weeks for applicants to submit their applications, it is based on trying to avoid overburdening the workload of the Committee Clerk in the latter months of the year, when the focus is on Christmas Illuminations, for example.

DECISION

Members are asked to **AGREE** a date for an Extraordinary Meeting of the Environmental and Leisure Committee, from those suggested below, to consider applications to the Youth & Young Persons Budget 2025/2026: -

Tuesday 21st July 2026 at 6.30pm

Tuesday 11th August 2026 at 6.30pm



BOGNOR REGIS TOWN COUNCIL

FUNDING POLICY 202~~6~~/2027

Policy Statement

The aim of the Town Council's Youth & Young Persons Budget is to support public and community services and facilities for the young, and to ~~support~~ assist children and young people in their communities. ~~With a budget of £25,000 for 2026/2027.~~

Applications are invited from youth providers within Bognor Regis and the wider area (where children and young people living in Bognor Regis will benefit) who can demonstrate how they will meet the aims and objectives of the funding. Whilst wishing to support such groups, the Town Council is also keen to encourage groups to work towards becoming largely self-sufficient, with it evident that efforts are made to raise money through fundraising activities.

How Do We Define Youth and Young Persons?

We collectively define youth and young persons as anyone within the 5-18 age range, ~~(as defined UK legislation)~~, or up to 24-year-olds classified as SEND (Special Educational Needs and Disabilities).

Who can apply?

This Policy applies to any organisation which falls within the eligibility criteria, which is based in, or benefits the residents of Bognor Regis. Specifically, the Wards of Hatherleigh, Orchard, Hotham, Marine and Pevensy, as shown on the map.

Key Principles

The Bognor Regis Town Council Vision is to develop Bognor Regis to become more proactive and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.

In support of this Vision, the Town Council has agreed the following strategy and priority headings for 2024-2028 and organisations are required to show how their application would meet one or more of these: -

- Build on the heritage and history of Bognor Regis in promoting business, cultural, and artistic activities and events to make Bognor Regis a great place to live, work, study and visit. Using our resources, coupled with partners, to develop artistic and cultural activities and events to create economic benefits.
- Work with partners to manage environmental impacts on Bognor Regis to make the Town as sustainable as possible.
- Work to enable residents and community groups to live well and enjoy and take pride in our Town.
- Work to remove barriers to enterprise within the Town.
- Ensure that Bognor Regis is a great place to grow up in, with support for parents and young people.

In taking these priorities into account applicants may have regard to the following supporting actions: -

- Supporting local tourism and events.
- Improving the Bognor Regis Town Environment.
- Supporting alcohol reduction strategies.
- Supporting vulnerable people within the community.
- Supporting projects which create a safer Bognor Regis.
- Town Heritage and Regeneration projects.
- Providing services and support for younger people.

Review of the Policy

The Funding Policy 2026/2027 was reviewed by the Environmental and Leisure Committee in June 2026. The Policy is scheduled to be reviewed every 12 months.

FUNDING POLICY 2026/2027 - GUIDANCE NOTES FOR APPLICANTS

These Guidance Notes are intended to provide information to assist applicants regarding the procedure to be followed in applying for funding from Bognor Regis Town Council. Please read them carefully before completing the Application Form.

Who may apply for a grant?

The Town Council will fund organisations: -

- Whose activities and projects are for the benefit of Bognor Regis residents, explicitly, the Wards of Hatherleigh, Orchard, Hotham, Marine and Pevensy.
- Whereby all individuals have reasonable, potential access to activities, facilities or services offered by the organisation.
- Whose project demonstrates sustainability and long-term value for money.

Who is not eligible to apply for a grant?

The Town Council will not fund: -

- Retrospective funding - for something that has already taken place or been purchased.
- Contributions to large capital programmes or generic blanket applications where what is being funded is not specifically stated.
- Funding for loan payments or outstanding debt or interest.
- Funding to provide activities that are of a political or religious nature.
- Funding for activities outside the specified Wards of Bognor Regis.
- Organisations that hold reserves in excess of one year's operating expenses, including local branches of national or regional organisations that have reserves that could be used.
- Organisations that fundraise to support their head office for distribution to other areas.

The Application

The application form is available from the Town Clerk (contact details below) or from the Town Council website www.bognorregis.gov.uk.

All applications: -

- Must demonstrate that it is able to meet all statutory requirements at the time of application, relating to employment of staff, volunteers and participants, use of premises and provision of its service, including public liabilities insurance etc, to ensure the safeguarding of public finance.
- Must include a set of the most up to date, signed audited or certified accounts, copies of current bank statements for all bank accounts, a Chairman's Report or Constitution and a copy of the Policy Statement regarding Child Protection and/or Vulnerable Adults (if applicable) be submitted with the application. **No public funds may be paid over until the accounts and report have been inspected and the Council is satisfied.** The accounts must be audited or certified as described and should also have a signed statement from an independent person, i.e.

- auditor, accountant etc, not associated with your organisation.
- From clubs or organisations involved in providing activities for children or youths will need to provide information on their adopted policy statement for Child Protection in relation to the Children's Act 1989 and the Rehabilitation of Offenders Act 1974 regarding the recruitment of staff, paid or voluntary. The information must make clear that procedures have been established to include prevention of abuse and clearly define roles for staff and training in relation to child protection. The Council will look for evidence that groups working with vulnerable members of society (e.g. people with special needs etc.) follow good practice in protecting such people with information provided on their adopted policy statement for Vulnerable Adults.
 - Should be the only application submitted by an organisation for funding where it is intended for different activities and projects, rather than multiple applications.
 - Are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as having been received.
 - For new equipment that is over £100 in value, must include at least two quotations. Should your grant application be successful, please note that if your funding is for a capital project, such as purchasing equipment etc, you will be required to produce evidence of this, e.g. invoices/receipts, for our records as soon as possible.
 - Must be made on the form provided by this Council and must be emailed to the Town Clerk to arrive **not later than 5.00pm on Friday 7th August 2026**. Late applications will not be considered.

Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application. Therefore, your application will not be considered unless sufficient written explanation is provided as to the reason for absence and confirmation of when such documentation will be available. To avoid extra administrative time, this action will be taken without further redress to the applicant: The onus is on the applicant to ensure all requirements are met by the due date.

How the application is determined

Each application for funding will be considered on its own merit with funds awarded at Members discretion.

- Account will be taken of: -
 - The level of the organisation's own fundraising activities.
 - The level of funding sought or secured from other sources.

- The level and frequency of previous funding applications.
- Whilst there is no upper limit to the amount that an applicant can request from the Youth & Young Persons Budget, the Town Council seeks to ensure that funding awarded will directly benefit Bognor Regis, or part of the area, some or all young people and be spent commensurately with the benefits it brings.
- The Town Council may attach conditions to the award of a funding, if it is considered appropriate.
- Applications that have complied with the guidelines will be considered at an Extraordinary Meeting of the Environmental and Leisure Committee on ??????????????????.

Following determination of the application

- Successful applicants will be notified in writing shortly after the meeting at which applications are considered.
- Arrangements will be made for a cheque to be given to successful applicants. Where possible, this will involve a photo opportunity with the Mayor.
- Successful applicants will be required to acknowledge the Town Council's contribution on any publicity by incorporating the Town Council logo below, an electronic copy of which will be supplied:



- The Town Council requires all organisations in receipt of Town Council funding to complete an end of grant monitoring form to provide information on the work or project funded and to ensure that the terms and conditions of the grant have been met.
- Successful applicants considering a different use for the funding than for the purpose for which it was awarded must contact the Town Council beforehand.
- In the event of an organisation closing or that the project/services funded by the Council do not proceed for any reason, the funding must be returned to the Council.
- The Town Council reserves the right to reclaim the funding in the event of it not being used for the purpose specified on the application form.

Data

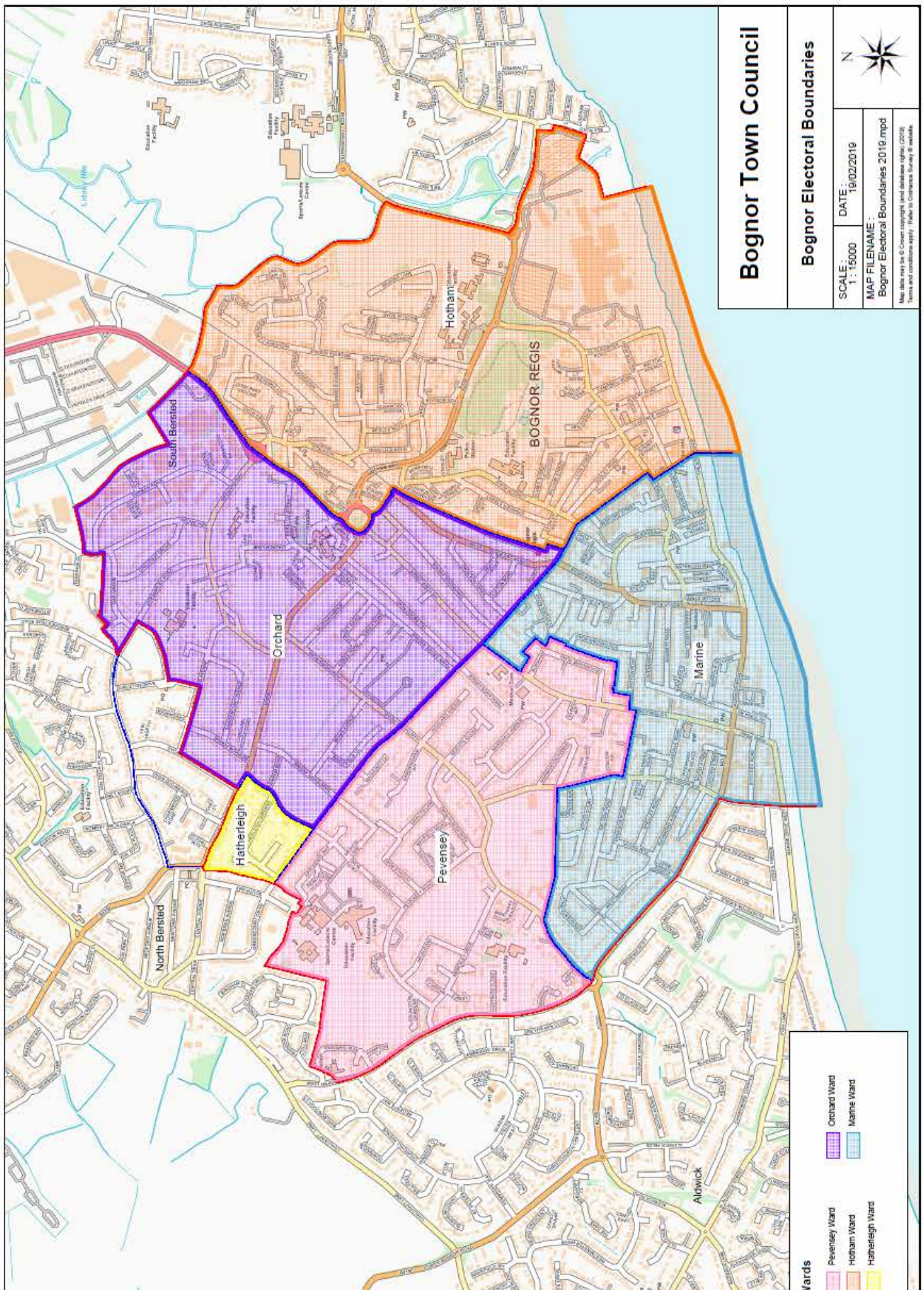
The information provided in the application will solely be used to determine the funding and will be kept for a maximum of six years. A resume of the application

will form part of the Clerk's Report for the decision-making meeting. Any award will be published on the Town Council's website www.bognorregis.gov.uk.

Should you have any questions or require additional support to complete the application form please contact: -

The Town Clerk
Bognor Regis Town Council
The Town Hall, Clarence Road
Bognor Regis
West Sussex. PO21 1LD
Tel: 01243 867744

Email: clerk@bognorregis.gov.uk





BOGNOR REGIS TOWN COUNCIL

Youth & Young Persons Budget 2026/2027

IMPORTANT NOTICE - ONLY applications received in **electronic format by email can be accepted. Please attach a **statement of either audited or certified accounts for the last complete year, copies of current bank statements for all bank accounts, a signed copy of the Chairman's or Secretary's report** and any other supporting documents you may wish to send. Please read questions carefully and provide a full answer.**

1. Name of your organisation

2. Name, address, postcode and daytime telephone number of person applying including position in organisation

Name:

Address:

Postcode:

Daytime telephone number:

Position in organisation:

3. Does your Group/Organisation have a constitution or set of rules? - **Please enclose a copy if applicable**

Please tick: Yes

☐

No

☐

4. Please tick the relevant information and supply the appropriate number

Registered Charity

☐

Charity number:

Company Ltd. by Guarantee

☐

Company number:

Other (please specify):

5. Please supply the following information:

Is your organisation's main base located within the five Wards of Bognor Regis (as identified on the enclosed map)? Yes ☐ No ☐

When did your group/organisation start? (MM/YY)

How many members do you have?

How many people use this service?

How many are Bognor Regis residents located within the five Wards (as identified on the enclosed map)?

6. Briefly describe the main purpose of your group/organisation. Please continue on additional sheet if necessary

[illegible]

7. Please tell us if you are a branch of, or related to a larger organisation

[illegible]

8. Please confirm the number of staff within your organisation who will come into contact with young people. You will be required to provide evidence of Enhanced Disclosure and Barring Service Certificates for all such staff, in addition to a copy of your Child Protection policy

--

9. Please confirm the amount of the fund requested from the Town Council and enclose an estimated cost of proposals/project (please attach copies of estimates and costs - where the application is for new equipment that is over £100 in value, please supply at least two quotations)

--

10. Please confirm the amount of unrestricted reserves that your organisation holds

--

11. Please give an explanation as to why, instead of applying for a grant, the reserves identified in question 10 above, cannot be used by your organisation for the proposals/project

--

12. Purpose of the Youth & Young Persons Budget funding request - please show how this will meet the [Town Council's strategy and priority headings](#). Please continue on additional sheet if necessary

13. Show how costs of proposals/projects are to be met. Please continue on an additional sheet if necessary

14. Details of other grants/funding applied for/to be applied for/obtained

15. Are there any safety issues related to your project or proposed activity and do you hold a current Public Liability Insurance?

Details of any safety issues:

Public Liability insurance: Yes

☐

No

☐

Amount held:

16. Have you applied for funding from Bognor Regis Town Council before? If so, please give details of applications below. Please continue on additional sheet if necessary

17. The Town Council is always seeking feedback to improve the service it provides. Therefore, please tell us what you think of this application form and give any suggestions as to how you feel it may be improved

18. The Town Council is keen to hear about the impact and benefits arising from the Youth & Young Persons Budget. Therefore, if your application is successful, the Town Council will require a commitment from you to promote the support that you have received from the Town Council by including the logo that will be supplied to you in any promotional material that you produce of which you are required to provide the Town Council with electronic or hard copies. We will also be in touch with you, in due

course, to request the following: feedback on the success of the event/initiative; a breakdown of the budget; the provision of photographs showcasing events and initiatives that the Town Council can share on their social media platforms.

Please indicate below whether you anticipate that your event/initiative will be completed within 6 or 12 months of the funds being awarded, so that you are contacted at the appropriate time.

6 Months	☐	12 Months	☐
----------	--------------------------	-----------	--------------------------

DECLARATION: I declare that I have answered all the questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Bognor Regis Town Council reserves the right to reclaim the full grant in the event of it not being used for the purpose specified.

DATA PROTECTION: By making an application for funding from Bognor Regis Town Council, you agree that your contact details may be held and processed for the purpose of corresponding and assessing your funding application.

Bognor Regis Town Council usually contact previous applicants regarding the Youth & Young Persons Budget, regardless of whether the application was successful or not. Please tick here [☐] to confirm you are happy for us to retain your details to enable us to contact you in the future in this regard only.

Bognor Regis Town Council's Privacy Notice may be viewed on our website. Alternatively, please email clerk@bognorregis.gov.uk to request a copy.

PLEASE COMPLETE BELOW TO FINISH YOUR APPLICATION

Name..... Position.....

Date.....

Email address

Organisations website (if applicable)

Please complete this form and return via email as soon as possible and **no later than 5.00pm on Friday 7th August 2026**, with all required documentation as outlined to:

Joanne Davis Town Clerk
BOGNOR REGIS TOWN COUNCIL

clerk@bognorregis.gov.uk

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
13th JULY 2026**

AGENDA ITEM 9 - TO AGREE DELIVERY OF A YOUTH VOICE INCLUDING PROPOSED GOVERNANCE ARRANGEMENTS AND POSSIBLE BUDGETARY REQUIREMENTS WITH ANY APPROPRIATE RECOMMENDATIONS TO BE MADE TO THE POLICY AND RESOURCES COMMITTEE – MIN. 86 REFERS

REPORT BY THE COMMITTEE CLERK

FOR DECISION

Background

At the Environmental and Leisure Committee Meeting held on 23rd March 2026, Members, following presentations by local youth providers (39 Club, The Phoenix Centre, and Artswork), and an ensuing question and answers session, agreed to support a Youth Voice leading to a Youth Council.

Delivery

Members are asked to consider the next critical steps. For example, engagement with youth providers, development of resources and structure, governance arrangements and budgetary requirements.

What is a Youth Voice?

As generally defined, a Youth Voice, actively seeks the views of young people to understand their experiences and perspectives. Through engagement, and purposeful involvement, empowering them to influence their own projects and communities.

The three key elements are: Consultation, Collaboration and Co-production.

How Can the Town Council Help?

During the presentations, several indicators were cited as to how the Town Council could assist, including: -

- Identify clear aims and outcomes for both the Council and participants.
- Determine structured pathways for participation in civic decision making.
- A stream of projects.
- Ascertain opportunities and local partnerships for education and training.
- Identify promotion and celebration opportunities for success.

Refer Recommendations to the Policy and Resources Committee

Members are asked to note, that any recommendations arising from this meeting, in relation to any proposals for necessary governance documentation such as Terms of Reference or budget provision, shall be referred to the Policy and Resources Committee for their due consideration at the next scheduled meeting of 27th July 2026.

Additionally, Members of this Committee will need to agree the proposed membership of any Youth Voice/Council, arrangements for meetings (i.e. timings, frequency and location), with consideration given to matters such as safeguarding.

DECISION

Members are invited to **AGREE** the membership of any Youth Voice/Council, meeting schedule, governance, and budget provision required, and **RECOMMEND** to the Policy and Resources Committee.

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
13th JULY 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 3rd JUNE 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 3rd June 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 3rd June 2026.

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Wednesday 3rd June 2026

PRESENT: Cllr: M. White, also Mrs. G. Edom, Mrs. S. Teverson and Mrs. I. Cross (Committee Clerk). Also 2 members of the public.

The Meeting began at 10.00am

It was Noted that the Meeting was non-quorate and that any decisions would need to be made as recommendations to the Environmental and Leisure Committee.

1. TO ELECT THE CHAIR AND VICE CHAIR FOR THE 2026/2027 MUNICIPAL YEAR

As the meeting was not quorate, this item was **DEFERRED** to the next meeting.

2. APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs: S. Goodheart and P. Woodall also Ms. Keane 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. G. Yeates, Mr. Fane or Mr. Jackson and these absences could not, therefore, be approved.

3. APPROVAL OF THE NOTES OF THE MEETING HELD ON 8th APRIL 2026

As the meeting was not quorate, the Notes of the previous meeting would be formally approved at the next quorate meeting.

4. CLERK'S REPORT

The CC advised they had contacted the organiser of the Station in Bloom Competition for 2025, to notify them that the award certificate, previously lost, had still not been received and requested that a duplicate be sent as soon as possible.

The judging for the Green Flag Award for Hothampton Sunken Gardens had taken place on 28th May and it is anticipated that the outcome of the application will be known sometime in July.

James Jones-McFarland had advised that he had a new team member joining his department on 1st July 2026 and he anticipated they would join future BRiB Working Group Meetings once their induction was complete.

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

5.1 BRiB Annual Competition – to receive an update on entries and decide on judging arrangements

The CC advised that, to date, 17 entries for the competition had been received, amongst which there were 2 new entrants and some entries from those who had entered in previous years and who after a gap, had decided to enter this year's competition.

In a bid to attract new entrants, the CC had directly contacted a range of businesses within the Town and had also asked if Simon Mansfield as Facilitator of Bognor Regis Business Improvement District would circulate details of the competition amongst the group's membership. This was duly actioned. They had also written to care homes within the 5 wards of Bognor Regis to encourage participation, local WI groups, schools who had recently expressed an interest in the tomato growing competition, in anticipation they might also have a garden for the children on site, and finally some places of worship within the wards.

The CC shared details of a leaflet, showing competition categories on one side and on the reverse an application form, to make it as easy as possible for members of the community to submit their last-minute entries. Members of the Bognor Community Gardeners committed to a leaflet drop amongst local businesses and homes, and it was **AGREED** an extension of the competition closing date to 15th June 2026, was appropriate.

A short discussion was held to see who was able to support with the judging of the various categories this year. Mrs. Teverson advised she would be willing to judge the 'wildlife' category; Mrs. Edom would be willing to conduct the judging of the 'School Garden' and 'Best Blooming Business'. Mrs. Teverson, Ms. Downham and the CC volunteered to judge the 'Best Front/Best Back Garden', and 'Best Pots/Containers'. Two members of the public advised they would be willing to help where they could, subject to their availability.

The CC advised they had met with the host at 'Seasons' during which they had confirmed the date of the Awards as 8th October 2026 and paid a 50% deposit (£75.00) for hiring the venue. The CC said the venue had also placed details of the main competition on their Facebook page.

5.2 Youth Groups Competition – To note winning designs, decide on prize for winners and any other arrangements for the presentations

The presentation for the winner and runners up of this competition will be made on Thursday 2nd July at 4pm at the Bognor Regis Mini Golf, Waterloo Square. All are invited to attend. The CC said they would arrange certificates and organise a prize to be presented to the winner to be **RATIFIED** at the next meeting.

5.3 Schools Competition – Update on competition and to decide judging arrangements

14 entries had been received from schools and nurseries for this year's competition. The CC advised they had recently received an email from one nursery who explained they had lost their tomato seedlings because of the recent gusty weather and therefore would be withdrawing from the competition. After a short discussion, it was **AGREED** that it would be positive to offer to replace their seedlings. The CC would make contact and arrange to drop these off if necessary.

Mrs. Edom and Mrs. Teverson volunteered to judge this year's entries again with judging to take place subject to school/nursery availability between 6th – 17th July 2026.

6. TO DISCUSS AND FINALISE THE POTENTIAL OF A SUMMER 'SPRING CLEAN' EVENT

The Working Group expressed appetite for an additional 'Spring Clean' within the Town, and it was **AGREED** that a litter picking event be arranged for Thursday 10th September starting at 10.00am. It was felt a further litter pick in the Town Centre was appropriate, due to the visible nature of the work being undertaken. It was suggested the meeting place for the next litter pick should be outside Morrisons supermarket.

As part of the attraction strategy, it was suggested that adverts be placed on Facebook and EventBrite well in advance of the event taking place. A member of the public who attended the meeting said they would also be willing to share details of the event within their local community.

The CC shared details of a company who provided children's gloves that had puncture resistant palms and therefore were suitable for use during a litter pick. It was noted that as the next litter pick was in term time children were very unlikely to attend therefore this was a less urgent matter. A member of the public stated that if the details were shared, they would be willing to purchase some children gloves for future use.

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

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

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

It was observed that the planter in Frith Road, near the Regis School, which used to be looked after by the local community, had lots of paraphernalia around it.

Concerns were also expressed that the walk through near the EE shop in the Town Centre, was currently being used by the homeless. It was suggested that the CC speak to the Town Clerk to investigate further.

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

The Bognor Community Gardners advised they were now meeting on a Thursday morning at 10.00am for about an hour to do some gardening around the Town. In addition, they were designing a new leaflet for distribution as a way of seeking new members.

Reference was made to the brick raised bed outside Morrisons supermarket which has now been cleared, but it was noted that the planting with Carpet Roses was yet to be completed. The CC **AGREED** to contact James Jones-McFarland for an update.

The Friends of Hotham Park advised a new Head Gardener had been appointed.

10. CORRESPONDENCE

Members were pleased to note that as 'The Wombles' of Bognor Regis in Bloom, they had been selected at random to receive a litter picking trolley from The Wombles Community Charity. This would now be available for all future litter picks.

11. DATE OF NEXT MEETING – PROPOSED WEDNESDAY 8th JULY 2026 AT 10.00AM

The CC explained that the Council Chamber was not available on the 8th July in the morning so the next meeting could be changed to the afternoon on the same day or altered to another date. Following a short discussion, Members decided it would be more useful to meet once the judging for the main competition was concluded. Therefore, a revised date of Wednesday 22nd July, starting at 10.00am was proposed and **AGREED**.

The Meeting ended at 11.18am

AGENDA ITEM 11

BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
13th JULY 2026

AGENDA ITEM 11 – ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON THE 15th JUNE 2026

REPORT BY THE COMMITTEE CLERK

FOR DECISION

Members are asked to receive the Minutes of the Allotments Sub-Committee Meeting held on 15th June 2026, (attached as **Appendix 1**).

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

- Expenditure of £69.97 excluding VAT for All-weather Combi Padlocks (charged to the Gravits Lane Maintenance Budget) – Min. 7 refers
- Water Rates at allotments Gravits Lane for the period 22nd October 2025 to 30th April 2026 - £441.86 excluding VAT (charged to the Gravits Lane Maintenance Budget) – Min. 7 refers
- Water Rates at allotments R/O Gravits Lane for the period 22nd October 2025 to 30th April 2026 - £695.02 excluding VAT (charged to the Gravits Lane Maintenance Budget) – Min. 7 refers
- Water Rates Actual Reading at allotments Gravits Lane for the period 1st April 2026 to 19th May 2026 - £103.99 excluding VAT (charged to the Gravits Lane Maintenance Budget) – Min. 7 refers
- Water Rates Actual Reading at allotments R/O Gravits Lane for the period 1st April 2026 to 19th May 2026 - £175.64 excluding VAT (charged to the Gravits Lane Maintenance Budget) – Min. 7 refers

DECISIONS

Members are asked to **NOTE** the Minutes of the Allotments Sub-Committee Meeting held on the 15th June 2026.

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

- Recommended expenditure of £69.97 excluding VAT for All-weather Combi Padlocks (charged to the Gravits Lane Maintenance Budget)
- Water Rates at allotments Gravits Lane for the period 22nd October 2025 to 30th April 2026 - £441.86 excluding VAT (charged to the Gravits Lane Maintenance Budget)
- Water Rates at allotments R/O Gravits Lane for the period 22nd October 2025 to 30th April 2026 - £695.02 excluding VAT (charged to the Gravits Lane Maintenance Budget)
- Water Rates Actual Reading at allotments Gravits Lane for the period 1st April 2026 to 19th May 2026 - £103.99 excluding VAT (charged to the Gravits Lane Maintenance Budget)
- Water Rates Actual Reading at allotments R/O Gravits Lane for the period 1st April 2026 to 19th May 2026 - £175.64 excluding VAT (charged to the Gravits Lane Maintenance Budget)



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE

HELD ON MONDAY 15th JUNE 2026

PRESENT:

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

IN ATTENDANCE:

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

The Meeting opened at 6.30pm

1. TO APPOINT A NEW CHAIR AND VICE CHAIR OF THE ALLOTMENTS SUB-COMMITTEE

Having been Chair of the Sub-Committee for the 2025/2026 Municipal Year, Cllr. Woodall opened the meeting by stating the need to formally elect a new Chair and Vice-Chair for the Sub-Committee. Both Cllr. Woodall and Batley, Vice-Chair for 2025/2026, advised they would be willing to continue in their respective roles. Following a vote, it was **AGREED** that Cllr. Woodall would continue as Chair and Cllr. Batley would be Vice-Chair of the Sub-Committee for 2026/2027.

2. WELCOME BY CHAIR

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

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

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

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

4. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, they must temporarily leave the meeting for the discussion and vote.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

There were no declarations of Interest

5. TO APPROVE THE MINUTES OF THE MEETING HELD ON 10th NOVEMBER 2025 AND THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 5th JANUARY 2026

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the meeting held on 10th November 2025 and the Extraordinary meeting held on 5th January 2026 as an accurate record, and these were then signed by the Chair.

6. CLERK'S REPORT

6.1 The use of drones on the allotments

The Sub-Committee Clerk advised that they had been contacted by an allotment Tenant Representative who had expressed concern regarding the use of drones on site. Having discussed this matter with both the Deputy Clerk and Town Clerk as to the appropriateness of inserting an additional clause into the tenancy agreement regarding drone usage. It was concluded not to do so as legal enforcement would be difficult. It was recommended the Sub-Committee Clerk refer to the use of drones in the next Allotment Newsletter taking the opportunity to discourage all tenants from using them in the interests of protecting personal safety and privacy of all tenants.

6.2 Faulty tap

A Tenant Representative had reported a fault on tap number one on the original site. This has been reported and Town Force will replace the tap shortly.

6.3 Flooring in allotment shelter

The Sub-Committee Clerk advised Members that, as per the email of 6th May 2026, Town Force are committed to completing the flooring in the shelter on the re-established site later in June.

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

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

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

- Purchase of All-weather Combi Padlocks - £69.97 excluding VAT (charged to the Gravits Lane Maintenance Budget)
- Water Rates at allotments Gravits Lane for the period 22nd October 2025 to 30th April 2026 - £441.86 excluding VAT (charged to the Gravits Lane Maintenance Budget)
- Water Rates at allotments, R/O Gravits Lane for the period 22nd October 2025 to 30th April 2026 - £695.02 – excluding VAT (charged to the Gravits Lane Maintenance Budget)
- Water Rates Actual Reading at allotments Gravits Lane for the period 1st April 2026 to 19th May 2026 - £103.99 excluding VAT (charged to the Gravits Lane Maintenance Budget)
- Water Rates Actual Reading at allotments R/O Gravits Lane for the period 1st April 2026 to 19th May 2026 - £175.64 excluding VAT (charged to the Gravits Lane Maintenance Budget)

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

8. UPDATE ON HEALTH & SAFETY INCLUDING: - REPORT ON THE INSPECTION HELD ON 12th NOVEMBER 2025; TO NOTE THE DETAILS OF THE INSPECTION TO BE HELD ON 11th JUNE 2026

The Sub-Committee Clerk's report in relation to the Health & Safety inspection completed on 12th November 2025, was **NOTED**.

The Sub-Committee Clerk explained that the Health & Safety Inspection due to be held on 11th June 2026, had not taken place due to unforeseen circumstances, and would now be re-arranged as a matter of urgency later in June. A report detailing the findings was, therefore, **DEFERRED** and will be made available at the next meeting.

9. REPORT ON LETTINGS

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

A Member enquired how much time tenants were given to pay their annual rents once letters had been distributed. The Sub-Committee Clerk explained the process undertaken to ensure rents were paid promptly yet ensuring the approach adopted when chasing outstanding rents was also fair and reasonable. A Tenant Representative suggested the need to be more proactive in chasing payment and an extension of a month for tenants to pay their rent was more than adequate.

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

A Tenant Representative, in advance of the meeting had compiled a slide show of photographs recently taken at the allotments. The Tenant Representatives subsequently talked through the pictures to explain the various activities taking place on site. Appreciation was expressed by Members, specifically by those unable to attend site in person.

A short discussion took place concerning how tenants use their plots in different ways and what the challenges are for tenants in maintaining their allotments in extreme weather conditions.

A Tenant Representative spoke of their wish to support the Sub-Committee Clerk in ensuring vacant allotment plots could be re-let as soon as possible. They observed the increase in work volumes for the Sub-Committee Clerk since moving the annual allotment rent review from October to April. This subsequent change coincided with an increase in activity on the In Bloom calendar with many of the competitions also being launched. They proposed having the contact details of those at the top of the allotment waiting list so they might ring and organise viewings of vacant plots more quickly.

The Sub-Committee Clerk expressed their thanks for the Tenant Representative support but was mindful of the Town Council's obligations regarding GDPR and the use of personal data. It was **AGREED** the Sub-Committee Clerk would enquire with the Deputy Clerk and Town Clerk as to how best this situation might be managed in the future.

A Member asked what the process was in relation to ensuring Tenants maintained their plots to the required standard. The Sub-Committee Clerk explained the legal process of sending Notice to Cultivate Letters before issuing any Notice to Quit letters. They added that, in their experience, most Tenants did respond upon receipt of any letter and made efforts to improve their plots. The challenge lay in ensuring these improvements were not 'short-lived' and Tenants were genuinely committed to maintaining their individual plots in the longer term.

A Member enquired whether there should be a limit concerning the number of times they should receive such letters, for example 3 before the issuing of the

Notice to Quit letter.

The Sub-Committee Clerk acknowledged that having checked previous records, some tenants appeared to receive Notice to Cultivate letters on an annual basis. The situation improved for a while, before it was observed their plots deteriorated and the process started all over again. Examples of this may be where the Tenant had responded and advised of a health condition (long or short-term), preventing them from attending their allotment regularly. In such circumstances, the Sub-Committee Clerk explained the Town Council wished to adopt a fair and reasonable approach, responding to the individual needs, but acknowledged the importance of continuing to monitor such situations.

At the Chair's discretion a member of the public was permitted to speak on this item, where they suggested that if someone were ill then maybe those on the allotment waiting list might be contacted to see if they may be willing to come forward to support them.

It was **AGREED** that the Sub-Committee Clerk would speak with the National Allotment Society to seek further assistance in relation to how many times the process had to be repeated in such circumstances.

A Tenant Representative referred to a tree growing in the gardens of a property in Hawthorn Road. The tree is now creating shadow over some of the allotments and is self-seeding. As ownership of the tree is unclear, the question was asked as to whether it was possible for the overhanging branches to be cut to the property boundary, and then politely offered back to the owner before finalising arrangements for disposal.

It was **AGREED** that the Sub-Committee Clerk would investigate this proposal further and report back their findings at the next meeting.

The condition of the hedge between both allotment sites was discussed. The Tenant Representatives advised those present that the hedge was currently full of brambles and bindweed. The Tenant Representatives continued by saying the hedge would benefit from hedge laying as in places it was now 8ft wide. It was suggested that to get it back in shape there would be a need to take the back and front off, trimming as hard as possible (about a foot on each side), allowing the top to grow and then continue to repeat this process. In summary a 10-year plan was needed.

The Sub-Committee Clerk **AGREED** to make further enquiries, in relation to Town Force carrying out this work.

11. ARRANGEMENTS FOR THE JUDGING OF THE ALLOTMENT ANNUAL AWARDS AND TO AGREE A DATE FOR THE ANNUAL MEETING OF ALLOTMENT HOLDERS

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

Cllrs. Batley, Dawes, Ralph and Mrs. Warr volunteered to carry out the judging of this year's allotments award between 6th-17th July 2026. The Sub-Committee Clerk agreed to circulate the judging sheets to these Members.

It was **AGREED** the Annual Meeting of Allotment Holders would be held on Monday 19th October 2026 starting at 6.30pm.

Members **AGREED** a budget for refreshments of up to £75.00 for this event.

12. TO FURTHER CONSIDER THE PURCHASE OF TWO NOTICEBOARDS FOR THE ALLOTMENT SITES, DEFERRED FROM THE MEETING OF 10th NOVEMBER 2025 – MIN. 28 REFERS

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

After a short discussion, Members decided to purchase two new noticeboards, rather than refurbishing existing noticeboards, to ensure their robustness. Members **RESOLVED** to **AGREE** to the purchase of a new noticeboard from Company C at a cost of £160.80 (including VAT), with any additional expenditure incurred to be ratified at the next Sub-Committee Meeting.

Members also **AGREED** that sponsorship of the new noticeboards be sought by contacting local Bognor companies. Suggestions included Natures Way, B&Q, MKN Building Supplies, Covers Timbers & Builders Merchants and Screwfix.

13. TO FURTHER CONSIDER ANY AMENDMENTS TO THE BAN ON HERBICIDES AND PESTICIDES, DEFERRED FROM THE MEETING OF 10th NOVEMBER 2025 – MIN. 29 REFERS

Cllr. White requested a recorded vote for this agenda item. Cllr. White continued by saying that, as a Town Council, Bognor Regis was considered a 'leader' in its attitude towards the use of chemicals and other councils were mirroring our way of operating in this area. Cllr. White asked why the Town Council would want to change its policy now and, in doing so, take a retrograde step, with the belief that changing the policy would be detrimental to the growth of flowers and vegetables and be harmful to wildlife. Cllr. White stated they were also mindful of residential properties surrounding the allotments and the potential impact for residents if the policy were to be changed. Cllr. White said they felt Bognor Regis Town Council should continue to be groundbreaking in their approach and this should extend to what Arun District Council did within the Town. It was also considered appropriate to assess what Town Force used, as it was felt they ought to be in 'lockstep' with the approach adopted at the allotments. The Sub-Committee Clerk agreed to explore the matter further with the Town Force Manager. A Member pointed out that, in more general terms, the Town consisted of roads and pavements all maintained by West Sussex County Council. They enquired what they might be doing by way of treating any of these surfaces. They felt all parties should be 'singing from the same hymn sheet'. It was **AGREED** the Sub-Committee Clerk should contact both Arun District Council and West Sussex County Council to see what their approaches might be.

Considering most tenants, having been canvassed for their opinion prior to the meeting, were in favour of maintaining the current ban, it was decided that a recorded vote was not necessary and it was unanimously **AGREED** that the current policy, banning the use of herbicides and pesticides at the allotments,

would remain unchanged.

14. ANNUAL REVIEW OF THE ALLOTMENTS INFORMATION LEAFLET

The Sub-Committee Clerk's report, including the draft Allotments Information Leaflet attached as **Appendix 1**, was **NOTED**.

Members **AGREED** to the proposed changes to the Information Leaflet, highlighted in red.

15. CORRESPONDENCE

There was no correspondence.

The Meeting closed at 7.51pm

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
13th JULY 2026**

**AGENDA ITEM 12 - TO RATIFY EXPENDITURE FROM THE REMAINING
PUBLICITY AND PROMOTION BUDGET 2026/2027 INCLUDING: -**

- **£181.66 EXCLUDING VAT FOR RAINBOW PATTERN BUNTING IN THE TOWN CENTRE (MIN. 99 REFERS)**
- **£113.16 EXCLUDING VAT FOR MULTI-COLOURED BUNTING IN THE TOWN CENTRE (MIN. 99 REFERS)**
- **61.00 EXCLUDING VAT FOR PVC BANNER PROMOTING THE TOWN COUNCIL'S MASCOT, BILLY THE BULB**

REPORT BY THE COMMITTEE CLERK

FOR DECISION

Bunting in Town Centre

Members, at the earlier Extraordinary Environmental and Leisure Committee Meeting of 2nd April 2026, agreed the procurement of rainbow bunting for display on the criss cross catenaries at High Street junction with London Road, throughout June in support of nationwide Pride events. To be replaced with multicoloured bunting from the end of June to mid-September (Min. 7.4 refers).

DECISIONS

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

- Expenditure of £181.66 excluding VAT for supply of Rainbow pattern bunting.
- Expenditure of £113.16 excluding VAT for supply of replacement multi-coloured bunting.

Billy The Bulb

At the Committee Meeting held on 15th September 2025, Members were advised that the future storage arrangements for the Town Council's mascot, Billy the Bulb, needed to be considered. Amongst the options presented to Councillors was the retirement of Billy. However, it was agreed to continue attempts to source a new storage facility with the will to continue showcasing Billy the Bulb at as many events as possible.

In liaison with the Town Force Manager and Events Manager, it is intended to include Billy at Town Council events such as Book Day, Proms in the Park, Hampshire Avenue Fun Week, Halloween, Christmas Lights Switch-On and Carols in the Park, as well as at events organised by other, such as the Bognor Regis Carnival.

To raise the profile of Billy, and his story, it is proposed to display an information poster on the picket fence that will surround him when on static display (attached as **Appendix 1**).

A quote has been sought to produce the proposed poster on a PVC banner, with eyelets, measuring 1000mm x 600mm. The quote also provides for two 600mm x 400mm 'Do Not Climb' banners of the same material.

DECISION

Do Members **RESOLVE** to **AGREE** expenditure of £61.00 excluding VAT for the production of a promotional poster for Billy the Bulb and two 'Do Not Climb' notices?



BILLY THE BULB

Bognor Regis' Illuminated Mascot



LISTEN TO
THE BILLY BULB SONG
ON YOUTUBE!

For more than 40 years, Billy the Bulb has been the shining symbol of Bognor Regis and its famous Illuminations Gala.

THE ORIGINS

Billy was created in the early 1980s to lead and promote the Bognor Regis Illuminated Gala and Carnival.

- Built from fibreglass
- Mounted on a specially designed trailer
- Made to bring smiles and lead the way in our spectacular parades

A MUCH-LOVED MASCOT

Billy quickly became a favourite with children and a proud symbol of our community. He has led countless Illuminations processions and appeared at events across the Arun district.

RESTORED TO SHINE AGAIN

After many years of bringing joy, Billy needed a little TLC. Thanks to a local restoration project, his fibreglass, lighting and trailer were repaired, ready for many more years of illuminated fun.

THE BILLY BULB SONG

In 1980, Billy became a pop star! Local band Park Avenue recorded "The Billy Bulb Song" to celebrate our famous mascot and the spirit of the Illuminations.

🎵 Title: The Billy Bulb Song
🎵 Artist: Park Avenue
🎵 Released: 1980
🎵 Label: Airship Records
🎵 Recorded at: Airship Studios, Argyle Road, Bognor Regis

The recording was made right here in Bognor Regis to promote Billy, the Illuminations and community pride.

Scan the QR code to listen!

BILLY'S JOURNEY

- Early 1980s** Billy the Bulb is created for the Bognor Regis Illuminated Gala.
- 1980** "The Billy Bulb Song" is recorded by Park Avenue at Airship Studios, Argyle Road, Bognor Regis.
- 1980s–2000s** Billy leads Illuminations and Carnival parades year after year, bringing joy to generations.
- 2015–2016** Billy undergoes a major restoration and returns to his former glory.
- 2016** The Town Council seeks volunteers to tow Billy to carnivals in Bognor, Littlehampton and Chichester.
- Today** Billy continues to light up our community and remains an icon of Bognor Regis.

Lighting up Bognor for generations!

Billy the Bulb belongs to the people of Bognor Regis – a symbol of *community, tradition and seaside happiness.*



**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
13th JULY 2026**

**AGENDA ITEM 13 - 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: EV0237 – Charity Link on behalf of Cats Protection, London Road, Bognor Regis, between time 8:30am – 5pm, for one week, commencing Monday 24th August to Sunday 30th August 2026.
- Licence Application Number: 850419194 – Blue Cross, London Road, Bognor Regis PO21 1DY, outside Bonmarche, Monday 6th July 2026 between 9am and 7:30pm.

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.

The majority of Committee Members responded with no objection to either of the Public Events Licences being granted and this was subsequently conveyed to West Sussex County Council.

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
13th JULY 2026**

AGENDA ITEM 14 - CORRESPONDENCE

REPORT BY THE COMMITTEE CLERK

FOR INFORMATION

1. National Association of Local Councils referencing their online meeting of 8th May summarising multiple topics including: - Appointment of Network, Food System Resilience and Food Partnerships, Place-Based Initiatives and Funding, Local Government Reorganisation and Allotments, Network Communication and Resource Sharing, and Open Forum and Final Comments.

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