



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 15th SEPTEMBER 2025

PRESENT:

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

IN ATTENDANCE:

Mr. M. McLaughlin (Committee Clerk)
Mr. B. Handley (Event Duty Officer)

The Meeting opened at 6.35pm

34. 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.

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

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

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

36. DECLARATIONS OF INTEREST

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

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

- a) the item they have the Interest in whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- b) the nature of the Interest

- c) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- d) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

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

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

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

Cllr. Batley declared an Ordinary Interest in Agenda item 14 owing to his family connection

Cllr. Miss. Needs declared an Ordinary Interest in Agenda item 14 as a volunteer representative

37. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 14th JULY 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 14th July 2025, as an accurate record of the proceedings and the Chair duly signed them.

38. 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.

- 39.** With the Vice-Chair, Cllr. Wells, needing to leave the meeting early, it was **RESOLVED** to vary the order of business and move Agenda items 10 and 12 to follow Agenda item 5 – S.O. 10(a)(vi).

40. TO APPROVE THE CONCEPT AND PRODUCTION OF A DISABLED ACCESS GUIDE FOR BOGNOR REGIS EITHER AS A STANDALONE VENTURE OR IN PARTNERSHIP WITH PROFESSIONAL SERVICES

The Committee Clerk's report, including the appendices relating to Chichester's Accessibility Guide and the advice from ESL Services, was **NOTED**.

Following extensive debate, Members unanimously **AGREED** the Committee Clerk engage with neighbouring local authorities, and local business forums, to identify corresponding website links with accessibility guides and groups. Then, after, incorporate such links, with their respective consent, into the Bognor Regis Town Council website, under an overarching accessibility page.

41. TO CONSIDER THE FUTURE OF MASCOT BILLY THE BULB IN CONTEXT OF POTENTIAL FUTURE STORAGE ISSUES

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

Members **AGREED** to **DEFER** until the next meeting of the Environmental and Leisure Committee, scheduled for 10th November 2025, whilst acknowledging the time remaining between the date of the next meeting, and the notified date of Billy Bulb's departure from F&G Transport is somewhat tight.

Meanwhile, it was further **AGREED** that the Committee Clerk would refresh and continue the current media campaign. Additionally, and simultaneously, connect with outside facility providers, enquiring potential repurposing and rehousing opportunities.

Cllr. Wells left the Meeting

42. CLERK'S REPORT FROM PREVIOUS MINUTES

42.1 20th May 2024 – Min. 10.1 To receive an update in relation to the Town Council's sponsorship of the Bognor Regis Concert Band

The agreed sponsorship of Bognor Regis Concert Band has now concluded, culminating in a praiseworthy final performance in Hotham Park on Saturday 27th July 2025.

Against a budget of £2,500, expenditure to date is £2,268, equating to an underspend of £232.

Expenditure as itemised includes: -

- £984 - promotional items inclusive of caps, arm bands, sail flags and banner (since returned to the office).
- £234 - poster design development and printing, A0 size.

- £1,050 - 4# performances in 2024, and 1# in 2025.

Our association with the Bognor Regis Concert Band continues, with them scheduled to play at the Town Council's Proms in the Park 2026 event.

42.2 14th July 2025 – Min. 26.3 Letter to Arun District Council in relation to Promenade Bandstand Lights

The Senior Surveyor, from Property & Estates at Arun District Council, informed via email on 11th August 2025, the light circuits, comprising ground, ceiling and canopy, are now complete.

Controlled by a timer, currently set between 1600hrs to 2300hrs daily, with a day/night sensor that will operate automatically between these times should light levels become sufficiently dim.

The lights of dual-system colours and control consist of white - ground and ceiling - manually operated as required. The bandstand and canopy are coloured LED set to a blue colour and fixed, with a remote controller that changes the colour across the full spectrum, and programme any light sequence and colour, as required.

42.3 14th July 2025 – Min. 28 Youth and Young Persons Budget 2025/2026

Funding Policy amended as agreed, specifically referencing the "five Wards".

The twin application pack – comprising the Funding Policy and Application Form, was uploaded to the Bognor Regis Town Council website and Facebook page on Monday 21st July 2025, with advance notification given to those previous applicants, who consented to direct contact.

To date, 2# applications received from: -

- Bognorphenia
- Bognor Regis Youth & Community Centre

42.4 14th July 2025 – Min. 29 Christmas Illuminations 2025 - Christmas Illuminations Working Group

Of the Working Group Meeting held on Tuesday 29th July 2025, with two representatives from the Contractor (Event Power Engineering) in attendance, the Notes and actions arising have since been issued.

Acting with Delegated Authority, given by the Committee to the Clerk in liaison with the Working Group to progress the provision of Christmas Illuminations within the budget previously set, decisions were made on key display items, which are now in progress.

Owing to delays arising from third-party organisations, there is some concern around whether there is sufficient time for the installation of the

proposed column motifs in Queensway for the 2025 season, but every effort will be made to achieve this.

43. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 6th AUGUST 2025 INCLUDING: -

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

43.1 Recommendation that Myra King and Patricia Downham be appointed as Members of the Working Group - Min. 6 refers

Members **RESOLVED** to **AGREE** that Myra King and Patricia Downham be appointed as Members of the Working Group and that these co-opted appointments be **RECOMMENDED** to Council for ratification.

44. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 18th AUGUST 2025 INCLUDING: -

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

44.1 Recommendation that Mr. Phil Fortin be appointed as Tenant Representative (Re-Established Site) for the 2024-2025 allotments year and that this appointment be recommended to Council for ratification - Min. 5 refers

Members **RESOLVED** to **RATIFY** that Mr. Phil Fortin be appointed as Tenant Representative (Re-Established Site) for the 2024-2025 allotments year and **AGREED** to **RECOMMEND** to Council that this appointment be ratified.

44.2 Recommendation that expenditure of £15.00 for shingle for pathway reinstatement, to be funded from the Gravits Lane Maintenance Budget, be approved - Min. 8 refers

Members **RESOLVED** to **RATIFY** expenditure of £15.00 for shingle for pathway reinstatement, to be funded from the Gravits Lane Maintenance Budget.

45. TO RATIFY EXPENDITURE OF £1,000 FROM THE PUBLICITY AND PROMOTIONS BUDGET 2025-26 TOWARDS A YOUTH ART-BASED PROJECT ON THE HOARDINGS AT 2-4 WATERLOO SQUARE WORKING IN PARTNERSHIP WITH ARUN DISTRICT COUNCIL, COASTAL CATALYST AND ARTSWORK

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

Members **RESOLVED** to **RATIFY** expenditure of £1,000 from the Publicity and Promotions Budget 2025-26 towards a youth art-based project on the

hoardings at 2-4 Waterloo Square working in partnership with Arun District Council, Coastal Catalyst and Artswork.

46. 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 that it had not been possible to submit representation on behalf of the Town Council in response to two of the applications owing to an insufficient number of Councillors responding to the request from the Committee Clerk, was **NOTED**.

It was further **NOTED** that no response was submitted in relation to the application for the Puppet Party for the avoidance of any conflict of interest owing to the applicant being an Officer of the Town Council.

47. CONSIDERATION OF PRODUCTION OF A LEAFLET AND SEAFRONT SHELTER POSTERS, INCLUDING FORMAT AND DELIVERY, IN RELATION TO 2026 EVENTS IN THE TOWN, AND ANY POTENTIAL BUDGET IMPLICATIONS

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

Members **AGREED IN PRINCIPLE**, the production of a leaflet and seafront shelter posters to promote Bognor Regis events in 2026, and that an appropriate budget be recommended in due course. Noting, as reported, funding for 2026/27, such as the Publicity and Promotions Budget, would not be available until 1st April 2026.

Members **AGREED** to **RECOMMEND** the formats of leaflets and posters for 2026 be as the previous 2025 campaigns.

Members further **AGREED** the events leaflet for 2026 be delivered to the wider West Sussex area with a budgetary provision for distribution costs.

48. TO FURTHER CONSIDER A REQUEST FROM THE 39 CLUB FOR THE TOWN COUNCIL TO FACILITATE A MEETING OF YOUTH PROVIDERS AND THE DELIVERY OF YOUTH VOICE, DEFFERED FROM THE LAST MEETING – MIN. 32 REFERS

Following debate, ensuing Cllr. Batley's brief verbal report, Members, in lieu of a Members Briefing, **AGREED**, the Committee Clerk facilitate a meeting of prominent youth providers to present to the Environmental and Leisure Committee, and each other, the services and projects they deliver, in the wider support of a Youth Voice.

49. TO CONSIDER THE FUTURE PRODUCTION OF THE MONTHLY E-BULLETIN AND AGREE ANY NECCESARY FUNDING

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

Members **AGREED** to continue the monthly E-Bulletin henceforth via Mailchimp. Noting expenditure, equivalent to £19.84 per month plus VAT, between the period October 2025 to March 2026 inclusive, would be funded from the Publicity and Promotion Budget on an annual basis.

50. CORRESPONDENCE

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

The Meeting closed at 7.47pm