



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 23<sup>rd</sup> MARCH 2026**

- PRESENT:** Cllr. K. Batley (Chair); Cllr. D. Dawes, R. Nash,  
Miss. C. Needs, P. Ralph, M. White and P. Woodall
- IN ATTENDANCE:** Mr. M. McLaughlin (Committee Clerk)  
Mr. B. Handley (Event Duty Officer)  
1 Member seated in the public gallery  
3 members of the public

*The Meeting opened at 6.34pm*

### **81. WELCOME BY CHAIR**

The Chair welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

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

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

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

### **83. DECLARATIONS OF INTEREST**

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

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

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

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

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

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

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

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

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

**84. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 19<sup>th</sup> JANUARY 2026**

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

**85. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

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

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

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

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

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

## **87. CLERK'S REPORT FROM PREVIOUS MINUTES**

### **87.1 10<sup>th</sup> November 2025 - Min. 61.2 Christmas Illuminations**

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

### **87.2 19<sup>th</sup> January 2026 – Min. 74 Promenade Bandstand Lights**

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

### **87.3 19<sup>th</sup> January 2026 - Min. 79 Public Events Licence Application and Ratification**

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

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

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

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

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

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

**89. TO RATIFY OVERSPEND OF THE EQUIPMENT MAINTENANCE BUDGET FROM CHRISTMAS ACTIVITIES OF £2,510 AND TO RECOMMEND TO THE POLICY AND RESOURCES COMMITTEE THAT THIS BE DRAWN FROM GENERAL RESERVES**

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

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

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

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

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

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

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

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

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

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

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

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

**92. TO RATIFY ANY PUBLIC EVENTS LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS**

The Committee Clerk's report, detailing it had not been possible to submit representation on behalf of the Town Council in response to the one application owing to an insufficient number of Councillors responding to the request from the Committee Clerk, was **NOTED**.

**93. CORRESPONDENCE**

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

***The Meeting closed at 7.35pm***