



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 18<sup>th</sup> 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 11<sup>th</sup> 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 11<sup>th</sup> 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 23<sup>rd</sup> MARCH 2026, AND THE EXTRAORDINARY MEETING HELD ON 2<sup>nd</sup> APRIL 2026**

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Environmental and Leisure Committee Meeting held on 23<sup>rd</sup> March 2026, and the Extraordinary Meeting held on 2<sup>nd</sup> 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 13<sup>th</sup> July 2026.

***The Chair reconvened the Meeting at 6.38pm***

**7. CLERK'S REPORT FROM PREVIOUS MINUTES**

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

Saltwater Creations informed the Town Council via email on 7<sup>th</sup> 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 7<sup>th</sup> 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 10<sup>th</sup> 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 23<sup>rd</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> June, or immediately after the Extreme Mounting Bike Show of 7<sup>th</sup> 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 15<sup>th</sup> 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 13<sup>th</sup> 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 23<sup>rd</sup> 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 8<sup>th</sup> 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 8<sup>th</sup> 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 13<sup>th</sup> 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 13<sup>th</sup> 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***