



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 13th JULY 2026

PRESENT:

Cllr. K. Batley (Chair); Cllrs: P. Botterill, D. Dawes (from Min.8), R. Nash, Miss. C. Needs, F. Oppler, P. Ralph, Mrs. J. Warr, M. White, and P. Woodall

IN ATTENDANCE:

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

The Meeting opened at 6.30pm

17. 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.

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

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

19. 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

20. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 18th MAY 2026

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

21. 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.

At this point in the meeting, a Member mentioned a recent Which? report citing Bognor Regis as the worst seaside town in Britain. It was suggested that this could be included as an Agenda item at the next meeting.

22. CLERK'S REPORT FROM PREVIOUS MINUTES

22.1 2nd April 2026 – Min. 7.4 Bunting London Road Precinct and High Street

The installation of bunting was currently in progress and due for completion the week commencing 20th July 2026. This included the reestablishment of multi-coloured bunting in place of the recent Pride bunting for the Pride Month of June at the High Street junction with London Road. Also being installed was the zig-zag reconfiguration on London Road, as requested by members following the fixing of new catenary plates, and an extension to bunting in Station Road and London Road (north).

22.2 18th May 2026 – Min. 6 To Receive an Update in Relation to the Seafront Bandstand and any Possible Asset Transfer

For the information of Members, it was updated that any potential transfer of the Seafront Bandstand would continue, as previously, under the ongoing

discussions at the Town Council's Liaison Meetings with Arun District Council, with appropriate updates made to the Policy and Resources Committee.

22.3 Arun District Council Initiative – Local Cycling & Walking Infrastructure Plan

Members were informed that the original consultation dates had been changed, now running from Monday 29th June 2026 to Sunday 9th August 2026. Roadshow dates, locations and venues are available. As is a copy of the Members Briefing sides, as presented on 9th June 2026.

23. 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

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

No nomination was forthcoming.

Members thus **AGREED** to **DEFER** the vacancy until such time as a Member comes forward.

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

The Committee Clerk's report, including the attached appendices for the Funding Policy and Application form, was **NOTED**.

24.1 To review the guidelines/criteria, funding policy and application form, and amend if required, deferred from the previous meeting – Min. 13.1 refers

Following a review of both the funding policy and application form, Members **AGREED** minor amendments to replace "adopted policy" and "Child Protection policy" with "Safeguarding policy". Respectively, funding policy under "The Application", and application form - item 8.

With the agreed changes to the documents incorporated, Members **AGREED** to **APPROVE** the Funding Policy and Youth and Young Persons application form for use in 2026/2027.

24.2 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

As previously agreed, applications to the Youth and Young Persons Budget 2026/2027, would be considered en-bloc, in mid-July 2026, with funding awarded at an Extraordinary Meeting to be held late July/early August 2026 (Min. 13.2 refers).

After further consideration of timescales, it was **AGREED** that a deadline date for receipt of all applications, be set for 5pm on Friday 7th August 2026, with an Extraordinary Meeting of the Committee to take place at 6.30pm on Tuesday 18th August 2026.

25. 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

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

Members **DISAGREED** with advancing the original proposal, citing limitations of resources, and agreements made 3 years previous to enhance the Youth and Young Persons budgetary provision.

Members, in debate, unanimously **AGREED IN PRINCIPLE** an alternative proposal, whereby the Youth providers lead and facilitate the Youth Voice and report back to the Environmental and Leisure Committee, either in person or by email, at 3-monthly intervals, the collective projects proposed or undertaken.

Further, Members unanimously **AGREED** that the Town Council would not assume responsibility for the organisation, management or funding of Youth Voice, including the dedication of Officer time.

26. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 3rd JUNE 2026

The Committee Clerk's report, including the appendix relating to the Notes of the Bognor Regis In Bloom Working Group Meeting held on 3rd June 2026, was **NOTED**.

There were no recommendations.

27. ALLOTMENTS SUB - COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 15th JUNE 2026 INCLUDING: -

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

27.1 Recommended expenditure of £69.97 excluding VAT for all-weather combi padlocks (charged to the Gravits Lane Maintenance Budget) – Min. 7 refers

Members unanimously **RESOLVED** to **RATIFY** expenditure of £69.97 excluding VAT for all-weather combi padlocks (charged to the Gravits Lane Maintenance Budget).

27.2 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

Members unanimously **RESOLVED** to **RATIFY** expenditure of £441.86 excluding VAT for Water rates at allotments Gravits Lane between 22nd October 2025 to 30th April 2026 (charged to the Gravits Lane Maintenance Budget).

27.3 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

Members unanimously **RESOLVED** to **RATIFY** expenditure of £695.02 excluding VAT for Water rates at allotments R/O Gravits Lane between 22nd October 2025 to 30th April 2026 (charged to the Gravits Lane Maintenance Budget).

27.4 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

Members unanimously **RESOLVED** to **RATIFY** expenditure of £103.99 excluding VAT for Water rates actual reading at allotments Gravits Lane between 1st April 2026 to 19th May 2026 (charged to the Gravits Lane Maintenance Budget).

27.5 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

Members unanimously **RESOLVED** to **RATIFY** expenditure of £175.64 excluding VAT for Water rates actual reading at allotments R/O Gravits Lane between 1st April 2026 to 19th May 2026 (charged to the Gravits Lane Maintenance Budget).

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

The Committee Clerk's report including the attached appendix was **NOTED**.

28.1 £181.66 excluding VAT for Rainbow Pattern Bunting (Min. 7.4 refers)

Members unanimously **RESOLVED** to **RATIFY** expenditure of £181.66 excluding VAT for procurement of Rainbow Pattern Bunting to be funded from Publicity and Promotions Budget 2026/27.

28.2 £113.16 excluding VAT for Multi-Coloured Bunting in the Town Centre (Min. 7.4 refers)

Members unanimously **RESOLVED** to **RATIFY** expenditure of £113.16 excluding VAT for Multi-Coloured Bunting to be funded from Publicity and Promotions Budget 2026/27.

28.3 £61.00 excluding VAT for PVC banner promoting the Town Council's mascot, Billy The Bulb (Min. 74.4 refers)

Members unanimously **RESOLVED** to **RATIFY** expenditure of £61.00 excluding VAT for PVC banners to be funded from Publicity and Promotions Budget 2026/27.

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

The Committee Clerk's report, detailing representations made on behalf of the Town Council in response to the two applications received, was **RATIFIED**.

30. CORRESPONDENCE

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

The Meeting closed at 6.59pm