



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 14th SEPTEMBER 2026

PRESENT:

Cllr. K. Batley (Chair); Cllrs: P. Botterill, D. Dawes,
M. Stanley, Mrs. J. Warr, and M. White

IN ATTENDANCE:

Mr. M. McLaughlin (Committee Clerk)

The Meeting opened at 6.31pm

36. 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.

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

Apologies for absence were received from Cllrs. Miss. C. Needs, R. Nash, P. Ralph and P. Woodall. The Clerk recommended that the reasons given were acceptable, and these absences were unanimously **APPROVED** by Members.

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

38. 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

39. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 13th JULY, AND THE EXTRAORDINARY ENVIRONMENTAL AND LEISURE COMMITTEE MEETING OF 18th AUGUST 2026

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Environmental and Leisure Committee Meeting held on 13th July 2026, and the Extraordinary Meeting of 18th August 2026 as an accurate record and the Chair duly signed them.

40. 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.

41. CLERK'S REPORT FROM PREVIOUS MINUTES

41.1 13th July 2026 – Min 21. Adjournment for Public Question Time and Statements

The 'Which?' Report of July 2026, labelled Bognor Regis as the 'Worst seaside resort' for the second consecutive year. Whilst the report was raised as a potential agenda item for a subsequent meeting, it was determined; following consultation with the Member and the Clerk, that this issue had already been raised in several different forums with responses from the Town Council and the local MP, that the matter be reported under the Clerk's Report instead.

41.2 Arun District Council London Road Precinct Cleansing

For information, Arun District Council had previously notified the Town Council that they were aware that the cleaning of London Road precinct was below par. This had been recently exacerbated by a period of hot dry weather. To redress, an improved cleansing schedule, inclusive of hot washes, was introduced.

42. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 22nd July 2026 INCLUDING:

The Committee Clerk's report, including the appendix relating to the Notes of the Bognor Regis In Bloom Working Group Meeting held on 22nd July 2026, was **NOTED**.

42.1 Recommended expenditure of £15.00 for a gift voucher charged to the In Bloom Competition Budget – Min. 5.2 refers

Members unanimously **RESOLVED** to **RATIFY** expenditure of £15.00 for a gift voucher charged to the In Bloom Competition Budget.

42.2 Recommended expenditure of £15.00 for a Winners Gift Card, £20.70 (incl. VAT) for a Winners Plaque and £444.00 (incl. VAT) for Competition Flowers. All charged to the Competition Expenses Budget – Min. 5.3 refers

Members unanimously **RESOLVED** to **RATIFY** total expenditure of £479.70, comprising; £15.00 for a Winners Gift Card, £20.70 (incl. VAT) for a Winners Plaque and £444.00 (incl. VAT) for Competition Flowers. All charged to the Competition Expenses Budget.

42.3 Recommendation that Bridgette Macilwaine be appointed as a member of the Working Group – Min. 6 refers

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

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

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

43.1 £571.46 excluding VAT for replacement multi-coloured Bunting - Min. 22.1 refers

Members unanimously **RESOLVED** to **RATIFY** expenditure of £571.46 excluding VAT for procurement of Rainbow Pattern Bunting to be funded from Publicity and Promotions Budget 2026/27.

44. TO CONSIDER ENHANCING THE CHRISTMAS ILLUMINATIONS IN LONDON ROAD BY UTILISING THE 3 ADDITIONAL CATENARIES RECENTLY INSTALLED TO ENABLE A CRISS-CROSS BUNTING CONFIGURATION, INCLUDING THE ASSOCIATED COSTS

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

Members **AGREED** to utilise the three additional catenaries in London Road and enhance the Christmas illuminations with motifs matching the current colour scheme.

Further, Members **RESOLVED** to **RATIFY** the projected overspends of the Equipment Maintenance Budget from Christmas Activities, of £566 (excl. VAT), for Year 2 (2026-27) of the three-year Contract, and £1, 354 (excl. VAT), for Year 3 (2027-28) and **RECOMMEND** to the Policy and Resources Committee, at the subsequent meeting of 21st September 2026, that these be drawn from General Reserves respectively.

45. TO CONSIDER THE PRODUCTION OF A LEAFLET AND SEAFRONT SHELTER POSTERS, INCLUDING FORMAT AND DELIVERY, IN RELATION TO 2027 EVENTS IN THE TOWN, AND ANY POTENTIAL BUDGET IMPLICATIONS

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

Members **AGREED** the production of a leaflet and seafront shelter posters to promote Bognor Regis events in 2027 and that an appropriate budget be recommended in due course. Noting, funding for 2027/28, via the Publicity and Promotions Budget, would not be available until 1st April 2027.

Members **AGREED** to **RECOMMEND** the formats of leaflets and posters for 2027 be as the previous 2026 campaigns, with in addition, a QR map showing Bognor Regis Town Centre in relation to Chichester University campus sites at Bognor Regis and Chichester.

Members **DEFERRED** any decision on the delivery, of the events leaflet produced for 2027, to the wider West Sussex area. Tasking the Committee Clerk to produce cost scenarios, inclusive of, the areas of delivery, the method of delivery, printing and distribution costs, for presentation at the next scheduled meeting of 9th November 2026.

46. TO CONSIDER ALLOCATING A BUDGET OF UP TO £600, FROM THE PUBLICITY & PROMOTIONS BUDGET, TO COVER THE COST OF REPRODUCING REPLACEMENT 'GENERIC' POSTERS FOR THE SEAFRONT SHELTERS DURING QUIET EVENT PERIODS, WITH A REPORT BROUGHT BACK TO MEMBERS EACH NOVEMBER DETAILING EXPENDITURE TO DATE, AHEAD OF BUDGET RECOMMENDATIONS FOR THE COMING YEAR

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

Members, following debate, **AGREED IN PRINCIPLE** a budget of up to £600 be allocated, from the Publicity and Promotions Budget 2026/27, to fund the production of posters at seafront sites, during quiet event periods.

It was suggested that local businesses be invited to sponsor posters on the seafront shelter sites and Members **AGREED** to **RECOMMEND** that the Policy and Resources Committee consider updating the "Poster, Banner and Outdoor Display Opportunities Policy", to include business sponsorship of posters.

47. 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**.

48. CORRESPONDENCE

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

The Meeting closed at 7.02pm