



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex, PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 21st MAY 2018

PRESENT: Cllr. M. Smith (Chairman); Cllrs: J. Brooks, Mrs. S. Daniells, P. Dillon (until item 9), D. Enticott (until item 15), S. Goodheart and Mrs. J. Warr.

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)
3 members of the public

The Meeting opened at 6.31pm

1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE COUNCIL MEETING ON THE 14th MAY 2018

The Committee **NOTED** that Cllr. M. Smith had been elected Chairman and Cllr. S. Goodheart elected Vice-Chairman of this Committee at the Annual Town Council Meeting on 14th May 2018.

2. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllrs. J. Cosgrove, who was unwell and P. Woodall who was on annual leave.

3. DECLARATIONS OF INTEREST:

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) whether it is a Disclosable Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary interest, and therefore must leave the room 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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

There were no Declarations of Interest

4. TO CONSIDER TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES/SUB-COMMITTEES/WORKING PARTIES, INCLUDING UPDATES AND AMENDMENTS IF REQUIRED

The Projects Officer's report was noted.

4.1 COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

No changes were proposed to the Terms of Reference for the above - **RESOLVED.**

4.2 BOGNOR REGIS IN BLOOM WORKING PARTY

No changes were proposed to the Terms of Reference for the above - **RESOLVED.**

4.3 YOUTH SERVICES REVIEW TOPIC TEAM

Members noted that whilst the agenda item had read Youth Provision, the correct title, as per the Terms of Reference, was Youth Services Review. No changes were proposed to the Terms of Reference for the above - **RESOLVED.**

4.4 PLAYING OUT TOPIC TEAM

No changes were proposed to the Terms of Reference for the above - **RESOLVED.**

5. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 26th MARCH 2018

The Minutes of the Meeting held on the 26th March 2018 were approved by the Committee as a correct record and were signed by the Chairman.

6. ADJOURNMENT FOR PUBLIC QUESTION TIME EXTENDED TO A MAXIMUM OF 60 MINUTES IN ACCORDANCE WITH STANDING ORDERS (S.O. 31.8)

The Chairman adjourned the Meeting at 6.41pm

The Projects Officer read out the following statement:

During this time members of the public will be allowed to direct questions to the Committee or comment on any appropriate topic. Please note,

during this session Councillors will not be able to make any decisions on any of the topics discussed and no Minutes will be documented. However, brief notes will be taken and any item that the Committee would like to debate or requires a decision will be made an agenda item for the following Community Engagement and Environment Meeting.

The following items were raised with Members:

- A proposal for a new initiative called Community 4 Community
- Potholes and how WSCC go about repairing them
- Spacehive – a new crowdfunding scheme by WSCC
- Beach access

The Meeting was reconvened at 7.26pm

7. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

7.1 Min. 105.1 - 26th March 2018 Update on Youth Services provision review

The Projects Officer reported that there was a stand available at the next JWAAC meeting in June and she would be attending with the Youth Worker.

7.2 Min. 105.2 - 26th March 2018 Interpretive Signage Board

Cllr. Dillon advised that the board would be installed by the 16th June and Members were happy for this item to be removed from the pending list.

7.3 Min. 105.3 - 26th March 2018 Update on Community Forums and Surgeries

The Projects Officer reported that there had still been no response or acknowledgment from the Government Minister to the letters sent to him on the 30th January and 13th April, and read out a letter received from Nick Gibb MP, who has asked his Parliamentary Assistant to also chase for a reply. Members were disappointed to hear this update and asked the Projects Officer to continue chasing the Government Minister for a response.

7.4 Min. 105.5 - 26th March 2018 Funding for electric car charge points

The Projects Officer read out the response received from ADC which reported that they had undertaken a LPSC report that included an Electric Vehicle Infrastructure Study which they were progressing. Members noted the response.

7.5 Min. 106 - 26th March 2018 Consideration of a proposal from a Community Leader regarding the Local Assistance Network (LAN) and Community 4 Community

The Projects Officer read out, and Members noted, the responses that had been received to the letters sent to Arun District Council regarding the LAN and West Sussex County Council about the possible re-location of homeless to Bognor Regis. The letter from Arun District Council gave a detailed explanation on how their Housing Department use the allocation scheme and how they define Local Connection. West Sussex County

Council confirmed that homeless migration to the area is not encouraged or funded unless agreed with the receiving Local Authority.

7.6 Min. 109 - 26th March 2018 Update on meeting with the Rights Respecting School Ambassadors of the Regis School

An open forum meeting has been arranged for the 13th June 2018.

8. APPOINTMENT OF SUB-COMMITTEES, WORKING GROUPS AND TOPIC TEAMS

8.1 BOGNOR REGIS IN BLOOM WORKING GROUP INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION

The Committee **RESOLVED** that the Working Group be appointed, together with its Membership.

Membership: Cllrs. K. Batley, P. Dillon, S. Goodheart, P. Woodall and Mrs. J. Warr.

Co-opted Members (not entitled to vote): The Committee **RECOMMENDED** the following appointments;

Mr. S. Hearn, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane, Mr. D. Meagher and Arun District Council representative, Mr. J. Jones-McFarland.

Consideration of the appointment of a Chairman for this Working Group will be undertaken at the first Meeting.

8.2 YOUTH SERVICES REVIEW TOPIC TEAM

As minuted under 4.3, Members noted that whilst the agenda item had read Youth Provision, the correct title, as per the Terms of Reference, was Youth Services Review.

The Committee **RESOLVED** that the Topic Team be appointed, together with its Membership.

Membership: Open to all Members of the Community Engagement and Environment Committee, but to include at least one Councillor at all times.

Consideration of the appointment of a Chairman for this Topic Team will be undertaken at the first Meeting.

8.3 PLAYING OUT TOPIC TEAM

The Committee **RESOLVED** that the Topic Team be appointed, together with its Membership.

Membership: Open to all Members of the Community Engagement and Environment Committee, but to include at least one Councillor at all times.

Consideration of the appointment of a Chairman for this Topic Team will be undertaken at the first Meeting.

Cllr. Dillon left the Meeting

9. CONSIDERATION OF A PROPOSAL FROM A COMMUNITY LEADER REGARDING A COMMUNITY 4 COMMUNITY INITIATIVE

During public question time a member of the community spoke about a new initiative called Community 4 Community and asked Members if they would be willing to support his proposal.

Community 4 Community is an initiative similar to the Local Area Network (LAN) but would include information on all relevant services within the area, not just one or two that are commissioned by WSCC. Members were keen to support the scheme but were mindful of the resources required and the ongoing administration. Following discussion, it was **AGREED** for Officers to liaise with VAAC (Voluntary Action Arun and Chichester) and the CAB (Citizens Advice Bureau) in the first instance and for Councillors to find out what services were available within their Wards. The information will be taken to the next Community Engagement and Environment Committee Meeting for further discussion and a decision on how to progress the initiative in conjunction with other groups and key agencies.

10. CONSIDERATION OF ITEM REFERRED FROM PUBLIC QUESTION TIME, REGARDING THE FORESHORE OFFICE AND TOILETS ON THE PROMENADE - MIN. 104 REFERS

Cllr. Enticott left the room for a short time during this item

Members noted the Projects Officer's Report.

Members discussed the issue surrounding the requirement to provide a separate room for first aid procedures and **AGREED** to send a letter to ADC highlighting the inadequacy and to ask how they intend to address the situation.

11. TO RATIFY PAYMENT FOR RENEWAL OF ANNUAL MEMBERSHIP OF LOCALITY OF £416.67 + VAT

Members **AGREED** to **RATIFY** the payment of £416.67 + VAT for the renewal of Annual Membership to Locality.

Members noted Cllr. Cosgrove's comments submitted via email regarding the value of this to the Town Council.

12. CONSIDERATION OF PROPOSAL FROM CLLR. ENTICOTT, REGARDING TACKLING SOCIAL ISOLATION AMONG ELDERLY RESIDENTS AND THE POSSIBILITY OF STARTING A WELLBEING GROUP AND THE PROVISION OF COMMUNITY TRANSPORT. REPORT BY CLLR. ENTICOTT

Cllr. Enticott reported his concerns regarding social isolation among elderly residents. The Town Council provide a number of free events and he felt that there should be a way of transporting those suffering from social isolation to these events, to bring them into the community. Cllr. Enticott reported that whilst he was aware of the Sammy Community Transport Bus, he believed it to be a service very much under-supported but over-subscribed. Cllr. Enticott therefore asked Members to consider the possibility of starting a wellbeing group and the provision of community transport.

Following discussion, Members commented that there are already successful and effective organisations such as Arun Wellbeing and the Bognor Health Centre that offer a range of services and it would be more beneficial to promote them, rather than try to duplicate what they offer with the limited resources available.

Members noted that Sammy Community Transport receives support from the Town Council through the Grant Aid scheme and **AGREED** to invite a representative from Sammy to the next Community Engagement and Environment Committee Meeting, for Members to discuss the services they provide, hear about any issues they face and to see if there is an opportunity of working with them to get isolated members of the community to Town Council events.

Members also **AGREED** to liaise with Arun Wellbeing and the Bognor Health Centre to gather information on the services they provide.

13. CONSIDERATION OF PROPOSAL BY CLLR. ENTICOTT TO UTILISE AN EXISTING INITIATIVE REGARDING DOG BINS IN RESIDENTIAL AREAS. REPORT BY CLLR. ENTICOTT

Cllr. Enticott's report was noted.

Following discussion, Members **AGREED** for Officers to liaise with ADC to seek permission for a downloadable PDF version of the leaflet, as shown in the report, to be available on the Town Council website for members of the public to print and use if they wish to do so.

14. CONSIDERATION OF HOW MEMBERS WISH TO PROCEED WITH THE PROGRESSION OF BECOMING AMBASSADORS FOR RAISING AWARENESS TO THE ISSUE OF PLASTIC AND RECRUITING A BANK OF VOLUNTEER RECYCLING CHAMPIONS - MIN. 108 REFERS

The Projects Officer's report was noted.

Cllr. Mrs. Daniells reported that a member of the public had been in touch with her and shown an interest in championing a group of volunteers. She would therefore ask this person to contact Officers to see if the idea could be progressed.

Members also felt that they should be leading by example and could start by trying to address recycling issues at the Town Hall. Members therefore **AGREED** to ask for this issue to be raised at the next ADC/BRTC Liaison Meeting to enquire what the ADC position is on recycling and plastic and to ask if they would make a start by replacing the plastic stirrers provided for use in Council Chamber with wooden ones. Members would also like to encourage individuals to bring their own cups to meetings to negate the use of the plastic cups provided.

15. UPDATE ON COUNCILLOR SURGERIES AND COMMUNITY OPEN FORUMS INCLUDING CONSIDERATION OF RESPONSES TO LETTERS SENT TO THE BOGNOR REGIS SAILING CLUB AND BOGNOR REGIS FOOTBALL CLUB FOLLOWING THE COMMUNITY ENGAGEMENT FORUM AT SOUTH BERSTED SCHOOL

Cllr. Enticott left the Meeting

15.1 Community Open Forums

The Projects Officer reported that due to a series of mix-ups and misunderstandings the Community Open Forum for April did not take place. However, arrangements are in place for the June session, which will be held at the Regis School on the 13th June 2018 and commence at 8.45am.

The session will only require the attendance of 2-3 Councillors and the Projects Officer will liaise with Members to see who would like to attend and advise on the arrangements.

Topics for discussion have been sent ahead of the meeting which include:

Anti-social behaviour within the Town - especially among young people – for example do they think this is an issue or is it just perception of how young people are viewed; or is anti-social behaviour a by-product of other issues i.e. nothing to do, nowhere to go etc.; or is there a problem and if so what can Councillors do to help address the problem.

The Town Council are looking to initiate a community bank of volunteer recycling champions as part of a wider initiative to address the problems created by plastic waste - Do the students have any advice for Councillors how this could work, or should they be looking to tackle the issues in a different way?

15.2 Councillor Surgeries

The Projects Officer reported that the Community Safety Manager at Arun District Council had advised that she will arrange for members of the Arun Safer Community Team to attend the surgeries to assist and advise on

relevant issues. Members **AGREED** for Officers to arrange a series of pop-up surgeries which will include the London Road and other out-of-town areas near to local facilities such as a health centre or doctors surgery to try and capture the views and opinions of local residents.

It was further **AGREED**, to try and structure the surgeries to try and steer the conversations to matters that fall within the Town Council's remit and which they can influence.

15.3 Update on Responses for Sailing Club and Football Club

The Projects Officer read out replies received from the Bognor Regis Sailing Club and the Bognor Regis Football Club in response to the letters sent to them regarding comments received from the students of South Bersted School. The letters requested advice and assistance from the Town Council on promoting their activities. Following discussion, Members **AGREED** they were not in a position to offer any financial assistance to these clubs to help with the promotion of their services, nor felt it appropriate to offer any advice. A Member suggested speaking with the football club about the possibility of independently providing live local radio commentary and would speak to the Club directly.

16. UPDATE ON YOUTH SERVICES PROVISION REVIEW AND TO RECEIVE THE NOTES OF THE YOUTH WORKER STEERING GROUP MEETING HELD ON 10th APRIL 2018

The Projects Officer's report was noted and Members received the Notes of the Steering Group Meeting held 10th April 2018.

The Projects Officer further reported that following negotiations with the Phoenix Club, it had been agreed for the Youth Worker to use the premises on a Wednesday evening between 5pm and 7pm for the remainder of the 6-month trial period at no cost. Furthermore, CREATE (the name the young people have given their group) was in the process of setting up their own constitution and would be holding their first meeting at the Phoenix Club on the 23rd May. This will enable CREATE to apply for additional funding in their own right.

17. CONSIDERATION OF PARTICIPATION IN A CONSULTATION REGARDING WEST SUSSEX FIRE AND RESCUE SERVICES

The Projects Officer's report was noted with Members invited to respond individually and to promote to the community the completion of the online survey.

18. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING: RATIFICATION OF EXPENDITURE FROM PEVENSEY, HATHERLEIGH AND ORCHARD WARDS REGARDING A SERIES OF PLAY DAY EVENTS FOR THE SUMMER; UPDATE ON VICTORIA ROAD PROJECT; CONSIDERATION OF PROPOSAL FROM CLLR. GARDINER FOR A MEMORIAL BENCH IN MEMORY OF CLLRS. DOUGAL AND JACQUIE MACONACHIE TO BE FUNDED FROM MARINE AND

MARINE NORTH WARD ALLOCATION; TO NOTE THE RECOMMENDATION OF THE POLICY AND RESOURCES COMMITTEE REGARDING THE VIREMENT OF UNDRAWN MEMBERS ALLOWANCE TO THE ORCHARD WARD AND HATHERLEIGH WARDS ALLOCATION BUDGET

The Projects Officer's report was noted.

Members noted the ratification of the Policy and Resources Committee to vire the undrawn Members allowance of £505.00 for Cllr. Cosgrove to Orchard Ward and £505.00 for Cllr. Enticott to Hatherleigh Ward, to be added to their 2018/19 Ward Allocation Budget.

Members **AGREED** the following expenditure and noted that the Ward Allocation for Orchard, Pevensey and Hatherleigh wards 2018/19 is now fully utilised.

Orchard Ward - to utilise the unallocated funds of £1005.00 from the 2018/19 Ward Allocation fund to fund a series of playday events.

Pevensey Ward - to utilise the unallocated funds of £375.00 from the 2018/19 Ward Allocation to fund a series of playday events.

Hatherleigh Ward - to utilise the unallocated funds of £630.00 from the 2018/19 Ward Allocation to fund a series of playday events.

Members noted the update in the Projects Officer's report regarding the Victoria Road Project together with a new proposal by a Councillor that a memorial bench be purchased in memory of Dougal and Jacquie Maconachie.

Members are reminded to liaise with their fellow Ward Members if they wish to progress any of the points highlighted in the report.

19. TO RECEIVE AN UPDATE ON PLAYING OUT TOPIC TEAM - MIN. 114 REFERS

The Projects Officer's report was noted including the extent of the promotion of the Playing Out Scheme.

The Projects Officer updated Members that she had received two enquires regarding the Scheme which were in the process of being followed up.

20. UPDATE ON APPLICATION TO REGISTER THE TOWN HALL AS A COMMUNITY ASSET - MIN. 115 REFERS

The Projects Officer's report was noted and Members welcomed the news that ADC had agreed to add the Town Hall to the list of Assets of Community Value with effect from 20th April 2018.

21. TO NOTE THE DECISION OF THE POLICY AND RESOURCES COMMITTEE AT THE MEETING HELD ON THE 9th APRIL 2018 - MIN. 180 REFERS - REGARDING THE FLEXIBLE COMMUNITY FUND AND TO RECEIVE DETAILS OF ANY APPLICATION

The Projects Officer's report was noted, and Members acknowledged that the decision on small applications of £100 or less would be delegated to the Town Clerk in liaison with the Chairman and Vice-Chairman of the Community Engagement and Environment Committee.

The Projects Officer went on to confirm that no applications had been received.

22. TO NOTE THE PUBLICATION OF A SURVEY BY SAFER WEST SUSSEX PARTNERSHIP DESIGNED TO GAIN UNDERSTANDING, EXPERIENCE AND ACCESS TO SUPPORT IN RELATION TO CRIME

The Projects Officer's report was noted and Members encouraged to complete the survey online and to publicise the consultation throughout the Town.

23. REPORTS:

- a. To note Financial Reports, previously circulated

The reports were noted

- b. Any further reports

There were no further reports.

24. CORRESPONDENCE

The Committee noted receipt of the correspondence list, previously circulated including the following additional items:

Evaluation report of the Find it Out Event for young people.

The Meeting closed at 9.21pm