



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
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Dear Sir/Madam,

ONLINE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

I hereby give you Notice that an Online Meeting of the Community Engagement and Environment Committee of Bognor Regis Town Council will be held at 6.30pm on MONDAY 8th FEBRUARY 2021 in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

All Members of the Community Engagement and Environment Committee are HEREBY SUMMONED to attend for the purpose of considering and resolving upon the Business to be transacted, as set out hereunder.

The public will not be permitted to speak during the Meeting. However, an opportunity will be afforded to Members of the Public to have Questions put, or make Statements to, the Committee during an adjournment shortly after the meeting has commenced.

NB: All Questions and Statements MUST be submitted in writing (preferably by email) and MUST be received by the Town Clerk before 9am on Monday 8th February 2021.

Online access to the Meeting will be via ZOOM using the following Webinar ID: [830-0541-3000](https://zoom.us/j/830-0541-3000) The Meeting will also be **streamed live to the 'Bognor Regis Town Council' Facebook page.**

DATED THIS 1st February 2021

TOWN CLERK

THE AGENDA and BUSINESS to be TRANSACTED is:

1. **Chairman's Announcement and Apologies for Absence**
2. **Declarations of Interest:**
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.
Members and Officers should make their declaration by stating:

- a) the item they have the 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
3. To Approve the Minutes of the Online Meeting held on 7th December 2020
 4. Adjournment for the Chairman to read public questions and statements submitted in accordance with the requirements noted above
 5. Clerk's Report
 6. Consideration of the notes from the Online Community Open Forum Meeting held on the 15th December 2020 including consideration of arrangements for the next meeting
 7. Consideration of the presentations received from Rampion 2 and Protect Coastal England on the 3rd February 2021
 8. Ward Allocation Environmental Projects Budget including ratification of any spend and the utilisation of any remaining funds
 9. To receive the Notes from the Online Climate Change Topic Team Meeting held on the 21st January 2021 and consideration of any recommendations
 10. Flexible Community Fund including:
 - To note the utilisation of the Flexible Community Fund for the 2020/21 allowance
 - Ratification of the remaining balance of £501 paid to St Marys Catholic School towards installation costs for a defibrillator
 11. Update on Youth Provision
 12. To Note the update on works to the Town Hall Clocks and ratify the overspend of the Millennium & Olbys Clocks Maintenance Budget - Min. 126 refers
 13. To consider a brief for the Beach Access Topic Team in response to the ADC decision to look at budgeting for Beach Access when they set budgets for 2021/2022 - Min. 136 refers
 14. Consideration of a request from a member of the public to support a "Changing Places" facility for the disabled to be included in future regeneration plans
 15. Correspondence

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY



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MINUTES OF THE ONLINE MEETING OF THE
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
HELD ON MONDAY 7th DECEMBER 2020

PRESENT ONLINE:

Cllr. W. Smith (Chairman); Cllrs. J. Barrett,
J. Brooks, A. Cunard (from Min. 123),
Ms. A. Sharples and Mrs. J. Warr

IN ATTENDANCE ONLINE:

Mrs. S. Hodgson (Projects Officer)
Mrs. J. Davis (Hosting the Meeting)
Mrs G. Frost (Town Clerk)
2 members of the public attending via Zoom
7 members of the public viewing via Facebook

The Meeting opened at 6.34pm

118. **CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the meeting was being recorded by Bognor Regis Town Council, streamed live on Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

Apologies for absence had been received from Cllrs. Mrs. Erskine for family reasons and Miss. Needs for personal reasons.

No apologies had been received from Cllr. Jones or Cunard prior to the meeting.

119. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

Members and Officers should make their declaration by stating:

- a) the item they have the 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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary 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

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.

Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests **notifiable under the Council's Code of Conduct**, not already recorded on their Register of Interests Form, within 28 days.

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

Cllr. Smith declared an Ordinary Interest in Agenda item 16 as he is currently volunteering at Grandads Front Room

120. TO APPROVE THE MINUTES OF THE ONLINE MEETING HELD ON 12th OCTOBER 2020

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 12th October 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee APPROVED the Minutes of the Online Meeting held on 12th October 2020 as an accurate record of the proceedings and the Chairman duly signed them.

121. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

The Chairman adjourned the Meeting at 6.37pm to read out correspondence received from Cllr. Goodheart who is not a Committee Member

1. ***Does the Chair. Agree that 'matters arising' should be a part of the CE&E agenda, after approval of minutes.***
2. *Item 7 does the Chair agree that the unspent ward allowance be carried forward or as in Item 12, any unspent money supports tree planting within the town.*
3. *Item 8 will the Chair explore all avenues of support from ADC & WSCC to develop these 4 electric scooter charging docks-units within these areas highlighted in the report.*
4. *Does the Chair support BRTC inviting a spokesperson from WSCC / ADC to explain & advise on how this project can be developed?*
5. *Item 10, Does the Chair agree that BRTC explore the opportunities that a partnership between Rampion Wind Farm & BRTC could bring to the town, developing & building a centre of information on the environment & wind farms. Located along the eastern promenade or Longbrook Gardens. To be arranged before the scheduled meeting.*
6. *What a wonderful tourist destination.*
7. *Would the Chair support a reserve member to support Cllr. Sharples during the project.*
8. *Item 11 Does the Chair support Cllr. Daniells proposal? I think its brilliant.*
9. *Item 13 will the Chair support lobbying WSCC to adopt an open door or 'fast track' policy on planting licenses on verges, this topic comes up in Items 17 & 10*
10. *Item 14 Does the chair support youth projects 100% within the town area.*
11. *Item 15, Community Open Forum, can the Chair explain the **process & who's chairman***
12. *Item 16, Will the Chair support Granddads Front Room (GFR) to use the unspent £435.00 towards their Xmas community Help Project?*
13. *Item 17, Bloom within this item WSCC verge planting license are needed.*
14. *Will the Chair support Bloom linking up with Chestnuts on projects around the town?*
15. *Item 18, Does the Chair agree that a new tip be built north of BR within the Lindsey tip & the land developed into a tourist destination alongside the river?*
16. *Item 19 Will the Chair support BRTC arranging a special meeting with experts to develop ideas on Beach access.*

Chair, thank you in anticipation of your replies, if you would like to reply back in writing I understand.

The Chairman stated that as there were a number of questions and in view of the length of the Agenda, he would give his reply in writing and copy in all Members of the Committee.

The Chairman reconvened the Meeting at 6.41pm

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

122.1 12th October 2020 - Update on request to ADC that any new or replacement bus shelters should be specifically suitable for the installation of living roofs - Min. 108.2.1 refers
Members were asked to note that to date there has not been any response from ADC.

122.2 12th October 2020 - Update on request to ADC regarding the LED screens located by bus shelters to display reminders to people about climate change - Min. 108.2.2 refers
Members were asked to note that to date there has not been any response from ADC.

122.3 12th October 2020 - Update on the response from ADC regarding car idling with specific reference to an illegally parked ice-cream van that is idling in a residential area for up to 4½ hours at a time - Min. 108.2.3 refers
Members were asked to note the following response from the ADC Parking and Services Manager:

Please thank the Committee for their letter. Can you also please inform them that we were made aware during the summer of this particular issue and instructions have been given to the Officers who patrol those areas to look out for that van and carry out enforcement on the vehicle if it is illegally parked. I can also confirm that this issue will be raised again next year with the Enforcement Officers prior to the start of the summer season.

122.4 12th October 2020 - Update on the response from WSCC regarding the possibility of installing cameras to tackle car idling and motorists driving in pedestrianised areas - Min. 108.2.4 refers
Members were asked to note the response from the WSCC Cabinet Member for Highways and Infrastructure which was read out by the Clerk and appended to these Minutes (Appendix 1).

Cllr. Cunard joined the Meeting and gave apologies for his late arrival

123. CONSIDERATION OF THE ISSUE REGARDING STREET DRINKING REFERRED TO THIS COMMITTEE FOLLOWING THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON THE 12th AUGUST 2020 - MIN. 110.2 REFERS

The Projects Officer's report was NOTED.

A Member commented it was important that everything should be done to help street drinkers and the homeless during the winter months and there should be somewhere they could go during the daytime for treatment and help.

The Clerk advised that Streetlink was the correct agency to contact regarding homelessness and they would be able to assist.

124. CONSIDERATION OF A PROPOSAL TO MAKE A RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE TO EARMARK ANY UNSPENT 2020/21 WARD ALLOCATION FUNDS FROM THE CURRENT YEARS ALLOWANCE TO CARRY FORWARD TO 2021/22 - MIN. 112 REFERS

The Projects Officer's report was NOTED.

Members unanimously AGREED to RECOMMEND to the Policy and Resources Committee to earmark any unspent 2020/21 Ward Allocation Funds from the current years allowance to carry forward to 2021/22.

125. FURTHER CONSIDERATION OF A PROPOSAL BY CLLR. MS. SHARPLES REGARDING ELECTRIC SCOOTERS AND BIKE SHARING IN BOGNOR REGIS - MIN. 114 REFERS

The Projects Officer's report, including the related Appendices, was NOTED.

A Member felt that perhaps Bognor Regis was not the best area to trial this idea and felt it was more suited to bigger towns and cities. Other Members felt a scaled down scheme could work. Concern regarding safety issues relating to electric scooters was also stressed.

Comment was made that ADC are about to appoint a Climate Change Environment Officer and it was felt this may be something for them to take forward.

Following discussion, it was unanimously AGREED to wait until the appointment of the ADC Climate Change Environment Officer and to then liaise and consult with them regarding further investigation of the project.

126. REPORT ON DAMAGE AND SUBSEQUENT REPAIRS TO THE TOWN HALL CLOCK

The Projects Officer's report was NOTED.

127. RAMPION 2 OFFSHORE WIND FARM - TO RECEIVE A REPORT FROM CLLR. MS. SHARPLES FOLLOWING HER ATTENDANCE AT THE PROJECT LIAISON MEETING HELD ON THE 22nd OCTOBER 2020 AND A PROPOSAL TO INVITE RAMPION 2 TO GIVE A PRESENTATION TO COUNCIL

The Projects Officer's report, including the accompanying report from Cllr. Ms. Sharples, was NOTED.

Members AGREED to invite Rampion 2 and an opposing group, as outlined in Cllr. Ms. Sharples report, to give a presentation to this Committee and invite all Councillors to attend.

128. CONSIDERATION OF A PROPOSAL BY CLLR. MRS. DANIELLS REGARDING THE POSSIBLE REDISTRIBUTION AND RECYCLING OF THE POPPY WREATHS LAID AT THE WAR MEMORIAL

The Projects Officer's report, including the related Appendices, was NOTED.

Members unanimously AGREED to run a similar project to that detailed in **the Project Officer's report** for recycling the wreaths laid at the War Memorial and for Officers to proceed with the project in liaison with community members.

129. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY REMAINING FUNDS

The Projects Officer's report, including the related Appendix, was NOTED.

There was no spending that required ratification.

A Member queried the remaining balance relating to Marine Ward as he thought the balance had been utilised. The Clerk confirmed that this was correct and that the Marine Ward allocation should show a Nil Balance. The spreadsheet would be updated accordingly.

130. TO RECEIVE THE NOTES FROM THE ONLINE CLIMATE CHANGE TOPIC TEAM PRESENTATION MEETING HELD ON THE 25th NOVEMBER 2020

The Projects Officer's report, along with the Notes from the Climate Change Topic Team Presentation, was NOTED.

131. UPDATE ON YOUTH PROVISION

The Projects Officer's report was NOTED.

132. TO NOTE THE DATE OF THE ONLINE COMMUNITY OPEN FORUM SCHEDULED FOR 15th DECEMBER 2020

Members NOTED the Projects Officer's report, along with the scheduled date of 15th December 2020 for the Online Community Open Forum Meeting.

133. FLEXIBLE COMMUNITY FUND INCLUDING:

The Projects Officer's report was NOTED.

133.1 To note and determine any applications received for the Flexible Community Fund including Ratification of the £2,200 paid to Bognor Regis Youth FC and £500 paid to Makerspace C.I.C as agreed by the Town Clerk and the Chairman under delegated authority

The Clerk drew Members attention to the additional item detailed in the published report referring to an application received from the Bognor Regis Yacht Club. Members had given their support to the application for the sum of £750 and the decision had been taken by the Town Clerk and the Chairman under Delegated Authority. Therefore, Members were asked to ratify this amount as well.

Members subsequently RATIFIED the decisions to support the Flexible Community Fund Applications as follows:

- Bognor Regis Youth FC £2,200
- Makerspace C.I.C. £500
- Bognor Regis Yacht Club £750

133.2 To consider the proposal by Cllr. Goodheart for the unspent funds of £435 previously donated to Grandads Front Room (GFR) to produce a Street Sheet, to be retained by GFR to assist with their Christmas Community Help Project

Members AGREED to the proposal for the unspent funds of £435 previously donated to GFR to produce a Street Sheet, to be retained by GFR to assist with their Christmas Community Help Project.

134. BOGNOR REGIS IN BLOOM WORKING GROUPS - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE ONLINE MEETING HELD ON THE 3rd NOVEMBER 2020

The Projects Officer's report, including the notes of the non-quorate Online Meeting of the Bognor Regis In Bloom Working Group held on 3rd November 2020, was NOTED.

Members AGREED to take all five decisions en bloc and subsequently unanimously AGREED to RATIFY the following: -

- 134.1 That the Competition Expenses be earmarked for the 2021 Awards Evening.
- 134.2 That the remaining Environmental Projects budget be put into the Town Force budget as a contribution and as thanks for the substantial amount of hours they spent building, installing and planting up the planters as part of the Railway Station project.
- 134.3 That the Fundraising budget should be earmarked.
- 134.4 Expenditure of £35.35 for the seeds purchased, funded from the new 2020/21 Competition Expenses budget.
- 134.5 Expenditure of £414.11, for costs relating to four buffer planters, to be funded from the 2019/20 Environmental Projects budget.

135. TO CONSIDER AND AGREE ANY COMMENT TO THE PROPOSAL AT WSCC CABINET 24th NOVEMBER 2020 FOR THE POSSIBLE CLOSURE OF TWO HOUSEHOLD RECYCLING SITES IN WEST SUSSEX

The Projects Officer's report was NOTED.

Following discussion, it was AGREED that no further action was required at the moment as there was no specific plans within the WSCC report to close the Bognor Regis Waste Recycling Site but to keep a watching brief on the situation.

136. TO NOTE DEVELOPMENTS AT ADC REGARDING POSSIBLE BEACH ACCESS PROJECT

The Projects Officer's report was NOTED.

Members welcomed the developments at ADC regarding their plans for a possible beach access project. Following discussion, Members felt that it would be a good idea to re-instate the Beach Access Topic Team with a new brief regarding possible involvement.

Members AGREED for this to be a future Agenda Item for further discussion and consideration.

137. CORRESPONDENCE

The Projects Officer confirmed that there were no updates to the report as circulated and if Members required a copy of any of the listed items to email her.

The Meeting closed at 7.27pm

BOGNOR REGIS TOWN COUNCIL
ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
8th FEBRUARY 2021

AGENDA ITEM 6 - CONSIDERATION OF THE NOTES FROM THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON THE 15th DECEMBER 2020 INCLUDING CONSIDERATION OF ARRANGEMENTS FOR THE NEXT MEETING

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION
& DECISION

Members are asked to receive the Notes from the online Community Open Forum Meeting held on the 15th December 2020 (APPENDIX 1).

Members are asked to advise if there are any items within the Notes that they would like placed on a future Agenda for further consideration.

Members are also asked to advise if they would like Officers to make arrangements for a February Online Community Open Forum, and further advise if they would like a daytime or evening meeting.

DECISIONS

Members are asked to AGREE if there are any items within the Notes they would like placed on a future Agenda for further consideration?

Members are asked to AGREE if they would like to hold a February online Community Open Forum and furthermore AGREE if they would prefer a daytime or evening meeting.

Questions and Statements from the Online Community Open Forum held on 15th December 2020

In attendance:

Bognor Regis Town Council:

Councillors: Smith (Chairman), Brooks, Barrett, Mrs. S. Daniells, Goodheart, Ms. A. Sharples, Mrs. J. Warr and P. Woodall.

Committee Clerk: Mrs. S. Hodgson

Committee Host: Mrs. J. Davis

Town Clerk: Mrs. Glenna Frost

Members of the Public: C. Mott

Questions and Statements were taken from members of the public via Facebook and there was one member of the public who joined the meeting as an attendee.

Comments from Attendee

The Covid-19 test centre at the University is not busy and allowing people to just turn up.

Bognor Today have generated a map on their website to regeneration ideas to be placed.

Happy Christmas and thank you to all of you.

Questions

Is the ramp at the cinema going to be discussed or is it a foregone conclusion?

Who did the Christmas bauble outside the station?

When is the wall at Gloucester Road going to be repaired?

Is there going to be any Carol singing in Hotham Park this year with social gathering rules applied?

Why are they wrapping the toilets up again with black plastic?

Are you going to provide more disabled parking spaces in the Town?

Is there anything else planned to lift the spirits at this time?

Did BRTC contribute to Grandads Front Room?

Is it going to snow this Christmas?

When is the water attraction by the Regis Centre going to open?

Today is the first gift day at My Sisters House and 300 gifts have gone to women. Can BRTC do anything to help promote this?

Thank you to the Community Engagement and Environment Committee fund for enabling Santa at Grandads Front Room.

Any ideas for ways to build more community cohesion?

What is being done to reduce the amount of drinking and drug taking around the station?

With reference to the elderly in the area, any idea how the Covid-19 vaccine is going to be rolled out in Bognor Regis?

Are you planning now on how to bring people back to the Town?

Do you know if planning will be appointed on the old chip shop/Mud Club site?

Once Covid is over can we have a big party in the Park?

Statements

Thank you to Bognor Regis Town Council for their effort in trying to make the Town look nice.

Please do not just turn up at test centre - it doesn't work like that.

Good effort on dressing up.

Bring back ROX.

Happy Christmas Bognor Regis Town Council.

Bognor BID has been amazing.

BOGNOR REGIS TOWN COUNCIL
ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
8th FEBRUARY 2021

AGENDA ITEM 7 - CONSIDERATION OF THE PRESENTATIONS RECEIVED FROM RAMPION 2 AND PROTECT COASTAL ENGLAND ON THE 3rd FEBRUARY 2021

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION
& DECISION

Following the presentations given by Rampion 2 and Protect Coastal England in relation to the proposed new Windfarm, Members are asked to consider if they wish to support the Rampion 2 project and make recommendation to the Full Council.

DECISION

Do Members AGREE to support the Rampion 2 proposal and make an appropriate recommendation to Full Council?

BOGNOR REGIS TOWN COUNCIL
ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
8th FEBRUARY 2021

AGENDA ITEM 8 - WARD ALLOCATION ENVIRONMENTAL PROJECTS
BUDGET INCLUDING RATIFICATION OF ANY SPEND AND THE
UTILISATION OF ANY REMAINING FUNDS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION
& DECISION

Members are invited to Note the balances for the Ward Allocation budgets for 2020/21 as appended to this report (APPENDIX 1).

Members are asked to ratify the sum of £36.00 from Hotham Ward to St Mary's School as a contribution to enable the installation of a defibrillator.

DECISION

Do Members AGREE to RATIFY the payment of £36.00 to St Mary's School as a contribution to enable the installation of a defibrillator?

WARD ALLOCATION

FUNDS	HOTHAM		MARINE		ORCHARD		PEVENSEY		HATHERLEIGH	
Allowance 2020/21	£500.00		£500.00		£500.00		£375.00		£125.00	
Funds B/fwd from 2019/20	£85.00		NIL		£500.00		£375.00		£125.00	
Sub Total	£585.00		£500.00		£1,000.00		£750.00		£250.00	
Less	£125.00	Donation to Street Art Project	£250.00	Donation to Street Art Project	£250.00	Donation to Street Art Project	£250.00	Donation to Street Art Project		
	£36.00	Donation to St Mary's School towards installation cost for a defibrilator	£250.00	Donation to West End for Trees						
Total left Available	£424.00		£0.00		£750.00		£500.00		£250.00	

**£48.00 Earmarked from the old Marine North Ward to purchase more beach litter posters.*

BOGNOR REGIS TOWN COUNCIL
ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
8th FEBRUARY 2021

AGENDA ITEM 9 - TO RECEIVE THE NOTES FROM THE ONLINE CLIMATE CHANGE TOPIC TEAM MEETING HELD ON THE 21st JANUARY 2021 AND CONSIDERATION OF ANY RECOMMENDATIONS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION
& DECISION

Members are asked to receive the Notes from the online Climate Change Topic Team Meeting held on the 21st January 2021 (APPENDIX 1).

Members are further invited to consider the following recommendations from the Climate Change Topic Team Meeting as follows:

- To submit the collated responses relating to the 20 questions for Councils for consideration and possible recommendation to Full Council
- To request that a budget be identified to purchase some bee attracting seeds for distribution to encourage re-wilding

20 Questions for Councils

A member of the CCTT had produced a set of questions for Councils in relation to Climate Change. Having considered the questions, the majority of the CCTT felt all the questions should be put to BRTC and are therefore appended to this report (APPENDIX 2). To assist Members, some comments have been added in red text but most of the questions refer to an "Action Plan" and associated budget, which is something this Council has yet to implement.

Members are therefore invited to consider the questions and advise if they would like to recommend any/all of them to Council for consideration and possible implementation.

DECISION

Do Members AGREE to recommend any/all the questions to Council?

Bee Attracting Seeds

At the last meeting of the CCTT it was agreed to ask this Committee to consider purchasing a number of bee bombs for distribution to encourage a bee corridor. Bee bombs include a range of bee friendly seeds and can be sown in gardens, pot plants, window boxes etc.

A quotation has been supplied and appended to this report (APPENDIX 3).

Should Members wish to proceed with this item, they are required to advise how many bee bombs they wish to purchase and identify an associated budget.

DECISIONS

Do Members AGREE to purchase any bee bombs?

If so, how many do they wish to purchase?

Members are further invited to AGREE the identification of a budget for associated costs?

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
ONLINE CLIMATE CHANGE TOPIC TEAM
MEETING 21st JANUARY 2021

Attendees:

Adam Bell, Suzi B, Kim Davis, Gill Edom, Liz McCallum, Iain Palot and Clive Mott

Bognor Regis Town Councillors: (BRTC)

Cllrs: Samantha-Jayne Staniforth (Chairman), John Barrett, Jim Brooks, Steve Goodheart and Jeanette Warr

In Attendance:

Sheila Hodgson - BRTC, Projects Officer and Clerk for the Meeting, Jo Davis - BRTC, Civic & Office Manager and Host for the Meeting

1. Chairman's Welcome and Introduction

The Chairman opened the Meeting at 6.33pm and welcomed those present.

2. To note the resignation of Caitlin Baker and to appoint a new Vice-Chairman

It was proposed, seconded and carried that Adam Bell be appointed Vice-Chairman of the Climate Change Topic Team.

3. To Approve the Notes from the Meeting held 15th July 2020 and the Notes from the presentation on the 25th November 2020

Approved.

4. Update from Committee Clerk including the recommendations from the Climate Change Topic Team which were considered by the Community Engagement and Environment Committee at their Meeting held on the 12th October 2020

The Committee Clerk reported that all the recommendations to the Community Engagement and Environment Committee had been agreed and any action points initiated.

5. To consider the list of 20 questions for local Councils that had been produced by a member of the CCTT and how to proceed

Some members of the CCTT had not received the list or had time to consider the questions. As it was felt that this item had been outstanding for some time it was agreed for the Clerk to re-circulate the list. Members would then consider the questions and email her with details of which ones they felt should be put to Bognor Regis Town Council along with any associated comments. The Clerk would collate the responses and in liaison with the Chairman, submit to the Community Engagement and Environment Committee for consideration and possible recommendation to Full Council.

6. Feedback and comments from the presentation held on the 25th November 2020

General feedback on the presentation was positive. During the discussion that followed, a number of suggestions and ideas that were prompted as a result of the presentation included:

- Suggestions to ADC regarding makeover of regeneration sites that could include a food forest
- Ask ADC to consider something greener
- Create food forest by the Rife to include artisan trades that could become a tourist attraction as well as combating climate change
- Get a team together to draw up plans, promote and petition
- Write to ADC to find an area within Bognor Regis and find funding to "green it up"
- Link in with Community Gardeners, ParkVision and ADC and other community groups such as Men's Sheds
- Green mapping
- Previous regeneration plans did not go anywhere but now could be the time
- BT site needs serious attention - something could be done there
- Identify sites and random areas that could be re-wilded and share on Bognor.today
- Focus on the bees and bee corridors
- Bee friendly planting
- Buy and distribute bee friendly seed packages
- Contact bee-keepers association to find suitable land
- Work with landowners
- Cycle points investigate available grants to fund
- Form a Citizens Assembly
- Revisit Neighbourhood plan and make it tougher-make it greener
- Investigate compulsory purchase orders

7. Recommendations to the Community Engagement and Environment Committee

The CCTT agreed to make the following recommendations to the Community Engagement and Environment Committee:

- To submit the collated responses relating to the 20 questions for Councils for consideration and possible recommendation to Full Council
- To request that a budget be identified to purchase some bee attracting seeds for distribution to encourage re-wilding

8. Items for future Agenda including: Citizens Assembly, Neighbourhood Plan, Green Map, compulsory purchase orders

Following discussion, it was agreed that the following items be placed on the next or future Agenda for full discussion

- Forming a Citizens Assembly
- Revisiting the Neighbourhood Plan
- Compulsory Purchase Orders

- Cycle points
- Consider writing to ADC to find an area within Bognor Regis that the group can "green-up"

Prior to the associated meeting, details and information relating to the above items will be circulated for members to enable an informed discussion.

9. Date of next Meeting

The Chairman lost connection at this point and was unable to rejoin the meeting. It was therefore agreed to close the meeting and arrangements for the next meeting would be made by the Clerk in association with the Chairman.

The Meeting closed at 7.45pm

LIST OF QUESTIONS TO COUNCILS

1. Has a climate emergency been declared?
Yes
2. Does this include biodiversity as well as carbon emissions?
Not discussed
3. When was it declared?
4th November 2019
4. What was the target date for net zero?
No target has been set
5. Does this include the whole area or just council operations?
Town Council can only operate within the 5 wards
6. Have they committed to an action plan?
No
7. Has a climate emergency steering group been formed?
The Climate Change Topic Team
8. What date is the action plan due to be written by?
N/A
9. Have local XR representatives been asked for their input on the plan?
N/A
If that date has passed has an action plan been produced?
N/A
10. Has the action plan been published on the council web page?
N/A
11. If no action plan, has a new date been set?
No
12. Does the action plan call for a Citizens' Assembly?
The CCTT are discussing this and will make their recommendation to the Council
13. If yes, is there a proposed date for that and has a budget been allocated?
N/A at this stage
14. Is the action plan SMART and costed?
N/A
15. Is there regularly reported information available on the council's progress towards net zero targets?
No
16. Is the council graphing their progress to net zero and other targets?
No
17. Has the council committed to divest from fossil fuels (and by when?)
N/A

18. Does the council post minutes of climate emergency steering group on website?

Yes

19. What is the council already doing/ what examples of best practice can we learn from?

20. Has a budget been discussed and set for any climate emergency projects already underway and is there a reserve amount for future projects?

Not at this stage

Bee bombs are a mix of 18 British wildflower seeds, fine, sifted soil and locally sourced clay. The seeds are native species and designated by the Royal Horticultural Society as "Perfect for Pollinators".

Bee bombs just need to be scattered onto cleared ground to create a wildflower meadow that will #bringthebeesback.



20-49 units - £3.22 per unit plus VAT
50-99 Units - £2.97 per unit plus VAT
100-399 Units - £2.81 per unit plus VAT
400 units plus - £2.47 per unit plus VAT

AGENDA ITEM 10

BOGNOR REGIS TOWN COUNCIL ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 8th FEBRUARY 2021

AGENDA ITEM 10 - FLEXIBLE COMMUNITY FUND INCLUDING: • TO NOTE THE UTILISATION OF THE FLEXIBLE COMMUNITY FUND FOR THE 2020/21 ALLOWANCE • RATIFICATION OF THE REMAINING BALANCE OF £501 PAID TO ST MARY'S CATHOLIC SCHOOL TOWARDS INSTALLATION COSTS FOR A DEFIBRILLATOR

REPORT BY THE PROJECTS OFFICER

**FOR INFORMATION
& DECISION**

Members are asked to note the Flexible Community Fund (FCF) Budget for 2020/21 has now been fully utilised. Therefore, no further applications can be considered for this financial year.

Members are asked to ratify the following decisions, as agreed by the Town Clerk and Chairman under Delegated Authority and supported by the following Members; Cllrs: Brooks, Miss. Needs, Ms. Sharples, Smith and Mrs. Warr.

- £501 paid to St Mary's Catholic School to enable the installation of a defibrillator that was purchased by the school through fundraising.

DECISIONS

Members are asked to **NOTE** that the FCF budget for the year ending 31st March 2021 has been fully utilised.

Do Members **AGREE** to **RATIFY** the donation of £501 to St Mary's Catholic School towards the installation of a defibrillator?

FLEXIBLE COMMUNITY FUND APRIL 2020 - MARCH 2021

Opening Balance	£490.00	
2020/21 Allocation	£5,000.00	
Total to date for 2020/21	£5,490.00	
Less		
	£490.00	ROX
	£699.00	EcoSwap
	£350.00	MSH
	£2,200.00	Bognor Regis Youth FC
	£500.00	Makerspace CIC
	£750.00	Bognor Yacht Club
	£501.00	St Mary's Catholic School
Total Available	NIL	

BOGNOR REGIS TOWN COUNCIL
ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
8th FEBRUARY 2021

AGENDA ITEM 11 - UPDATE ON YOUTH PROVISION

REPORT BY THE PROJECTS OFFICER FOR INFORMATION & DECISION

Sussex Clubs for Young People (SCYP) continue to provide termly reports. The latest report for the November and December period is available for any Member who wishes to view. Prior to the latest Lockdown, CREATE was continuing to operate out of the 39 Club as the Phoenix Centre remains closed.

During this recent lockdown SCYP are still delivering face-to-face sessions from the 39 Club for those young people with the highest level of need. These sessions are carried out strictly within the COVID regulations. Contact has been made with other young people who were attending CREATE and the 39 Club and online sessions are being delivered.

Keely Hardy has left SCYP and is now working with U CAN Spray C.I.O. As Members may recall, U CAN Spray have delivered some artwork projects in the Town Centre and concentrate on a more targeted outreach approach. However, a recent meeting with the two groups and the ADC Safeguarding Officer has identified opportunities for both organisations to work together to deliver a joint project to tackle some of the anti-social behaviour activities that have been happening in and around Bognor Regis. Further discussions will be taking place in partnership with the ADC Anti-Social Behaviour team and other agencies.

There are a number of concerns relating to child exploitation, county lines, abuse and mental wellbeing, all of which is being particularly heightened due to lockdown for a number of reasons. Some work to combat this is already being undertaken in Littlehampton delivering some successful outcomes. It is therefore welcome news that there may be an opportunity to deliver something similar in Bognor Regis to help tackle this.

It has been brought to the attention of the Chairman that West Sussex County Council may be considering the disposal of some of their built assets including those that currently accommodate youth clubs and other community organisations. Some of these buildings have been closed and have remained so since the first lockdown and there is a possibility that they may not re-open following the easing of the current lockdown.

The Chairman and other Members are concerned that if this should be the case, the organisations who currently rent or use these facilities will not have anywhere to operate from putting the delivery of youth provision and other much needed community services under threat.

WSCC have recently announced that proposals for a re-design of the Early Help Services are being prepared. Although no formal decision has been made around the future of its operational assets, it is likely they will be leased under a single

transfer to a partnership group, rather than sold. Various parties have already begun to Register an Interest to take over the ongoing management of these buildings including SCYP.

Members are asked to consider if they wish to instruct Officers to look further into this matter to clarify the current WSCC position regarding the disposal process and report back to this Committee for further consideration.

DECISION

Do Members AGREE for Officers to gather further information and clarify the intended WSCC position with a report back to this Committee?

AGENDA ITEM 12

BOGNOR REGIS TOWN COUNCIL ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 8th FEBRUARY 2021

AGENDA ITEM 12 - TO NOTE THE UPDATE ON WORKS TO THE TOWN HALL CLOCKS AND RATIFY THE OVERSPEND OF THE MILLENNIUM & OLBYS CLOCKS MAINTENANCE BUDGET - MIN. 126 REFERS

REPORT BY TOWN CLERK

FOR DECISION

Members will recall that a report on the damage that had occurred to one of the hands on the clock in the tower at the front of the Town Hall, and the subsequent repairs that had taken place, was made at the Meeting held on 7th December 2020 (Min. 126 refers).

It was also reported that further faults had occurred with both clocks located on the front and back of the building, which it had been suggested by the contractor may be due to the age of the Inverter and the PCB board, as both of these parts were original from the initial installation back in 2000. Following a further visit, these have now been replaced at a cost of £1,458.00 plus VAT.

An earmarked reserve of £655, being the balance of Millennium funds set aside for clock maintenance when the clock at the front of the Town Hall was originally installed, has been used towards this unexpected expense. However, Members are asked to note that although the small balance of funds remaining in the Millennium & Olbys Clocks Maintenance Budget this year has also been used, this will not cover the balance outstanding, which will result in an overspend of the budget of £709.17 which will be funded by any general underspends or from reserves at the end of the financial year.

DECISION

Members are asked to NOTE the update and RATIFY the overspend of the Millennium & Olbys Clocks Maintenance Budget by £709.17 to fund this necessary maintenance.

BOGNOR REGIS TOWN COUNCIL
ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
8th FEBRUARY 2021

AGENDA ITEM 13 - TO CONSIDER A BRIEF FOR THE BEACH ACCESS TOPIC TEAM IN RESPONSE TO THE ADC DECISION TO LOOK AT BUDGETING FOR BEACH ACCESS WHEN THEY SET BUDGETS FOR 2021/2022 - MIN. 136 REFERS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION
& DECISION

At the last meeting Members agreed to reinstate the Beach Access Topic Team in response to the ADC decision to look at budgeting for Beach Access when they set their 2021/22 budgets.

Members are therefore asked to provide the Topic Team with a brief and offer some guidance on objectives and how they are expected to proceed.

Members are asked to note that there has not been any direct correspondence from ADC regarding their position on Beach Access or any indication from them as to how BRTC or the Beach Access Topic Team will be included in the project since the correspondence received from the ADC Chief Executive in January 2020*, which was prior to the most recent ADC decision to look at budgeting for Beach Access.

**This letter was reported to the Committee at the Meeting held on the 20th January 2020*

DECISION

Members are invited to AGREE a brief for the Beach Access Topic Team.

BOGNOR REGIS TOWN COUNCIL
ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
8th FEBRUARY 2021

AGENDA ITEM 14 - CONSIDERATION OF A REQUEST FROM A MEMBER OF THE PUBLIC TO SUPPORT A "CHANGING PLACES" FACILITY FOR THE DISABLED TO BE INCLUDED IN FUTURE REGENERATION PLANS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION
& DECISION

A request has been received from a member of the public asking for the Council to support a changing places facility for those disabled who cannot access standard disabled facilities.

Members are asked to consider the comments received and advise how they wish to proceed:

"I should very much like the Council to consider supporting a "changing places" facility for those disabled who cannot access a normal disabled toilet. These facilities provide a space and equipment to change undergarments of those who are unable to stand or need to lay down. Once a child reaches a certain size then baby change facilities become impossible. My daughter is 21 and should she need changing when out the options I have are to lay her on the floor of a public toilet (no chance) or change her in the back of the car which is totally undignified (I refuse). What this means is an undignified and uncomfortable trip home and an aborted outing. With the plans for regeneration and wheelchair access to the beach I think this is an absolute necessity for locals and visitors alike. Every town should have one!"

DECISION

Members are invited to AGREE how they wish to proceed.

ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT
COMMITTEE – 8th FEBRUARY 2021

GENERAL CORRESPONDENCE

1. Email: Member of the public regarding the disused toilet block in Marine Park Gardens
2. Email: Rampion 2 re launch of public consultation
3. Email: Right at Home Chichester & Bognor Regis re Support Your Neighbourhood Scheme
4. Email: Dementia Outreach