



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road  
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Dear Sir/Madam,

## **MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE**

I hereby give you Notice that a Meeting of the Community Engagement and Environment Committee of Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm** on **MONDAY 6<sup>th</sup> DECEMBER 2021**.

Please note that the doors to the Town Hall will be closed at 6.20pm and no entry will be possible after this time.

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.

Any member of the public wishing to attend the meeting must pre-book a place by emailing [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk) before midday on Monday 6<sup>th</sup> December 2021. A maximum of six places will be available for this meeting. No entry will be permitted to those who have not pre-booked a place.

All pre-booked attendees will be provided in advance with COVID guidance for the use of the Town Hall and this guidance must be adhered to at all times.

An opportunity will be afforded to those **members of the public** who have pre-booked a place to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee.) Any written question received by 9am on Monday 6<sup>th</sup> December from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

It is intended that the meeting may be viewed remotely via the Town Council's Facebook page.

**DATED THIS 29<sup>th</sup> NOVEMBER 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, Other Registrable 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, Other Registrable 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 or Other Registrable 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 Meeting held on 4<sup>th</sup> October 2021
4. Adjournment for public questions and statements
5. Clerk's Report
6. Adjournment to receive a presentation from Chris Cook, Chief Executive of Sussex Clubs for Young People
7. Consideration of the proposal from Sussex Clubs for Young People to support youth provision for Bognor Regis as per the presentation
8. Ward Allocation Environmental Projects Budget including:
  - Ratification of any spend and the utilisation of any remaining funds including £250.00 donation from Hotham Ward, £375.00 donation from Pevensey Ward, £250.00 from Marine Ward, £250.00 from Orchard Ward and £125.00 from Hatherleigh Ward totalling £1,250.00 to the Carnival Association for Christmas Switch-On event
  - Consideration of a proposal from a member of the public for a notice board to be funded from Hotham Ward
9. Flexible Community Fund including:
  - To note and determine any applications
  - To Ratify the decision to award £400.00 to Arun Community Transport
10. Beach Access including consideration of the outcome of the ADC Environment & Neighbourhood Services Committee meeting held 17<sup>th</sup> November 2021 and liaison with the Beach & Sea Access Topic Team on how to proceed
11. To consider response to the ADC Bognor Regis Sunken Gardens Public Consultation on Concept Proposals
12. Bognor Regis in Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Non-Quorate Meeting held on the 9<sup>th</sup> November 2021
13. To receive details of a public consultation, launched by West Sussex Fire & Rescue Service, around proposals for their Community Risk Management Plan 2022-2026, and to consider next steps
14. Correspondence

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE  
COUNCIL CHAMBER IF REQUIRED**



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## **MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 4<sup>th</sup> OCTOBER 2021**

### **PRESENT:**

Cllr. W. Smith (Chairman); Cllrs. J. Barrett,  
J. Brooks, H. Jones, Mrs. S. Staniforth and  
Mrs. J. Warr

### **IN ATTENDANCE:**

Mrs. S. Hodgson (Projects Officer)  
Mrs. J. Davis (Civic & Office Manager)  
1 member of the public in the public gallery  
1 member of the press in the public gallery  
Cllr. S. Goodheart in the public gallery

*The Meeting opened at 6.30pm*

### **33. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone present and read the Council's opening statement.

Apologies had been received from Cllr. Miss. Needs due to continuing Covid restrictions. No apologies had been received from Cllr. Cunard.

In the absence of Cllr. Cunard, Members unanimously **AGREED** that Cllr. Barrett be appointed Vice-Chairman for this meeting.

### **34. DECLARATIONS OF INTEREST**

The Chairman addressed each participating Member in alphabetical order 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
- b) whether it is a Disclosable Pecuniary, Other Registrable 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 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 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 a Disclosable Pecuniary interest in agenda item 8 as a Director of Mancave Movement Ltd and requested it be recorded in the Minutes that he would be leaving the meeting during discussion***

***Cllr. Mrs. Staniforth declared an Ordinary Interest in Agenda item 12 as an ADC Member and stated that she may make a different decision if considering the matter at the District Council at a later date***

**35. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 9<sup>th</sup> AUGUST 2021**

Members were asked if there were any objections to the Minutes of the last Committee meeting, held on the 9<sup>th</sup> August 2021.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 9<sup>th</sup> August 2021 as an accurate record of the proceedings and the Chairman duly signed them.

**36. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS**

***The Chairman adjourned the Meeting at 6.34pm***

The Clerk read out a Statement from the Chairman of the Beach and Sea Access Topic Team as follows:

*"Bognor Regis Beach and Sea Access Topic Team's (BASATT) sole purpose is to help achieve Beach and Sea Access to the foreshore of Bognor Regis Beaches for all residents and visitors who have limited mobility over the shingle.*

*The ADC Environment and Neighbourhood Services Committee (E&NS Committee) meeting held on 23<sup>rd</sup> September 2021 were lobbied by BASATT. All ADC E&NS Committee members, other ADC Councillors, all Bognor Regis Town Councillors together with the Chief Executive and Philippa Dart – ADC Director of Services were emailed regarding the proposed new Option 4A that DID NOT ACHIEVE Beach and Sea Access to Bognor Regis foreshore.*

*The E&NS Committee did not approve this recommendation but has asked for a working party to be set up for Bognor Regis Beach Access to the foreshore.*

*BASATT ask that the Bognor Regis CE & E Committee approve the following requests below and work with BASATT, ADC E&NS committee and the new working party to achieve Full Beach and Sea Access to the foreshore.*

*The requests are:*

- 1. Support the request that members of BASATT be part of the working party. These members to be Bognor Regis residents who are not Councillors and should include persons with a disability and/or limited mobility*
- 2. CE & E Committee support BASATT recommendations and allow us to work independently with the Working Party if necessary*
- 3. That Bognor Regis Town Councillors give their support to BASATT and Bognor Regis Beach and Sea Access to the foreshore project*

*Residents and visitors to Bognor Regis deserve complete Full Beach and Sea Access to the foreshore, anything less is unacceptable.*

*Apologies for not being able to attend committee meeting due to current mobility issues and thank you in anticipation of your support."*

The Chairman stated that this would be discussed under Agenda item 12.

A member of the public said he was disappointed to see that the wind shields were not being used on the promenade bandstand during Sunday's concert when they were very clearly needed and asked if ADC could make sure they were available for the next concert.

The Clerk advised that this question would be taken to the next Events, Promotion and Leisure Committee Meeting as there was some relevant information relating to this comment pertinent to that Committee.

A member of the public also spoke of the advantages of using 70gsm paper for printing over other weights as it is cheaper and has less impact on the environment. For example, using 70gsm over 80gsm has a saving of 12.5%, for 90gsm 22.22%, and 100gsm 30%. He reported that the ADC Climate

Change Officer is to recommend that this change be considered at ADC and would like BRTC to consider following suit.

Cllr. Goodheart raised the following points from the public gallery:

- To ask Members to support the proposal for extra funding for tree planting for the Queen's Platinum Jubilee
- That he hoped that as Bognor Regis is a seaside resort, beach access was important to all Councillors and to appreciate the physical impact on regular users of the beach to gain access to the foreshore
- To advise Members that ParkVision are looking to resurrect their vision to plant more trees as part of the Queen's Platinum Jubilee celebrations
- That he was looking forward to hearing the debate on the Phoenix Centre and 39 Club as this is an important provision for the youngsters of the Town and he hopes Councillors will support this and take it forward
- That he agrees with the previous comments relating to the bandstand.

***The Chairman reconvened the Meeting at 6.49pm***

**37. CLERK'S REPORT**

**37.1 Update on recycling of Poppy Wreaths - 12<sup>th</sup> April 2021 - Min. 157.1 refers**

Contact has been made with Sarah Boote-Cook and arrangements are being made to progress this.

**37.2 Appointment of Vice-Chairman**

Members are asked to Note the appointment of Cllr. Cunard as the Vice-Chairman of the Community Engagement and Environment Committee as unanimously agreed by Council at their meeting held on 6<sup>th</sup> September 2021 - Min. 79.4 refers.

**37.3 Climate Emergency Focus Group**

Preparations are being undertaken to arrange a date for the next meeting during October.

**37.4 Rampion 2**

There are no further updates at this time .

**38. TO RECEIVE THE NOTES FROM THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON THE 16<sup>th</sup> SEPTEMBER 2021**

The Projects Officer's report, including the notes of the Online Community Engagement Open Forum held on the 16<sup>th</sup> September 2021, was **NOTED**.

There were no items from the report that Members wanted to include on a future agenda.

Members unanimously **AGREED** to return to Councillor Drop-in Surgeries for the daytime session and for Officers to make the necessary arrangements.

Members further unanimously **AGREED** that for the winter period, evening sessions would remain online.

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

The Projects Officer's report, confirming that there had been no expenditure since the last meeting requiring ratification, together with the accompanying Appendix were **NOTED**.

**40. FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE AND DETERMINE ANY APPLICATIONS; CONSIDERATION OF THE APPLICATION FROM MANCAVE MOVEMENT LTD; TO UNDERTAKE A REVIEW OF HOW THE FLEXIBLE COMMUNITY FUND IS PROMOTED**

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

**Bognor Regis Money**

Members were asked to consider a Flexible Community Fund (FCF) application received from Bognor Regis Money for the sum of £350.00 to support a community event in November as part of a nationwide Fraud Awareness campaign.

Following discussion Members unanimously **RESOLVED** to support the application from Bognor Regis Money to the tune of £350.00

***The Chairman redeclared a Pecuniary interest in the following FCF application as a director of the Mancave Movement Ltd and left the room at 6.56pm***

Members **AGREED** that the Vice-Chairman preside over the meeting for the next part of this Agenda item.

**Mancave Movement Ltd**

An application from Mancave Movement Ltd was received on the 23<sup>rd</sup> August 2021 and circulated to Members for consideration to enable the Town Clerk, in association with the Chairman, to determine under Delegated Authority.

At that time Cllr. Miss. Needs was the only respondent and, therefore, the Town Clerk was unable to process the application as a majority response is required. Therefore, Members are now required to consider the application as previously circulated.



A Member felt that although the application did not fully meet the criteria, mental health wellbeing for men was very much needed and to support this application would not only show confidence in what Mancave were trying to achieve but would also help them get off the ground. He further stated that he was aware that one of the other Directors was an ex-Councillor which in his opinion was reassuring.

Another Member stated that she too felt it was important to assist and support mental health provision which is crucial at this time.

Following discussion Members unanimously **RESOLVED** to support the application from Mancave Movement Ltd to the tune of £500.00

***Cllr. Smith re-joined the meeting at 7.01pm and retook the Chair***

Members were asked if they would like to undertake a review of how promotion of the FCF is interpreted to assist with future applications.

It was unanimously **AGREED** that the Clerk would put together a standard interpretation for all to use going forward.

**41. PROPOSALS AND REQUIRED BUDGETS FOR 2022 TO 2023 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE INCLUDING: FLEXIBLE COMMUNITY FUND, YOUTH PROVISION, PLAYDAYS, WARD ALLOCATION, SURGERIES, OPEN FORUMS AND TOPIC TEAMS AND THE BOGNOR REGIS IN BLOOM WORKING GROUP**

The Projects Officer's report was **NOTED**.

Following discussions, the following budgets were proposed:

**41.1 Flexible Community Fund - current budget £5,000**

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee that this amount be raised to **£7,000** for the 2022/23 municipal year.

**41.2 Youth Provision - current budget £10,000 for match funding opportunities**

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee that this amount remain the same at **£10,000** for match funding opportunities for the 2022/23 municipal year.

**41.3 Playdays - current budget £3,500**

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee that this amount be raised to **£4,500** for the 2022/23 municipal year.

**41.4 Ward Allocation - current budget £2,000**

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee that this amount be raised to **£4,000** for the 2022/23 municipal year.

Members felt that although the Ward Allocation budgets for some Wards had not been utilised, this was because the amounts are too small to do anything of relevance with.

**41.5 Surgeries, Open Forums and Topic Teams - current budget £1,000**

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee that this amount remain the same at **£1,000** for the 2022/23 municipal year.

**41.6 Bognor Regis in Bloom - current budget £1,750**

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee that this amount remain the same with a budget of £750 for Competition Expenses and £1,000 for Environmental Projects totalling **£1,750** for the 2022/23 municipal year.

**41.7** Members were further asked to consider a recommendation from the Bognor Regis in Bloom Working Group for an additional budget to be made available to allow for tree planting as part of the Queen's Platinum Jubilee and specifically as part of the Queen's Green Canopy initiative.

***Members AGREED to suspend Standing Orders and adjourn the meeting at 7.20pm to allow Cllr. Goodheart to speak from the public gallery on this subject***

Cllr. Goodheart reported that ParkVision were collaborating with ADC to create a "tree-lined avenue" located in, and around the boundary of, Bognor Regis and were seeking support from Bognor Regis Town Council and neighbouring parishes. He advised that they are looking at possibly 11 established trees at an estimated cost of £4,500 but would also like to expand this.

The BRTC Civic & Office Manager, who was also in attendance, advised Members that the BRTC Planning and Licensing Committee had, to date, received Community Infrastructure Levy (CIL) payments totalling £750. One of the CIL projects agreed by the Committee was the planting of a tree-lined avenue in Bognor Regis, paid for using CIL monies and with funding sourced from partnership working. It was possible, therefore, that at least £750 could be sourced from CIL monies currently available to the Town Council.

***The Chairman reconvened the meeting at 7.23pm***

Following discussion Member unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee that a budget of **£5,000** additional funding

be made available to the Bognor Regis in Bloom Working Group to allow for additional tree planting as part of the Queen's Platinum Jubilee.

**42. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE ONLINE MEETING HELD ON THE 31<sup>st</sup> AUGUST 2021**

The Projects Officer's report, including the notes of the non-quorate Online Meeting of the Bognor Regis in Bloom Working Group held on 31<sup>st</sup> August 2021, was **NOTED**.

**42.1** Members unanimously **AGREED** to **RATIFY** the expenditure of £305.80 for flowers for the 2 x flowerbeds, which had been planted up as part of this year's competition and a subsequent £20.40 for 2 x composite winners' plaques to be funded from the current year's Competition Expenses budget.

**42.2** Members further unanimously **RATIFIED** the decision made under Agenda item 9, regarding additional funding being made available to allow for tree planting as part of the Queen's Platinum Jubilee - Min. 41.7 refers.

**43. YOUTH PROVISION INCLUDING: TO RECEIVE THE NOTES OF THE YOUTH PROVISION STEERING GROUP MEETING HELD 22<sup>nd</sup> SEPTEMBER 2021 AND UPDATE ON THE WSCC DECISION TO CLOSE THE PHOENIX AND FIND IT OUT CENTRES**

The Project Officer's report, including the Notes of the Youth Provision Steering Group Meeting held on 22<sup>nd</sup> September 2021 was **NOTED**.

A Member spoke of the importance of ensuring that the Phoenix Centre and the Find It Out Centre buildings remain open and continue to be made available for young people and other community groups.

Members unanimously **AGREED** to **SUPPORT**, in principle, Sussex Clubs for Young People's immediate plans as outlined in the report subject to; business plans/due diligence/support of the community and to further consider match funding opportunities at a later stage to secure these valuable assets for the community.

**44. BEACH ACCESS INCLUDING; CONSIDERATION OF THE ADC DECISION FROM THEIR MEETING HELD 23<sup>rd</sup> SEPTEMBER 2021, CONSIDERATION ON HOW TO PROCEED**

The Project Officer's report and accompanying appendix was **NOTED**.

Members were pleased that the beach access options are to be revisited by ADC and delighted that ADC Councillors are keen to bring the meetings to Bognor Regis and to undertake a site visit to see first-hand the problems facing access to the foreshore at Bognor Regis.

A Member drew attention to the fact that ADC initially suggested that BRTC should lead on this project which led to the formation of the Beach and Sea Access Topic Team (BASATT). Therefore, it was important that this group be represented within any working groups that ADC form. He also hoped that this would be a non-political group.

Members **AGREED** to lobby ADC Group Leaders to ensure the BASATT are included when they set the Terms of Reference at their November meeting and to further suggest they seriously consider feedback from disabled and ambulant disabled members of the community.

Members unanimously **AGREED** to send a letter to ADC Group Leaders to reflect these recommendations and further **AGREED** to hold a meeting of the BASATT as soon as possible.

#### **45. UPDATE ON THE "SEASIDE GARDENS" 9<sup>th</sup> AUGUST 2021 - MIN. 24.3 REFERS**

The Project Officer's report was **NOTED**.

A Member spoke of his disappointment that ADC were not inclined to support a more formal bedding display in the Steyne Gardens along with the comments that in the past formal bedding has never worked well. He can provide photos over many years that show a very pretty display of bedding plants. However, he felt that it would be prudent to press on and seek advice from the ADC Parks and Greenspace Manager on what sort of bedding would work.

Following discussion in was **AGREED** to defer the item to allow Members to make further enquiries and bring it back to a future agenda. It was also suggested that Members talk to community gardeners, residents and the Town Council's Town Force team to see what has worked well in the past.

#### **46. CORRESPONDENCE**

The correspondence list as circulated with the Agenda was **NOTED**.

A Member asked for details of item 7 on the correspondence list to be forwarded to him.

***The Meeting closed at 7.53pm***

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE  
6<sup>th</sup> DECEMBER 2021**

**AGENDA ITEM 8 - WARD ALLOCATION ENVIRONMENTAL PROJECTS  
BUDGET INCLUDING:**

- **RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY REMAINING FUNDS INCLUDING £250.00 DONATION FROM HOTHAM WARD, £375.00 DONATION FROM PEVENSEY WARD, £250.00 FROM MARINE WARD, £250.00 FROM ORCHARD WARD AND £125.00 FROM HATHERLEIGH WARD TALLING £1,250.00 TO THE CARNIVAL ASSOCIATION FOR CHRISTMAS SWITCH-ON EVENT**
- **CONSIDERATION OF A PROPOSAL FROM A MEMBER OF THE PUBLIC FOR A NOTICE BOARD TO BE FUNDED FROM HOTHAM WARD**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

Members are invited to Note the balances for the Ward Allocation budgets for 2021/22 as appended to this report (**Appendix 1**).

**Ratification of any spend and the utilisation of any remaining funds including £250.00 donation from Hotham Ward, £375.00 donation from Pevensey Ward, £250.00 from Marine Ward, £250.00 from Orchard Ward and £125.00 from Hatherleigh Ward totalling £1,250.00 to the Carnival Association for Christmas Switch-On event**

Members will be aware that some Members had agreed to allocate funds from their 2021/22 Ward Allocation to assist the Carnival Association with their Christmas Switch-On event on 27<sup>th</sup> November 2021. The following awards have been made and require ratification by the Committee: -

Hotham - Cllrs. Mrs. J. Warr and J. Barrett - £250.00

Pevensey - Cllrs. Mrs. S. Daniells, S. Reynolds and J. Erskine - £375.00

Marine - Cllrs. M. Stanley and B. Waterhouse - £250.00

Orchard - Cllrs. P. Woodall and K. Batley - £250.00

Hatherleigh - Cllr. A. Cunard - £125.00

Members are therefore asked to ratify the sum of **£1,250.00** as detailed above.

**DECISION**

Do Members **AGREE** to **RATIFY** the amount of £1,250.00 paid to the Carnival Association from the various Ward Allocations towards the Christmas Switch-On event as detailed above?

**Consideration of a proposal from a member of the public for a notice board to be funded from Hotham Ward**

The Town Council had been approached, back in August, by a member of the public to release a little funding in Grant Aid for a notice board to be erected

outside the shops at Madeira Avenue on the Glenwood Estate. The Glenwood community really needs a notice board for public notices, and it would have been invaluable when Covid and lockdown started. It will be very useful to announce elections, but also events which affect the estate. Neighbourhood watch schemes could also advertise.

Details of how to apply for Grant Aid funding was sent to the resident and Ward Allocation funding was identified as an alternative with a suggestion of how to contact the relevant Ward Councillors to seek their support in this.

No application for Grant Aid funding was received by the deadline and the member of the public emailed the Hotham Ward Councillors in October to request their support for this proposal. Tentative enquiries were also made with the Town Force Manager about the cost for the Town Council to make and install a noticeboard. However, the availability of reasonably priced noticeboards online, which the Manager felt might be a cheaper option than the cost of Town Force labour and materials were also highlighted to the resident. There is an added complication that the licences and permissions to excavate the highway that would be required to enable Town Force to install a notice board are not currently in place until training courses, previously cancelled, could be rescheduled.

Following further communication from the resident, as no response had been received from Ward Councillors to this request, it was agreed that the matter would be put on the agenda for this meeting to see if Members are willing to support this request. The member of the public has been asked to provide a ballpark figure as to how much funding they would be looking for although this information has not been received at the time of writing this report.

There is currently £424.00 remaining in the Hotham Ward Budget Allocation made up of £250.00 remaining from the 2021/22 Budget and £174.00 in earmarked reserves. Hotham Ward Councillors are therefore asked whether there is support for this request and if so to consider how they wish to proceed whilst being mindful that no indication of the level of funding required has been provided to date.

## **DECISION**

Members are asked to advise how they wish to proceed?

## WARD ALLOCATION 2021/22

FUNDS	HOTHAM		MARINE		ORCHARD		PEVENSEY		HATHERLEIGH	
Allowance 2021/22	£500.00		£500.00		£500.00		£375.00		£125.00	
Funds B/Fwd from 2020/21	£174.00		NIL		£750.00		£3.00		£250.00	
<b>Sub Total</b>	<b>£674.00</b>		<b>£500.00</b>		<b>£1,250.00</b>		<b>£378.00</b>		<b>£375.00</b>	
Funds allocated in 2021/22	£250.00	Donated to Carnival Committee for Xmas Event	£250.00	Donated to Carnival Association for Xmas Event	£250.00	Donated to Carnival Association for Xmas Event	£375.00	Donated to Carnival Association for Xmas Event	£125.00	Donated to Carnival Association for Xmas Event
<b>Total left Available</b>	<b>£424.00</b>		<b>£250.00</b>		<b>£1,000.00</b>		<b>£3.00</b>		<b>£250.00</b>	

*\*£49.00 Earmarked from the old **Marine North Ward** to purchase more beach litter posters.*

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE  
6<sup>th</sup> DECEMBER 2021**

**AGENDA ITEM 9 - FLEXIBLE COMMUNITY FUND INCLUDING:**

- **TO NOTE AND DETERMINE ANY APPLICATIONS**
- **TO RATIFY THE DECISION TO AWARD £400.00 TO ARUN COMMUNITY TRANSPORT**

**REPORT BY THE TOWN CLERK**

**FOR INFORMATION  
AND DECISION**

Member's attention is drawn to the following:

**The criteria for the Flexible Funding Application is:**

"to offer small sums of money for extra-ordinary circumstances, or for the purchase of emergency items that cannot wait or fall outside the criteria for the Town Council's Standard Grant Aid procedure"

**To Note and Determine any Applications**

There are no new applications to be considered by the Committee at this time.

**To ratify the decision to award £400.00 to Arun Community Transport**

Flexible Community Fund Application - Budget remaining prior to award £770.00 (**Appendix 1**).

**Application from Arun Community Transport for funding** - to enable them to continue to expand community transport into the Bognor conurbation by strengthening the infrastructure within Arun Community Transport. This organisation is beginning to receive more and more requests from the Bognor Regis area to access their services. They require the funding to purchase some equipment that will assist with the co-ordination of delivery and any amount will be match funded.

Members are asked to ratify the decision to support the application from Arun Community Transport for £400.00, as agreed by the Town Clerk and Chairman under Delegated Authority and confirmed via email by the following Members: Cllrs: Barrett, Brooks, Miss. Needs, Mrs. Staniforth and Mrs. Warr.

**DECISION**

Members are asked to **RATIFY** the decision to support the application from Arun Community Transport for £400.00.



## FLEXIBLE COMMUNITY FUND APRIL 2021 - MARCH 2022

2021/22 Allocation	£5,000.00
Less funds awarded	£1,920.00 South Coast Sports £500.00 Bognor Regis Sailing Club £960.00 Bognor Regis Youth FC £350.00 Bognor Regis Money <u>£500.00</u> Mancave Movement Ltd
Total allocated to date	£4,230.00
Budget remaining	£770.00
Award to be ratified	£400.00 Arun Community Transport
Budget now remaining	<u>£370.00</u>

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE  
6<sup>th</sup> DECEMBER 2021**

**AGENDA ITEM 10 - BEACH ACCESS INCLUDING CONSIDERATION OF THE OUTCOME OF THE ADC ENVIRONMENT & NEIGHBOURHOOD SERVICES COMMITTEE MEETING HELD 17<sup>th</sup> NOVEMBER 2021 AND LIAISON WITH THE BEACH & SEA ACCESS TOPIC TEAM ON HOW TO PROCEED**

**REPORT BY THE TOWN CLERK**

**FOR INFORMATION**

**BACKGROUND**

At the Community Engagement and Environment Committee Meeting held on 4<sup>th</sup> October 2021, Members received a communication from the Chairman of the Beach & Sea Access Topic Team who was not able to be present, which included the following requests: -

*BASATT ask that the Bognor Regis CE&E Committee approve the following requests below and work with BASATT, ADC E&NS Committee and the new working party to achieve Full Beach and Sea Access to the foreshore.*

*The requests are:*

- 1. Support the request that members of BASATT be part of the Working Party. These members to be Bognor Regis residents who are not Councillors and should include persons with a disability and/or limited mobility*
- 2. CE&E Committee support BASATT recommendations and allow us to work independently with the Working Party if necessary*
- 3. That Bognor Regis Town Councillors give their support to BASATT and Bognor Regis Beach and Sea Access to the foreshore project*

The Project Officer's report to the Community Engagement and Environment Committee advised that the ADC Environment and Neighbourhood Services Committee had discussed Beach Access at Bognor Regis at their meeting on 23<sup>rd</sup> September 2021. At that meeting, many of its Members felt that none of the options really addressed the issue of providing beach access and a site visit should be arranged for Members to see first-hand the high level of stones to appreciate the need for better access, along with some partnership working with the Bognor Regis Town Council and community organisations. Furthermore, a working party and site visit should be considered. It was proposed for the report to be taken back to the November meeting of the ADC Environment and Neighbourhood Services Committee when Group Leaders would have provided a list of named Members to sit on a Working Party and for Terms of Reference to be set.

This was discussed by the Committee and an excerpt from the Minutes of the Community Engagement and Environment Committee Meeting of 4<sup>th</sup> October 2021 is detailed below outlining the decision taken for Member's ease of reference: -

*Members were pleased that the beach access options were to be revisited by ADC and delighted that ADC Councillors were keen to bring the meetings to Bognor Regis.*

*A Member drew attention to the fact that ADC initially suggested that BRTC should lead on this project which led to the formation of the Beach and Sea Access Topic Team (BASATT). Therefore, it was important that this group be represented within any working groups that ADC form. He also hoped that this would be a non-political group.*

*Members **AGREED** to lobby ADC Group Leaders to ensure the BASATT are included when they set the Terms of Reference at their November meeting and to further suggest they seriously consider feedback from disabled and ambulant disabled members of the community.*

*Members unanimously **AGREED** to send a letter to ADC Group Leaders to reflect these recommendations and further **AGREED** to hold a meeting of the BASATT as soon as possible.*

The letter was sent by the Project's Officer to the ADC Group Leaders urging them to ensure that any working group formed by ADC included a representative/s from the Beach & Sea Access Topic Team. They felt it was important that local people from Bognor Regis are able to have some input into such an important and much needed resource for the Town and urged them to make this a priority when setting out the Terms of Reference.

The matter was further discussed at the ADC Environment and Neighbourhood Services Committee on the 17<sup>th</sup> November 2021 and the following was **RESOLVED**: -

1. The establishment of a Bognor Regis Beach Access Working Party be supported based on the following terms: -
  - (a) Terms of Reference – to consider the issues surrounding the provision of an access to the beach for the disabled and elderly persons in Bognor Regis and to examine the options available for such an access.
  - (b) To determine what part of the beach to improve access to (waterline or shingle etc) and to consider options for geographic location.
  - (c) The Working Party will report to Environment Committee.
  - (d) Size of the Working Party – 6 Arun District Councillor seats with two further seats (without voting rights) to be offered to the Bognor Regis Town Council Access Group.
  - (e) Nominations to the seats – Cllrs. Worne, Needs, Brooks, Staniforth, Edwards and English - to be confirmed by the relevant Group Leaders immediately if the proposal is accepted by Environment Committee.
  - (f) The Chair of the Working Party would be elected at its first meeting.
  - (g) Proposals for the allocation of seats if vacancies occur – to be for the relevant Group Leader / Bognor Regis Town Council Access Group to fill the vacant seat as appropriate and this information to be reported to the next Environment Committee Meeting.
  - (h) The Working Party will take the form of a Task & Finish exercise and conclude in not more than 12 months from the date of the first meeting.

- (i) Timescale for the work to be undertaken – the first meeting of the Working Party will be in Spring 2022 with the site visit timed appropriately for sufficient daylight at around the time of Low Water.
  - (j) Presentation(s) will be made by officers as soon as possible to enable the Council to progress with any recommendations it supports.
- 2.
- (a) An invitation be extended to Bognor Regis Town Council Access Group for two representatives to join the Working Party (without voting rights).
  - (b) The suggestion be made to Bognor Regis Town Council Access Group that Cllr. Goodheart be one of the two Group representatives should they choose to accept the invitation – this and the second representative to be confirmed by Bognor Regis Town Council Access Group.
  - (c) Review its terms of reference at its first meeting or thereafter and recommend any change back to Environment Committee.
  - (d) Make any recommendations to Environment Committee based on the Terms of Reference – it will have no decision-making authority.
  - (e) Meet in private unless it agrees that it will work to the Meeting Procedure Rules at Part 5 of the Council's Constitution. Meetings will be held virtually until such time as the Working Party considers that 'in person' meetings are appropriate and then they shall be held in Bognor Regis Town Hall.

As can be seen above, ADC Environment and Neighbourhood Services Committee have agreed for two representatives from the Beach and Sea Access Topic Team to join the Working Party (without voting rights). Also, that the suggestion be made to Bognor Regis Town Council Access Group that Cllr. Goodheart be one of the two Group representatives should they choose to accept the invitation.

Whilst noting that the first meeting of the Working Party will be in Spring 2022, official notification from ADC of this decision is now awaited. Once received a meeting of the Beach and Sea Access Topic Team will be arranged in the New Year to consider this further.

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE  
6<sup>th</sup> DECEMBER 2021**

**AGENDA ITEM 11 - TO CONSIDER RESPONSE TO THE ADC BOGNOR REGIS  
SUNKEN GARDENS PUBLIC CONSULTATION ON CONCEPT PROPOSALS**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR DECISION**

Arun District Council (ADC) have appointed LUC to undertake design improvements to the existing Sunken Gardens in Bognor Regis. The public consultation provides the opportunity to inform ADC of any thoughts about the emerging proposals. The consultation will close at 5pm on Monday 6<sup>th</sup> December 2021, however, to allow for the matter to be brought before this Committee, it has been agreed with ADC that the Town Council may submit any comments on the morning of 7<sup>th</sup> December.

ADC recognise that the Sunken Gardens are valued by the local community and so will be largely conserved in their current form whilst considering opportunities for refurbishment.

The project aims to:

- Enhance the quality of the landscape whilst retaining traditional features within the existing site footprint
- Activate the space and encourage families into the area
- Improve access for wheelchair users and young families
- Address anti-social behaviour on the site by activating the whole site and encouraging more visitors.

Further information, about the consultation, can be in **Appendix 1**.

**DECISION**

How do Members wish to proceed?

# Bognor Regis Sunken Gardens

## Public Consultation on Concept Proposals

November 2021



The public consultation for Bognor Regis Sunken Gardens is based online. This booklet provides a hard copy summary of the concept design proposals and questionnaire which are also available online at or using the QR code:



[www.lucmaps.co.uk/sunkengardens](http://www.lucmaps.co.uk/sunkengardens)

If you choose to complete this questionnaire by hand please return by **5pm on Monday 6th December** to:

**Arun District Council  
Bognor Regis Town Hall  
Clarence Rd, Bognor Regis,  
West Sussex, PO21 1LD**

The letterbox next to the main door of the Town Hall is emptied daily.

Alternatively if you telephone our contact centre on 01903 737500 they will complete the online survey on your behalf.

# Bognor Regis Sunken Gardens

## About the project

### Welcome to the Public Consultation for Bognor Regis Sunken Gardens

LUC has been appointed by Arun District Council to undertake design improvements to the existing Sunken Gardens in Bognor Regis. This public consultation is your opportunity to tell us what you think about the emerging proposals.

### Vision and Objectives

The Sunken Gardens are valued by the local community and so will be largely conserved in their current form whilst considering opportunities for refurbishment.

The project aims to:

1. Enhance the quality of the landscape whilst retaining traditional features within the existing site footprint.
2. Activate the space and encourage families into the area.
3. Improve access for wheelchair users and young families.
4. Address anti-social behaviour on the site by activating the whole site and encouraging more visitors.

### Site Context

The site is located within a key pedestrian route between the town centre and beach front.

Opportunities to draw visitors into the site are currently not being fully realised.



## Site History

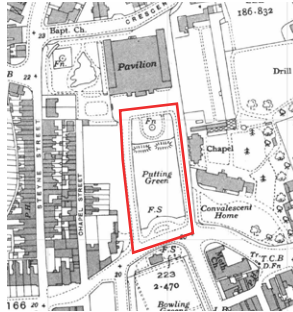
### 1932.....➔

- Convalescent homes within the centre of the site.
- Pavilion constructed post World War II.
- Open views from the south.



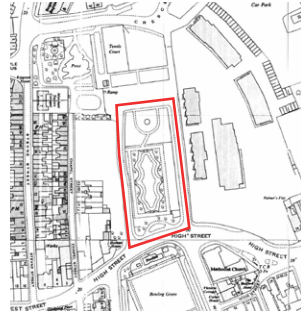
### 1940.....➔

- Site opened up as Pavilion Gardens.
- Pavilion hosts range of events including ballroom dancing.



### 1961-62 .....➔

- Sunken Gardens are constructed in layout that remains today.
- Pavilion is demolished following fire.



## Project Programme

**2021**

Concept design



Detailed design



Technical design



Construction



**2022**

Tender period

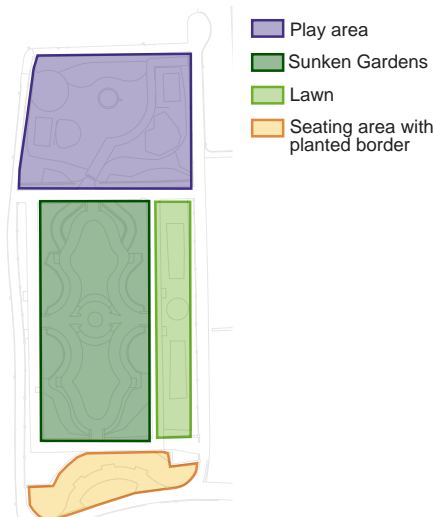




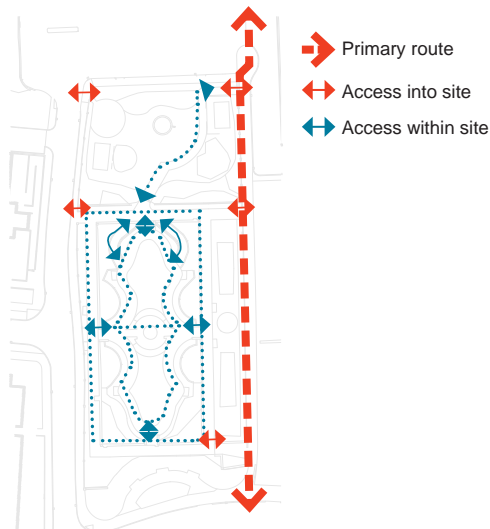
# Bognor Regis Sunken Gardens

## Existing Site: Issues and Opportunities

### Uses



### Access and Routes



- + Most play equipment is in good condition and offers good play value for all ages.
- Play surface needs replacing.
- + Potential to refurbish elements of the Sunken Gardens e.g. new benches, planting, paths.
- Area of lawn to the east lacks interest/appeal.
- Limited accessibility from the south with stepped access only.
- + Good circulation within the Sunken Gardens.
- Primary north-south route takes people straight past the site.



Existing junior climbing structure



View of the Sunken Gardens from the south-east

## Boundaries and Sight Lines

## Trees and Vegetation



- Site exists as a series of compartments as a result of the boundary walls and fences.
- Poor visibility into the site from the south.
- Partially hidden areas within the Sunken Gardens attract anti-social behaviour.
- Boundary treatment separates the play area from the rest of the site.
- Site contains a high proportion of high or good quality trees.
- A small number of low quality trees also restrict sight lines and could be removed.
- Trees and planting add character and appeal to the site.



Overgrown planting in the centre of the Sunken Gardens



Good quality London Plane trees around the play area

# Bognor Regis Sunken Gardens

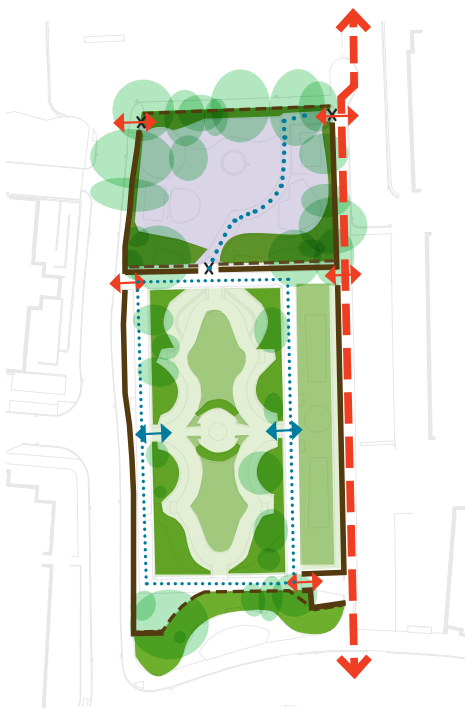
## Site-wide Sketch Proposals

### Design Concept

The design concept aims to:

- **Refurbish** the existing play area
- **Restore** the Sunken Gardens and improve visibility through the space
- **Activate** the area to the east of the Sunken Gardens
- Improve the **connectivity** and **accessibility** of the space, including a new southern entrance

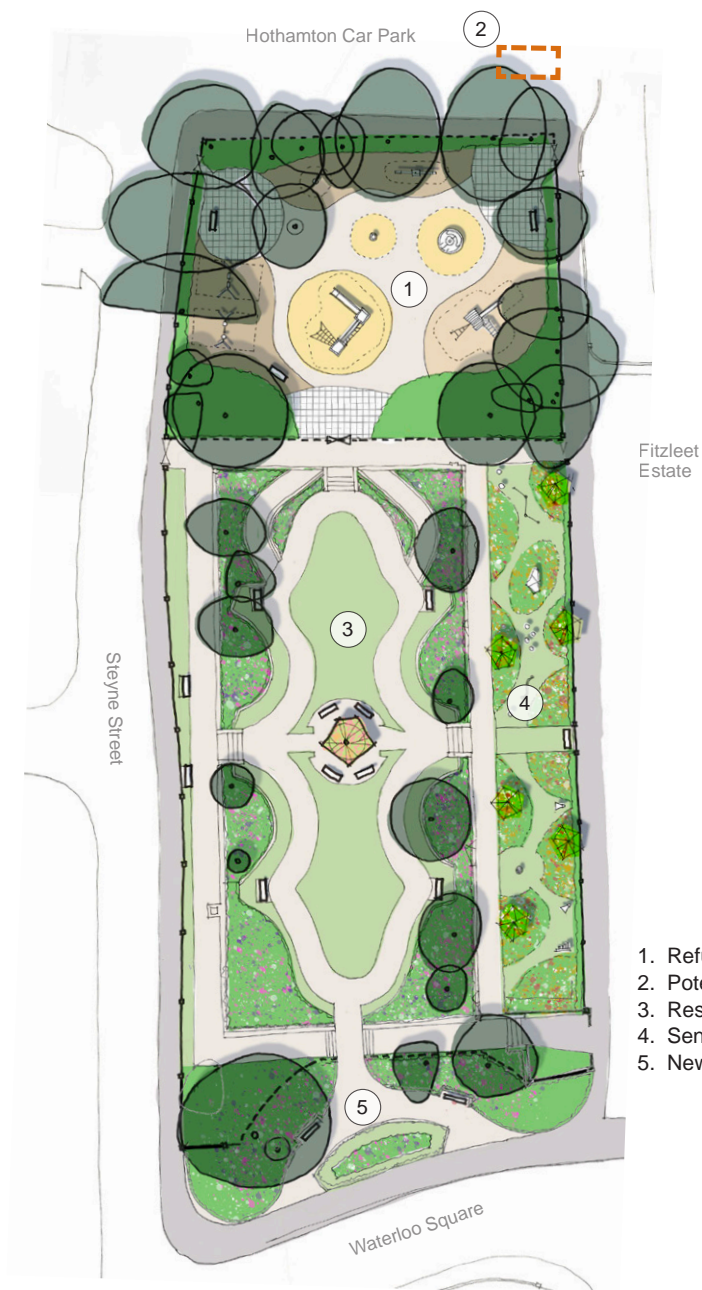
### Existing layout



### Proposed concept



## Sketch Proposals



1. Refurbished play area
2. Potential for mobile cafe
3. Restored Sunken Gardens
4. Sensory landscape
5. New southern entrance

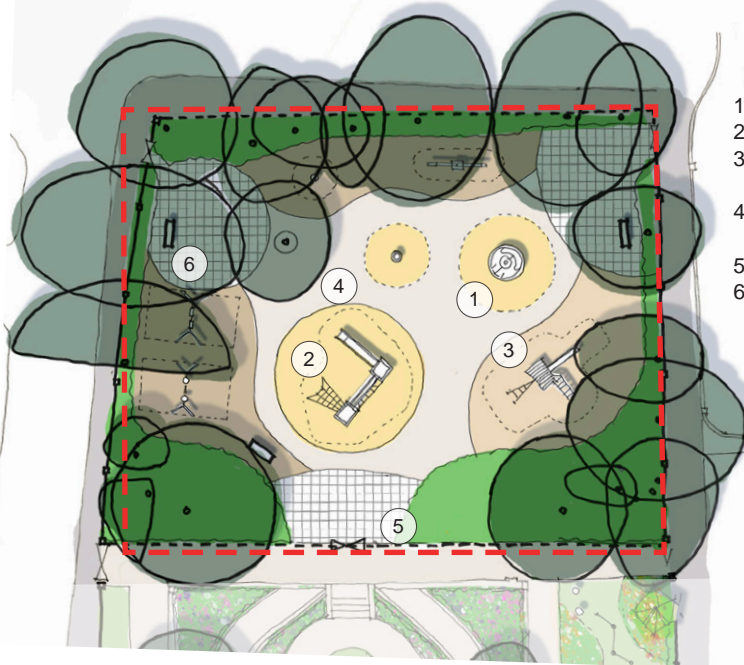


# Bognor Regis Sunken Gardens

## Play and Sensory Landscape

### Refurbished Play Area

The proposals aim to re-organise the existing layout, resurface the whole area and better connect the play area to the Sunken Gardens. Existing play equipment will be refurbished with a small number of new play elements



1. New accessible roundabout
2. New junior climbing structure
3. Existing play equipment refurbished
4. New safety surfacing and paving
5. New boundary fence and gate
6. Replacement seating



Robust and durable play equipment that challenges all age groups



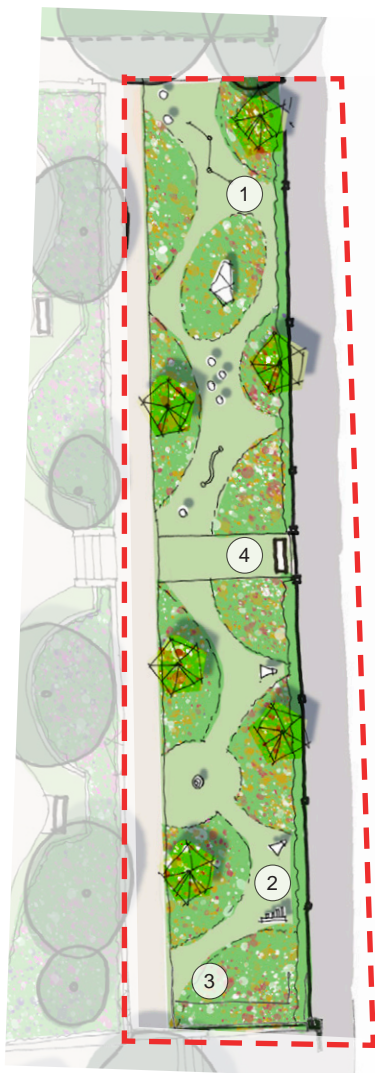
Play equipment that is accessible for all abilities



The design would be inspired by traditional ball room dancing at the former Pavilion

## Sensory Landscape

A new sensory landscape would help to activate the lawn to the east of the Sunken Gardens and provide a complementary offer to the existing play area. Subject to affordability this could include sensory and play trail elements.



Sensory play with musical elements referencing music nights at the Pavilion



Fun sculptural elements appear in the landscape inviting children to engage with their surroundings



Mown pathways through a meadow make an ever changing display full of movement, colour and wildlife.

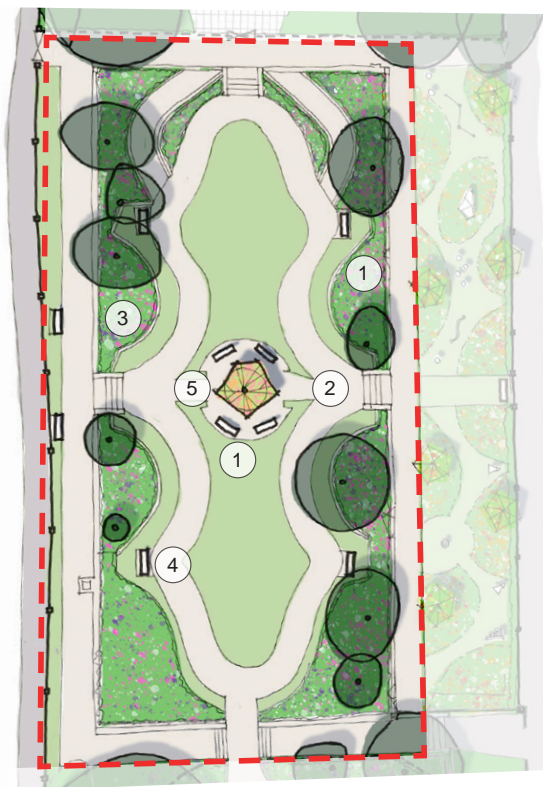
1. Potential to re-use existing play trail equipment
2. Potential for new musical and sculptural elements
3. Pathways cut into meadow
4. Potential for new entrance from footpath

# Bognor Regis Sunken Gardens

## Sunken Gardens and Southern Entrance

### Sunken Gardens

Restoration proposals include opening up views into the space and replacing existing benches. There is potential to further enhance the existing planting, including a new feature tree, and to re-surface the existing path.



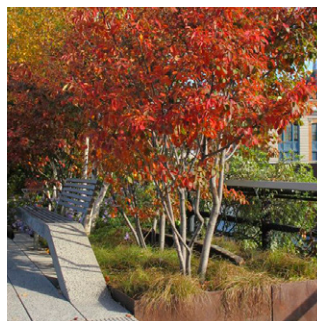
1. Views opened up through selective removal of vegetation
2. Potential to re-surface existing pathways
3. More varied planting with seasonal colours
4. Replacement seating
5. New feature tree and/or planting to the central area



New seating and planting



Improved visibility within the Sunken Gardens



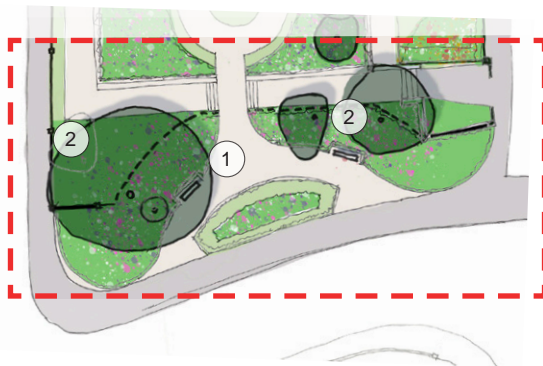
New feature tree and planting



## Southern Entrance

A new southern entrance would help to improve the accessibility of the Sunken Gardens for all ages and abilities. Selective removal of existing vegetation would open up views from the south, encouraging more visitors.

1. New southern entrance with level access
2. Selective removal of vegetation to improve views in



Sketch visual of southern entrance existing condition



Sketch visual of proposed new entrance and opening up of views



# Bognor Regis Sunken Gardens

## Public Consultation Questionnaire

The following questions seek your views on the proposals for improvements to the Sunken Gardens presented on the previous pages.

### Existing Site (Pages 4 and 5)

1. Thinking about the existing site, do you agree with the issues and opportunities identified?

*Circle a box to indicate your level of agreement*

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

(Do not agree)

(Strongly agree)

2. Are there any other existing site issues or opportunities you feel need to be taken into account? *Please specify*

### Concept Sketch Proposals (Pages 6 and 7)

3. Do you support the concept design for the site?

*Circle a box to indicate your level of support*

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

(Do not support)

(Strongly support)

4. Which areas of the site do you feel should be prioritised for improvements?

*Rank in order of priority 1-4*

☐

Play area (Page 8)

☐

Area to the east of the Sunken Gardens (Page 9)

☐

Sunken Gardens (Page 10)

☐

Southern Entrance (Page 11)

## Play Area Proposals (Page 8)

5. Which of following improvements do you feel are most important?

*Rank in order of priority 1-4*

- ☐ Re-design of the play area layout
- ☐ Improved play offer
- ☐ New site furniture e.g. seating, bins
- ☐ Improved planting

6. There is an opportunity to introduce a small number of new play items to the play area. What type of new equipment do you think would add most value to the existing play offer?

*Rank in order of priority 1-6*

- ☐ Replacement toddler cradle swings
- ☐ Replacement climbing structure and slide for younger children
- ☐ Accessible basket swing
- ☐ Accessible roundabout
- ☐ More challenging play equipment for older children
- ☐ More natural play elements e.g. stepping logs

7. Are there any other improvements you would like to see to the play area?

*Please specify*

## Sensory Landscape Proposals (Page 9)

8. Which of following improvements do you feel are most important?

*Rank in order of priority 1-3*

- ☐ Wildflower meadow
- ☐ Sensory play elements e.g. musical play items
- ☐ Improved connectivity with surrounding areas e.g. play area

9 Are there any other improvements you would like to see to area east of the Sunken Gardens? *Please specify*

## Sunken Gardens Proposals (Page 10)

10. Which of following improvements do you feel are most important?

*Rank in order of priority 1-5*

- ☐ Opening up of views to discourage anti-social behaviour
- ☐ New site furniture e.g. benches, bins
- ☐ Re-surfaced pathways
- ☐ New feature tree to the central area
- ☐ Planting refurbishment

11. Are there any other improvements you would like to see to the Sunken Gardens?

*Please specify*

## Southern Entrance Proposals (Page 11)

12. Do you support the proposals for a new southern entrance to the Sunken Gardens?

*Circle a box to indicate your level of support*

1

2

3

4

5

(Do not support)

(Strongly support)

## General Comments

13. Do you have any other comments about the proposals you would like to share?

*Please specify*

## Next Steps

Please complete the questionnaire by **5pm** on **Monday 6th December** and return to:

**Arun District Council**  
**Bognor Regis Town Hall**  
**Clarence Rd, Bognor Regis,**  
**West Sussex, PO21 1LD**

Feedback received will be used to inform the development of a preferred design for Bognor Regis Sunken Gardens over the winter period and into 2022.

## Thank you for your time!

# Sunken Gardens Refurbishment Project, Bognor Regis

## Frequently Asked Questions

### 1. What engagement has taken place so far?

- Early concept plans and a report were presented to Members of the Environment and Neighbourhood Services Committee on 23 September 2021. The report and minutes of the meeting can be found at [www.arun.gov.uk](http://www.arun.gov.uk) or via the following link [Arun District Council](#)
- ADC's consultants are also speaking with key stakeholders including Councillors, Officers and Bognor Community Gardeners to understand more about the site and its maintenance.

### 2. Will there be any further public consultation?

- The outcome of this public consultation will provide a clear direction for the project team. The results will inform the preferred design which will be delivered in line with the project programme and therefore no further public consultation is required.

### 3. How much will this scheme cost?

- The total budget for the project is £300K with a capital cost of £230K.

### 4. When do you expect the project to start on the ground and be completed?

- The construction phase of the project is expected to commence in Summer 2022 and be completed in Autumn 2022.

### 5. Will this scheme impact on the residents living nearby?

- The works are expected to be phased so that sections of the garden will be closed temporarily as the improvements are delivered. During the construction period, the contractors will work to minimise any disruption to local businesses and residents.

### 6. Will the Sunken Gardens be retained?

- The intention of the project is to retain and enhance the Sunken Gardens.

### 7. Will the scheme be replacing or removing the existing planting?

- The design involves the selective removal of some planting to open up views. Most of the planting will be retained and enhanced.

### 8. Will this scheme improve accessibility?

- The proposals are seeking to create a new accessible entrance to the gardens, as well as the addition of inclusive play equipment.

### 9. How will the scheme address the current issues of anti-social behaviour?

- The design proposals will discourage anti-social behaviour by activating the gardens. This will be achieved by opening up views within the site and encouraging more visitors to all areas.

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE  
6<sup>th</sup> DECEMBER 2021**

**AGENDA ITEM 12 - BOGNOR REGIS IN BLOOM WORKING GROUP -  
CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND  
REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE  
9<sup>th</sup> NOVEMBER 2021**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meeting held on 9<sup>th</sup> November 2021 (**Appendix 1**).

As Members will note, this meeting was not quorate and therefore Members are asked to **RATIFY** the following recommendations:

- That a donation of £100 be granted to Southway Primary School, funded from the remaining Environmental Projects budget, for the purchase of gardening equipment, to help with this and any future tree planting projects at the school.
- That the following amounts, totalling £604.77, be funded from the current year's Competition Expenses budget:
  - Food for the Awards Evening - £136.79
  - Additional food items for Awards Evening - £23.00
  - Flowers and sundries for the Awards Evening - £23.98
  - Engraving of the 2021 In Bloom trophies - £108.00
  - Venue and linen hire at 'Seasons' Bognor Regis Football Club - £205.00
  - 9 x 'winners' plaques for Awards Evening - £108.00

**DECISIONS**

Do Members **AGREE** to **RATIFY** the following expenditure: -

- Donation to Southway Primary School for gardening equipment of £100?
- Expenditure for the Awards Evening totalling £604.77 as detailed above?

# NOTES AND RECOMMENDATIONS

## Bognor Regis Town Council Bognor Regis in Bloom Working Group Tuesday 9<sup>th</sup> November 2021

**PRESENT:** Cllr. S. Goodheart and Mrs. J. Warr, also Mr. P. Dillon, Mrs. G. Edom (Tree Warden), Mrs. M. Huntingdon, Mr. B. Jackson, Mr. B. Jackson, Mrs. J. Jackson, Mr. D. Meagher and Mrs. R. Vervecken (Committee Clerk)

*The Meeting began at 10.08am*

*It was noted that the meeting was non-quorate and that any decisions would need to be made as Recommendations to the Community Engagement and Environment Committee*

### **1. APOLOGIES FOR ABSENCE**

Apologies had been received from Mr. J. Jones-McFarland, Ms. P. Keane and Cllr. P. Woodall.

### **2. APPROVAL OF THE NOTES OF THE MEETING HELD ON 12<sup>th</sup> MARCH 2019 AND THE NON-QUORATE NOTES OF 30<sup>th</sup> APRIL 2019, 27<sup>th</sup> JUNE 2019, 29<sup>th</sup> AUGUST 2019 AND 3<sup>rd</sup> OCTOBER 2019, 16<sup>th</sup> JANUARY 2020, 22<sup>nd</sup> NOVEMBER 2020, 22<sup>nd</sup> MARCH 2021, 17<sup>th</sup> MAY 2021, 6<sup>th</sup> JULY AND 31<sup>st</sup> AUGUST 2021**

As the meeting was not quorate, the Notes would be formally approved at the next quorate meeting but, in the meantime, they were **RECOMMENDED** to the Community Engagement and Environment Committee.

### **3. TO NOTE REMAINING BALANCES OF 2021/22 FUNDING AND CONSIDER EARMARKING ANY REMAINING FUNDS. TO ALSO NOTE BUDGETS FOR THE COMING YEAR (INCLUDING ANY POTENTIAL BUDGET FOR QGC TREE PLANTING)**

#### **Available in Earmarked Reserves:**

Competition Expenses: £1,623.75  
Environmental Projects: £2,643.08  
Fundraising Budget: £621.57

**Members noted the remaining balances for 2021/22 funding as the following:**

Competition Expenses: £97.48  
Environmental Projects: £745.17

The Committee Clerk (CC) reported that the £305.80 (£254.83 without VAT), which had been recommended to the Community Engagement and Environment Committee at the last In Bloom Meeting of 31<sup>st</sup> August 2021,

was funded from the Environmental Projects budget, rather than the previously noted Competition Expenses budget. This decision was made to ensure there was no overspend on the current year's Competition Expenses budget, of which £97.48 now currently remains. This was **NOTED**.

Members discussed the remaining budgets, as reported above. The CC informed Members that there were items further on the agenda, which if Members were in agreement, would use up some of the Environmental Projects budget.

As there was still time to earmark any remaining monies at the next meeting, before the 31<sup>st</sup> March 2022, Members **AGREED** not to earmark any remaining balances at this stage, particularly as there is the possibility of other projects using up some of these remaining funds.

Members **NOTED** the budgets for next year (1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023) as £750 for Competition Expenses and £1,000 for Environmental Projects. Budgets relating to the Queen's Green Canopy (QGC) were deferred until later in the meeting.

**4. TO CONSIDER PURCHASING PERENNIAL GROUND COVER PLANTS (ERIGERON), TO SUPPORT BOGNOR COMMUNITY GARDENERS (BCG), IN PLANTING UP VERGES AT VICTORIA ROAD SOUTH CAR PARK (KNOWN AS 'WEST END' CAR PARK), FOLLOWING A REQUEST FROM A MEMBER OF BCG. NB: THIS IS ON THE PROVISIO THAT LANDOWNERS WSCC HAVE PROVIDED BCG CONSENT FOR PLANTING HERE IN ADVANCE OF THE MEETING**

The CC reminded Members of the history of this car park being discussed at various In Bloom Meetings, over recent years. It has been confirmed that the car park is the property of WSCC, with the Town Council (through Town Force) having an agreement with WSCC to litter pick, clear rubbish, and remove graffiti, provide weed clearance and routine grass cutting and maintenance of the grass section. The BCG Member, prior to the meeting, confirmed WSCC had given the voluntary group permission to plant the verges around the car park and to maintain them. Members were delighted to hear the BCG are continuing to improve the aesthetics of the car park and noted the request for financial contribution to obtaining some erigeron and campanula, required for the verges. Margaret Huntingdon (MH), kindly offered to provide some campanula from her own garden, and will pot these up, in liaison with the CC. Members **AGREED** the CC should obtain some prices for approx. 20 small pots of Erigeron, with an estimated budget for this project set by Members at around £100. A specific price will be emailed to Members for agreement and will be formally ratified at the next meeting.

**5. TO CONSIDER SUPPORTING SOUTHWAY PRIMARY SCHOOL IN A TREE PLANTING PROJECT AT THE SCHOOL DURING NOVEMBER, FOLLOWING A REQUEST FROM A MEMBER OF BCG**

BCG are looking to support the Southway Primary School with bulb and tree planting on their school grounds. ADC are helping to provide bulbs and



compost, but BCG have approached In Bloom for additional funding to help provide gloves and tools for the 10–11-year-olds taking part.

Members discussed the best way to support this initiative, noting that it would be difficult to envisage exactly what tools/size tools would be most appropriate. After discussion, Members **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee, that a donation of £100 be granted to Southway Primary School, funded from the remaining Environmental Projects budget, for the purchase of gardening equipment, to help with this and any future tree planting projects at the school. The CC will liaise with the BCG member and the school, as to how this should be paid.

## **6. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:**

### **BRiB Annual Competition – wash-up of Awards Evening. Also, to ratify invoices including food, sundries, trophy engravings and 'Season's venue hire**

The Chairman very kindly thanked the CC for organising the Awards Evening. Emails had been received from some of the attendees, giving thanks for a wonderful evening and commenting on how glad they were that the event was able to go ahead this year. The Mayor also commented on the surprise and delight of one of the award winners, on receiving their winner's trophy.

Members also discussed some slightly more negative comments regarding aspects of the venue, including the lighting, which did not allow for the presentation boards with winner's photos to be seen very clearly. Comment was also made on the slideshow, and how it was unfortunate that the TV screens around the room were not working again this year, meaning that the display, worked so hard on, could not be clearly seen. Also, some Members felt the sound system was not as clear as it could have been. Members felt it would be important to bear this in mind for next year, when considering a location for the 2022 Awards Evening.

Various ideas for improving and developing next year's competition were considered by Members. These included incorporating the Queen's Platinum Jubilee into the entry form, perhaps with its own 'red, white and blue' planting category. Members felt it important to try to encourage more young people to get involved with their category. Although entry forms are sent out to all schools and nurseries in Bognor Regis and the surrounding parishes, as well as the Guides who partake in the Girlguiding competition, it was agreed a further push needed to be made, to increase the numbers entering. Ideas for this included approaching local youth centres, including the Bognor Regis Youth and Community centre at Westloats Lane, whose youth group recently undertook a gardening project. Other ideas included raising the age limit from under 11's to under 16's and asking them to create 'bug houses' etc rather than just planting, which may appeal to school age children more. One Member suggested 'encouraging' Southway Primary School to consider asking their pupils to enter, further to a

donation from the Working Group (as agreed in the item above). Members **AGREED** the CC should approach the school with this.

The Chairman asked Members to note that new category sponsors will be required for next year's competition, and the two years following (as part of a new 3-year sponsorship deal). Members were asked to begin approaching businesses who may be interested. The sponsorship does not require a large contribution from each business, merely the purchasing of a trophy (through the CC) and paying for the initial engraving.

MH has produced a draft version of next year's entry form, which will be discussed at the next meeting (January). MH informed Members of her wish to make the event more of a 'thank you' for residents who make their front gardens look beautiful, even if they do not wish to enter, with the suggestion that they are approached about having photos taken of their front gardens for display at the Awards Evening. This, along with the suggestions above will be discussed and decided upon at the next meeting.

As the meeting was not quorate, Members present **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee, that the following amounts, totalling £604.77, be funded from the current year's Competition Expenses budget (these are considered in the 'remaining' figures above):

£136.79 for food for the Awards Evening  
£23 for additional food items for Awards Evening  
£23.98 for flowers and sundries for the Awards Evening  
£108 for engraving of the 2021 In Bloom trophies  
£205 for venue and linen hire at 'Seasons' Bognor Regis Football Club  
£108 for 9x 'winners' plaques for Awards Evening

#### **7. TO NOTE INVOICE FOR HIRING OF REGIS CENTRE STUDIO 2, FOR IN BLOOM MEETING OF 31<sup>ST</sup> AUGUST 2021**

Members **NOTED** that, contrary to what was reported at the last meeting, the invoice from The Regis Centre, for the hosting of the In Bloom Meeting of 31<sup>st</sup> August, was funded from a separate Town Council room hire budget and therefore does not need to be funded by the WG.

#### **8. TO CONSIDER PROVIDING CHRISTMAS TREE/S FOR BOGNOR REGIS RAILWAY STATION (AS A STATION PARTNER), AS DISCUSSED AT THE LAST MEETING (31<sup>ST</sup> AUGUST 2021)**

The CC had met with Town Force and the Station Manager, on site, to look at possible locations for a Christmas tree, prior to the meeting. There is a large area on the concourse, next to the Amazon locker (and the other side of The\_Track window), which was suggested by the Station Manager. This area could fit a 10-12ft tree, with the bin currently sitting under the window, able to be moved by station staff in advance of any tree going in.

Members were pleased with this suggested location and queried whether The\_Track could be contacted, to see if they would like to part fund/work in partnership with In Bloom, in providing a tree. Members **AGREED** Joyce Jackson (JJ), should contact the Management Team, and ask them to liaise with the CC, to review this possibility.

Members unanimously **AGREED** any tree being 'sponsored' by BRiB should be a real tree, and around 10ft tall. David Meagher (DM) suggested a Scots pine tree, from the Forestry Commission. The CC informed Members that as there was no electricity supply inside the concourse, battery lights would be the only lighting option. Alternatively, Town Force have large baubles from tree sponsorships in previous years, that could be used and apparently look very effective, as a lighting alternative. Pat Dillon (PD) proposed looking at using electricity from The\_Track, if drilling through their wall is possible and they are happy to be involved with the project.

Members **NOTED** that further to the previously discussed £100 approximate spending on erigeron, for planting at Victoria Road car park, and a £100 donation to Southway Primary School, there would be around £545 left in the current Environmental Projects budget, which could be put toward this project. It was therefore **AGREED** that the CC should obtain some quotes for 10ft Christmas trees, including looking at Scots pine, as well as a base/pot for situating it in. Quotes will be emailed to Members for decision and ratified at the next meeting.

## **9. AREAS OF CONCERN/EYESORES IN THE TOWN FOR POSSIBLE IN BLOOM WORKING GROUP ATTENTION**

**Railway Station entrance** – Members commented on the litter outside the Station, and in the planting near to the entrance. JJM is aware of the ongoing situation.

**Church Path** – Unfortunately, this area is still being targeted by graffiti. The CC reiterated to Members that as Town Force are very short staffed, they are clearing graffiti here and around the Town, as soon as possible. One Member queried whether Town Force will be using an agency to help with graffiti removal. The CC will liaise with the Town Force Manager to ascertain this.

**Butlin's Roundabout** – Comment was made as to the condition of this, and other roundabouts in Town which are not as presentable as usual. Members acknowledged that WSCC now manage these roundabouts, with the Town Council no longer responsible for the sponsorship, and just providing grass cutting.

**Victoria Drive/Linden Rd Roundabout** – Members expressed their disappointment that this roundabout is still unsightly and potentially dangerous. The hazardous state of the roundabout makes it hard for coaches to drive around, and the loose bricks have been the subject of some anti-social behaviour toward neighbouring properties. The CC had

reported this to WSCC some months ago, with no response received. Members questioned whether a mini roundabout/some sleeping policemen may be more appropriate for this location. JJ will take some recent photos for forwarding to the CC. Members **AGREED** these should be sent to WSCC, along with the suggestion above.

**10. ANY TREE PLANTING PROJECT UPDATES TO BE REPORTED, INCLUDING DISCUSSIONS ON THE QUEEN'S GREEN CANOPY (QGC) INITIATIVE, THE RECENT 'NATIVE TREE TRAIL' IN HOTHAM PARK AND INVITATION FOR TREE WARDEN TO GIVE TALK AT NYEWOOD C OF E INFANT SCHOOL**

**Tree Warden Update:**

Gillian updated Members on her work at the Servite Cemetery, where she is working with L'Arche to now look at planting some trees in the enclosed areas. Gillian queried whether any funding may be available through the WG, the CC reiterated that this could be looked at once it is clarified whether the WG will be receiving any additional funding for tree planting.

Members were pleased to hear that Gillian had been invited to Nyewood C of E School to give five separate talks to different year groups, on the importance of trees, to tie in with their current learning topic 'God's wonderful world'. Gillian will be having a tour of the trees currently on the school site, prior to the assemblies, to gain insight into what they currently have and potentially offer some suggestions of trees which could be planted as part of the QGC. SG asked Gillian to liaise with the school about gaining their support for the 'avenue of trees', which would go past their boundaries. Gillian will provide updates on any of the above at the next meeting.

**ParkVision Update:**

SG reminded Members of the essence of the 'tree avenue', which it is hoped will be part of planting for the QGC. The avenue will run from Tesco to Rowan Way, with current commitment from several local businesses to contribute to this scheme financially. SG is in contact with the schools and industrial estates here, as well as the surrounding Parishes and WSCC. It is intended that established trees (around 3 metres/10ft plus), will be planted to create the 'avenue', rather than whips, to create an 'instant impact'.

At the last meeting, Members recommended to the Community Engagement and Environment Committee that In Bloom look to increase their budget for the forthcoming year, to help fund tree planting as part of the QGC. Members **NOTED** that Members of the Community Engagement and Environment Committee at their meeting of 4<sup>th</sup> October, decided the following:

"Following discussion Member unanimously AGREED to RECOMMEND to the Policy and Resources Committee that a budget of £5,000 additional funding be made available to the Bognor Regis in Bloom Working Group to allow for additional tree planting as part of the Queen's Platinum Jubilee".

Members were pleased this was being considered by the Policy and Resources Committee and discussed how this money would help fund tree planting projects suggested for the QGC by the Tree Warden, In Bloom and ParkVision, between now and the Jubilee year. The CC reiterated that if granted, this money would be in the ownership of Bognor Regis in Bloom, and that any quotes for purchasing of trees from groups, outside of the WG (such as ParkVision), would need to be agreed through In Bloom on an individual basis, before purchase. This was **AGREED**.

#### **11. UPDATE FROM VOLUNTEER PROJECTS INCLUDING BOGNOR COMMUNITY GARDENERS AND HOTHAM PARK VOLUNTEERS**

**Bognor Community Gardeners:** Litter picking is still being undertaken weekly at the Orchard. A design team chosen by ADC to work on the Sunken Gardens project, will soon be acquiring comments from BCG, as a volunteer group.

**Hotham Park Volunteers:** MH is looking after the Rose Garden, with most roses now being over for the year. Pruning is due to be undertaken in February. ADC have promised railings and berberis hedges to fill in the gaps around the borders.

#### **12. CORRESPONDENCE**

There was no correspondence.

#### **13. DATE OF NEXT MEETING**

The next meeting will be held on Tuesday 11<sup>th</sup> January at 10am.

***The Meeting ended at 11.51am***

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE  
6<sup>th</sup> DECEMBER 2021**

**AGENDA ITEM 13 - TO RECEIVE DETAILS OF A PUBLIC CONSULTATION, LAUNCHED BY WEST SUSSEX FIRE & RESCUE SERVICE, AROUND PROPOSALS FOR THEIR COMMUNITY RISK MANAGEMENT PLAN 2022 - 2026, AND TO CONSIDER NEXT STEPS**

**REPORT BY CIVIC & OFFICE MANAGER**

**FOR INFORMATION &  
DECISION**

West Sussex Fire & Rescue Service (WSFRS) has launched a public consultation around proposals for their Community Risk Management Plan (CRMP) 2022 - 2026.

This document sets out the direction of the service over the next four years, and as part of this WSFRS have six proposals that they are seeking feedback on.

The Town Council have been invited to view these proposals and take part in the public consultation.

The proposals include:

- Enhancing the retained (on-call) operating model
- Weekend protection, prevention and response improvements
- Improving protection, prevention and response performance in rural areas
- How WSFRS should deal with false alarms from automatic fire systems
- When they should review their Emergency Response Standards
- How WSFRS proposes to undertake a review of their specialist appliance requirements to consider current and future risks to firefighter and public safety

You can find more information on the six proposals [here](#), with the questions set out in the survey response form detailed in **Appendix 1**.

This is a key opportunity for communities and all partners to have their say on these proposals, and all of the responses will be assessed and used to inform WSFRS's final CRMP which they intend to publish in Spring 2022.

The closing date for responses is Friday 21 January 2022.

WSFRS have approached the Town Council with an offer to attend the next Council Meeting, on 4<sup>th</sup> January, to deliver a short presentation on their proposals and answer any questions Members may have.

Therefore, Members are invited to consider how they wish to participate in the consultation.

## DECISIONS

Do Members wish to consider and **AGREE** a response to the questions, as detailed in Appendix 1, in relation to the West Sussex Fire & Rescue Service public consultation around proposals for their Community Risk Management Plan (CRMP) 2022 - 2026?

Or

Do Members **AGREE** to circulate the consultation documents to all Members and invite them to submit an individual response before the deadline of 21<sup>st</sup> January 2022?

Or

Do Members **AGREE** to invite West Sussex Fire & Rescue Service to the Council Meeting to be held 4<sup>th</sup> January 2022, to deliver a short presentation on their proposals and answer any questions Members may have, before agreeing at the Council Meeting as to whether a joint response be submitted or as individuals?

# To what extent do you agree or disagree with the following proposals:

PLEASE TICK ✓ ONE BOX

We would like you to answer six questions as part of our public consultation. You'll be helping to shape our four-year plan for making West Sussex safer.

Take part in the survey via our consultation website.

[yourvoice.westsussex.gov.uk/crmp](https://yourvoice.westsussex.gov.uk/crmp)

**Closing date for responses:**  
**21 January 2022**

We encourage you to complete the online version of this questionnaire, but you can also complete the paper questionnaire and return it in the FREEPOST envelope included to arrive by the same date.

We will continue to provide regular updates through the West Sussex Fire & Rescue Service website.

[www.westsussex.gov.uk/fire](https://www.westsussex.gov.uk/fire)

## Proposal 1: Enhance our Retained Operating Model

We propose to increase the availability of our retained firefighters across West Sussex and ensure that our retained capabilities are matched to our community risks, providing long term viability and resilience. Do you:

- Strongly Agree ☐
- Agree ☐
- Neither agree nor disagree ☐
- Disagree ☐
- Strongly disagree ☐

## Proposal 2: Weekend Protection, Prevention & Response improvements

We propose to extend the current model at Burgess Hill, East Grinstead, Haywards Heath and Shoreham fire stations to provide immediate response cover, and protection and prevention activity 7am to 7pm seven days per week with a new flexible crewing model. Do you:

- Strongly Agree ☐
- Agree ☐
- Neither agree nor disagree ☐

- Disagree ☐
- Strongly disagree ☐

## Proposal 3: Improving Protection, Prevention & Response Performance in Rural Areas

We propose to enhance and modernise the existing COG provision to include 7 days per week, 7am to 7pm cover and to provide an increased focus on rural Prevention and Protection & Response activity. Do you:

- Strongly Agree ☐
- Agree ☐
- Neither agree nor disagree ☐
- Disagree ☐
- Strongly disagree ☐

## Proposal 4: Unwanted False Alarms - Changes to our Response

In its simplest form an automatic fire alarm system contains a means of detecting a fire and a means of raising the alarm. The automatic nature of these systems means there is a potential for the alarm to be raised by the system when a fire is not present. This is called an unwanted fire signal and is a false alarm.



# To what extent do you agree or disagree with the following proposals:

PLEASE TICK ✓ ONE BOX

**We are considering implementing one, or more, of the following approaches, which may collectively reduce the burden of unwanted fire signals and would like to understand your view on each one:**

## Measure 1

We propose to take a risk based approach where, in low risk commercial properties, we will no longer automatically respond to automated fire alarms. This approach would be done through the careful filtering of emergency calls and would become a pan-Sussex approach for East and West Sussex Fire and Rescue Services.

## Measure 2

We propose to introduce a charging scheme for responding to false alarms to encourage and promote the appropriate management and maintenance of automatic fire alarm systems to reduce the number of false alarms. A poorly designed system can result in fire detectors going off when there is no fire. Research shows engaging with businesses and getting building owners to revisit their system design can have a significant impact on the number of false alarms.

## Measure 3

We propose to use new technological developments to change the way that businesses manage potential false alarms and how we then consequentially respond. This would allow us both to better assess the incident type and severity to determine the most suitable response without automatically sending a fire engine to the property. If a fire is confirmed, we will always respond by sending the nearest fire engine.

Please provide your views for all measures.

Measure 1  
Measure 2  
Measure 3

- |                            |                          |                          |                          |
|----------------------------|--------------------------|--------------------------|--------------------------|
| Strongly Agree             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Agree                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Neither agree nor disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Disagree                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Strongly disagree          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Proposal 5: Review of Emergency Response Standards

We propose to maintain our existing Emergency Response Standards (ERS) while we undertake a review based on the new national risk methodology which is

currently being developed by the NFCC. When complete, we will consult with you if any changes to our ERS are proposed.

Do you:

- |                            |                          |
|----------------------------|--------------------------|
| Strongly Agree             | <input type="checkbox"/> |
| Agree                      | <input type="checkbox"/> |
| Neither agree nor disagree | <input type="checkbox"/> |
| Disagree                   | <input type="checkbox"/> |
| Strongly disagree          | <input type="checkbox"/> |

## Proposal 6: Enhanced Specialist Capability and Assets

We propose to undertake a risk-based review of our Specialist capability and asset requirements to ensure they are fit for purpose, both now and for the future and undertake a further consultation on any significant changes to our response arrangements. Do you:

- |                            |                          |
|----------------------------|--------------------------|
| Strongly Agree             | <input type="checkbox"/> |
| Agree                      | <input type="checkbox"/> |
| Neither agree nor disagree | <input type="checkbox"/> |
| Disagree                   | <input type="checkbox"/> |
| Strongly disagree          | <input type="checkbox"/> |

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE  
6<sup>th</sup> DECEMBER 2021**

**CORRESPONDENCE**

1. **Notification has been received that a report will be made at ADC's Economy Committee on the 19<sup>th</sup> January 2022 regarding the redesign and refurbishment of the Public Conveniences at Bedford Street, Bognor Regis. Unfortunately, details of this were received too late to be included as an Agenda item for this Community Engagement and Environment Committee Meeting. Therefore, the matter will be included on the Agenda for the Council Meeting to be held 4<sup>th</sup> January 2022, with Members invited to consider any comments to be submitted to ADC regarding the redesign and refurbishment of these Public Conveniences**
2. Email - Housing, Communities and Local Government Committee - Funding Adult Social Care
3. Glasdon - Essentials for Local Councils marketing information
4. Housing, Communities and Local Government Committee - Funding adult social care - Levelling-up Committee examines Government plans, Monday 29 November
5. 14 Busking Licences applications from WSCC
6. NALC - New suite of resources on young people launched. Circulated to Members.