



BOGNOR REGIS TOWN COUNCIL

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

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 4th OCTOBER 2021.**

Please note that the doors to the Town Hall will be closed at 6.30pm 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 before midday on Monday 4th October 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 4th October 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.

PLEASE NOTE THE VENUE

DATED THIS 28th SEPTEMBER 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 Meeting held on 9th August 2021
4. Adjournment for public questions and statements
5. Clerk's Report
6. To receive the Notes from the Online Community Open Forum Meeting held on the 16th September 2021
7. Ward Allocation Environmental Projects Budget including:
 - Ratification of any spend and the utilisation of any remaining funds
8. 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
9. 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
10. 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 31st August 2021
11. Youth Provision including:
 - To receive the Notes of the Youth Provision Steering Group Meeting held 22nd September 2021
 - Update on the WSCC decision to close the Phoenix and Find It Out Centres
12. Beach Access including:
 - Consideration of the ADC decision from their meeting held 23rd September 2021
 - Consideration on how to proceed
13. Update on the "Seaside Gardens" 9th August 2021 - Min. 24.3 refers
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 9th AUGUST 2021

PRESENT: Cllr. W. Smith (Chairman); Cllrs. J. Barrett,
J. Brooks and Mrs. J. Warr

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)
Mrs. J. Davis (recording the Meeting)
1 member of the public

The Meeting opened at 6.30pm

20. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

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

Apologies had been received from Cllrs. Miss. Needs and Mrs. Staniforth who are on annual leave and Cllr. Ms. Sharples due to family commitments. Late apologies were received by Cllr. Cunard due to working commitments.

No apologies had been received from Cllr. Jones.

21. 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.

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 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.

As per the Agenda, it is each Member's own 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.

There were no Declarations of Interest at this time

22. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 30th JUNE 2021

The Clerk drew Member's attention to Minute 9, paragraph 1 of the unconfirmed Minutes 30th June 2021. The Minutes previously circulated referred to the Notes for the Online Climate Change Topic Team, this however, should read Online Community Open Forum as reflected in the following paragraph of the Minutes.

The amendments were made in accordance with procedure and Members **RESOLVED** to **APPROVE** the Minutes of the meeting held on the 30th June 2021 as amended and they were signed by the Chairman.

23. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.34pm

A member of the public mentioned that a picture of the bandstand featured on the Town Council's website needed some adjustment.

The Chairman reconvened the Meeting at 6.35pm

24. CLERK'S REPORT

24.1 30th June 2021 – Min. 9 Refers – Update On Community Open Forum

Due to staffing resources and other commitments, it has not been possible to arrange an online Community Open Forum since the last meeting of the Committee. However, a meeting will be arranged during September.

There are currently two operational Topic Teams of this Committee, the Climate Emergency Focus Group and the Beach & Sea Access Topic Team. Both these groups are now well established with ongoing objectives. Therefore, Members may wish to consider using the September Community Open Forum to focus on looking for a new community project that the Town Council can support and play an active role in.

24.2 30th June 2021 – Min. 13 Refers – Update On Beach & Sea Access Topic Team Recommendations

Following this Committee's agreement to send a letter to ADC, based on the recommendations from the Beach & Sea Access Topic Team, the Committee Clerk confirmed that a letter had been sent to the ADC Chief Executive and copied to the Director of Services and the Director of Place.

24.3 30th June 2021 – Min. 16 Refers – Update On The "Seaside Gardens"

Following Members decision to approach ADC to ask them to consider the inclusion of more formal bedding in areas marked "gardens;" along with the proposal to include some partnership/sponsorship working with community groups for delivery, including Bognor Regis in Bloom, initial contact has been made with the ADC Parks & Greenspace Manager and any progress will be reported back to this Committee at the next meeting.

25. TO RECEIVE THE NOTES FROM THE CLIMATE EMERGENCY FOCUS GROUP ONLINE OPEN FORUM HELD ON THE 4th AUGUST 2021

The Projects Officer's report, including the notes of the Online Climate Emergency Focus Group Meeting held on the 4th August 2021, was **NOTED**.

26. 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**.

27. FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE AND DETERMINE ANY APPLICATIONS, TO RATIFY THE DECISION FOR THE APPLICATION FROM THE BOGNOR REGIS BOXING CLUB

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

Members unanimously **AGREED** to **RATIFY** the decision, as agreed by the Town Clerk and Chairman under Delegated Authority and confirmed via email by the following Members: Cllrs: Barrett, Brooks, Miss. Needs, Smith and Mrs. Staniforth, **not** to support the application from the Bognor Regis Boxing Club.

28. 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 6th JULY 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 6th July 2021, was **NOTED**.

Members unanimously **AGREED** to **RECOMMEND** to Council the additional appointment of Mr. P. Dillon and Mr. D. Meagher as co-opted members of the Bognor Regis In Bloom Working Group for the municipal year.

Members unanimously **AGREED** to **RATIFY** the expenditure of £30 for vouchers for the winners of the Guides Competition to be funded from the 2021 Competition Expenses budget.

29. UPDATE ON YOUTH PROVISION

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

30. RAMPION 2 PROJECT – UPDATE FROM CLLR. BARRETT ON THE ONLINE PUBLIC CONSULTATION FORUM FOR TOWN AND PARISH COUNCILS HELD 28th JULY 2021

Cllr. Barrett gave a verbal report.

The Rampion 2 public consultation began on the 14th July and runs until 16th September. Rampion are keen to get as much feedback as they can and information can be found by visiting their website <https://www.rampionoffshore.com/>.

Cllr. Barrett felt sure that the project was likely to go ahead and further felt that, whilst he acknowledges the Council have not committed to pledging its support at this time, with the ever-increasing climate change problems this would go some way to help combat the issue.

Some of the questions raised by Members were as follows:

Q. One of the concerns of some of the Members was knowing the size of the turbines, has that been established?

A. The existing turbines are no longer in production and the new ones will be undoubtedly bigger.

Q. How will this affect our local fishing and seabed?

A. The fishermen back the project as do environmentalists. Overall, there is a lot of enthusiasm for the project.

Q. Are they going to benefit Bognor Regis?

A. The power will feed into the national grid and ultimately back to the area.

31. TO RECONSIDER THE RECOMMENDATION BY THIS COMMITTEE TO COUNCIL TO FORMALLY COMMIT IN PRINCIPLE TO SUPPORTING A BUILT RAMP FOR BOGNOR REGIS (REFERRED BACK BY COUNCIL AT THE MEETING HELD 5th JULY 2021 – MIN. 45.6 REFERS)

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

Following discussion Members agreed to make amendments to the original proposal and therefore **AGREED** to **RECOMMEND** to Council to formally commit in principle to supporting beach access for Bognor Regis, subject to a review should any new ideas or proposals come forward and if BRTC will offer any financial support to the project either capital, revenue or operational.

32. CORRESPONDENCE

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

The Meeting closed at 6.53pm

AGENDA ITEM 6

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 4th OCTOBER 2021

AGENDA ITEM 6 - TO RECEIVE THE NOTES FROM THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON THE 16th SEPTEMBER 2021

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to note that the public attendance at the Online Meeting held on the 16th September was again minimal and as a result there were only 2 questions from members of the public to report back to the Community Engagement and Environment Committee (see attached **Appendix 1**).

Members are asked to consider if there is any value in continuing with the online daytime sessions. With the majority of people now back at work or going about their normal business, there does not appear to be the same appetite for this type of engagement as previously experienced.

Therefore, it is the Officer recommendation that Members consider returning to the Councillor Drop-in surgeries for the daytime sessions.

As we move into the winter period, evening sessions are likely to attract greater participation if they continue to be online. Therefore, it is further recommended to continue with the online evening sessions until the spring.

DECISIONS

To **NOTE** the notes from the Online Community Open Forum on 16th September.

Do Members **AGREE** to any future Agenda items following the questions raised at the Online Community Open Forum?

Do Members **AGREE** for Officers to make arrangements for a daytime Councillor Drop-in surgery for the next daytime session?

Do Members **AGREE** to continue with the Online Community Open Forum for the evening sessions for the winter period?

Questions and Statements from the Online Community Open Forum held on 16th September 2021

In attendance:

Bognor Regis Town Council: Cllrs: Smith (Chairman), Brooks, and Miss. Needs

Committee Clerk: Mrs. S. Hodgson

The following questions were put to Councillors:

- What does the Council think about the Rampion 2 Wind Farm?
- How can public consultation be valid if nothing is set in stone?

AGENDA ITEM 7

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
4th OCTOBER 2021**

**AGENDA ITEM 7 - WARD ALLOCATION ENVIRONMENTAL PROJECTS
BUDGET INCLUDING:**

- RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY
REMAINING FUNDS**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

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

There has been no expenditure since the last meeting that requires ratification.

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
Sub Total	£674.00	£500.00	£1,250.00	£378.00	£375.00
Less					
Total left Available	£674.00	£500.00	£1,250.00	£378.00	£375.00

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

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
4th OCTOBER 2021

AGENDA ITEM 8 - 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

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Flexible Community Fund Application - Balance £1,620.00 (**Appendix 1**).

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"

Bognor Regis Money.

Members are asked to Note and determine an application received from Bognor Regis Money for an amount of £350.00 as previously circulated.

Bognor Regis Money is a Community Group set up in July 2021 to support personal financial education and raise fraud awareness within the community. The funding is required to support a proposed event in November as part of the Fraud Awareness campaign. Grant Aid has not been applied for as the funding would not be released in time to support this event.

DECISION

Do Members **AGREE** to support the application from Bognor Regis Money for £350.00?

Mancave Movement Ltd

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

Cllr. 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 required to consider the application as previously circulated.

DECISION

Do Members **AGREE** to support the application from Mancave Movement Ltd for £500?

It would appear there is some misinterpretation of how the FCF is being promoted as recent applications do not match the required criteria. Members are therefore invited to agree a standard interpretation for use when promoting the FCF.

DECISION

Do Members **AGREE** to undertake a review of how the Flexible Community Fund is promoted and if so **AGREE** a standard interpretation for use when promoting the fund?

CE&E Committee Meeting
4th October 2021
Agenda item 8- Appendix 1

FLEXIBLE COMMUNITY FUND APRIL 2021 - MARCH 2022

2021/22 Allocation	£5,000.00
Less	£1,920.00 South Coast Sports £500.00 Bognor Regis Sailing Club £960.00 Bognor Regis Youth FC
Total Available	£1,620.00

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
4th OCTOBER 2021

AGENDA ITEM 9 - 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

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Flexible Community Fund

Current Budget £5,000

Members may wish to consider their budget recommendation for the 2022/23 Flexible Community Fund.

DECISION

Members are invited to **AGREE** their **RECOMMENDATION** for the 2022/23 Flexible Community Fund budget.

Youth Activities including Youth Provision and Playdays

Youth Provision

Current Budget £10,000 (for match funding opportunities)

Members may wish to consider their budget recommendation for Youth Provision match funding opportunities.

Playdays

Current Budget £3,500

Members may wish to consider their budget recommendation for Playdays Provision.

DECISIONS

Members are invited to **AGREE** their **RECOMMENDATION** for the 2022/23 Youth Provision budget.

Members are invited to **AGREE** their **RECOMMENDATION** for the 2022/23 Playdays budget.

Ward Allocation

Current Budget £2,000

Members may wish to consider their budget recommendation for Ward Allocation for the 2022/23 municipal year.

Individual Ward Breakdown:

Hotham Ward	£500.00
Marine Ward	£500.00
Orchard Ward	£500.00
Pevensy Ward	£375.00
Hatherleigh Ward	£125.00

DECISION

Members are invited to **AGREE** their **RECOMMENDATION** for the 2022/23 Ward Allocation Fund budget for the 5 Wards in the 2022/23 municipal year.

SURGERIES, OPEN FORUMS AND TOPIC TEAMS

Current Budget £1,000

Members are asked to consider their budget recommendation for the 2022/23 Surgeries, Open Forums and to further agree to expand this budget title to include the Topic Teams of this Committee.

DECISIONS

Do Members **AGREE** an expansion of the budget title to include Topic Teams of this Committee.

Members are invited to **AGREE** their **RECOMMENDATION** for the 2022/23 Surgeries, Open Forum and Topic Teams budget.

BOGNOR REGIS IN BLOOM

Current Budget £1,750

Breakdown

Competition Expenses	£750
Environmental Projects	£1,000

Members are asked to consider the Bognor Regis In Bloom Working Group Recommendation that the budgets for 2022/23 remain the same at £1,750

Members are further asked to consider the recommendation from the Bognor Regis In Bloom Working Group for an additional fund to be made available to allow for tree planting as part of the Queen's Platinum Jubilee and specifically, as part of the Queens Green Canopy (QGC).

Should Members agree to make recommendation to the Policy and Resources Committee for additional funds to be made available as outlined above, they are required to recommend a budget.

DECISIONS

Members are invited to **AGREE** the **RECOMMENDATION** from the Bognor Regis In Bloom Working Group for the 2022/23 as follows:

- * Competition Expenses £750
- * Environmental Projects £1,000

Do Members **AGREE** to **RECOMMEND** to the Policy and Resources Committee for additional funds to allow for tree planting as part of The Queen's Platinum Jubilee?

If so;

Members are further required to **AGREE** to **RECOMMEND** a budget for the tree planting.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
4th OCTOBER 2021

**AGENDA ITEM 10 - BOGNOR REGIS IN BLOOM WORKING GROUP -
CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND
REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE
31st AUGUST 2021**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meeting held on 31st August 2021 (**Appendix 1**).

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

- The cost of £305.80 to be funded from the current year's Competition Expenses budget, 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 2x composite winners' plaques.
- That additional funding be made available to allow for tree planting as part of the Queen's Platinum Jubilee and specifically, as part of the Queens Green Canopy (QGC).*

* This recommendation will have been considered under the previous Agenda item and therefore Members may only ratify this decision if it was agreed to recommend to the Policy and Resources Committee a budget for this initiative.

DECISIONS

Do Members **AGREE** to **RATIFY** The cost of £305.80 to be funded from the current year's Competition Expenses as detailed in the report

On a point of clarity Members are required to **RATIFY** 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.

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Tuesday 31st August 2021

PRESENT: Cllr. S. Goodheart and P. Woodall, also Mr. P. Dillon, Mr. R. Earl, Mrs. G. Edom (Tree Warden), Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Ms. P. Keane, and Mrs. R. Vervecken (Committee Clerk)

The Meeting began at 10.03am

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.

2. APPROVAL OF THE NOTES OF THE MEETING HELD ON 12th MARCH 2019 AND THE NON-QUORATE NOTES OF 30th APRIL 2019, 27th JUNE 2019, 29th AUGUST 2019 AND 3rd OCTOBER 2019, 16th JANUARY 2020, 22nd NOVEMBER 2020, 22nd MARCH 2021, 17th MAY 2021 AND 6th JULY 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. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING: - BRIB ANNUAL COMPETITION - TO DISCUSS WINNERS AND ARRANGEMENTS FOR AWARDS EVENING 2021; GUIDES' COMPETITION - TO RATIFY COSTS OF FLOWERS FOR THE TWO FLOWERBEDS AND THE 2X COMPOSITE WINNER PLAQUES. ALSO, TO RATIFY THE DECISION TO REPLANT DAMAGED FLOWERBED

BRiB Annual Competition – To discuss winners and arrangements for Awards Evening 2021:

Members discussed the last Awards Evening held in 2019, at 'Seasons' BR Football Club, and the positive feedback received from attendees. The CC reported that prior to the meeting, she had contacted the Manager to tentatively discuss availability for hosting and confirmed that the cost for hiring the venue on a Thursday evening was £150. After further discussions, Members **AGREED** the Awards Evening would be held at 'Season's BR Football Club on the evening of Thursday 14th October, subject to Covid restrictions at the time. It was further **AGREED** that the CC should investigate food options and any current protocols in place, relating to preparing food at the venue. Any decisions needed to be made in between meetings, will be taken via email with ratifications coming to the next meeting.

Next discussed were nominees for this year's Civic Award. After consideration by Members present, it was **AGREED** that the Bognor Community Gardeners should be this year's recipients. It was further **AGREED** that 'special mention' and certificates of commendation will be awarded to Simon Mooney, for his efforts in litter picking the town and also to Edward Fane, for his outstanding efforts in working on community and neighbouring gardens during the 'lockdown' months.

Guides' competition - To ratify costs of flowers for the two flowerbeds and the 2x composite winner plaques. Also, to ratify the decision to replant damaged flowerbed:

Members present **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee, the cost of £305.80 for flowers for the 2x flowerbeds, which had been planted up as part of this year's competition, and a subsequent £20.40 for 2x composite winners' plaques, be funded from the current year's Competition Expenses budget.

The Working Group had been sad to hear of the vandalism to one of the flowerbeds in recent weeks. Members noted the kind gesture from the ADC Parks Manager, to pay to replace the flowers. Although the exact design could not be replicated, due to the lateness in the season for some of the flowers, Members were pleased to see emailed photos of the newly planted flowerbed, with the Town Force team managing to incorporate the '100' into the design. The Guides Leader will be emailed to inform of the incident.

4. WRAP-UP OF BOGNOR REGIS RAILWAY STATION (PASSENGER BENEFIT FUND) PROJECT, INCLUDING TO NOTE INVOICES WHICH WILL BE RECHARGED TO GTR. TO ALSO ARRANGE A DATE FOR PUBLICITY PHOTOS OF THE COMPLETED PROJECT, AS REQUESTED BY GTR

Members were thrilled to have seen photos of the newly installed hanging baskets and tier planter, completed for this project. As per conditions of the funding, a photo opportunity needed to be arranged at the station. Dates were discussed and those present **AGREED** to meet for said photos on Tuesday 7th September.

(NB. Since the meeting, the date was changed to Monday 6th September at 1pm).

Members noted the invoices relating to the project, which had now been recharged to GTR.

The CC read an email received from Rowena Tyler (Southeast Communities Railway Partnership (SCRIP)) informing of a 'thank you event' being held on Thursday 21st October, for volunteers and partners who have continued to support community rail and enhance their stations during the recent difficult times. The CC asked Members to note the date in their diaries and will forward on further details, once received. This was noted.

As had been briefly discussed at the original site meeting for this project, the Station Manager was keen for the station to have a Christmas tree this year. In liaison with another Town Council staff member, the Station Manager indicated that the concourse was too small for a stand along tree and suggested having a smaller Christmas tree in each of the two planters, provided by In Bloom in 2019.

Members present were interested in the idea and asked the CC to investigate the feasibility of this, along with different tree and lighting options. This will be put on the agenda for the next meeting.

5. TO CONSIDER RECOMMENDATION FROM THE ONLINE CLIMATE EMERGENCY FOCUS GROUP MEETING OF 20th MAY 2021, AND SUBSEQUENT COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING OF 30th JUNE 2021, THAT BRiB CONSIDER SEEKING TO INCREASE THEIR ENVIRONMENTAL PROJECTS BUDGET, TO ENABLE THEM TO FINANCIALLY SUPPORT THE PARKVISION PROJECT

Members noted the recommendation and discussed whether this was the best way for Parkvision to receive funding. The WG **AGREED** that Bognor Regis in Bloom wishes to show its support for 'tree planting' in the Town, generally, whether that be for Parkvision or supporting tree planting projects of the Tree Warden or BRiB's own planting initiatives. It was **AGREED** to **RECOMMEND** to the Community, Engagement and Environment Committee that additional funding be made available to allow for tree planting as part of the Queen's Platinum Jubilee and specifically, as part of the Queens Green Canopy (QGC).

6. TO RATIFY THE BRiB RESPONSE TO ADC'S TREE PLANTING STRATEGY QUESTIONNAIRE, AS AGREED BY MEMBERS VIA EMAIL AND SENT TO ADC ON 6th AUGUST 2021

Those present **RATIFIED** the questionnaire response, which had been created by the CC, collating Members individual responses.

7. TO RATIFY THE COST OF ROOM HIRE FOR THIS MEETING AT THE REGIS CENTRE

Members present acknowledged the cost of room hire as £13 per hour. An invoice will be produced after the meeting, which will be ratified at the next meeting.

8. AREAS OF CONCERN/EYESORES IN THE TOWN FOR POSSIBLE IN BLOOM WORKING GROUP ATTENTION

BT Site - Following the sustained lack of response from BT, and continual chase up emails by both the Rotary Club and BRiB, the Environmental Officer at the Rotary Club has now written to Nick Gibb MP, in the hopes that this will get the attention of the appropriate BT officer. Members were

pleased to hear this and **AGREED** the CC should also write to Nick Gibb MP, expressing the WG's frustrations with this unkempt area.

Steyne Gardens - ADC have created long borders of wild areas at the Gardens, but there are now a lot of thistles which look untidy and need removing. The Chairman reported she will liaise with the Parks Manager at ADC to get rid of these.

9. TO DISCUSS AND CONSIDER PARTAKING IN 'THE GREAT BIG GREEN WEEK' 18th - 26th SEPTEMBER

The Woodland Trust and Climate Coalition are teaming up to create a national week of 3000 plus events, celebrating action on climate change. From 18th – 26th September, communities across the country will join together for the Great Big Green Week. It will be the biggest event for climate and nature ever in the UK. As Tree Charter members, BRiB have been contacted to ask to take part.

Those present discussed how In Bloom could partake in this event. It was **AGREED** that Gillian as Tree Warden, would lead a Native Tree Trail in Hotham Park on Sunday 19th September, to highlight the importance of trees to us as human beings, and the great benefits and different uses they have. The CC will check the date and logistics of this with the ADC Parks Manager and if all is well, will begin promotion through different platforms. Anyone wanting to take part will be asked to register, so a list of names and contact details can be kept for track and trace purposes.

10. ANY TREE PLANTING PROJECT UPDATES TO BE REPORTED, INCLUDING DISCUSSIONS ON THE QUEEN'S GREEN CANOPY (QGC) INITIATIVE AND IN BLOOM'S INVOLVEMENT WITH TREE PLANTING PROJECTS TO MARK THIS OCCASION.

Members debated different areas of the Town, where trees could be planted for the QGC. The CC reported to Members that the ADC Parks Manager would be able to provide suggested locations and appropriate tree species, once the ADC Tree Planting Strategy has formally been agreed. They will also then be actively seeking volunteers for bringing this planting to fruition, which will tie in with the planting for the QGC. Members asked the CC to liaise with the ADC Parks Manager, to keep them updated with progress on this, after which, a meeting could be organised to discuss In Bloom's options for planting in Bognor Regis, as part of the QGC.

Areas suggested for discussion for tree planting were:

Gloucester Road car park
Servite Cemetery
Nyewood Lane/Hawthorn Road
'Avenue of trees' – Shripney Road

11. UPDATE FROM VOLUNTEER PROJECTS INCLUDING BOGNOR COMMUNITY GARDENERS AND GREENER BOGNOR NETWORK COMMUNITY ORCHARD PROJECT

Greener Bognor Network Community Orchard Project: On the volunteers' last visit, the Orchard was very overgrown, with many of the trees needing pruning. Members discussed how difficult it was getting volunteers to help, particularly with the Orchard. Members **AGREED** the Chairman, who will be hosting the Awards Evening, should ask if any attendees would be interested in volunteering on an ad hoc basis.

Bognor Community Gardeners: The next BCG AGM is coming up in September, with a lot of activity being done by the gardeners at present.

Hotham Park Volunteers: Volunteers are now working hard on the Rose Garden, after the roses had not been tended to their usual standards last year, during the pandemic. Works are being done on the plot between the Hotham Park café and boating lake, which was upgraded over winter. The Discovery Garden is being used as an educational garden for children one day a week and after being cleared out is looking fairly sparse. Members were pleased to hear a new volunteer has been recruited, with six now in the volunteer group.

12. CORRESPONDENCE

There was no correspondence.

13. DATE OF NEXT MEETING

The next meeting will be held on Tuesday 2nd November at 10am (location tbc).

The Meeting ended at 11.51am

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
4th OCTOBER 2021**

AGENDA ITEM 11 - YOUTH PROVISION INCLUDING:

- **TO RECEIVE THE NOTES OF THE YOUTH PROVISION STEERING GROUP MEETING HELD 22nd SEPTEMBER 2021**
- **UPDATE ON THE WSCC DECISION TO CLOSE THE PHOENIX AND FIND IT OUT CENTRES**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to receive the Notes of the Youth Provision Steering Group Meeting held on 22nd September 2021 (**Appendix 1**).

Update of West Sussex County Council's decision to close the Phoenix Centre and Find it Out Centre

As Members are aware, WSCC have been making arrangements to withdraw the early help service from walk in centres for some time. Whilst community groups and organisations were invited to "submit expressions of interest" with a view to taking over the management of these centres, it was not anticipated that the handover times would be so immediate.

Please see below copy of an email from Chris Cooke, Chief Executive for Sussex Clubs for Young People (SCYP), who has been negotiating with WSCC for SCYP to manage the Phoenix Centre and the Find It Out Centre.

"This evening WSCC Early Help sent a message to "valued partners" which effectively gave notice for us to vacate our use of the Phoenix Centre by 8th November and Bognor Find it Out by 18th October. This will have a massive impact on our delivery of services, and we will be working swiftly with partners to identify solutions whilst seeking ways to challenge the timescales."

Information received from WSCC

"As a valued partner we wanted to write to you to ensure you were kept up to date with the plans relating to the Early Help Redesign, specifically the use of centres. Please find the enclosed information regarding the Early Help Service withdrawal from centres. Early Help is working to a strict timeline for vacating and handing back centres and it is important that we work together to ensure that you vacate within in the timelines below and that any equipment, paperwork or personal belongings you may have on site are collected or disposed of. It would also be helpful if you were able to inform your customers of the changes. Please see the detailed vacation and handover timeline, you will not be able to re-enter the centre once it is handed over.

Bognor FIO: vacate by 18/10/2021; handover by 1/11/2021

The Phoenix: vacate by 8/11/2021; handover by 22/11/2021"

As Members will see this timeline will massively impact the offer for Youth Provision operating out of the Phoenix Centre. There are also concerns that once the centre is shut it will not re-open.

As mentioned in the Youth Provision Steering Group Notes, it is fortunate that the 39 Club have a separate lease with a 6-month break clause, for the annex at the Find It Out Centre. This at least means that the club will be able to continue to function for the time being, although there is still some negotiation to be had regarding the use of the toilets and the kitchen which are located within the actual Find It Out building. If WSCC do not allow access to these then obviously the 39 Club cannot continue to operate.

SCYP has held a meeting with some interested parties and stakeholders and has begun the process of exercising a Community Right to Bid. This in effect puts WSCC under notice that a community group or partners have an interest in a building and prevents the local authority (i.e., WSCC from taking an action without local consultation or moratorium). They have already begun the process and ordered Title Register, Plans and Deeds for 39 Club (still registered as that with the Land Registry) and Phoenix Centre.

This will also be followed up with Community Asset Transfer (CAT).

*"This is a process that **allows a community organisation to take over publicly-owned land or buildings** in a way that recognises the public benefits that the transfer will bring."*

Members may also be interested to know that the Government has now opened their new Community Ownership Fund.

"The £150 million fund aims to support communities build back better through taking ownership of vital assets so they "can own and manage their most treasured local community assets".

The second round of funding opens in December and chances are greatly increased if community asset has already been scoped.

<https://www.sustainweb.org/blogs/aug21-new-fund-to-support-community-ownership/>

It would appear that SCYP have a strong case and with the support of the Town Council can prepare a business plan to launch a bid for Community Asset Transfer.

Therefore, Members are asked if they would support in principle SCYP's immediate plans and, subject to business plans/due diligence/support of the community, further consider match-funding at a later stage, to secure these valuable assets for the community.

DECISION

Do Members **SUPPORT** in **PRINCIPLE** SCYP's immediate plans and subject to business plans/due diligence/support of the community, further consider match-funding at a later stage, to secure these valuable assets for the community?

Bognor Regis Town Council (BRTC)
Youth Provision Steering Group
22nd September 2021
The Track

Present: Sarah Butler (Salvation Army), Brian Ansell, Steve Goodheart and Vicky Hennessey (39 Club), Zara (UCAN Spray), Heike, Naomi and Sheri (SCYP), Alistair (The Shore Community) and Matt (Arun Youth Projects)

Apologies: Georgia (The Track), Nick Drury (The Shore Community), Jenny McMann (Regis School), Kez Bridger (Young Bognorphenia and Westloats Community Centre), Dax O'Connor and Cathryn French (Arun District Council)

In Attendance: Sheila Hodgson (Bognor Regis Town Council - Projects Officer)

As this was the first time the group had got together since pre-lockdown and in the absence of the Chairman, Cllr. Wayne Smith, the meeting went ahead on an informal basis and everyone was invited to give a brief introduction and overview.

39 Club

There were some concerns regarding the closure of the Find it Out Centre following the WSCC review of its early help offer. However, due to the nature of the lease, the annex that the 39 Club operate from will remain open but there is still some discussion to be had on the continued use of some of the facilities. 39 Club hold weekly sessions for junior and senior members.

Sussex Clubs for Young People (SCYP)

SCYP assist 39 Club with the delivery of their sessions and also run CREATE from the Phoenix Centre. Arrangements are being considered for continuance of CREATE with the imminent closure of the Phoenix Centre.

Ucan Spray

Ucan Spray has delivered a series of art workshops at the Track in association with Georgia. However, this is now moving to the Community Centre at Westloats Lane and the sessions will be held on a Wednesday. Ucan spray are also looking to deliver some partnership work with SCYP.

Salvation Army

The Salvation Army are still coming out of Covid but the Kids Club will continue to run every Friday. The group has a faith-based perspective and most of the young people who attend have a connection with the church but this is not exclusive. The club also provides a safe place for young people to be and meet.

Arun Youth Project

The Arun Youth Project are currently undertaking some detached work in Bognor Regis which is being funded by the Arun District Council Anti-social Behaviour Team. The sessions are weekly and involves engagement, scoping and signposting.

Shore Community

Looking to fund 2 youth workers to focus on mental health and anxiety/stress issues. Already undertaken some engagement with local schools and colleges. They currently run a Friday night youth session.

Open Session

An open session followed, and attention was drawn to concerns surrounding the Phoenix Centre and the Find it Out Centre which are scheduled to be closed at the end of October with the buildings being mothballed for the immediate future. SCYP have already submitted an expression of interest to WSCC and are beginning talks with partners and interested stakeholders to keep these buildings open and available to the community. Further information and updates will be circulated as available, and all will be encouraged to support any initiatives going forward.

Discussion turned to the various offers available to young people but the fact that they are not widely advertised. It was agreed that initially this group put together an information sheet that gives a brief overview of the days, dates, times and locations of all the provision/sessions available to young people that can be displayed and shared by all. (All to email relevant information to Sheila for collation). Going forward alternative solutions such as QR Codes, Street art displays to be investigated.

It was also suggested that uniformed and sports clubs be invited to send representation to future meetings.

Next Meeting 17th November 2021 @ 2.00pm. Venue to be arranged.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
4th OCTOBER 2021**

AGENDA ITEM 12 - BEACH ACCESS INCLUDING:

- **CONSIDERATION OF THE ADC DECISION FROM THEIR MEETING HELD 23rd SEPTEMBER 2021**
- **CONSIDERATION ON HOW TO PROCEED**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

As Members will be aware from the email previously circulated to Members of this Committee and the Beach & Sea Access Topic Team (BASATT), at the Arun District Council Environment and Neighbourhood Services Committee Meeting held on the 23rd September 2021, the Agenda was to include Beach Access at Bognor Regis. The ADC Service Engineers accompanying report included the recommendation for Members of that Committee to support option 4a of his report (decking - extending close to the beach crest) as the preferred option at a cost of £25k. This recommendation was not reflective of the original proposals for a fully compliant ramp with full access to the beach for all. It should also be noted that there are already 3 viewing decking areas that were installed by the Town Council some years ago.

The Chairman of the BASATT emailed all ADC and Town Councillors with her response as appended to this document (**Appendix 1**).

As part of the discussions at the ADC 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.

Members are now asked to advise how they wish to proceed and if they have any instruction for the Beach & Sea Access Topic Team.

DECISION

Members are invited to **AGREE** how they wish to proceed.

RESPONSE FROM BEACH & SEA ACCESS TOPIC TEAM CHAIRMAN:

Environment and Neighbourhood Services Committee 23rd September 2021

Report Item 10 Subject: Bognor Regis Beach Access Options Appraisal – Agenda Item 10 Pages 67 – 75

Response from the Chairman of the Beach and Sea Access Topic Team (BASATT) for Bognor Regis to the above agenda item:

This group was formed in early 2018 and is a diverse mixture of residents and councillors (both Town and District) including members with disabilities. Our focus and goal is solely to obtain Beach Access to the foreshore on Bognor Regis beaches for those who cannot get access to the foreshore as they are unable to manoeuvre themselves over the shingle and high stone shelves.

Examples of people who are unable to get access to the foreshore:

People of all ages with disabilities, families with small children in push chairs, people with medical issues that restrict mobility, older people etc.

Over the years this group has repeatedly endeavoured to liaise with the ADC Senior Engineer, who has attended meetings and at the time expressed support of a ramp east of the pier. The group has also produced and presented a scoping/feasibility report to senior ADC Officers. Following an encouraging letter from the ADC Chief Executive in January 2020, which mentioned, ADC leading on the project and considering budgets you can appreciate the group were looking forward to a successful outcome.

ADC Report recommendations:

The Environment and Neighbourhood Service Committee Meeting on 23rd September 2021 agenda item 10 discusses Bognor Regis Beach Access Options and asks that the new Option 4A item 1.11 be approved by the committee. **Option 4A item 1.11 does not fit the brief of Access to the foreshore** and would only be a Sea Viewing area on the shingle as outlined in 1.11.3 of the report.

The report states in Agenda Item 7 - **Reason for the Decision:** Quote: '**To enable the Council to provide better access to the foreshore in Bognor Regis for those with limited accessibility**'. Option 4A DOES NOT provide any access to the foreshore and therefore discriminates against people with limited accessibility. The Equalities ACT 2010 states that "you must not be discriminated against because you have a disability" this recommendation clearly discriminates against those with limited accessibility. It should also be noted that there are already 3 decking areas that provide viewing platforms.

As a seaside town with a wonderful coastline, we should be giving all our residents and visitors equal access to the foreshore for the full sea-side experience. Bognor Regis residents deserve this.

Way Forward:

Full access to Bognor Regis Beach and Foreshore is the requirement for Arun District Council to provide and option 7 – Fixed Timber Ramp item 1.13 of this report outlines how this is achievable.

AGENDA ITEM 13

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 4th OCTOBER 2021

AGENDA ITEM 13 - UPDATE ON THE "SEASIDE GARDENS" 9th AUGUST 2021 - MIN. 24.3 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Following Members' decision to approach ADC to ask them to consider the inclusion of more formal bedding in areas marked "gardens" along with the proposal to include some partnership/sponsorship working with community groups for delivery, the following response has been received from the ADC Parks & Greenspace Manager.

"ADC have declared themselves as a Council of Climate Emergency. As a result of this, one of the things the Parks and Greenspace department can do is to introduce herbaceous and perennial bedding. This is in line with the Royal Horticultural Society and National Trust guidelines.

Formal bedding has never worked well in Steyne Gardens and would not be encouraged. However, at Marine Gardens there is a nod to the past where some formal bedding is included within the design.

If BRTC really want formal bedding, I am happy to concede as long as there is absolutely no cost to ADC."

Members are now invited to advise how they wish to proceed.

DECISION

Members are asked to **AGREE** how they wish to proceed.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
4th OCTOBER 2021**

CORRESPONDENCE

1. Email – Neighbourhood Watch Launch Impact report
2. Email – Member of the public re fly tipping
3. Email – Member of the public re Rampion 2
4. Email – WSALC re Southern Water and Neighbourhood plan survey
5. Email – Kingston PC update on their objections to Rampion 2
6. Email – Protect Coastal England update on Rampion 2 and open letter
7. Facebook post from a member of the public on re-claiming the station