



BOGNOR REGIS TOWN COUNCIL

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

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 7th FEBRUARY 2022.**

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 before midday on Monday 7th February 2022. 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 7th February 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 1st FEBRUARY 2022

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 6th December 2021
4. Adjournment for public questions and statements
5. Clerk's Report
6. Ward Allocation Environmental Projects Budget - Ratification of any spend and the utilisation of any remaining funds including:
 - To ratify the decision to donate £424.00 from Hotham Ward allocation to the Glenwood Community and Coffee Club for a community notice board
7. Flexible Community Fund including:
 - To note and determine any applications
8. To consider nominations for the Mayor's Good Citizen Award
9. To consider nominations for the Mayor's Citizen Award for Young People
10. To consider and agree hosting an Online Community Open Forum meeting, to begin at 6pm, on either Monday 21st or Monday 28th February 2022 - as agreed at the previous meeting - Min. 38 refers
11. Bognor Regis in Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Non-Quorate Meeting held on the 11th January 2022
12. To consider and agree any comments to be submitted in response to the Edward Bryant School, Bognor Regis, Consultation in relation to the establishment of a Special Support Centre
13. To agree whether any of the outstanding Agenda items, as reported at the Community Engagement and Environment Committee Meeting held on 6th December 2021, should be withdrawn from the list and which items should continue to be progressed - Min. 51.6 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 6th DECEMBER 2021

PRESENT:

Cllr. W. Smith (Chairman); Cllrs. J. Barrett,
J. Brooks, A. Cunard (until Min. 59),
Mrs. S. Staniforth, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Civic & Office Manager)
Mr. Chris Cook, Chief Executive of Sussex Clubs
for Young People (part of meeting)
Cllr. S. Goodheart in the public gallery

The Meeting opened at 6.30pm

47. 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, who was on annual leave. No apologies had been received from Cllr. Jones.

48. DECLARATIONS OF INTEREST

The Chairman addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- 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. Stanley declared an Ordinary interest in Agenda item 8, as a volunteer with the Carnival Association, and Agenda item 9, as founder of Bognor Regis Money, and stated that he would remain in the Meeting

Cllr. Stanley also declared an Ordinary Interest, as a Member of Arun District Council, in Agenda items 10 and 11, particularly in relation to Agenda item 11 as he has been a long-term campaigner for the retention of the Sunken Gardens. He stated that he would be voting on the matters before him having regard only to such information as placed before the Town Council. If he should come to consider any matters again at the District Council, and further information may be available, he will consider the information available at that time and may come to a different decision

49. TO APPROVE THE MINUTES OF THE MEETING HELD ON 4th OCTOBER 2021

Members were asked if there were any objections to the Minutes of the last Committee meeting, held on the 4th October 2021. As he was not present at the meeting held, Cllr. Stanley advised that he would abstain from the vote.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 4th October 2021 as an accurate record of the proceedings and the Chairman duly signed them.

50. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.36pm

Cllr. Goodheart, seated in the public gallery, had submitted the following questions for the Chairman, in advance of the meeting: -

*Q1. Agenda item 6. & item 7. Will you be supporting this project?
Will you suggest a financial support arrangement with the new BOGNOR
YOUTH SERVICES?*

*Q2. Agenda item 3. Within public questions time on this item. Questions
were asked on Item 36. Bandstand wind shields any updates?
Parkvision support for the Queen's Platinum Jubilee, any comments?
Included in Item 41.7.*

*Q3. Agenda item 8: Please confirm where the location for the BRTC notice
board was or whereabouts is the new notice board planned to be located?
Please confirm that the full amount in the Hotham Ward members is
£424.00?*

Please confirm what training is required for this work? Is it for TF?

*Q4. Agenda item 9. Is £370.00 the full amount in the Flexible fund?
Are you going to re-approach P&R for an increase in your committee's
budget?*

*Q5. Agenda item 10. Do you agree with the all the terms of reference?
Do you agree that both meetings should take place ASAP on-site & at town
hall & will CE&E suggest dates?*

Please explain how CE&E will choose the on-site locations?

Are all options new and old back on the table?

*Will CE&E support Cllr Steve Goodheart being on the beach access working
group?*

*Q6. Agenda item 11. Sunken gardens. Please explain some of the details
within this item, under No.3 £300k capital- £230k cost. Explain what the
balance of £70k is for?*

Will the committee go through the questionnaire together?

How will a decision be made?

*Q7. Agenda item 12. Bloom. Will the chair be of support for any new projects
that Bloom bring forward next year? Will he be encouraging projects to be
bought in?*

Owing to the number of items on the Agenda, the Chairman informed Cllr. Goodheart that he would provide a written response to the questions raised and confirmed that these would be copied to all Members of the Community Engagement and Environment Committee.

Cllr. Goodheart asked whether the matter of paper weight, as raised by another member of the public at a previous meeting, had been discussed. The Town clerk informed Cllr. Goodheart that there would be an update given on this matter in the Clerk's Report, under the next Agenda item.

The Chairman reconvened the Meeting at 6.42pm

51. CLERK'S REPORT

51.1 Public question from member of the public regarding paper costs - 4th October 2021 - Min. 36 refers

A member of the public had spoken of the advantages of using 70grm paper for printing over other weights as it is cheaper and has less impact on the environment. For example, using 70grm over 80grm has a saving of 12.5%, for 90grm 22.22% and 100grm 30%. He reported that the ADC Climate Change Officer was to recommend that this change be considered at ADC and asked whether BRTC would consider following suit.

The BRTC Civic & Office Manager has made some initial investigations and can confirm that BRTC currently use 75grm paper a cost of £2.96 per ream from the current supplier. However, 70grm paper would cost £19.46 per ream, so it would not be cost effective to change for 5grms. There is also the consideration that a lighter weight paper would not work in the current printer/photocopier. The copier is due for renewal in April 2022, and this will however be taken into account when considering a replacement.

51.2 Update on Poppy Wreaths - 4th October 2021 - Min. 37.1 refers

The poppy wreaths were upcycled and made into 18 wreaths, 2 crosses and 1 horseshoe. These were advertised on the Town Council Website and Facebook with a suggested donation of £10.00. Sarah Boote-Cook very kindly agreed to deliver the wreaths and collected the donations. A total of 14 wreaths were sold with £125.00 raised for the Royal British Legion. Sarah has confirmed that she is happy to repeat the project again next year if Members would like her to do so and this will be referred to a future meeting for Member's consideration.

A Member suggested that the Town Mayor write a letter to Sarah Boote-Cook with thanks for her work with the upcycled wreaths. This was **AGREED**.

51.3 Flexible Community Fund - 4th October 2021 - Min. 41.1 refers

The Community Engagement and Environment Committee's recommendation to increase this budget from £5,000 to £7,000 was not supported by the Policy and Resources Committee at their meeting on 22nd November 2021.

51.4 Ward Allocation - 4th October 2021 - Min. 41.4 refers

The Community Engagement and Environment Committee's recommendation to increase this budget from £2,000 to £4,000 was not supported by the Policy and Resources Committee at their meeting on 22nd November 2021.

51.5 Bognor Regis in Bloom Working Group - Tree Planting Queen's Green Canopy Initiative as part of the Queen's Platinum Jubilee - 4th October 2021 - Min. 41.7 refers

The Town Council's Accountant had confirmed at the Policy and Resources Committee Meeting, held on 22nd November 2021, that this funding would have to come under the control of the Community Engagement and Environment Committee rather than the Working Group. He had also advised that as the tree planting for the Queen's Platinum Jubilee was a one-off, it could be treated as a Capital project. It had therefore been proposed that £5,000 be provided from the Rolling Capital Programme to the Community Engagement and Environment Committee, as a one-off Capital Budget, for the Queen's Platinum Jubilee tree planting project.

51.6 Agenda Items Outstanding

A list of items outstanding were identified by the Projects Officer before leaving the Council that had, at some stage, been deferred by the Community Engagement and Environment Committee to re-consider at a later date. As some of these items have been outstanding for some time, due to Covid and/or other issues, the Clerk informed Members that these items would be **REFERRED** to the next meeting. Members will then be asked to agree whether they wish any of these items to be withdrawn from the list and which items should continue to be progressed.

However, more recent items such as the "Seaside Gardens" (Min. 45 of the 4th October 2021 refers) will be carried forward to future meetings when updates become available. In the case of this particular item, the Minutes indicate that Members are tasked with making further enquiries to see what has worked well in the past to support further discussion by the Committee.

Minute numbers 51.6.1 – 51.6.7 below, detail the outstanding items and the most recent actions agreed by the Committee.

51.6.1 Update on Councillor Training for the use of Defibrillators - 22nd June 2020 - Min. 94.3 refers

The Chairman, Cllr. Smith, as an accredited First Aider, will give a presentation on this at a future meeting.

51.6.2 Update on consideration to erect notices discouraging the feeding of birds on the Promenade - 22nd June 2020 - Min. 94.4 refers

There is no further update at this stage however, Officers will continue to liaise.

51.6.3 Update on consideration of receiving a presentation from AccessAble - 22nd June 2020 - Min. 94.5 refers

As it is currently not possible to proceed with a presentation, this item will be deferred for further consideration at a later date.

51.6.4 To consider setting up an Award for Businesses who can demonstrate good practice with regard to recycling and green issues: - 22nd June 2020 - Min. 97.2.3 refers

A Member felt that the urgency to continue tackling climate change was just as important now as ever and would not like to delay moving forward with

any new ideas or projects that could have a positive effect and would be in favour of continuing with this project.

Other Members agreed but felt that the current demands on businesses whilst trying to re-open would make it difficult to get their support. It was therefore **AGREED** that this item will be deferred to a future agenda.

51.6.5 To consider investigating the condition of the existing water fountains in the Town to establish if they are suitable for use and to further consider the installation of new fountains - 22nd June 2020 - Min. 97.2.6 refers

In view of the current situation regarding Covid-19 communal drinking places are considered a transmission risk. Therefore, the recommendation was to defer this item to a future agenda.

Following comments Members **AGREED** that this item will be deferred to a future Agenda.

51.6.6 Further consideration of a recording booth and associated costs – 12th October 2020 - Min. 107.3 refers

Members are asked to **NOTE** that this item will remain deferred until a suitable future agenda.

51.6.7 Further consideration of the WSCC Initiative around Community Improvements - 12th October 2020 - Min. 107.4 refers

Members are asked to **NOTE** that this item will remain deferred until a suitable future agenda.

52. ADJOURNMENT TO RECEIVE A PRESENTATION FROM CHRIS COOK, CHIEF EXECUTIVE OF SUSSEX CLUBS FOR YOUNG PEOPLE

The Chairman adjourned the Meeting at 6.48pm

The Chairman welcomed Mr. Chris Cook, Chief Executive of Sussex Clubs for Young People (SCYP), to the meeting.

Chris explained the background of SCYP and detailed the work that they do, with whom, and the range of support that they provide across the County which includes the training of Youth Workers, for example.

It was reported to Members that West Sussex County Council (WSCC) are currently undertaking Option Appraisals on sites, including The Phoenix Centre and the FindItOut Centre (known as 39 Club) in Bognor Regis, and that they are open to considering a Community Asset Transfer, by way of a lease. This is providing a suitable organisation can step forward who can take on the property including management, maintenance and comply with all other obligations.

Chris stated that there had been a number of initial expressions of interests from organisations representing the local community, however, SCYP had some concerns particularly in regard to competition amongst groups pitching against one another.

Furthermore, SCYP are keen to ensure that spaces exist for open access youth services, that any underlying covenants are honoured.

A summary of known running costs for both Youth Centres in Bognor Regis was provided to Members, with running costs estimated at £30,000 - £35,000 per annum, for each building.

The proposals put before Members were as follows: -

- That Bognor Regis Town Council will develop a forum, to be known as "Bognor Regis Youth Services", which will allow Councillors to engage with all local stakeholders and include young people to inform decision making.
- That Bognor Regis Town Council will fund "Bognor Regis Youth Services" which will, in partnership with the Council, support the commissioning of youth provision for Bognor Regis.
- That in years 1 to 3 "Bognor Regis Youth Services" will fund the development of youth provision and the management of youth and community centres including The Phoenix Centre and 39 Youth Club.

Furthermore, it was proposed that: -

- That 39 Club and ROX will, in partnership with Bognor Regis Town Council, complete business plans for the management of 39 Club and The Phoenix Centre.
- That 39 Club and ROX, working with Sussex Clubs for Young People, continue to create a network of delivery partners for each building.
- That work is carried out with partners such as local parishes, housing associations and local businesses to support the development of cohesive youth provision.

Discussion followed about what other funding streams might be available and Chris explained that Voluntary and Community Sector organisations can raise money, to fund services, in ways that councils cannot. However, it can take a while for these funds to be built up and, in this instance, WSCC are moving quickly to dispose of the buildings.

A Member queried whether either of the buildings discussed were available to be bought outright, to which Chris replied that WSCC have only indicated that they are open to considering a Community Asset Transfer, by way of a lease.

Comment was made, by a Member that, whilst the aims of SCYP were laudable, they did not believe that the Town Council are in a position to take

up WSCC cuts and fund these proposals. It was regarded as being a large portion of the Council's budget, for the benefit of a small sector of the community. The Member was also not mindful of supporting something where rent would have to be paid back to WSCC, when it is they that have made the cuts.

Cllr. Cunard left the Meeting

A question was raised as to whether the Town Council would need to support all aspects of the proposal to which Chris responded that it would help if the Town Council could support in some way.

Cllr. Cunard returned to the Meeting

The Chairman reconvened the Meeting at 7.20pm

Members AGREED to suspend Standing Orders and adjourned the meeting to allow Cllr. Goodheart to speak from the public gallery on this subject

Cllr. Goodheart stated that he had been personally involved with the 39 Club for years and was alarmed at its potential closure, being passionate that it remains open. He considered this to be a golden opportunity for the Town Council that could go beyond of the boundaries of Bognor Regis with involvement from neighbouring parish councils.

Standing Orders were reinstated and the Meeting reconvened

53. CONSIDERATION OF THE PROPOSAL FROM SUSSEX CLUBS FOR YOUNG PEOPLE TO SUPPORT YOUTH PROVISION FOR BOGNOR REGIS AS PER THE PRESENTATION

Following the presentation given by Chris Cook, and the ensuing discussion, it was agreed that the provision of youth services in Bognor Regis was important. A Member suggested that with the Phoenix Centre located right on the boundary of the parish of Bognor Regis, perhaps the Town Council's focus should be on 39 Club as it is in a more centralised location.

There was concern expressed about the timescale involved and whether it was feasible for Officers to carry out the necessary work, should Members be minded supporting the proposal. The Town Clerk responded by saying that she would need to speak with Chris about what might be required from the office. If it involved writing letters to other parish councils then this might be possible, but that setting up a group would not be possible in the timeframe given. Chris affirmed that he was happy to discuss this further but that if the Town Council could support, in principle, then this would allow conversations to be had elsewhere.

Members unanimously **RESOLVED** to **AGREE** in **PRINCIPAL** to exploring possibilities and further opportunities to support youth provision for Bognor Regis.

The Chairman thanked Chris Cook for the presentation given and his time spent answering questions. Chris invited Members to contact him directly with any further queries.

54. 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 TOTTALLING £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

The Town Clerk's report, including the related appendix was **NOTED**.

Members unanimously **AGREED** to **RATIFY** the amount of £1,250.00 paid to the Carnival Association from the various Ward Allocations towards the Christmas Switch-On event.

In considering the proposal from a member of the public, a Member asked whether it would be a Town Council notice board to which the Clerk stated that this request was for a community notice board.

It was **AGREED** that the original email sent to Hotham Ward Councillors, by the member of public, would be recirculated for their consideration who, following discussion, would come back to the Town Clerk with their decision.

During the course of discussions, confirmation was given that the Town Council presently have three notice boards located within the five Wards of Bognor Regis. A Member expressed an interest in having a notice board being located in Hatherleigh Ward, using Ward Allocations, and asked that the matter be placed on a future Agenda. This was **AGREED**.

55. FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE AND DETERMINE ANY APPLICATIONS; TO RATIFY THE DECISION TO AWARD £400.00 TO ARUN COMMUNITY TRANSPORT

The Town Clerk's report, including the related appendix was **NOTED**, and the decision to support the Flexible Community Fund application, for £400.00, from Arun Community Transport was subsequently **RATIFIED** by Members. Cllr. Stanley asked that his abstention be noted as he was not a Member of the Committee when the decision was made.

56. BEACH ACCESS INCLUDING CONSIDERATION OF THE OUTCOME OF THE ADC ENVIRONMENT & NEIGHBOURHOOD SERVICES COMMITTEE MEETING HELD 17th NOVEMBER 2021 AND LIAISON WITH THE BEACH & SEA ACCESS TOPIC TEAM ON HOW TO PROCEED

The Town Clerk's report was **NOTED**, which detailed the outcome of the ADC Environment & Neighbourhood Services Committee Meeting held 17th November 2021.

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

It was suggested that the Beach & Sea Access Topic Team (BASATT) should be asked for a steer as to what they are looking for, with a report taken to the Bognor Regis Beach Access Working Party at Arun District Council (ADC).

A Member felt that if ADC want to achieve beach access, then they should include more members of the BASATT with a disability and/or limited mobility on the Working Party, rather than a Town Councillor.

57. TO CONSIDER RESPONSE TO THE ADC BOGNOR REGIS SUNKEN GARDENS PUBLIC CONSULTATION ON CONCEPT PROPOSALS

The Civic & Office Manager's report, including the related appendix was **NOTED**.

The consultation had closed at 5pm on Monday 6th December 2021, however, to allow for the matter to be brought before this Committee, it had been agreed with ADC that the Town Council may submit any comments on the morning of 7th December.

Therefore, following consideration of the Public Consultation Questionnaire, Members **AGREED** to submit a response from the Town Council (attached as Appendix 1).

58. Members **RESOLVED to **APPROVE** an extension to the Meeting of 15 minutes as per S.O. 3(aa).**

Cllr. Cunard gave apologies and left the Meeting

59. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 9th NOVEMBER 2021

The Town Clerk's report, including the notes of the non-quorate Meeting of the Bognor Regis in Bloom Working Group held on 9th November 2021, was **NOTED**.

59.1 Members **AGREED** to **RATIFY** the donation of £100 to be granted to Southway Primary School, funded from the remaining Environmental Projects budget, for the purchase of gardening equipment, to help with tree planting projects at the school.

59.2 Members **AGREED** to **RATIFY** expenditure totalling £604.77, to be funded from the current year's Competition Expenses budget as itemised below: -

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

60. 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

The Civic & Office Manager's report, including the related appendix was **NOTED**.

Following brief discussion, Members **AGREED** that West Sussex Fire & Rescue Service be invited to deliver a short presentation, prior to the Council Meeting to be held 4th January 2022 at 6.00pm, 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.

61. CORRESPONDENCE

The Committee **NOTED** receipt of the correspondence as detailed in the list previously circulated and the Town Clerk highlighted ADC's planned redesign and refurbishment of the Public Conveniences at Bedford Street, Bognor Regis (item 1 on the circulation list). It was noted that this had been received too late to include on the Agenda for this meeting. This will, therefore, be referred to the Council Meeting to be held 4th January 2022 for consideration.

Additional correspondence was also shared with Members, in relation to ADC's proposal to update the Bognor Fitness Trail, and the Bognor Foodbank Christmas Opening Times, and subsequently **NOTED**.

The Meeting closed at 8.36pm

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
7th FEBRUARY 2022

AGENDA ITEM 6 - WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET - RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY REMAINING FUNDS INCLUDING:

- **TO RATIFY THE DECISION TO DONATE £424.00 FROM HOTHAM WARD ALLOCATION TO THE GLENWOOD COMMUNITY AND COFFEE CLUB FOR A COMMUNITY NOTICE BOARD**

REPORT BY THE ASSISTANT CLERK

FOR RATIFICATION

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

There is nothing to report.

To ratify the decision to donate £424.00 from Hotham Ward to the Glenwood Community and Coffee Club for a community notice board

At the Community Engagement and Environment Committee Meeting held on 6th December 2021, Members considered the proposal from a member of the public for a community notice board on the Glenwood Estate. It was agreed that Hotham Ward Councillors would come back to the Town Clerk with their decision about donating funds from their available Ward Allocation Budget (Min. 54 refers).

Cllrs. Barrett, Goodheart, Warr and Smith have all notified the Town Clerk, by email, that they agree to a donation of up to £424.00 from the Hotham Ward Allocation Budget be made to the Glenwood Community and Coffee Club towards the cost of a community notice board on the Glenwood Estate, subject to quotations being supplied to the Town Council.

DECISION

Members are asked to **RATIFY** the decision to donate £424.00 from Hotham Ward to the Glenwood Community and Coffee Club for a community notice board.

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	
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
	£424.00	Donated to Glenwood Community and Coffee Club for a community notice board								
Total left Available	£0.00		£250.00		£1,000.00		£3.00		£250.00	

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

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
7th FEBRUARY 2022

AGENDA ITEM 7 - FLEXIBLE COMMUNITY FUND INCLUDING:

- **TO NOTE AND DETERMINE ANY APPLICATIONS**

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

Flexible Community Fund Application – Balance £370.00 **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"

To Note and Determine any Applications

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

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 £500.00 Mancave Movement Ltd £400.00 Arun Community Transport
Total allocated to date	£4,630.00
Budget remaining	<u>£370.00</u>

AGENDA ITEM 8

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
7th FEBRUARY 2022**

**AGENDA ITEM 8 - TO CONSIDER NOMINATIONS FOR THE MAYOR'S GOOD
CITIZEN AWARD**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to consider and agree nominations for the Mayor's Good Citizen Award.

The name of the nominee will be tabled at the meeting. May I respectfully remind Members that the candidate should remain confidential until the announcement is made at the Mayor's Civic Reception.

DECISION

Members are invited to **AGREE** the nomination for the Mayor's Good Citizen Award.

AGENDA ITEM 9

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
7th FEBRUARY 2022**

**AGENDA ITEM 9 - TO CONSIDER NOMINATIONS FOR THE MAYOR'S
CITIZEN AWARD FOR YOUNG PEOPLE**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to consider and agree nominations for the Mayor's Citizen Award for Young People.

The names of the nominees will be tabled at the meeting. May I respectfully remind Members that candidates should remain confidential until the announcement is made at the Mayor's Civic Reception.

DECISION

Members are asked to **AGREE** the nomination for the Mayor's Citizen Award for Young People.

AGENDA ITEM 10

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 7th FEBRUARY 2022

AGENDA ITEM 10 – TO CONSIDER AND AGREE HOSTING AN ONLINE COMMUNITY OPEN FORUM MEETING, TO BEGIN AT 6PM, ON EITHER MONDAY 21st OR MONDAY 28th FEBRUARY 2022 – AS AGREED AT THE PREVIOUS MEETING - MIN. 38 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

During the Community Engagement and Environment Committee Meeting held on 4th October 2021, it was noted that due to the lack of engagement with people returning to normal business hours the value of daytime surgeries had diminished significantly therefore it was recommended that Members consider returning to Councillor Drop-In surgeries for the daytime sessions.

Due to the recruitment of a new Projects Officer coupled with the winter period the daytime surgeries did not happen and that as further agreed in the Community Engagement and Environment Committee Meeting held on 4th October 2021 the decision to implement an Online Community Forum will be held on the dates of either Monday 21st February or 28th February 2022.

DECISION

Do the Members **AGREE** to host the Online Community Open Forum for Monday 21st or 28th February 2022 at 6pm?

AGENDA ITEM 11

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
7th FEBRUARY 2022**

AGENDA ITEM 11 - BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 11TH JANUARY 2022.

REPORT BY THE PROJECTS OFFICER

FOR RATIFICATION

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meeting held on 11th January 2022 (**Appendix 1**).

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

- The Committee recommended earmarking £100 from the 2021/22 Environmental Projects budget for purchasing plants to be planted at Victoria Road South car park if the project is not completed by the end of March 2022.
- Members discussed the remaining £305.48 left in the Environmental Projects budget and felt it would be prudent to earmark this money for replacement or 'top up' of any plants throughout the year due to previous issues with vandalism.
- Members also agreed to recommend £26.26 is funded from the Competition Expenses budget for printing of Certificates for winners and photos of all entrants displayed at the Awards Evening for Bognor Regis in Bloom.
- After the success of the Christmas Tree situated at Bognor Regis Railway Station it was recommended that the following amounts totalling £339.69 be funded from the current year's Environmental Projects budget.
'Sponsored By' sign - £32.00
12ft Christmas tree - £135.00
Tree decorations - £66.88
Titan XL tree stand - £105.81

DECISIONS

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

- To earmark £100 from the 2021/22 Environmental Projects budget for purchasing plants to be planted at Victoria Road South car park, if the project is not completed by the end of March 2022?
- To earmark £305.48 from the Environmental Projects budget to be set-aside for replacement or vandalism of any plants through the year?

- Expenditure of Competition Expenses budget for the Bognor Regis in Bloom Awards Evening totalling £26.26?
- Expenditure of Environment Projects budget for the Railway Station Christmas Tree totalling £339.69, as detailed above?

NOTES AND RECOMMENDATIONS

**Bognor Regis Town Council
Bognor Regis in Bloom Working Group
Tuesday 11th January 2022**

PRESENT: Cllr. S. Goodheart, also Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Ms. Phyl Keane, Mr. D. Meagher, Mr. Clive Mott (member of the public) and Mrs. R. Vervecken (Committee Clerk)

The Meeting began at 10.05am

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. P. Dillon, Mr. R. Earl, Mrs. G. Edom, and Cllr. P. Woodall. Late apologies were received from Mr. J. Jones-McFarland and Cllr Mrs. J. Warr.

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, 6th JULY, 31st AUGUST 2021 AND 9TH NOVEMBER 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. UPDATE ON REMAINING BUDGETS. INCLUDING DECISION ON WHETHER TO EARMARK THESE

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: £70.82
Environmental Projects: £405.48

Members **NOTED** that the above remaining balances, included figures to be ratified later in the meeting.

At the last meeting (Min. 5 refers) Members **AGREED** to make a £100 cheque donation to Southway Primary School, for the purchase of gardening tools and equipment for an upcoming tree planting project on their school grounds. The Committee Clerk (CC) reported that she had not been able to get in touch with a contact at the school, and as such no donation at present, had been made. It was further reported that the planting had now been completed and Members therefore **AGREED** not to continue progressing the donation at this stage.

Also discussed at the last meeting (Min. 4 refers) was the enquiry from a member of Bognor Community Gardeners (BCG) for financial help from the working group, to purchase erigeron (ground cover plants) for use in verges at the Victoria Road South car park. The CC told Members she was in contact with a volunteer, who grows and sells plants in aid of 11th Bognor Scout Group and is currently compiling a list of available plants which may be used for this purpose, in liaison with the BCG member. Due to the time of year, these have not yet been purchased and as approx. £100 had already been approved by the WG for this use at the previous meeting, Members present **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee that £100 from the 2021/22 Environmental Projects budget is earmarked for purchasing plants for use at this car park if this project is not completed by the end of March 2022.

Members discussed the £305.48 left in the Environmental Projects budget, after the above was set aside, and felt it would be prudent to earmark this money for replacement or 'top up' of any plants, that may be needed throughout they year. Members recalled the disappointment of the 2021 Guides planting being vandalised after only being in situ for a few weeks. With this being a Jubilee year, it was felt by all present that In Bloom's planting around the Town, including Guides flowerbeds and at the railway station, would need to be to a 'high standard'. Having a 'pot' of money available to help with replacing any potentially vandalised or damaged plants was felt to be a good use of these remaining monies. Members **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee that the £305.48 remaining in the Environmental Projects budget is earmarked for this purpose.

After discussing monies remaining in the Competition Expenses budget, Members present **AGREED** not to earmark the £70.82 unspent.

4. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

BRiB Annual Competition - To discuss and agree entry form and format for 2022 competition, as well as new sponsorship. Also, to ratify invoice for certificate and photo printing for the 2021 Awards Evening

Member present **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee, that £26.26 is funded from the Competition

Expenses budget, for printing of certificates for winners and photos of all entrants, displayed at the Awards Evening.

Entry forms:

The Chairman handed out copies of the proposed entry form, for the 2022 competition. She notified Members of the new judging criteria and priorities set out by the RHS for the Britain in Bloom competition this year, with these being incorporated into BRiB's entry form. The categories had also been changed to make the competition more concise with a new category for the Queen's Platinum Jubilee 'red, white and blue' planting display included. The changes to the entry form were **AGREED** by Members and the Chairman and CC will now finalise the layout of the entry form, which will in due course, include names of the new sponsors.

Sponsorship:

The above changes coincide with the end of the current 3-year sponsorship agreement for the In Bloom categories. The CC suggested all current sponsors are written to and offered the chance to continue sponsoring the competition, with the categories (new and existing) handed out on a 'first come first served' basis. The letter to the current sponsors would be offering them a new 3-year sponsorship deal, with all the promotional terms of the original agreement, including advertisement on the Town Council website, in promotion of the competition (including on entry forms and the trophies), an invitation to the Awards Evening to present their award and certificates to entrants to their category and an invitation to the two Civic events in the Town Council calendar. The CC had prior to the meeting, obtained prices for providing new trophies at a 'standard' size in either silver or gold and for the engraving plate (to include engraving) of each category name. The price for a cup would be between £60-£70 with £12.50 covering the cost of the engraved plate (and engraving). One Member commented that the sponsor should be paying for the engraving of the winner each year, which would take the cost up to £108.50-£118.50 (to give a slight margin).

Members **AGREED** the CC should write to the current sponsors, offering them a new 3-year sponsorship term and allocating categories as appropriate. It was further **AGREED** that sponsors be told the cost for said sponsorship will be around £108.50-£118.50 (depending on final invoice from trophy supplier) for a 3-year sponsorship, and that any categories not filled will be offered to other local businesses, on the same terms. The CC will update Members on this in due course.

Queen's Platinum Jubilee category:

Members **NOTED** that this category is a 'one off' for 2022 and queried how to sponsor it. It was felt that a cup would be expensive to buy, to present for just one year and that perhaps a gardening voucher or plaque would be more appropriate. Members **AGREED** to not seek sponsorship for this

category at present, and thought will be given as to how this will best be presented.

Prize draw:

DM, who is a landscape architect very kindly offered to include a free gardening consultation as a prize for the usual 'prize draw', which is part of the Awards Evening. Members thanked DM for his generosity and **AGREED** to have this as 'top prize', with the usual £25 Amazon voucher as second prize. As traditional, all entrants' names will be put into a tombola with this year two winners picked, one to receive each prize.

Promotion:

Members debated how to gain more entries into the annual competition. The CC reminded Members of the 'usual' promotion, which includes the Bognor Observer, social media and the Town Council's annual newsletter. Members **AGREED** these platforms should be utilised again this year, with DM agreeing to produce a 'top tips' for looking after your garden, using his own knowledge and the examples from the RHS, which will be displayed on In Bloom Facebook and website pages. SG suggested an 'Open Day', possibly at The Regis Centre, which could be used to advertise the Working Group's competitions for the year, gather interest and support for the Queen's Green Canopy (QGC), encourage new membership and even offer 'talks' from relevant groups/individuals such as our tree warden, on climate change and how individuals can help. Sponsors could also be offered a chance to come along and promote their business as a supporter of In Bloom. Clive Mott, who attended the meeting as a member of the public, advised of previous years in which ADC had provided him with free wildflower seeds, which he had 'packed' and handed to local groups. Members commented that these would be fantastic to have available to hand out to attendees and **AGREED** the CC should contact JJM regarding this. Members further **AGREED** an 'Open Day' would be a fantastic opportunity to further promote In Bloom and its climate aims and SG will contact The Regis Centre to check availability, for the afternoon of Saturday 26th March 2022.

Guides Competition - To discuss and agree theme for 2022 competition and whether to expand this to include Scouts/Beavers etc

The CC reminded Members of the interest expressed by a Scouting leader, in taking part in this competition, following attendance at the Guides presentation afternoon last year. Members **AGREED** it would be a fantastic way to expand the competition and ensure it was inclusive, to offer entry to local Beaver, Cub and Scout groups. It was further **AGREED** that there should be two themes for this competition, with all entrants being given a chance to choose which theme to design 'in flowers'. The themes will be the Queen's Platinum Jubilee and the World Cup. Members asked the CC to enquire with JJM if the two seafront flowerbeds could be used again for this competition, with the winner of each theme being planted up in each. Members **AGREED** there should also be two runners-up. SG advised that he had enquired about making the seafront flowerbeds bigger, which would accommodate a bigger planting scheme. He reported that JJM was keen on

this idea, and he will raise this again, to see if this can be done in time for for this competition.

Schools Competition - To discuss whether to bring back this competition for 2022, and if so, ideas and way forward

Members debated whether they believed schools would have the time this year to partake in a competition, with 'catch up' programmes in place due to school closures throughout the pandemic. Some Members commented that perhaps more emphasis should be placed on getting nurseries and youth/church groups to participate, as they may have more time to become involved. Suggestions were made as to how to garner any interest for this competition, such as the usual Bognor Observer articles, the Town Council newsletter and even asking for an advert in surrounding parishes newsletters, to ensure schools/nurseries/youth groups in and around Bognor Regis could be reached. After much discussion, Members **AGREED** the CC should pursue these avenues to ascertain interest, as well as contacting some schools/nurseries directly before a final decision is made on whether to go ahead with the competition this year. The CC will report to Members via email, in between meetings if appropriate, for a decision to be made. Members present **AGREED** French climbing beans would be a good vegetable to ask participants to grow, should this go ahead, and purchasing of seeds etc will be done if /when appropriate.

Any other Competition

Members **AGREED** not to organise any other competitions for 2022.

5. WRAP UP OF RAILWAY STATION CHRISTMAS TREE AND TO RATIFY RELATING INVOICES

The Working Group were delighted to hear there were so many positive comments about the tree at the station, provided by In Bloom as a station partner. The CC reminded Members that The_Track had kindly provided the battery lighting for the tree and that the decorations were being stored at the Town Force lock-up until next year. Members present expressed their hope that this could prove a regular project, with more decorations added next year if necessary. One Member advised that a member of the public had queried whether the tree could go outside the front of the station next year. Members present recognised that Bognor Regis BID provides the giant bauble that is in situ at the front of the station over the Christmas period. Comment was made on the protection the tree gets being in the

concourse, rather than exposed to the elements, and the benefit of having station staff able to have the tree in view, which as well as looking out for any potential vandalism, means batteries can be changed when needed etc. It also provides a warm 'welcome' to those arriving at the platforms.

As the meeting was not quorate, Members present **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee, that the following amounts, totalling £339.69, be funded from the current year's Environmental Projects budget (these are considered in the 'remaining' figures above):

£32 for the 'sponsored by' sign
£135 for the 12ft Christmas tree
£66.88 for the tree decorations
£105.81 for the Titan XL tree stand.

6. TO CONSIDER PARTAKING IN THE GREAT BRITISH SPRING CLEAN 2022 (25th MARCH - 10th APRIL) AND TO DISCUSS LOCATIONS FOR CLEAR UP

Members **AGREED** to take part once again in this annual initiative organised by Keep Britain Tidy, by holding a beach clean on Friday 8th April 2022. The CC will check tide times and advise Members of preferential times for this in due course. The usual promotion of this event will be done to encourage participants and the CC will register this as an official 'event' on the GBSC website.

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

Church Path - Members raised concerns with the graffiti in this area at the meeting of 9th November 2021. At the time, the CC advised that Town Force were doing their utmost to keep up with graffiti removal, but that they were down to one member of staff. The CC was pleased to now report that two new members of Town Force had since been appointed and that although they were still 'catching up' with other jobs, it is hoped that the graffiti will be able to be cleared a lot sooner.

Victoria Drive/Linden Rd Roundabout - The CC had contacted the WSCC Highway Operations Manager since the last meeting, who had hoped this roundabout would be repaired on 26th November. Members of the In Bloom Working Group, who are residents here, reported that the roundabout was still in a state of disrepair, with no works having been done. Members **AGREED** the CC should continue to chase this up and will copy the Mayor (who is a Member of the WG) into the email sent, to see if he can get any update on this.

Signage to South entrance of Hotham Park - A Member had sent the CC a photo of the sign prior to the meeting, which needs repainting. Another Member informed that WSCC are the authority who provide this signage, and that they would need to be contact to organise a repaint. Members present **AGREED** the CC should contact the relevant WSCC officer.

Wall by South entrance to Hotham Park - Whilst discussing this area, a Member queried why the climbing plants previously up the wall of this entrance had been removed. It was noted that Tivoli had probably done this whilst performing grass cuttings. Members **AGREED** the CC should investigate with the Arun Parks Manager why this had been removed.

Corner of Butlin's car park/Esplanade - As discussed previously, Members felt this area was very sparse and would be improved aesthetically by the planting of some appropriate trees, especially now that the wall had been repaired. The CC reminded Members of the comments by the Arun Parks Manager (JJM) at the meeting of 17th May 2021, who had stated "that tree planting at this location would not be feasible as ground conditions would make it almost impossible to establish any planting here." Members **AGREED** the CC should discuss this again with JJM to see if any tree planting is a possibility.

Hanging baskets outside The Picturedrome Cinema - A Member raised concerns with the condition of the hanging baskets here, which had looked so spectacular in previous years. It was noted that ongoing works to the outside of The Picturedrome could be the reason for this. Members **AGREED** the CC should speak with the Town Force Manager regarding this.

Hotham Way (squareabout to Butlin's) - Further concern was expressed regarding this stretch of road, where 'buddleias' are growing seemingly out of control. Members **AGREED** these needed to be cut and that the CC should contact WSCC to instigate these works.

Hanging baskets in The Arcade - Some Members expressed disappointment in both the floral hanging basket and Christmas displays last year, in The Arcade. It is understood that although The Arcade is in ownership of the District Council, Bognor Regis BID facilitated the Christmas displays and possibly the hanging baskets. The CC commented that she believed TF watered the hanging baskets. Members **AGREED** the CC should ascertain who was in charge of providing the displays last year and relay the above comments.

8. ANY TREE PLANTING PROJECT UPDATES TO BE REPORTED, INCLUDING DISCUSSIONS ON THE QUEEN'S GREEN CANOPY (QGC)

INITIATIVE AND UPDATE ON THE BUDGET FOR THIS, FOLLOWING THE POLICY AND RESOURCES COMMITTEES' BUDGET MEETING ON 22nd NOVEMBER 2021

Budget for QGC:

At their 'budget' meeting of 22nd November 2021, the Policy and Resources Committee discussed the recommendation from the Community Engagement and Environment Committee that £5000 be made available to the Bognor Regis in Bloom Working Group, to allow for tree planting as part of this initiative (Min. 86.7 refers).

The Town Council's accountant, who was present at said meeting, informed the Policy and Resources Committee that as In Bloom is a Working Group and not a Committee, the funds could not be provided directly to Bognor Regis in Bloom. Instead, the £5000 could be allocated to the Community Engagement and Environment Committee (through whom In Bloom reports to), as a one-off budget. Below is an extract from the meeting:

"Following a vote, Members unanimously **AGREED** that £5000 be provided from the Rolling Capital Programme to the Community Engagement and Environment Committee, as a one-off Capital Budget, for the Queen's Platinum Jubilee tree planting project."

In short, any money wanting to be requested for planting as part of the QGC will need to be recommended by the WG to the Community Engagement and Environment Committee and **AGREED** by Members of this Committee before any money is allocated/promised.

The CC suggested a standard application form is created, for any individual/group wanting to request money to complete and be brought to these meetings. Members **AGREED** the CC should produce this form and the above information regarding the budget was **NOTED** by those present.

Street Trees:

Members examined the need for more street trees throughout Bognor Regis and were in agreement that any which have been removed should be replaced in addition to new trees being planted. SG asked Members to make lists of streets/avenues which they feel require new trees and informed that he would be asking Town Councillors to do the same. Members **AGREED** this should be made a specific agenda item for the next meeting, at which each of these lists shall be compiled and sent to the District and County Councils who may then consider this request. The CC shall enquire about including this in the annual newsletter, asking residents for suggestions of locations for new street trees to be planted.

Tree locations for QGC Planting:

SG reported on an email he had sent to ADC officers, listing possible locations for new tree planting as part of this initiative. The CC reminded Members that we were waiting to liaise with ADC regarding their

suggestions of planting locations, so BRiB can begin making their own plans for where to plant trees for the QGC, as each area will require a specific set of species of tree. SG will forward the list to the CC, so Members can be informed.

Beacon Lighting for Platinum Jubilee:

Members discussed whether planting/floral displays could be situated around the beacon to make the area more attractive, in time for the Platinum Jubilee beacon lighting and celebrations. One Member asked whether the barrier boxes nearer the Pier could be moved to the roadside near the beacon. Members **AGREED** the CC should liaise the possibility of this with the Town Force Manager.

9. UPDATE FROM VOLUNTEER PROJECTS INCLUDING BOGNOR COMMUNITY GARDENERS AND HOTHAM PARK VOLUNTEERS

Bognor Community Gardeners: No update available.

Hotham Park Volunteers: Rose pruning is about to commence in the Rose Garden at Hotham Park.

12. CORRESPONDENCE

There was no correspondence.

13. DATE OF NEXT MEETING

The next meeting will be held on Tuesday 8th March at 10am.

The Meeting ended at 12.15pm

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
7th FEBRUARY 2022**

AGENDA ITEM 12 – TO CONSIDER AND AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE EDWARD BRYANT SCHOOL, BOGNOR REGIS, CONSULTATION IN RELATION TO THE ESTABLISHMENT OF A SPECIAL SUPPORT CENTRE

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to receive the proposed addition of a Specialist Support Centre at Edward Bryant School.

West Sussex County Council have been developing a new Education and Skills Strategy to support the inclusion of all children and young people, particularly those with Special Educational Needs and Disabilities (SEND). This strategy builds on the SEND strategy for 2016-2019 and the outcomes of the 2018 Ofsted/CQC SEND Local Area inspection.

The governing body of Edward Bryant School would welcome ideas and comments on these proposals.

An online consultation can be found via: -

<https://www.edwardbryantschool.co.uk/News/Specialist-Support-Centre/>

The consultation will run from 17th January to 18th February 2022.

DECISION

Members are asked to advise how they wish to proceed?

The proposed addition of a Specialist Support Centre at Edward Bryant School

Consultation ends 18th February 2022



EDWARD BRYANT SCHOOL

Introduction

West Sussex County Council has been developing a new Education and Skills Strategy to support the inclusion of all children and young people, particularly those with Special Educational Needs and Disabilities (SEND). This strategy builds on the SEND strategy for 2016-2019 and the outcomes of the 2018 Ofsted/CQC SEND Local Area inspection.

The new SEND and Inclusion Strategy for West Sussex 2019-2024 has been co-produced during the spring term 2019, with a wide representation of stakeholders, indeed more than 150 people have participated in the development workshops and events. The stakeholders have included parent carers and young people as well as education providers and other professionals from across social care, health and education to ensure it relates to other County Council strategies.

West Sussex County Council have successfully consulted on the addition of four new Specialist Support Centres (SSC's) and the re-designation of an existing SSC.

<https://westsussex.moderngov.co.uk/ieDecisionDetails.aspx?ID=781>. It was also agreed that additional places and re-designation at two academy schools.

WSCC, in its role as commissioner of school places, has been working in partnership with ourselves and has asked that we as a school consider an SSC provision to cater for Social Communication Needs (SCN) for 12 places.

As an academy school, the governing body of Edward Bryant School is the Board of Trustees of Schoolworks Academy Trust. This board will take the final decision regarding the establishment of the SSC, and it will need to be confirmed by the DfE's local Regional Schools Commissioner before any change can be implemented.

We would value our ideas and comments on these proposals and we urge you to read this document and respond to us with your views by completing the response form at the back of this booklet or on-line via

<https://www.edwardbryantschool.co.uk/News/Specialist-Support-Centre/>

Mr. Chris Seaton
Chief Executive Officer
Schoolworks Academy Trust

Mrs. Emma Purkis
Acting Head of School

Background

Pupil numbers – a national issue

West Sussex County Council has been closely monitoring the number of pupils across the country and this number has been rising for the last five years including the number of pupils with SEND.

Pupil numbers – the picture in West Sussex

West Sussex is not excluded from this rise and the County Council has been working alongside schools in recent years to expand the number of places available. The needs of children with SEND are becoming more complex. There is a shortage of specialist planned places locally to meet demand for places.

Depending on the requirements of an Educational Health and Care Plan, children will require a place in a mainstream school, SSC or maintained Special School. In recent years, the requirement for SSC and Special School placements has increased significantly and projections indicate that this trend will continue. Additional capacity is therefore required in both SSCs and Special Schools to enable children to have a school place close to home to reduce revenue costs of Out of County placements in the Independent and Non-Maintained Sector and costly home to school transport costs.

The vision is that all children and young people in West Sussex will, irrespective of their learning needs or abilities, gain the skills and confidence to live well in their community. They will be supported and nurtured through an educational system that responds to their circumstances and prepares them for adulthood.

Within the strategy three priorities have been identified:

- Knowing our children and families well (an inclusive, person-centred approach).
- Meeting the needs of our children and young people through our schools, educational settings and services.
- Working together towards solutions (collective responsibility).

As part of the new strategy, a review of existing specialist provision has been undertaken. The provision for children with SEND that are educated in placements out of the county because their needs are not able to be met in local state-funded schools has also been reviewed. Increasing provision for children and young people with SEND through the creation of additional places in SSCs will assist with the aim of enabling children to attend school locally.

In addition, the needs of children with SEND are also becoming more complex and this is driving increased financial pressures across the system. There is a shortage of local specialist educational provision to meet need, particularly in relation to social communication needs (SCN) and social, emotional and mental health needs (SEMHN).

This is resulting in the County Council needing to increase the number of children educated in specialist placements with independent providers. There is also an increased demand for top-up funding across all settings.

There is clearly a lack of capacity within mainstream schools to provide a graduated response to additional needs. Many schools are facing financial pressures and therefore do not have the capacity to provide additional support to pupils. As a result, this is driving up the demand for more specialist education services; children with low level SEND who could potentially attend mainstream schools are being educated in more specialist provision. The lack of specialist provision generally is also contributing to the need for more schools to reluctantly permanently exclude some pupils. This in turn creates a need to provide costly alternative provision.

The Proposal

Edward Bryant School has been approached to explore opportunities for the development of SSC places based on our geography, the identified need locally and because we enjoy a positive reputation for supporting pupils with SEND. We have been asked to consult on running a new SSC for 12 pupils with social communication needs, which would open in 2023.

What is meant by Social Communication and Needs?

Within the code of practice (<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>), communication and interaction is defined as follows:

Paragraph 6.29

'Children and young people with speech, language and communication needs (SLCN) have difficulty in communicating with others. This may be because they have difficulty saying what they want to, understanding what is being said to them, or they do not understand or use social rules of communication. The profile for every child with SLCN is different and their needs may change over time. They may have difficulty with one, some or all of the different aspects of speech, language or social communication at different times of their lives.'

Children and young people with Autistic Spectrum Disorder, including Asperger's Syndrome and Autism, are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication and imagination, which can impact on how they relate to others.

What will it mean for our school?

As we do not have any spare classrooms, the development of an SSC will involve a building project. We will share future plans with you if we proceed with the development, as part of the planning process. We have been assured that every effort will be made to minimise disruption for pupils, parents and neighbouring residents during building works, for instance scheduling as much work as possible during school holiday periods.

We will also need to recruit specialist staff to work in the SSC. Having this level of expertise as part of our school, will also benefit many of our own pupils with similar needs and will enhance the resources we have for all pupils.

The places at our SCC will be fully funded by the local authority. School budgets are calculated using a range of factors, the most significant of which is the number of pupils. An increase in pupil numbers would result in an increase of the budget in line with associated costs. This means that there would be no negative impact on our school budget.

Our existing Travel Plan is not expected to require any changes.

Who is being consulted?

This consultation booklet is being sent electronically to all parents/carers, school community council members, teachers and support staff who work at our school. Copies are also being sent to headteachers of the neighbouring schools in the localities, local councils, MPs, church dioceses, leaders of the early year's facilities, community groups, trade unions and professional associations. Copies will also be available at local libraries.

There will also be a separate consultation about the design of any new buildings particularly with residents local to the school sites as part of the usual planning application procedures.

Following the end of the consultation period on 18th February 2022 responses will be analysed and used to inform the decision whether to proceed or not with this development.

How to make your views known?

1. Complete the online survey here
<https://www.edwardbryantschool.co.uk/News/Specialist-Support-Centre/>
2. Contact Edward Bryant School
Email: office@edwardbryant.academy
Tel. 01243 822454
3. Complete the response form at the end of this booklet and return to the school or by post to:

Edward Bryant School
London Road
Bognor Regis
West Sussex, PO21 1BG

Additional Questions

If you have any questions you would like answered before responding, please email the school – office@edwardbryant.academy

Timescales for consultation

The consultation will run from 17th January to 18th February 2022.

Privacy Statement

Edward Bryant School will use this survey to collect personal or special category data in order to fulfil a statutory duty. The data will be processed in accordance with the 2018 Data Protection Act, the General Data Protection Regulations and any subsequent data legislation. All data will be anonymised and used for statistical analysis before being forwarded to each individual school for further consideration.

Schoolsworks Academy Trust is registered as Data Controller (Reg. No. ZA178915).

For further details and information about our Data Controller, please see www.schoolsworks.org

CONSULTATION RESPONSE FORM – EDWARD BRYANT SCHOOL

INSTRUCTIONS

- Please ensure you have read the consultation document before completing the survey
- Children and young people under the age of 13 need the consent of a parent / carer to participate
- There is a separate section for each of the schools included in this consultation, Survey participants can choose to comment on one school or as many school proposals as they wish
- Please complete the last section (About You), If you do not wish to provide an answer, please select 'prefer not to say'. The County Council asks 'About You' questions to help it monitor the effectiveness of its consultations. The data provided also helps the County Council to meet its Public Sector Equalities Duties under the 2010 Equalities Act.

The results of the survey will be anonymised and summarised to remove any personally identifiable details and made available on the West Sussex County Council website.

1. Please provide your postcode, including a space in between, e.g., PO19 1RH

2. Are you under the age of 13? If so, you will need parental/carer consent from your parent/carer to participate. Please provide their contact details in the boxes provided below so that we can contact them if we need to:

Name of parent/carer:

Contact telephone number for parent/carer providing consent:

3. Are you responding as....? (please select all that apply)

A Parent / carer	
Staff Member	
Trustee	
Governor	
Local Resident	
Student / pupil	
Other	

If you are Parent/Carer how many children do you have and how old are they? Please write in

Pre-school (ages 0 - 4)	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5 or more
Primary (ages 4 – 11)	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5 or more
Secondary (ages 11 –18+)	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5 or more

1. Please indicate whether you are (please tick one box only for each question)

- In support of a new Specialist Support Centre (SSC) at the school
- Object to the proposed Specialist Support Centre (SSC) at the school
- Neither support nor object to the Specialist Support Centre (SSC) at the school

2. If you have any further views you wish to express about this proposal, please use the space below to do so.

About You

The school asks the 'About You' questions to help it monitor the effectiveness of its consultations and to help undertake an equalities analysis in order to meet its Public Sector Equalities Duties under the 2010 Equalities Act.

It is only for these reasons that you are asked to provide the information below and the data you provide will be separated from both the respondent details and the response comments.

You do not have to provide this information if you do not wish to. In this case, please choose the 'Prefer not to say' option.

1. How old are you?
 - 12 or under - *please do not answer any further questions unless parental consent has been given*
 - 13-16
 - 17 – 24
 - 25 – 44
 - 45 – 64
 - 65 plus
 - Prefer not to say

2. Are you?
 - Male
 - Female
 - Prefer not to say

3. Is your gender the same as the assigned to you at birth? Please select one option only.
 - Yes
 - No
 - Prefer not to say

4. Ethnicity – what is your ethnic group?
 - White
 - Mixed/multiple ethnic groups
 - Asian/Asian British
 - Black/African/Caribbean/Black British
 - Other ethnic group
 - Prefer not to say

5. Religion - What is your religion?
 - Buddhist
 - Christian (including Church of England, Catholic, Protestant)
 - Hindu
 - Jewish
 - Muslim
 - Sikh
 - Any other religion
 - Unknown
 - No religion
 - Prefer not to say

6. Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?
 - Yes, limited a lot

- Yes, limited a little
- No
- Prefer not to say

7. What is your sexual orientation?

- Heterosexual
- Bisexual
- Gay or Lesbian
- Other
- Prefer not to say

END OF SURVEY

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
7th FEBRUARY 2022**

AGENDA ITEM 13 – TO AGREE WHETHER ANY OF THE OUTSTANDING AGENDA ITEMS, AS REPORTED AT THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON 6th DECEMBER 2021, SHOULD BE WITHDRAWN FROM THE LIST AND WHICH ITEMS SHOULD CONTINUE TO BE PROGRESSED – MIN. 51.6 REFERS

REPORT BY PROJECTS OFFICER

FOR DECISION

Members are invited to note the list of outstanding Agenda Items from the previous Community Engagement and Environment Committee held on 6th December 2021.

MINUTE NUMBER	ITEM	PREVIOUS MEETING MINUTES
51.6.1	Update on Councillor Training for the use of Defibrillators - 22 nd June 2020 - Min. 94.3 refers	The Chairman, Cllr. Smith, as an accredited First Aider, will give a presentation on this at a future meeting.
51.6.2	Update on consideration to erect notices discouraging the feeding of birds on the Promenade - 22 nd June 2020 - Min. 94.4 refers	There is no further update at this stage however, Officers will continue to liaise.
51.6.3	Update on consideration of receiving a presentation from AccessAble - 22 nd June 2020 - Min. 94.5 refers	As it is currently not possible to proceed with a presentation, this item will be deferred for further consideration at a later date.
51.6.4	To consider setting up an Award for Businesses who can demonstrate good practice with regard to recycling and green issues: - 22 nd June 2020 - Min. 97.2.3 refers	A Member felt that the urgency to continue tackling climate change was just as important now as ever and would not like to delay moving forward with any new ideas or projects that could have a positive effect and would be in favour of continuing with this project. Other Members agreed but felt that the current demands on businesses whilst trying to re-open would make it difficult to get their support. It was therefore AGREED that this

		item will be deferred to a future agenda.
51.6.5	To consider investigating the condition of the existing water fountains in the Town to establish if they are suitable for use and to further consider the installation of new fountains - 22 nd June 2020 - Min. 97.2.6 refers	In view of the current situation regarding Covid-19 communal drinking places are considered a transmission risk. Therefore, the recommendation was to defer this item to a future agenda. Following comments Members AGREED that this item will be deferred to a future Agenda.
51.6.6	Further consideration of a recording booth and associated costs – 12 th October 2020 - Min. 107.3 refers	Members are asked to NOTE that this item will remain deferred until a suitable future agenda.
51.6.7	Further consideration of the WSCC Initiative around Community Improvements - 12 th October 2020 - Min. 107.4 refers	Members are asked to NOTE that this item will remain deferred until a suitable future agenda.

DECISION

Members are asked whether to **AGREE / DISAGREE** on each of these items from being included or withdrawn as Future Agenda Items?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
7th FEBRUARY 2022**

AGENDA ITEM 14 – CORRESPONDENCE

1. Phoenix and 39 Club Youth Centres, Bognor Regis
2. geViews - The Welcome Back Fund - Here to help! Marketing information on planters etc
3. Iconium timber lighting bollards
4. PC1-22 OFCOM Review of Postal Regulations
5. Proposed extension to Rampion Offshore Wind Farm: approval of consultation response ECC03 (21/22)
6. Rampion Wind Farm Presentation & Report
7. George in the Land of Rhyme by Anne French – local children’s author
8. West Sussex Chargepoint Network Community Landowner’s event 27th January 2022 in Partnership with Arun District Council