



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 13th JUNE 2022.**

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. An opportunity will be afforded to **members of the public** 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 13th June 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 7th JUNE 2022

TOWN CLERK

THE AGENDA and BUSINESS to be TRANSACTED is:

1. To note the appointment of Chairman and Vice-Chairman as agreed at the Annual Town Council Meeting on the 9th May 2022
2. Chairman's Announcement and Apologies for Absence
3. 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
4. To approve the Minutes of the Meeting held on 11th April 2022 and the Minutes of the Extraordinary Meeting held on 19th April 2022
 5. Adjournment for public questions and statements
 6. Clerk's Report
 7. Appointment of Sub-Committees, Working Groups and Topic Teams
 - a) Bognor Regis in Bloom Working Group including consideration of recommendations to Council of co-options for ratification
 - b) Beach & Sea Access Topic Team
 - c) Youth Provision Steering Group
 - d) Climate Emergency Focus Group
 8. To consider Terms of Reference for the following Committees, Working Groups and Topic Teams including updates and amendments if required
 - a) Community Engagement and Environment Committee
 - b) Bognor Regis in Bloom Working Group
 - c) Beach & Sea Access Topic Team
 - d) Youth Provision Steering Group
 - e) Climate Emergency Focus Group
 9. Ward Allocation Environmental Projects Budget including:
 - Ratification of any spend and the utilisation of any remaining funds
 10. Flexible Community Fund including: - To note and determine any applications received for the Flexible Community Fund; to review the current application and criteria form for recommendation to the Policy and Resources Committee; to ratify the decision to award £750.00 to The Bognor Amateur Boxing Club
 11. To receive an update in relation to Online Community Open Forum Meetings including:
 - Consideration of any items for a future agenda
 - Arrangements for the next meeting
 12. To receive an update in relation to Youth Provision Meetings including:
 - Update on West Sussex County Council's decision to close the Phoenix and Find It Out Centres (if available)
 - Update on Bognor Regis Youth and Community Centre from Cllrs. W. Smith and Mrs. S. Staniforth
 13. To receive the Notes from the Beach & Sea Access Topic Team Meeting held on the 27th April 2022 and consideration of any recommendations
 14. To receive the Notes from the Climate Emergency Focus Group Meeting held on 13th April 2022 and consideration of any recommendations
 15. Bognor Regis in Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Non-Quorate Meeting held on the 19th May 2022
 16. To further consider setting up an Award for Businesses who can demonstrate good practice with regard to recycling and green issues: - 11th April 2022 - Min. 93 refers
 17. To further 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 - 11th April 2022 - Min. 94 refers
 18. Further consideration of the WSCC Initiative around Community Improvements - 11th April 2022 - Min. 95 refers
 19. Correspondence

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

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
13th JUNE 2022**

AGENDA ITEM 1 – TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING ON THE 9th MAY 2022

REPORT BY THE PROJECTS OFFICER

FOR NOTING

At the Annual Town Council Meeting, held on 9th May 2022, Members agreed that Cllr. W. Smith be appointed as Chairman of the Community Engagement and Environment Committee for the 2022/23 Municipal Year and that Cllr. J. Brooks be appointed as Vice-Chairman.

DECISION

Members are asked to **NOTE** the appointment of Cllr. W. Smith as the Chairman and Cllr. J. Brooks as Vice-Chairman, of the Community Engagement and Environment Committee for the 2022/23 Municipal Year.



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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 11th APRIL 2022

PRESENT:

Cllr. W. Smith (Chairman); Cllrs. J. Barrett,
J. Brooks, M. Stanley, Miss. C. Needs and
Mrs. J. Warr

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Mrs. G. Frost (Town Clerk) in the public gallery
Cllr. S. Goodheart in the public gallery
5 members of the public in the public gallery

The Meeting opened at 6.33pm

76. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

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

Apologies for absence were given by the Projects Officer, on behalf of Cllr. Mrs. S. Staniforth who was on annual leave. No apologies were received from Cllrs. H. Jones and A. Cunard.

77. 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.

There no were declarations of Interest

78. TO APPROVE THE MINUTES OF THE MEETING HELD ON 7th FEBRUARY 2022

Members were asked if there were any objections to the Minutes of the last Committee meeting, held on the 7th February 2022.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 7th February 2022 as an accurate record of the proceedings and the Chairman duly signed them.

Cllr. M. Stanley had been absent from the meeting held on 7th February 2022 and, therefore, abstained from voting.

79. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.36pm

The Chairman invited members of the public an opportunity to raise any questions or statements they wished to make.

A member of the public who is the organiser of Bognor Regis Community Cleans, introduced themselves to Members and showed their enthusiasm for working with the Town Council with a special interest in environmental aspects. The Chairman showed his admiration for the great work that this organisation is currently doing and urged the Town Council to work with them in the future.

The Chair of the Beach and Sea Access Topic Team was seated in the public gallery and advised Members that the Topic Team had met and are eager to start work. In addition, the Chair advised that the first Bognor Regis

Beach Access Working Party will be held at 9.30am on 9th May 2022, whereby Arun District Councillors will be in attendance. The Chair ended by giving her views that there needs to be a sense of urgency to ensure that access is provided for all to the beach and sea of Bognor Regis.

A member of the public raised their concerns about the lack of staff presence from Arun District Council staff in the reception area at Bognor Regis Town Hall, and that there is no ability for members of the public to talk to Members or Officers. The same member of the public also made comments on increasing levels of crime in Bognor Regis Town based on statistics from Bognor Regis BID, and the growing frustrations felt by shopkeepers who do not feel supported. There is a feeling that less is being done to recover stolen goods despite the rise in crime figures. The final comment made from the member of the public was regarding an apparent lack of engagement from the newly appointed Business Warden, and that it would be useful if the Bognor Regis BID were contacted to address this matter. The Chairman stated that he or a Member of this Committee would follow up on this issue.

Cllrs. Barrett and Mrs. Warr gave apologies and left the Meeting

A Member seated in the public gallery wanted to raise several comments on Agenda item 19 – 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. 74.5 refers. The Member asked if it would be possible to explore further opportunities for water fountains in Place St Maur, Hotham Park and The Sunken Gardens as well as providing some maintenance to other water fountains situated in Bognor Regis Town. The Member also asked for information pertaining to the notice board request for the Glenwood Estate. The final point the Member wished to raise was regarding Ward Allocations, to which the Chairman stated he would provide answers to these questions during the relevant Agenda items.

A member of the public made reference to the Victorian water fountain on the promenade, which currently leaks and asked whether this could be rectified.

A Member wished to acknowledge the member of public from Bognor Regis Community Cleans and the work being done through the different topic teams and groups associated with Bognor Regis Town Council and hoped that they would complement each other. The Member also stated that as businesses are now getting back to business as usual, he felt that Arun District Council staff could potentially do this in Bognor Regis Town Hall reception area and asked whether a letter could be sent to Arun District Council for an update as to when this might occur. Members requested that the Projects Officer follow this up.

The Chairman reconvened the Meeting at 6.52pm

80. CLERK'S REPORT

80.1 **4th October 2021 - Min. 40 refers – Flexible Community Fund**

At the Community Engagement and Environment Committee Meeting held on the 4th of October an application for Flexible Community Funds from Mancave Movement Limited was considered with Members agreeing to award £500 to support the application.

With the money having subsequently been paid to Mancave Movement Limited, the Town Clerk has since been contacted by the applicant to advise that, whilst the funds were very much appreciated, the business is taking a much wider view for the future and that the grant is no longer applicable to any plans that they may have going forward.

£500 has been returned to the Town Council, from Mancave, and as these funds were allocated from the 2021/22 budget they will go into General Reserves.

80.2 **7th February 2022 - Min. 66.4 refers - Update on the 'Seaside Gardens'**

Following discussion, it was agreed at the last meeting to defer the item to allow Members to make further enquiries and bring it back to a future agenda. It was also suggested that Members talk to community gardeners, residents and the Town Council's Town Force team to see what has worked well in the past. At this time, no further information has been provided by Members and this item is still, therefore, outstanding until further information is supplied to enable further consideration to be given as to how this might be progressed.

80.3 **7th February 2022 - Min. 66.5 refers - Climate Emergency Focus Group**

Arrangements have been made for a Climate Emergency Focus Group Meeting to take place, in the Council Chamber, on Wednesday the 13th of April at 6pm.

81. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING; TO NOTE THE OPENING BALANCES FOR 2022/23, RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY REMAINING FUNDS

The Projects Officer's report, including the related appendix, detailing the Ward Allocations balances for 2022/23 were **NOTED**.

There was no spend or utilisation of any remaining funds that needed to be ratified by Members.

The Chairman took the opportunity to explain to Members, that Ward allocation does not have to be decided by this Committee but are the

CE&E C'ttee. Mins 11th April 2022

responsibility of the individual Ward Councillors to determine where they wish to allocate the funds and advise the Projects Officer accordingly.

The Chairman allowed a Member in the public gallery to enquire as to the progress of Ward allocation on the Glenwood Estate. The Projects Officer advised he would copy the Member into the recent status of this project via email.

82. FLEXIBLE COMMUNITY FUND INCLUDING; TO NOTE THE OPENING BALANCES FOR 2022/23, TO NOTE AND DETERMINE ANY APPLICATIONS

The Project Officer's report, including the related appendix, were **NOTED**.

Members further **NOTED** the opening balance for 2022/23 and that there were no new applications to be considered at this time.

83. TO RECEIVE THE NOTES FROM THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON THE 21st FEBRUARY 2022 INCLUDING; CONSIDERATION OF ANY ITEMS FOR A FUTURE AGENDA AND ARRANGEMENTS FOR THE NEXT MEETING

The Projects Officer's report was **NOTED**, including the notes of the Online Community Open Forum Meeting held on 21st February 2022.

Members considered the following items that were discussed during the Online Community Open Forum Meeting, with the suggested Committees to address the items identified.

Item	Committee
Burnt down Seafront Beach Hotel site development	Planning & Licensing Committee
Utilisation of the Seafront Bandstand	Events, Promotion and Leisure Committee
Tourist Information boards	Events, Promotion and Leisure Committee
A letter to Southern Water regarding raw sewage	Community Engagement & Environment Committee
The effectiveness of The Business Warden	BID / Policy and Resources Committee
Anti-Social Behaviour and Crime in Bognor Regis Town	Policy and Resources Committee

The Town Clerk advised the Chairman that actions in relation to the various items identified would need to be referred to the relevant committee as an agenda item for further consideration and decision on any resulting actions.

Members did not discuss a date or time to host a daytime Online Community Open Forum Meeting, so the Projects Officer will contact Members via email with suggested dates.

84. YOUTH PROVISION INCLUDING; TO RECEIVE THE NOTES OF THE YOUTH PROVISION STEERING GROUP MEETING HELD ON 2nd MARCH 2022, UPDATE ON THE WEST SUSSEX COUNTY COUNCIL DECISION TO CLOSE THE PHOENIX AND FIND IT OUT CENTRES (IF AVAILABLE)

The Projects Officer's report, including the notes of the Youth Provision Steering Group Meeting held on 2nd March 2022, were **NOTED**.

A Member made comment on the makeup of the Youth Provision Steering Group and felt that it would be beneficial to see a more diverse set of members including young people, sports groups, West Sussex County Council staff and other schools involved. The Projects Officer stated that invitations were sent to West Sussex County Council Youth Services and other youth providers such as Sports Clubs and Religious Groups in the area but unfortunately those contacts were not able to make the meeting.

Another Member asked if, when reaching out to young people, it would be possible to include those with disabilities, mental health issues, different nationalities, race etc to ensure inclusivity. The Chairman advised that the Youth Provision Steering Group are reaching out to schools and local organisations and shall be listening to the views from everyone to ensure the right provision for young people in Bognor Regis and that this will be presented at the next Youth Provision Steering Group.

The Chairman suspended Standing Orders

A Member seated in the public gallery stated their admiration for the work that is already taking shape from this group since West Sussex County Council's decision to withdraw youth services in Bognor Regis.

The Chairman reinstated Standing Orders

85. TO RECEIVE THE NOTES FROM THE BEACH & SEA ACCESS TOPIC TEAM HELD ON THE 3rd MARCH 2022 AND CONSIDERATION OF ANY RECOMMENDATIONS

The Projects Officer's report, including the notes of the Beach & Sea Access Topic Team Meeting held on 3rd March 2022, were **NOTED**.

86. **BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 8th MARCH 2022**

The Projects Officer's report, including the notes of the non-quorate Meeting of the Bognor Regis in Bloom Working Group held on 8th March 2022, were **NOTED**.

A Member was disappointed to hear that only two schools had expressed an interest in taking part and was keen to hear what plans Bognor Regis in Bloom Working Group have to create more engagement next year. The Projects Officer advised that he would reach out to the Committee Clerk and feedback at the next Community Engagement and Environment Committee Meeting to be held on 16th May 2022.

87. **TO RATIFY ARRANGEMENTS OF PLAYRANGER PLAY DAYS EVENT FOR AUGUST 2022**

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

Members **AGREED** to **RATIFY** the arrangements made to hold a week-long Play Day event commencing week beginning 25th July 2022 along with the total cost of £4,500.

88. **TO RATIFY LOCALITY MEMBERSHIP SUBSCRIPTION RENEWAL FOR 2022/23**

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

Several Members questioned the benefits of the Membership. The Town Clerk advised that this was an annual renewal paid by Direct Debit and should Members choose not to renew, she would try to stop the payment if it was not already too late. Following some discussion, Members **AGREED** not to renew the Town Council's Membership of Locality for 2022/23.

Should it not be possible to cancel the Direct Debit, then Members **AGREED** to **RATIFY** the renewal of the Town Council's Membership of Locality for 2022/23 at a cost of £500 + VAT, with the caveat it would be cancelled for 2023/24.

89. **TO CONSIDER PURCHASING A HEDGEHOG HIGHWAY BOX, AND IDENTIFY A BUDGET**

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

Members discussed this item, as to the pros and cons of where to sell, at what cost and who to sell the hedgehog highway boxes to and were

conscious not to waste not only this product but the opportunity to conserve a beloved part of the English Wildlife.

A member of the public stated that a local charity, Brent Lodge Wildlife Hospital in Sidlesham are the second largest hedgehog sanctuary in the Southeast.

Following further discussion, Members **AGREED** to purchase 1 box from Hedgehogs R Us at the cost of £157.50 and to donate these as a gift from Bognor Regis Town Council to Brent Lodge Wildlife Hospital, and that profits made would continue to aid Brent Lodge in caring for hedgehogs.

Members also stated that they would like to advertise this via social media and a press release to further aid the work of Brent Lodge Wildlife Hospital.

90. TO CONSIDER THE CONTINUATION OF THE RECYCLING AND REDISTRIBUTION OF POPPY WREATHS – MIN. 66.1 REFERS

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

Members **AGREED** to continue the recycling and redistribution of poppy wreaths with the assistance of Sarah Boote-Cook.

91. UPDATE ON COUNCILLOR TRAINING FOR THE USE OF DEFIBRILLATORS – 22nd JUNE 2020 – MIN. 74.1 REFERS (LAST CONSIDERED 7th FEBRUARY 2022)

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

The Chairman gave an update to Members on the usage of defibrillators and that there is no recognised qualification.

A Member asked if there would be the option to learn CPR or other First-Aid training, to which the Chairman stated he could go through the basics of this, but should Members wish to receive a formal qualification then this would come at a cost and require formal training for a period up to three days and would need to be put before this Committee as a future Agenda item for further consideration.

Councillors **AGREED** to contact Cllr. Smith directly to receive Defibrillator training.

92. UPDATE ON CONSIDERATION OF RECEIVING A PRESENTATION FROM ACCESSABLE – 22nd JUNE 2020 - MIN. 74.3 REFERS (LAST CONSIDERED 7th FEBRUARY 2022)

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

A Member and the Chairman stated that as Bognor Regis Town Council have access needs for only one building, they did not feel that this is an area to pursue at this time.

Members **AGREED** not to pursue this item at this time, but they could potentially revisit this at a later date.

93. TO CONSIDER SETTING UP AN AWARD FOR BUSINESSES WHO CAN DEMONSTRATE GOOD PRACTICE WITH REGARD TO RECYCLING AND GREEN ISSUES: - 22nd JUNE 2020 - MIN. 74.4 REFERS (LAST CONSIDERED 7th FEBRUARY 2022)

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

Members commented on the complexities of this item and how to implement the award system. This became apparent when discussing how businesses would demonstrate good recycling and green practices and how this would be validated.

Several Members spoke of partnering with Arun District Council, WEST (West End Shops & Traders), Chamber of Commerce and Bognor Regis BID to see if they thought this was a feasible opportunity and it was **AGREED** for the Projects Officer to make contact and report back to this Committee.

The Chairman asked if Members could email him directly with their suggestions so that Members could collaborate on this item and bring back to a future meeting.

94. 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. 74.5 REFERS (LAST CONSIDERED 7th FEBRUARY 2022)

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

Members discussed the potential opportunities to restore existing fountains as well as additional sites situated on the Esplanade, Butlin's, Sunken Gardens, Place St Maur etc that are accessible to all. However, due to work already being carried out by Arun District Council a Member commented that it would be too late to add Place St Maur to this, the Member also stated that whoever owns the water fountains may not feel that renovation is a high priority at this time.

Members **AGREED** for further research to be undertaken by the Projects Officer to see if the existing three fountains in the Town could be restored to working order, to encourage people to reuse/refill water bottles, with a report being brought back to a future meeting.

95. FURTHER CONSIDERATION OF THE WSCC INITIATIVE AROUND COMMUNITY IMPROVEMENTS - 12th OCTOBER 2020 - MIN. 74.7 REFERS (LAST CONSIDERED 7th FEBRUARY 2022)

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

Members were advised that the current Projects Officer will take this forward and write to West Sussex County Council, to request further clarification on how the scheme works, including the Town Council's expected liability and for information on case studies, with a report made back to this Committee in due course.

96. CORRESPONDENCE

The Committee **NOTED** receipt of the correspondence list, previously circulated.

A Member requested a copy of the email regarding FuturForm Recycled Outdoor Seating to be sent, which the Projects Officer agreed to do.

The Meeting closed at 7.51pm



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MINUTES OF THE EXTRAORDINARY MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON TUESDAY 19th APRIL 2022

PRESENT:

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

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Mrs. G. Frost (Town Clerk) in the public
gallery
Cllr. S. Goodheart in the public gallery
1 member of the public in the public gallery

The Meeting opened at 6.30pm

97. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

Apologies had been received from Cllr. Miss. C. Needs who was on annual leave.

No apologies had been received from Cllr. H. Jones.

98. 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
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- 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.

There no were declarations of Interest

99. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.32pm

The Chairman invited members of the public the opportunity to raise any questions or statements they wished to make.

A member of the public introduced themselves to the Committee and stated that he would be representing Bognor Regis Youth and Community Centre in Westloats Lane following their request for funding. He gave apologies on behalf of the Trustees Chairman who was on annual leave and the Centre Manager who was unwell.

With the decision from West Sussex County Council to withdraw Youth Services from Bognor Regis, the member of the public spoke of the need to provide a consistent provision for young people in Bognor Regis and hoped that this Committee would support the request.

The Chairman reconvened the Meeting at 6.35 pm

100. TO CONSIDER A REQUEST FOR FUNDING FROM BOGNOR REGIS YOUTH AND COMMUNITY CENTRE WESTLOATS LANE

The Chairman informed the Committee that several trustees and the manager of Bognor Regis Youth and Community Centre had contacted him on this matter, with their hopes of providing a wide range of services to young people in Bognor Regis. At present the Community Centre have the ownership of the building, however they require funds quickly in order to offer services over the summer. They are requesting a sum of £5,000 from this Committee, which could help address the multiple issues facing young people, such as anti-social behaviour.

Members were reminded by the Chairman of their support for youth provision as per the Community Engagement and Environment Committee Meeting held on 6th December 2021 – Min. 53. refers, whereby Members unanimously **RESOLVED** to **AGREE** in **PRINCIPLE** to exploring possibilities and further opportunities to support youth provision for Bognor Regis. This decision in principle awarded £10,000 to Sussex Clubs for Young People, to which Sussex Clubs for Young People would seek match-funding.

The Chairman advised that he had been in contact with Sussex Clubs for Young People's Chief Executive, Chris Cook who stated the decision of match-funding will not be known until summer 2022 and that should Members wish to support this request, he would be supportive of that, as the funds are not needed immediately. In addition, the Chairman stated that he had approached the Chairman of the Policy and Resources Committee to potentially secure funds from unspent reserves.

The representative of Bognor Regis Youth and Community Centre was thanked for the information provided to the Committee, but Members stated that given the importance of this project, they would have liked to have seen a larger representation at the meeting from those involved. Additionally, Members questioned whether this was the correct route to secure funds and that other applications for large funding requests require significant information in the first instance before being presented to a Committee.

Members suggested conditions such as full DBS checks, financial records, Health & Safety, Risk Assessments, as well as staggering the payments could be imposed should the Town Council be minded to support the request for funding to ensure that all statutory requirements are adhered to. In keeping with other applications that receive financial funds to this level from the Town Council, it was proposed that a member of this Committee should be appointed to attend future Bognor Regis Youth and Community Centre meetings as part of the agreement.

A Member raised concerns in funding this request from the £10,000 that had been agreed in principle for Sussex Clubs for Young People, to which the Chairman reiterated that their Chief Executive, Chris Cook had advised he supports this request and is happy for some of this funding to be released in the interim. The Chairman also confirmed that any recommendation regarding funding would need to be presented to the Extraordinary Policy and Resources Committee Meeting to be held on 25th April 2022 to establish whether any alternative funding to the £10,000 might be available to support this request.

A Member stated that the location of the Bognor Regis Community Centre is in an optimal position within the community so that the proposed services can engage with young people, which was echoed by other Members as young people use the surrounding field.

Members AGREED to suspend Standing Orders and the Chairman adjourned the Meeting to allow Cllr. Goodheart to speak from the public gallery

As one of the new Trustees of the Centre, Cllr. Goodheart, wanted to voice his thanks to the Members for considering this request and spoke of the significance this venue has provided to the community over the years.

Standing Orders were reinstated and the Meeting reconvened

The Chairman addressed the issues regarding the apparent lack of representatives attending from Bognor Regis Youth and Community Centre, as some were on annual leave or unwell, and the fact the request has been swift due to West Sussex County Council's decision to cease the Youth Services. He also stated that he had been invited to the Board of Trustees AGM Meeting to be held on Thursday 21st April 2022 at 6.30pm, and that should another Member wish to attend the Chairman would step down.

Members discussed this and **AGREED** that Cllr. Mrs. S. Staniforth would attend in place of the Chairman and be the appointed representative from the Committee.

Members then discussed the significance of DBS checks when submitting applications especially when involving staff working with young people. As this request did not come through the Grant Aid application process no check has been carried out confirming DBS checks are in place. Members spoke of stipulating that if funds are to be agreed upon, all Bognor Regis Youth and Community Centre staff working with young people must have a full enhanced DBS check performed. Furthermore, it was discussed that in addition to checks regarding safeguarding young people, it was discussed that proper statutory checks for the maintenance (Health & Safety, Fire Safety etc) of the building should also be supplied.

As a result of the discussion, it was **AGREED** that the following recommendation be made to the Policy and Resources Committee for consideration: -

Members **RESOLVED** to **RECOMMEND** as follows: -

- To support the Bognor Regis Youth and Community Centre with a grant to the value of £5,000
- The grant is to be released in two parts, 50% upon receipt of the Child Safeguarding Policy and confirmation that enhanced DBS Checks for all staff in contact with young people have been undertaken

EO CE&E C'ttee. Mins 19th April 2022

- Agreement by the trustees that a Member of the Community Engagement and Environment Committee be appointed as a non-participating observer of the Board.
- The remaining balance to be released within 6 months, upon sight of up-to-date financial records and confirmation that all statutory obligations are being met in relation to the building including Health & Safety, Fire Safety, Risk Assessments, and Environmental Health.

Cllr. Cunard abstained from the vote.

Members further **RESOLVED** to request that the Policy and Resources Committee identify additional funding to enable the Committee to support this request at the Extraordinary Meeting to be held on 25th April 2022.

The Meeting closed at 7.20pm

AGENDA ITEM 7

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 13th JUNE 2022

AGENDA ITEM 7 - APPOINTMENT OF SUB-COMMITTEES, WORKING GROUPS AND TOPIC TEAMS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are invited to **AGREE** to the appointment of the following for the 2022/23 Municipal Year:

Bognor Regis in Bloom Working Group

Members are asked to **AGREE** to the appointment of the following Councillors: S. Goodheart, Mrs. J. Warr and P. Woodall to the Bognor Regis in Bloom Working Group.

Members are further asked to **AGREE** to **RECOMMEND** to Council the appointment of the following Co-Opted members to the Bognor Regis in Bloom Working Group: Mr. P. Dillon, Mrs. G. Edom, Mr. E. Fane, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson and Mrs. P. Keane. There will also be a representative from the Arun District Council Parks and Greenspace department.

Due to the In Bloom Meeting often being non quorate and since the last meeting, Officers have emailed all Councillors to see if any other Councillors are interested in being Members. To date Cllr. Mrs. S. Staniforth has expressed an interest and Members are therefore asked to **AGREE** and **RECOMMEND** Cllr. Mrs. S. Staniforth be appointed a Member of the Working Group.

Beach & Sea Access Topic Team

Members are asked to nominate and **AGREE** to appoint a maximum of three Members of this Committee to sit on the Beach & Sea Access Topic Team.

Youth Provision Steering Group

Members are asked to **AGREE** to appoint the Chairman of this Committee to the Youth Provision Steering Group.

Climate Emergency Focus Group

Members are asked to nominate and **AGREE** to appoint a maximum of three Members of the Committee to sit on the Climate Emergency Focus Group.

DECISIONS

Do Members **AGREE** to appoint the Bognor Regis in Bloom Working Group, Beach & Sea Access Topic Team, the Youth Provision Steering Group and the Climate Emergency Focus Group for the 2022/23 Municipal Year?

Do Members **AGREE** to the appointment of Cllrs. S. Goodheart, Mrs. J. Warr and P. Woodall and Mrs. S. Staniforth to the Bognor Regis in Bloom Working Group?

Do Members **AGREE** to **RECOMMEND** to Council the appointment of the Co-Opted Members Mr. P. Dillon, Mrs. G. Edom, Mr. E. Fane, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane and a representative from the Arun District Council Parks and Greenspace department to the Bognor Regis in Bloom Working Group?

Do Members **AGREE** the three nominated Members of the Community Engagement and Environment Committee be appointed to the Beach & Sea Access Topic Team?

Do Members **AGREE** to **RECOMMEND** that the Chairman of the Community Engagement and Environment Committee be appointed to the Youth Provision Steering Group?

Do Members **AGREE** the three nominated Members of the Community Engagement and Environment Committee be appointed the Climate Emergency Focus Group?

AGENDA ITEM 8

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 13th JUNE 2022

AGENDA ITEM 8 - TO CONSIDER TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES, WORKING GROUPS AND TOPIC TEAMS INCLUDING UPDATES AND AMENDMENTS IF REQUIRED

REPORT BY THE PROJECTS OFFICER

FOR DECISION

As is usual at this time of year, following the re-appointment of the Community Engagement and Environment Committee, Bognor Regis in Bloom Working Group, Beach & Sea Access Topic Team, Youth Provision Steering Group and Climate Emergency Focus Group, Members are invited to review the Terms of Reference (attached as **Appendices 1 to 5**) with any proposed Officer recommendations:

Community Engagement and Environment Committee

No Officer recommendations

Bognor Regis in Bloom Working Group

No Officer recommendations

Beach & Sea Access Topic Team

No Officer recommendations

Youth Provision Steering Group

No Officer recommendations

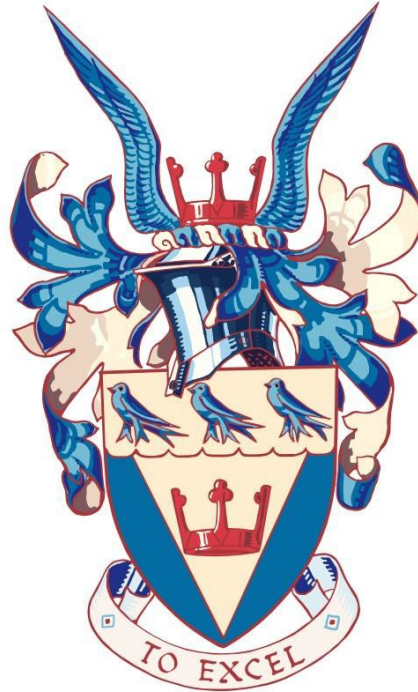
Climate Emergency Focus Group

No Officer Recommendations

Members are therefore invited to note there are no Officer recommendations proposed, make any amendments as necessary and recommend the final documents to the Policy and Resources Committee.

DECISION

Members are invited to **AGREE** the final Terms of Reference for the Community Engagement and Environment Committee, Bognor Regis in Bloom Working Group, Beach & Sea Access Topic Team, Youth Provision Steering Group and Climate Emergency Focus Group and **RECOMMEND** these to the Policy and Resources Committee subject to any additions that the Committee may feel appropriate and agreed upon at this meeting.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

Adopted by the Council at its Meeting held on **6th September 2021**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

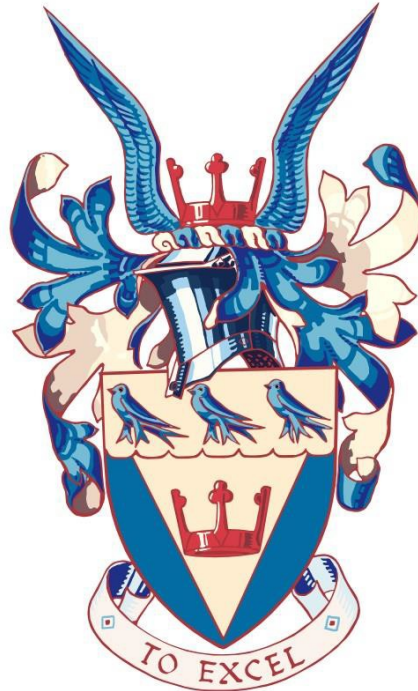
9 Members of the Authority

Quorum = 3

Function of Committee Column 1	Delegation of Functions Column 2
<p>1. Community Engagement</p> <p>1.1 To lead and encourage effective local community engagement, ensuring that, embedded throughout the Council and its decision-making processes is a clear understanding of the need to engage with the local community about decisions which affect them. Such thinking to be reflected throughout the implementation of the terms of reference 1 to 8 detailed below.</p> <p>1.2 To champion and where possible enable the aspirations/comments/suggestions obtained from the community to have an impact on decision making and the way in which services are being delivered.</p> <p>1.3 To promote the social wellbeing of the Town and to facilitate and support local community and voluntary organisations within the framework of our Corporate Strategy</p> <p>1.4 To lead the drive for one Bognor Regis engaged community and to take responsibility for the reporting of community engagement with those living and working in the Town.</p> <p>1.5 To identify different community sectors of place or interest not already involved in the engagement process to ensure all parts of the community are reached.</p> <p>1.6 To organise and facilitate the methods of community engagement for participation by all Members of the Council, tailored to the specifics of the target community sectors when applicable.</p> <p>1.7 To organise and facilitate the formation of Topic Teams with focus on specific issues as identified through community engagement.</p> <p>1.8 To review outcome from all engagement activities and make suitable recommendations to Council or Committee with reference to the Corporate Strategy.</p> <p>1.9 To regularly assess the delivery of engagement to identify strengths and weaknesses and required resources from within the Council to ensure effective engagement.</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Operational management to Town Clerk • Committee for strategic overview • Grants to Policy and Resources Committee • Promotion & other support to Committee/ Town Clerk in accordance with Policy • Committee for strategic overview • Committee for strategic overview • Committee for strategic overview • Operational management to Town Clerk • Committee for strategic overview • Operational management to Town Clerk • Committee for strategic overview • Operational management to Town Clerk
<p>2. Environment</p> <p>2.1 To promote the environmental wellbeing of the Town</p> <p>2.2 Issues involving ancient monuments & areas of archaeological interest</p> <p>2.3 To approve & action any Environmental Audits</p> <p>2.4 To promote environmental awareness</p> <p>2.5 To lead on sustainability and transition for the Town</p> <p>2.6 To lead the duty to consider the conservation of biodiversity</p>	<ul style="list-style-type: none"> • Committee under the direction of Council • Town Clerk for operational matters • Strategic overview to Committee • Operational management to Town Clerk • Committee within budget • Town Clerk to initiate audit • Committee to approve programme within budget • Committee within budget • Strategic overview to Committee

<p>when undertaking all Council functions. Natural Environment and Rural Communities Act 2006, s40</p>	<ul style="list-style-type: none"> Operational management to Town Clerk
<p>3. Environmental & Public Health</p> <p>3.1 Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125</p> <p>3.2 Power to deal with ponds & ditches, Public Health 1936, S260</p> <p>3.3 To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matter, pollution, animal welfare issue,</p> <p>3.4 To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act)</p> <p>3.5 Waste & recycling</p>	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk Power to Committee Petitions to Committee Town Clerk in other cases Committee Town Clerk in consultation with Chairman in cases of urgency Strategic overview to Committee Operational management to Town Clerk
<p>4. Personal Health</p> <p>4.1 To work with partner organisations to improve the health of people in the Town</p> <p>4.2 To improve access to services which can contribute to health</p> <p>4.3 To promote healthy living</p> <p>4.4 Contribute to the development of and co-ordination of NHS services</p>	<ul style="list-style-type: none"> Committee for strategic overview Town Clerk for operational management Committee for strategic overview Town Clerk for operational management Committee for strategic overview Town Clerk for operational management Committee for strategic overview Town Clerk for operational management
<p>5. Children and Young People</p> <p>5.1 Support public and community services and facilities for the young</p> <p>5.2 Co-ordinate the involvement of children and young people in decision making</p> <p>5.3 Support to children and young people in their communities</p>	<ul style="list-style-type: none"> Committee within Policy and Budget Committee within Policy and Budget Committee within Policy and Budget
<p>6. Public Realm & Public Facilities</p> <p>6.1 Provision of litter receptacles, Litter Act 1983, S5&6</p> <p>6.2 Provision and maintenance of street furniture and signs</p> <p>6.3 Matters relating to street cleaning, litter, fly posting, graffiti, including fixed penalty notices (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005</p> <p>6.4 Power to provide & maintain public conveniences, Public Health Act 1936, s87, including partnerships for community provision.</p> <p>6.5 Power to provide baths & washhouses under Secs 221, 222, 223 & 227 of Public Health Act 1936</p> <p>6.6 To promote and support floral and planting Initiatives, Local Government Act 1972. s 144</p>	<ul style="list-style-type: none"> Committee Strategic overview within budget to Committee Operational management to Town Clerk Strategic overview to Committee Operational management to Town Clerk Strategic overview to Committee within budget & policy Operational Management to Town Clerk Committee for strategic overview Town Clerk for operational management Committee under the direction of Council Operational management to Town Clerk

<p>7. Clocks</p> <p>7.1 Power to provide & contribute to public clocks, Parish Councils Act 1957, S2</p>	<ul style="list-style-type: none"> Operational management to Town Clerk
<p>8. Heritage</p> <p>8.1 To directly or indirectly conserve the cultural heritage of the Town.</p> <p>8.2 To manage, preserve & promote the use of the Town's historic records, artefacts & treasures, Local Government (Records) Act 1962, ss1 and 4</p>	<ul style="list-style-type: none"> Strategic overview to Committee within budget & policy Operational Management to Town Clerk Strategic overview to Committee within budget & policy Operational Management to Town Clerk
<p>9. To support home safety initiatives in the town</p>	<ul style="list-style-type: none"> Committee under the direction of Council
<p>10. Flexible Community Fund</p> <p>10.1 To administer the Council's Flexible Community Fund in accordance with Policy</p> <p>10.2 To approve grants within the approved budget and Policy</p>	<ul style="list-style-type: none"> Committee Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS IN BLOOM

WORKING GROUP

Adopted by the Council at its Meeting held on **6th September 2021**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: BOGNOR REGIS IN BLOOM WORKING GROUP

This is a Working Group of the Community Engagement and Environment Committee

6 Members of the Authority and co-opted Members

Quorum = 3

Function of Working Group Column 1	Delegation of Functions Column 2
1	The In Bloom Working Group is responsible for the promotion and planning of the Bognor Regis in Bloom competition and the application including the portfolio, planning and promotion for Bognor Regis' entry to South and South East in Bloom.
2	The Working Group will deal under delegated powers with the following specific decision-making issues within the budget and policies approved by the Community Engagement and Environment Committee.
Bognor Regis In Bloom Competition (i) Promote the competition through the media and other methods (ii) Collate, plan and judge all entries received at the office (iii) Organise presentation evening, awards and certificates	<ul style="list-style-type: none"> • Working Group within Budget • Working Group within Budget • Working Group within Budget
South & South East in Bloom Competition (i) Collate material over the year for inclusion in the portfolio (ii) Complete application to competition and representatives of the Working Party to attend seminars and presentations (iii) Promote South & South East in bloom through media, schools and other organisations. (iv) Organise planting competitions (v) Liaise with BRTC and ADC on planting programs / projects planned for year (vi) Plan route and itinerary for judging day (vii) Organise planting displays at national events to promote the town of Bognor Regis	<ul style="list-style-type: none"> • Working Group within Budget • Working Group within Budget • Working Group within Budget • Working Group within Budget • Working Group within Budget • Working Party within Budget • Working Group within Budget



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BEACH & SEA ACCESS

TOPIC TEAM

Adopted by the Council at its Meeting held on **6th September 2021**

BOGNOR REGIS TOWN COUNCIL

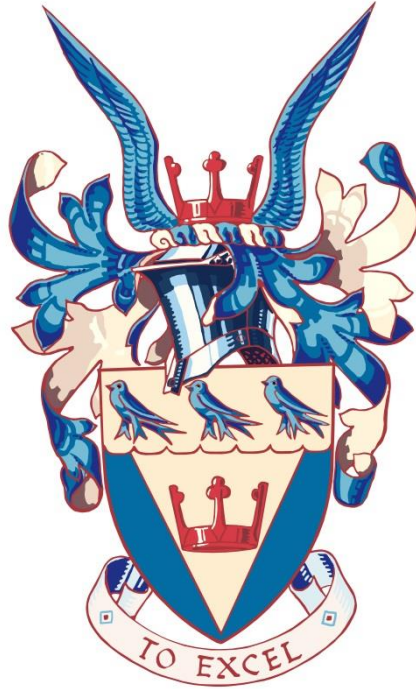
TERMS OF REFERENCE: BEACH & SEA ACCESS TOPIC TEAM

This is a Topic Team of the Community Engagement and Environment Committee

Committee Membership: Cllrs: **Barrett, Brooks and Mrs Warr**, Bognor Regis Town Council Projects Officer, interested stakeholders and members of the public.

Quorum = n/a

Function of the Topic Team Column 1	Delegation of Functions Column 2
1.To investigate means of achieving pedestrian and ambient-disabled access over and/or through the stones to the sand and shoreline and to work with members of the community to bring about the same	Topic Team to make recommendations to Community Engagement and Environment Committee
2.To work with Arun District Council, Officers, Engineers the Foreshore Office and other Partners and Agencies to determine the viability of any proposals and have representation on any ADC Project Team	Topic Team to make recommendations to Community Engagement and Environment Committee
3.To investigate possible funding streams for installation of any successful proposal	Topic Team to make recommendations to Community Engagement and Environment Committee
4.To refer any programme and budgets to the Community Engagement and Environment Committee with a recommendation to the Policy and Resources Committee for any budget required to deliver the programme	Topic Team to make recommendations to Community Engagement and Environment Committee
5.To promote the potential benefits that can be gained through partnership collaboration to all the community, as well as the economic growth impact to the town and the enhancement of regeneration through a successful outcome	Topic Team to make recommendations to Community Engagement and Environment Committee
6. To give consideration to any latest developments as they arise	Topic Team to make recommendations to Community Engagement and Environment Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

YOUTH PROVISION

STEERING GROUP

Adopted by the Council at its Meeting held on **6th September 2021**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: YOUTH PROVISION STEERING GROUP

This is a Steering Group reporting to the Community Engagement and Environment Committee

Membership: The Chairman of Bognor Regis Town Council Community Engagement and Environment Committee, Bognor Regis Town Council Projects Officer, Representatives from Youth Providers within Bognor Regis and the wider area

Quorum = n/a

Function of Steering Group Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none"> 1. To consult with youth providers within Bognor Regis and the wider area 2. To encourage collaborative working where possible and to share best practises 3. To liaise with statutory bodies to undertake a multi-agency approach towards safeguarding young people and where necessary signpost to the correct authority 	<ul style="list-style-type: none"> • Steering Group to make recommendations to Community Engagement and Environment Committee on all functions



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

CLIMATE EMERGENCY FOCUS GROUP

Adopted by the Council at its Meeting held on **6th September 2021**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: CLIMATE EMERGENCY FOCUS GROUP

This is a Focus Group of the Community Engagement and Environment Committee

Committee Membership: Cllrs: **Barrett, Brooks and Mrs. Warr**, Bognor Regis Town Council Projects Officer, interested stakeholders and members of the public.

Quorum = N/A

Function of Focus Group Column 1	Delegation of Functions Column 2
1.To investigate means of tackling Climate Change within the 5 wards of Bognor Regis	Topic Team to make recommendations to Community Engagement and Environment Committee
2.To work with all tiers of Government, Businesses, Stakeholders and Members of the Public towards achieving short, medium and long-term goals and objectives	Topic Team to make recommendations to Community Engagement and Environment Committee
3.To investigate possible funding streams for the delivery of any successful proposal	Topic Team to make recommendations to Community Engagement and Environment Committee
4.To refer any programme and budgets to the Community Engagement and Environment Committee with a recommendation to the Policy and Resources Committee for any budget required to deliver the programme	Topic Team to make recommendations to Community Engagement and Environment Committee

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
13th JUNE 2022**

**AGENDA ITEM 9 – WARD ALLOCATION ENVIRONMENTAL PROJECTS
BUDGET INCLUDING: RATIFICATION OF ANY SPEND AND UTILISATION OF
ANY REMAINING FUNDS**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

There has been no spend, or utilisation of any remaining funds that need to be ratified by Members.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
13th JUNE 2022

AGENDA ITEM 10 – FLEXIBLE COMMUNITY FUND INCLUDING: - TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND; TO REVIEW THE CURRENT APPLICATION AND CRITERIA FORM FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE; TO RATIFY THE DECISION TO AWARD £750.00 TO THE BOGNOR AMATEUR BOXING CLUB

REPORT BY THE PROJECTS OFFICER FOR INFORMATION & DECISION

Flexible Community Fund – Balance £4,250.00 – **Appendix 1**

TO NOTE AND DETERMINE ANY APPLICATIONS

There are no new applications to be considered by the Committee at this time. However, applications were received from Lifecentre and Shared Headspace Ltd (trading as Head 2 Heads).

To ratify the decision for the application from Lifecentre

Members are asked to ratify the following decision, as agreed by the Town Clerk and Chairman under Delegated Authority and confirmed via email by the following Members: Cllrs: Stanley, Smith, Mrs. Staniforth and Mrs. Warr, not to support the application from Lifecentre.

The application for £504 required to fund the counsellor sessions did not meet the Flexible Community Fund Guideline/Criteria and Checklist due to several pieces of information missing from the application.

To ratify the decision for the application from Shared Headspace Ltd

Members are asked to ratify the following decision, as agreed by the Town Clerk and Vice-Chairman under Delegated Authority and confirmed via email by the following Members: Cllrs: Brooks, Stanley and Mrs. Warr, not to support the application from Shared Headspace Ltd.

The application for £500 required to hire an event space, branded workwear, creation of business stationary, training, and website hosting did not meet the Flexible Community Fund Guideline/Criteria and Checklist due to several pieces of information missing from the application.

REVIEW CURRENT APPLICATION FORM

The Flexible Community Fund is a small funding stream with an annual budget of £5,000 that sits under this Committee's remit. It is intended to fund local community groups and organisations for small sums of money from £25 plus, for

items that are required immediately and cannot wait for the cycle of the Grant Aid Process.

The application process has been previously discussed by this Committee and Members made changes to the current application form as it was similar to the Grant Aid application and too detailed for such small amounts.

Members are asked to consider the attached application form (**Appendix 2**) and are further invited to make any recommendations to the Policy and Resources Committee, should they feel changes are necessary to the current application form for the Flexible Community Fund.

TO RATIFY THE DECISION TO AWARD £750.00 TO THE BOGNOR AMATEUR BOXING CLUB

An application was received from Bognor Regis Amateur Boxing Club for funding to purchase a defibrillator, in order for the club to comply with the mandatory decision from England Boxing, that any affiliated Boxing Club should have access to a defibrillator within a five minute walking distance.

Members are asked to ratify the decision to support the application from Bognor Regis Amateur Boxing Club for £750.00, as agreed by the Town Clerk and Chairman under Delegated Authority and confirmed via email by the following Members: Cllrs: Barrett, Brooks, Smith, Stanley and Miss. Needs.

DECISIONS

Members are asked to **RATIFY** the decision **not** to support the application from Lifecentre for £504 to fund the counsellor sessions

Members are asked to **RATIFY** the decision **not** to support the application from Shared Headspace Ltd for £500 to hire an event space, branded workwear, creation of business stationary, training, and website hosting

Members are invited to review the current application form for the Flexible Community Fund and **RECOMMEND** any changes to the application to the Policy and Resources Committee.

Members are asked to **RATIFY** the decision to award £750.00 to Bognor Regis Amateur Boxing Club.

CE&E Committee Meeting
13th June 2022
Agenda item 10 - Appendix 1

FLEXIBLE COMMUNITY FUND APRIL 2022 - MARCH 2023

2022/23 Allocation	£5,000.00
Less	£750.00 Bognor Amateur Boxing Club
Total Available	£4,250.00



BOGNOR REGIS TOWN COUNCIL

**FLEXIBLE COMMUNITY FUND
APPLICATION FOR YEAR
1st APRIL 2022 to 31st MARCH 2023**

IMPORTANT NOTICE – Please note that before payment of any agreed funds are made, applicants may be required to submit **copies of current bank statements for all bank accounts and a signed copy of the Chairman's Report/Statement or Constitution**. Successful applicants will be advised in their notification letter of all requirements to enable payment. However, to speed up the process, applicants may provide these documents in advance and attach to this application. Please read questions carefully and provide a full answer.

1. Name and address of your organisation.

Name:

Address:

2. Name, address, postcode and daytime telephone number of the person applying including position in organisation.

Name:

Address:

Postcode:

Daytime telephone number:

Position in Organisation:

3. Does your Group/Organisation have a constitution or set of rules?
Please enclose a copy if applicable.

Please tick

Yes

No

If no, please say why:

4. Please tick the relevant information and supply the appropriate number.

Registered Charity
Charity number
Company Ltd. by Guarantee
Company number
C.I.C
C.I.C. number
Other (please specify)

5. Please supply the following information:

When did your group/organisation start? (MM/YY)
How many members do you have?
How many people use this service?
How many are Bognor Regis residents?

6. Amount Applied for £.....

7. Description of what the funds are for (if the application is for new equipment that is over £100 in value, please supply at least two quotations).

--

8. Please tell us if you are a branch of, or related to, a larger organisation.

--

9. Are current Bank Statements attached?

Please tick	Yes	No
If No, can you confirm that these will be made available should your application be successful?	Yes	No
If the Bank Statements will not be available, please give an explanation why.		

10. Is an up-to-date Child Protection/Vulnerable Groups Policy enclosed?

Please tick	Yes	No
If no, please explain why this is not required		

11. Please confirm the amount of unrestricted reserves that your organisation holds and an explanation as to why these cannot be used for the proposals/project.

--

12. Are there any safety issues related to your project, or proposed activity and do you hold a current Public Liability Insurance?

Details of any safety issues		
Public Liability Insurance	Yes	No
Amount held	£	

13. What are your reasons for not applying to the Town Council's Grant Aid Fund for this funding?

14. The Town Council is keen to hear about the impact and benefits arising from the Flexible Community Fund. Therefore, if your application is successful, the Town Council will be in touch with you to request feedback. Please indicate below whether you anticipate your event/project will be completed within 6, or 12 months of the funds being awarded, so that you are contacted at the appropriate time.

The Event/Project will be completed within:	6 mths	12 mths
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15. As part of the feedback process, the Town Council would like to hear whether the success criteria for your event/project were met. Please provide details of how the success of the event/project will be assessed.

PLEASE NOTE: Failure to comply with these guidelines, by not supplying all the required documentation, will result in your application not being given consideration to.

Please complete Declaration overleaf

DECLARATION:

I declare that I have read and accepted the Guidelines, Criteria and Checklist and that I have answered all the questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Bognor Regis Town Council reserves the right to reclaim the full grant in the event of it not being used for the purpose specified.

DATA PROTECTION:

By making an application for funding from Bognor Regis Town Council, you agree that your contact details may be held and processed for the purpose of corresponding and assessing your funding application. You may request access to the information we hold on you by emailing bognortc@bognorregis.gov.uk You may request to be removed as a contact at any time bognortc@bognorregis.gov.uk Bognor Regis Town Council's Privacy Notice may be viewed on our website. Alternatively, please email bognortc@bognorregis.gov.uk to request a copy

Name Date.....

Position Email address.....

Organisation's website (If applicable)

Please complete this form fully and return [via email to the Town Clerk at bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

Checklist

To prevent unnecessary delay, please tick and ensure that you have:

Read the notes for applicants.

Answered all questions. It is not sufficient to simply attach documents in response to questions. Ensure you have entered the actual amount of grant requested.

Attached your most up-to-date bank statements for all bank accounts, or confirmed that these will be provided prior to payment, or an explanation as to why these are not available.

Provided a copy of your Policy Statement regarding Child Protection, (if applicable) or reason for absence.

Attached copy of your Constitution or Set of Rules.

Included additional supporting material, e.g. cuttings, reviews etc. (optional).

Attached copies of estimates for your proposals/project.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
13th JUNE 2022**

**AGENDA ITEM 11 – TO RECEIVE AN UPDATE IN RELATION TO ONLINE
COMMUNITY OPEN FORUM MEETINGS INCLUDING:**

- **CONSIDERATION OF ANY ITEMS FOR A FUTURE AGENDA**
- **ARRANGEMENTS FOR THE NEXT MEETING**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the last Community Engagement and Environment Committee Meeting held on 11th April 2022, Members received the notes of the Online Community Open Forum Meeting held on 21st February 2022 (Min. 83 refers).

Members considered the items that were discussed during the Online Community Open Forum Meeting, with the suggested Committees to address the items identified. The Town Clerk advised the Chairman that actions in relation to the various items identified would need to be referred to the relevant committee as an agenda item for further consideration and decision on any resulting actions.

One of the items considered was a request that a letter be sent by the Town Council to Southern Water regarding raw sewage. This will therefore be an agenda item for the next Community Engagement and Environment Committee Meeting when Members will be asked to consider and agree any next steps.

At the Meeting Members were also reminded that Online Community Open Forum Meetings would alternate between daytime and evening meetings, and it was reported that the next meeting would be held in the daytime.

DECISION

Do Members **AGREE** that the next Online Community Open Forum be held on Wednesday 15th June 2022 at 3pm?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
13th JUNE 2022**

AGENDA ITEM 12 – TO RECEIVE AN UPDATE IN RELATION TO YOUTH PROVISION MEETINGS INCLUDING:

- **UPDATE ON WEST SUSSEX COUNTY COUNCIL'S DECISION TO CLOSE THE PHOENIX AND FIND IT OUT CENTRES (IF AVAILABLE)**
- **UPDATE ON BOGNOR REGIS YOUTH AND COMMUNITY CENTRE FROM CLLRS. W. SMITH AND MRS. S. STANIFORTH**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

At the last Community Engagement and Environment Committee Meeting, held on 11th April 2022, the notes from the last Youth Provision Steering Group Meeting, were noted by the Members (Min. 84 refers).

Following that Committee Meeting, an Extraordinary Community Engagement and Environment Committee Meeting was held on 19th April 2022, where Members supported a funding request, from Bognor Regis Youth Community Centre, in Westloats Lane (Min. 100 refers).

It was hoped that a follow up meeting of the Youth Provision Steering Group, would occur shortly after that Extraordinary Meeting, to gain more insight into how each Youth Provision organisation could support one another. However, due to a combination of work commitments, annual leave and sickness, a further Youth Provision Steering Group Meeting, has not yet taken place.

Invitations have been sent out to the group with possible dates in June (22nd, 23rd, or 24th) for a future meeting of the Youth Provision Steering Group and responses regarding availability are awaited.

The Projects Officer contacted Chris Cook, CEO from Sussex Clubs for Young People, requesting an update on West Sussex County Council's decision to close the Phoenix and Find It Out centres, to which the following response was received from Chris: -

"We submitted our plans with the 39 Club on time for the Findit Out Centre on 24th May. United Learning submitted their plans with our input on 29th May for Phoenix Centre. We are expecting that WSCC will complete their scoring and review by 14th June and we should hear with a couple of weeks. There will probably be other questions or issues to resolve after that point."

It is hoped that a verbal report will also be given by either Cllr. W. Smith, or Cllr. Mrs. S. Staniforth in relation to an update on the Bognor Regis Youth and Community Centre.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
13th JUNE 2022**

AGENDA ITEM 13 – TO RECEIVE THE NOTES FROM THE BEACH & SEA ACCESS TOPIC TEAM MEETING HELD ON THE 27th APRIL 2022 AND CONSIDERATION OF ANY RECOMMENDATIONS

REPORT BY THE PROJECTS OFFICER

FOR NOTING

Members are asked to receive the Notes from the Beach & Sea Access Topic Team Meeting held on the 27th April 2022 (**Appendix 1**), from which there were no recommendations to be considered.

BOGNOR REGIS TOWN COUNCIL
BEACH & SEA ACCESS TOPIC TEAM
HELD ON WEDNESDAY 27th APRIL 2022

PRESENT:

Jan Malpas (Chair)
Patricia Clow
Clive Mott
Marilyn Warner
Cllr. Jim Brooks (Bognor Regis Town Council)
Matthew Hall (Bognor Regis Town Council – Projects Officer)

APOLOGIES:

Marion Wells

NO APOLOGIES:

Kristina Kosovskaya
Philip King
Pat Dillon
Andrew Clark
Trudy Lockyer
Karen Allen

The Meeting started at 6.30pm

1. CHAIR WELCOME

The Chair welcomed everyone and thanked them for their attendance.

The team spoke of a beach close to Brighton with a similar access issue and the possibility of investigating this as a possible avenue to explore going forward.

2. TO APPROVE THE MINUTES OF THE BEACH & SEA ACCESS TOPIC TEAM (BASATT) MEETING HELD 3rd MARCH 2022

The Minutes from the meeting held on 3rd March 2022 were approved by all.

3. CLLR. J. BROOKS OVERVIEW OF POTENTIAL SCHEMES

Cllr. Brooks presented potential schemes to the team but wanted to acknowledge that for each potential scheme, there are considerations and further information that will be required. The Chair asked Cllr.

Brooks for the opportunity for the team to share their views on each of the items presented.

3.1 IDEAS TO EXPLORE

- To consider a larger scheme which has added facilities, attractions, concessions, parking, expanding the Fisherman's Quarters, man-made sea defence, floating pontoon, lockable sea gate, lift from the pier deck.
- To consider using existing structures for access to the sea; the pier as a base for a ramp, explore unused underground toilets, punching through shingle, using existing steps underneath the shingle.
- To consider alternative methods to gain access, such as beach buggies, seasonal park and ride, zig-zag gradient down to the shore.

The team sought further clarification of an existing large scheme from Cllr. Brooks, who advised the team of a man-made sea defence at Herne Bay in Kent.



Man-made sea defence: Herne Bay, Kent

The team then discussed various other options of sea access, including the possibility of steps; made of hard sand, or rock (Margate/Elmer) raising the breakwater; zig-zag ramp design; however it was commented that several of the options would pose difficulties for those with limited mobility.

3.2 CONSIDERATIONS

For each of the 'Ideas to Explore', Cllr. Brooks stated that the access to the beach and sea should be all encompassing, but consider the following conditions:

- Allow access for pedestrians and those with limited mobility; families with pushchairs; wheelchair users etc.
- The beach access may have to be temporary in certain situations, due to shifting tides, or adverse weather conditions.
- To consider that any implemented design may require a temporary, or permanent physical presence/maintenance system, such as Lifeguard/Beach Patrollers to monitor users, or a small bulldozer to remove shingle that may prevent use on/off the beach.
- It may be necessary to limit the 'access at all times' to reduce cost.
- Acknowledge that full beach and sea access may not be the requirement of those with mobility issues and that some respite from the promenade may be the preferred option.

3.3 REQUIRED INFORMATION

In order to provide a suitable access option(s) to the beach and sea, the following information would be required:

- To review current beach conditions and tidal trends.
- Investigate a sustainable method for removing shingle, as currently there is a risk of 'overtopping'.
- Seek funding for significant research and independent expert reports for any chosen scheme.
- To make use of forecasting tools, to predict storm and adverse weather conditions.
- Review the implementation of successful rock groynes, anti-surge gates, ramps in place at Elmer and the Lobster Pot, in Felpham.
- Consider experiments on existing sites and record measurements, such as removing stones from Rock Gardens site, to access existing ramp and steps to beach and raise the western breakwater to further protect and observe the effect.

- Collate available advice/guidance from experts on proposed sites and impact of coastal erosion, including the viewing of available resources on YouTube, for the best protection against sea surges and videos of Bognor Regis Rock Gardens beach frontage.

The team thanked Cllr. Brooks for his presentation and agreed that the previous proposals for beach access from Arun District Council need to be reviewed, alongside exploring the many opportunities that technology and funding could present to this project.

The Chair asked whether Cllr. D. Edwards would be supportive of this project, and it was stated by Cllr. Brooks, due to his position as Chair of Arun District Council's Environment Committee, that it was expected he would be.

Regarding funding, a potential connection had been made by Cllr. Brooks, with Senior Management from Coast to Capital, who recently provided funding for development of The Beach@Littlehampton cafe.

4. DETAILS OF THE FIRST BOGNOR REGIS BEACH ACCESS WORKING PARTY (BRBAWP) MEETING

The first meeting will go ahead 9th May 2022 at 9.30am at Bognor Regis Town Council Chambers, with a short site visit to the seafront weather permitting.

The Chair asked the Projects Officer, to note the Members of Bognor Regis Town Council and those from Arun District Council, who will attend the meeting; -

Cllr. J. Brooks – Arun District Council/Bognor Regis Town Council

Cllr. D. Edwards – Arun District Council

Cllr. P. English – Arun District Council

Cllr. Mrs. S. Staniforth – Arun District Council/Bognor Regis Town Council

Cllr. Miss. C. Needs – Arun District Council/Bognor Regis Town Council

Cllr. Mrs. A. Worne – Arun District Council

5. TO RAISE ANY CONCERNS, OR GUIDANCE REQUIRED, FOR THE TWO NOMINATED REPRESENTATIVES OF THE BASATT, AHEAD OF THE BRBAWP MEETING

The team discussed that the initial meeting would most likely set out Terms of Reference, election of the Chairman and Vice-Chairman and

that the input from the representatives from the BASATT would be minimal, but valuable in providing the team with feedback.

6. **TO CONSIDER HOW, THE TWO NOMINATED REPRESENTATIVES OF THE BASATT, FEEDBACK INFORMATION FOLLOWING THE INITIAL BRBAWP MEETING**

The two nominated representatives, would feedback to the team at the next BASATT meeting, with support from Cllr. Brooks.

7. **FUTURE MEETING DATES**

The Chair requested that the Projects Officer set the meetings for the remainder of 2022, however it was suggested by Cllr. Brooks, to liaise with the Projects Officer, to set future meetings after the first ADC Working Party's Terms of Reference are set, to ensure the meetings follow on from each other.

In addition, the team were advised that due to the number of meetings that are required, it may not be possible for the Projects Officer to accommodate evening meetings and that he will contact the team for alternate monthly, daytime meetings.

The Meeting concluded at 7.38pm

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
MEETING
13th JUNE 2022**

AGENDA ITEM 14 – TO RECEIVE THE NOTES FROM THE CLIMATE EMERGENCY FOCUS GROUP MEETING HELD ON THE 13th APRIL 2022 AND CONSIDERATION OF ANY RECOMMENDATIONS

REPORT BY THE PROJECTS OFFICER

FOR NOTING

Members are asked to receive the Notes of the Climate Emergency Focus Group held on 13th April 2022 (**Appendix 1**).

There were no recommendations to the Community Engagement and Environment Committee Members.

BOGNOR REGIS TOWN COUNCIL
CLIMATE EMERGENCY FOCUS GROUP
HELD ON WEDNESDAY 13th APRIL 2022

PRESENT:

Clive Mott

Kim Davis

Cllr. J. Brooks (Bognor Regis Town Council)

Matthew Hall (Bognor Regis Town Council – Projects Officer)

APOLOGIES:

Cllr. J. Barrett (Bognor Regis Town Council)

Cllr. Mrs. J. Warr (Bognor Regis Town Council)

The Meeting started at 6.00pm

1. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN FOR THE CLIMATE EMERGENCY FOCUS GROUP

The meeting began with the Projects Officer confirming that two members had decided to retire from the group due to work commitments: the previous Vice-Chairman Adam Bell and Sue Baker.

The Projects Officer also informed the group that there were no responses received from Suzi Buckley, Gillian Edom, Craig Pinkney and Gemma Hawkins, and commented that they also may not wish to be part of this group moving forward but he would continue to make contact before the next Climate Emergency Focus Group Meeting.

The members of the group were then invited to appoint a Chairman and Vice-Chairman, which the group unanimously agreed upon Clive Mott and Kim Davis respectively.

2. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chairman welcomed everyone and thanked those in attendance for their continued support and hoped that others would attend future meetings of this group.

3. TO NOTE THE NOTES FROM THE MEETING HELD 20th MAY 2021

The Notes from the previous meeting were noted.

4. TO RECONSIDER THE PROPOSAL TO INSTALL PUBLIC CYCLE HUB/BIKE REPAIR STATION, INCLUDING IDENTIFYING A SUITABLE LOCATION, PERMISSION, AND ASSOCIATED BUDGET – AS DISCUSSED ON 25th MAY 2021

Members of the group discussed the high cost of this proposal and the feasibility of this project now that the expertise from Adam Bell had been lost from this group. It was decided by all members that the group would no longer continue pursuing this item.

5. TO INVITE ANY QUESTIONS FROM MEMBERS OF THE PUBLIC VIEWING LIVE VIA FACEBOOK

The Projects Officer advised that it was not possible to stream live via Facebook on this occasion, due to the amount of Officer hours increasing outside of 'usual' business hours.

Due to the relatively small number of attendees present, those in attendance stated that they would use this opportunity to create a succinct focus before streaming live to Facebook.

6. ITEMS FOR FUTURE AGENDA

- 6.1** To explore the opportunity of a Food Forest with the owner of the land on which a caravan park is proposed. This would involve contacting the owner to see whether this may be something which they would be open to. Kim Davis shared her thoughts on the many ways in which this would combat Climate Change.
- 6.2** To find out who owns the land from the Bognor Regis Golf Course all the way to the land behind the Chichester University, where the Technology Park is situated and understand what live planning applications are in place.
- 6.3** To investigate the possibility of cycle racks to be situated at Victoria Road car park and whether the water tanks may be affected by this proposal.
- 6.4** To contact the relevant organisation responsible for collection/drop off of medical skips at the Health Centre, so that soil development sites can continue to be nurtured for composting.
- 6.5** To invite representatives from Butlin's, Sussex Wildlife Trust, the owner mentioned in 6.1 and Environmental Officer Will Page from Arun District Council to attend future meetings to explore the opportunity to create a Food Forest in Bognor Regis.

7. DATE OF NEXT MEETING

The Projects Officer will send out invitations to the group ideally before the next Community Engagement and Environment Committee Meeting to be held on 13th June 2022.

The Meeting concluded at 7.00pm

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
13th JUNE 2022**

**AGENDA ITEM 15 – BOGNOR REGIS IN BLOOM WORKING GROUP –
CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND
REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE
19th MAY 2022**

REPORT BY THE PROJECTS OFFICER FOR DECISION AND NOTING

Members are asked to receive the Notes from the Bognor Regis In Bloom Working Party Meeting, held on the 19th May 2022 (**Appendix 1**).

As detailed in the Notes of the Working Group Meeting, the Committee Clerk contacted those co-opted Members not present and has since received notification from Mr. R. Earl that, owing to other commitments, he would be standing down.

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

- To **AGREE** to **RECOMMEND** to Council the appointment of Councillors S. Goodheart, Mrs. J. Warr and P. Woodall to the Bognor Regis in Bloom Working Group.
- To **AGREE** to **RECOMMEND** to Council the appointment of the following Co-opted members to the Bognor Regis in Bloom Working Group: Mr. P. Dillon, Ms. G. Edom, Mr. E. Fane, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane. There will also be a representative from the Arun District Council Parks and Greenspace department.
- To **RATIFY** the expenditure of £4 for French Bean seeds be sent to participating schools, to be funded from the competition expenses budget for 2022/23.
- To **RATIFY** the expenditure of a donation of £25 to the Town Council's stationery fund, from the Environmental Projects budget, for the printing of the flyers and leaflets for the Open Day.

DECISIONS

To **AGREE** to **RECOMMEND** to Council the appointment of Councillors S. Goodheart, Mrs. J. Warr and P. Woodall to the Bognor Regis in Bloom Working Group.

To **AGREE** to **RECOMMEND** to Council the appointment of the following Co-opted members to the Bognor Regis in Bloom Working Group: Mr. P. Dillon, Ms. G. Edom, Mr. E. Fane, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane. There will also be a representative from the Arun District Council Parks and Greenspace department.

To **RATIFY** the expenditure of £4 for French Bean seeds be sent to participating schools, to be funded from the competition expenses budget for 2022/23.

To **RATIFY** the expenditure of a donation of £25 to the Town Council's stationery fund, from the Environmental Projects budget, for the printing of the flyers and leaflets for the Open Day.

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Thursday 19th May 2022

PRESENT: Mr. P. Dillon, Cllr. S. Goodheart (part of meeting), Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Ms. P. Keane, Cllr. Mrs. J. Warr, Mr. S. Davis (Committee Clerk) and Mrs. R. Vervecken (Civic & Office Manager)

The Meeting began at 10.00am

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 Ms. G. Edom, Mr. J. Jones-McFarland, and Cllr. P. Woodall.

2. TO DISCUSS AND AGREE WHO WOULD LIKE TO REMAIN A MEMBER OF THE BOGNOR REGIS IN BLOOM WORKING GROUP

With the Annual Meeting of the Town Council having recently taken place, Membership for the Working Group needed to be discussed, with a suitable recommendation put to the next Community Engagement and Environment Committee meeting.

Co-opted Members present, Mr. P. Dillon (PD), Mrs. M. Huntingdon (MH), Mr. B. Jackson (BJ), Mrs. J. Jackson (JJ), and Ms. P. Keane (PK) would all like to remain on the Bognor Regis in Bloom Working Group, as would Cllr. S. Goodheart (SG) and Cllr. Mrs. J. Warr (JW).

Co-opted Members not present, Ms. G. Edom (GE) and Mr. J. Jones-McFarland (JJM) have advised the Committee Clerk (CC) they would like to remain on the Bognor Regis in Bloom Working Group, as would Cllr. P. Woodall (PW).

Mr. D. Meagher had informed the CC prior to this meeting, that he wished to stand down as a co-opted Member of the Working Group. This was **NOTED**.

Those present **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee that Co-opted Members: Mr. P. Dillon, Ms. G. Edom, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Ms. P. Keane and Mr. J. Jones-McFarland remain on the Bognor Regis in Bloom Working Group, along with Town Council Members Cllrs. S. Goodheart, Mrs. J. Warr and P. Woodall.

The CC shall contact those who were not present and had not confirmed their wish to remain a Member, and these will be included in the recommendation to the Community Engagement and Environment Committee.

Members discussed the Councillor representation on In Bloom, and the problem with getting all three Councillors to be in attendance, to allow meetings to be quorate.

NB: Since this meeting, all Councillors have been emailed to ask if anyone else would like to be a Member of the Working Group, to hopefully allow for better Councillor representation at meetings, and for meetings to therefore be quorate. Any Councillors expressing an interest will form part of the above recommendation of Membership to the next Community Engagement and Environment Committee Meeting.

3. TO APPOINT A CHAIRMAN FOR 2022/23 MUNICIPAL YEAR

MH advised the meeting that she would not be willing to continue as Chairman.

Members at the meeting unanimously **AGREED** that PD be appointed Chairman. Members further **AGREED** that SG, should be Vice-Chairman of the Working Group.

Both PD and SG, on behalf of the Working Group, expressed thanks to MH for her work as Chairman.

4. 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, 3rd OCTOBER 2019, 16th JANUARY 2020, 22nd NOVEMBER 2020, 22nd MARCH 2021, 17th MAY 2021, 6th JULY 2021, 31st AUGUST 2021, 9th NOVEMBER 2021, 11th JANUARY 2022 AND 8th MARCH 2022

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.

BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

BRiB Annual Competition - To receive an update. Also, to discuss judging arrangements for July and award for winner of Queen's Platinum Jubilee category

The CC informed Members that there had been 21 entrants to date but that there was still over a month to the closing date.

The CC reminded the Members one category (best sustainable and environmentally-friendly planting) was yet to be sponsored. Members discussed various potential sponsors and Members **AGREED** that in the first instance, SG would approach Bonito Lounge to seek sponsorship. If that was not successful PD would approach Covers Timber & Building Merchants.

It had previously been agreed by Members that the Queen's Platinum Jubilee category should be sponsored by the Bognor Regis in Bloom Working Group, as it is a one-off category for this year, but the award for this category had yet to be finalised. MH suggested the award be a £15 garden voucher. This was **AGREED** by Members.

Discussion was held regarding the Annual Award Evening. Venues considered were: Boys Club, University, Butlin's, Masonic Lodge, Football Club, The Regis Centre, The Gordon Centre and The Salvation Army Hub. Consideration was given to venue size, audio-visual setup and kitchen facilities, with comments made by those in attendance at the last Award Evening, that the sound system and screens for displays, could have been better.

After consideration, Members present **AGREED** the CC should contact the Salvation Army Hub and Gordon Centre, to ascertain dates towards the end of September/beginning of October that the venues may be available for use, as well as obtain quotes and discuss the requirements of hosting the Awards Evening.

Guides Competition - To note winners of this year's competition and details of Presentation at the seafront mounds

The CC advised Members that the Presentation of the awards would take place at 4.15pm on 1st June 2022 and encouraged all Members to attend.

The cost of the flowers to make the winning designs was quoted at £195 plus VAT. This amount will be recommended to the Community Engagement and Environment Committee once the final invoice has been received from Ferring Nurseries. This was **NOTED**.

The CC informed Members that the Pop! Shop that was being opened over the Jubilee Weekend would be displaying all the entries for this year's competition. SG explained the background to the Pop! Shop and asked that any Members who could volunteer at the Pop! Shop either for the set up or during its opening liaise with Clive Motts. The displays will be in situ from Thursday 2nd June until Sunday 5th June.

Schools Competition – To ratify cost of French Bean seeds for sending to 3x schools

Members present **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee, that £4 for French Bean seeds sent to the participating schools, be funded from the competition expenses budget for 2022/23.

5. WASH-UP OF THE BOGNOR REGIS IN BLOOM OPEN DAY (SATURDAY 26th MARCH 2022) AND TO CONSIDER MAKING A SMALL DONATION TO THE TOWN COUNCIL FOR THE COST OF PRINTING IN EXCESS OF SIX HUNDRED VARIOUS FLYERS AND LEAFLETS

MH apologised to the Working Group for the disappointing attendance at the event and the general lack of interest in bio-diversity.

PD and others spoke to say MH was not to blame and that the lack of numbers was due to the sunny weather. SG praised MH's passion on the subject.

Members present **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee a donation of £25 be made to the Town Council's stationery fund, from the Environmental Projects budget, for the printing of the flyers and leaflets for the Open Day.

6. WASH-UP OF BEACH CLEAN FOR GREAT BRITISH SPRING CLEAN 2022 (FRIDAY 8th APRIL 2022)

The CC thanked those who attended and presented some statistics on the items cleared off the beach. The verbal report was **NOTED**.

7. TO RATIFY FINAL PLANTING DESIGN AND ASSOCIATED COSTS FOR TEMPORARY PLANTING SCHEME AT THE SEAFRONT BEACON, FOR THE QUEEN'S PLATINUM JUBILEE AND BEACON LIGHTING ON 2nd JUNE 2022

Members were reminded of the final design for the temporary planting scheme, to include half-moon baskets, (attached to the railings by the pedestrian crossing) and barrier sleeve troughs (to sit on the wall in front of the beacon) which was again shown to Members.

The selected plants have been planted up into containers by Ferring Nurseries and kept under glass with the aim of the plants being in flower when they are put out at the beacon.

The CC advised that the Town Force Manager has confirmed she is able to cover the extra costs involved in the plants being 'brought on' and planted in containers, by Ferring Nurseries, within the Town Force budget (which totalled £960.23).

The actual cost therefore to the Working Group, will be the previously advised £400 plus VAT. This will be recommended to the Community Engagement and Environment Committee once the final invoice has been received.

8. TO DISCUSS POTENTIAL PLANTING PROJECT WITH 2nd BOGNOR CUBS IN HOTHAM PARK

The CC reported that the 2nd Bognor Cubs wanted to undertake a planting project in the Town. The CC advised JJM had been approached who, in turn, had approached the Friends of Hotham Park. Members present

discussed previous planting projects the Working Group had undertaken at Hotham Park and expressed disappointment that the Rainbow groups no longer took part in these. It was **AGREED** the Church Path area would be a viable location for any new planting with the 2nd Bognor Cubs. The CC will discuss this location with JJM and report back to the next meeting.

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

SG informed the meeting of a discussion taking place with ADC on match funding covering the possible planting of 10 large palm trees in Waterloo Square (west side). The cost of the trees would be in the region of £10,000. If the project is given permission and funding from ADC agreed, SG will consider applying for the £5,000 allocated funding to be spent of the QGC. SG will keep Members updated on the viability of this planting project.

Members discussed the work carried out to identify locations where street trees could be planted. The CC confirmed there was a list, which had been compiled from discussions at the last meeting and is arranging a meeting with JJM to determine if any of the locations would be viable.

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

Bognor Community Gardeners:

No volunteer from BCG was present so there was no update.

Hotham Park Volunteers:

The roses within the Rose Garden had been pruned after a couple of years where pruning was not carried out. Work was now taking place in the Winter Garden. Roses were being pruned and paving replaced. It was reported that many planters within Hotham Park were not being maintained and it was hoped, if more volunteers could be found, this situation could be rectified.

PK reported that the pergola outside Butlin's used to have roses climbing up it but that was no longer the case. It was **AGREED** that locations that needed attention (such as this) be added as an Agenda item at the next meeting.

PK further reported that the large planter in Queensway was empty of plants and should be removed. It was discussed that this might already be in hand. Members present **AGREED** the CC should investigate and confirm if there was a plan to remove the planter and further to ask ADC if it could be replaced with a litter bin.

11. CORRESPONDENCE

The CC had received a 'Your Environment and Climate Change' e-newsletter from WSCC which, amongst other useful content, included a link to the Wildlife Trust's new project for the QGC, called 'Nextdoor Nature'. The CC will forward the e-newsletter to Members.

12. DATE OF NEXT MEETING

The next meeting will be held on Thursday 30th June 2022 at 10am.

The Meeting ended at 11.40am

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
13th JUNE 2022**

**AGENDA ITEM 16 – TO FURTHER CONSIDER SETTING UP AN AWARD FOR
BUSINESSES WHO CAN DEMONSTRATE GOOD PRACTICE WITH REGARD TO
RECYCLING AND GREEN ISSUES: - 11th APRIL 2022 – MIN. 93 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Community Engagement and Environment Committee Meeting held on 11th April 2022, Members considered setting up an Award for Businesses who can demonstrate good practice with regard to recycling and green issues. Members discussed the complexities of this item and how to implement the award system, alongside how good recycling and green practices would be validated (Min. 93 refers).

It was agreed that the Projects Officer would contact Arun District Council, WEST (West End Shops & Traders), Chamber of Commerce and Bognor Regis BID to see if they thought this was a feasible opportunity and that the Projects Officer would report back to this Committee. However, due to the Projects Officer being absent owing to Covid-19, contact with these businesses has been delayed.

It is therefore the Projects Officer recommendation that this item be deferred to the next meeting to allow for this item to be progressed.

DECISION

Do Members **AGREE / DISAGREE** to defer this item to the next meeting?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
13th JUNE 2022**

AGENDA ITEM 17 – TO FURTHER 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 – 11th APRIL 2022 – MIN. 94 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the last Community Engagement and Environment Committee Meeting held on 11th April 2022 – Min. 94 refers, Members agreed for the Projects Officer to carry out further research, to see if the existing fountains in the Town could be restored to working order to provide a source of water for members of the public to refill drinking bottles.

Existing Water Fountains

In relation to the three water fountains identified in the Meeting, the water fountain situated on the Promenade (opposite The Regis Centre) is in working order. The basin at the foot of the structure is intended for dogs to drink from and so it should retain water. However, there is an overflow that can sometimes get blocked (often by people putting pebbles in the basin, to 'helpfully' keep the bowl full for dogs) which results in water overflowing onto the Promenade. Jack Keen, from Arun District Council, confirmed on 4th May 2022, that he would take a look at this fountain and clear any blockage.

There are two working water fountains in Hotham Park, one located near to the toilets by Hotham Park House and the other over by the Adventure Golf Course.

The water fountain at the Methodist Church, in Waterloo Square, is not presently working. It has been established that Arun District Council do not own this particular water fountain, but they have suggested that it might belong to the Methodist Church. The Projects Officer has contacted the Methodist Church and spoken with Rev. Dan Balsdon who is making enquiries as to whether the Methodist Church are responsible for the maintenance of this fountain. Any further updates will be reported at a future meeting.

Potential Water Fountains

In addition to the sites identified by Members, at the previous meeting, there is a water fountain, similar to the one on the Promenade that is opposite The Regis Centre, located west of the Pier on the Esplanade behind the beach huts opposite Marine Park Gardens. The Projects Officer visited on 7th June 2022 and confirmed that it is in working order (see photo).



There is also a water fountain in Steyne Gardens, which does not work, but Arun District Council Parks are keen to have it in working order again. It has previously been investigated and it is understood that the water supply would need to be reinstated with Portsmouth Water. It has been suggested that this would be at a cost to Arun District Council in the region of £2k.

Arun District Council have recently looked at the provision of water bottle refill stations (water fountains), in both Bognor Regis and Littlehampton, but it was felt that there was more need for additional stations in Littlehampton at this present time. However, in the next financial year, Arun District Council have said that it may look to install more stations (water fountains) in Bognor Regis.

It is Officer Recommendation that a watching brief be maintained, to see how plans with Arun District Council, in relation to installing more sources of drinking water, progress.

DECISION

Do Members **AGREE** that the Projects Officer maintains a watching brief to see how plans with Arun District Council, in relation to installing more sources of drinking water, progress?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
13th JUNE 2022**

**AGENDA ITEM 18 – FURTHER CONSIDERATION OF THE WSCC INITIATIVE
AROUND COMMUNITY IMPROVEMENTS – 11th APRIL 2022 – MIN. 95
REFERS**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

During the Community Engagement and Environment Committee Meeting held on 11th April 2022, Members stated that they wished for the Projects Officer to write to West Sussex County Council, to request further clarification on how the scheme works.

Contact was made by the Projects Officer and a site visit from a Senior Staff Member of West Sussex County Council will occur shortly, which unfortunately had to be postponed due to the Projects Officer's recent Covid-19 illness.

It is therefore the Projects Officer recommendation that this item is deferred to the next meeting to allow for the site visit to take place and further information becoming available on how the scheme works.

DECISION

Do Members **AGREE / DISAGREE** to defer this item to the next meeting?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
13th JUNE 2022**

AGENDA ITEM 19 - CORRESPONDENCE

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

1. West Sussex County Council Local Forum with County Councillors and Officers in June & July (received 18th May 2022)
2. May 2022 Climate Change Bulletin – Local Government Association (received 3rd May 2022)
3. June 2022 Climate Change Bulletin – Local Government Association (received 7th June 2022)
4. GeViews Plans for Public Spaces – Self-Watering Floor Planters, Planter Towers, Barrier Baskets and Hanging Baskets (received 4th May 2022)
5. GeViews – Create a burst of beauty with our Pagoda Basket Planters (received 8th June 2022)
6. West Sussex Climate Action –Environment and Climate Change Newsletter April 2022 Edition (received 13th April 2022)
7. West Sussex County Council – Nature-friendly road verges help pollinators across West Sussex June 2022 (received 1st June 2022)