



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 11th APRIL 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 11th April 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 5th APRIL 2022

TOWN CLERK

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcement and Apologies for Absence
2. Declarations of Interest:
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote

- e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
- 3. To approve the Minutes of the Meeting held on 7th February 2022
- 4. Adjournment for public questions and statements
- 5. Clerk's Report
- 6. 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
- 7. Flexible Community Fund including:
 - To Note the opening balance for 2022/23
 - To Note and determine any applications
- 8. 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
 - Arrangements for the next meeting
- 9. Youth Provision including
 - To receive the Notes from the Youth Provision Steering Group held on 2nd March 2022
 - Update on West Sussex County Council decision to close the Phoenix and Find It Out Centres (If available)
- 10. To receive the Notes from the Beach & Sea Access Topic Team held on the 3rd March 2022 and consideration of any recommendations
- 11. Bognor Regis in Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Non-Quorate Meeting held on the 8th March 2022
- 12. To ratify arrangements of Playranger Play Days Event for August 2022
- 13. To ratify Locality membership subscription renewal for 2022/23
- 14. To consider purchasing a Hedgehog Highway box, and identify a budget
- 15. To consider the continuation of the recycling and redistribution of Poppy Wreaths – Min. 66.1 refers
- 16. Update on Councillor Training for the use of Defibrillators - 22nd June 2020 - Min. 74.1 refers
- 17. Update on consideration of receiving a presentation from AccessAble - 22nd June 2020 - Min. 74.3 refers
- 18. 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
- 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
- 20. Further consideration of the WSCC Initiative around Community Improvements - 12th October 2020 - Min. 74.7 refers
- 21. Correspondence

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



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

MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 7th FEBRUARY 2022

PRESENT:

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

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
1 member of the public in the public gallery
Cllr. D. Edwards (Arun District Council) in the
public gallery

The Meeting opened at 6:30pm

62. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllr. A. Cunard who was working, Mrs. S. Staniforth and M. Stanley due to family illness, and Cllr. Miss. Needs and the Projects Officer who were unwell.

63. 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 were declarations of Interest

64. TO APPROVE THE MINUTES OF THE MEETING HELD ON 6th DECEMBER 2021

Members were asked if there were any objections to the Minutes of the last Committee meeting, held on the 6th December 2021.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 6th December 2021 as an accurate record of the proceedings and the Chairman duly signed them.

65. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.34pm

A member of the public asked if there was any update on the power requirements for Place St Maur for the Ice Rink, to avoid the need to use a generator in the future. They also referred to Min. 51.1 from the previous meeting, in relation to the benefits of the Town Council using 70gsm instead of 80gsm paper. The member of public questioned the figure quoted of £19.46 per ream for 70gsm paper, as this seemed expensive compared to other suppliers. It was confirmed, however, that this was the price quoted by the Town Council's stationery providers. The final comment from the member of public was regarding a recent quote from Lord Alan Sugar, who stated that "since the Covid-19 Pandemic, the UK staycation market has risen by 40%".

In response to the quote about staycations, the Chairman acknowledged that it had become apparent that staycations would increase, owing to the pandemic, and believed that the Town Council should capitalise on this fact. Following a suggestion that this might include signposting visitors to tourist attractions such as Marine Park Gardens and West End, the Chairman stated

that this would be a matter for discussion at a future Events, Promotion and Leisure Committee Meeting.

Cllr. Edwards, from Arun District Council (ADC), gave an update from the Environment Committee Meeting, held on 17th November 2021, at which it had been agreed that two places on ADC's Bognor Regis Beach Access Working Party would be offered to members of the Town Council's Beach & Sea Access Topic Team. Whilst there had been the suggestion that one of those places be allocated to Cllr. Goodheart, Cllr. Edwards, who is Chair of the Environment Committee, stated that the decision as to who those two places should be allocated was entirely up to the Town Council, and nothing to do with ADC. He was unable to give a precise date for the first meeting of the Working Party, but it was hoped that this would take place in the Spring. Cllr. Edwards gave profuse apologies that no official invitation had yet been extended to the Town Council, for the two places, but confirmed that a letter was on the way.

Referring to the comment from the member of the public in relation to any future power supply for Place St Maur, Cllr. Edwards stated that he was 99% certain that this had been taken into account but advised that he would follow up on this. Cllr. Mrs. Warr added that she had spoken with Joe Russell-Wells from ADC who had given his assurances that the power had been accounted for.

The Chairman read the following questions and statement, from a member of the public, that had been submitted in advance of the meeting: -

1. *Westloats Lane Youth and Community Centre. My concern is that it appears the trustees of the centre I've been having discussions with Grace Church about the letter taking over the building and registering it as a church. It is important that this community, with its disadvantage Issues good become a church and depart from its charitable purpose. I gather the current trustees wish to stand down. I have told chairman of trustees that there are at least 5 people who wish to take this on but I'm afraid he does not seem to be listening. I have spoken with Philippa dart at Arun about a land swap Wychwood see a new Centre built on the recreation ground freeing up that land for affordable housing as the council who is planning to build such Dwellings on the adjacent plot. I do not think that a church use is compatible with the charitable objectives in any case and having served the community of that area for 14 years as a Councillor and through more years than that with the Fun Bus, I am crystal clear that it needs an open-to-all centre. I asked, for example, what if a gay group wished to hire if run by the church, also e.g., another faith group wanted to hire Islam, Catholic etc. There are 5 people who are willing to take over as trustees (I am not one and the 5 are well-known in the community and indeed the Council. I am willing to help e.g., with raising money.*

2. *Youth activities - you will be aware of the Phoenix and 39 being offered for Community Asset Transfer, you also are aware of Sussex Youth Clubs interest, and the Council has been supporting work at both, now ceased. Whatever the outcome, it's vital for a whole raft of reasons, not least mental health per the pandemic, that a youth facility/provision remains, and that it's open access. I believe the Scouts are interested in 39 but my view is that its uniform requirements would create a barrier to that, not least re cost for families, and re Phoenix it was BUILT for youth provision, has not fired on all cylinders to say the least in that regard. Also, though technically not on the school campus, maybe for many kids both from there and from other schools, that proximity might pose barriers. So, one option might be for a new Westloats to regain its youth function. I do not think we should miss opportunities were working together might provide new solutions. One of the exciting ideas for Phoenix is a Weekend Arts College for young people, I know of the original project in Camden as I worked there.*
3. *The issue really ignored is children's play, I am very clear from my long experience that this cannot remain under-provided. Westloats has such a need as do other areas in the Town e.g., parts of Orchard. I can offer to come and speak on this issue at a future meeting, but this matter also relates to Phoenix, 39 and Westloats, and I am looking at a new mobile play project.*
4. *Please discuss making this part of the meeting more accessible by adopting a hybrid real-virtual approach. As it's not part of the Agenda, I see no legal impediment to this being trailed at least.*

The Chairman reconvened the Meeting at 6.51pm

66. CLERK'S REPORT

66.1 6th December 2021 - Min. 51.2 refers - Update on Poppy Wreaths

It was previously reported that a total of 14 wreaths were sold last year with £125.00 raised for the Royal British Legion. Members were advised that Sarah Boote-Cook had confirmed that she was happy to repeat the project again if Members would like her to do so and this would be referred to a future meeting for Member's consideration. This will, therefore, be an agenda item at the next meeting.

66.2 6th December 2021 - Min. 53 refers - Youth Provision Update on proposal from Sussex Clubs for Young People

At the Community Engagement and Environment Committee Meeting held on the 6th of December 2021 Chris Cook, Chief Executive of Sussex Clubs for Young People, was invited to give a presentation and Members were asked to consider the proposal to support the development of youth provision for Bognor Regis. As a follow up to the meeting the Town Clerk and the Projects Officer invited Chris Cook for an informal discussion to seek an update on the current position.

Chris was pleased to inform the Town Council that there had been over 200 public responses online in support of a proposal to take over the Phoenix Centre and Findit Out Centre, which far exceeds the requirement of having 50 supporters as set out by the Expression of Wish Stage set in place by West Sussex County Council which closes on the 8th of February 2022. If successful, the Business Case stage will start on 21st February. The decision for whether they have secured any of the buildings is expected to be announced at the end of March. The Community Asset Transfer process will start shortly after this but there would need to be a Building Conditions survey carried out of the locations, which would need funding.

Chris also gave a sound update on the synergies between the two locations of the Phoenix Centre and the FindItOut Centre (formerly known as the 39 Youth Club) and, for example ROX's food distribution ties that could be used to enable development of a café providing skills training to young people within one of the centres.

66.3 6th December 2021 - Min. 56 refers - Beach Access

Members were advised at that meeting that official notification from ADC of their decision for an invitation to be extended to Bognor Regis Town Council Access Group for two representatives to join the Working Party (without voting rights) was awaited. Once received, a meeting of the Beach and Sea Access Topic Team would be arranged in the New Year to consider this further. The Projects Officer and Chairman of BASATT are currently liaising regarding dates for a meeting and ADC has been approached for an update on their position so that this may move forward.

A Statement has been received from Jan Malpas, Chairman of the Beach and Sea Access Topic Team as follows: -

"On behalf of Beach and Sea Access Topic Team, we would like to thank you for the support that you have given us which has resulted in Arun District Council Environment and Neighbourhood Services Committee on 17th November 2021 approving 2 representatives from Beach and Sea Access Topic Team to be part of the Arun District Council Working Party for Beach and Sea Access to the Foreshore at Bognor Regis.

We shall be holding a Beach and Sea Access Topic Team meeting shortly to nominate these representatives and will advise the Community Engagement and Environment Committee who they are.

We are motivated and eager to start working with the 6 nominated Arun District Councillors on the Arun District Council working party towards achieving our goal of Beach and Sea Access to the Foreshore at Bognor Regis.

I understand that the Bognor Regis Project Officer is still awaiting a date from Arun District Council for the first meeting of the Working Party due in Spring 2022.

Please be assured that Beach and Sea Access Topic Team will do everything possible to make the outcome of this working party successful for Bognor Regis."

66.4 4th October 2021 - Min. 45 refers - Update on the 'Seaside Gardens'

This item was discussed at the meeting held on 4th October 2021, when a Member spoke of his disappointment that ADC were not inclined to support a more formal bedding display in the Steyne Gardens along with the comments that in the past formal bedding has never worked well. The Member advised he could provide photos over many years that show a very pretty display of bedding plants. However, he felt that it would be prudent to press on and seek advice from the ADC Parks and Greenspace Manager on what sort of bedding would work.

Following discussion, it was **AGREED** to defer the item to allow Members to make further enquiries and bring it back to a future agenda. It was also suggested that Members talk to community gardeners, residents and the Town Council's Town Force team to see what has worked well in the past. Members are therefore reminded that this item is still outstanding and further information is awaited from them to enable further consideration to be given to how this might be progressed.

66.5 4th October 2021 - Min. 37.3 refers - Climate Emergency Focus Group

The Projects Officer is aware that prior to the previous post holder leaving the Town Council, arrangements were being made to arrange a date for the next meeting during October. This will therefore be progressed as soon as it is possible to schedule a date in the diary.

67. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET - RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY REMAINING FUNDS INCLUDING: TO RATIFY THE DECISION TO DONATE £424.00 FROM HOTHAM WARD ALLOCATION TO THE GLENWOOD COMMUNITY AND COFFEE CLUB FOR A COMMUNITY NOTICE BOARD

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

Members unanimously **AGREED** to **RATIFY** that the amount of £424.00 from Hotham Ward Allocation be donated to the Glenwood Community and Coffee Club for a community notice board.

68. FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE AND DETERMINE ANY APPLICATIONS

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

Members further **NOTED** that there were no new applications to be considered at this time.

69. TO CONSIDER NOMINATIONS FOR THE MAYOR'S GOOD CITIZEN AWARD

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

Members unanimously **RESOLVED** to **AGREE** the nomination for the Mayor's Good Citizen Award.

70. TO CONSIDER NOMINATIONS FOR THE MAYOR'S CITIZEN AWARD FOR YOUNG PEOPLE

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

Members unanimously **RESOLVED** to **AGREE** the nomination for the Mayor's Citizen Award for Young People.

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

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

Members unanimously **AGREED** to host an Online Community Open Forum Meeting on Monday 21st February 2022 at 6pm.

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

The Projects Officer's report, including the notes of the non-quorate Meeting of the Bognor Regis in Bloom Working Group held on 11th January 2022, was **NOTED**.

72.1 Members unanimously **AGREED** to **RATIFY** to earmark £100 from the 2021/22 Environmental Projects budget for purchasing plants to be planted at Victoria Road South car park, if the project is not completed by the end of March 2022.

72.2 Members unanimously **AGREED** to **RATIFY** to earmark £305.48 from the Environmental Projects budget to be set-aside for replacement or vandalism of any plants through the year.

72.3 Members unanimously **AGREED** to **RATIFY** expenditure of £26.26 from the Competition Expenses budget for the Bognor Regis in Bloom Awards Evening.

- 72.4** Members unanimously **AGREED** to **RATIFY** expenditure totalling £339.69 from the Environmental Projects budget for the Railway Station Christmas Tree.

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

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

Members unanimously **AGREED** to respond individually, rather than as a corporate entity, using the online form included in the Projects Officer's report.

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

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

The following is a list of items that were brought to Members attention at the meeting held on 6th December, under Minute 51.6, and it was agreed that these would be brought to this meeting for further consideration: -

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

Members unanimously **AGREED** to progress with this item.

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

Members unanimously **DISAGREED** to progress with this item.

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

Members unanimously **AGREED** to progress with this item and for it to be included on the next Agenda.

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

Members unanimously **AGREED** to progress with this item and for it to be included on the next Agenda.

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

Members unanimously **AGREED** to progress with this item.

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

Members unanimously **DISAGREED** to progress with this item.

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

Members unanimously **AGREED** to **DEFER** the decision about whether this item should be progressed until the next Meeting to allow time for the Projects Officer to provide a more detailed report on the WSCC Initiative around Community Improvements.

75. CORRESPONDENCE

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

A Councillor mentioned a photograph that had been recently circulated on social media of Queen Elizabeth II building sandcastles as a child, whilst on a visit to Bognor Regis. It was suggested that the image could provide a suitable tie-in to the Jubilee Celebrations. The Chairman suggested that this be referred to the next Events, Promotion and Leisure Committee Meeting.

The Meeting closed at 7.24pm

AGENDA ITEM 6

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 11th APRIL 2022

AGENDA ITEM 6 - 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**

REPORT BY THE PROJECTS OFFICER

FOR NOTING

Members are invited to note the balances for the Ward Allocation budgets for 2022/23 as appended to this report (**Appendix 1**).

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	CE&E C'tee Meeting 11th April 2022												
2	Agenda Item 6 - Appendix 1												
3	WARD ALLOCATION 2022/23												
4													
5	FUNDS	HOTHAM	MARINE	ORCHARD	PEVENSEY	HATHERLEIGH							
6	Allowance 2022/23	£500.00	£500.00	£500.00	£375.00	£125.00							
7	Funds B/fwd from 2021/22	£0.00	£250.00	£1,000.00	£3.00	£250.00							
8	Sub Total	£500.00	£750.00	£1,500.00	£378.00	£375.00							
9	Less												
10													
11													
12	Total left Available	£500.00	£750.00	£1,500.00	£378.00	£375.00							
13	*£49.00 Earmarked from the old Marine North Ward. to purchase more beach litter posters.												
14													

AGENDA ITEM 7

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 11th APRIL 2022

AGENDA ITEM 7 - FLEXIBLE COMMUNITY FUND INCLUDING:

- **TO NOTE THE OPENING BALANCE FOR 2022/23**
- **TO NOTE AND DETERMINE ANY APPLICATIONS**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Members are asked to note the Flexible Community Fund (FCF) Budget for 2022/23 of £5,000 and to further note there are no applications to be determined at this time.

FLEXIBLE COMMUNITY FUND APRIL 2022 - MARCH 2023

2022/23 Allocation	£5,000.00
--------------------	-----------

Total Available	£5,000.00
-----------------	-----------

AGENDA ITEM 8

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 11th APRIL 2022

AGENDA ITEM 8 - 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**
- **ARRANGEMENTS FOR THE NEXT MEETING**

REPORT BY THE PROJECTS OFFICER

**FOR INFORMATION
& DECISION**

Members are asked to receive the Notes from the online Community Open Forum Meeting held on the 21st February 2022 (**Appendix 1**).

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

Members are also asked to advise if they would like Officers to make arrangements for a future Online Community Open Forum Meeting. As Members agreed to alternate the time of the Open Forums the next meeting will be held in the daytime.

DECISIONS

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

Members are asked to **AGREE** if they would like to hold a future daytime online Community Open Forum Meeting?

Questions and Statements from the Online Community Open Forum Meeting held on 21st February 2022

In attendance:

Bognor Regis Town Council

Councillors: Cllr. W. Smith (Chairman) (WS), Cllr. J. Brooks (JB), Cllr. J. Barrett (JBa), Cllr. S. Goodheart (SG), Cllr. B. Waterhouse (BW), Cllr. Miss. C. Needs (CN) and Cllr. Mrs. J. Warr (JW)

Committee Clerk: Mr. M. Hall (MH)

Committee Host: Mrs. J. Davis (JD)

Before taking questions from Facebook, the Chairman stated this was not an official Town Council Meeting but an opportunity for members of the public to pose questions or statements they might have. The Chairman also advised Members that should they wish to comment on any questions raised, that they answer with 100% accuracy to ensure members of the public are not misled. Questions and Statements were then taken from members of the public via Facebook.

Question	Response	Cllr
What are Bognor Regis Town Council (BRTC) doing about the ongoing issue of Southern Water pumping raw sewage into our waters?	BRTC have investigated this, but this is not a Town Council issue, however BRTC could write to the relevant people. Arun District Council (ADC) are investigating the seriousness of this issue and JB had attended Southern Water Seminars whereby this issue was raised. JB echoed that this is not a BRTC issue but as an ADC Councillor he stated that ADC are still applying pressure to Southern Water on this matter.	WS JB
BRTC should be putting pressure on ADC and MP Nick Gibb as this will be impacting Bognor tourism in a big way.	Agreed with this comment.	WS
What plans do BRTC have for the Jubilee Celebrations?	Members agreed at the Events, Promotion and Leisure Committee Meeting held on 17 th January 2022 that funding was secured for bunting throughout London Road Precinct and High Street. Additionally, the BRTC Town Crier has written the official proclamation that will be	JD

	read out along with another 150 criers across the country and the lighting of the beacon, a piper will be playing, a choir will be singing a specially written song. All these details can be found on BRTC's website and more details will be given at the next Events, Promotion and Leisure Committee Meeting held on 21 st March 2022.	
A member who has been working alongside the Police asked: Would the Town Council be interested in hosting an event to celebrate our differences and bringing the communities together, food stalls etc. Would be interested to hear Councillors view?	<p>Stated that he had already been approached by staff members from The Track to hold something similar and said he was supportive of this idea and this sort of event would be very beneficial to the diverse makeup of Bognor Regis Town, working alongside the Police.</p> <p>There is a new District Commander for Arun and Chichester which is Chief Inspector Nick Bowman, who it is hoped will be attending a BRTC meeting on 7th March. On the 8th March, there will be an Extraordinary Council Meeting with Sussex Police and Crime Commissioner Mrs Katy Bourne which is also open to members of the public, however it will differ from this forum as questions cannot be posed without attendance in person.</p> <p>Stated her support in giving equality to all walks of life and the opportunity to come together in this way was important.</p> <p>Shared details on an event that was well attended a few years ago at The Regis Centre in a similar vein to this idea.</p>	<p>WS</p> <p>JD</p> <p>CN</p> <p>JB</p>
A member of the public stated the Town Centre is looking unclean with graffiti, rubbish and other issues and asked if Members would walk around to inspect this.	<p>All agreed to a walk around the Town.</p> <p>Stated his clear frustrations with graffiti and suggested potential solutions to this issue.</p> <p>Gave an update at BRTC Meeting held on 4th January 2022, whereby Chief Inspector Jon Carter spoke of the issues surrounding graffiti in the Town Centre and whilst the individuals are being dealt with by the Police, they are also working with retailers on the sales of spray cans, as one of the issues is that once the spray site it clear is does then offer a 'clean slate'.</p>	<p>All</p> <p>JB</p> <p>JD</p>

Is the Splash Park at The Regis Centre opening this summer?	As an ADC Councillor, she believes that the project is on track for a summer opening date.	JW
Is there any news on the Bognor Golf Club development as this will impact many residents in Bognor Regis?	Stated this is not in BRTC jurisdiction and will be dealt with by ADC. Stated this is yet to come to ADC's Planning Department, however when this does BRTC's Planning and Licensing Committee Meeting could comment on this due to the large scale of this development, and the impact it would have on the infrastructure of Bognor Regis.	WS JD
<i>Cllr. Goodheart joined the online forum</i>		
When will BRTC get to see the plans for The Regis Centre?	Gave an update that there is a document produced by ADC but could not confirm if this was yet to be released to the public but confirmed if it is then a link will be placed on Facebook. Also advised a request was sent to ADC to see if this can be shared. Spoke of a conversation with a senior designer on the project with regards to the colour that might be used and stressed the importance of this as they will be in situ for several years to come.	JD SG
Does BRTC have anything to do with Anti-Social Behaviour at the train station?	Gave an update that if Anti-Social Behaviour occurs the other side of the ticket barrier, then this falls under the jurisdiction of British Transport Police and anything within the station is Sussex Police. BRTC have met with the Police but this is not something BRTC can do much more on at present but assured these issues are being taken seriously by the Police.	WS
Further comment was made about MP Nick Gibb and Katy Bourne recently visiting the station during which they had identified no 'grey area'.	Both Councillors stated that there is a 'grey area' within the two sets of Police and have raised this with both sets of Police to ensure public safety is adhered.	JB SG

A member of the public asked if the cleaning of the Town could be completed in time for the Jubilee Celebrations?	Members stated they would very much like to see an effort to clean the Town before the Jubilee Celebrations.	All
Cllr. Goodheart asked how this forum was advertised?	Via Facebook, printed press, through other Committee Meetings, word of mouth.	JD WS
Any chance of Rox on the Prom coming back?	At the present time there are discussions as to who would be the stakeholders but confirmed there is interest from Members.	SG
Are there any plans for the return of the Bognor Birdman?	It was commented that it was hoped it would be brought back but due to Covid-19, funding it was not possible. However, it was stated that there are substantial funds from ADC for this type of event going forward.	JB
Good to see fresh fish being sold at the seafront but it would be nice to see opening times?	If you follow Bognor.Today you can follow all the details on when the boats are out, the catches, when they are back to shore, what's available. Gave further information on the great job the fisherman are doing and that there are links on Bognor.Today to the webcams which show the live streams so if the boats are out then this would be an indication that the fishmongers should be open within a few hours. BRTC website also has links to the webcams.	JB SG JD
<i>Cllr. Waterhouse joined the online forum</i>		
Will BRTC be putting in a Town ambassador as a mobile tourist information point and will this come to fruition?	Stated he would like to see more promotion of the Town. The discussion of a Town ambassador was mentioned to Taxi Driver's to see if that might be a route to explore but it wasn't well received. Stated the BID are looking to have a Town ambassador.	JB SG WS

<p>The Seafront train could do better going around Hotham Park or Marine Park?</p>	<p>It was commented that the train could benefit from visiting more destinations for people to explore Bognor Regis. It was stated by ADC that it was not viable, Cllr. Brooks gave several other suggestions as to how to travel across the Town.</p> <p>Stated that the train did previously run the full length of the seafront but stated Hotham Park does have its own miniature train.</p>	<p>JB</p> <p>CN</p>
<p>Do we have any further news on the plot of land where the beach restaurant burnt down?</p>	<p>There were no updates currently.</p>	<p>WS</p>
<p>Are there going to be any concerts on the Prom's Bandstand?</p>	<p>Gave an update that he is pursuing stacked chairs, wind shields, better lighting, mobile PA system and an easier way to book the Bandstand and hoped this will enable more performances.</p> <p>Echoed the points raised and commented on the Bandstand on the Prom and the one in Hotham Park needing a schedule of events going forward.</p>	<p>JB</p> <p>SG</p>
<p>Any news on the Cinema frontage?</p>	<p>If there is an update to give, the Town Clerk shall do so at the BRTC Meeting held on 7th March 2022.</p>	<p>JD</p>
<p>Any ideas of people being invited to the Electors Meeting i.e. MP, Leader of ADC?</p>	<p>At the Policy and Resources Committee Meeting held 31st January 2022, Members were asked about the arrangements and speakers for that meeting, and it was agreed to invite the Chief Executive Mr James Hassett of ADC to speak at the Electors Meeting in the first instance and I believe Plan B should Mr Hassett not be able to attend was to invite representatives from Bognor Regis Business Improvement District (BID) and the Bognor Regis Regeneration Board.</p>	<p>JD</p>

AGENDA ITEM 9

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 11th APRIL 2022

AGENDA ITEM 9 - 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)

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to receive the Notes of the Youth Provision Steering Group Meeting held on 2nd March 2022 (**Appendix 1**).

Sussex Clubs for Young People's Chief Executive, Chris Cook, has provided the following update: -

WSCC paused the start of the Business Case stage to encourage stakeholders / potential competitors to talk to each other and consider ways of collaborating.

PHOENIX CENTRE – We met with Rox Music & Arts and The Regis School and after some very positive discussions have agreed in principle for the school to lead on the business case to take on the ownership / management of the building allowing community partners such as ourselves and Rox use the building out of school hours.

FIND IT OUT CENTRE – We could not reach an agreement with 1st Bersted Air Scouts over ownership of the building to build a collaboration. We will submit a business case with 39 Club by the 25th April. In the meantime, we continue to deliver four sessions a week from the annex of this building.

In both cases we will be referring to support from Bognor Regis Town Council of £10k without specifying how we would use it. In May we are expecting the Community Ownership Fund to reopen Community Ownership Fund: prospectus - GOV.UK (www.gov.uk). This may allow us to refer to the BRTC funds as matched funding in the Community Asset Transfer process.

DECISION

Members are invited to **NOTE** the Notes of the Youth Provision Steering Group Meeting held on 2nd March 2022.

BOGNOR REGIS TOWN COUNCIL
YOUTH PROVISION STEERING GROUP
HELD ON WEDNESDAY 2nd MARCH 2022

PRESENT:

Cllr. Wayne Smith – Chairman (Bognor Regis Town Council)
Vicky Hennessey (39 Club)
Major Sarah Butler (Salvation Army)
Chris Cook (Sussex Clubs for Young People)
Jenny McMann (The Regis School)
Justine Moore (Arun District Council)
Jan Cosgrove
Alister Williams (The Shore Community Church)
Matthew Hall (Bognor Regis Town Council – Projects Officer)

APOLOGIES:

Brian Ansell (39 Club)
Heike Rentel (Sussex Clubs for Young People)
Steve Humphries (1st Bersted Scouts)
Kez Bridger (Bognorphenia)
Cathryn French and Dax O'Connor (Arun District Council)
Joanne Cooke, Sara Hook, Nikki Stenner, Kerry Boltwood & Craig Barton (West Sussex County Council)
Liz Allen
Harriet Cavanagh and Sarah Gillings (U CAN Spray)
Steve Goodheart (39 Club)

The Meeting opened at 2:00pm

CHAIRMAN'S INTRODUCTIONS AND WELCOME

The Chairman asked those present to introduce themselves to the newly appointed Projects Officer Matthew Hall.

TO NOTE THE NOTES OF THE YOUTH PROVISION STEERING GROUP MEETING HELD 22nd SEPTEMBER 2021

The Notes from the previous meeting were noted.

BRIEF OVERVIEW/UPDATE FROM INDIVIDUAL ORGANISATIONS REGARDING THEIR OFFER FOR YOUTH PROVISION

39 Club

Vicky Hennessey expressed her views on West Sussex County Council withdrawing from 39 Club but remains positive that this group can work together to provide a youth provision in Bognor Regis.

Sussex Clubs for Young People (SCYP)

Chris Cook provided an overview of the training and types of activities SCYP offer to Young People across East and West Sussex. This led to a focus on Bognor Regis and the SCYP work being delivered in both the 39 Club and the Phoenix Centre, such as youth leader training, First Aid courses, setting up youth clubs and voluntary clubs.

SCYP are currently delivering 2 clubs at the 39 Club, one on a Monday evening to provide homework support and cater to mental health needs and on a Wednesday evening, working alongside U CAN Spray so that young people can create artistic portfolios.

In addition to the hands-on work SCYP provide to young people, Chris also gave a rounded overview of the work SCYP are doing with respect to Business Improvement District, raising funds via Children in Need funding, detached work with Arun District Council, Violence Reduction in Uckfield and suicide support for young people.

Chris then updated the group with news that SCYP are now at the business case stage with West Sussex County Council which commences on 16th March 2022 and is keen to explore potential synergies and whether joint cases can be made. The opportunity to use both the 39 Club/Find It Out and Phoenix Centres for multiple use locations was then explored, suggestions of using the Phoenix Centre to teach young people art, cooking, healthy eating, employability scheme alongside using each location for one event by day, another during the evening to maximise the options for young people.

A short conversation then took place following a statistic Chris shared "that 85% of children's waking hours are spent outside the influence of school" and so the importance is to provide suitable and consistent groups and clubs for young people. There were also comments made surrounding challenges of providing options to those under the age of 8, as childcare then becomes an issue. Jenny McMann also added the concern of clubs whereby 10–13-year-olds could be exposed to behaviours of 15-year-olds which would not be appropriate for the younger age group. Chris ended the conversation advising that despite Youth Workers often being the first port of call for young people, they are not always trained to deal with the multifaceted complexities they are faced with, and signposting to the relevant bodies must be advised, and they should stick to what the Youth Workers are trained to deliver.

The Shore Community Church

Alister Williams advised he is the Church Trustee now responsible for young people and is coordinating a youth project that is aiming to employ a youth worker who can be involved in schools work and youth provision in Bognor Regis. There is currently funding from Kickstart to employ 1 full time youth worker, which runs out the 31st March 2022 but Alister stated it has been difficult to recruit as the potential candidates must not be employed, be in receipt of Universal Credit, be under the age of 25-years-old and share the values and ethos of the Church. An additional application is in the process of being made for 2 x full time youth workers.

At present the Shore Community Church provides Friday and Sunday night clubs for young people but again iterated to the group he was keen to hear what others feel would be valuable.

Jenny McMann stated there were several areas (which was echoed by the group) to focus on, such as Year 6 children who are close to transitioning to Secondary School, understanding the views of parents, mental health issues facing Year 7 children and preventing children who are on the verge of something bad happening but not yet termed "issue kids".

Salvation Army

Major Sarah Butler shared that the Salvation Army are currently providing children's clubs for school year groups from reception to Year 6 and youth clubs from Year 7 through to Year 12. The emphasis is very much placed on children and young people to have fun, play games, and enjoy themselves and escape from the pressures at home or school. Young people are also able to learn about important life skills and values such as integrity by discussing issues such as the war in Ukraine. Faith is discussed but not imposed, and more is focused on learning integrity and respect.

Last year Sarah was gifted 40 drinks by Costas, which she was able to offer to parents as a way of taking time to discuss any personal issues or concerns. The Salvation Army also offer families the opportunity to attend a 'family night' which is run by young people, which gives young people ownership and a sense of pride.

The Regis School

Head of Year 7, Jenny McMann spoke of the challenges facing young people in The Regis School and was very pleased to see this group back together. At present the school are looking at getting funding from South Coast Sports for Primary School aged children but was disappointed that this is not currently available to High School aged young people.

The Regis School are running a Saturday morning club for young people to join them in aiding them in preparing for life after school such as working on CV or helping put together a cover letter.

BRTC

The Chairman informed the group that at present Bognor Regis Town Council do not have funds available but wanted to stress the importance of a Youth Provision in Bognor Regis and will be supportive of this group and will investigate what other funds could be potentially tapped into to aid this group.

To show his support the Chairman also informed the group that he has started a non-profit company which will provide drop-in mental health centres and will work alongside members of this group and signpost to mental health professionals.

Jan Cosgrove

Jan Cosgrove made several suggestions as to what potential youth provisions could work for Bognor Regis such as a mobile provision using a double or single

deck buses, which he had advised have been a great success and popular with young people across all age ranges.

The conversation then centred around the responsibility of the Local Authority's role in providing Youth Provision to the young people of West Sussex. Jan suggested this is not being adhered to and not doing what the law states and that the impact of COVID-19 and staff restrictions don't equate to the poor involvement from West Sussex County Council and Arun District Council.

OBJECTIVES AND EXPECTATIONS FOR THE GROUP GOING FORWARD

Jan suggested that Bognor Regis Town Council might look to liaise with Local Parish Councils, District Councils and West Sussex County Council to see what assistance they can offer for a Youth Provision in Bognor Regis. The Chairman stated he will contact Arun District Council, to see what support they can offer to this group.

All commented and agreed as West Sussex County Council has withdrawn from 39 Club and The Phoenix Centre the onus should not solely be left to Bognor Regis Town Council to provide the solution, and that West Sussex County Council have a responsibility to deliver, aid and support children and young people in the county.

ACTION: Jenny McMann offered to contact The Regis School Student Voice (Years 7 to Year 13) to hear what views they might have for a Youth Provision and report back to the next meeting.

Therein followed a discussion of what other young people could be included in this group to ensure a Youth Provision that is delivered will be what is required, and the appropriate voices are heard. These included Scouts, Guides, The Base Skate Park, The Wave, Arun Youth Clubs. Bognor Regis Town Council's Projects Officer will look to see who else could join this group and invite to the next meeting.

The final point raised was the lack of consistency of Youth Provision in Bognor Regis and the surrounding area. The members of this group spoke of the tough challenges in delivering services to young people such as consistency in training staff, sessions and centres closing and reopening, rivalry between different geographical areas and the lack of funding to continually provide these services to young people.

ACTION ALL - to listen to young people's ideas on Youth Provision and feedback at the next Youth Provision Steering Group meeting.

RECOMMENDATIONS TO THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

The Youth Provision Steering Group made no recommendations to be put forward at the Community Engagement and Environment Committee Meeting to be held on 11th April 2022.

DATE OF NEXT MEETING

The Projects Officer and Clerk for this meeting will send out 3 potential dates in May 2022 to members of this group and will send out invitations for the next Youth Provision Steering Group meeting based on most of the responses received.

The Meeting concluded at 3:15pm

AGENDA ITEM 10

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 11th APRIL 2022

AGENDA ITEM 10 - TO RECEIVE THE NOTES FROM THE BEACH & SEA ACCESS TOPIC TEAM HELD ON THE 3rd MARCH 2022 AND CONSIDERATION OF ANY RECOMMENDATIONS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Members are asked to receive the Notes from the Beach & Sea Access Topic Team Meeting held on the 3rd March 2022 (**Appendix 1**), from which there were no recommendations to be considered.

Members are asked to note that the two Town Council representatives nominated to sit on Arun District Council's Bognor Regis Beach Access Working Party are Phillip King and Marion Wells, with Jan Malpas to act as a reserve. The first meeting will be held on 9th May 2022.

BOGNOR REGIS TOWN COUNCIL
BEACH & SEA ACCESS TOPIC TEAM
HELD ON THURSDAY 3rd MARCH 2022

PRESENT:

Jan Malpas (Chair)
Pat Dillon
Andrew Clark
Marion Wells
Kristina Kosovskaya
Philip King
Patricia Clow
Clive Mott
Marilyn Warner
Matthew Hall (Bognor Regis Town Council – Projects Officer)

APOLOGIES:

Cllr. Jim Brooks (Bognor Regis Town Council)
Karen Allen
Trudy Lockyer

The Meeting started at 6:32pm

1. CHAIR WELCOME

The Chair welcome everyone and thanked them for their attendance.

2. CHAIR INTRODUCTION TO MATTHEW HALL WHO WILL SAY A FEW WORDS ABOUT HIMSELF

The Chair introduced Bognor Regis Town Council's new Projects Officer Matthew Hall, who gave a brief overview of his career to date and his supporting role within this Topic Team.

3. BASATT TEAM TO BRIEFLY INTRODUCE THEMSELVES

The members of the Beach & Sea Access Topic Team introduced themselves and explained what motivated them to join this team.

4. CHAIRMAN TO GIVE A BRIEF UPDATE OF BASATT CURRENT SITUATION REGARDING THE BEACH & SEA ACCESS TOPIC TEAM

The Chair informed the team that at the Arun District Council's Environment and Neighbourhood Services Committee held on 17th November 2021, a Bognor Regis Beach Access Working Party was formed including Arun District Councillors; Worne, English, Edwards, Needs, Brooks and Staniforth. It was also agreed that an invitation will be sent for 2 representatives from Bognor Regis Town Council's Beach & Sea Access Topic Team to be part of the Working Party, without voting-rights. It was noted by the team that 3 of the ADC Councillors appointed to the Working Party are also Bognor Regis Town Councillors.

Since the time of this meeting no date had been confirmed, however on 10th March 2022 the Committee Clerk for Arun District Council contacted Bognor Regis Town Council's Projects Officer and confirmed the first date for the Bognor Regis Beach Access Working Party Meeting on Monday 9th May 2022 at 9:30am at Bognor Regis Town Council Office, followed by a site visit to the beach.

The Chair advised the team that she would contact Interim Chief Executive James Hassett at Arun District Council to see what support he could bring to achieve Beach and Sea Access for all.

5. NOMINEE VOTING CARDS FOR ADC WORKING PARTY NOMINEES TO BE CIRCULATED

The Projects Officer handed out nomination cards to the members of the team.

6. NOMINEES WISHING TO REPRESENT BASATT ON THE ADC WORKING PARTY TO GIVE 3-MINUTE PRESENTATION AND MEMBERS OF BASATT NEED TO COMPLETE THEIR VOTING CARDS WITH 2 NAMES OF THEIR PREFERRED NOMINEES

No presentations were made by the members of the team.

7. CLLR. BROOKS TO GIVE A BRIEF RESUME OF CURRENT POSITION REGARDING THE VARIOUS BEACH AND SEA ACCESS PROPOSALS AVAILABLE

As Cllr. Brooks was unable to attend, he asked that the proposal for beach access from 2008 be circulated to the team. The Chair stated she would meet with Cllr. Brooks to see what other projects this team could investigate, to which Pat Dillon also offered to support.

8. IS THERE ANOTHER WAY TO BEACH AND SEA ACCESS?

Individually members of the team took it in turn to share ideas to the group either on a personal level or to whom the team could look to work with to ensure access is available to the beach and sea. The Chair took this opportunity to highlight that as the Bognor Regis Beach Access Working Party will only exist for 1 year that research, funding, ideas for access needs to start immediately.

The following ideas were discussed by the team and the Chair stated that she wished that no idea should be dismissed as it maybe that several ideas combined might be the solution to access needs.

- Suggestion of using a ramp or rubber mats were discussed but the steepness could pose an issue to disabled people or those who require the use of walking sticks, wheelchairs, prams etc. This was further evidenced when Kristina Kosovskaya stated it would be physically exhausting to people trying to get back to the promenade.
- The team spoke of Roger Spencer from ADC and the detailed reports he had previously created in terms of the shingle which could potentially be revisited and that there maybe similar beaches to Bognor Regis that has solved the solution of Beach Access. Clive Mott offered to contact Brighton and Cleveleys.
- The Chair suggested to the team that she could contact a company in Emsworth who have experience in this field, Marion Wells stated this could be the same company that created a previous design and to be careful not to duplicate work or costs.
- Some members of the team suggested, based on their own experiences that access might mean further away from the Town Centre where the gradient of shingle is shallower.
- Andrew Clark showed his design to the team which shows numerous slopes and stop-offs points along the way, with the eventual destination of the beach and sea.
- Pat Dillon highlighted to the team that there are existing steps and ramps underneath the shingle and perhaps this could be explored again.
- Clive Mott made two suggestions to the team; to revisit the design created by Bognor Regis resident Tony Turly and approach ADC to fund independent research. The Chair advised that ADC have stated they are not able to provide funds but the Chair stated she would follow up with Bognor Regis Town Council.

- The team ended with the potential of partnerships with Butlin's, Bognor Regis BID and Regeneration Board and funding through ADC.

Marilyn Warner left the Meeting

**9. RESULTS OF PRESENTATIONS AND ANNOUNCEMENT OF BASATT
2 REPRESENTATIVES FOR ADC WORKING PARTY**

A member of the group suggested Philip King and Marion Wells to be the 2 representatives for the ADC Working Party, with Jan Malpas to act as a reserve and this was unanimously **AGREED** by the group.

10. AOB

It was suggested to ensure meetings do take place that Zoom meetings might be appropriate should members of the team find it difficult to attend physical meetings.

The team ended the meeting by asking the Chair if she could find out the Terms of Reference and the quorum for ADC's Bognor Regis Beach Access Working Party. The Chair informed that once the first meeting is arranged that information will be sought.

The Meeting concluded at 8:30pm

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
11th APRIL 2022**

**AGENDA ITEM 11 - BOGNOR REGIS IN BLOOM WORKING GROUP -
CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND
REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE
8th MARCH 2022**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meeting held on 8th March 2022 (**Appendix 1**).

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

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Tuesday 8th March 2022

PRESENT: Ms. G. Edom, Mrs. M. Huntingdon, Mr. B. Jackson, Ms. Phyl Keane, Mr. D. Meagher, and Mrs. R. Vervecken (Committee Clerk)

The Meeting began at 10.05am

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

1. APOLOGIES FOR ABSENCE

Apologies had been received from Mr. J. Jones-McFarland and Mrs. J. Jackson.

2. APPROVAL OF THE NOTES OF THE MEETING HELD ON 12th MARCH 2019 AND THE NON-QUORATE NOTES OF 30th APRIL 2019, 27th JUNE 2019, 29th AUGUST 2019 AND 3rd OCTOBER 2019, 16th JANUARY 2020, 22nd NOVEMBER 2020, 22nd MARCH 2021, 17th MAY 2021, 6th JULY, 31st AUGUST 2021, 9TH NOVEMBER 2021 AND 11th JANUARY 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.

3. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

BRiB Annual Competition - To note sponsors for the main competition 2022-2024 and the final entry form

The Committee Clerk (CC) informed members that all but one category now had sponsorship (not including the one-off category for 2022, 'Queen's Platinum Jubilee'). The Chairman was keen to have the entry form finalised, so she could deliver these, along with the 'Open Afternoon' posters, well in time for 26th March. As such, Members present **AGREED** the entry form should be sent out with the new category sponsors, noting that category 5 will, for now, read 'sponsor to be agreed'.

Guides Competition - Update on entries including to decide who will judge entries, along with the Mayor and Town Force member and a date for judging. To discuss and agree prize for winners and any plaque

Members were pleased to hear entries were slowly coming in, with the CC advising that most entries are usually received in the couple of days before the closing date, which is 14th March. BJ and PK volunteered to help judge the entries, along with the Mayor and Town Force Member. It was **AGREED**

judging will take place in the Council Chamber at 2pm on Tuesday 15th March, to allow as much time as possible to order flowers for the winning two designs. Members further **AGREED** to the purchase of 2x £15 One-4-all Vouchers and plaques, stating the theme and winner's name. Each winner will also receive a certificate.

Schools Competition - To discuss and agree whether to proceed with this competition, based on interest registered thus far

Members were disappointed to hear that only two schools had expressed an interest in taking part, after all schools, nurseries, and youth groups in and around Bognor Regis had been individually written to, as well as publications advertising the competition in the Bognor Observer, Parish Newsletters and on the Town Council's social media pages. Members **AGREED** that that on this basis, there could be no competition this year. However, Members further **AGREED** that French bean seeds should be purchased to send to the two schools, along with a thank you letter, explaining the situation and asking that they send in any photos of their beans growing. It was thought that the schools could be awarded certificates, presented by the Mayor, to encourage them to still grow the beans. The CC will action this.

4. BOGNOR REGIS IN BLOOM OPEN DAY (SATURDAY 26th MARCH 2022) – TO NOTE DISCUSSIONS ON PROGRAMME OF THE DAY, INCLUDING GUEST SPEAKERS AND ANY FURTHER PROMOTION

The Chairman updated Members on discussions at the informal meeting, held regarding for the 'Open Afternoon'. Members were pleased to hear that Sussex Wildlife Trust, David Meagher (Hampton Court Garden medal winner) and Gillian Edom (Tree Warden) were going to be present to give 'talks' throughout, on their various specialist subjects. Also in attendance will be representatives from Bognor Community Gardeners, Brick Kiln Garden Centre and a selection of local gardeners, all of whom will have tables in the Studio, for any leaflets/handouts and as a 'base' for visitors wanting to ask any questions. The CC has produced a slideshow to be displayed on the screen in the room and will have copies of the 2022 main competition entry forms, and other In Bloom promotion. The CC handed out posters for members to take and display around the Town. The Regis Centre will kindly incorporate an electronic version of the poster inside the theatre. Information on the 'Open Afternoon' will also be available on the Town Council's website and social media pages, as well as in the local paper. As reported above, the Chairman will be delivering invitations to this event, to every entrant from last year's competition. Access to the room on the day for set-up is from 1.30pm, with a 2pm start. The afternoon will finish at 5pm and the café will be open throughout.

5. TO DISCUSS DETAILS OF BEACH CLEAN FOR GREAT BRITISH SPRING CLEAN 2022 (FRIDAY 8th APRIL 2022)

Further to Members agreement at the last meeting to take part once again, the CC had checked the tide times, to ascertain the best part of the day for the beach clean. With this in mind, Members **AGREED** the beach clean will be held between 10.30am-12pm, following the same route as last year.

Volunteers should meet at the seafront bandstand. The CC informed Members of contact made by Sussex Wildlife Trust, regarding In Bloom's involvement with upcoming litter picks. It was **AGREED** the CC should inform of this beach clean and invite involvement from Sussex Wildlife Trust. It was further **AGREED** that the group 'Bognor Regis Beach Cleans' should also be invited to join the litter pick. The CC will shortly begin promotion for this event, with ADC again kindly providing litter picking packs.

6. TO RATIFY DECISION TO FUND TEMPORARY FLORAL DISPLAY AT THE SEAFRONT BEACONS, FOR THE LIGHTING ON 2nd JUNE 2022

Following discussions at the last meeting on a possible floral display at the beacons, an informal site meeting had been arranged, attended by the CC, Chairman, some In Bloom members and the Town Council's Events Officer.

The proposal was for a 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. The scheme would be planted up at the end of May/beginning of June, in time for the beacon lighting on 2nd June. The display would be in situ throughout June, before being removed. The Town Force manager had kindly offered use of all planter/baskets, meaning the only cost to the Working Group would be the plants (and compost). Members **NOTED** that permission had already been given by the relevant authority (ADC), for planting here.

The below details were therefore sent to Members, via email, for decision, due to the tight timescale of this project:

14 x half-moon style baskets (attached to railings – 7 each side)

Surphinia plants at the back (in red, white and blue)

Lysimachia and dichondra trailing plants cascading down front (lime green and silver)

24 x barrier sleeve troughs (sitting on white wall, in front of railing -12 each side)

Surphinia plants at the back (in red, white and blue)

Lysimachia and dichondra trailing plants cascading down front (lime green and silver)

This proposal would require approximately 278 plants and the Town Force team had prepared an estimate for the cost of the plants, at £400.

One Member commented on the plants proposed, and suggested coloured foliage may be more impactful, than the suggested plants, which may not be in full flower so early in the season. Members present **AGREED** the CC should enquire whether foliage planting could be looked at as an alternative option.

As the meeting was not quorate, a decision on this item could not be made at the meeting. The CC will therefore contact Councillors who are members

of the Working Group for approval of the spend, with any decisions being **RATIFIED** at the next meeting.

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

Tree Planting

The Chairman reported on a recent project, whereby 1600 trees had been planted, by 30 volunteers, between South Bersted and Chichester Road. GE also had taken part in various tree planting projects in recent months, including at Southway Primary School and Servite Cemetery.

One Member commented on the large, grassed area outside the Police station, suggesting new trees could be planted here, along with spring bulbs. Members **AGREED** the CC should contact the Police, to enquire as to land ownership, and whether they would be amenable to planting.

QGC

The CC reported that the Mayor of Bognor Regis would be taking part in the National Association of Civic Officers (NACO) initiative, whereby Civic Heads throughout the country are invited to plant a tree for the QGC. Two trees will be planted at Felpham recreation ground on Thursday 10th March. This was **NOTED**.

The CC informed those present that application forms were now available for any groups wanting to apply for some of the £5000 money available for planting at part of the QGC, from the Rolling Capital Programme. She reminded Members that any group/individual applying for funds needed to have permission from the landowner, where the tree is hoped to be planted, as well as quotes for the cost of trees. Applications would be reported to Members of the Working Group for making recommendations to the Community Engagement and Environment Committee, who would have the final say on whether any money is awarded for tree purchasing.

8. TO DISCUSS AND COMPILE LIST OF LOCATIONS STREET TREES COULD BE PLANTED, FOR SENDING TO WSCC AND ADC (AS AGREED AT THE LAST MEETING ON 11th JANUARY 2022)

Members had been asked to consider areas where street trees could be planted, prior to the meeting, for compiling a list to send to the relevant authorities, for consideration. The following roads were discussed, and Members present **AGREED** the CC should forward the list, as below.

- | | | |
|--------------------|-------------------|-------------------|
| 1. Glamis Street | 7. Belmont Street | 13. Hampshire Ave |
| 2. William Street | 8. Victoria Drive | 14. Albert Road |
| 3. Waterloo Square | 9. Nyewood Lane | 15. Victoria Road |
| 4. Gloucester Road | 10. Collyer Ave | 16. Glenway |
| 5. Walton Road | 11. Mons Ave | 17. Glenwood Ave |
| 6. Clarence Road | 12. Linden Road | 18. Elmwood Ave |

- 19. Westway
- 20. Hook Lane
- 21. Lyon Street
- 22. Roads east of Madeira Ave
- 23. Orchard Way

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

Bognor Community Gardeners: A volunteer from BCG commented on the Sunken Gardens improvements, including plans to make the gardens more accessible. The volunteer also informed those present that unfortunately, due to numbers, BCG will not be taking part in the South-East in Bloom 'It's Your Neighbourhood' competition this year.

Hotham Park Volunteers: The box hedge in the Rose Garden had been removed, with a new hedge now put into place, covering all four quadrants of the Rose Garden, making the plants there very protected.

10. CORRESPONDENCE

Members **NOTED** an invitation received from GTR, inviting In Bloom to their Sustainability Forum on Wednesday 30th March 2022, via Teams. The CC will forward the invite to Members, which includes a link to join.

11. DATE OF NEXT MEETING

The next meeting will be held on Tuesday 26th April 2022 at 10am.

The Meeting ended at 11.20am

AGENDA ITEM 12

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 11th APRIL 2022

AGENDA ITEM 12 - TO RATIFY ARRANGEMENTS OF PLAYRANGER PLAY DAYS EVENT FOR AUGUST 2022

REPORT BY THE PROJECTS OFFICER

FOR DECISION

As Members are aware this Committee has a budget of £4,500 to provide a series of Play Day events during the summer holidays.

Subject to approval of the event application by ADC, the Playrangers Play Days event will commence week beginning 25th July 2022, which coincides with the first week of the school holidays in West Sussex. Running this event at the end of July also avoids any crossover with our weekly Funshine Day events in August and allows for the Town Council to provide free events during every complete week of the summer holidays.

The Play Day sessions will run throughout the week, Monday to Friday, between 12 noon and 3pm at the Hampshire Avenue Recreation ground.

Following the huge success of last year's offering at Hampshire Avenue, evidenced by Facebook post reaches in excess of 40,000 and numerous positive comments made in-person to BRTC Officers in attendance at the event last year, the same programme will be offered for 2022.

The budget of £4,500 has been fully utilised to cover the cost of providing this free, week-long event, which includes services such as first aid and security for the duration.

DECISION

Members are invited to **AGREE** 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.

AGENDA ITEM 13

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 11th APRIL 2022

AGENDA ITEM 13 - TO RATIFY LOCALITY MEMBERSHIP SUBSCRIPTION RENEWAL FOR 2022/23

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to ratify the renewal of the Town Council's Membership of Locality at a cost of £500 + VAT.

Locality is a national membership network for community organisations that focuses on the power of the community and helps groups meet local needs. They offer specialist advice, support and resources to help local people get involved and create change in their community.

DECISION

Do Members **AGREE** to ratify the renewal of the Town Council's Membership of Locality for 2022/23 at a cost of £500 + VAT.

AGENDA ITEM 14

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 11th APRIL 2022

AGENDA ITEM 14 - TO CONSIDER PURCHASING A HEDGEHOG HIGHWAY BOX, AND IDENTIFY A BUDGET

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Hedgehogs R Us have invited Bognor Regis Town Council to take part in their Highway Project to prevent the decline in hedgehogs within the UK and boost awareness in hedgehog conservation products.

Each box includes:

- 50 Hedgehog Highway surrounds and 50 information leaflets
- A display box and a window sticker

Total Price (per box): £157.50 including shipping & handling

It is the recommendation from Hedgehogs R Us that the resale of each Hedgehog Highway surround is £5 each, which will result in a total profit of £92.50.

More information on the proposal is set out in **Appendix 1**.

DECISION

How do Members wish to proceed?



Linda Cook
12 Richmond Close
Market Weighton
YO433EX

HedgehogsRus@mail.com

Firstly, thank you for taking the time to read this letter!

I am writing to all Councils, Parishes, Towns and Wards in the UK to ask them to take part in this amazing project!

Hedgehogs R Us Highway Project

With hedgehog numbers in decline and hedgehog awareness on the rise, there has never been a better time to invest in hedgehog conservation products.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates. A Highway surround raises awareness to their plight and encourages others to take part.

I am asking for each area of the UK to use a small portion of their assigned funds to purchase just ONE box of hedgehog highway surrounds and make them available for your residents to purchase. These could be situated in a Town Council building, a Town Hall or even a Local Shop or Post Office?

Each box includes:

- * 50 Hedgehog Highway surrounds & 50 information leaflets
- * A display box & window sticker showing you are part of the project.

Each box of 50 units costs £150 & £7.50 postage. The suggested resale price of each Highway is £5 which will result in £250. This means you will get your £150 investment returned and will have £100 profit for a community project / hedgehog project of your choice.



The project will be receiving a lot of publicity in the coming months via Social Media and I really hope that you choose to take part.

#HELPAHOG #BUYABOX

I have attached an invoice /order form in the hope that you will place an order, and you can of course order more than one box if you wish! Simply fill out the form and return it to:
HedgehogsRus@mail.com

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

Any questions please do not hesitate to get in touch and thank you for caring.

Linda Cook, Founder of Hedgehogs R Us

AGENDA ITEM 15

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 11th APRIL 2022

AGENDA ITEM 15 – TO CONSIDER THE CONTINUATION OF THE RECYCLING AND REDISTRIBUTION OF POPPY WREATHS – MIN. 66.1 REFERS

REPORT BY PROJECTS OFFICER

FOR DECISION

Members were advised at the previous Community Engagement and Environment Committee held on 7th February 2022, that a total of 14 wreaths were sold last year with £125.00 raised for the Royal British Legion. Members were advised that Sarah Boote-Cook had confirmed that she was happy to repeat the project again should Members want her to.

DECISION

Do Members **AGREE/DISAGREE** to continue the recycling and redistribution of poppy wreaths with the assistance of Sarah Boote-Cook?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
11th APRIL 2022**

**AGENDA ITEM 16 - UPDATE ON COUNCILLOR TRAINING FOR THE USE OF
DEFIBRILLATORS – 22nd JUNE 2020 – MIN. 74.1 REFERS (LAST
CONSIDERED 7th FEBRUARY 2022)**

REPORT BY PROJECTS OFFICER

FOR INFORMATION

At the Community Engagement and Environment Committee held on 18th November 2019, a Member spoke of money raised for a defibrillator in the West End, which was to be installed soon. Following on from this, a Member commented that they felt that all Councillors should be fully trained on how to operate a defibrillator and asked for this to be referred to Council for consideration.

At the Community Engagement and Environment Committee held on 20th January 2020, Cllr. Smith reported that he is an accredited First Aider and was willing to deliver a training session at no cost to the Town Council. He will provide the necessary paperwork to the Office for arrangements to be made. At the meeting held on 22nd June it was further reported that Cllr. Smith would give a presentation on this at a future meeting - Min. 94.3 refers.

This item has since been deferred several times, however, Members agreed that they wished to proceed with this item when asked at the meeting held 7th February 2022 – Min. 74.1 refers.

Any Councillors wishing to receive Defibrillator training are asked to contact Cllr. Smith directly.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
11th APRIL 2022**

**AGENDA ITEM 17 – UPDATE ON CONSIDERATION OF RECEIVING A
PRESENTATION FROM ACCESSABLE – 22nd JUNE 2020 - MIN. 74.3
REFERS (LAST CONSIDERED 7th FEBRUARY 2022)**

REPORT BY PROJECTS OFFICER

FOR INFORMATION

Background

At the Community Engagement and Environment Committee held on 18th November 2019, Members were provided with the following information from Arun District Council's Group Head of Policy:

"I am writing to advise you of a service that Arun District Council have signed up to, which we think may be of interest to you.

AccessAble are a company that provide information to disabled people about accessibility of various venues such as shops, cafes, museums, libraries etc. This information is produced in a simple guide which identifies issues such as accessibility to the premises, any level changes within the premises, lighting, accessible toilet facilities, on-site parking/nearest bus stop or train station, and any provisions for sensory impairments. Please take a look at their website at www.AccessAble.co.uk to see what useful information they can provide.

Any premises that are interested in being considered for entry into the guide can apply free of charge – all that is required is a few moments from them to answer a survey. There is huge potential to increase the number of venues included in the guide. However, support from local Councils and other agencies is crucial to AccessAble to be able to continue delivery of this much-needed service and to support the work involved in producing the guides.

AccessAble are, understandably, keen to seek potential funding/investment to expand the service. As a consequence, they have asked us to contact you to see if you would be interested in finding out more details about the service and what the financial implications may be should you decide to sign up. We see this as an ideal opportunity for you to promote local businesses and services, and hopefully increase patronage and therefore local revenue, and may also contribute to your Equalities and Diversity obligations.

Jackie is happy for me to arrange a presentation for you, and any other interested parties, to chat to a representative from AccessAble and learn more about their service before making any decisions.

Please reply direct to me and let me know if you would be interested or not."

At that meeting, Members agreed to receive a presentation from AccessAble in the New Year and noted that any financial commitment would need to be deferred to the 2021/22 budget.

It was reported to Members, at the meeting held 20th January 2020, that an invitation had been extended to AccessAble, via ADC, to deliver a presentation but no response had been received to date – Min. 74.8 refers. Owing to the Covid-19 pandemic, and the subsequent lockdowns, the delivery of a presentation from AccessAble was not followed-up.

With Members agreeing that they wish to proceed with this item, at the meeting held 7th February 2022 (Min. 74.3 refers), a further approach will be made by the Projects Officer, inviting AccessAble to deliver a presentation to the Town Council at the Community Engagement and Environment Committee Meeting to be held on 8th August 2022.

Having received the presentation, Members will then be asked to consider whether they wish to support the initiative and, if so, agree any required budget, noting that any financial commitment would need to be recommended to the Policy and Resources Committee (Budget) Meeting to be held 28th November 2022 when the 2023/24 budget will be discussed.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
11th APRIL 2022

AGENDA ITEM 18 – 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)

REPORT BY PROJECTS OFFICER

FOR DECISION

At the Community Engagement and Environment Committee held on 22nd June 2020 Members received the Notes of the Climate Change Topic Team Meeting held on 29th January 2020. One of the recommendations arising from the Topic Team Meeting was to consider setting up an Award for Businesses who can demonstrate good practice with regard to recycling and green issues. The Topic Team asked the Committee to consider setting up some sort of initiative to champion this which would ultimately lead to businesses gaining some sort of recognition or reward for achieving various levels of good practice.

Whilst it was agreed by Committee Members that there was a level of urgency required in tackling climate change, it was also felt that the demands on businesses whilst trying to re-open, following lockdown, would make it difficult to get their support at that time. It was, therefore, agreed to defer the item.

With businesses now operating somewhere close to normal, Members are invited to progress with this item, as agreed at the meeting held on 7th February 2022 (Min. 74.4 refers).

In order to initiate such an award, Members are asked to consider the following points:

- The criteria - ***aims, goals, categories etc.***
- The type of award - ***is it annual or one-off, what is the prize/prizes and how will these be funded***
- How to monitor - ***can it be removed if good practices slip***
- Resources - ***who will invigilate***
- Ownership - ***Town Council or in association with partners i.e. District, BID***
- Costs - ***identify budget and associated costs***

Members are invited to consider the above points and advise how they wish to proceed.

DECISIONS

Do Members **AGREE** to initiate an award for businesses who can demonstrate good practice with regard to recycling and green issues?

If so, Members are invited to **AGREE** what form the award will take and consider the points listed within the report.

AGENDA ITEM 19

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 11th APRIL 2022

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 (LAST CONSIDERED 7th FEBRUARY 2022)

REPORT BY PROJECTS OFFICER

FOR DECISION

At the Community Engagement and Environment Committee held on 22nd June 2020 Members received the Notes of the Climate Change Topic Team Meeting held on 29th January 2020. One of the recommendations arising from the Topic Team Meeting was 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.

Some preliminary research had been undertaken which had highlighted three drinking water fountains in the Town. They are located on the Promenade, by the Methodist Church, and in Hotham Park but it was unclear if they were working and who had ownership.

The Committee were asked, by the Topic Team, to agree for further research to be undertaken, however, in view of the situation at that time regarding Covid-19, communal drinking places were considered a transmission risk and it was, therefore, agreed by the Committee to defer this item to a future Agenda.

Members are now invited to give this item further consideration, as agreed at the meeting held on 7th February 2022 (Min. 74.5 refers).

DECISION

Do Members **AGREE** 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?

AGENDA ITEM 20

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 11th APRIL 2022

AGENDA ITEM 20 – FURTHER CONSIDERATION OF THE WSCC INITIATIVE AROUND COMMUNITY IMPROVEMENTS - 7th FEBRUARY 2022 - MIN. 74.7 REFERS (LAST CONSIDERED 7th FEBRUARY 2022)

REPORT BY PROJECTS OFFICER

FOR INFORMATION

At the Community Engagement and Environment Committee Meeting held on 18th November 2019, Members received details of the WSCC initiative around community improvements. It was agreed for Members to familiarise themselves with the initiative, as detailed in the WSCC literature circulated (attached as **Appendix 1**), and for the item to be referred to a future Agenda for the consideration of any community element – Min. 65 refers.

At the Committee Meeting held on 20th January 2020, Members present discussed the initiative, and it was subsequently agreed that Officers be requested to 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.

It is unclear whether the previous Projects Officer, in place at the time that this agreement was made, wrote to West Sussex County Council as requested. If contact were made, it is not evident that a response was received.

Members are, therefore, 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.

Members will then be able to consider whether this item should be progressed.

West Sussex Highways, Transport & Planning

Improving Local Places and Spaces

Supporting Resilient Communities



Community
Highways
Partnerships



Community-led
Improvements



Community
Action

Foreward

Very often in life a 'one-size fits all' approach just doesn't work, and our highways are no different. West Sussex has a diverse landscape from rural parishes & larger towns, to large urban centres in our District & Borough Councils. To achieve the best deal for each community, West Sussex County Council has come up with a new way of working.

West Sussex County Council continues to strive to find ways to empower communities, help support them to become resilient and enable them to become involved in all the opportunities we have to offer through Improving Local Places and Spaces. We do not and could not do this alone but in partnership with our communities. That is why Improving Local Places and Spaces is so important, it looks in detail at how the County Council can support your Parish and Town Councils and Community Groups to help tackle issues in your local area, the issues that matter to you. Our main objective is for us to work together to help improve the quality of our neighborhoods.

Please be assured we will work with the utmost focus to provide support to our communities and that we will keep relentless focus of our relevant key priorities and apply them to how we will operate with Improving Local Places and Spaces.

Our Priorities...

- **A prosperous place**
- **A strong, safe and sustainable place**
- **A council that works for the community**

Roger Elkins

Cabinet Member for Highways and Infrastructure

July 2019



Improving Local Places and Spaces

Supporting Resilient Communities

West Sussex County Council will still be responsible for:

- Safety related work (e.g. potholes)
- Essential tree maintenance
- Drainage repairs & gully cleaning
- Safety lines & signs
- Resurfacing roads when needed
- Grass cutting

But...

In some areas of work we will be reducing levels of service and helping local communities influence and be part of the delivery of local priorities impacting neighborhoods. Communities can access information, guidance, resources and training to decide on the priorities for their area for highways. There are three elements of this offer:

- 1 **Community Highways Partnerships**
- 2 **Community Led Improvement**
- 3 **Community Action**



Community Highways Partnerships

An agreement between the Parish & Town Councils and Community Groups that enable local maintenance work which enhances the local environment.



Community-led Improvements

Communities can raise concerns about highways issues within their area and apply for a community-driven scheme through the Works Programme.



Community Action

We provide various opportunities to enable volunteer groups to support and enhance their local neighborhood by actively getting involved in a variety of highway related activities.

Community Highways Partnerships



Parish and Town Councils can undertake a variety of maintenance activities on the public highway by signing up to a simple agency agreement with West Sussex County Council.

Activities can include:

- Cleaning signs
- Graffiti removal
- Weed spraying on footway and kerb
- Removal of epicormic growth around trees (shoots rising at the bottom of a tree)
- Strimming on landscaped areas
- Cut back overgrown vegetation
- Twitten vegetation clearance
- Clear leaves from gully tops
- Removal of unofficial signs, verge markers and estate agents boards that pose a danger to highway users
- Grass cutting
- Siding footpaths
- Licensing activities – A-boards/ busking
- Enforcement – issuing letters to ask for considerate parking, cutting back private vegetation, yellow development signs/ A-boards
- Tree work
- Inspections
- Roundabout maintenance



Case Study – Henfield Parish Council

How to get involved:

Contact: active.communities@westsussex.gov.uk

Community-led Improvements

Delivered by West Sussex County Council



Communities can raise concerns about highways issues within their area and put forward an application for funding through the County Council's Annual Works Programme.

Community Highway Schemes:

- Traffic calming features
- Town/village centre enhancements
- Cycling facilities
- Crossing facilities
- Speed limits/zones
- Junction improvements.
- Improved footpath links
- Traffic Regulation Orders e.g. parking

Schemes are assessed and scored and the highest scoring schemes are taken forward. Last year 21 schemes from across the county were successful.

Community TRO - Communities can apply for Traffic Regulation Orders (TROs) which seek to resolve locally identified issues, examples include:

- Double yellow lines
- Speed limit reductions
- Each year our County Local Committees (CLCs) agree to a number of TROs each (24 across the county).

In addition the Cabinet Member for Highways and Infrastructure has discretion to agree an additional 15.

How to get involved:

For more details and to apply, visit [here](#)



Case Study – Ferring Parish Council

Community-led Improvements

Delivered by communities



There are lots of projects where communities can get involved in their delivery.

Operation Watershed - Community groups interested in delivering improvement projects to tackle issues with drainage infrastructure and the aim of reducing the risk and impacts of flooding, can bid for funding from Operation Watershed (Active Communities funding). There is £300,000 available for 2019/20 and typical projects may include:

- the riparian ditch network
- damage to roads
- Improving resilience to protect homes, businesses and highways

The required demonstrable criteria for applications to be successful include:

- Tackling a recognised surface or ground water flood risk
- Meeting at least one of the following elements in its technical scope:
 - Provide new infrastructure installations or build
 - Make material change improvements to existing infrastructure
 - Increase the drainage capacity of existing infrastructure
 - The provision of assets for community groups' usage to protect their local area
 - Evidence strong community commitment to delivering the project and carrying out future maintenance



Case Study – FLOW

How to get involved:

For more details and to apply, visit: www.westsussex.gov.uk/watershed

Community Action

We support and enable various opportunities for communities and volunteer groups to work on enhancing their neighborhood through a variety of activities.



Active Communities:

The County Council will provide guidance and advice to enable interested groups to tackle those issues in their area which otherwise may be neglected.

- cutting back overgrown vegetation
- trimming the edges of grass verges
- clearing weeds
- sign and bollard cleaning
- hand clearing gullies and ditches
- removing unlawful signs
- siding foot-paths and cycle-paths

How to get involved:

Contact: active.communities@westsussex.gov.uk

Where communities have a willing group of volunteers and local projects require more support they can request assistance from our **Community Volunteers**.

This includes:

- Task Leader Training – can provide access to West Sussex County Council's Public Liability Insurance
- Risk assessments
- Power tool training
- Limited tool loan



Case Study – Community Volunteers

If your Community Groups project needs extra hands we may be able to help.

Contact: darren.rolfe@westsussex.gov.uk

Community Action

Community Winter Resilience:

The County Council has a Winter Maintenance Plan (WMP) which sets out strategy and service levels for keeping the roads gritted in the winter period. This service can be supplemented by Parish/Town Council Winter Maintenance Plans supporting vulnerable people within their community. Setting out how localised activities for example arrangements for volunteers & farmers to undertake salting and snow clearance. Before each winter parishes undertake an audit of salt bins which the County Council will top up in Autumn in accordance with the WMP yearly offer. We currently work with 155 parish/town councils.



Case Study – East Grinstead

How to get involved:

Contact: active.communities@westsussex.gov.uk

Flood action groups:

Flood action groups are composed of local residents that represent a voice for their community on flood-related issues. They work closely with local authorities, the Environment Agency, water companies, landowners, businesses and other partner agencies involved in flooding to find ways to help reduce flood risk in their community. West Sussex already has 33 local flood action groups across the county involved in local activities to identify and reduce the impact of flooding and contribute to the county's strategic approach to flood risk management.

How to get involved:

For more details and to apply, visit: www.westsussex.gov.uk/floodactiongroups

Community Highways Partnerships

Case Study



- **Henfield Parish Council**
- **Project: Cutting Back Verges/Clearing Vegetation**

"The positive impact to Henfield of the partnership has been gradual but very noticeable. We have received many positive comments from residents, particularly after the recent project to cut back the verges" – **Kevin Wright, Clerk, Henfield Parish Council**



01273 492507 • office@henfield.gov.uk

The Challenge:

- The Parish Council and local community wanted to improve the space they live in by undertaking general small scale highway works.

The Solution/Approach:

- Henfield Parish Council (HPC) wanted to take ownership of the issues in their local area, recognising that the County Council is no longer able to undertake some of the 'nice to do' work that is important to the local community and helps to improve the economy.
- HPC decided to employ its own Works Officers and then purchase a van.
- By the end of 2018, HPC have increased the work it does and employed a further two part time works officer and this enabled HPC to have a two person team working in the village four days per week.

The Results:

- Currently keeping clear of vegetation many of the footpaths around the village; verges are being cut back to increase the width of footways, which is allowing mothers with pushchairs/prams better and safer access.
- Minor tree safety work is being carried out; epicormic tree growth being removed around the village and verges are being cut more frequently to keep the village looking neat and tidy.
- Are able to carry out minor repairs to fences and to keep many gullies clear of leaves in the winter season.

Community-led Improvements

Case Study



- Ferring Parish Council
- Project: Traffic Calming/Junction Improvement

"Feedback received is that it has helped reduce the speed of the traffic and has made exiting the side road much easier and less of a hazard" – **Amanda Thomas, Administrative Assistant , Ferring Parish Council**



parishoffice@ferringparishcouncil.org.uk • 01903249449 • www.ferringparishcouncil.org.uk

The Challenge:

- Exiting Sea Lane Gardens onto Sea Lane, Ferring, was proving difficult due to the very poor visibility at the junction. This had resulted in numerous near misses and a small number of quite serious accidents. It was also evident that crossing the road in this location was difficult in this vicinity. Concerns were also raised regarding vehicle speeds on Sea Lane.

The Approach:

- The community made an application to the County Council for a 'Community Highway Scheme'. Schemes are assessed against criteria which includes safety, contribution to economic growth, environment and sustainability. Budget is allocated to highest scoring schemes each year and this was successful.
- Working with the community, a design with buildout and crossing point was agreed.

The Results:

- The results of the finished scheme are that residents feel safer using the junction, have a new improved crossing point and reduced vehicle speeds on Sea Lane.

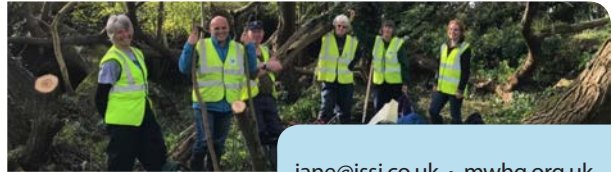
Community-led Improvements

Case Study



- FLOW
- **Project: Fixing and Linking Our Wetlands** is a Heritage Lottery Funded Project to survey and improve the ditch network of the Manhood Peninsula, to prevent flooding and increase vital habitat for wildlife.

"The positive impacts have been multiple for the community. We have provided invaluable data to West Sussex County Council, Chichester District Council, the Environment Agency and Parish Councils about drainage that will benefit them through targeted flood risk reduction measures." – **Jane Reeve, FLOW Project Leader**



jane@jssj.co.uk • mwhg.org.uk

The Challenge:

- The network of waterways on the Manhood Peninsula connect the protected areas of Pagham Harbour, Medmerry and Chichester Harbour. Their upkeep is not just of benefit to wildlife but increasingly to people, as more frequent flooding events take place.

The Approach:

- The FLOW team is made up of local volunteers, led by FLOW Project leader Jane Reeve and Field Officer Christopher Drake. Volunteers are trained in a range of skills, including: GIS mapping, hedge laying, surveying, species identification and landscaping, to restore the wetland network safely and effectively. Many volunteers bring their own expertise of land management and wildlife, while others with a passion for the protection of the environment; grow their knowledge through participation in FLOW.

The Results:



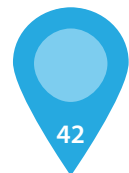
Ditches surveyed



Hedgerows surveyed



Volunteer hours



Sites improved

Community Action

Case Study

- Lavant Parish Volunteer Task Force
- Project: Tackling maintenance tasks around the village



APBLAVAN335@aol.com • 01243527705 • lavantparishcouncil.co.uk

The Challenge:

- The LVTF (Lavant Volunteer Task Force) was formed so that the wide range of maintenance tasks that need doing around the village can be tackled, in support of any more formal work undertaken by various responsible authorities. This can range from patch clearing to general maintenance work.

The Approach:

- LVTF meet every Tuesday morning (9:30am – 1pm) to carry out work which is confirmed in advance.
- There are currently 17 volunteers.
- Training and equipment provided.

The Results:

- So far an extensive stretch of undergrowth along the verges of Centurion Way and essential manicuring of trees and bushes around the village green have been completed.
- Undergrowth round the edges of the football field has been cleared.
- Wooden bus stops at Pook Lane roundabout and the top of St Nicolas Road have had a makeover.

Community Action

Case Study

- West Sussex County Council
- Project: Community Volunteers

"Work the group are involved in is varied and has had a huge benefit to a wide variety of communities" – **Darren Rolfe, Community Volunteers Leader**



darren.rolfe@westsussex.gov.uk • For more information click [here](#)

The Challenge:

- Led by Darren Rolfe, being a Community Volunteer provides the opportunity to help others, improve the local environment and do something enjoyable. The tasks are varied and the challenges keep you thinking. It is a great opportunity to learn new skills and share Darren's knowledge with others.

The Approach:

Examples of what volunteers can be involved in are:

- Habitat improvement work (including pond restoration)
- Building and installation of planters
- Vegetation clearance to open up the view which has overgrown
- Construction of community facilities e.g. village hall decking, bush shelters, youth camp fencing.

The Results:

- Activities are planned three to six months in advance, most tools used are fairly easy to master and specialist training is given for using power tools. Just choose any activities that you wish to volunteer for and arrangements are organised nearer the date.

Community Action

Case Study

- East Grinstead Town Council
- Project: Winter Resilience/Management Plan



01342 323636 • towncouncil@eastgrinstead.gov.uk

The Challenge:

- East Grinstead, being north of the High Weald and with hilly terrain, suffers from very different weather patterns than the bulk of the district south of the Weald. It is generally one or two degrees colder and driving conditions tend to be worse at periods of heavy snow and ice as a result of undulating terrain.

The Approach:

- To assist the community the Town Council purchased a Tracmaster walk behind motorised snow plough and brush and a Glasdon manual gritter for use on the town centre's pavements, steps and bridges.
- Mid Sussex District Council has provided equipment to enable local volunteers to clear ice and snow from pavements.
- Volunteers were loaned equipment including a snow shovel, hats and gloves, Hi-Vis vests and ice grippers..

The Results:

- The Town Council has a community winter resilience plan that supports residents to keep moving safely during winter weather.

Community Action

Case Study

- Tarring Flood Action Group
- Project: Adopt a drain

"Adopt a drain has made a huge difference in periods of heavy rain, we are in a much better position than we were two and a half years ago" – **Alison Gilbert, Adopt a Drain leader**



tarringfloodgroup@outlook.com

The Challenge:

- After experiencing ground water flooding locally, several members of the local community agreed, initially through the Local Neighbourhood Watch scheme and local councillors, to form a group to help avoid future flooding in the streets.

The Approach:

- Following the advice of the National Flood Forum, West Sussex County Council Highways, Worthing Borough Council' Emergency Team, Operation Watershed and others, the group started researching rain water gardens and out of this came 'Adopt a Drain'.
- Have been provided with kit on loan, snow shovels, heavy duty brooms, litter pickers, Hi-Vis jackets, hoops for litter bags, bags and protective gloves.
- Viewed West Sussex County Council video on clearance of leaves and keeping safe.

The Results:

- Some members have already cleared soakaways and gullies and this is ongoing.
- The group has organised itself so members have an active role which play to their strengths. This could be writing up research, canvassing support from local businesses, or the physical clearance of leaves and debris.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
11th APRIL 2022**

AGENDA ITEM 21 – CORRESPONDENCE

1. Glasdon - Focus on Local Councils catalogue
2. SmartWheelie.co.uk - NHW & Speed Wheelie bin stickers
3. FuturForm - Fully Assembled Recycled Plastic Outdoor Seating with 25 Year Guarantee, Free Delivery
4. Health & Wellbeing in West Sussex – Update & Survey 2022
5. Your Environment & Climate Change eNewsletter – March 2022 edition