



BOGNOR REGIS TOWN COUNCIL

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

MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

I hereby give you Notice that a Meeting of the Community Engagement and Environment Committee of Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 8th AUGUST 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 8th August from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

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

DATED THIS 1st AUGUST 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 13th June 2022
 4. Adjournment for public questions and statements
 5. Clerk's Report
 6. Ward Allocation Environmental Projects Budget including:
 - Ratification of any spend and the utilisation of any remaining funds
 7. Flexible Community Fund including: - To review the current application and criteria form for recommendation to the Policy and Resources Committee; to ratify the decision to award/not award £276.38 to BR Community Cleans CIC and £717.00 South Coast Sports
 8. To receive the Notes of the Online Community Open Forum Meeting held on 6th July 2022 and to agree arrangements for the next meeting
 9. To receive the Notes of the Youth Provision Steering Group Meeting held on 18th July 2022 including;
 - Update on West Sussex County Council's decision to close the Phoenix and Find It Out Centres (if available)
 - Update on Bognor Regis Youth and Community Centre from Cllr. W. Smith
 - Appointing a Member of the Community Engagement Committee as a non-participating observer of the Bognor Regis Youth & Community Centre Board
 10. To receive an update on the Beach & Sea Access Topic Team
 11. To receive the Notes from the Climate Emergency Focus Group Meeting held on 27th July 2022 and consideration of any recommendations
 12. Bognor Regis in Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Non-Quorate Meeting held on the 23rd June 2022 and 28th July 2022 (if available)
 13. To receive an update re: setting up an award for businesses who can demonstrate good practice with regard to recycling and green issues: - 13th June 2022 – Min. 16 refers
 14. To consider writing a letter to Southern Water regarding raw sewage, as referred by the Community Engagement and Environment Committee – Min. 83 of the Meeting held 11th April 2022 refers
 15. Correspondence

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



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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 13th JUNE 2022

PRESENT:

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

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Mrs. J. Fogarty-Smith (Committee & Event Support
Officer)
Cllr. D. Edwards (Arun District Council) in the
public gallery
2 members of the public in the public gallery

The Meeting opened at 6.30pm

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

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

It was **NOTED** that Cllr. W. Smith was elected Chairman and Cllr. J. Brooks was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on the 9th May 2022.

2. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

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

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

3. 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 no declarations of Interest

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11th APRIL 2022 AND THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 19th APRIL 2022

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 11th April 2022 and the Extraordinary Meeting held on 19th April 2022.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 11th April 2022 and the Minutes of the Extraordinary Meeting held on 19th April 2022, as an accurate record of the proceedings and the Chairman duly signed them.

5. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.33pm

No public questions or statements had been received or were asked during the meeting.

The Chairman reconvened the Meeting at 6.34pm

6. CLERK'S REPORT

6.1 11th April 2022 – Min. 79 refers – Adjournment for Public Questions and Statements

At the Community Engagement and Environment Committee Meeting held on 11th of April 2022, a Member requested the Projects Officer make contact with Arun District Council to see when the reception area at Bognor Regis Town Hall will resume to 'business as usual'. Arun District Council have confirmed that there is not the intention to return to drop-in appointments, and their aim is to offer pre-planned appointments. Should customers wish to make appointments they can do so via the Arun District Council website, or by contacting the relevant service area by phone, or email. The current services include electoral services, land charges, wellbeing, taxi licensing, about to go live housing options, lifeline and they shall be looking to add revenues and benefits in the future.

6.2 11th April 2022 – Min. 88 refers – To ratify Locality Subscription renewal for 2022/23

Following the Community Engagement and Environment Committee Meeting held on 11th of April 2022 the Town Clerk was able to cancel the Direct Debit with Locality for the annual renewal of the Council's membership subscription. The Projects Officer has since made contact with Locality to understand what the benefits are of the new free entry-level Network package, and an update will be given to this Committee as soon as more information is available.

6.3 11th April 2022 - Min. 89 refers – To consider purchasing a hedgehog highway box, and identify a budget

At the Community Engagement and Environment Committee Meeting held on 11th of April 2022, Members agreed to purchase a hedgehog highway box from Hedgehogs R Us containing 50 Hedgehog Highway surrounds and leaflets and donate these to Brent Lodge Wildlife Hospital. A cheque in payment has now been received by Hedgehogs R Us and the Town Council are awaiting delivery of the box, which shall be sent onto Brent Lodge Wildlife Hospital shortly. Once this is actioned advertising of this initiative will be done via social media and by press release to further aid the work of Brent Lodge Wildlife Hospital as agreed at the last meeting.

6.4 4th October 2021 - Min. 40 refers – Flexible Community Fund

At the Community Engagement and Environment Committee Meeting held on 4th of October an application for Flexible Community Funds from Bognor Regis Money was considered with Members agreeing to award £350.00 to support the application.

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

£350.00 has been returned to the Town Council, from Bognor Regis Money, and as these funds were allocated from the 2021/22 budget they will go into General Reserves.

7. APPOINTMENT OF SUB-COMMITTEES, WORKING GROUPS AND TOPIC TEAMS: BOGNOR REGIS IN BLOOM WORKING GROUP INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION, BEACH & SEA ACCESS TOPIC TEAM, YOUTH PROVISION STEERING GROUP, CLIMATE EMERGENCY FOCUS GROUP

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

- 7.1** Members **AGREED** to the appointment of the Bognor Regis in Bloom Working Group including, Cllrs. S. Goodheart, Mrs. S. Staniforth, Mrs. J. Warr and P. Woodall.
- 7.2** Members **AGREED** to **RECOMMEND** to Council the appointment of the Co-Opted Members Mr. P. Dillon, Mrs. G. Edom, Mr. E. Fane, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane and a representative from the Arun District Council Parks and Greenspace department to the Bognor Regis in Bloom Working Group.
- 7.3** Members **AGREED** Cllrs. J. Barrett, J. Brooks and Mrs J. Warr, as the three nominated Members of the Community Engagement and Environment Committee be appointed to the Beach & Sea Access Topic Team.
- 7.4** Members **AGREED** that the Chairman of the Community Engagement and Environment Committee be appointed to the Youth Provision Steering Group.
- 7.5** Members **AGREED** Cllrs. J. Barrett, J. Brooks and M. Stanley, as the three nominated Members of the Community Engagement and Environment Committee be appointed to the Climate Emergency Focus Group.

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

The Projects Officer's report, including the related appendices, detailing the Terms of Reference were **NOTED**.

8.1 Community Engagement and Environment Committee

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Community Engagement and Environment Committee with no amendments.

8.2 Bognor Regis In Bloom Working Group

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Bognor Regis In Bloom Working Group with no amendments.

8.3 Beach & Sea Access Topic Team

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Beach & Sea Access Topic Team with no amendments.

8.4 Youth Provision Steering Group

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Youth Provision Steering Group with no amendments.

8.5 Climate Emergency Focus Group

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Climate Emergency Focus Group with no amendments.

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

Members **NOTED** the Projects Officer's report, including the related appendix.

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

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

Members **RATIFIED** the decision not to support the application from Lifecentre for £504 to fund the counsellor sessions.

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

A Member wanted to clarify that as the Committee did not approve the applications from Lifecentre and Shared Headspace Ltd, this did not mean that they didn't support the nature of the applications and that other Town Council funding methods may be more appropriate for these organisations to apply for.

In beginning to review the current application form for the Flexible Community Fund, and with numerous suggested amendments discussed, Members **AGREED** to **DEFER** the review until the next Committee Meeting to allow for more time, before recommending to the Policy and Resources Committee. Members also asked the Projects Officer to provide a report at the next meeting detailing application requests to date and how the funds applied for, and subsequently awarded, were used.

Members **RATIFIED** the decision to award £750.00 to Bognor Regis Amateur Boxing Club for the purchase of a defibrillator. The Chairman also stated that when the defibrillator is installed, he would be in attendance and therefore further publicity to the wider community of Bognor Regis would be achieved.

11. TO RECEIVE AN UPDATE IN RELATION TO ONLINE COMMUNITY OPEN FORUM MEETING INCLUDING: - CONSIDERATION OF ANY ITEMS FOR A FUTURE AGENDA - ARRANGEMENTS FOR THE NEXT MEETING

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

Members discussed introducing an agenda for a future Online Community Open Forum Meeting and whether having specific topics set for each meeting may encourage or perhaps discourage members of the public to participate.

Comment was made about promoting Town Council meetings and events on a wider variety of social media platforms and websites in order to attract a wider audience. The Chairman advised that all meetings are advertised on the Town Council's website and linked social media platforms and that he would do his part to promote upcoming meetings via social media.

Members then questioned whether the Online Meetings will at some point be replaced by the Councillor Drop-In Surgeries and, if so, where these might be located in order to maximise the attendees. The Chairman advised that Councillor Drop-In Surgeries would return and that these would be on alternate months.

In response to a request from a Member, the Chairman advised that he and the Projects Officer would give as much notice as possible of the Councillor Drop-In Surgeries and that every effort would be made to ensure locations were accessible to all.

Members **DISAGREED** that the next Online Community Open Forum should be held on Wednesday 15th June 2022 at 3pm but **AGREED** to postpone until Wednesday 22nd June 2022 at 3pm.

12. **TO RECEIVE AN UPDATE IN RELATION TO YOUTH PROVISION MEETINGS INCLUDING: - UPDATE ON WEST SUSSEX COUNTY COUNCIL'S DECISION TO CLOSE THE PHOENIX AND FIND IT OUT CENTRES (IF AVAILABLE); UPDATE ON BOGNOR REGIS YOUTH AND COMMUNITY CENTRE FROM CLLRS. W. SMITH AND MRS. S. STANIFORTH**

The Projects Officer's report was **NOTED**, including the update from Chris Cook on the current position with the Phoenix and Find It Out Centres.

Cllr. Mrs. Staniforth advised the Committee that, as the Town Council appointed Representative, she has attended two meetings with the trustees and staff at the Bognor Regis Youth & Community Centre (BRYCC). She reported that work is progressing in the hope for an Autumn Term opening, however this is not yet confirmed. The Chairman advised that there were several reasons for the delayed opening including the need to address several inherited issues, to ensure that DBS checks are carried out, and that fire assessments, including any other building regulations, are performed ahead of the re-opening of BRYCC.

The Chairman and Cllr. Mrs Staniforth took the opportunity to commend all the tireless work being carried out by BRYCC staff, trustees and wanted to express thanks to members of the public and businesses for the part they had played in donating materials and labour to enable the project.

The Chairman explained that the release of the first part of the £5,000 that the Committee awarded to BRYCC at the Extraordinary Community Engagement and Environment Committee Meeting held on 19th April 2022 (Min. 100 refers), is still waiting for the DBS checks to be completed but once this is done the first instalment will be released to BRYCC.

The final comment came from a Member who wanted clarification on the update provided by Chris Cook CEO of Sussex Clubs for Young People when mentioning "*United Learning submitted their plans with our input on 29th May for Phoenix Centre*". The Chairman advised that he would contact Chris Cook to ask for more information on this matter and report back at the next meeting. Another Member asked if the Projects Officers could provide an update at the next meeting on the West Sussex County Council business case regarding Phoenix and Find It Out Centres.

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

The Projects Officer's report, including the Notes of the Beach & Sea Access Topic Team Meeting held on 27th April 2022, were **NOTED**.

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

The Projects Officer's report, including the Notes of the Climate Emergency Focus Group Meeting held on 13th April 2022, were **NOTED**.

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

The Projects Officer's report including the Notes of the Bognor Regis in Bloom Working Group Meeting held on 19th May 2022, were **NOTED**.

It was noted that the first two decisions as detailed in the report had already been dealt with under Agenda item 7 (Mins. 7.1 and 7.2 above refers).

Members **AGREED** to **RATIFY** the expenditure of £4 for French Bean seeds sent to participating schools from the competition expenses budget for 2022/23.

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

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

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

Having **DISAGREED** to **DEFER** this item, Members discussed potential ways in which to award businesses demonstrating good practice regarding recycling and green issues. Some Members stated that as this Agenda item came through the Town Council's Climate Emergency Focus Group, offering any financial incentive did not feel in keeping with the theme of this award.

Members suggested that the process would be that businesses submit an application to the Committee, to consider and vote upon, outlining how they have shown good practice. It was suggested by a Member to award

businesses an annual trophy or plaque for 1st, 2nd and 3rd place businesses, which could be presented at the Mayor's Civic Reception.

As a result of the discussion, it was **AGREED** that an award should be set up for businesses demonstrating good practice with regards to recycling and green issues. Members furthermore **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that a budget of £300, for the purchase of plaques and trophies, be funded from an appropriate budget.

17. TO FURTHER CONSIDER INVESTIGATING THE CONDITION OF THE EXISTING WATER FOUNTAINS IN THE TOWN TO ESTABLISH IF THEY ARE SUITABLE FOR USE AND TO FURTHER CONSIDER THE INSTALLATION OF NEW FOUNTAINS – 11th APRIL 2022 – MIN. 94 REFERS

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

The Chairman extended his welcome to two members of the public in the gallery, representing Bognor Regis Community Cleans CIC, who had contacted the Chair prior to the meeting stating that they would like to assist in the maintenance of the existing water fountains. The Chairman asked that the Projects Officer contact Bognor Regis Community Cleans with details of the location of the existing water fountains.

Members discussed the current condition, lack of signposting and physical and practical usage of the existing fountains and water sources. Members felt that this did not align with the Town Council's Climate Change status. Several Members spoke of locations within the UK that had successfully implemented easily accessible water bottle filling stations with clear signposting, and of the global impetus of Climate Change.

Members **AGREED** that the Projects Officer should send a letter to Arun District Council to make preliminary enquiries into the Town Council taking on ownership of the water fountains. Once it has been ascertained whether Arun would be agreeable to such a proposal then further consideration will need to be given by Members at a future meeting into the costs involved with owning and maintaining these water fountains, for example.

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

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

Members **AGREED** to **DEFER** this item to the next meeting to allow for a site visit from a Senior Staff Member of West Sussex County Council.

19. CORRESPONDENCE

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

The Meeting closed at 7.53pm

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
8th AUGUST 2022

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

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

The breakdown of the balances for the Ward Allocation budget for 2022/23 are appended to this report (**Appendix 1**).

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

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
8th AUGUST 2022

AGENDA ITEM 7 – FLEXIBLE COMMUNITY FUND INCLUDING: - TO REVIEW THE CURRENT APPLICATION AND CRITERIA FORM FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE; TO RATIFY THE DECISION TO AWARD/NOT AWARD £276.38 TO BR COMMUNITY CLEANS CIC AND £717.00 SOUTH COAST SPORTS

REPORT BY THE PROJECTS OFFICER

**FOR INFORMATION
& DECISION**

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

REVIEW CURRENT APPLICATION FORM

At the Community Engagement and Environment Committee Meeting held 13th June 2022, Members were invited to review the current application and criteria form for the Flexible Community Fund. With numerous suggested amendments discussed, Members agreed to defer the review until the next Committee Meeting to allow for more time, before recommending to the Policy and Resources Committee. Members also asked the Projects Officer to provide a report at the next meeting detailing application requests to date and how the funds applied for, and subsequently awarded, were used (Min. 10 refers).

Background

The Flexible Community Fund, previously known as the Grant Aid Discretionary Fund, is a small funding stream with an annual budget of £5,000 that sits under this Committee's remit. Its aim is to offer small sums of money for extraordinary circumstances, or for the purchase of emergency items that cannot wait or fall outside the criteria for the Town Council's standard Grant Aid procedure.

Review

The current application and criteria form (attached as **Appendix 2**) were last reviewed by the Community Engagement and Environment Committee at the meeting held 20th May 2019 (Min. 11 refers) with 2 minor additions recommended to, and subsequently agreed by, the Policy and Resources Committee (Min. 17.5 of the Policy and Resources Committee Meeting held 3rd June 2019 refers). This latest version, updated for 2022-2023, has been available to applicants since 1st April 2022.

Members are asked to approve the attached application form and are further invited to make a recommendation to the Policy and Resources Committee that the application and criteria form for the Flexible Community Fund be adopted.

Applications to date (2022-2023)

Following the request from Members at the meeting held 13th June 2022, the Projects Officer can confirm that the following Flexible Community Fund applications have been received to date: -

ORGANISATION	AMOUNT	DESCRIPTION	DATE APPLIED	GRANTS AWARDED
Bognor Amateur Boxing Club	£750.00	Defibrillator	10/05/2022	Awarded
Arun Community Transport	£400.00	Expansion of community transport infrastructure	08/11/2021	Awarded
Bognor Regis Town Youth FC	£960.00	6 x Managers FA Level 1 qualification	11/06/2021	Awarded
Bognor Regis Yacht Club	£500.00	Renovating changing rooms and toilets	26/05/2021	Awarded
South Coast Sports	£1,920.00	Multi-activity camp during May & Summer holidays	21/04/2021	Awarded

Funds awarded to successful applicants were used as per the description in each organisations individual application.

TO RATIFY THE DECISION TO NOT AWARD £276.38 TO BR COMMUNITY CLEANS CIC

An application was received from BR Community Cleans CIC for funding Public Liability Insurance. Members are asked to ratify the decision to not award the application from BR Community Cleans CIC for £276.38, as agreed by the Town Clerk and Chairman under Delegated Authority and confirmed via email by the following Members: Cllrs: Brooks, Miss. Needs, Smith, Mrs. Staniforth and Mrs. Warr. Cllr. Stanley abstained.

TO RATIFY THE DECISION TO NOT AWARD £717.00 SOUTH COAST SPORTS

An application was received from South Coast Sports for funding 240 reusable yogurt pots for children attending Activity Holidays Camps over the summer holidays. Members are asked to ratify the decision to not award the application from South Coast Sports for £717.00, as agreed by the Town Clerk and Chairman under Delegated Authority and confirmed via email by the following Members: Cllrs: Brooks, Stanley, Mrs. Daniells, Miss. Needs, Mrs. Staniforth and Mrs. Warr.

DECISIONS

Members are invited to review the current application form and **RECOMMEND** to the Policy and Resources Committee that the application and criteria form for the Flexible Community Fund be adopted.

Members are asked to **RATIFY** the decision **not** to support the application from BR Community Cleans CIC for £276.38 to fund public liability insurance.

Members are asked to **RATIFY** the decision **not** to support the application from South Coast Sports for £717.00 to fund the purchase of 240 reusable yogurt pots.

CE&E Committee Meeting
8th August 2022
Agenda item 7 - Appendix 1

FLEXIBLE COMMUNITY FUND APRIL 2022 - MARCH 2023

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



BOGNOR REGIS TOWN COUNCIL

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

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

1. Name and address of your organisation.

Name:

Address:

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

Name:

Address:

Postcode:

Daytime telephone number:

Position in Organisation:

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

Please tick

Yes

No

If no, please say why:

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

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

5. Please supply the following information:

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

6. Amount Applied for £.....

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

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

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9. Are current Bank Statements attached?

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

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

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

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

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

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

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

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

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

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

Please complete Declaration overleaf

DECLARATION:

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

DATA PROTECTION:

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

Name Date.....

Position Email address.....

Organisation's website (If applicable)

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

Checklist

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

Read the notes for applicants.

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

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

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

Attached copy of your Constitution or Set of Rules.

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

Attached copies of estimates for your proposals/project.

AGENDA ITEM 8

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 8th AUGUST 2022

AGENDA ITEM 8 - TO RECEIVE THE NOTES OF THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON 6th JULY 2022 AND TO AGREE ARRANGEMENTS FOR THE NEXT MEETING

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION & DECISION

At the Community Engagement and Environment Committee Meeting held on 13th June 2022, Members agreed to hold the next Online Community Open Forum on 22nd June 2022 (Min. 11 refers), however due to unforeseen circumstances and in liaison with the Chairman the meeting was rearranged to Wednesday 6th July 2022 at 3.00pm.

Members are asked to receive the Notes from the Online Community Open Forum Meeting held on the 6th July 2022 (**Appendix 1**).

At the Committee Meeting held on 13th June, following a query from a Member about whether Online Meetings would at some point be replaced by the Councillor Drop-In Surgeries, the Chairman advised that Councillor Drop-In Surgeries would return and that these would be on alternate months.

Owing to the time required to process the event application that would be required to host a Councillor Drop-In Surgery, it would be Officer recommendation to hold an Online Community Open Forum Meeting for the month of August with a view to hosting a Councillor Drop-In Surgery the following month. Owing to annual leave and other meetings, however, the only possible date to host an Online Community Open Forum in August is Monday 15th and it is suggested that this commences at 6.30pm. The Projects Officer will email all Councillors in due course, to propose a couple of dates in September when a Drop-In Surgery could be arranged.

DECISIONS

Do Members **AGREE** that an Online Community Open Forum Meeting should be arranged for 6.30pm on Monday 15th August 2022?

Do Members further **AGREE** that the Projects Officer should take the necessary steps to arrange a Councillor Drop-In Surgery in September 2022?

Questions and Statements from the Online Community Open Forum Meeting held on 6th July 2022

In attendance:

Bognor Regis Town Council

Councillors: Cllr. W. Smith (Chairman) (WS), Cllr. J. Brooks (JBr), Cllr. J. Barrett (JBa), Cllr. S. Goodheart (SG), 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 that 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 from the public	Response	Cllr
Is there any update on the opening of the Place St Maur?	At present, there is no official opening date from Arun District Council due to complications surrounding logistics/materials.	All
I have launched a petition for a Bognor Regis District Council to replace the woeful Arun District Council. I have also got a letter from the Levelling Up Fund Minister saying that ADC can talk with private developers to improve their low-vision centre reclad. What are Councillors views on this?	A dual-hatted Councillor stated that they were advised that ADC had to use a ready-made scheme and that there was no other option to work with contractors. Those Members had expressed their disappointment that ADC had not advised them of this at the time.	JBr, WS

<p>I would like to know why I was told by ADC there was no reports made from Sussex Police on the multiple armed raids in Gravits Lane.</p>	<p>If this is an ongoing investigation, then Bognor Regis Town Council would not be privy to this information.</p>	<p>WS, JD</p>
<p>Does anyone know if Amazon is coming to sunny Bognor?</p>	<p>This is a rumour, but not one that the Town Council can confirm at this point.</p>	<p>WS</p>
<p>What are the Committees thoughts on ADC statement in relation to the Town Hall Services?</p>	<p>The Committee Host read out the following statement from ADC press; <i>We are concerned about the misleading social media and misinformation being shared, that Bognor Regis Town Hall is closing down. We are open, we have staff in the building, and we are talking face to face to our customers. We are monitoring customer need and are providing services. As with many other public services we are now doing some of our work by appointments and digitally and are able to guide people through the process where we can't help them on the spot at the Town Hall.</i></p> <p>Councillors stated that they believed the main difference post-Covid lockdown, is that ADC no longer offer a ticketed appointed for members of the public.</p> <p>Cllr. Smith stated that there has been some miscommunication and that residents are not concerned that the Town Hall will be closed, but rather the new agreed restricts residents from walking in and discussing issues with staff from ADC.</p> <p>Cllrs. Smith, Warr, Needs offered their sympathies with residents and that the new system does not support their needs and felt that ADC have not considered those people with mobility or difficulties with using the internet or telephone to discuss their concerns with ADC staff.</p>	<p>JD, JBa, SG</p>

<p>Will there ever be permission for the public to legally use electric scooters in Arun?</p>	<p>This is a wider issue than Arun and electric scooters are illegal as per the 1988 Road Traffic Act. Scooters are only allowed to be used on private land with the owner's permission.</p>	<p>JD</p>
<p>The field near Westloats Lane - can Arun put more on for kids and teens to do on the field as there is not a lot for them to do. Maybe some kind of free youth club. There is only a little kids play area at present.</p>	<p>Bognor Regis Town Council has provided funds to the Bognor Regis Youth and Community Centre to run events at this location and hopes to get this open as soon as possible. In terms of the playground specifically, this would be an Arun District Council issue.</p>	<p>WS, JD</p>
<p>Can Arun District Council make CCTV available in more streets in Bognor Regis?</p>	<p>Arun District Council made an upgrade to the system 3-4 years ago of £49,000 and £15,000 from the Safer Arun Partnerships across Littlehampton and Bognor Regis. There is also potentially some investment from Bognor Regis BID, but the Town Council could not confirm at this stage.</p>	<p>JD</p>

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
8th AUGUST 2022**

AGENDA ITEM 9 - TO RECEIVE THE NOTES OF THE YOUTH PROVISION STEERING GROUP MEETING HELD ON 18th JULY 2022 INCLUDING;

- UPDATE ON WEST SUSSEX COUNTY COUNCIL'S DECISION TO CLOSE THE PHOENIX AND FIND IT OUT CENTRES (IF AVAILABLE)**
- UPDATE ON BOGNOR REGIS YOUTH AND COMMUNITY CENTRE FROM CLLR. W. SMITH**
- APPOINTING A MEMBER OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE AS A NON-PARTICIPATING OBSERVER OF THE BOGNOR REGIS YOUTH & COMMUNITY CENTRE BOARD**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to receive the Notes of the Youth Provision Steering Group Meeting held on 18th July 2022 (**Appendix 1**).

Sussex Clubs for Young People's Chief Executive, Chris Cook, provided the following verbal update at the meeting on 18th July 2022: -

39 Club / Find-it-Out Centre

"The County Council has now concluded the evaluation of the second-round bids for the opportunity of a Community Asset Transfer, by way of a lease, for the Bognor Regis Find It Out Centre, Bognor Regis.

Having reviewed the final evaluations officers have recommended to Cllr. Hunt, the Cabinet Member for Finance and Property, that Sussex Clubs for Young People with the support of the named partners, including the 39 Club, are the preferred Lessee. Cllr. Hunt has agreed to this proposal and the Local Member, Cllr. Oppler, has also been informed.

The proposal still remains subject to contract and subject to a key decision by the County Council. We will now draw up the Heads of Terms for the lease. If you need access to the property for any further inspections, please contact Jon Baker.

We also want to discuss simplifying matters and propose that the 39 Club surrender the current lease of the annexe and the County Council then simultaneously grants a lease of the whole premises for a term of 25 years. We will include this proposal when we send our proposed Heads of Terms."

A further update was received from Chris, via email, on 3rd August 2022:

"I am currently on annual leave – returning next week – but we know that in terms of timing this will take at least two to three months to conclude.

We will be looking closely at the Community Ownership Fund (current round closing 19th August) to see if we can secure capital funds for renovation and refurbishment [Community Ownership Fund round 2: how to express your interest in applying - GOV.UK \(www.gov.uk\)](#) but our first task is to establish the condition of the building and what work is required. We have commissioned a full survey with the support of Steve Goodheart which will allow us to assess short to long-term needs.

We will be working with the scouts and other groups to establish a sustainable income as soon as we are allowed to access the remainder of the building for use.

We have asked Bognor Regis Town Council to release two quarterly payments of its commitment of £10,000 to allow us to fund the conditions survey and initial feasibility studies with professionals to complete our understanding of the costs for renovating and refurbishing the building. We will also need to pay for legal support to ensure we have a thorough understanding of any lease prepared by WSCC. We are very excited about this development."

Despite reference to Sussex Clubs for Young People (SCYP) having apparently asked Bognor Regis Town Council to release two quarterly payments, this request has not actually been received. The Projects Officer will, therefore, go back to Chris Cook and ask that SCYP submit a formal request to the Town Clerk for the money to be released

Phoenix Centre

"We have been working with United Learning and the Regis School on a proposal for this centre. We understand that it has been accepted but issues with the building and a leak from the roof have meant that United Learning and WSCC are in negotiations around how the cost of repairs should be apportioned with the school holding the view that WSCC should complete any repairs before preparing any transfer. We do not know when this will conclude."

Cllr. Mrs. Staniforth has advised the Town Clerk that she will be stepping down, with immediate effect, from her appointment as the Town Council Representative for the Bognor Regis Youth & Community Centre Board. A new appointment of a representative from this Committee therefore needs to be made.

DECISIONS

Members are invited to **NOTE** the Notes of the Youth Provision Steering Group Meeting held on 18th July 2022.

Members are invited to consider and **AGREE** the appointment of a Member of the Community Engagement and Environment Committee as a non-participating observer of the Bognor Regis Youth & Community Centre Board.

BOGNOR REGIS TOWN COUNCIL
YOUTH PROVISION STEERING GROUP
HELD ON WEDNESDAY 18th JULY 2022

PRESENT:

Cllr. Wayne Smith – Chairman (Bognor Regis Town Council)
Major Sarah Butler (Salvation Army)
Chris Cook (Sussex Clubs for Young People)
Kez Bridger (Bognorphenia/Bognor Regis Youth and Community Centre)
Nic Dunnaway (Bognor Regis Youth and Community Centre)
Pat Dillon (Bognor Regis Youth and Community Centre)
Keir Greenway (Bognor Regis Youth and Community Centre)
Kerry Boltwood (West Sussex County Council)
Matthew Hall (Bognor Regis Town Council – Projects Officer)

APOLOGIES:

Steve Humphries (1st Bersted Scouts)
Steve Goodheart (39 Club)
Brian Ansell (39 Club)
Sanchia Ryan (The Juno Project)
Justine Moore (Arun District Council)
Beccy East (Artswork)
Graham Hill (West Sussex County Council)

The Meeting opened at 2.03pm

CHAIRMAN'S INTRODUCTIONS AND WELCOME

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

TO NOTE THE NOTES OF THE YOUTH PROVISION STEERING GROUP MEETING HELD 2nd MARCH 2022

The Notes from the previous meeting were noted.

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

West Sussex County Council (WSCC)

A revised offer, agreed by Cabinet in January 2022 for WSCC provision for Youth and Early Help Services will be targeted. There are two Family Hubs in Arun (East & West) which provide drop-in sessions between 3.00 - 5.00pm for young people to come in and receive targeted support and signposting to other relevant services. WSCC are also offering a service for young people to talk about any worries/concerns they have regarding anxiety, bullying, and anger, whereby the young person is allocated a family support assistant for up to 5 sessions to identify what the young person needs.

Should further sessions or support be needed a 'whole family approach' may be provided. In Littlehampton, at Chilgrove House, a drop-in session is available for young people to come and get involved in activities which are being run.

Salvation Army

Major Sarah Butler spoke of the work that the community-focused church are involved in. They presently run a weekly youth club of approximately 15-20 attendees, working closely alongside the families. They are currently sending 6 young people to a camp run by Salvation Army in Kent to meet other young people and share experiences and gain life skills.

Sussex Clubs for Young People (SCYP)

CEO of SCYP Chris Cook informed that they are currently funded to run 4 sessions, 2 at the Phoenix Centre and 2 at the 39 Club/Find-it-out Centre, however due to staffing and lockdown all 4 are being delivered at the 39 Club/Find-it-out Centre.

Chris was also pleased to announce that SCYP has been informed that WSCC have agreed the 25-year lease for the 39 Club/Find-it-out Centre, subject to meeting all the necessary requirements. Chris advised that he is still awaiting the decision from WSCC on the Phoenix Centre and will update the group when the decision has been reached.

SCYP are doing some detached work as part of the Violence Reduction with Arun District Council around Bognor Regis, Felpham and Arun Leisure Centre.

Bognor Regis Youth and Community Centre/Bognorphenia

Kez Bridger updated the group with news that there are new Trustees who are really involved in getting the centre reopened but that several inherited issues are being addressed before doing so. The team have been working hard since March to make the centre more inviting and want to ensure that both young people and the community feel welcomed.

All members from BRYCC spoke of how vital it is that members of this group should be working together and not compete with each other to support young people.

Kez also gave an update on Bognorphenia and the work they do with 11–25-year-olds for free music lessons of any ability. This gives the young person 1-2-1 lessons for 8 weeks and should they choose to continue Bognorphenia will pay to carry on with their lessons.

All members of the BRYCC stated they would like to hear from students at The Regis School about what they would like to see in terms of events or sessions in the centre.

Finally, Pat Dillon from BRYCC shared his view that the group would benefit from sharing knowledge in terms of what young people want, availability of funding, etc to ensure that a sustainable young provision can be provided in Bognor Regis.

Bognor Regis Town Council (BRTC)

The Chairman advised the group that at the last Youth Provision Steering Group Meeting and the following Community Engagement and Environment Committee Meeting, it had been hoped that representatives of The Regis School could share their views about what young people feel should be on offer at the youth centres. However, due to maternity leave and school teaching hours, this has not been possible.

OBJECTIVES AND EXPECTATIONS FOR THE GROUP GOING FORWARD

- To ensure that the services for young people from the organisations based within this group are not in competition with each other
- To share information regarding funding, BID writing, views of young people, updates on each organisation's events/youth services
- To invite Diane Wilson, Chair of the Board of Governors from The Regis School to attend future meetings and gain insight into students at the school to hear their views of what youth provision might look like
- To ensure that each of the youth service locations caters to appropriate activities in keeping with that organisation to avoid duplication
- To investigate and share knowledge of any consultations from Arun District Council regarding funding for youth provision
- To reach out wider to schools and colleges in the area to hear their views of what youth provision might look like
- To increase word-of-mouth conversations between members of the group to signpost young people to each other's organisations
- To refine the list of Youth Provision Steering Group members
- For each organisation to bring a list of youth provision offers to the next meeting and potentially bring any young people to be involved in that conversation.

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 8th August 2022.

DATE OF NEXT MEETING

Wednesday 21st September 2022 at 4.30pm at BRYCC.

The Meeting concluded at 2.43pm

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
MEETING
8th AUGUST 2022**

AGENDA ITEM 11 – TO RECEIVE THE NOTES FROM THE CLIMATE EMERGENCY FOCUS GROUP MEETING HELD ON THE 27th JULY 2022 AND CONSIDERATION OF ANY RECOMMENDATIONS

REPORT BY THE PROJECTS OFFICER

FOR NOTING

Members are asked to receive the Notes of the Climate Emergency Focus Group Meeting held on 27th July 2022 (**Appendix 1**).

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

BOGNOR REGIS TOWN COUNCIL
CLIMATE EMERGENCY FOCUS GROUP
HELD ON WEDNESDAY 27th JULY 2022

PRESENT:

Clive Mott
Kim Davis
Rosemary Warren
Iain Palôt
Cllr. J. Brooks (Bognor Regis Town Council)
Matthew Hall (Bognor Regis Town Council – Projects Officer)

APOLOGIES:

William Page (Arun District Council)
Cllr. S. Goodheart (Bognor Regis Town Council)

The Meeting started at 3.00pm

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

The Group decided that due to the relatively low number of attendees at the meeting, each meeting would have a different Chairman and Vice-Chairman. In this instance the Group unanimously appointed Cllr. Brooks as Chairman and Kim Davis as Vice-Chairman of the meeting.

2. **CHAIRMAN'S WELCOME AND INTRODUCTION**

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

3. **TO APPROVE THE NOTES FROM THE MEETING HELD 13th APRIL 2022**

The Notes from the previous meeting were **NOTED**.

There was some discussion about the live streaming of the meetings to Facebook, and also about the number of hours that the Projects Officer was able to dedicate to the work of the Group.

4. UPDATE ON ITEMS FROM MEETING HELD 13th APRIL 2022:

4.1 Proposal of a food forest at caravan park

The Vice-Chairman shared her view of the importance of this proposal and urged the Group to make a more concerted effort to reach the owner of the land situated behind Chichester University (Bognor Campus), of which it has been suggested that a caravan park will be built on. The proposal is to ask the landowner to support with the creation of a Food Forest.

A Member of the Group stated that they have the contact details for the owner of the land and would share them with the Group to pursue this proposal.

4.2 Planning applications in place behind Chichester University

Members of the Group confirmed that this is the same location as that mentioned in 4.1 and therefore should be considered as one item going forward.

4.3 Cycle racks at Victoria Road Car Park

Cllr. Brooks gave an update on his proposal of basic cycle racks at this location. However, the land is jointly owned by Southern Water and West Sussex County Council. A discussion then took place regarding planting work carried out at this site in conjunction with Bognor Regis Town Council's Town Force team. The Chairman and Vice-Chairman asked if the Projects Officer could ask if it would be possible to have signs put up informing the public to be mindful of the planting.

4.4 Medical skips at the Health Centre

The Projects Officer advised that despite several attempts there has not been any updates on this matter. The Vice-Chairman asked that the Projects Officer continues to press this as the soil at the site would be of great value to the Bognor Community Gardeners.

4.5 Representatives from Butlin's, Sussex Wildlife Trust, Caravan Park and Arun District Council Climate Change & Sustainability Manager

The Projects Officer gave an update that despite attempts to contact the above organisations, only Arun District Council had responded and that they would attend the next meeting.

A Member of the Group asked about the representatives of the volunteer/community groups in Arun, to which the Projects Officer stated any external groups are welcome to attend to share their knowledge.

The Vice-Chairman also suggested that contact be made with the University of Chichester about the possibility of a Permaculture Community course, and inviting them to this Group.

5. POINTS TO CONSIDER SUGGESTED BY MEMBER OF CLIMATE EMERGENCY FOCUS GROUP:

Clive Mott stated his view that since the inception of the Group there has been very little progress made. In addition, Mr. Mott stated that the Group should be involving members of the public by signposting them to petitions and interacting via social media platforms and that furthermore the points listed below, might be beneficial through being available on Bognor Regis Town Council's website and social media platforms.

The Projects Officer stated that some of the suggestions may convey a specific political agenda or misrepresent an organisation and therefore would not be something that would be shared, however, links to Climate Change best practice, links to initiatives etc could be added to the website and social media platforms.

- Climate Change petition websites such as 38 Degrees, change.org, SumOfUs, Friends of the Earth
- Certain washing-up liquid products warning signs – for example, "harmful to aquatic life with long lasting effects"
- Grants for insulating homes - WSCC/ADC initiatives
- Climate Change guidelines available to circulate to the public
- Current situation about tree planting
- Climate Change and Sustainability update from Arun District Council. The Projects Officer stated that the Climate Change and Sustainability Manager from Arun District Council had sent an email, and that this would be shared with the Group for information.

6. FUTURE DIRECTION OF THE CLIMATE EMERGENCY FOCUS GROUP

Several Members expressed concern regarding the lack of progress from the Group and discussed ways in which this might be addressed. It was agreed that Members would email the Projects Officer to share their ideas in relation to this.

Ahead of the next meeting, an Agenda would be created and would include the ideas submitted to the Projects Officer from Members about the ways in which they felt the Group could be more productive. It was proposed that the next meeting be held via Zoom and that in addition to Members of the Climate Emergency Focus Group that guests with specialist knowledge of the items to be discussed be invited to participate in the meeting also.

7. DATE OF NEXT MEETING

The Projects Officer and the Chairman will agree the date of the next meeting and circulate to the Members of the Group.

The Meeting concluded at 4.00pm

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
8th AUGUST 2022

**AGENDA ITEM 12 - BOGNOR REGIS IN BLOOM WORKING GROUP -
CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND
REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE
23rd JUNE 2022 AND 28th JULY 2022 (IF AVAILABLE)**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meetings held on 23rd June 2022 (**Appendix 1**) and 28th July 2022 (attached as **Appendix 2** if available).

Both meetings were non-quorate and therefore Members are asked to **RATIFY** the following recommendations:

- To **RATIFY** the cost of the two winners' plaques at a total cost of £18.00, also to ratify the total cost of plants at £195.00 and the cost of winners' vouchers at a total cost of £30.00
- To **RATIFY** the final cost of £400.00 for the temporary floral display at the seafront beacon
- To **RATIFY** the donation of £100.00 to Bognor Community Gardeners for plants at Victoria Road South car park

DECISIONS

To **RATIFY** the cost of the two winners' plaques at a total cost of £18.00, also to ratify the total cost of plants at £195.00 and the cost of winners' vouchers at a total cost of £30.00

To **RATIFY** the final cost of £400.00 for the temporary floral display at the seafront beacon

To **RATIFY** the donation of £100.00 to Bognor Community Gardeners for plants at Victoria Road South car park

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Thursday 23rd June 2022

PRESENT: Mr. P. Dillon, Cllr. S. Goodheart, Cllr. Mrs. J. Warr, Ms. G. Edom, Mr. E. Fane, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Ms. P. Keane and Mr. S. Davis (Committee Clerk).

The Meeting began at 10.00am

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

1. APOLOGIES FOR ABSENCE

Apologies had been received from Mr. J. Jones-McFarland. No apologies had been received from Cllr. Mrs. S. Staniforth and Cllr. P. Woodall.

2. TO NOTE MEMBERSHIP OF THE BOGNOR REGIS IN BLOOM WORKING GROUP

Since the last meeting, Mr. R. Earl had informed the CC, that he wished to stand down as a co-opted Member of the Working Group. Mr. E. Fane had confirmed he would like to stay a co-opted Member of Bognor Regis in Bloom.

Following the meeting of 19th May 2022 where Members discussed the Councillor representation on the In Bloom Working Group, and the problem of only having three who often were unable to attend and thereby allowing meetings to be quorate, the CC emailed all Councillors to seek further representation.

Cllr. Mrs. S. Staniforth responded to the request and was keen to join the Working Group.

The above appointments, along with those noted at the last In Bloom Meeting, had been **RECOMMENDED** to the Community Engagement and Environment Committee Meeting, held on 13th June 2022, where the appointments were subsequently **AGREED** by Members.

3. APPROVAL OF THE NOTES OF THE MEETING HELD ON 12th MARCH 2019 AND THE NON-QUORATE NOTES OF 30th APRIL 2019, 27th JUNE 2019, 29th AUGUST 2019, 3rd OCTOBER 2019, 16th JANUARY 2020, 22nd NOVEMBER 2020, 22nd MARCH 2021, 17th MAY 2021, 6th JULY 2021, 31st AUGUST 2021, 9th NOVEMBER 2021, 11th JANUARY 2022, 8th MARCH 2022 AND 19th MAY 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.

The Chairman encouraged all Councillors to attend the next meeting so that the Notes could be formally approved.

4. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

BRiB Annual Competition - Update on a sponsor for the "Best sustainable and environmentally-friendly planting" category in the main competition 2022-2024

SG advised Members he had approached Bonito Lounge to seek sponsorship and that Bonito Lounge was waiting on Head Office approval.

BRiB Annual Competition - Select judging panel

The Members **AGREED** the panel for the various categories would be:

Best kept front garden	MH/SG
Best residential balcony	MH/SG
Best business frontage	JJ/BJ
Best neighbourhood	PD/PK
Best sustainable and environmentally-friendly planting	GE
Best garden plot looked after by a child	GE
Best vegetable plot at a school	GE
Queen's Platinum Jubilee	MH/SG

Judging would take place in July and, at the request of MH, a new judging criteria of "gardening in an environmentally friendly and sustainable manner" would be added to appropriate categories.

The CC advised the Members the number of entrants was down on 2021 and to boost last minute entries the closing date would be extended to 2nd July 2022. In the week leading up to 2nd July 2022 the CC would promote the Competition in the local press and social media and MH/PK would contact 2021 entrants that had yet to apply in 2022. This was **AGREED** by Members.

BRiB Annual Competition - Update on the Annual Award Evening

The CC updated Members on discussions held with the Salvation Army Hub, the Gordon Centre and Shore Community Church to ascertain availability and suitability as venues for the Award Evening. It was **AGREED** that JW/SG/EF/CC would visit the venues and brief the Working Group in advance of the next meeting.

Guides Competition - Wash-up of the planting and presentation of the awards

Those Members present at the Award Ceremony enjoyed the occasion but noted the problems caused by the noise from the fair on the Promenade.

Members were also advised that the display of the many entries in the Pop! shop was well received.

The Members **AGREED** that the CC send a letter of thanks to the Guide Leader.

Guides Competition - Ratify the cost of the two winners' plaques at a total cost of £18.00, also to ratify the total cost of plants at £195.00 and the cost of winners' vouchers at a total cost of £30.00

Members present **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee the cost of the two winners' plaques totalling £18.00 and the winner's vouchers totalling £30.00, be funded from the Competition Expenses budget.

Members further **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee the cost of plants for the Guides planting of £195.00, be funded from the Environmental Projects budget.

5. TO RATIFY THE FINAL COST OF £400.00 FOR THE TEMPORARY FLORAL DISPLAY AT THE SEAFRONT BEACON

Members present **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee the cost of £400.00 for the temporary floral display at the Seafront Beacon, be funded from the Environmental Projects budget.

Compliments were expressed by all Members present on the standard of Beacon planting display and on the Jubilee Weekend activities in general.

It was **AGREED** that the CC pass on the Working Groups' appreciation of all the hard work of the Town Force team and the Arun Parks Department.

6. TO RATIFY THE DONATION OF £100.00 TO BOGNOR COMMUNITY GARDENERS FOR PLANTS AT VICTORIA ROAD SOUTH CAR PARK

Members present **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee a donation of £100 to Bognor Community Gardeners for plants at Victoria Road South car park. As **AGREED** by Members at the In Bloom Meeting of 11th January 2022, this should be funded from the Environmental Projects earmarked reserves.

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

The CC verbal report that JJM had approved the use of the Church Path area was **NOTED**. The CC was asked to contact the Cubs Leader to discuss their plans for the planting.

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

PK advised that the planters in the Queensway needed improving. Members discussed the ownership of the planters and who maintained them.

NB: Since this meeting PD had visited BR BID and determined that the planters were under their ownership, as were the shrubs/tree in the planters. Town Force were contracted to add bedding and water the planters. The CC has confirmed Town Force will remove the dead plants and plant additional bedding whilst the BID decide on the replacement of the shrubs.

PK advised the notice boards in Hotham Park were not used and were covered in graffiti. Members **AGREED** the CC should contact JJM, to determine if the boards can be removed.

There is currently no access to Hotham Park Lodge. JJM will be asked if access can be provided.

Other areas discussed were:

Station Forecourt planters need attention

Sudley Road has areas that could be greened up

Gloucester Road/High Street

It was **NOTED** that the Pergola outside Butlin's was now planted up.

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

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

Members discussed the environmental worth of palm trees and SG undertook to gather more information on the benefit of the proposed trees for local wildlife and will provide an update at the next meeting.

10. UPDATE ON THE TREE PLANTING IN THE IDENTIFIED STREET LOCATIONS (AS COMPILED AT THE MEETING OF 8th MARCH 2022)

The CC gave a verbal report on obtaining a licence from WSCC for the planting of Street Trees. One of the conditions contained within the licence would be raised by the Town Clerk with the Council's insurers and reported on at the next meeting. The report was **NOTED**.

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

Bognor Community Gardeners:

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

Hotham Park Volunteers:

MH reported the volunteers were being provided with mulch and two wheelbarrows.

The Winter Garden was starting to look good with the hedges being trimmed.

A break in took place at the Lodge and the gate lock was replaced. However, the volunteers were not provided with a key for some time resulting in the need to access the rear of the Lodge through the property.

12. CORRESPONDENCE

No correspondence was received.

13. DATE OF NEXT MEETING

The next meeting will be held on Thursday 28th July 2022 at 10am.

The Meeting ended at 11.30am

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Thursday 28th July 2022

PRESENT: Cllr. Mrs. J. Warr (from 10.30am), Mr. P. Dillon (Chairman), Ms. G. Edom, Mr. E. Fane, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mr. J. Jones-McFarland, Ms. P. Keane and Mr. S. Davis (Committee Clerk).

The Meeting began at 10.00am

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

1. APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs. S. Goodheart, Mrs. S. Staniforth, and P. Woodall. Cllr. Mrs. J. Warr had advised she would arrive late.

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, 3rd OCTOBER 2019, 16th JANUARY 2020, 22nd NOVEMBER 2020, 22nd MARCH 2021, 17th MAY 2021, 6th JULY 2021, 31st AUGUST 2021, 9th NOVEMBER 2021, 11th JANUARY 2022, 8th MARCH 2022, 19th MAY 2022 AND 23rd JUNE 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 - Update on a sponsor for the "Best sustainable and environmentally-friendly planting" category in the main competition 2022-2024

The Committee Clerk advised Members that he had received confirmation from Bonito Lounge of its agreement to sponsor the "Best sustainable and environmentally-friendly planting" category. This was **NOTED**.

BRiB Annual Competition – Discussion on the progress of the judging

Judging was now complete, and the next stage was for Margaret Huntingdon to receive copies of the judging sheets and the photographs to enable her to review and evaluate the scoring.

Members debated the scoring criteria for sustainability and how it should be judged.

It was **AGREED** to review how sustainability would be scored in the 2023 competition. It was further **AGREED** that, as a measure of how sustainable gardens in Bognor Regis are, a sustainability questionnaire would be part of the entry form for the 2023 competition.

BRiB Annual Competition - Update on the Annual Awards Evening

Since the last meeting, the CC along with some Members of the Working Group, had visited several possible venues. The CC had emailed the Working Group regarding the visits and Members had, via this communication, **AGREED** to hold the Awards Evening at the Shore Community Church. This decision was **RATIFIED**.

It was **AGREED** that the CC confirm a booking for 20th October 2022.

Members discussed recent Awards Evenings and expressed the wish for this year's event to be an enjoyable and positive event after the difficulties of the past two years. The Members therefore **AGREED** to explore the feasibility of the event being catered and, if necessary, part funded by the fundraising budget together with Earmarked Reserves.

Joyce and Bob Jackson volunteered to collect raffle prizes. The CC was asked to provide a letter of authority to enable them to approach local enterprises with a request for prizes.

4. UPDATE ON THE POTENTIAL PLANTING PROJECT WITH 2nd BOGNOR CUBS IN HOTHAM PARK

The CC advised he had contacted the Cubs Group Leader to discuss their plans for their planting but had yet to receive a response. Given the time of year the planting would need to be bulbs. James Jones-McFarland confirmed that Arun District Council (ADC) would cover the cost of the bulbs.

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

Members had, in advance of the Meeting, provided the following new locations to be discussed by the Meeting as either potential new green spaces or existing sites that required redevelopment:

The approach to the square about from Hotham Way – This site was suggested as a location to plant trees replacing a felled hedge. James Jones-McFarland advised that any tree planting at this site would not be feasible due to land ownership and road junction visibility.

Car Park, Sudley Road – Members discussed whether this space between Sudley Road and Selangor Avenue could be made a green space. James Jones-McFarland was able to confirm the land was owned by Boots. It was concurred that there was minimal likelihood Boots would both, lower the flint wall to make the space visible from the pavement and, turn the car park into a green space. Some Members noted the need for car parking

spaces in the town and the possibility a garden behind the wall would encourage anti-social behaviour. However, it was **AGREED** Boots should be contacted to see if they would consider developing some of the area as a greenspace.

Spiritualist Church, Sudley Road – Members considered the option of planting in an area near the Spiritualist Church. However, it was **NOTED** there was minimal space, suitable only for a climber. It was also **NOTED** that there was already some greenery with trees alongside the wall.

War Memorial – James Jones-McFarland briefed the meeting of the plan to replant the area around the War Memorial in a more sustainable way. Overgrown shrubs would be removed and replaced with roses with a long flowering season. Summer bedding would still be in place but at a reduced level. James Jones-McFarland welcomed Members to provide input into the design and the plant selection. Furthermore, he confirmed all viable plants removed during the replanting would be planted elsewhere in the town and again welcomed any suggestions from Members. Locations discussed included the Hotham Park Rose and Mediterranean Gardens.

Station Forecourt – James Jones-McFarland advised that because of pressure to help alleviate anti-social behaviour there was a need to replant the planters on the station forecourt with “low height” vegetation. Again, he asked for any planting designs or plant selections from Members and reiterated plants, wherever feasible, would be replanted elsewhere.

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

Members discussed the planting of palm trees in Waterloo Square. Considering the limited environmental worth of these trees and the fact that the Square is already well planted the Members **AGREED** these trees would therefore not be best use of the £5,000 QGC grant.

James Jones-McFarland briefed the Meeting that ADC had a list of locations that would be suitable for tree planting including Felpham Recreation Ground, which he reminded Members was in Hotham ward, and Bognor Regis Cemetery. This list would be provided to Members for discussion at the next meeting.

7. UPDATE ON THE TREE PLANTING IN THE IDENTIFIED STREET LOCATIONS (AS COMPILED AT THE MEETING OF 8th MARCH 2022)

The CC gave an updated verbal report on obtaining a licence from West Sussex County Council for the planting of Street Trees and the subsequent discussions the Town Clerk has had with the Council's insurers and legal advisers. The licence required a Council Indemnity and as such it was advised that before seeking Council approval to obtain the licence, the tree planting strategy be revisited to mitigate risk. The report was **NOTED**.

The CC advised the Members that most of the streets identified as potential tree planting sites had no grass verge and that trees would have to be planted in the pavement. The Members **AGREED** this was not sensible and commented on the many locations where pavements were already hazardous due to tree root growth.

Members further **AGREED** the CC should remove unsuitable streets from the list and bring an updated list to the next meeting.

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

Bognor Community Gardeners:

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

Hotham Park Volunteers:

James Jones-McFarland advised that thanks to the help of the volunteers, Hotham Park had won a Green Flag Award. He further advised that the notice boards in the park were to be used by the Friends of Hotham Park.

Margaret Huntingdon informed the meeting that volunteers had been weeding the Winter Garden and removed bindweed exposing shrubs and a tree. Additionally, hedges had been trimmed and all the planters in Hotham Park had been weeded.

Pat Dillon thanked all volunteers for their work.

9. CORRESPONDENCE

The following correspondence had been received by the CC:

A request from Sharon Stapleton of the NHS (Enhanced Community Rehabilitation Service) for a small plot of land to be used for informal gardening by patients. Members **AGREED** to invite Sharon to a meeting to explain the requirements in greater detail.

Contact had been made with Kate Cathie, Environment and Sustainable Development Co-Ordinator at Chichester University to look at mutually beneficial projects. Gillian Edom volunteered to meet with Kate Cathie. It was **AGREED** the CC would arrange a meeting.

An email had been received from The Tree Council via ADC offering funding up to £2,000 for the planting of trees as part of a community project. It was **AGREED** this be forwarded to Members for their information.

10. DATE OF NEXT MEETING

The next meeting will be held on Thursday 8th September 2022 at 10am.

The Meeting ended at 11.35am

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
8th AUGUST 2022**

AGENDA ITEM 13 – TO RECEIVE AN UPDATE RE: SETTING UP AN AWARD FOR BUSINESSES WHO CAN DEMONSTRATE GOOD PRACTICE WITH REGARD TO RECYCLING AND GREEN ISSUES: - 13th JUNE 2022 – MIN. 16 REFERS

REPORT BY PROJECTS OFFICER

FOR DECISION

At the Community Engagement and Environment Meeting, held 13th June 2022, Members agreed that an award should be set up for businesses demonstrating good practice with regards to recycling and green issues. Members furthermore resolved to recommend to the Policy and Resources Committee that a budget of £300, for the purchase of plaques and trophies, be funded from an appropriate budget (Min. 16 refers).

This recommendation was considered by the Policy and Resources Committee at their meeting held on 1st August 2022. A Member commented that they were happy in principle with the idea but that in keeping with environmental friendliness, any awards should be made from metal or glass, rather than plastic.

Several Members expressed concern as to how businesses would be evaluated as worthy award winners and there was a feeling that it was not a level playing field. For example, those businesses responsible for clinical waste could not recycle as easily as others.

With such a diversity of businesses in Bognor Regis, Members considered it important to have a criterion in place to better understand how prizes would be awarded and therefore referred the item back to the Community Engagement and Environment Committee before any budgetary recommendation could be considered.

Whilst Members are invited to consider a criterion upon which businesses will be evaluated, in view of the comments made about whether the award offers a level playing field and can be truly inclusive to all, Members might wish to consider whether it is appropriate to proceed with this proposal. Should this be the case then Members will need to resolve to suspend Standing Orders to consider revisiting the previous decision (S.O. 7a) made at the meeting held 13th June 2022 (Min. 16 refers).

DECISIONS

Do Members **AGREE** the criteria upon which businesses will be evaluated for the award and further **AGREE** that the matter be **REFERRED** back to the Policy and Resources Committee with the **RECOMMENDATION** that a budget of £300, for the purchase of plaques and trophies, be funded from an appropriate budget?

OR

Do Members **RESOLVE** to **AGREE** to **SUSPEND** Standing Orders to consider revisiting the previous decision (S.O. 7a) made at the meeting held 13th June 2022 (Min. 16 refers) in relation to setting up an award for businesses who can demonstrate good practice with regard to recycling and green issues?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
8th AUGUST 2022**

AGENDA ITEM 14 – TO CONSIDER WRITING A LETTER TO SOUTHERN WATER REGARDING RAW SEWAGE, AS REFERRED BY THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE – MIN. 83 OF THE MEETING HELD 11th APRIL 2022 REFERS

REPORT BY PROJECTS OFFICER

FOR DECISION

At the Community Engagement and Environment Committee held on 11th April 2022 Members received the Notes from the Online Community Open Forum Meeting held on 21st February 2022. Within the Notes was a question raised by a member of the public who asked the following:

“What are Bognor Regis Town Council (BRTC) doing about the ongoing issue of Southern Water pumping raw sewage into our waters?”

Members responded by stating that Bognor Regis Town Council have investigated this, and whilst this is not a Town Council issue, a letter could be sent from the Council to the relevant people.

Arun District Council (ADC) are investigating the seriousness of this issue and Cllr. Brooks, in his capacity as a District Councillor, attended a Southern Water Seminar at which the matter was raised. Cllr. Brooks echoed that this is not a Bognor Regis Town Council issue but as an ADC Councillor he stated that ADC are still applying pressure to Southern Water on this matter.

DECISIONS

Do Members **AGREE** that a letter should be sent to Southern Water, on behalf of Bognor Regis Town Council, in relation to the pumping of raw sewage into our waters?

If so, Members are asked to **AGREE** the content of the letter that they would like sent.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
8th AUGUST 2022**

AGENDA ITEM 15 – CORRESPONDENCE

1. Environment & Climate Change eNewsletter - July 2022 Edition
2. FuturForm Recycled Plastic Outdoor Seating – July 2022
3. Plantscape, Solar powered Christmas trees – July 2022
4. Enquiry regarding the possibility of a dog bin at Victoria Drive – July 2022
5. Climate Change Bulletin - August 2022