



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 5th DECEMBER 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 5th December 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 28th NOVEMBER 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 3rd October 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 including £500 donation from Orchard Ward to the Bognor Regis Food Bank
 7. Flexible Community Fund including:
 - To note and determine any applications received for the Flexible Community Fund
 8. To receive the Notes of the Online Community Open Forum Meeting held on 27th October 2022 including:
 - Consideration of any items for a future agenda
 - To agree the arrangements for the next meeting
 9. An update on Youth Provision
 10. Consideration of the Motion proposed by Cllr. M. Stanley, referred from the Council Meeting held on 7th November 2022 regarding support for Officers to engage with young people about what they would like to see regarding Youth Provision within the Town
 11. To receive the Notes of the Climate Emergency Focus Group Meeting held on 24th November 2022 (if available)
 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 22nd September and 16th November 2022 (if available)
 13. To consider a proposal to join Arun District Council as a contributing partner to the Refill Campaign – Min. 39.2 refers
 14. To consider a request from a member of the public to install a memorial plaque on a bench owned by Bognor Regis Town Council
 15. To consider writing a letter to Arun District Council in relation to photography on Place St Maur
 16. To consider a proposal from a member of the public in relation to a fish sculpture to raise awareness of plastic pollution
 17. 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 3rd OCTOBER 2022

PRESENT:

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

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Cllr. S. Goodheart in the public gallery
1 member of the public in the public gallery

The Meeting opened at 6.43pm

35. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement, with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relation to public question time.

Apologies for absence were given by the Projects Officer, on behalf of Cllr. Miss. Needs due to transport arrangements, Cllr. Mrs. Staniforth due to attending a conference, and Cllr. Jones due to Covid.

36. 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.

37. TO APPROVE THE MINUTES OF THE MEETING HELD ON 8th AUGUST 2022

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 8th August 2022.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 8th August 2022, as an accurate record of the proceedings and the Chairman duly signed them.

38. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.49pm

A Member seated in the public gallery wanted to express his desire for the Town Council to show their support for youth provision within the 5 wards of Bognor Regis, specifically when considering the decline in youth provisions. The Member stated that he hoped the Town Council would recognise the effort being made, to provide services to young people, from both Sussex Clubs for Young People and the Bognor Regis Youth and Community Centre.

The Chairman reconvened the Meeting at 6.53pm

39. CLERK'S REPORT

39.1 8th August 2022 – Min. 23 refers – Adjournment for Public Questions and Statements

At the Community Engagement and Environment Committee Meeting held on the 8th of August 2022, a member of the public, who had previously been the interim, voluntary appointed Secretary for the Bognor Regis Youth and Community Centre, spoke of personal concerns he presently had in relation to the Centre. The Projects Officer asked the member of the public to email

the Town Clerk, as the Responsible Financial Officer, if he had cause for concern in relation to any funding provided by the Town Council to the Youth Centre. To date no correspondence had been received regarding this matter.

39.2 8th August 2022 - Min. 24.3 refers – 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

At the Community Engagement and Environment Committee Meeting held on the 13th of June 2022, 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.

On the 9th September 2022, apologies for the delay in responding, due to the matter reaching across several service areas, were received. ADC advised that they no longer wish to pursue the installation of traditional drinking water fountains due to contamination and hygiene concerns and that the water fountains shall remain in their ownership. ADC will continue to retain ownership and liability of the assets on ADC land and continue with management and maintenance as before. ADC acknowledges that some improvements to the condition of the existing water fountains (some of which are not operational such as Steyne Gardens) and better signposting is necessary.

In order to increase the number of refill stations in the town, ADC would like to welcome Bognor Regis Town Council to join as a contributing partner to the Refill Campaign and as such this will be added to the next Community Engagement and Environment Committee Agenda for Members to consider.

40. 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.

41. FLEXIBLE COMMUNITY FUND INCLUDING: - TO RATIFY THE DECISION TO AWARD £402.00 TO BOGNOR REGIS WOODWORK AND CRAFT CLUB; TO RECEIVE AN UPDATE FOLLOWING THE RECOMMENDATIONS MADE TO THE POLICY AND RESOURCES COMMITTEE IN RELATION TO THE APPLICATION FORM

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

41.1 Members **RATIFIED** the decision to support the application by Bognor Regis Woodwork and Craft Club for £402.00 to fund the purchase of PPE for carpentry equipment to be used safely.

41.2 The Chairman advised Members of the decisions made by the Policy and Resources Committee regarding the Flexible Community Fund application form.

42. **TO RECEIVE THE NOTES OF THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON 15th AUGUST 2022 AND TO AGREE THE DATE AND TIME FOR THE NEXT ONLINE MEETING IN OCTOBER**

The Projects Officer's report, including the Notes of the Online Community Open Forum Meeting held on 15th August 2022, were **NOTED**.

Members **AGREED** that the next Online Community Open Forum Meeting would be held on Thursday 27th October at 6.30pm and the meeting would be advertised on the topic of discussing The Regis Centre.

A Member asked if invitations could be sent to Neil Taylor, Regeneration Consultant, and Cllr. Shaun Gunner from Arun District Council, to which the Chairman asked the Projects Officer to arrange. However, following discussion with the Town Clerk it has been pointed out that this not the appropriate Forum. If Members wish to extend such an invitation this would need to come to the Town Council as a Motion for consideration as Regeneration is within the Town Council's remit.

43. **YOUTH PROVISION INCLUDING: TO CONSIDER THE RELEASE OF FUNDS, AGREED IN PRINCIPLE, FOR SUSSEX CLUBS FOR YOUNG PEOPLE SUBJECT TO MATCH-FUNDING – MIN. 28 OF 8th AUGUST 2022 REFERS; TO RATIFY THE RELEASE OF 50% OF THE FUNDING AGREED FOR BOGNOR REGIS YOUTH AND COMMUNITY CENTRE SUBJECT TO CONDITIONS BEING MET – MIN. 100 OF 19th APRIL 2022 REFERS**

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

Ahead of the Community Engagement and Environment Committee Meeting a short Members Briefing was held to receive updates from both Sussex Clubs for Young People and Bognor Regis Youth and Community Centre in support of their funding requests.

A Member of the Committee stated that one of the stipulations of agreeing to award £10,000 in principle to Sussex Clubs for Young People (SCYP) was that the fund would be matched. Upon reviewing the information provided by SCYP, the Member went on to say that although match funding happened two years prior to the request from SCYP, he could not support releasing all the funds based on this evidence, with other Members supporting this view. Another Member stated she felt that the Town Council should fully support SCYP. The Chairman and several Members stated that ultimately the Town Council must give a fair chance to all Youth Providers wishing to seek funding.

Following discussion, Members **AGREED** to award £2,500 as match funding to Sussex Clubs for Young People for youth provision.

Members then discussed the request submitted by Bognor Regis Youth and Community Centre. A Trustee of the Community Centre seated in the public gallery, stated that there was some confusion over what was causing the delay in releasing the first tranche of monies from the Town Council. The Projects Officer advised that numerous emails were sent to the Centre's Manager which itemises in detail what was requested.

Members **RATIFIED** the release of 50% of the funding, to the value of £2,500, agreed for Bognor Regis Youth and Community Centre subject to conditions being met – Min. 100 of 19th April 2022 refers.

44. TO NOTE THAT THE NEXT MEETING OF THE CLIMATE EMERGENCY FOCUS GROUP WILL TAKE PLACE AT 6.30PM ON TUESDAY 18th OCTOBER 2022

The Projects Officer's report advising that the next meeting of the Climate Emergency Focus Group will be held on 18th October 2022 was **NOTED**.

45. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 21st SEPTEMBER 2022 (IF AVAILABLE)

The Projects Officer's report was **NOTED** in relation to the correct date being 22nd September 2022.

As the Notes of the Bognor Regis In Bloom Working Group Meeting were not available, these will be included on the next Agenda.

46. TO RECEIVE AN UPDATE IN RELATION TO SETTING UP AN AWARD FOR BUSINESSES WHO CAN DEMONSTRATE GOOD PRACTICE WITH REGARD TO RECYCLING AND GREEN ISSUES - MIN. 32 REFERS

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

After some discussion, Members **RESOLVED** to **AGREE** not to proceed any further with the idea of setting up an award for businesses who can demonstrate good practice with regard to recycling and green issues.

47. TO CONSIDER A REQUEST FOR FUNDING TOWARDS THE INSTALLATION OF A BIN, FOR DOG OWNERS, AND BUDGET IMPLICATIONS

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

The Chairman invited Bersted and West Sussex County Council Councillor Keir Greenway, seated in the public gallery, to introduce this item. Cllr. Greenway explained that he had been contacted by a member of the public due to the need for a convenient bin/dog bin in the Victoria Drive vicinity and that he had been in touch with Arun District Council regarding this but essentially, he was seeking financial support from Bognor Regis Town Council.

Members **AGREED** to enter into an agreement **IN PRINCIPLE** with Arun District Council for the provision of a bin on Victoria Drive, subject to the necessary permissions being granted.

If permission is granted, Members **AGREED** for a **RECOMMENDATION** to be made to the Policy and Resources Committee for a provisional sum to be allocated from General Reserves for Year 1 (2022/23) costs, and that the ongoing annual maintenance costs be considered in the 2023/24 Budget.

48. PROPOSALS AND REQUIRED BUDGETS FOR 2023 TO 2024 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE INCLUDING: FLEXIBLE COMMUNITY FUND, YOUTH PROVISION, PLAYDAYS, WARD ALLOCATION, SURGERIES, OPEN FORUMS AND TOPIC TEAMS AND THE BOGNOR REGIS IN BLOOM WORKING GROUP

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

After much discussion, Members **RESOLVED** the following proposed budgets for 2023/2024 for recommendation to the Policy and Resources Committee.

BUDGET AREA	CURRENT BUDGET	PROPOSAL FOR 2023/2024 BUDGET
Flexible Community Fund	£5,000	Reduce to £4,000
Youth Provision – Match-Funding	£10,000	Remains at £10,000
Playdays	£3,500	Remains at £3,500
Ward Allocation	£2,000	Reduce to £0.00
Surgeries, Open Forums and Topic Teams	£1,000	Reduce to £500 (Potentially reallocating £500 to Bognor Regis In Bloom)
Bognor Regis In Bloom	£1,750	Remains at £1,750 (Increase to £2,250 with the additional £500 Surgeries, Open Forums and Topic Teams)

49. CORRESPONDENCE

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

The Meeting closed at 7.46pm