



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 the Bognor Regis Town Council will be held in Studio 1, Regis Centre, Belmont Street Bognor Regis at 10.30am on WEDNESDAY 30th JUNE 2021

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. Members of the public are encouraged to put questions/statements in writing in advance in case the maximum entry is met, and they are unable to access the Meeting. In these circumstances, the question/statement will be read by the Chairman of the Committee. Priority will be given to written questions/statements. (NOTE: Members of the public will be asked to provide their name, and questions/statements should be restricted to the functions of this Committee.)

Due to Coronavirus safety measures, access to the Studio 1 by members of the public is restricted to 6 persons. Appropriate safety measures will be in place including hand sanitising on entry, mask to be worn at all times, and seating socially distanced.

Priority entry will be given to those who have booked a place by notifying the Town Clerk by email to bognortc@bognorregis.gov.uk by 5.30pm on Tuesday 29th June 2021, of their intention to attend. Should the maximum number of persons be exceeded, access to the Studio 1 will be closed. It is intended that the Meeting may be viewed remotely via the Town **Council's Facebook** page.

DATED THIS 24th JUNE 2021

TOWN CLERK

THE AGENDA and BUSINESS to be TRANSACTED is:

1. To note the appointment of Chairman and Vice-Chairman as agreed at the Annual Town Council Meeting on the 4th May 2021
2. **Chairman's Announcement and Apologies for Absence**

3. Declarations of Interest:
Members and Officers are invited to make any declarations of Disclosable Pecuniary 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 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, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To Ratify the decisions of the Online Community Engagement and Environment Committee Meeting held on the 12th April 2021 and to Approve the Minutes
5. Appointment of Sub-Committees, Working Groups and Topic Teams
 - a) Bognor Regis in Bloom Working Group including consideration of recommendations to Council of co-options for ratification
 - b) Beach & Sea Access Topic Team
 - c) Youth Provision Steering Group
 - d) Climate Emergency Focus Group
6. To consider Terms of Reference for the following Committees, Working Groups and Topic Teams including updates and amendments if required
 - a) Community Engagement and Environment Committee
 - b) Bognor Regis in Bloom Working Group
 - c) Beach & Sea Access Topic Team
 - d) Youth Provision Steering Group
 - e) Climate Emergency Focus Group
7. Adjournment for public questions and statements
8. Clerk's Report
9. To receive the Notes from the Online Community Open Forum Meeting held on the 26th May 2021 including:
 - Consideration of any items for a future agenda
 - Arrangements for the next meeting
10. Ward Allocation Environmental Projects Budget including:
 - Ratification of any spend and the utilisation of any remaining funds
11. Flexible Community Fund including:
 - To Note and determine any applications
 - Receive feedback from previous funding applications
12. To receive the Notes from the Online Climate Emergency Focus Group Meeting held on the 20th May 2021 and consideration of any recommendations
13. To receive the Notes from the Online Beach & Sea Access Topic Team held on the 12th May 2021 and consideration of any recommendations

14. Bognor Regis in Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Non-Quorate Online Meeting held on the 17th May 2021
15. To ratify arrangements for Playrangers Play Days Event for August 2021
16. Further discussions on the "Seaside Gardens" - Min. 158.1 refers
17. Update on Youth Provision including:
 - Update from SCYP
 - Proposal from UCAN Spray re Community Centre Westloats Lane
18. Consideration of whether to appoint a new representative for the Rampion 2 Project
19. Correspondence



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MINUTES OF THE ONLINE MEETING OF THE
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
HELD ON MONDAY 12th APRIL 2021

PRESENT ONLINE:

Cllr. W. Smith (Chairman); Cllrs. J. Barrett,
J. Brooks, A. Cunard, Miss. C. Needs,
Ms. A. Sharples and Mrs. J. Warr

IN ATTENDANCE ONLINE:

Mrs. S. Hodgson (Projects Officer)
Mrs. J. Davis (Hosting the Meeting)
Mrs. G. Frost (Town Clerk)
1 member of the public attending via Zoom
8 members of the public viewing via Facebook

Prior to the Meeting, a minute's silence was held following the sad announcement of the death of His Royal Highness, The Prince Philip, Duke of Edinburgh

The Meeting opened at 6.32pm

153. **CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, streamed live on Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

No apologies had been received from Cllr. Jones.

154. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

If a Member were required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

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 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 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

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 Interests or Ordinary Interests **notifiable under the Council's Code of Conduct**, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllr. Brooks declared an Ordinary Interest in Agenda item 11 as he had been involved in the initial stages of producing the GreenMap

155. TO APPROVE THE MINUTES OF THE ONLINE MEETING HELD 8th FEBRUARY 2021

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 8th February 2021. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee APPROVED the Minutes of the Online Meeting held on 8th February 2021 as an accurate record of the proceedings and the Chairman duly signed them.

156. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no Public Questions or Statements.

157. **CLERK'S REPORT FROM PREVIOUS MINUTES**

157.1 8th February 2021 - Min. 142.2 refers - Consideration of a proposal by Cllr. Mrs. Daniells regarding the possible redistribution and recycling of the Poppy Wreaths laid at the War Memorial
Arrangements have been put in place for some historical research to be undertaken that will be attached to the wreaths. Restoration work will begin Mid-September to ensure the wreaths will be ready for recycling in time for the Remembrance Day tide.

157.2 8th February 2021 - Min. 144 refers - Consideration of the presentations received from Rampion 2 and Protect Coastal England on the 3rd February 2021
Following this Committee's recommendation not to support the Rampion 2 project, at the Council Meeting held on 8th March 2021 (Min. 357.2 refers) Members received the recommendation and subsequently agreed to amend the recommendation, subsequently resolving not to support the Rampion 2 project *at this time*.

Members are further asked to Note that Cllr. Ms. Sharples has expressed a wish to withdraw from being the Town Council representative at the Rampion 2 liaison meetings but will remain in position until the Committee restructure in May. This will therefore be an agenda item for the June Meeting for Members to consider if they wish to re-appoint another representative.

157.3 8th February 2021 - Min. 151 refers - Consideration of a request from **a member of the public to support a "Changing Places" Facility for the disabled to be included in future Regeneration plans**
At the last meeting Members noted that as of January 2021 building regulations require that all new builds and major refurbishment must now include a changing places facility. However, Members felt there was a need for changing place facilities to be installed within existing premises and agreed for a letter to be sent to the relevant authorities, drawing attention to this need and to ask them to consider installing these facilities in their existing premises.

Letters were sent to ADC and WSCC to ask if **following the Government's** announcement to make £30 million available for Councils to install these facilities into existing buildings, what plans they had to refurbish/upgrade some of the older community buildings and existing toilet facilities within Bognor Regis.

The response from the ADC Director of Services was as follows:

"Thank you for advising of your Committee's recent discussion on this subject. We are aware of the potential funding and are keeping a close eye on proceedings.

At this stage there is very little detail known about how the fund will actually work and we are waiting further guidance. On this basis Arun does not have any definitive plans but we are obviously looking at all potential options that may be available and keeping an open mind at this stage. This obviously includes a desire for such a facility in Bognor Regis.

Hope this clarifies matters at this stage."

The response from the WSCC Head of Assets, Asset Management & Estates and Property & Assets Directorate was as follows:

"I acknowledge receipt of your correspondence. I need to consult with my colleagues and I will respond in due course."

158. TO RECEIVE THE NOTES FROM THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON THE 24th FEBRUARY 2021 INCLUDING: CONSIDERATION OF ANY ITEMS FOR A FUTURE AGENDA AND ARRANGEMENTS FOR THE NEXT MEETING

The Projects Officer's report, including the Notes of the online Community Open Forum Meeting held on the 24th February 2021, was NOTED.

- 158.1 A Member asked for further discussion on the item relating to "seaside gardens" including traditional displays in Steyne Gardens and this will be included on a future Agenda for consideration.
- 158.2 Members unanimously AGREED for Officers to make arrangements to hold an evening online Community Open Forum.

159. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING: TO NOTE THE OPENING BALANCES FOR 2021/22, RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY REMAINING FUNDS

The Projects Officer's report, including the related Appendix detailing the Ward Allocations balances for 2021/22, was NOTED.

Members AGREED to RATIFY the sum of £100 for the purchase of bee bombs and to earmark £400 for Playranger playday events from the remaining 2020/21 Pevensy Ward Allocation.

160. FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE THE OPENING BALANCE FOR 2021/22, TO NOTE AND DETERMINE ANY APPLICATIONS

The Projects Officer's report, including the related Appendix was NOTED, along with the opening balance of the 2021/22 Flexible Community Fund.

There were no applications to determine.

161. TO RECEIVE THE NOTES FROM THE ONLINE CLIMATE CHANGE TOPIC TEAM MEETING HELD ON THE 25th MARCH 2021 AND CONSIDERATION OF ANY RECOMMENDATIONS

The Projects Officer's report, including the notes for the online Climate Change Topic Team Meeting held on the 25th March 2021, was NOTED.

Members were asked to consider the following recommendation from the Climate Change Topic Team:

- To change the name of the Climate Change Topic Team to the Climate Emergency Focus Group

Members AGREED to change the name of the Climate Change Topic Team to the Climate Emergency Focus Group.

162. TO RECEIVE THE NOTES FROM THE ONLINE BEACH ACCESS TOPIC TEAM MEETING HELD ON THE 18th MARCH 2021 AND CONSIDERATION OF ANY RECOMMENDATIONS

The Projects Officer's report, including the notes of the online Beach Access Topic Team held on the 18th March 2021 was NOTED.

Members were asked to consider the following recommendation from the Beach Access Topic Team:

- To change the name of the Beach Access Topic Team to the Beach and Sea Access Topic Team

Members unanimously AGREED to change the name of the Beach Access Topic Team to the Beach and Sea Access Topic Team.

163. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE ONLINE MEETING HELD ON THE 22nd MARCH 2021

The Projects Officer's report, including the notes of the non-quorate Online Meeting of the Bognor Regis In Bloom Working Group held on 22nd March 2021, was NOTED.

Members unanimously AGREED to ratify the following recommendation from the Bognor Regis In Bloom Working Group for the GreenMap, as detailed in the report, to be implemented by the Town Council, including the Bognor Regis In Bloom Working Group for planting projects going forward.

164. TO RATIFY LOCALITY MEMBERSHIP SUBSCRIPTION RENEWAL FOR 2021/22

The Projects Officer's report was NOTED.

Members unanimously AGREED to ratify the Locality Membership Subscription for 2021/22.

165. CONSIDERATION OF PLAYRANGERS PLAY DAYS EVENT FOR AUGUST 2021

The Projects Officer's report was NOTED.

Members unanimously AGREED for Officers to submit a provisional event application to Arun District Council for a series of play day events during the summer holidays.

Members further unanimously AGREED for Officers to liaise with event providers as detailed in the accompanying report, keeping Members advised by email and to ratify any requirements at the June meeting.

166. CORRESPONDENCE

The Committee Clerk drew Member's attention to item 6 on the correspondence list which was received post publishing of the Agenda. The Clerk will forward a copy of the email to Members for their information.

167. Before moving to the next item, under which Members would be receiving a confidential update on Youth provision, the Committee Clerk gave a verbal update on concerns raised by Members at the last meeting regarding the effect that any disposal of WSCC built assets may have on youth provision as follows:

"WSCC are currently undertaking a review of their Early Help Service provision. Statistics show that the centre-based offer is not reaching those in most need (vulnerable) and that footfall to centres are declining. They are therefore proposing some closures which for the Bognor Regis area include the Phoenix Centre and the Find it Out Centre. The Treehouse Centre will remain open providing walk in access.

However, although Early Help services will no longer be operating from these buildings, WSCC are intending to transfer the administration of these centres to other organisations to allow continued utilisation. A Register of Interest

has already been set up for interested parties. Due to a number of covenants within the leases none of these buildings will be sold."

A Member spoke of his concerns that not enough was being done to promote the use of these buildings.

The Project Officer's update was NOTED.

168. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) – (ITEM OF A SENSITIVE NATURE)

Members RESOLVED that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw, with broadcasting live to Zoom and social media streaming also terminated (S.O. 3.d) - Agenda items 16 (items of a sensitive nature).

169. UPDATE ON YOUTH PROVISION – CONFIDENTIAL

Before receiving the **Projects Officer's** report, Members were reminded that the update they were about to receive contained highly confidential information and to discuss the matter with anyone not present at this meeting, including Town Councillors not on the Community Engagement and Environment Committee would be a clear breach of the Code of Conduct which could result in further action.

Members NOTED **the Project Officer's** report as per the confidential report appended to the file Minutes.

The Meeting closed at 7.15pm

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
30th JUNE 2021

AGENDA ITEM 4 - TO RATIFY THE DECISIONS OF THE ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON THE 12th APRIL 2021 AND TO APPROVE THE MINUTES

REPORT BY THE PROJECTS OFFICER

FOR DECISION

The Meeting of the Community Engagement and Environment Committee convened on the 12th April 2021 was held during an official period of mourning following the death of HRH Prince Philip, Duke of Edinburgh.

Whilst the summons for the Meeting was published before the official period of mourning began, for the avoidance of any doubt, Members are asked to RATIFY any decisions taken during that meeting.

Members are further invited to AGREE to APPROVE the Minutes of the Meeting

DECISIONS

Members are asked to RATIFY the decisions taken at the Meeting of the Community Engagement and Environment Committee held on the 12th April 2021 and to AGREE to APPROVE the Minutes.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
30th JUNE 2021

AGENDA ITEM 5 - APPOINTMENT OF SUB-COMMITTEES, WORKING GROUPS AND TOPIC TEAMS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are invited to AGREE to the appointment of the following for the 2021/22 Municipal Year:

Bognor Regis in Bloom Working Group

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

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

Beach & Sea Access Topic Team

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

Youth Provision Steering Group

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

Climate Emergency Focus Group

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

DECISIONS

Do Members AGREE to appoint the Bognor Regis in Bloom Working Group, Beach & Sea Access Topic Team, the Youth Provision Steering Group and the Climate Emergency Focus Group for the 2021/22 Municipal Year?

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

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

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

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

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

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
30th JUNE 2021

AGENDA ITEM 6 - TO CONSIDER TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES, WORKING GROUPS AND TOPIC TEAMS INCLUDING UPDATES AND AMENDMENTS IF REQUIRED

REPORT BY THE PROJECTS OFFICER

FOR DECISION

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

Community Engagement and Environment Committee

No Officer recommendations

Bognor Regis in Bloom Working Group

To reduce the number of Authority Members to 3

Beach & Sea Access Topic Team

No Officer recommendations

Youth Provision Steering Group

Due to the development of this initiative since its inception, the Officer recommendation would be for a new Terms of Reference as detailed in Appendix 6.4

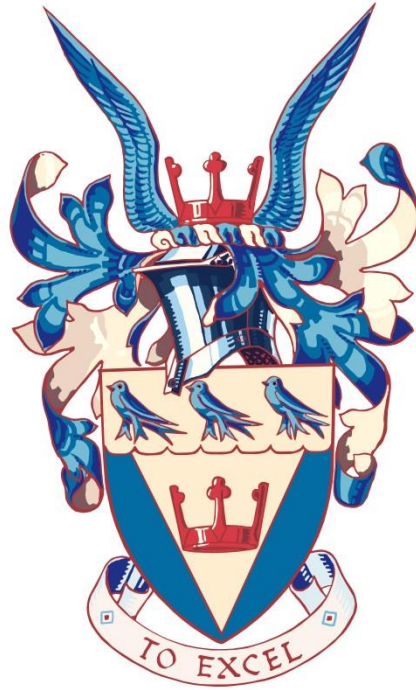
Climate Emergency Focus Group

No Officer Recommendations

Members are therefore invited to note the recommendations above, make any further amendments as necessary and recommend the final documents to the Policy and Resources Committee.

DECISION

Members are invited to AGREE the final Terms of Reference for the Community Engagement and Environment Committee, Bognor Regis in Bloom Working Group, Beach & Sea Access Topic Team, Youth Provision Steering Group and Climate Emergency Focus Group for RECOMMENDATION to the Policy and Resources Committee.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

Adopted by the Council at its Meeting held on 1st July 2019

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

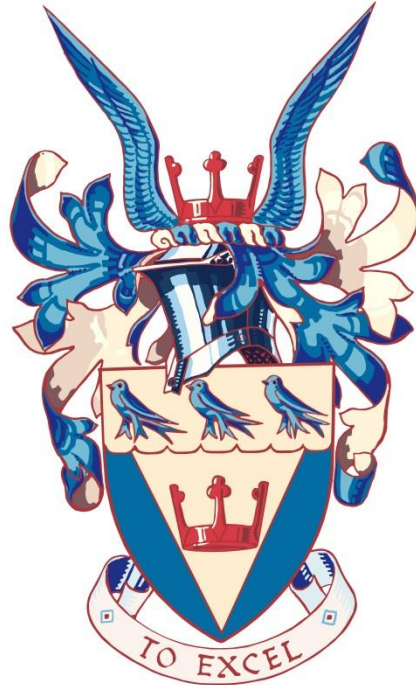
9 Members of the Authority

Quorum = 3

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

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

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



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS IN BLOOM

WORKING GROUP

Adopted by the Council at its Meeting held on 1st July 2019

BOGNOR REGIS TOWN COUNCIL

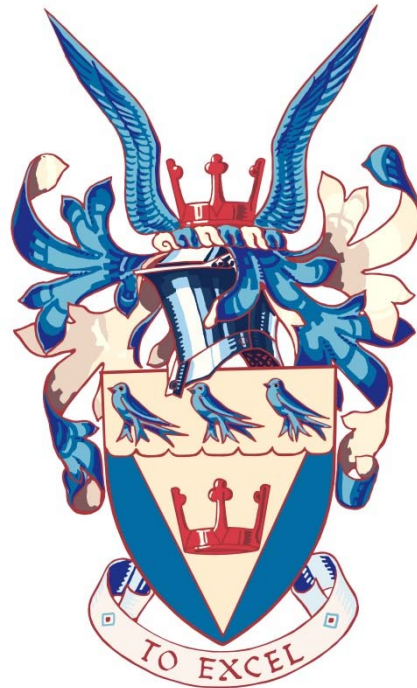
TERMS OF REFERENCE: BOGNOR REGIS IN BLOOM WORKING GROUP

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

6 Members of the Authority and co-opted Members

Quorum = 3

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



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BEACH & SEA ACCESS

TOPIC TEAM

Adopted by the Council at its Meeting held on **xxxx**

BOGNOR REGIS TOWN COUNCIL

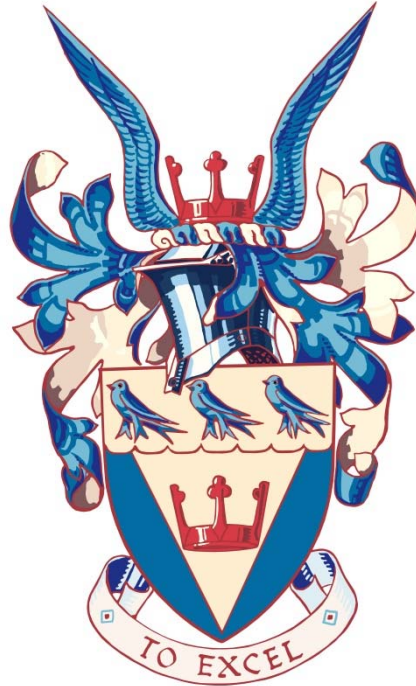
TERMS OF REFERENCE: BEACH & SEA ACCESS TOPIC TEAM

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

Committee Membership: Cllrs:, Bognor Regis Town Council Projects Officer, interested stakeholders and members of the public.

Quorum = n/a

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



BOGNOR REGIS TOWN COUNCIL TERMS OF REFERENCE

YOUTH PROVISION STEERING GROUP

Adopted by the Council at its Meeting held on **xxx**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: YOUTH PROVISION STEERING GROUP

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

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

Quorum = n/a

Function of Steering Group Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. To consult with youth providers within Bognor Regis and the wider area2. To encourage collaborative working where possible and to share best practises3. To liaise with statutory bodies to undertake a multi-agency approach towards safeguarding young people and where necessary signpost to the correct authority	<ul style="list-style-type: none">• Steering Group to make recommendations to Community Engagement and Environment Committee on all functions



BOGNOR REGIS TOWN COUNCIL

DRAFT

TERMS OF REFERENCE

CLIMATE EMERGENCY FOCUS GROUP

Adopted by the Council at its Meeting held on **xxxx**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: CLIMATE EMERGENCY FOCUS GROUP

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

Committee Membership: Cllrs: Bognor Regis Town Council Projects Officer, interested stakeholders and members of the public.

Quorum = N/A

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

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
30th JUNE 2021

AGENDA ITEM 9 - TO RECEIVE THE NOTES FROM THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON THE 26th MAY 2021 INCLUDING:

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

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to note that the public attendance at the Online Meeting held on the 26th May was minimal and as a result there were no questions or statements from members of the public to report back to the Community Engagement and Environment Committee (see attached Appendix 1).

Members previously agreed that going forward the Online Community Forums would alternate between evening and daytime sessions (8th February 2021- Min. 143 refers). Therefore, the next Online Community Open Forum will be a daytime meeting and Members are asked to AGREE for Officers to make the necessary arrangements.

DECISION

Do Members AGREE for Officers to make arrangements for a daytime Online Community Open Forum?

Questions and Statements from the Online Community Open
Forum held on 26th May 2021

In attendance:

Bognor Regis Town Council

Councillors: Smith (Chairman), Brooks, Barrett, Cunard, Mrs. S. Daniells,
Goodheart, Ms. A. Sharples and Mrs. J. Warr.

Committee Clerk: Mrs. S. Hodgson

There were no questions or statements from members of the public to report back to the Community Engagement and Environment Committee.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
30th JUNE 2021

AGENDA ITEM 10 - WARD ALLOCATION ENVIRONMENTAL PROJECTS
BUDGET INCLUDING:

- RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY
REMAINING FUNDS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Members are invited to Note the balances for the Ward Allocation budgets for 2021/22 as appended to this report (Appendix 1).

There has been no expenditure since the last meeting that requires ratification.

WARD ALLOCATION 2021/22

FUNDS	HOTHAM	MARINE	ORCHARD	PEVENSEY	HATHERLEIGH
Allowance 2021/22	£500.00	£500.00	£500.00	£378.00	£125.00
Funds B/Fwd from 2020/21	£174.00	NIL	£750.00	£0.00	£250.00
Sub Total	£674.00	£500.00	£1,250.00	£375.00	£375.00
Less					
Total left Available	£674.00	£500.00	£1,250.00	£378.00	£375.00

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

£400 Earmarked from **Pevensey Ward towards the 2021 Playday Event*

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
30th JUNE 2021

AGENDA ITEM 11 - FLEXIBLE COMMUNITY FUND INCLUDING:

- TO NOTE AND DETERMINE ANY APPLICATIONS
- RECEIVE FEEDBACK FROM PREVIOUS FUNDING APPLICATIONS

REPORT BY THE PROJECTS OFFICER FOR DECISION

Flexible Community Fund Application - Balance £3080.00 (Appendix 1)

Members are invited to consider the following applications as previously circulated:

Bognor Regis Sailing Club - £500

The funds are required to go towards essential updates to the changing rooms and toilets.

Bognor Regis Town Youth Football Club - £960

The funds are required to allow for 6 managers to take their FA Level 1 qualifications to improve their knowledge in coaching children and young adults (6 x £160.00)

<https://thebootroom.thefa.com/learning/qualifications/introduction-to-coaching-football>

DECISIONS

Do Members APPROVE the application from the Bognor Regis Sailing Club for £500?

Do Members APPROVE the application from the Bognor Regis Town Youth Football Club for £960?

Feedback from previous funding applications

Makerspace - £500

"The £500 donated contributed significantly towards the appeal we launched in October to build two new accessible toilets. The rest of the funding was finally secured in early January and we then began the work.

The two new toilets are now complete and working well. They are easily large enough for wheelchair users and also have space for a baby changing area. The toilets have hand dryers, automatic soap dispensers and an alarm system; the only final thing to do is to fix some coloured tiles above the sinks. As the Makerspace gets busier we are really seeing the benefit of these new facilities. This coming Wednesday we are inviting in community group leaders and third sector workers to take a tour round the building and see how they might use the space. The latest development is a new training kitchen which has benefited from

a lottery grant and a sizeable donation from Howden's. This should be fully operational by the end of this month."

Bognor Regis Yacht Club - £750.00

"The £750.00 that you awarded us helped us through some very difficult times with our running costs and really made a difference to the state of our finances. We are pleased to say that the club is up and running now, obviously only reduced hours initially and extremely weather dependent until we can open up inside. But we survived! We have also been lucky with a start-up grant too, which will also help top up our much-reduced income."

St Mary's Catholic School - £537

"We were absolutely delighted to receive an award of £537 from the Community Engagement and Environment Committee's Flexible Community Fund. This money paid for a defibrillator to be installed by a local electrical company, for use by the whole community. The defibrillator is now positioned on an external wall close to where Konston Way starts."

BR Youth FC - £2,200

"The committee has already allocated half of the grant monies to cover the annual subscriptions of families who have been affected during the pandemic. The next round of football registrations is in July ready for the 2021/2022 football season. The committee will meet again at this time to discuss who would most benefit from the remaining fund. Helping these families pay their children's football subscriptions, has enabled young players to resume playing sport and return to some form of normality. Sport is even more important to young people in the current climate for their health & wellbeing and to feel part of their local community. Covering these fees has released the financial burden on families who have either suffered during COVID-19 or have long term health issues. The final report will be completed in 3-months time when the next round of registrations take place."

DECISION

Members are asked to NOTE the Feedback from previous applications.

CE&E Committee Meeting
30th June 2021
Agenda item 11 - Appendix 1

FLEXIBLE COMMUNITY FUND APRIL 2021 - MARCH 2022

2021/22 Allocation	£5,000.00
Less	£1,920.00 South Coast Sports
Total Available	£3,080.00

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
30th JUNE 2021

AGENDA ITEM 12 - TO RECEIVE THE NOTES FROM THE ONLINE CLIMATE EMERGENCY FOCUS GROUP MEETING HELD ON THE 20th MAY 2021 AND CONSIDERATION OF ANY RECOMMENDATIONS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to receive the Notes from the Online Climate Emergency Focus Group Meeting held on the 20th May 2021 (Appendix 1).

Members are further invited to consider the following recommendations from the Online Climate Emergency Focus Group Meeting as follows:

- To support the ParkVision Project
- To make a recommendation to the Bognor Regis In Bloom Working Group to seek to increase their Environmental Projects Budget to support ParkVision
- That future meetings of the Climate Emergency Focus Group be live streamed, with a period of time to take questions and comments from Facebook/members of the public
- For alternate meetings to be held in an open forum style
- To hold more meetings

DECISIONS

Do Members AGREE to the following Recommendations from the Climate Emergency Focus Group:

- To support ParkVision
- To make recommendation to the Bognor Regis In Bloom Working Group to seek to increase their Environmental Projects Budget to support ParkVision
- That future meetings of the Climate Emergency Focus Group be live streamed, with a period of time to take questions and comments from Facebook/members of the public
- For alternate meetings to be held in an open forum style
- To hold more meetings

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
CLIMATE EMERGENCY FOCUS GROUP
ONLINE MEETING 20th MAY 2021

Attendees:

Adam Bell - AB (Vice-Chairman), Colin Clark - CC, Kim Davis - KD, Gill Edom - GE and Clive Mott - CM

Bognor Regis Town Councillors: (BRTC)

Cllrs: Jim Brooks - JB , John Barratt - JBa and Steve Goodheart - SG

In Attendance:

Sheila Hodgson - SH (BRTC, Projects Officer & Clerk for the meeting)

1. Chairman's Welcome and Introduction

In the absence of the Chairman, it was AGREED for the Vice-Chairman to Chair the meeting.

The Chairman opened the Meeting at 6.30pm and welcomed those present.

2. To Approve the Notes from the Meeting held 25th March 2021
Approved.

3. Update from Committee Clerk including the Recommendations from the Climate Change Topic Team which were considered by the Community Engagement and Environment Committee at their Meeting held on the 12th April 2021

The Clerk reported that the recommendation to change the name of the group from the Climate Change Topic Team to the Climate Emergency Focus Group had been approved.

4. Update from Clive Mott on bee bombs/seeds and logo

CM applied to a number of retail outlets with varying levels of response. He was able to secure 8 seed bombs from Sainsbury's and 13 boxes from Tesco's. ADC Parks and Greenspace also contributed 5kg of seeds. The donations were distributed across Bognor Regis and the wider Bognor including schools.

The group thanked CM for all his hard work, and all thought he had done a marvellous job.

CM will email a pdf to the group with details of what is included within the seed packs.

5. Presentation from ParkVison on current situation and plans for tree planting in the area

SG gave a brief update to the group regarding the ParkVision project.

ParkVision had 400 whips of a variety of species ready to plant in 2020. Unfortunately, everything was set-back because of the Covid-19 situation and the inability for the volunteers and community groups to plant.

The ADC Parks and Greenspace Dept, kindly agreed to pot the whips, store and maintain until such a time that planting could begin safely. ParkVision are now waiting for ADC to give further direction. It is hoped that pockets of trees can be planted in Bognor Regis and the wider area. ADC also have a number of their own trees to be planted across the District.

It is anticipated that planting will begin in October this year, in preparation for The Queens Platinum Jubilee in June 2022.

6. Consideration of proposal to look at installing a public cycle hub/bicycle repair station, including identifying a suitable location and permissions and associated budget

The Chairman referred to the information previously circulated and, during the discussion that followed, there was some concern raised about the possibility of vandalism. It was mentioned that Portsmouth City Council had installed a number of hubs which had to be removed within three months due to this problem.

Whilst the tools included on the repair hub were secured with strong cable, there was evidence that existing hubs have had the tools removed. It was suggested that there was a greater need for pumps and the installation of one of these would provide a more suitable alternative, plus they were harder to damage.

There was some further discussion on suitable locations, colour and also the need for more cycle racks especially in the West End of Bognor Regis.

It was AGREED that the Chairman would undertake some research into pump stands and report back to a future meeting for further discussion.

7. Recommendations to the Community Engagement and Environment Committee

There were no recommendations as a result of the items discussed. However, it was suggested that a recommendation should be made for support of ParkVision and a budget to support further tree planting.

Following discussion, it was AGREED to make a recommendation to the Community Engagement and Environment Committee to seek support for ParkVision and their project. It was further AGREED to recommend that the Community Engagement and Environment Committee make a recommendation to the Bognor Regis In Bloom Working Group to seek to increase their Environmental Projects Budget to support ParkVision.

Another Member asked for a recommendation to be made for the Climate Emergency Focus Group's meeting to be live streamed on Facebook to

encourage more engagement at meetings. It was also felt that the meetings should be more frequent, as bi-monthly meetings did not suggest emergency!

The Clerk asked Members to be mindful that whilst the group should look to raise its profile, it would be very difficult to reach any agreements or decisions with a large number of participants.

It was suggested that alternate meetings be held similar to the Town Councils Open Forums and open to all to participate with suggestions and comments taken to the next meeting for discussion. The group were also asked to note that this would require more staffing and resources. Whilst some members acknowledged this, others felt that it was necessary and that the resources should be made available. Another suggestion was that with other Council meetings currently suspended now was the time to do this.

It was AGREED that a recommendation be made to the Community Engagement and Environment Committee that future meetings of the Climate Emergency Focus Group be live streamed, with a period of time to take questions and comments from Facebook/members of the public and for alternate meetings to be held in an open forum style. It was further AGREED that a recommendation be made to hold more meetings.

7. Items for Future Agenda

The Clerk reported that there was already an item lined up for a future agenda relating to food forests and some outstanding items.

A member felt that the discussions were not addressing the climate issues of the day such as the large iceberg in the Arctic Quadrant and asked for members of the group to identify their top 5 items. However other members felt discussion should be kept more local such as coastal flooding and pollution.

It was also suggested that promotion and publicity was important to raise more awareness of the Climate Emergency and an offer was made by CC to undertake some promotion on his website and webcams.

It was AGREED to discuss promotion and publicity in more depth at a future meeting.

8. Date of next Meeting

It was AGREED that the next meeting would be held in the evening and for the Clerk to make the necessary arrangements and circulate the dates.

The meeting closed at 7.20pm.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
30th JUNE 2021

AGENDA ITEM 13 - TO RECEIVE THE NOTES FROM THE ONLINE BEACH & SEA ACCESS TOPIC TEAM HELD ON THE 12th MAY 2021 AND CONSIDERATION OF ANY RECOMMENDATIONS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to receive the Notes from the Online Beach & Sea Access Topic Team Meeting held on the 12th May 2021 (Appendix 1).

Members are further invited to consider the following recommendations from the Beach & Sea Access Topic Team Meeting as follows:

- For a letter to be sent to the ADC Chief Executive in response to his letter dated 17th January 2020 to clarify the current ADC position on the project and to include the following:
 - a) Have ADC formally considered the project yet?
 - b) Has a budget been formally agreed?
 - c) Has a PID been produced?
 - d) Is the intended construction start of 2022/23 still realistic, and if not what would this be?
 - e) When will a project team be appointed?
 - f) Will a member of the Beach & Sea Access Topic Team be permitted to sit on the Project Team?

- For the Community Engagement and Environment Committee to ask if Bognor Regis Town Council will formally commit to:
 - a) Supporting the delivery of a built ramp for Bognor Regis should ADC proceed with the project
 - b) Will BRTC offer any financial support to the project either capital, revenue or operational?

DECISIONS

Do Members AGREE:

- That a letter be sent to the ADC Chief Executive in response to his letter dated 17th January 2020 to clarify the current ADC position on the project to include the points listed within the report?
- For the Community Engagement and Environment Committee to ask Bognor Regis Town Council to formally commit supporting the delivery of a built ramp for Bognor Regis, should ADC proceed with the project and if so
- A RECOMMENDATION for the Town Council to offer financial support to the project either capital, revenue or operational?

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
ONLINE BEACH & SEA ACCESS TOPIC TEAM
MEETING 12th MAY 2021

Attendees: Jan Malpas (Chairman), Patricia Clow, Clive Mott, Marilyn Warner and Marion Wells

BRTC Cllrs: Alison Sharples

In Attendance: Sheila Hodgson - BRTC, Projects Officer and Clerk for the Meeting

The Meeting opened at 6.32pm

1. Chairman's Welcome and Introduction

The Chairman welcomed those present and opened the meeting.

2. To Agree the Notes of the meeting 18th March 2021

The Notes, having been previously circulated to all, were agreed.

3. Review of the current ADC position including, to seek confirmation of their proposed timetable and intended plans for the delivery of the Beach & Sea Access project in Bognor Regis

The Chairman referred to a letter that was received from the ADC Chief Executive in January 2020 which outlined proposals for the project at that time which included:

- The suggested site location
- That ADC had yet to consider the issue formally
- That a Project Initiation Document (PID) was to be prepared before the end of 2020
- To seek financial commitment from the ADC Council and other funders (capital and revenue commitments)
- Anticipated timelines

The Chairman was mindful that the Covid-19 pandemic would have had an impact on these plans and the ADC position as set out in the letter may well have changed as a result. The Chairman further felt that until this Topic Team were fully aware of ADC'S current position and their intent regarding the project, it was unrealistic for the Topic Team to continue to make plans or set objectives.

Therefore, the Chairman asked members of the Topic Team to consider recommending to the Community Engagement and Environment Committee that a letter be sent to the ADC Chief Executive on behalf of the Beach & Sea Access Topic Team to ask for clarification and an update on the points raised in his letter of the 17th January 2020.

The Chairman further suggested that Bognor Regis Town Council also be asked to confirm to the Topic Team that should ADC continue with a Beach Access Project that they would be in support and would they consider making any financial commitment to the project be it capital funding, revenue funding and/or day to day operation of the facility as outlined in the letter from ADC.

Following discussion, the Topic Team AGREED to make recommendations to the Community Engagement and Environment Committee as outlined above and detailed below in point 5.

4. Considerations of the proposals for the short, medium and long-term outcomes as detailed within the Notes of the last meeting and to agree a plan for the Topic Team on how to proceed

The Committee Clerk suggested that it may be prudent to defer any commitments at this time until the ADC position has been ascertained.

A member of the Topic Team referred to one of the medium-term objectives, to request access to the Foreshore Office bulldozer to clear stones, as he thought that it would be an acceptable objective to continue to pursue.

After discussion it was AGREED that the Committee Clerk would make some enquiries and report back.

A member also enquired if there was some scope in perhaps considering installing a temporary roller ramp while waiting for a permanent structure, similar to a previous proposal by Cllr. Brooks, a couple of years back.

The Chairman was concerned that to proceed with this at the moment could cause the Topic Team to deviate from their main objective and would prefer to stay focused on determining the ADC plans at this stage. The Committee Clerk also advised that the Topic Team must be mindful that permissions from ADC would still be required and a budget would need to be identified.

Following discussion, it was AGREED that the Committee would refer back to related minutes regarding the temporary ramp to see if any information was available regarding anticipated costs and report back at a future meeting.

5. Recommendations to the Community Engagement and Environment Committee

Members of the Beach & Sea Access Topic Team AGREED to recommend the following items to the Community Engagement and Environment Committee:

- For a letter to be sent to the ADC Chief Executive in response to his letter dated 17th January 2020 to clarify the current ADC position on project and to include the following:

- Have ADC formally considered the project yet?
 - Has a budget been formally agreed?
 - Has a PID been produced?
 - Is the intended construction start of 2022/23 still realistic, and if not what would this be?
 - When will a project team be appointed?
 - Will a member of the Beach & Sea Access Topic Team be permitted to sit on the Project Team?
- For the Community Engagement and Environment Committee to ask if Bognor Regis Town Council will formally commit to:
 - Supporting the delivery of a built ramp for Bognor Regis should ADC proceed with the project
 - Will BRTC offer any financial support to the project either capital, revenue or operational

6. Items for a future Agenda

Depending on the outcome of the ADC response, it was AGREED that a future agenda item should include consideration of starting a campaign to lobby all political parties at ADC and BRTC to support the project.

7. Date of next meeting

It was AGREED that the date of the next meeting will be set after the next Community Engagement and Environment Committee. The Committee Clerk will make the necessary arrangements and advise.

The Meeting closed at 7.20pm

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
30th JUNE 2021

AGENDA ITEM 14 - BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE ONLINE MEETING HELD ON THE 17th MAY 2021

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to receive the Notes of the Online Bognor Regis in Bloom Working Group Meeting held on 17th May 2021 (Appendix 1).

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

- To AGREE to RECOMMEND to Council the appointment of Councillors S. Goodheart, Mrs. J. Warr and P. Woodall to the Bognor Regis in Bloom Working Group.
- To AGREE to RECOMMEND to Council the appointment of the following Co-Opted members to the Bognor Regis in Bloom Working Group: Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane, Mrs. G. Edom, Mr R Earl and Mr. E. Fane. There will also be a representative from the Arun District Council Parks and Greenspace department.
- To RATIFY the expenditure of £2,480 plus VAT from the Passenger Benefit Fund as outlined in the Notes

DECISION

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

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

To RATIFY the expenditure of £2,480 plus VAT from the Passenger Benefit Fund as outlined in the Notes.

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council
Bognor Regis in Bloom Working Group
Monday 17th May 2021

PRESENT: Cllr. S. Goodheart, also Ms. G. Edom, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mr. J. Jones-McFarland (ADC Parks Officer), and Mrs. R. Vervecken (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 Ms. P. Keane and Cllr. P. Woodall.

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

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

Co-opted members present, Ms. G. Edom (GE), Mrs. M. Huntingdon (MH), Mr. B. Jackson (BJ), Mrs. J. Jackson (JJ) and Mr. J. Jones-McFarland (JMJ) would all like to remain on the Bognor Regis in Bloom Working Group, as would Councillor Steve Goodheart (SG).

It was noted by Members that Mr. S. Hearn wished to step down from the Working Group, with immediate effect.

Those present AGREED to RECOMMEND to the Community Engagement and Environment Committee that Co-opted members: Ms. G. Edom, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson and Mr. J. Jones-McFarland remain on the Bognor Regis in Bloom Working Group, with Mr. S. Hearn, no longer wishing to be a Member. The CC shall contact those who were not present and had not confirmed their wish to remain a Member, and these will be included in the recommendation to the Community Engagement and Environment Committee.

3. TO APPOINT A CHAIRMAN FOR 2021/22 MUNICIPAL YEAR

Members at the Meeting unanimously AGREED that MH should remain Chairman. Members further AGREED that SG, should be Vice-Chairman of the Working Group.

4. APPROVAL OF THE NOTES OF THE MEETING HELD ON 12th MARCH 2019 AND THE NON-QUORATE NOTES OF 30th APRIL 2019, 27th JUNE 2019, 29th AUGUST 2019 AND 3rd OCTOBER 2019, 16th JANUARY 2020, 22nd NOVEMBER 2020 AND 22ND MARCH 2021

As the Meeting was not quorate, the Notes would be formally approved at the next quorate meeting but, in the meantime, they were RECOMMENDED to the Community Engagement and Environment Committee.

The Working Group questioned whether all unapproved Notes, had to remain on each Agenda, considering that the Annual Meeting of the Town Council had now passed, and these will have been formally ratified by the Community Engagement and Environment Committee. It was AGREED the CC should look into this and will report back at the next meeting.

5. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING: - BRiB ANNUAL COMPETITION - UPDATE; GUIDES COMPETITION - TO DISCUSS JUDGING, AGREE A PLANTING LOCATION FOR WINNING DESIGNS, AND PRIZES FOR WINNERS

BRiB Annual Competition - Update:

Entry forms have now been sent and uploaded to the Town Council's website, Facebook page and E-Bulletin. Extra promotion of this will feature in the Bognor Observer in the coming weeks. The closing date for the competition is 26th June.

MH notified Members of her intention to 'leaflet drop' entry forms, through the door of any eye-catching front gardens, who had not yet entered the competition. She asked that all Members let her know of any they may see, and from this MH will compile a list, and deliver the forms in the hope of receiving extra entries.

SG, BJ, JJ, MH and GE all expressed an interest in judging. The CC shall collate entries, after the closing date, and categories will be designated.

Mention was made of possible worthy recipients of the Civic Award. This will be discussed in further detail, in preparation for the Awards Ceremony (COVID restriction permitting).

Guides competition - To discuss judging, agree a planting location for winning designs, and prizes for winners:

Following suggested locations for this at the last meeting, Members noted the impracticalities of these options, after further investigation by the CC. Since said meeting, the CC had emailed Members some possible alternatives, including flower beds on the seafront mounds (behind the Regis car park) and planters at Durban Road, which had kindly been offered by Town Force (TF). JJM also mentioned the Rock Gardens and Waterloo Gardens, which although not prepared for planting in time for this year's

competition, could be considered for next year. This was NOTED by Members.

Members present consequently AGREED to use the seafront flower beds option, due to this being in a prominent position for visitors and residents alike to enjoy.

As there are two flower beds available, Members further AGREED to choose two winners; one from the younger age groups (Rainbows and Brownies) and one from the older age range (Guides and Rangers). As there are two winners, there will be no runners-up this year.

It was AGREED therefore, that two lots of £15 vouchers will need to be purchased and that the CC should investigate costs of having two plaques installed at the flower beds.

The closing date for entries for this competition is 21st May, and the Mayor and Chairman along with Town Force, will judge the entries.

6. GREAT BRITISH SPRING CLEAN 2021 – TO AGREE A TIME FOR LITTER PICK ON THURSDAY 10th JUNE AND TO DISCUSS CURRENT COVID GUIDELINES RELATING TO THIS

Members discussed the decision made at the last meeting, of organising a beach clean, as part of this campaign. Some Members present felt that the beach was already well litter picked and that the focus should be on other areas in the Town, that are often forgotten, whilst others believed that a 'group' litter pick along the seafront would, as well as being beneficial in collecting rubbish, also provide a 'social' aspect for residents who have missed interactions since the beginning of the COVID pandemic.

After discussion, it was AGREED that the Working Group will hold the beach clean on Thursday 10th June, at 2pm. However, members of the public will also be actively encouraged to litter pick other areas of the Town. Anyone wishing to partake in either the beach clean or local litter pick will be asked to register with the CC, so 'Litter Picking Packs' can be provided through ADC and refuse collections organised. Areas for litter picking will be discussed between the CC, MH and JJM and designated depending on the number of volunteers coming forward.

In Bloom's involvement with this Keep Britain Tidy campaign will be advertised through various social media channels as well as in the Bognor Observer.

7. TO FORMALLY RATIFY PLANTING PROPOSAL AND COSTS FOR THE BOGNOR REGIS RAILWAY STATION (PASSENGER BENEFIT FUND) PROJECT

Since the last meeting, Members were made aware of some potential funding available to them, as a Bognor Regis Station Partner.

The Passenger Benefit Fund from GTR Southern Rail, had allocated £2,500 for a 'landscaping project' at Bognor Regis Station.

The CC was approached by the Arun Valley Line to enquire whether In Bloom, would like to use the fund to implement the project, as an appropriate partner.

Members were emailed details and a site meeting took place at the station, to ascertain how these monies could be best spent.

With a tight timescale for implementing the project (the Passenger Benefit Fund (PBF) had to be spent and evaluated by September this year), it was prudent for the proposal to be discussed by Members via email with all decisions ratified at this meeting.

The proposal is for a one tier planter, to feature at the entrance/exit to the taxi rank, which would be well out of the way, not easily targeted by vandals and create a lovely last impression of the station for those exiting at this end of the concourse. Also, to provide and install nine hanging baskets, to the front entrance of the station building, thus creating a big floral impact to the currently very plain building.

Quotes and logistics were sought prior to this meeting with costs noted by Members as the following:

One tier planter - £970.50 plus VAT

Amberol costs (inc. 50% of delivery charge) - £689.50 plus VAT

Town Force estimate - £281 plus VAT

Nine hanging baskets - £980 plus VAT

Amberol costs (inc. 50% of delivery charge) - £404 plus VAT

Town Force estimate - £576 plus VAT

Trolley waterer - £457.50 plus VAT (free delivery)

Total project cost: £2,480 plus VAT

Members noted that VAT would not be applicable, and therefore the project comes in at just under budget.

With all of the above in mind, Members present AGREED to RECOMMEND to the Community Engagement and Environment Committee In Blooms involvement in undertaking this project, and spending of the Passenger Benefit Fund, in line with the proposals discussed.

8. TO AGREE A WAY FORWARD WITH THE HOTHAM PARK (HIGH STREET ENTRANCE) LAWNED AREA, FOLLOWING SITE MEETING

Following a site visit by a few Members, which had been proposed at the last meeting, Members discussed the proposal of planting up a 21 square metre (approx.) area containing 3 rows of 6 plants per row, to possibly contain photinia shrubs (back row), pittosporum, euonymus, weigela and hebes.

Some Members of the Working Group expressed their fears that any planting, at this rear entrance to Hotham Park, may get trampled and be vandalised, and not a good use of In Bloom's funding.

JJM informed those present of ADC plans this autumn, to turn this area into a wildflower meadow, stating that ground here is of fairly poor quality, and planting anything else would take a lot of work.

It was AGREED that the Working Group would not submit a 'planting plan' to WSCC, for this area and Members are happy to support ADC's initiative to turn this lawned area into a wildflower meadow in the coming months.

9. AREAS OF CONCERN/EYESORES IN THE TOWN FOR POSSIBLE IN BLOOM WORKING GROUP ATTENTION. INCLUDING VICTORIA ROAD SOUTH CAR PARK, CORNER OF GLOUCESTER ROAD, LINDEN ROAD/VICTORIA DRIVE ROUNDABOUT, BT SITE (SEE NOTES FROM LAST MEETING)

Victoria Road South car park - The CC advised Members that she had been in contact with the member of the public, who had brought this to the Working Group's attention, and was awaiting confirmation of car park improvement plans from WSCC. No response from WSCC had yet been received, The CC will chase this up. This was NOTED.

Corner of Gloucester Road - JJM notified those present that tree planting at this location would not be feasible as ground conditions would make it almost impossible to establish any planting here. Members NOTED this update.

Linden Rd/Victoria Drive roundabout - No response had been received on this, following the CC's email enquiring about fixing the roundabout, which had been damaged and the possibility of installing a planter here. Again, this will be chased up by the CC.

BT Site - The CC had obtained contact details for the new Area Facilities Manager for the BT Site, and Members were pleased to hear, she had been in liaison with said contact, to arrange a Zoom meeting, to discuss the Working Group's ideas for 'gorilla planting' here. Unfortunately, a date had not yet been arranged but the CC will continue to pursue this and keep Members updated.

10. ANY TREE PLANTING PROJECT UPDATES TO BE REPORTED

Report by Gillian Edom (GE) - Tree Warden:

GE enquired with JJM whether more pollinator planters could be installed in the beds outside the front of the railway station. JJM confirmed he is receptive to ideas and will share with GE the current planting plan.

Servite Cemetery -

GE asked for confirmation from SG, as to whether he could add trees to his existing order from the Woodland Trust, for use at Servite cemetery. SG advised that he has no trees on order at present, but will be in liaison with GE, when the time comes to progress this.

The Servite cemetery is owned by the Servite community and is not an 'active' cemetery. The cemetery is not regularly looked after, although it is mown on occasion.

GE is keen to ensure the cemetery is seen as an important planting area of the Town. GE is doing a monthly plant survey. There are more than 50 trees and plants growing in the area, with more being discovered every month. Since spring, there have been various beautiful flowers growing here, mainly native plants. Carpets of primroses, bluebells and celandine have been spotted with buttercups now sprouting and oxide daisies to come very soon.

GE stressed that these do not want to be cut down, but rather enhanced and has created a management plan to help take this forward. Plans include planting hedgerow shrubs around the edge of the cemetery, to fill in the gaps. Baby sycamores have been removed recently, as these are not serving any purpose. Paths will be mown through the cemetery as a walk through and to also give the impression that the cemetery is now being looked after. A history of the cemetery has been written and GE has contributed information on the wildlife here, which will be displayed for those passing through. The long-term goal is to encourage locals to help with the maintenance here. No funding is available for this, the Servite community pay a small fee for mowing. Members asked GE to keep them updated on future works here. This was NOTED.

The CC informed GE of a phone conversation she'd had with Clive Mott regarding giving talks to schools on climate change, as a member of the Climate Emergency Forum. As there was a slight 'cross over' here, with GE as a tree warden, also hoping to talk to pupils about these issues, GE advised she would be happy for the CC to pass her details to Clive Mott for discussions on how they could work together to achieve this goal.

Tree Avenue – Shripney Rd (Report by SG) –

SG updated Members on the current plans for the Tree Avenue at Shripney Road. SG asked to get the Tree Avenue and GreenMap on the agenda for the next meeting, to begin getting future In Bloom planting locations, onto the map.

The CC reminded SG of the discussions relating to the Working Group's support of this, following the presentation by SG and Clive Mott at the last meeting. At the Meeting held on 22nd March, Members recommended to the Community Engagement and Environment Committee that the GreenMap be implemented by the Town Council, including the Bognor Regis in Bloom Working Group, for planting projects going forward.

NB: Since the meeting, it has been established that the GreenMap proposal has been AGREED through the Community Engagement and Environment Committee, at their Meeting of 12th April.

11. UPDATE FROM VOLUNTEER PROJECTS INCLUDING BOGNOR COMMUNITY GARDENERS AND GREENER BOGNOR NETWORK COMMUNITY ORCHARD PROJECT

Greener Bognor Network Community Orchard Project: No update available.

Bognor Community Gardeners: MH reported of work being done by 5 volunteers (including herself) at the Rose Garden and Discovery Garden in Hotham Park on Thursday afternoons, with railings hopefully being installed at the Rose Garden soon, to stop people getting too close to the roses. It is hoped the railings will protect the new roses here. The plot by the boating lake is not currently being worked on as JJM has plans to 're-do' the area.

12. CORRESPONDENCE

There was no correspondence.

13. DATE OF NEXT MEETING

The next Meeting will be held on Monday 28th June at 10am.

The Meeting ended at 11.20am

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
30th JUNE 2021

AGENDA ITEM 15 - TO RATIFY ARRANGEMENTS PLAYRANGERS PLAY
DAYS EVENT FOR AUGUST 2021

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Subject to approval of the event application by ADC, the Playrangers Play days event will commence week beginning 16th August 2021. Throughout that week, daily sessions will be held between 12 noon and 3pm at the Hampshire Avenue Recreation ground as detailed in the report previously circulated to Members.

Members were emailed details of the programme for the week and the total cost of £3,900. The costs will be met from the Playday Budget for 2021 of £3,500 and £400 earmarked from the Pevensy Ward Allocation Budget. This was supported by Cllrs: Barratt, Brooks, Miss. Needs, Ms. Sharples, Smith and Mrs. Warr.

Members are therefore asked to RATIFY this decision.

DECISION

Members are invited to AGREE to RATIFY the arrangements made to hold a week-long event commencing week beginning 16th August 2021 along with the total cost of £3,900.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
30th JUNE 2021

AGENDA ITEM 16 - FURTHER DISCUSSIONS ON THE "SEASIDE GARDENS"
- MIN. 158.1 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

During the Online Community Open Forum held on the 24th February 2021, Cllr. Cunard stated that the Steyne Gardens are traditional seaside gardens and should have traditional bedding displays and he would be willing to spearhead moves to bring back this traditional attraction.

At the meeting of this Committee on the 12th April 2021 - Min.158.1 refers, Members agreed for this item be included on a future agenda for further discussion.

However, Members are respectfully reminded that planting at the Steyne Gardens has previously been considered by the Policy and Resources Committee at their meeting held on 30th September 2019. The Deputy Clerk's report for that meeting is appended to this report. (APPENDIX 1)

The decision from that meeting follows :-

75. TO FURTHER DISCUSS THE POTENTIAL CONTRIBUTION TO, AND PARTNERSHIP WITH, ADC ON PLANTING AT STEYNE GARDENS FOLLOWING REFERRAL TO THE BOGNOR REGIS IN BLOOM WORKING GROUP - MIN. 47 REFERS

The Deputy Clerk's report was NOTED and following discussion it was AGREED that no contribution would be made to ADC for their planting at Steyne Gardens, as the opportunity to take over planting of this area was not available.

Members are invited to AGREE how they now wish to proceed.

DECISION

Members are invited to AGREE how to proceed with this item.

AGENDA ITEM 16

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 30th SEPTEMBER 2019

AGENDA ITEM 16 - TO FURTHER DISCUSS THE POTENTIAL CONTRIBUTION TO, AND PARTNERSHIP WITH, ADC ON PLANTING AT STEYNE GARDENS FOLLOWING REFERRAL TO THE BOGNOR REGIS IN BLOOM WORKING GROUP - MIN. 47 REFERS

This issue was due to be discussed at the previous Committee Meeting but was deferred due to time constraints. The following is a reissue of the previous report.

REPORT BY THE DEPUTY CLERK

FOR DECISION

BACKGROUND

Members will recall that this Committee has previously discussed the Town Council's desire to have input to the planting at Steyne Gardens having previously been discussed at the following meetings:

- Council Meeting 5th November 2018 - Min. 130 refers
- Council Meeting 7th January 2019 - Min. 200.1 refers
- Policy and Resources Committee Meeting 4th February 2019 - Min. 129 refers
- Policy and Resources Committee Meeting 8th April 2019 – Min. 160 refers

Following the last discussion, when considering the response from the Director of Services at ADC, it was agreed that the matter would be referred to the Bognor Regis in Bloom Working Group and an extract from the notes of the relevant meeting at which it was discussed provided below, with JJM as denoted being the ADC Officer for Parks: -

JJM explained the background to this idea, after a request was received from BRTC to be involved with, and possibly take over this planting. JJM explained that bedding plants, which he believed to be the preference of the Town Council, were hard to maintain, and required a lot of care and attention, which ADC, with their resources and large green areas to look after, do not find feasible. ADC are currently taking the stance of improving the quality of planting they have, by creating 'simpler' but better looked after parks and greenspaces. Sustainability of bedding plants and the watering they require is made especially relevant when thinking of the current hot

weather and possible 'state of emergency', which a lot of surrounding Councils have called.

JJM and Members present discussed ideas of keeping the planting at Steyne Gardens in an Edwardian fashion, which fits the period of the gardens nicely. Herbaceous perennial planting is ADC's favoured planting style for the gardens, which will not only be sustainable and attractive, but promote the wellbeing of bees and butterflies too.

After various comments of perhaps adding sculptures to create a garden of 'interest', it was eventually decided that the focus should be on the planting.

JJM would like to see what finances the Town Council would be willing to put towards the planting at Steyne Gardens, and whether Town Force can offer time to maintain any potential trees planted here. Members suggested fruit trees, which may encourage local residents to engage in the garden more.

Members are therefore asked to consider how they wish to proceed and discuss any budget, noting that this would be as a recommendation for the 2020/21 budget.

DECISIONS

How do Members AGREE to proceed?

Do Members AGREE to recommend that a budget be identified for the 2020/21 financial year and if so, AGREE the level of any budget?

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
30th JUNE 2021

AGENDA ITEM 17 - UPDATE ON YOUTH PROVISION INCLUDING:

- UPDATE FROM SCYP
- PROPOSAL FROM UCAN SPRAY RE COMMUNITY CENTRE WESTLOATS LANE

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Update from SCYP:

SCYP have appointed a new Youth Worker in Charge in Bognor and the surrounding area. She is a qualified teacher and youth and community worker who has many years of experience, including supporting young people who for a variety of reasons, do not engage with mainstream education and require more intensive support.

CREATE are finalising the Artswork Project and will link up with UCAN Spray for an early July delivery. More information to follow.

SCYP have also just signed off a project with WSCC Children's Services to start a club for local young carers commencing January 2022. This will run from either the Phoenix Centre or 39 Club and involve a series of activities for young carers who will also have access to a WSCC support worker.

Proposal from UCAN Spray re Community Centre at Westloats Lane:

Members are asked to consider a proposal for match funding to the tune of £2,500 towards a project in Bognor Regis being undertaken by UCAN Spray.

As Members will see from the accompanying report (Appendix 1), this project has come about as a direct collaboration with other youth organisations and stakeholders and will also create an opportunity for the Westloats Lane Community Centre (formally BognorCAN) to be utilised and opened up to the local community. Many of you will know Kez Bridger who has been instrumental in trying to get the centre back open on a permanent basis and to re-establish it as a place for the community. She is currently in the process of re-appointing a new management committee.

The centre will provide the ideal space for UCAN Spray to base themselves and, having somewhere permanent, will enhance the offer for young people while at the same time make the centre a more vibrant environment and hopefully encourage other organisations to make use of the facility.

UCAN Spray have secured funding for the core costs to allow them to operate for a year. The match funding, they are seeking from the Town Council will enable them to enhance their offer and provide the framework for young people to achieve recognised qualifications and accreditation.

This Committee has a £10,000 Youth Provision budget for match funding opportunities for the 2021/22 Municipal Year.

Members are therefore asked if they AGREE to match fund this proposal from UCAN Spray for the sum of £2,500.

DECISION

Do Members AGREE to match fund the proposal from UCAN Spray to the tune of £2,500 from the 2021/22 Youth Provision budget?



U CAN Spray CIO
x5, Chartered Accountants,
2 Upperton Gardens
Eastbourne, East Sussex
BN21 2AH

June 2021

Draft proposal to Bognor Regis Town Council

To whom it may concern,

U CAN Spray is a street art charity, using spray painting interventions to support marginalised people, particularly young people at risk of offending and/or exploitation. We primarily work in Arun with work focused in Bognor Regis and sometimes Littlehampton, deprived coastal towns without much access to arts and culture for those living in poverty.

We have worked in Bognor Regis for a number of years and have much appreciated the ongoing support of Bognor Regis Town Council Officers and elected Members.

We have recently successfully been awarded £10,000 over 12 months from Sussex Community Foundation to enable us to continue to operate and to scale up our support to vulnerable young people in Arun. Keeping young people engaged and hopeful through street art has been very powerful and we wish to continue to reach young people that other organisations struggle to engage, through longer term embedded work.

We want to do this through setting up weekly outreach sessions, at Westloats Community Centre (previously Bognor CAN) as a long-term space to base our activities and presence in.

What do we want to do?

Need for young people we work with is much higher, with mental health and social isolation significantly worsened due to the Covid crisis and school closures. Families are struggling and young people in deprived areas, especially without technology access or strong educational relationships, tell us they are being left behind.

We have continued to deliver online and offline activities for young people living in deprived areas in Arun throughout the pandemic, utilising partnership work. Young people have particularly appreciated weekly street art support sessions with a hot meal whilst working towards Arts Awards.

We want to offer sessions to more young people throughout the whole year and build a strong presence linked to other local services. This will give them a reason to leave the house, engage in positive activities, speak to professionals, access support and build confidence. We would also offer regular mural opportunities to brighten the town for all residents. We have a strong relationship with the Bognor Regis Business Improvement District who have previously sourced mural sites for young people to paint for the community.

Why?

We've run standalone interventions and short series of support workshops for young people, but feedback from local young people and partner organisations has been about the need to provide an ongoing presence and support via regular positive activities, rather than shorter-term offers only.

This will help further build relationships with young people to enable better connection with services that can be intimidating to access, plus provide more stability and sense of purpose for young people during this time of disruption. Mental health support is hard to access so community and peer support settings are essential. Offering accredited Arts Awards and to paint public murals gives participants focus and a sense of building their futures, rather than feeling understandably hopeless.

Bringing young people back into public life with mural painting helps community cohesion and provides a sense of ownership. We will work with ASB teams to target mural interventions to reduce antisocial behaviour, alongside businesses and town centres which helps intergenerational relationships and community feelings of safety improve.

Westloats Community Centre is in a deprived area of Bognor Regis and near to The Regis School, so we see it as the perfect location to be able to work with young people in Bognor Regis who may need us the most.

How?

The big idea is that our methods allow joined up thinking to happen between young people who may be struggling and the towns and organisations who can support them. We work in partnership with councils, community groups, and businesses to improve our towns for everyone. We are building close ties both independently and through the monthly Partnership meetings organised by Arun District Council.

Who?

U CAN Spray is led by a qualified Inclusive Arts Practitioner and supported by a qualified Youth Work Practitioner. We have a strong team with diverse backgrounds and professional experiences.

Regular outreach work will be managed by our qualified Youth Work Practitioner. Each session will be led by 2 staff members. We know that trained and qualified staff are a real asset. It is essential that our workers understand the youth work models and theory behind effective and proactive youth work intervention, as well as being able to use our carefully developed inclusive arts methodology and curriculums.

Costs

We have successfully applied for and received a grant from Sussex Community Foundation to go directly towards this project, for a weekly session for one year (£8506). Sussex Community Foundation are paying for food for each session, mileage and volunteer expenses, our Youth Work Practitioner's time to cover a 2-hour session each week for a year, and some art materials.

Requested funds

However, we are seeking additional match funding of £2500 to provide Arts Awards moderation costs so that young people can achieve recognised qualifications through their participation in the sessions, and to fund additional workers to help facilitate the sessions and provide our curriculum of activities. This would cover the first 6 months of the 12-month project, to help us build a regular presence and be able to consistently engage young people through street art with high quality and robust interventions.

The additional costs that we are seeking funding for from Bognor Regis Town Council are as follows:

Anticipated itemised breakdown	Total
Arts Awards moderation costs for 30 young people to achieve Discover (£4) and Explore (£13.75) certifications.	£532.50
Additional staffing for sessions to include our Inclusive Arts Practitioner, an arts assistant and/or youth support worker as needed for delivery (£65 per week x 26 weeks).	£1690
Contribution towards core operational costs.	£277.50
Total	£2500

We would be happy to discuss the above as required.

Outcomes

Street art is an internationally recognised visual language. It's a democratic art form which has the power to engage and connect all kinds of people, in the settings where they live. Individuals will benefit by building skills, related to art, planning, team-work and communication. We can engage and encourage young people into promising and empowered futures through entrepreneurial and community pursuits, which give them a deep sense of confidence, purpose and belonging.

Our interventions enable the people taking part to gain confidence in themselves and benefit from the therapeutic qualities of practicing street art as well. Our creative experiences are designed to enable peer mentoring and community integration, supporting people back into community involvement and enabling them to start engaging with the wider public.

Evidence

At outreach sessions (anticipated at Westloats Community Centre but also to take place in other community venues, including parks), our evidence collections becomes more robust to start to demonstrate impact. This includes collecting repeat attendance and demographic data. If we do any linked detached work, we would record who engages in all of our activities, and informally collect feedback in these unstructured settings. We gather input about what young people want so that we can work to provide this for them, in a supported and supportive way. This means we can provide numbers of young people engaged and well as local intelligence about areas where young people are congregating, information on needed referrals, and comments from young people about their experiences or opinions.

We take photographs of sessions, not using faces if people are not comfortable with this. This includes of artwork produced and helps show people their progression on a skills level so at the end of each intervention people have a record of their work and involvement, and give them something tangible to share (as well as any pieces of art).

We have an evaluation worker who has developed and refined an evaluation framework, looking at four main outcomes. These include if participants feel any more connected to other people, if they learnt anything or built any of their skills, if taking part has helped with confidence, or if it has encouraged them to do any more art activities or education. We would track these over time from when they first meet us to the last session.

We will also conduct interviews (formally or informally depending on need) and write case studies of each project, as well as potentially some individuals. We would also look at community involvement with any press, and any responses to public works or exhibitions. We will gather feedback from the public about any works exhibited or displayed that were created by the young people, and potentially also ask about what they think about youth services and opportunities for young people where they live.

We will measure each young person's progression through accredited Arts Awards. We will also invite reflection from partnership organisations and community members, about what difference if any they have seen, related to providing this activity and support.

We see outreach work as providing a trust-building first step, and meeting young people where they are so that they feel comfortable, safe and confident to start accessing support and raising aspirations through street art.

We are very excited to be able to bring U CAN Spray's proven and effective arts activities to benefit disadvantaged young people at the Westloats Community Centre, and look forward to hearing about how we may be able to work together to support this much needed project.

Yours faithfully,

Harriet Cavanagh
Trustee, and Development and evaluation advisor
harriet@ucanspraycio.com

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
30th JUNE 2021

AGENDA ITEM 18 - CONSIDERATION OF WHETHER TO APPOINT A NEW REPRESENTATIVE FOR THE RAMPION 2 PROJECT

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are invited to advise if they wish to nominate a representative from this Committee to take part in meetings and consultations on behalf of the Town Council. The Rampion 2 project is currently at the Public Consultation stage.

Members are asked to note that an appointed representative cannot make any decisions on behalf of the Town Council and will be expected to report back to other Members via this Committee.

DECISION

Do Members wish to appoint a Representative on behalf of the Bognor Regis Town Council to participate in the Community PLG meetings and if agreed RECOMMEND to COUNCIL the appointment?

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
30th JUNE 2021

CORRESPONDENCE

1. Email – Nick Gibb re correspondence from a young person regarding wild flowers in the town
2. Email – CPRE Sussex re Quiet Lanes
3. Email – WSALC re Rural Broadband
4. Email – NALC re Supporting Young People
5. Email – Gamecare re local support for gambling including free workshops
6. Email – Playing Out CIC re Playing Out scheme
7. Email – WSCC re Holiday Activity & Food Grant Funding
8. Email – ADC re Tree Planting Survey
9. Email – Rampion re Statement of Public Consultation
10. Email – CPRE News Update