



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail - bognortc@bognorregis.gov.uk

Dear Sir/Madam,

MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

I hereby give you Notice that a Meeting of the Community Engagement and Environment Committee of Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 6th FEBRUARY 2023.**

All Members of the Community Engagement and Environment Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder. An opportunity will be afforded to **members of the public** to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee.) Any written question received by 9am on Monday 6th February from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

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

DATED THIS 30th JANUARY 2023

TOWN CLERK

THE AGENDA and BUSINESS to be TRANSACTED is:

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

- e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
- 3. To approve the Minutes of the Meeting held on 5th December 2022
- 4. Adjournment for public questions and statements
- 5. Clerk's Report
- 6. Ward Allocation Environmental Projects Budget including:
 - Ratification of any spend and the utilisation of any remaining funds
- 7. Flexible Community Fund including:
 - To note and determine any applications received for the Flexible Community Fund
- 8. To consider nominations for the Mayor's Good Citizen Award
- 9. To consider nominations for the Mayor's Citizen Award for Young People
- 10. Feedback from Councillor Drop-In Surgery held on 31st January 2023 including:
 - Any items for a future agenda and to agree the arrangements for the next meeting
- 11. Update on Youth Provision
- 12. To develop a standard application process for the Youth Provision Fund
- 13. To note the date of the next Climate Emergency Focus Group – Min. 54.2
- 14. Bognor Regis in Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Non-Quorate Meeting held on the 14th December 2022
- 15. Update on the proposal to join Arun District Council as a contributing partner to the Refill Campaign – Min. 62 refers
- 16. Update on the proposal from a member of the public in relation to installing a fish sculpture on the seafront to raise awareness of plastic pollution – Min. 65 refers
- 17. To note that the current 5-year listing of Bognor Regis Town Hall, as an Asset of Community Value, is to expire on 20th April 2023, and to consider making an application for its continuation
- 18. Correspondence

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



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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 5th DECEMBER 2022

PRESENT:

Cllr. J. Brooks, H. Jones, Miss. C. Needs, M. Stanley
and Mrs. J. Warr

IN ATTENDANCE:

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

Prior to the Meeting, a minute's silence was held in memory of Kim Davis, a former Town Councillor and Bognor Regis Community Gardener, who had recently passed away

The Meeting opened at 6.36pm

50. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

In the absence of the Chairman of the Committee, Cllr. Smith, the Vice-Chairman, Cllr. Brooks took the chair. The Chairman welcomed everyone present and read the Council's opening statement, with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders in relation to public question time.

Apologies for absence were given by the Projects Officer, on behalf of Cllr. Smith, due to sickness, Cllr. Barrett owing to a mayoral engagement, and Cllr. Mrs. Staniforth for personal reasons. No apologies were received from Cllr. Mrs. Daniells.

51. DECLARATIONS OF INTEREST

The Chairman addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest

- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

There were no declarations of Interest

52. TO APPROVE THE MINUTES OF THE MEETING HELD ON 3rd OCTOBER 2022

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 3rd October 2022.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 3rd October 2022, as an accurate record of the proceedings and the Chairman duly signed them.

53. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

There were no questions from the public gallery.

54. CLERK'S REPORT

54.1 8th August 2022 – Min. 24.4 refers – Further consideration of the WSCC initiative around community improvements

At the Community Engagement and Environment Committee Meeting held on 8th August 2022, the Projects Officer stated that he had made initial contact with a member of staff at West Sussex County Council to set up a meeting to gain further insight into the initiative. A meeting was set but due to annual leave and clashing diary commitments, this was postponed. The Projects Officer has reached out to the Officer at West Sussex County Council in an attempt to gain more information to report back to this Committee, but to date has not received any correspondence.

54.2 3rd October 2022 – Min. 44 refers – To note that the next meeting of the Climate Emergency Focus Group will take place at 6.30pm on Tuesday 18th October 2022

At the Community Engagement and Environment Committee Meeting held on 3rd October 2022, Members Noted the next date for the Climate Emergency Focus Group. Rather than a formal Focus Group Meeting, an informal Zoom meeting took place on the 1st November 2022, so that members of the group could work with the Projects Officer in creating an Action Plan and future direction of this group.

A further meeting was scheduled for 24th November 2022, however due to several members of the group not being able to attend and the passing of a key member of Bognor Regis Community Gardeners, the meeting was postponed. A new date will be sent to members of the Climate Emergency Focus Group this week.

55. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING: RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY REMAINING FUNDS INCLUDING £500 DONATION FROM ORCHARD WARD TO THE BOGNOR REGIS FOODBANK

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

Members **RATIFIED** the request from Cllr. Batley and Cllr. Woodall to utilise their Orchard Ward Allocation from the underspend in 2019/2020 currently held in Earmarked Reserves and this current municipal year 2022/2023, to donate to the Bognor Regis Foodbank.

56. FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND

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

The Projects Officer advised the Committee that there were no new applications to be considered at this time, and drew attention to the Mayor's cheque presentation at the Bognor Woodwork & Craft Club.

A Member asked if it would be possible to use large scale cheques as a photo opportunity, to which the Projects Officer advised this will be the case going forward and that photos will be shared across the Town Council's website/Facebook page where appropriate.

57. TO RECEIVE THE NOTES OF THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON 27th OCTOBER 2022 INCLUDING: CONSIDERATION OF ANY ITEMS FOR A FUTURE AGENDA, TO AGREE THE ARRANGEMENTS FOR THE NEXT MEETING

The Projects Officer's report, including the Notes of the Online Community Open Forum Meeting held on 27th October 2022, were **NOTED**.

Members did not wish to include any items raised at the Online Community Open Forum Meeting held on 27th October 2022 on a future agenda.

A Member suggested that The Regis Centre would be the preferable location to host the next Drop-In Surgery in January 2023 due the large car park and proximity to the Town Centre for Members and the public to access, to which Members all **AGREED**.

Another Member asked if members of the public or Members were unable to attend, could there be the option to create a Zoom link. The Projects Officer and the Chairman advised that this would be dependent on the Wi-Fi capabilities of the location and reminded the Member that the Committee had agreed to alternate between an Online Forum and a Drop-In Surgery.

58. AN UPDATE ON YOUTH PROVISION

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

A Member asked for clarification about how much match-funding Sussex Clubs for Young People had raised and what the £2,500 from the Town Council will be used for. The Projects Officer stated that he will put these questions to Sussex Clubs for Young People and provide a response back at a future Meeting.

59. CONSIDERATION OF THE MOTION PROPOSED BY CLLR. M. STANLEY, REFERRED FROM THE COUNCIL MEETING HELD ON 7th NOVEMBER 2022 REGARDING SUPPORT FOR OFFICERS TO ENGAGE WITH YOUNG PEOPLE ABOUT WHAT THEY WOULD LIKE TO SEE REGARDING YOUTH PROVISION WITHIN THE TOWN

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

Cllr. Stanley gave an update to the Committee as to the rationale for this Motion, in particular whether the Youth Provision budget is specifically addressing the shortfall in services for young people in Bognor Regis. Whilst Cllr. Stanley acknowledged that the Youth Provision Steering Group does interact across a wide range of youth services, the missing voice would be young people. Allowing Officers to interact with schools, this would provide an opportunity to hear the views of young people directly.

Members raised questions as to the specifics of how the data would be collected, how to target specific age groups, those from different backgrounds, race, and ethnicity. Cllr. Stanley agreed that the best methods would be led via their teachers and SEN workers within each school and the Officers would report back to the Committee.

Members **AGREED** to Officers engaging with students at The Regis School and Felpham Community College in order to better understand their needs, in relation to youth provision with a comprehensive report to be brought back to a future meeting.

60. TO RECEIVE THE NOTES OF THE CLIMATE EMERGENCY FOCUS GROUP MEETING HELD ON 24th NOVEMBER 2022 (IF AVAILABLE)

The Projects Officer's report advising that the meeting on 24th November 2022 had been postponed was **NOTED**.

61. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 22nd SEPTEMBER AND 16th NOVEMBER 2022 (IF AVAILABLE)

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

A Member asked if there would be any clarity on the canopy that was meant to go ahead for the Queen's Jubilee in 2023. Cllr. Goodheart gave an in-depth confirmation of the works in the pipeline on behalf of the In Bloom Working Group and Arun District Council whereby a 12-tree project is going to be installed at the Western boundary to Waterloo Square to create an avenue within the gardens to honour King Charles III.

Members **RATIFIED** the cost of £104 for the hiring of the Shore Community Centre for the Awards Evening and that this be funded from the current year's Competition Expenses budget. A Member did ask whether the In Bloom Awards Evening might be tied in with the Allotments Evening, to which the Projects Officer stated he would pose this question to the Clerk of both Groups and update Members further on this at the next meeting.

Members **RATIFIED** the cost of; room hire £144 (£104 for the venue previously agreed, and £40 café lounge), food provided by the venue £396, Jubilee Category prize £15, Entrants Raffle prize £25 and eight winners' plaques totalling £96.00 to be funded from the 2022/23 Competition Expenses budget.

Members **RATIFIED** the cost of food and table decorations £47.60 to be funded from Earmarked In Bloom Competition Expenses and additionally the cost of seven trophies (including three years' engraving) at £711, funded from sponsorship income.

62. TO CONSIDER A PROPOSAL TO JOIN ARUN DISTRICT COUNCIL AS A CONTRIBUTING PARTNER TO THE REFILL CAMPAIGN – MIN. 39.2 REFERS

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

A Member stated that this scheme has existed for some time and that West Sussex County Council originally rolled it out and was confused as to how Arun District Council are now running this scheme. The Chairman stated that this Agenda item stemmed from this Committee writing to ADC to take ownership of the water fountains situated in the Town vicinity.

Members **AGREED** that the Projects Officer would gather more information from ADC and reach out to Georgina Smith from BR Community Cleans who might lead on this campaign and **DEFER** this Agenda item to a future meeting.

63. TO CONSIDER A REQUEST FROM A MEMBER OF THE PUBLIC TO INSTALL A MEMORIAL PLAQUE ON A BENCH OWNED BY BOGNOR REGIS TOWN COUNCIL

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

Members **AGREED** to the request from a member of the public to install a memorial plaque on a bench owned by Bognor Regis Town Council.

Cllr. Brooks abstained from the vote.

64. TO CONSIDER WRITING A LETTER TO ARUN DISTRICT COUNCIL IN RELATION TO PHOTOGRAPHY ON PLACE ST MAUR

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

Members discussed this Agenda item and the validity of the potential risks regarding safeguarding of children playing at the newly renovated splash area at Place St Maur. Whilst Members did agree that members of the public should be mindful of the content that they show on social media platforms, they felt it would be difficult for the Town Council or Arun District Council to monitor one specific area and that the whole seafront poses a similar risk.

Members **DISAGREED** to writing a letter to Arun District Council regarding photography on Place St Maur.

65. TO CONSIDER A PROPOSAL FROM A MEMBER OF THE PUBLIC IN RELATION TO A FISH SCULPTURE TO RAISE AWARENESS OF PLASTIC POLLUTION

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

The Chairman invited Georgina Smith from BR Community Cleans, who was seated in the public gallery, to introduce this item. Georgina stated she felt that Bognor Regis seafront would be an ideal location to host a sculpture to raise awareness of plastic pollution. Members welcomed the idea but questioned if bottles and cans may blow across the beach, if it would be accessible to all, who would empty the sculpture when full and how much it would cost to have a sculpture commissioned for Bognor Regis.

Members **AGREED** to **DEFER** this item to allow the Projects Officer to gather more information and report back to a future meeting.

66. CORRESPONDENCE

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

The Meeting closed at 7.46pm

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
6th FEBRUARY 2023

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

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

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

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

Provision for Ward Allocation has not been made in the next financial year so Members are asked to consider how they wish to spend their remaining allowance so that this can be ratified at the next meeting.

Expenditure must be made by 31st March 2023 and any remaining funds, after this time, will be returned to General Reserves.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	CE&E C'tee Meeting 6th February 2023												
2	Agenda Item 6 - Appendix 1												
3	WARD ALLOCATION 2022/23												
4													
5	FUNDS	HOTHAM	MARINE	ORCHARD	PEVENSEY	HATHERLEIGH							
6	Allowance 2022/23	£500.00	£500.00	£500.00	£375.00	£125.00							
7	Funds B/fwd from 2021/22	£0.00	£250.00	£1,000.00	£3.00	£250.00							
8	Sub Total	£500.00	£750.00	£1,500.00	£378.00	£375.00							
9	Less			£250.00	Donated to Bognor Regis Foodbank (Cllr. PW)								
10				£250.00	Donated to Bognor Regis Foodbank (Cllr. KB)								
11													
12	Total left Available	£500.00	£750.00	£1,000.00	£378.00	£375.00							
13	* £49 Earmarked from the Old Marine North Ward to purchase more beach litter posters												
14	** 2021/22 £424 agreed from Hotham Ward for a community noticeboard on the Glenwood Estate. To date these funds have not been utilised for the purpose intended. Contact has been made with the applicant to establish how this project might proceed												

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
6th FEBRUARY 2023**

**AGENDA ITEM 7 - FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE
AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE
COMMUNITY FUND**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Flexible Community Fund Application – Balance £3,848.00 (**Appendix 1**).

To Note and Determine any Applications

There are no new applications to be considered by the Committee at this time.

Flexible Community Fund 2023/2024

At the Full Council Meeting, held 3rd January 2023, Members resolved that the Flexible Community Fund Budget of £4,000 for 2023/2024, as recommended by this Committee, be reallocated to Youth Provision (Min. 138 refers). The Town Council's website has been updated and requests that all applications for 2022/2023 Flexible Community Fund be received by no later than 5.00pm on Thursday 30th March 2023, to enable any final applications to be determined at the Meeting on 11th April 2023. After this time the relevant page will be removed from the site and any remaining funds will be returned to General Reserves.

CE&E C'ttee 6th February 2023
Agenda item 7 - Appendix 1

FLEXIBLE COMMUNITY FUND APRIL 2022 - MARCH 2023

2022/23 Allocation	£5,000.00
Less	£750.00 Bognor Amateur Boxing Club £402.00 Bognor Woodwork and Craft Club
Returned	£350.00 Bognor Regis Money
Total Available	£4,198.00

AGENDA ITEM 8

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
6th FEBRUARY 2023**

**AGENDA ITEM 8 - TO CONSIDER NOMINATIONS FOR THE MAYOR'S GOOD
CITIZEN AWARD**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to consider and agree nominations for the Mayor's Good Citizen Award.

The name of the nominee will be tabled at the meeting. May I respectfully remind Members that the candidate should remain confidential until the announcement is made at the Mayor's Civic Reception.

DECISION

Members are invited to **AGREE** the nomination for the Mayor's Good Citizen Award.

AGENDA ITEM 9

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
6th FEBRUARY 2023**

**AGENDA ITEM 9 - TO CONSIDER NOMINATIONS FOR THE MAYOR'S
CITIZEN AWARD FOR YOUNG PEOPLE**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to consider and agree nominations for the Mayor's Citizen Award for Young People.

The names of the nominees will be tabled at the meeting. May I respectfully remind Members that candidates should remain confidential until the announcement is made at the Mayor's Civic Reception.

DECISION

Members are asked to **AGREE** the nomination for the Mayor's Citizen Award for Young People.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
6th FEBRUARY 2023**

AGENDA ITEM 10 - FEEDBACK FROM COUNCILLOR DROP-IN SURGERY HELD ON 31st JANUARY 2023 INCLUDING: ANY ITEMS FOR A FUTURE AGENDA AND TO AGREE THE ARRANGEMENTS FOR THE NEXT MEETING

REPORT BY THE PROJECTS OFFICER

**FOR INFORMATION
& DECISION**

Feedback Councillor Drop-in Surgery held 31st January 2023

A Councillor Drop-In Surgery was held on the 31st January 2023 in The Regis Centre. Members of the public had the opportunity to ask Bognor Regis Town Councillors any questions they had regarding any local issues or whether they wish to enquire about what it takes to stand as a Town Councillor for Bognor Regis.

As this was the first Councillor Drop-In Surgery since the COVID-19 pandemic it was the Officer recommendation to provide refreshments to members of the public which was advertised through the Town Council website, social media channels and via canvassing the Town to display posters of the event. The hire cost and refreshments for booking of The Regis Centre for the Drop-In Surgery totalled £59.00, which Members are asked to ratify.

Attendance register	Number
Members of the public	9
Councillors	7
BRTC Staff	2
Sussex Community Transport Staff	2
Total Attendance	20

Feedback from member of the public	Councillor/Officer Response
Homelessness across the county	Signpost to Arun District Council website and supporting schemes
Anti-Social Behaviour	Signpost to Sussex Police using 999 if in immediate danger or to report via ADC website
LGBTQIA+ representation across the county, in terms of Councillors and for specific events	Advised the member of the public to submit their suggestions to the Town Council via email at bognortc@bognorregis.gov.uk
Brookfields Project-ongoing antisocial behaviour along the footpaths	Cllr. Mrs. J. Warr advised that: ADC have been sending out letters to residents but are not getting a suitable outcome
Pigeons in the town centre, London Road. Can a sign be put up to warn members of the public to not feed the pigeons	Cllr. Mrs. S. Daniells advised this may be something to speak to ADC/BID/Town Force about
Concerns raised by residents due to Felpham and Rustington Golf Courses turning into a	Cllr. Mrs. J. Warr said she will pass on the feedback to ADC

residential estate	
Concerns raised by residents due to the possible opening of a Premier Inn by the Seafront	Cllr. Mrs. J. Warr will pass on the feedback to ADC
A member of the public came in to ask BRTC staff and Councillors to attend an event for Just Stop Oil being held at the Regis Centre	BRTC Councillors and dual-hatted BTRC/ADC Councillors, stated would try and attend the event, diaries permitting
There are no public toilets along the Promenade at West Beach, Bognor Regis	Cllr. Brooks advised that this is an ADC matter
Hedges going over fences	Cllr. Brooks advised this is a matter for West Sussex County Council
Boarded up empty buildings, particularly the Old Marine Hotel, on the corner of West Street and The Esplande	Cllr. Brooks stated he did not know the latest position on this building and that he believed there was an application to ADC for it to become a House of Multiple Occupation which was refused. He also stated that ADC has recently introduced limitations on such applications in Marine Ward, which may mean another use will need to be found for the building
No Accessible bus stop at Arun Leisure Centre	Cllr. Brooks advised this is a matter for West Sussex County Council
Loss of bus service from North Bersted to Sainsburys, Shripney Road	Cllr. Brooks advised this is a matter for West Sussex County Council
Competitions such as rock balancing which takes place at The Rock Gardens on an ad hoc basis	Cllr. Brooks said that he would enquire with the Town Council to see if this could be introduced as a possible event
To limit alcoholic drinking at the beach	Cllr. Brooks referenced licence premises would be a matter for Arun District Council
A member of the public enquired about becoming a Councillor	Cllr. W. Smith advised the member of the public what is required to be a Councillor and handed out relevant documentation
A member of the public asked the following: - About being an advocate for the LGBTQIA+ To set up coffee mornings/evenings or weekend meals and outings at local cafes/public houses and restaurants Provide a showreel of performances for the Town Council to consider Set up drop in/support group for LGBTQIA+ community in Bognor Regis	Cllrs Waterhouse and Woodall spoke with the resident

DECISIONS

Do Members wish to add any of the issues raised by members of the public as an Agenda item for the next Community Engagement and Environment Committee Meeting?

Members are to **AGREE** the date and time of the next Online Community Open Forum.

Do Members **RATIFY** the cost of £59.00 for the hire charge and refreshments for the Drop-In Surgery held at The Regis Centre?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
6th FEBRUARY 2023**

AGENDA ITEM 11 - AN UPDATE ON YOUTH PROVISION

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Update on the Motion proposed by Cllr. M. Stanley, referred from the Council Meeting held on 7th November 2022 regarding support for Officers to engage with young people about what they would like to see regarding youth provision within the town – Min. 59 refers

At the Community Engagement and Environment Committee Meeting held on 5th December 2022, Members **AGREED** to Officers engaging with students at The Regis School and Felpham Community College to better understand their needs, in relation to youth provision.

The Projects Officer has made initial contact with key staff members of both The Regis School and Felpham Community College to engage with students. An invitation has been extended to the Projects Officer to attend a listening campaign to hear the views of both parents and students at The Regis School during the half term break.

Update on the release of £2,500 for Sussex Clubs for Young People

At the Community Engagement and Environment Committee Meeting held on 3rd October 2022, Members **AGREED** to award £2,500 match funding to Sussex Clubs for Young People for youth provision – Min. 43 refers.

The Mayor of Bognor Regis Town Council presented a cheque to CEO Chris Cook of Sussex Clubs for Young People and 39 Club / Find-It-Out Centre Manager Brian Ansell on 6th December 2022.



AGENDA ITEM 12

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
6th FEBRUARY 2023**

**AGENDA ITEM 12 – TO DEVELOP A STANDARD APPLICATION PROCESS
FOR THE YOUTH PROVISION FUND**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Cllr. Stanley, who had requested that this item be included on the Agenda, will provide a verbal report to Members at the meeting. A copy of the current Grant Aid application is attached to this report (**Appendix 1**), for reference.

DECISION

How do Members wish to proceed?



BOGNOR REGIS TOWN COUNCIL

GRANT AID APPLICATION FOR APRIL 2023

IMPORTANT NOTICE - ONLY applications received in **electronic format by email can be accepted. Please attach a **statement of either audited or certified accounts for the last complete year, copies of current bank statements for all bank accounts, a signed copy of the Chairman's or Secretary's report** and any other supporting documents you may wish to send. Please read questions carefully and provide a full answer.**

1. Name of your organisation

--

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

Name: Address: Postcode: Daytime telephone number: Position in organisation:
--

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

Please tick: Yes No

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

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

5. Please supply the following information:

Is your organisation's main base located within the five Wards of Bognor Regis (as identified on the enclosed map)? Yes No

When did your group/organisation start? (MM/YY) How many members do you have?

How many people use this service?

How many are Bognor Regis residents located within the five Wards (as identified on the enclosed map)?

6. Briefly describe the main purpose of your group/organisation. Please continue on additional sheet if necessary

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

8. Does your organisation come into contact with children, or vulnerable adults?

Please tick: Yes No

If yes, please provide a copy of Child Protection Policy and/or Vulnerable Adult Policy.

If copy of policy is not available, please explain why:

9. Please confirm the amount of the grant requested from the Town Council and enclose an estimated cost of proposals/project (please attach copies of estimates and costs - where the application is for new equipment that is over £100 in value, please supply at least two quotations)

10. Please confirm the amount of unrestricted reserves that your organisation holds

11. Please give an explanation as to why, instead of applying for a grant, the reserves identified in 10 above, cannot be used by your organisation for the proposals/project

12. Purpose of the grant - please show how this will meet the Town Council's strategy and priority headings as listed in the Guidelines/Criteria and Check List. Please continue on additional sheet if necessary

13. Show how costs of proposals/projects are to be met. Please continue on an additional sheet if necessary

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14. Details of other grants/funding applied for/to be applied for/obtained

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

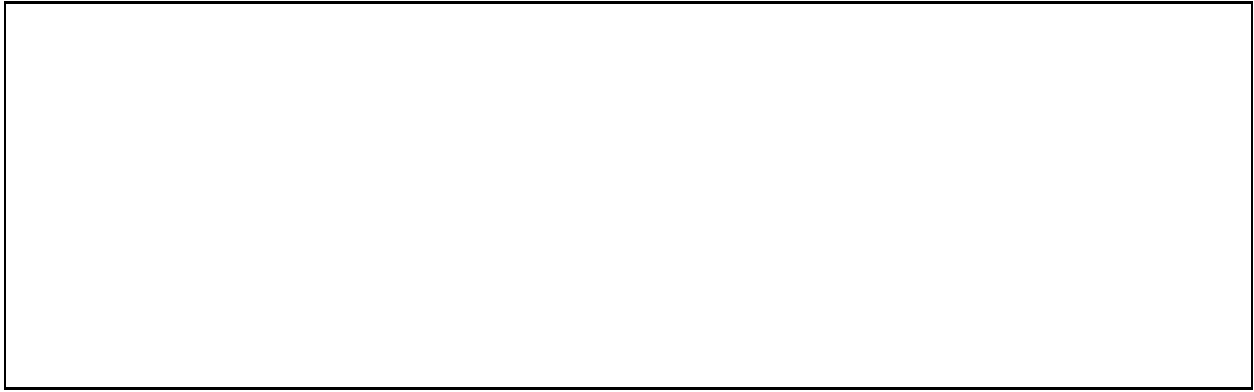
Details of any safety issues:
Public Liability Insurance: Yes
Amount held: No

16. Have you applied for funding from Bognor Regis Town Council before? - If so please give details of applications below. Please continue on additional sheet if necessary

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17. The Town Council is always seeking feedback to improve the service it provides. Therefore, please tell us what you think of this application form and give any suggestions as to how you feel it may be improved

6 months	12 months
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18. The Town Council is keen to hear about the impact and benefits arising from the Grant Aid awards. Therefore, if your application is successful, the Town Council will require a commitment from you to promote the support that you have received from the Town Council by including the logo that will be supplied to you in any promotional material that you produce of which you are required to provide the Town Council with electronic or hard copies. We will also be in touch with you, in due course, to request the following: feedback on the success of the event/initiative; a breakdown of the budget; the provision of photographs showcasing events and initiatives that the Town Council can share on their social media platforms. Please indicate below whether you anticipate that your event/initiative will be completed within 6 or 12 months of the funds being awarded, so that you are contacted at the appropriate time.

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

DATA PROTECTION: By making an application for funding from Bognor Regis Town Council, you agree that your contact details may be held and processed for the purpose of corresponding and assessing your funding application.

Bognor Regis Town Council usually contact previous applicants regarding Grant Aid, regardless of whether the application was successful or not. Please tick here [] to confirm you are happy for us to retain your details to enable us to contact you in the future in this regard only.

Bognor Regis Town Council's Privacy Notice may be viewed on our website. Alternatively, please email bognortc@bognorregis.gov.uk to request a copy.

PLEASE COMPLETE BELOW TO FINISH YOUR APPLICATION

Name..... Position.....

Date.....

Email address.....

Organisations website (if applicable).....

Please complete this form and return via email as soon as possible and **no later than 5.00pm on Thursday 22nd September 2022** , with all required documentation as outlined to:

Glenna Frost Town Clerk
BOGNOR REGIS TOWN COUNCIL
bognortc@bognorregis.gov.uk

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
6th FEBRUARY 2023**

**AGENDA ITEM 13 - TO NOTE THE DATE OF THE NEXT CLIMATE EMERGENCY
FOCUS GROUP – MIN. 54.2**

REPORT BY THE PROJECTS OFFICER

FOR NOTING

Members are asked to Note that the next Climate Emergency Focus Group Meeting will be held on Monday 20th February 2023 at 4.00pm.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
6th FEBRUARY 2023**

**AGENDA ITEM 14 - BOGNOR REGIS IN BLOOM WORKING GROUP -
CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND
REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE
14th DECEMBER 2022**

REPORT BY THE PROJECTS OFFICER FOR NOTING AND DECISION

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 14th December 2022 (**Appendix 1**).

The meeting was non-quorate and therefore Members are asked to **RATIFY** the following recommendations:

Bognor Regis In Bloom Working Group Meeting on 14th December 2022

- The Working Group **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee the expenditure of £4,455.72 for the Queen's Platinum Jubilee tree planting project to be funded from the Rolling Capital Programme's capital budget, as provided by the Policy and Resources Committee at its meeting on 22nd November 2021 (Min. 86.7 refers).
- The Working Group also **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee that Ms. T. Burrington, Mrs. S. Hamilton Jones, Mr. J. Hawkins, Ms. L. Macullam and Ms. L. McAllister be appointed as Co-opted Members of the Bognor Regis in Bloom Working Group, for the remainder of the Municipal year.

DECISIONS

Do Members **AGREE** to **RATIFY** the following: -

- To **RATIFY** the expenditure of £4,455.72 for the Queen's Platinum Jubilee tree planting project to be funded from the Rolling Capital Programme's capital budget.
- To **AGREE** to **RECOMMEND** to Council the appointment of the following Co-opted members to the Bognor Regis in Bloom Working Group: Ms. T. Burrington, Mrs. S. Hamilton Jones, Mr. J. Hawkins, Ms. L. Macullam and Ms. L. McAllister, for the remainder of the Municipal year.

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Wednesday 14th December 2022

PRESENT: Cllrs: S. Goodheart (Vice-Chairman) and P. Woodall, Ms. G. Edom, Mr. E. Fane (from Note 3), Mrs. M. Huntingdon, Mr. B. Jackson, Ms. P. Keane and Mr. S. Davis (Committee Clerk).

IN ATTENDANCE: Ms. T. Burrington, Mrs. S. Hamilton Jones, Mr. J. Hawkins and Ms. M. Stanley (members of Bognor Community Gardeners). Ms. L. Macallum and Ms. L. McAllister (colleagues of the late Kim Davis on other local environmental groups).

The Meeting began at 10.10am

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

Due to the absence of the Chairman Mr. P. Dillon, the Vice-Chairman Cllr. S. Goodheart was the Chairman for this meeting.

Apologies had been received from Cllr. Mrs. S. Staniforth, Mr. P. Dillon, Mr. J. Jones-McFarland and Mrs. J. Jackson. No apology had been received from Cllr. Mrs. J. Warr.

2. APPROVAL OF THE NOTES OF THE MEETING HELD ON 12th MARCH 2019 AND THE NON-QUORATE NOTES OF 30th APRIL 2019, 27th JUNE 2019, 29th AUGUST 2019, 3rd OCTOBER 2019, 16th JANUARY 2020, 22nd NOVEMBER 2020, 22nd MARCH 2021, 17th MAY 2021, 6th JULY 2021, 31st AUGUST 2021, 9th NOVEMBER 2021, 11th JANUARY 2022, 8th MARCH 2022, 19th MAY 2022, 23rd JUNE 2022, 28th JULY 2022, 22nd SEPTEMBER 2022 AND 16th NOVEMBER 2022

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

3. TO WELCOME MEMBERS OF THE BOGNOR COMMUNITY GARDENERS

The Chairman welcomed members and visitors to the meeting and led an open forum discussion on the respective activities carried out by the In Bloom Working Group and the Bognor Community Gardeners (BCG).

As part of the discussion, the Chairman informed the meeting of ADC's plan to commence the renovation of the Sunken Gardens on 9th January 2023, and that the garden would include a granite boulder and a memorial plaque with the wording "Kim's Garden". A number of those present requested further information that the Chairman was unable to provide.

It was therefore **AGREED** the Committee Clerk (CC) arrange an informal meeting, with James Jones-McFarland of ADC, for the Working Group and BCG to understand more fully, and provide input into, the renovation plans.

4. UPDATE ON THE PROVISION OF A CHRISTMAS TREE FOR BOGNOR REGIS RAILWAY STATION (AS A STATION PARTNER)

The CC advised the meeting that the Christmas tree had been erected by Town Force and decorated by Working Group Members. Final costs for the tree would be confirmed at the next meeting.

The verbal report was **NOTED**.

5. UPDATES ON THE PROPOSAL TO PLANT PALM TREES IN WATERLOO SQUARE AS PART OF THE PLANTING FOR THE QUEEN'S GREEN CANOPY (QGC) INITIATIVE

The CC confirmed that ADC had provided a quote for nine 2-2.5m cordyline trees at a total cost of £4,455.72 and a proposed planting plan. ADC would plant the trees at its expense.

Those present **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee the expenditure of £4,455.72 for the Queen's Platinum Jubilee tree planting project to be funded from the Rolling Capital Programme's capital budget, as provided by the Policy and Resources Committee at its meeting on 22nd November 2021 (Min. 86.7 refers).

6. UPDATE ON THE TREE PLANTING IN THE IDENTIFIED STREET LOCATIONS (AS COMPILED AT THE MEETING OF 8th MARCH 2022 AND SUBSEQUENTLY UPDATED FOLLOWING THE MEETING OF 28th JULY 2022 AND 22nd SEPTEMBER 2022)

Due to time restraints, Members **AGREED** this agenda item would be deferred until the next meeting.

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

Due to time restraints, Members **AGREED** this agenda item would be deferred until the next meeting.

8. RECRUITMENT OF VOLUNTEERS FOR BOGNOR REGIS IN BLOOM WORKING GROUP

Further to introductions and discussions on the various aspects of the In Bloom Working Group, some members in attendance from the Bognor Community Gardeners and other local environmental groups, expressed an interest in joining.

As such those present **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee that Ms. T. Burrington, Mrs. S. Hamilton Jones, Mr. J. Hawkins, Ms. L. Macullam and Ms. L. McAllister be appointed as Co-opted Members of the Bognor Regis In Bloom Working Group, for the remainder of the Municipal year.

9. UPDATE FROM VOLUNTEER PROJECTS INCLUDING BOGNOR COMMUNITY GARDENERS, HOTHAM PARK VOLUNTEERS AND THE HEDGEHOG TRACKING PARTNERSHIP

Due to time restraints, Members **AGREED** this agenda item would be deferred until the next meeting.

10. CORRESPONDENCE

There was no correspondence.

11. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 8th February 2023 at 11am.

The Meeting ended at 11.42am

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
6th FEBRUARY 2023

AGENDA ITEM 15 – UPDATE ON THE PROPOSAL TO JOIN ARUN DISTRICT COUNCIL AS A CONTRIBUTING PARTNER TO THE REFILL CAMPAIGN – MIN. 62 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Community Engagement and Environment Committee Meeting held on 5th December 2022, Members **AGREED** that the Projects Officer would gather more information from ADC and reach out to Georgina Smith from BR Community Cleans, who might lead on this campaign and **DEFER** this Agenda item to a future meeting.

Ahead of this meeting no further progress or updates have been received from Georgina BR Community Cleans or Arun District Council in regard to her leading the Refill campaign.

DECISION

How do Members wish to proceed?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
6th FEBRUARY 2023**

AGENDA ITEM 16 - UPDATE ON THE PROPOSAL FROM A MEMBER OF THE PUBLIC IN RELATION TO INSTALLING A FISH SCULPTURE ON THE SEAFRONT TO RAISE AWARENESS OF PLASTIC POLLUTION – MIN. 65 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Community Engagement and Environment Committee Meeting held on 5th December 2022, Members considered a proposal from a member of the public asking the Town Council to consider purchasing or hosting a fish sculpture, to be located on the seafront, to raise awareness of plastic pollution.

The proposal included details of an Emsworth based charity, Final Straw Foundation, who commission large scale aquatic sculptures made entirely from scrap metal. The foundation has a transportable sculpture 'Nellie', that can visit a town to raise awareness, with people filling the sculpture with used plastic bottles and aluminium cans to demonstrate how much waste is generated. Following a successful visit from 'Nellie', Lancing Parish Council recently commissioned their own fish to live permanently in Lancing.

At the meeting it was noted by the Projects Officer that any structure placed on the seafront would require permission from Arun District Council, whether temporary or permanent and the practicalities of this will need to be investigated should Members decide to proceed.

Members **AGREED** that the Projects Officer contact the charity to gain further information to present to the Committee, which is detailed below: –

Option One – Short-Term Hire

To hire 'Nellie', the cost required would be for the delivery, which would be approximately £300 plus VAT and delivered by Sailboat Trailers using a modified trailer. The duration of the visit would be 2-4 weeks depending on how much waste is put into the structure. The Town Council would be responsible for emptying the structure via a 'chin' mechanism that drops down so that a person can go inside and push the recycling out for collection. Advance notice would need to be given to Final Straw so that they know how many bottles/cans need to be collected to be recycled appropriately.



Option Two – Commission Own Fish Structure

There are two commissionable options: –

The first option is a manual bin system like 'Nellie', which would cost £4,200 plus VAT.

The Second option has a modified Eurobin and track system, so that the bottles/cans fall straight into modified bins which are suitable for normal refuse collection vehicles. This will cost in the region of £5,200 plus VAT. Bognor Regis Town Council would need to purchase two bins which could be modified and disguised as the fish's stomach. To modify the bins it will cost £400 plus VAT each.

The timeframe for these two options is dependent on how busy the team at Sailboat Trailers are and the availability of raw materials. Final Straw Foundation stated that in their previous experience, once the design and costs aspects are agreed, the structure takes approximately two months to construct and deliver.

DECISION

How do Members wish to proceed?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
6th FEBRUARY 2023**

AGENDA ITEM 17 - TO NOTE THAT THE CURRENT 5-YEAR LISTING OF BOGNOR REGIS TOWN HALL, AS AN ASSET OF COMMUNITY VALUE, IS TO EXPIRE ON 20th APRIL 2023, AND TO CONSIDER MAKING AN APPLICATION FOR ITS CONTINUATION

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Community Engagement and Environment Committee Meeting held on 11th September 2017, Members **AGREED** to make an application to Arun District Council to register the Town Hall as a community asset – Min. 45 refers.

At a further Committee Meeting held on 21st May 2018, it was reported to Members that Arun District Council had agreed to add Bognor Regis Town Hall to the list of Assets of Community Value with effect from 20th April 2013, for a period of 5 years – Min. 20 refers.

As the five-year period is now coming to end on 20th April 2023, Members are invited to consider whether they wish for the Projects Officer to make another application to Arun District Council to register the Town Hall as a community asset once again.

Members are asked to note that since the application made in 2017, Arun District Council have changed the criteria when applying for an Asset of Community Value, as detailed in their statement below:

“For us to be able to accept any future nominations there must be clear evidence provided to support one of the following statements:

- The current use of the asset furthers the social wellbeing or social interest of the local community, and it is realistic to think it can continue to do so.*
- There is a time in the recent past when an actual use of the asset furthered the social wellbeing or interests of the local community, and it is realistic to think that there is a time in the next five years it can do so again.*

As we have acquired over 10 years’ experience in deciding ACV nominations we have had to improve and expand on the process to make our decisions stronger.

All ACV nominations must contain strong evidence and support for community use, as highlighted above.

In light of this any future nominations should include as much evidence as possible to support the nomination. This can include, but is not limited to:

- *Testimonials, posters, footfall studies, newspaper clippings & social media activity. Any uses/activities that are listed as part of the nomination form will need examples.*
- *Evidence to back up any statements given in the ACV justification.*
- *Evidence to show how the loss of such a property will impact on the local community and how the asset enhances the social wellbeing of the community.*
- *Details of any groups that use the property together with a list of uses and all specific activities carried out, with evidence for each. For instance, baby groups, fitness classes, charity and sporting events, club meetings. How many times a week/month do these activities occur and how well are they attended and by whom?*
- *Is the venue available for hire by the local community? Are these activities just for local residents? Are there a wide range of social groups that benefit from these activities?*
- *Are there other venues of a similar type nearby? Please tell us where and how far away. We will require evidence that the activities/facilities provided by the property are perhaps not available in other facilities, therefore showing that the property is somehow unique in providing these facilities and that they further the social wellbeing or social interest of the local community.*
- *The evidence required must prove that these activities take place. The more evidence the better, i.e. Screenshots, Photos, Posters, diaries, public reviews, numbers of attendees at these events - anything that can back up the community use is essential.*
- *Public comments of support are particularly useful to the nomination. Listing activities/uses on the nomination alone is not enough without evidence, as this list could be out of date or proved to be false at a review."*

In gathering evidence for the application submitted in 2017, a simple survey was made available to user of the Town Hall and shared online. Letters were also sent to known users of the Town Hall, such as VAAC, asking them to provide evidence.

It should be noted that, with the Committee not due to meeting again until 11th April 2023, any decision to reapply for the Town Hall to be listed as an Asset of Community Value must be agreed at the meeting on 6th February 2023. If Members are minded to reapply then they will be asked to suggest ways in which evidence can be gathered, agreeing any potential survey questions, in considering Arun District Council's requirements.

DECISION

How do Members wish to proceed?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
6th FEBRUARY 2023**

AGENDA ITEM 18 – CORRESPONDENCE

1. Climate Change Bulletin - December 2022 Edition
2. Environment & Climate Change eNewsletter - December 2022 Edition
3. FuturForm Clearance Sale - Recycled Plastic Outdoor Seating - January 2023
4. Climate Change Bulletin - January 2023 Edition
5. geViews New Year! New Plans! - January 2023
6. Southern Railway Commute More, Collect More Rewards - January 2023
7. A29 Pulborough landslide update – January 2023
8. Just the ticket: get around for £2 or less on most West Sussex bus routes in New Year – January 2023
9. National Lottery Awards for England £300 - £10,000 - January 2023
10. Proposed County Council budget for the year ahead to be examined by scrutiny committee - January 2023
11. FuturForm Queen Elizabeth II Memorial Bench - January 2023