



BOGNOR REGIS TOWN COUNCIL

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

MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

I hereby give you Notice that a Meeting of the Community Engagement and Environment Committee of Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on TUESDAY 11th APRIL 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 Tuesday 11th April from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

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

DATED THIS 3rd APRIL 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 6th February 2023
- 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 final applications received for the Flexible Community Fund
- 8. Public transport bus accessibility in Bognor Regis – Min. 75 refers
- 9. To consider any environmental effect regarding pigeons in the Town Centre – Min. 75 refers
- 10. To review the draft Youth Provision Fund Application Form
- 11. Update on Youth Provision
- 12. Bognor Regis In Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Non-Quorate Meeting held on the 8th February and 22nd March 2023
- 13. To ratify the vouchers for the Mayor's Good Citizen Award for Young People
- 14. To receive an update on the installation of a fish sculpture on the seafront to raise awareness of plastic pollution – Min. 81 refers
- 15. To receive an update on the listing of Bognor Regis Town Hall as an Asset of Community Value – Min. 82 refers
- 16. To ratify arrangements of Hampshire Avenue Fun Week event for July 2023
- 17. 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 6th FEBRUARY 2023

PRESENT: Cllr. W. Smith (Chairman); Cllrs. J. Barrett,
J. Brooks, Mrs. S. Daniells, M. Stanley and
B. Waterhouse

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

The Meeting opened at 6.31pm

67. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

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

Apologies for absence were given by the Projects Officer, on behalf of Cllrs. Miss. C. Needs and Mrs. S. Staniforth due to personal reasons, and Mrs. J. Warr due to illness. No apologies were received from Cllr. H. Jones.

A Member suggested to vary the order of business and move Agenda items 8 and 9 to Confidential Business.

68. 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

69. TO APPROVE THE MINUTES OF THE MEETING HELD ON 5th DECEMBER 2022

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 5th December 2022.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 5th December 2022, as an accurate record of the proceedings and the Chairman duly signed them.

70. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.33pm

The Chairman invited members of the public to raise any questions or statements they wished to make.

A member of the public stated that three out of five of the toilets (one being a disabled toilet), in the new toilet block on the Esplanade were out of use. He also commented that the Bandstand railings are starting to rust, which due to the expensive paint is disappointing.

A Member said she was made aware of the toilet issue and had contacted the Leader of Arun District Council who stated that the toilets were blocked and the matter was rectified the same day. A Member seated in the public gallery added that this is an ongoing issue and that he regularly monitors

the toilets and stated his dissatisfaction regarding the state of the public toilets.

The Member seated in the public gallery asked if it would be possible to get further information regarding the West Sussex County Council's Initiative for Community Improvement and what it may cover. The Projects Officer advised that Kim Davis from the Climate Emergency Focus Group and Bognor Community Gardeners had been working on this initiative with staff from West Sussex County Council. Sadly, Kim had recently passed away so the Projects Officer will be in contact with West Sussex County Council and report back at a future meeting.

A Member stated that she would like the Council to write a letter to Arun District Council, on behalf of the residents of Bognor Regis regarding the public toilets on the Esplanade, and requested that this be a future Agenda item for this Committee to consider.

The Chairman reconvened the Meeting at 6.38pm

71. CLERK'S REPORT

There were no updates to report.

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

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

A Member asked on behalf of a Member from the Hatherleigh Ward whether their Ward Allocation could be used for grass cutting. The Chairman stated that the Member would need to email in this request and the funds can then be released.

The Member also asked if some of the Pevensey Ward Allocation could be used towards King George's Court, which is a sheltered block. They need funds to rejuvenate their lounge area and outdoors, where they would usually rely on fundraising to help fund the works. It was confirmed that, once agreed with her fellow Ward Councillors, the Member would need to email the suggestion in.

Several Members stated that they would consider how to use their remaining Ward Allocation before it expires on the 31st March 2023.

73. 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.

The Chairman provided Members with feedback on the defibrillator installed outside the Bogor Regis Amateur Boxing Club, which was funded by the Flexible Community Fund and is accessible to the public. The Chairman was involved in a photo opportunity with the Club and Plumbase who were also involved in the project. He wanted to express that providing the public with lifesaving equipment was a fantastic and great gesture to the community and thanked the Members for granting this.

74. It was **RESOLVED** to vary the order of business and move Agenda items 8 and 9 to Confidential Business.

75. 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

The Projects Officer's report on the Councillor Drop-in Surgery, was **NOTED**.

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, and invited to enquire about what it takes to stand as a Town Councillor for Bognor Regis.

A Member asked if bus accessibility to Arun Leisure Centre, from North Bersted/Town Centre to Sainsbury's/Shripney could be added to the next Agenda for this Committee, which Members **AGREED**.

Another Member said that many of the issues raised at the Drop-In Surgery were not necessarily Bognor Regis Town Council matters, but Councillors were actively signposting members of the public to the relevant Council bodies and that when appropriate BRTC Members would write in support of any issues.

A Member said she spoke at length to a member of the public about pigeons in the Town Centre causing damage to the environment. Several potential ideas were discussed to tackle the issue and Members ultimately **AGREED** to add this to the next meeting Agenda.

Members **AGREED** to schedule the next Online Open Forum meeting for 28th March 2023 at 6pm.

Following the meeting, it was realised that this date clashed with the Mayor's Civic Reception, therefore the Projects Officer will liaise with the Chairmen and send out invitations for an alternate date.

As the Open Forum takes questions from Facebook, a Member suggested taking questions from Facebook for all Committee Meetings, the Chairman stated as the Online Open Forum is not an official Council Meeting this is possible, however this is not the case in formal Meetings due to Standing Orders.

Members **RESOLVED** to **RATIFY** the expenditure of £59.00 for the hire cost and refreshments for booking of The Regis Centre for the Drop-In Surgery.

76. **AN UPDATE ON YOUTH PROVISION**

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

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 had been extended to the Projects Officer to attend a Listening Campaign with The Regis School and Sussex Clubs for Young People, however this was to a small group of students already involved with youth clubs and therefore the Projects Officer stated that he was working with The Regis School to conduct a survey to hear from all students.

A Member stated that the Listening Campaign would not satisfy the Motion, which he elaborated was to hear from students who are not currently involved in youth groups. The Projects Officer echoed this, and stated that the survey was to hear from a whole year or school, not just a select group who may already be attending out of school groups.

A Member suggested that liaison only be undertaken with The Regis School, to enable engagement with students that fall into the Bognor Regis Town Council Wards. The Chairman disagreed, as he felt the feedback would be useful regardless of where the children live. He said the aim is not to just help those within the Wards, but to get an understanding of the youths needs as a whole.

A Member also stated that it would be more beneficial to work with one school to do the job well, than to work with more schools and not be able to collate the feedback well due to the sheer number of responses. The Projects Officer confirmed that liaison would initially be with The Regis School, and once successful, contact can then be made with Felpham Community College.

77. TO DEVELOP A STANDARD APPLICATION PROCESS FOR THE YOUTH PROVISION FUND

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

A Member provided background as to how this application process could be useful following the recent requests for funding for Youth Provision received by the Town Council.

The Member spoke of creating a standard application process for the Youth Provision Fund, as this will ensure everyone is treated fairly in the application process and there will be transparency in the process for the public. He suggested a form, similar to the Grant Aid form, is produced for providers who are looking to apply for the Youth Provision funds. The form will include questions about relevant safety checks and financial information, which will allow Members to make a balanced decision based on the information provided. He pointed out it may be best to remove the Vulnerable Adult Policy and replace with Enhanced DBS checks.

A Member asked for clarification on whether the Town Council asks for sight of the completed DBS check or whether the organisation stated they have completed one and this is taken as confirmation. A Member said there is no standard procedure in place for this, hence this being added to the application.

At the invitation of the Chairman, Cllr. Goodheart seated in the public gallery asked for clarity as to whether this application would follow a similar feel to the Grant Aid calendar or more in-keeping with Flexible Community Fund and which entities can apply for this fund.

The Chairman stated it is neither, the Youth Provision Fund will be a pot of money allocated for Youth Provision which once the application is approved, the monies would be released. Monies will be set aside each year from the Policy and Resources Committee (for 2023/2024 of £14,000) for Youth Provision and there is not a specific window for an application to be considered. Another Member stated that in previous years monies were awarded to organisations that came forward and asked for funding, however, there has not been a formal application process.

Two Members stated that working with The Regis School and Felpham Community College, the Town Council may be able to better understand what youth activities are needed and align the funds to those requirements. Members felt that if the relevant supporting information is not provided then they would not be supportive of that application considering the impact that this could have when dealing with young people.

Members **AGREED** that a draft copy of the application form for Youth Provision funding be produced by the Projects Officer for the next Committee Meeting to consider.

78. TO NOTE THE DATE OF THE NEXT CLIMATE EMERGENCY FOCUS GROUP – MIN. 54.2

The Projects Officer's report advising that the meeting will be held on Monday 20th February 2023 at 4.00pm was **NOTED**.

79. 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

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

- 79.1** Members were asked 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, as provided by the Policy and Resources Committee at its meeting on 22nd November 2021 (Min. 86.7 refers).

Members were unsure of not only the high price of the trees, but whether this project had been completed. It was confirmed to go ahead at the end of February 2023 as part of the Jubilee Celebration. The Projects Officer confirmed there were 9 x 2-2.5 metres trees which were well established.

After some discussion, the Committee **RESOLVED** 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 budget.

The Projects Officer advised he would gather further information from the In Bloom Sub-Committee Clerk regarding the project including the location of these trees and report back at the next Committee Meeting.

- 79.2** Members **AGREED** 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.

A Member asked the Projects Officer if he had an update on the possibility of combining the In Bloom and Allotment awards to one event. The Projects Officer did not have an update on the matter and will report back at the next Committee Meeting.

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

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

The Projects Officer stated that he had no additional correspondence from Arun District Council on this Agenda item. A Member stated that essentially West Sussex County Councillor, Gary Markwell has agreed that Georgina Smith from Bognor Community Cleans would champion this campaign.

Members felt that working with Arun District Council on this was not necessary and Members **AGREED** that Georgina Smith from Bognor Community Cleans will take the lead on the project.

A Member showed his dissatisfaction when seeking updates from Arun District Council. Therefore, it was asked if this could be brought up at the next liaison meeting, to which another Member stated that there has not been a meeting in over a year. A final comment was made by a Member, who is a WSALC representative in relation to a forthcoming Parish Liaison meeting with Arun District Council whereby this could be raised on how to improve communication between Town, Parish and District Councils.

81. 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

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

A Member felt this item might prove costly both at the outlay but also with regards to emptying and maintenance. He suggested some alternative ways to encourage members of the public to recycle and tackle plastic pollution, such as chutes to the unused underground toilets which could house a can crusher. Another Member stated the short-term option may be a better quick win, but asked if Arun District Council would have to be approached regarding any licencing.

The Chairman suggested using private land to avoid gaining permission from Arun District Council, which will only delay the process further. The Member also suggested adding a QR code by the sculpture for the public to enter prize draws, to generate more interest. A Member asked if the Projects Officer could make contact with Arun District Council to enquire whether the large bin, in the shape of a life-ring, situated on the Promenade acts as an effective method to encourage recycling.

Members discussed several potential locations for the sculpture such as the Fishermen's Hut, decking areas on the seafront, and a suitable location that sits on the border of Pevensy and Hotham Wards.

The Chairman suggested to the Committee that he and another Member seated in the public gallery would speak to two other Town Councillors as to whether they would be supportive of using some of their remaining Ward Allocation to fund this project so that this could be implemented for May/June of 2023.

Members **RESOLVED** to **AGREE** the short-term hire for the summer season, at a cost of approximately £300 plus VAT, provided that Hotham Ward Councillors would be able to cover the cost.

Members **AGREED** to **DEFER** the location of the fish sculpture to the next meeting.

82. 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

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

A Member felt that this may be an unnecessary task given that, to prove that the Town Hall is an Asset of Community Value requires significant evidence, this only allows the community an additional six month moratorium to raise the funds to purchase the building should Arun District Council chose to sell it.

Cllr. M. Stanley left the Meeting at 7.33pm

A Member believed that should the Town Council choose not to apply for the building to be listed as an Asset of Community Value, then the community would still have the chance to purchase it.

Cllr. M. Stanley returned to the Meeting at 7.34pm

The Member also said, given that much of the interior and exterior of the building is Listed, that it would be highly unlikely for any developer to build on. Another Member felt that although this was a valid point, it would be unfortunate if the time came to sell the building, if the community were unable to raise the funds to buy the building.

Cllr. W. Smith left the Meeting at 7.43pm

Cllr. W. Smith returned to the Meeting at 7.44pm

The Chairman and a Member stated it would be prudent to apply for the Town Hall to be listed as an Asset of Community Value, given that Arun District Council may choose to sell at any given time without any notice required.

Members ultimately **AGREED** to proceed with the re-application for the Town Hall to be listed as an Asset of Community Value.

Members then discussed how to support the application and considered writing to groups who use the building, such as Voluntary Action Arun & Chichester and those who might show advocacy in this application such as the Business Improvement District, Youth Provision Steering Group. Due to the short time frame, Members **AGREED** to email in any suggestions to support the application, along with possible survey questions, which a Member asked if they could be written in plain English to encourage positive responses. The Projects Officer was asked to forward the survey used for the previous application to the Members.

83. CORRESPONDENCE

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

84. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d)

The Committee **RESOLVED** that due to the requirement to keep the recipients of the awards confidential at this time, it is advisable in the public interest that the public be excluded, and they are instructed to withdraw.

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

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

Following some discussion, Members **RESOLVED** to **AGREE** the nomination for the Mayor's Good Citizen Award.

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

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

Following some discussion, Members **RESOLVED** to **AGREE** the nomination for the Mayor's Citizen Award for Young People.

The Meeting closed at 8.18pm

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

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

Ratification of any spend and the utilisation of any remaining funds

Members are asked to **RATIFY** the following requests to utilise Ward Allocations.

The following awards have been made and require ratification by the Committee: -

Hotham Ward - Cllrs. J. Barrett, S. Goodheart, W. Smith and Mrs. J. Warr to donate £200 to the Town Council's Play Days/Hampshire Avenue Fun Week and £300 to hire a giant Fish Sculpture.

Marine Ward – Cllrs. Miss. C. Needs, M. Stanley and B. Waterhouse to donate £500.00 to the Town Council's Play Days/Hampshire Avenue Fun Week. Cllr. J. Brooks to donate £100 to the Bognor Regis Food Bank, £100 to Grandad's Front Room and £50 to The Samaritans.

Orchard Ward - Cllr. H. Jones to donate £500 to the Town Council's Play Days/Hampshire Avenue Fun Week.

Pevensey Ward - Cllrs. Mrs. S. Daniells and S. Reynolds to donate £252 to the Town Council's Play Days/Hampshire Avenue Fun Week.

Hatherleigh Ward - Cllr. A. Cunard to donate £375 to the Town Council's Play Days/Hampshire Avenue Fun Week.

Members are therefore asked to ratify the sum of **£2,377.00** as detailed above.

Members are asked to **NOTE** that any expenditure not utilised as of 31st March 2023 will be returned to General Reserves.

DECISION

Members are asked to **RATIFY** the amount of £2,377.00 from Ward Allocation's to support the Town Council's Play Days/Hampshire Avenue Fun Week, the hire of a giant Fish Sculpture, the Bognor Regis Foodbank, Grandad's Front Room and The Samaritans, to be funded as detailed above.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	CE&E C'tee Meeting 11th April 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	£200.00	Donated Play Days (Cllrs. SG, JB, WS & JW)	£500.00	Donated Play Days (Cllrs. CN, MS & BW)	£250.00	Donated to Bognor Regis Foodbank (Cllr. PW)	£252.00	Donated Play Days (Cllrs. SD & SR)	£375.00	Donated Play Days (Cllr. AC)		
10		£300.00	Donated to Fish Sculpture (Cllrs. SG, JB, WS & JW)	£100.00	Donated to The Food Bank (Cllr. JBr)	£250.00	Donated to Bognor Regis Foodbank (Cllr. KB)						
11				£100.00	Donated to Grandad's Front Room (Cllr. JBr)	£500.00	Donated Play Days (Cllr. HJ)						
12				£50.00	Donated to The Samaritans (Cllr. JBr)								
13	Total left Available	£0.00		£0.00		£500.00		£126.00		£0.00			
14	* £49 Earmarked from the Old Marine North Ward to purchase more beach litter posters												
15	** 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
11th APRIL 2023**

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

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Flexible Community Fund Application – Balance £4,198.00 (**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 £4,000.00 for 2023/2024, as recommended by this Committee, be reallocated to Youth Provision (Min. 138 refers). Any remaining funds from the Flexible Community Fund Budget for 2022/2023 will be returned to General Reserves.

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 11th APRIL 2023

AGENDA ITEM 8 - PUBLIC TRANSPORT ACCESSIBILITY IN BOGNOR REGIS – MIN. 75 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Councillor Drop-In Surgery held on the 31st January 2023, Members were asked about bus accessibility to Arun Leisure Centre, from North Bersted/Town Centre to Sainsbury's and Shripney.

At the last Community Engagement and Environment Committee Meeting held on 6th February 2023, Members **AGREED** to add this as an Agenda item to the next Meeting (Min. 75 refers).

It is a delegated function of the Town Council's Planning and Licensing Committee to make observations, on behalf of the Council, on transportation consultations as and when they are live.

Any public transport consultations are usually also open to members of the public and West Sussex County Council invite community engagement on buses in particular through their website yourvoice.westsussex.gov.uk/westsusbus and social media campaigns #WestSussBus, which the Town Council actively signpost members of the public towards when the consultations are live.

DECISION

How do Members wish to proceed?

AGENDA ITEM 9

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING 11th APRIL 2023

AGENDA ITEM 9 - TO CONSIDER ANY ENVIRONMENTAL EFFECT REGARDING PIGEONS IN THE TOWN CENTRE – MIN. 75 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Councillor Drop-In Surgery held on the 31st January 2023, Members were asked about pigeons in the Town Centre causing damage to the environment. At the last Community Engagement and Environment Committee Meeting held on 6th February 2023, Members **AGREED** to add this as an Agenda item to the next Meeting (Min. 75 refers).

Since the Drop-In Surgery, the Projects Officer has been advised that Arun District Council's Environmental Health Officer has confirmed that they have engaged with businesses in London Road regarding the matter. It is believed that the issue stems from individuals feeding pigeons as opposed to being litter related. The businesses have stated that it is not company policy to put up posters saying 'please don't feed the pigeons' but that they will ask any person obviously feeding the pigeons to stop. Unfortunately, individuals will often simply move to another location to continue feeding the pigeons.

The Officer from Arun District Council stated that they will continue to monitor the situation but added they are not always present to witness the feeding. They have asked whether the Bognor Regis Business Improvement District might be able to assist via the Community/Business Wardens. The Officer also said that should individuals continue to feed pigeons it may be possible to issue a Community Protection Warning/Notice, however this was stated as not the preferred solution. The Environmental Officer also advised that they would enquire as to whether ADC Communications Team might be able to assist with any portable signs, if practical.

DECISION

Members are invited to consider any action they might like to take.

AGENDA ITEM 10

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING 11th APRIL 2023

AGENDA ITEM 10 – TO REVIEW THE DRAFT YOUTH PROVISION FUND APPLICATION FORM

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Community Engagement and Environment Committee Meeting held on 6th February 2023, Members considered developing a standard application process for the Youth Provision Fund (Min. 77 refers). The purpose of the application form is to ensure that all applicants are treated equally within the application process whilst also providing transparency in the process for the public. It was suggested by a Member to adopt a form similar to the Grant Aid form, for providers who are looking to apply for the Youth Provision Fund.

The draft Youth Provision Fund application form (**Appendix 1**) has included the suggested questions regarding relevant safety checks and financial information, which will allow Members to make a balanced decision based on the information provided and the Vulnerable Adult Policy has been replaced with Enhanced DBS checks as advised by Members at the last meeting.

DECISION

Members are invited to review and **APPROVE** the draft Youth Provision Fund application form.



BOGNOR REGIS TOWN COUNCIL

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

Please tick:	Yes	No
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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 Enhanced Disclosure and Barring Service and **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](#). 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

--

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

--

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

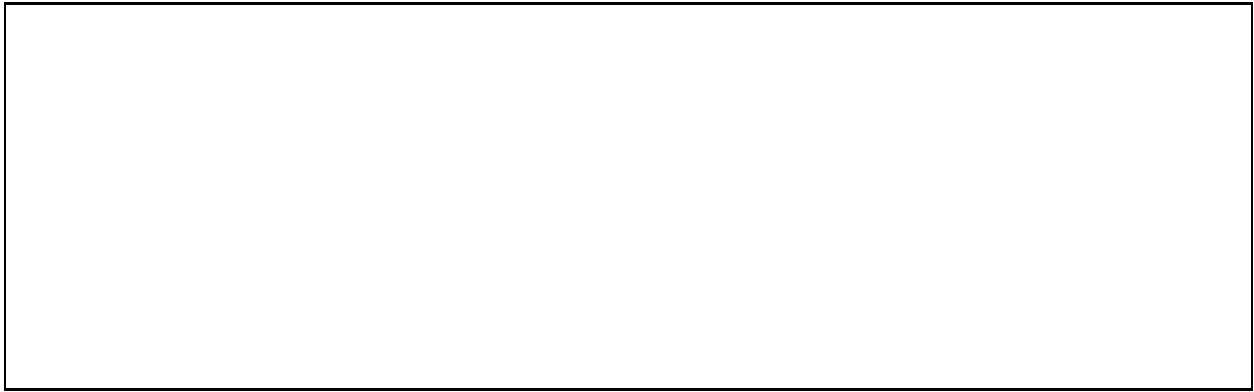
Details of any safety issues:
Public Liability Insurance: Yes
Amount held: No

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

--

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 Youth Provision Fund. 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 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 Youth Provision Fund, 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).....

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
11th APRIL 2023**

AGENDA ITEM 11 - UPDATE ON YOUTH PROVISION

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Update on the Motion proposed by Cllr. M. Stanley in relation to engagement with young people about what they would like to see regarding youth provision within the town

At the Community Engagement and Environment Committee Meeting held on 5th December 2022, Members **AGREED** that Officers would engage with students at The Regis School and Felpham Community College to better understand their needs, in relation to youth provision (Min. 59 refers).

The Projects Officer has received completed surveys from the students of both The Regis School (500) and Felpham Community College (200). The Projects Officer is currently compiling the data and will be able to provide analysis at the next meeting.

Request from Sussex Clubs for Young People (SCYP) to release the remaining funding

Following a presentation from Chris Cook (CEO of SCYP) at the Community Engagement and Environment Committee Meeting held on 6th December 2021, Members unanimously **RESOLVED** to **AGREE** in **PRINCIPLE** to explore possibilities and further opportunities to support youth provision for Bognor Regis. Chris had affirmed that he was happy to discuss this further but that if the Town Council could support, in principle, then this would allow conversations to be had elsewhere (Min. 53 refers).

At the Extraordinary Meeting of the Community Engagement and Environment Committee, on 19th April 2022, it was noted that this decision in principle awarded £10,000 match-funding to SCYP, which Chris Cook stated that the decision of match-funding would not be known until summer 2022. In the meantime, Chris was supportive of a request for funding from the Town Council to the Bognor Regis Youth and Community Centre (Min. 100 refers).

Ahead of the Community Engagement and Environment Committee Meeting held on 3rd October 2022, Members received an update from SCYP in support of their funding request. Members were subsequently asked, during the meeting, to consider releasing some of the Youth Provision Fund to SCYP. a Member of the Committee stated that one of the stipulations of agreeing to award £10,000 in principle to Sussex Clubs for Young People (SCYP) was that the fund would be matched. Upon reviewing the information provided by SCYP, Members **AGREED** to award £2,500 match-funding to SCYP for youth provision (Min. 43 refers).

SCYP are now asking for the remaining match-funding, however, to date the only funds raised that the Projects Officer is aware of, have been awarded to The 39 Club, and not under the title of 'Sussex Clubs for Young People'. Given that it was SCYP that the Town Council agreed in principle to support with match-funding, Members are asked to consider whether they feel they are able to support releasing any further funding.

DECISION

Having received evidence from Sussex Clubs for Young People of the match-funding which has been awarded to The 39 Club from The National Lottery, do Members **RESOLVE** to **AGREE** to the release of any further funding (up to £7,500) in support of youth provision in Bognor Regis?

Request for funding from The Regis School in collaboration with Sussex Clubs for Young People and The 39 Club

The Regis School have contacted the Projects Officer to seek funding to cover venue costs of £500 of The Arena Sports Centre. The Regis School are working on a Bognor Regis Community "Discover the Fun" day in collaboration with Sussex Clubs for Young People and The 39 Club to deliver this community engagement day on Saturday 22nd April 2023. All activities on the day are advertised as free and include a range of activities such as inflatables, sports, arts, crafts, games, music and climbing.

Owing to the date of the event, there is not time to ask for any agreed Youth Provision Fund form to be completed and considered at the next Community Engagement and Environment Committee Meeting in June.

DECISION

Do Members **RESOLVE** to **AGREE** to support the request from The Regis School for £500 expenditure from the Youth Provision Budget 2023/2024, towards the cost of venue hire to host a community day?

Update on the request for funding from Bognor Regis Community Centre

At the Extraordinary Meeting of the Community Engagement and Environment Committee held on 19th April 2022, Members agreed to support the Bognor Regis Community Centre with a grant to the value of £5,000, to be released in two parts (Min. 100 refers).

The remaining balance of £2,500 was to be released within 6 months, upon sight of up-to-date financial records and confirmation that all statutory obligations are being met in relation to the building including Health & Safety, Fire Safety, Risk Assessments, and Environmental Health. At present, this information is still required, and the original date set has expired.

DECISION

Do Members **AGREE** to the Bognor Regis Youth and Community Centre being given an extension of 3 months to allow time to ensure all the statutory obligations are met, in relation to the building including Health & Safety, Fire Safety, Risk Assessments, and Environmental Health?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
11th APRIL 2023**

**AGENDA ITEM 12 - BOGNOR REGIS IN BLOOM WORKING GROUP -
CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND
REPORTS IN THE NOTES OF THE NON-QUORATE MEETINGS HELD ON THE
8th FEBRUARY AND 22nd MARCH 2023**

REPORT BY THE PROJECTS OFFICER

FOR NOTING AND DECISION

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meetings held on the 8th February and 22nd March 2022 (**Appendix 1** and **Appendix 2**).

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

- Cost of the Christmas Tree at Bognor Regis Railway Station of £246.88 to be funded from the 2022/23 Environmental Projects Budget (Notes of 8th February 2023 refers).
- The appointment of Ms. S. Teverson as a Co-opted Member of the Bognor Regis in Bloom Working Group, for the remainder of the Municipal year (Notes of 8th February 2023 refers).
- Cost of the pea seeds of £8.00 to be funded from the 2022/23 Competition Expenses Budget (Notes of 22nd March 2023 refers).
- Cost of £36.95 to cover the purchase of 15 native hedging whips for the Servite Cemetery to be funded from the 2022/23 Environmental Projects Budget (Notes of 22nd March 2023 refers).

DECISIONS

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

- The cost of the Christmas Tree at Bognor Regis Railway Station of £246.88 to be funded from the 2022/23 Environmental Projects Budget?
- The appointment of Ms. S. Teverson as a Co-opted Member of the Bognor Regis in Bloom Working Group, for the remainder of the Municipal year?
- Expenditure of £8.00 for the pea seeds to be funded from the 2022/23 Competition Expenses Budget?
- The cost of £36.95 for hedging whips for the Servite Cemetery to be funded from the 2022/23 Environmental Projects Budget?

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council
Bognor Regis in Bloom Working Group
Wednesday 8th February 2023

PRESENT: Cllrs: S. Goodheart and P. Woodall, Mr. P. Dillon (Chairman), Ms. G. Edom, Mrs. S. Hamilton Jones, Mrs. M. Huntingdon, Ms. P. Keane and Mr. S. Davis (Committee Clerk).

IN ATTENDANCE: Cllr. J. Brooks and Ms. S. Teverson (member of Bognor Community Gardeners).

The Meeting began at 11.10am

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

Apologies had been received from Mr. J. Jones-McFarland and Mr. & Mrs. Jackson. No apologies had been received from Cllrs. Mrs. S. Staniforth and Mrs. J. Warr, Ms. T. Burrington, Mr. E. Fane, Mr. J. Hawkins, Ms. L. McAllister or Ms. L. McCullum.

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, 16th NOVEMBER 2022 AND 14th DECEMBER 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. WRAP UP OF THE PROVISION OF THE CHRISTMAS TREE AT BOGNOR REGIS RAILWAY STATION INCLUDING THE RATIFICATION OF THE FINAL COST OF THE TREE OF £246.88 AND CONSIDERATION OF ANY PLANTING PROJECTS IN 2023 AS A STATION PARTNER

Members **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee the cost of the Christmas Tree of £246.88 to be funded from the 2022/23 Environmental Projects Budget.

The meeting discussed options for updating the front of the Railway Station. The consensus view was for the removal of the large planters being replaced with smaller planters within a wider re-development of the station forecourt that would include outside dining and market stalls.

Members **AGREED** to include this subject as an agenda item at the next meeting, for further discussion.

4. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

BRiB Annual Competition – To discuss and agree entry form and format for the 2023 competition

The Committee Clerk (CC) distributed a proposed copy of the entry form for the 2023 competition. There were no suggested changes and the Members **AGREED** that the entry form, as proposed, will be the final version.

Members discussed how to publicise the competition and it was **AGREED** this should include Facebook, the Town Council website, e-Bulletin and the local press.

Members further **AGREED** the CC should email the form to all allotment tenants.

A Councillor seated in the public gallery suggested amalgamating the In Bloom Awards Evening with the Allotment Awards Presentations, so the Awards Evening became a wider gardening community event. This suggestion was welcomed by all Members, and it was **AGREED** to include this as an agenda item on the next Allotments Sub-Committee Meeting.

Guides & Scouts Competition – To discuss and agree theme and planting location for the 2023 competition

Members **AGREED** the theme for this year's competition would be floral designs, celebrating the King's Coronation. The designs should incorporate red, white, and blue with the option to include orange or yellow to represent, for example, a crown.

Following recent vandalism and the theft of a winner's plaque, the meeting **AGREED** that the CC approach Paul Tiernan to explore the possibility of using Bognor Regis Mini Golf as the location for the winning design. It was widely acknowledged that this had been an excellent location in the past.

Schools Competition – To discuss and agree theme for the 2023 competition

The CC advised the meeting that he had approached eight local schools to seek expressions of interest in this year's competition but had only one reply to date. He advised he would be following up with telephone calls. The verbal report was **NOTED**.

Following a discussion on previous competitions, and the need for the chosen plant to be mature enough to be judged in early July, The meeting **AGREED** that peas be chosen for the 2023 competition.

Mrs. M. Huntingdon advised that she would send a leaflet for growing peas to the CC, that had been used in a previous competition.

Any other Competition

It was **AGREED** there would be no other competitions this year.

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 advised that the Community Engagement and Environment Committee had ratified the expenditure of £4,455.72 for the Queen's Platinum Jubilee tree planting project. The expenditure will 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 CC further advised that he had been given a provisional planting date of 1st March 2023. The verbal report was **NOTED**.

Members proceeded to discuss the placement of the trees. Some had been in conversation with James Jones-McFarland (JJM) and understood the intention was for the trees to form an avenue on the western boundary of Waterloo Square. This differed from the plan previously provided by JJM to the CC. Those present expressed their preference for the "avenue" style of planting and **AGREED** to request the CC advise JJM accordingly.

An image of the authorised QGC commemorative plaque was shown to Members and the CC advised the price of a steel plaque from an approved supplier was approximately £100. The CC also advised that other suppliers could be used provided they use the authorised template.

It was **AGREED** the CC should approach local suppliers to obtain quotes for a range of plaques, made from different materials.

6. CONSIDERATION OF ANY FLORAL DISPLAYS TO COMMEMORATE THE CORONATION OF KING CHARLES III

A discussion was held on the success of the Platinum Jubilee planting around the Beacon in 2022 and on the placement of promenade planters near the pier.

It was acknowledged that even though the Beacon would not be lit for the King's Coronation, that area of the promenade was still a focal point and should be the location for a floral display. Members also discussed the

possibility of the promenade planters near the pier being spread further apart to reach the western end of The Esplanade.

Members **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee that £600 of the 2023/24 Environmental Projects Budget be used to fund a floral display at the Beacon. It was further **AGREED** that ADC be approached to request the promenade planters be spread further apart so they reach the western end of The Esplanade.

Cllr. J. Brooks and Ms. P. Keane left the meeting

7. 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) AND ANY OTHER TREE PLANTING PROJECTS

The CC advised that ADC did not have a WSCC tree planting licence and, as a result, the planting of trees in partnership with ADC on its land was the most straightforward way to get trees planted. The verbal report was **NOTED**.

The CC distributed a list of ADC's planting locations and advised he had requested approximate costings from JJM. Members **AGREED** that this should be discussed at a subsequent meeting when JJM is in attendance.

Mrs. S. Hamilton Jones advised the meeting that there was a planting opportunity bordering Hothampton Car Park and that she would discuss this matter directly with JJM in her capacity as a member of Bognor Community Gardeners.

At a previous meeting, Cllr. S. Goodheart suggested a tree planting location in Lyon Street and Members **AGREED** the CC obtain ownership details for that land. Subsequent to the meeting, the CC confirmed this land was on the original street planting list and the land is owned by WSCC.

Cllr. S. Goodheart further advised of a discussion he had had with the clubs based at the sports ground at the junction of Hawthorn Road and Nyewood Lane regarding the planting of trees and hedgerows. As this discussion took place before the pandemic the meeting **AGREED** that Cllr. Goodheart approach the clubs to determine if there is still an interest in planting trees and hedgerows.

Ms. G. Edom confirmed a further planting opportunity. The Servite Cemetery had a requirement to extend a native hedgerow, that does not require any third-party approval.

Members **AGREED** to donate a sum of money, up to £50, to the Servite Cemetery to cover the purchase of 15 native hedging whips. Ms. G. Edom

will confirm the cost of the hedging at the next meeting at which point a recommendation will be made to the Community Engagement and Environment Committee, that the donation be funded from the 2022/23 Environmental Projects Budget.

8. SUGGESTIONS FOR PARTICIPATION IN THE GREAT BRITISH SPRING CLEAN 17th MARCH - 2nd APRIL

Members discussed participation in the Spring Clean and **AGREED** that there should be two litter picks covering the Ladybrook Community Orchard and the "Bluebell Woods" area by Butlin's. Where it is safe to do so, the road verges between those locations will also be litter picked.

Once the Members have advised the CC of their availability two dates will be chosen and members of the public and community groups will be invited to participate.

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

Mrs. S. Hamilton Jones raised the subject of the planters in Queensway and suggested the planters required better drainage and questioned whether Town Force could drill holes. Members **AGREED** the CC raise the matter with the Town Force Manager.

NB Subsequent to the meeting the CC can report that Town Force has this investigatory work already scheduled.

Cllr. S. Goodheart advised he had reported damaged fencing near the Ice House, London Road directly to JJM.

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

Ms. S. Teverson, a Member of Bognor Community Gardeners, was present at the meeting and expressed her willingness to join the Working Group.

As such those present **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee that Ms. S. Teverson be appointed as a Co-opted Member of the Bognor Regis in Bloom Working Group, for the remainder of the Municipal year.

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

Bognor Community Gardeners:

Mrs. S. Hamilton Jones advised that conversations were still taking place on whether the BCG would remain as a constituted body with representation on the In Bloom Working Group or disband and become a loose group of volunteers. The Chairman responded to confirm the Working Group's support of the BCG.

Hotham Park Volunteers:

No volunteer from Hotham Park Volunteers was present so there was no update.

Hedgehog Tracking Partnership:

Ms. G. Edom briefed the Working Group on the plan to recruit and train volunteers to undertake hedgehog tracking at schools and other green spaces. She reminded Members that the partnership consisted of BRiB, the University of Chichester and The Friends of Hotham Park.

12. CORRESPONDENCE

There was no correspondence.

13. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 22nd March 2023 at 11am.

The Meeting ended at 1.05 pm

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Wednesday 22nd March 2023

PRESENT: Cllrs. Mrs. J. Warr and P. Woodall, Ms. G. Edom, Mr. E. Fane, Mrs. S. Hamilton Jones, Mrs. M. Huntingdon, Ms. P. Keane and Mr. S. Davis (Committee Clerk).

IN ATTENDANCE: Mrs. S. Teverson (member of Bognor Community Gardeners).

The Meeting began at 11.15am

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 both the Chairman Mr. P. Dillon and the Vice-Chairman Cllr. S. Goodheart, Mrs. M. Huntingdon was the Chairman for this meeting.

Apologies had been received from Cllr. S. Goodheart, Mr. P. Dillon and Mr. & Mrs. Jackson. No apologies had been received from Cllr. Mrs. S. Staniforth, Ms. T. Burrington, Mr. J. Jones-McFarland, Mr. J. Hawkins, Ms. L. McAllister or Ms. L. McCullum.

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, 16th NOVEMBER 2022, 14th DECEMBER 2022 AND 8th FEBRUARY 2023

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. UPDATE ON REMAINING BUDGETS, INCLUDING DECISION ON WHETHER TO EARMARK THESE

Available in Earmarked Reserves:

Competition Expenses: £1,579

Environmental Projects: £2,948
Fundraising Budget: £802

Members discussed a commitment to utilise the Environmental Projects Earmarked Reserves for tree planting projects in the coming year (referred to in item 8) but **NOTED** the actual projects could not be agreed without input from James Jones-McFarland.

Members noted the remaining balances for 2022/23 funding as:

Competition Expenses: £14
Environmental Projects: £121

Members **NOTED** that the above remaining balances, included figures to be ratified later in the meeting.

After discussing monies remaining in the Competition Expenses and Environmental Projects budgets, Members present **AGREED** not to earmark the unspent amounts.

4. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

BRiB Annual Competition – Update on Entries

The Committee Clerk (CC) confirmed entry forms for the 2023 competition had been made available online, shared on Facebook and would be publicised in the local newspaper. The verbal report was **NOTED**.

Guides & Scouts Competition – Update on entries and confirmation of the planting location for the 2023 competition

The CC confirmed entry forms for the 2023 competition had been sent out and that he was already receiving completed designs.

The CC also advised that Bognor Regis Mini Golf had agreed that the winning design could be planted within its grounds. The verbal report was **NOTED**.

Gillian Edom and Phyl Keane volunteered to judge the design entries and Members **ASKED** the CC to coordinate with Town Force to arrange a date for the judging.

Schools Competition – Update on entries and to ratify the cost of £3 for the pea seeds being sent to the schools

The CC advised the meeting that he had approached eight local Infant and Junior schools to seek expressions of interest in this year's competition and to date five had asked to take part. One school was intending to have all pupils entering the competition and, this increased participation, had required further seeds, at an additional cost of £5, to be purchased. The verbal report was **NOTED**.

Members **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee the cost of the pea seeds of £8.00 to be funded from the 2022/23 Competition Expenses Budget.

Following a discussion on previous competitions, Members requested the CC also invite local Nursery Schools to participate.

5. WASH UP OF PALM TREE PLANTING IN WATERLOO SQUARE AS PART OF THE PLANTING FOR THE QUEEN'S GREEN CANOPY (QGC) INITIATIVE

Members commented on the quality of the trees and the publicity on both Facebook and Website. The CC advised an article had been sent to the Bognor Observer.

6. TO RECONSIDER THE DECISION TO FUND A FLORAL DISPLAY AT THE BEACON TO COMMEMORATE THE CORONATION OF KING CHARLES III

At the last meeting Members **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee that £600 of the 2023/24 Environmental Projects Budget be used to fund a floral display at the Beacon.

The CC advised that after the last meeting, he had been informed that the Town Council would not be placing a display at the Beacon which BRiB could contribute to. He had also been advised that a budget of £600 would be insufficient to fund a standalone display.

Members therefore **AGREED** to **RETRACT** its **RECOMMENDATION** to the Community Engagement and Environment Committee that £600 of the 2023/24 Environmental Projects Budget be used to fund a floral display at the Beacon.

7. CONSIDERATION OF ANY PLANTING PROJECTS AT BOGNOR REGIS RAILWAY STATION IN 2023, AS A STATION PARTNER

Members **AGREED** to defer this agenda item to the next meeting attended by James Jones-McFarland.

8. 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) AND ANY OTHER TREE PLANTING PROJECTS

The CC advised that James Jones-McFarland had planned to bring to the meeting several costed tree planting options from the previously distributed list of ADC's planting locations. As JJM was not in attendance Members **AGREED** that this should be discussed at a subsequent meeting when JJM is present.

Mrs. S. Hamilton Jones (SHJ) advised the meeting that there was a planting opportunity bordering Hothamton Car Park that required the removal of two poorly performing rowan trees which would be replanted by ADC, at its cost, in Hotham Park.

SHJ further advised that the trees had been funded by BRIB and that ADC required Members approval to relocate the trees. Members acknowledged the poor quality of the ground at Hothamton Car Park, and that the trees would have a better chance of survival in Hotham Park. Members therefore **AGREED** the trees should be relocated.

9. RATIFICATION OF A DONATION OF £36.95 TO THE SERVITE CEMETERY FOR THE PURCHASE OF NATIVE HEDGING WHIPS

Members had previously **AGREED** to donate a sum of money, up to £50, to the Servite Cemetery to cover the purchase of 15 native hedging whips. Ms. G. Edom has subsequently provided the CC with a Woodland Trust invoice for £36.95 covering the cost of the hedging.

Members **AGREED** to **RECOMMEND** the cost of the hedging of £36.95 to the Community Engagement and Environment Committee to be funded from the 2022/23 Environmental Projects Budget.

10. SUGGESTIONS FOR PARTICIPATION IN THE GREAT BRITISH SPRING CLEAN 17th MARCH - 2nd APRIL

The CC advised the meeting that there would be a litter pick on 23rd March 2023 at the Ladybrook Community Orchard and a second litter pick at Milberry Woods on 29th March 2023. Both dates had been widely circulated but, to date, only three volunteers had registered their names.

The verbal report was **NOTED**.

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

The CC reminded Members that the drainage issue of the Queensway large plant pots was being investigated by Town Force.

The verbal report was **NOTED**.

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

Bognor Community Gardeners:

Mrs. S. Hamilton Jones advised that the BCG has decided it would remain as a constituted body with representation on the In Bloom Working Group.

She further advised that the BCG were working on projects at the Town Cemetery and the alleyway outside Morrisons with potential future projects in Hotham Park and the Sunken Gardens.

Hotham Park Volunteers:

No volunteer from Hotham Park Volunteers was present so there was no update.

Hedgehog Tracking Partnership:

Ms. G. Edom informed the Working Group that over thirty individuals and three schools have so far volunteered to participate and that two training sessions have been planned. In addition, a notice board in Hotham Park was being cleaned and earmarked for the Partnership's use.

The meeting was further advised that other wildlife surveys were to commence in Hotham Park with the first being bird counts.

13. CORRESPONDENCE

Correspondence:

- Thank you email from Chris Bemrose regarding the donation for the Servite Cemetery hedging.
- Invitation from Arun Valley & Sussex Coast Line Group to attend the unveiling of a Memorial bench at Chichester Station. Invitation has been passed to Cllr. S. Goodheart and Ed Fane as the Working Group's representatives on that Group.
- Letter from Bognor Regis Town Council inviting support for the registration of the Town Hall as an Asset of Community Value (ACV). Those Members present **AGREED** that the CC reply to the letter confirming BRiB's use of the Town Hall for both formal meetings and informal gatherings to, for example, judge competition entries.

14. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 26th April 2023 at 10am.

The Meeting ended at 12.13pm

AGENDA ITEM 13

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING 11th APRIL 2023

AGENDA ITEM 13 - TO RATIFY THE VOUCHERS FOR THE MAYOR'S GOOD CITIZEN AWARD FOR YOUNG PEOPLE

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Community Engagement and Community Committee Meeting held on 6th February 2023, Members agreed the nominations for the Mayor's Citizen Award for Young People (Min. 86 refers).

At the Mayor's Civic Reception held on 28th March 2023, the Mayor and Mayoress presented certificates and a £25 gift card to both the Mayor's Cadet Amy Wales, and to Jack Lockwood, as the recipients of the Mayor's Good Citizen Award for Young People.

DECISION

Members are asked to **AGREE** to **RATIFY** the 2 x £25 gift cards for the recipients of the Mayor's Citizen Award for Young People.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
11th APRIL 2023**

AGENDA ITEM 14 - TO RECEIVE AN UPDATE ON THE INSTALLATION OF A FISH SCULPTURE ON THE SEAFRONT TO RAISE AWARENESS OF PLASTIC POLLUTION – MIN. 81 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the last Community Engagement and Environment Committee Meeting on 6th February, Members agreed to the short-term hire for the summer season, at a cost of approximately £300 plus VAT, providing Hotham Ward Councillors would be able to cover the cost (Min. 81 refers).

Hotham Ward Members have **AGREED** to donate £300 from their Ward Allocation to pay for the fish sculpture hire.

At the last meeting, although the Chairman suggested using private land to avoid gaining permission from Arun District Council, which might delay the process further, Members **AGREED** to **DEFER** the location of the fish sculpture to the next meeting.

At the previous meeting, a Member asked about the effectiveness of the large bin, in the shape of a life-ring, situated on the Promenade in relation to encouraging recycling. The Projects Officer has put this question to Officers at Arun District Council but, at the time of publishing this report, there has been no response from Arun on this.

DECISION

Members are invited to consider the location and date for the giant fish sculpture.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
11th APRIL 2023**

**AGENDA ITEM 15 – TO RECEIVE AN UPDATE ON THE LISTING OF
BOGNOR REGIS TOWN HALL AS AN ASSET OF COMMUNITY VALUE – MIN.
82 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

At the Community Engagement and Environment Committee Meeting held on 6th February 2023, Members were advised that the listing of Bognor Regis Town Hall as an Asset of Community Value was due to expire on 20th April 2023. Members subsequently **AGREED** to proceed with re-applying for the building to continue being listed as an Asset of Community Value.

The Projects Officer can confirm that the application with supporting information was submitted on 27th March 2023 to Arun District Council for consideration. It is expected that further information may be required and therefore surveys and further supporting evidence will continue to be collated by Officers.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
11th APRIL 2023**

**AGENDA ITEM 16 - TO RATIFY ARRANGEMENTS OF HAMPSHIRE AVENUE
FUN WEEK EVENT FOR JULY 2023**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Community Engagement and Environment Committee Meeting held on 3rd October, Members **RESOLVED** to recommend to the Policy and Resources Committee a budget of £3,500 to hold the Playdays event over 3 days, at Hampshire Avenue, for 2023/2024 (Min 48 refers). This was subsequently agreed when the budget was approved.

In order to provide for 5 days of activities, as in previous years, a number of Councillors have kindly donated their remaining Ward Allocation budget towards the Hampshire Avenue 'Fun Week', thereby increasing the budget for the 2023 event by a further £1,827.

Subject to approval of the event application by ADC, the Hampshire Avenue 'Fun Week' event will commence week beginning 24th July 2023, which coincides with the first week of the school holidays in West Sussex. Running this event at the end of July also avoids any crossover with our weekly Funshine Day events in August and allows for the Town Council to provide free events during every complete week of the summer holidays.

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

Following the huge success of last year's offering at Hampshire Avenue, evidenced by Facebook post reaches in excess of 40,000 and numerous positive comments made in-person to BRTC Officers in attendance at the event last year, the same programme will be offered for 2023.

DECISION

Members are invited to **AGREE** to **RATIFY** the arrangements made to hold a week-long Hampshire Avenue 'Fun Week' commencing week beginning 24th July 2023 along with the total cost of £5,327.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
11th APRIL 2023**

AGENDA ITEM 17 – CORRESPONDENCE

1. Climate Change Bulletin - February 2023
2. Environment & Climate Change eNewsletter - Feb 2023
3. Cabinet Member reflects on support for Ukrainians in West Sussex – West Sussex County Council – Feb 2023
4. Warning to businesses illegally selling alcohol to children – West Sussex County Council – Feb 2023
5. Adult maths and numeracy skills boost for Sussex – West Sussex County Council – Feb 2023
6. Green light for £17.4million boost for West Sussex bus travel – West Sussex County Council – Feb 2023
7. Volunteering opportunities with the West Sussex Waste Prevention Advisor Scheme – West Sussex County Council – Feb 2023
8. County Council approves council plan and budget to deliver investment and support – West Sussex County Council – Feb 2023
9. 'House Project' launches for West Sussex care leavers – West Sussex County Council – Feb 2023
10. Annual budget to be decided at Full Council meeting next week – West Sussex County Council – Feb 2023
11. Over £900k invested in local apprenticeships – West Sussex County Council – Feb 2023
12. Climate Change Bulletin - March 2023 – West Sussex County Council – Feb 2023
13. Recycling Centres extend opening hours across West Sussex – West Sussex County Council – March 2023
14. Local renewable energy scheme aims to cut carbon emissions and save on bills – West Sussex County Council – March 2023
15. Public invited to have their say on A259 Bognor to Littlehampton highway infrastructure proposals – West Sussex County Council – March 2023
16. County Council supports bid to tackle abuse and intimidation towards local councillors – West Sussex County Council – March 2023
17. West Sussex Libraries' Wellbeing Month 2023 – West Sussex County Council – March 2023
18. Have your say on proposed cycling and walking improvements in Felpham – West Sussex County Council – March 2023
19. Higher number of children offered first preference secondary school places in West Sussex – West Sussex County Council – March 2023