



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 MONDAY 12th JUNE 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 12th June 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 5th JUNE 2023

TOWN CLERK

THE AGENDA and BUSINESS to be TRANSACTED is:

1. To Note the Appointment of Chairman and Vice-Chairman as agreed at the Annual Town Council Meeting on 22nd May 2023
2. Chairman's Announcement and Apologies for Absence
3. 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
- 4. To approve the Minutes of the Meeting held on 11th April 2023
- 5. Adjournment for public questions and statements
- 6. Clerk's Report
- 7. Appointment of Sub-Committees, Working Groups and Topic Teams
 - a) Bognor Regis in Bloom Working Group including consideration of recommendations to Council of co-options for ratification
 - b) Beach and Sea Access Topic Team
 - c) Youth Provision Steering Group
 - d) Climate Emergency Focus Group
- 8. To Note the Terms of Reference for the following:
 - a) Community Engagement and Environment Committee
 - b) Bognor Regis in Bloom Working Group
 - c) Beach and Sea Access Topic Team
 - d) Youth Provision Steering Group
 - e) Climate Emergency Focus Group
- 9. To consider the next steps in relation to West Sussex County Council's Initiative for Community Improvement – Min. 91.1 refers
- 10. To receive an update in relation to pigeons in the Town Centre – Min. 95 refers
- 11. To receive an update on the installation of a fish sculpture on the seafront to raise awareness of plastic pollution – Min. 100 refers
- 12. Update on Youth Provision including: –
 - To Note the change of name from Youth Provision Fund Application to Youth & Young Persons Budget Application – Min. 96 refers
 - To agree on the aims and objectives for applications to the Youth & Young Persons Budget and to consider adopting a Guidelines/Criteria and Check List, and a Monitoring Form
 - To receive feedback from Youth Provision Surveys completed by students from The Regis School and Felpham Community College and agree any next steps – Min. 59 refers
 - To consider whether the remaining £7,500 from the 2022/23 Youth & Young Persons Budget placed in Earmarked Reserves would require match funding in the event of an application being received by Sussex Clubs for Young People – Min. 97.2 refers
- 13. Bognor Regis in Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Non-Quorate Meeting held on the 26th April 2023
- 14. Consideration of dates of future Online Community Open Forums and Councillor Drop-In Surgeries
- 15. Correspondence

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

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
12th JUNE 2023**

AGENDA ITEM 1 – TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING ON 22nd MAY 2023

REPORT BY THE PROJECTS OFFICER

FOR NOTING

At the Annual Town Council Meeting, held on 22nd May 2023, Members agreed that Cllr. John Barrett be appointed as Chairman of the Community Engagement and Environment Committee for the 2023/24 municipal year and that Cllr. Nigel Smith be appointed as Vice-Chairman.

DECISION

Members are asked to **NOTE** the appointment of Cllr. Barrett as the Chairman, and Cllr. Smith as Vice-Chairman, of the Community Engagement and Environment Committee for the 2023/24 municipal year.



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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON TUESDAY 11th APRIL 2023

PRESENT: Cllrs. J. Barrett, J. Brooks, Miss. C. Needs and
M. Stanley

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

The Meeting opened at 6.31pm

87. 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 work commitments and Cllr. Mrs. Warr for personal reasons. No apologies were received from Cllr. Mrs. Daniells, Cllr. H. Jones and Cllr. Mrs. S. Staniforth.

88. 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

89. TO APPROVE THE MINUTES OF THE MEETING HELD ON 6th FEBRUARY 2023

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 6th February 2023.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 6th February 2023, as an accurate record of the proceedings and the Chairman duly signed them.

90. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.34pm

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

A Member seated in the public gallery, who is a trustee of 'Friends of Hotham Park' asked if it would be possible for any activities or events that are being organised within the park to be communicated to the 'Friends of Hotham Park'. The Member explained that this would allow the noticeboards within the park to display accurate information. The Member asked whether the Projects Officer would be happy to have his email address passed onto the secretary of the 'Friends of Hotham Park', which he stated he was.

The Chairman reconvened the Meeting at 6.38pm

91. CLERK'S REPORT

91.1 6th February 2023 – Min. 70. refers – Adjournment for public questions and statements

At the Community Engagement and Environment Committee Meeting held on 6th February 2023, 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. The Projects Officer has contacted Arun District Council regarding this issue and has been advised that the toilets are currently open, however this is only the eastern two. Arun District Council shall be implementing further signposting to the Regis Toilets.

The member of the public also commented that the Bandstand railings are starting to rust, which due to the expensive paint is disappointing. The Projects Officer has contacted Arun District Council who are aware of the rust bleeding through the paint. The cast iron metal work was sandblasted back to bare metal prior to repainting. There are approximately 8 layers of specialist marine paint on the Bandstand, which will undergo decoration every 2 years, the next of which will occur in late 2024.

A 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 attended an online meeting with two Officers from West Sussex County Council regarding the initiative. During the meeting the three areas of the initiative were discussed: 'Community Highways Partnerships' which is a variety of maintenance activities on the public highway by signing up to a simple agency agreement with West Sussex County Council; 'Community Led Improvement' where communities can raise concerns about highways issues within their area and put forward an application for funding through the County Council's Annual Works Programme; 'Community Action' is to support and enable various opportunities for communities and volunteer groups to work on enhancing their neighbourhood through a variety of activities. The Projects Officer asked for examples of specific projects that other Town and Parish Councils have delivered and was advised of the 'Pollinator Highways' with project partners including Lancing Parish Council and Selsey Town Council. The Projects Officer will add this item to the agenda for the next Meeting on the 12th June 2023 to allow for further consideration.

91.2 6th February 2023 – Min 79.1 refers – Bognor Regis in Bloom Working Group

At the meeting Members were unsure of not only the high price of the trees, but whether this project had been completed. Members asked the Projects Officer to 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. The Projects Officer can confirm that the cordyline trees have been planted at the western boundary of Waterloo Square Gardens.

92. 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.

Members **AGREED** to **RATIFY** the sum 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.

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

93. FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE AND DETERMINE ANY FINAL 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 the remaining 2022/23 budget of £4,198, as detailed on the appendix, would therefore be returned to General Reserves.

94. PUBLIC TRANSPORT BUS ACCESSIBILITY IN BOGNOR REGIS – MIN. 75 REFERS

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

The Projects Officer advised that this Agenda item came from the Councillor Drop-In Surgery held on the 31st January 2023. The Chairman explained that there are issues getting from the Town Centre to North Bersted and Sainsbury's.

A Member commented that he was aware Parish Council's can help subsidising bus fares and explained that there is support also available from the Chamber of Commerce and Compass Travel. It was suggested that the big stores in the retail park by Sainsbury's and the Regeneration Board may also wish to contribute to fund additional bus services or by subsidising bus fares.

Another Member mentioned that previously the smaller buses were more frequent and were far more accessible to the elderly and disabled people. The Member also stated her disappointment of the poor advertising of the bus times.

Members **AGREED** for the Projects Officer to make further enquiries regarding any subsidising bus fares and prepare a report for the next committee meeting.

95. TO CONSIDER ANY ENVIRONMENTAL EFFECT REGARDING PIGEONS IN THE TOWN CENTRE – MIN. 75 REFERS

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

The Chairman advised the Committee that Arun District Council's Environmental Health Officer has confirmed that they have engaged with businesses in London Road regarding the matter, but it is not always possible to stop the public from feeding the pigeons. A Member stated that he felt that the Town Council should be mindful to not put-up signs advising members of the public of numerous things that they cannot do and that it maybe more beneficial to highlight the issue to the Business Warden.

The Chairman stated that he had been in contact with the Sussex Ornithological Society who have a specialist Peregrine Group that could look into the possibility of introducing nest boxes on the top of Fitzleet House to discourage the pigeon population in the Town Centre.

Members **AGREED** that the Projects Officer make enquiries with the Sussex Ornithological Society and prepare a report for the next committee meeting.

96. TO REVIEW THE DRAFT YOUTH PROVISION FUND APPLICATION FORM

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

Members reviewed and **APPROVED** the draft Youth Provision Fund Application Form.

97. UPDATE ON YOUTH PROVISION

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

97.1 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

The Project's Officer advised Members that the Town Council had received completed surveys from students of both The Regis School (500) and Felpham Community College (200), which are being compiled and analysed. A meeting is being arranged with a wide range of youth providers within the Bognor Regis area to gain further insight from specialists as to the type of activities or events young people may wish to see in Bognor Regis. Information from that meeting as well as the data

gathered from the survey shall be presented back to the Committee at the next meeting.

A Member gave praise to the Officers for the 700 responses from the surveys and was hopeful that the data would show a clear indication as to the type of services young people are looking for.

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

Members discussed the evidence from Sussex Clubs for Young People of the match-funding which has been awarded to The 39 Club from The National Lottery and not Sussex Clubs for Young People specifically.

A Member commented that at the Community Engagement and Environment Committee Meeting held on 6th December 2021 Members unanimously resolved to agree in principle to exploring possibilities and further opportunities to support youth provision for Bognor Regis – Min. 53 refers. The Member stated that at no meeting he was aware of was it agreed that the entire £10,000 Youth & Young Persons Budget would be awarded to Sussex Clubs for Young People. From the evidence provided the Member felt there was no clarification as to what the funds were going to be used for and considering the large amount of money being requested, he stated that it wouldn't be appropriate to award this money when other organisations must adhere to the guidelines as stipulated within the Town Council's Grant Aid application form. Finally, the Member stated that the Town Council have awarded £2,500 to Sussex Clubs for Young People and £2,500 to Bognor Regis Youth and Community Centre, and therefore he believed £5,000 is remaining in the budget. The Projects Officer confirmed that the funds awarded to the Bognor Regis Youth and Community Centre were from the 2021/22 budget underspends and did not affect the remaining Youth & Young Persons Budget from 2022/23.

Following further discussion, Members **RESOLVED** to **DISAGREE** that any further funding in support of youth provision in Bognor Regis should be released to Sussex Clubs for Young People at this time.

Members further **RESOLVED** to hold the remaining £7,500 from the 2022/23 Youth & Young Persons Budget in Earmarked Reserves. This would allow applications for funding from this remaining budget from organisations such as Sussex Clubs for Young People to be made using the newly adopted Youth & Young Persons Budget Application Form going forward, providing a better understanding of what the funds are to be used for.

Note: at the time of the meeting Members had not stipulated whether the remaining £7,500 from the 2022/23 Youth & Young Persons Budget being placed in Earmarked Reserves would require this to be match-funded by SCYP, if they should apply. This decision will be presented to Members at the Meeting to be held on 12th June 2023 for consideration.

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

Members **RESOLVED** to **AGREE** to support the request from The Regis School for £500 expenditure from the Youth & Young Persons Budget 2023/2024, towards the cost of venue hire to host a community day.

97.4 Update on the request for funding from Bognor Regis Community Centre

Members **AGREED** 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, provided that the remaining balance of £2,500 would come from the previously mentioned 2021/22 budget underspends.

98. 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

The Projects Officer's report, including the Notes of the non-quorate Bognor Regis In Bloom Working Group Meetings held on 8th February and 22nd March 2023 as previously circulated, were **NOTED**.

Members **AGREED** to **RATIFY** the following recommendations: -

- The 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 refer).
- 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 refer).
- Expenditure of £8.00 for the pea seeds to be funded from the 2022/23 Competition Expenses Budget - (Notes of 22nd March 2023 refer).
- The cost of £36.95 for hedging whips for the Servite Cemetery to be funded from the 2022/23 Environmental Projects Budget - (Notes of 22nd March 2023 refer).

A Member asked if the Projects Officer could enquire through the Bognor Regis Business Improvement District as to their plans for Christmas for 2023. The Projects Officer stated that he believed 2022 was the final year of their contract but he would make enquires and feedback when available.

99. TO RATIFY THE VOUCHERS FOR THE MAYOR'S GOOD CITIZEN AWARD FOR YOUNG PEOPLE

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

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

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

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

The Chairman stated that Hotham Ward Councillors confirmed that they have agreed to utilise £300 from their Ward Allocation to pay for the temporary hire of the fish sculpture.

Members stated that they were frustrated that Arun District Council have not responded to not only this issue but also other instances where there has not been a response to queries from Bognor Regis Town Council.

A Member asked if the owner of the pier might want to host the sculpture outside the forecourt, as most other locations will most likely require permission from Arun District Council. Members along with the Chairman asked whether the decking owned by the Town Council, the turning point of the train or the bullnose would be suitable locations.

The Projects Officer proposed that he could provide all the suggestions to Arun District Council, alongside the dimensions of the fish sculpture and seek their guidance for the best suitable location and present the response back at the next meeting.

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

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

The Chairman stated that the listing of the Town Hall was mentioned in the Bognor Regis Observer, which caused some alarm to the public, who mistakenly believed that the Town Hall was being sold. The Chairman confirmed this is not the case and Bognor Regis Town Council are supportive of keeping the Town Hall as an Asset of Community Value.

The Projects Officer stated that the application with supporting information was submitted on 27th March 2023 to Arun District Council for consideration. Surveys asking people for their opinions about the Town Hall are available at The Regis Centre, Picturedrome, the Town Hall as well as on the Town Council's website and Facebook page. Councillors who wished to provide any supporting information were invited to email this to the Projects Officer within the next 6 weeks.

102. TO RATIFY ARRANGEMENTS OF HAMPSHIRE AVENUE FUN WEEK EVENT FOR JULY 2023

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

A Member asked whether this should be an event as part of the Town Council's list of events and be a regular event and budgeted for each year to ensure it continues successfully. The Chairman enquired and volunteered himself to ask members of the public how they heard about the event to ensure the event is promoted sufficiently.

Members **AGREED** 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.

103. CORRESPONDENCE

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

The Meeting closed at 7.58pm

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
12th JUNE 2023**

AGENDA ITEM 7 – APPOINTMENT OF SUB-COMMITTEES, WORKING GROUPS AND TOPIC TEAMS

- **BOGNOR REGIS IN BLOOM WORKING GROUP INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION**
- **BEACH AND SEA ACCESS TOPIC TEAM**
- **YOUTH PROVISION STEERING GROUP**
- **CLIMATE EMERGENCY FOCUS GROUP**

REPORT BY THE PROJECTS OFFICER

**FOR INFORMATION
AND DECISION**

Members are invited to **AGREE** to the appointment of the following for the 2023/2024 Municipal Year:

Bognor Regis in Bloom Working Group

Members are asked to **NOTE** that Cllrs. Goodheart, Mrs. Warr and Woodall have requested to retain their seats on the In Bloom Working Group for 2023/2024. Members are, therefore, asked to nominate and **AGREE** to a maximum of another three Members of this Committee to sit on the Bognor Regis in Bloom Working Group.

Members are further asked to **AGREE** to **RECOMMEND** to Council the appointment of the following Co-opted Members to the Bognor Regis in Bloom Working Group: - Mr. P. Dillon, Ms. G. Edom, Mr. E. Fane, Mrs. S. Hamilton Jones, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mr. J. Jones-McFarland, Ms. P. Keane and Mrs. S. Teverson.

Beach and Sea Access Topic Team

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

Youth Provision Steering Group

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

Climate Emergency Focus Group

Members are asked to nominate and **AGREE** to a maximum of three Members of this Committee to sit on the Climate Emergency Focus Group.

DECISIONS

Do Members **RESOLVE** to appoint the Bognor Regis in Bloom Working Group, Beach and Sea Access Topic Team, Youth Provision Steering Group and the Climate Emergency Focus Group for the 2023/24 Municipal Year?

Do Members **AGREE** that Cllrs. Goodheart, Mrs. Warr, Woodall, and the three nominated Members of the Community Engagement and Environment Committee be appointed to the Bognor Regis in Bloom Working Group?

Do Members **AGREE** the appointment of Mr. P. Dillon, Ms. G. Edom, Mr. E. Fane, Mrs. S. Hamilton Jones, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mr. J. Jones-McFarland, Ms. P. Keane and Mrs. S. Teverson to the Bognor Regis in Bloom Working Group and **RESOLVE** to **RECOMMEND** these appointments to Council?

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

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

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

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
12th JUNE 2023**

AGENDA ITEM 8 - TO NOTE THE TERMS OF REFERENCE FOR THE FOLLOWING:

- a) **COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE**
- b) **BOGNOR REGIS IN BLOOM WORKING GROUP**
- c) **BEACH AND SEA ACCESS TOPIC TEAM**
- d) **YOUTH PROVISION STEERING GROUP**
- e) **CLIMATE EMERGENCY FOCUS GROUP**

REPORT BY THE PROJECTS OFFICER

FOR NOTING

It is usual practice for each Committee to consider their Terms of Reference at their first meeting following the Annual Town Council Meeting in May. However, a thorough review of all the Council's Terms of Reference has been carried out in the last few months.

Following a number of Members Briefings, the proposed changes to the various Terms of Reference were considered at the Policy and Resources Committee Meeting, held 27th March 2023, where Members **AGREED** to **RATIFY** these, without any further amendments, and **RECOMMEND** to Council that these be **ADOPTED** (Min. 151 refers).

At the Annual Town Council Meeting, held on 22nd May 2023, Members **AGREED** to **ADOPT** the Terms of Reference for the Community Engagement and Environment Committee (**Appendix 1**), Bognor Regis in Bloom Working Group (**Appendix 2**), Beach and Sea Access Topic Team (**Appendix 3**), Youth Provision Steering Group (**Appendix 4**) and Climate Emergency Focus Group (**Appendix 5**).

DECISION

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



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

COMMUNITY ENGAGEMENT AND **ENVIRONMENT COMMITTEE**

Adopted by the Council at its Meeting held on 22nd May 2023

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

9 Members of the Authority

Quorum = 3

Definitions

- “Management Overview”: To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions within budget and Financial Regulations/Standing Orders for contracts.
- “Operational Management” That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

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

2.2	Issues involving ancient monuments & areas of archaeological interest	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
2.3	To approve & action any Environmental Audits	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
2.4	To promote environmental awareness	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
2.5	To work in partnership on sustainability and transition for the Town	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
2.6	To lead the duty to consider the conservation of biodiversity when undertaking all Council functions. Natural Environment and Rural Communities Act 2006, S40	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
3.	Environmental & Public Health	
3.1	Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
3.2	Power to deal with ponds & ditches, Public Health 1936, S260	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
3.3	To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matters, pollution, animal welfare issue	<ul style="list-style-type: none"> • Petitions to Committee • Town Clerk in other cases
3.4	To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act)	<ul style="list-style-type: none"> • Committee • Town Clerk in consultation with Chairman in cases of urgency
3.5	Waste & recycling	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
4.	Personal Health	
4.1	To work with partner organisations to improve the health of people in the Town	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
4.2	To improve access to services which can contribute to Health	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
4.3	To promote healthy living	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
4.4	Contribute to the development of and co-ordination of NHS services	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
5.	Children and Young People	
5.1	Support public and community services and facilities for the young	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
5.2	Co-ordinate the involvement of children and young people in decision making	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
5.3	Support to children and young people in their communities	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
6.	Public Realm & Public Facilities	
6.1	Provision of litter receptacles, Litter Act 1983, S5&6	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
6.2	Provision and maintenance of street furniture and directional signs in the public realm.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
6.3	Matters relating to street cleaning, litter, fly posting, graffiti, including fixed penalty notices (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
6.4	Power to provide & maintain public conveniences, Public Health Act 1936, S87, including partnerships for community provision.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
6.5	To promote and support floral and planting Initiatives, Local Government Act 1972. S144	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk

7.	Clocks	
7.1	Power to provide & contribute to public clocks, Parish Councils Act 1957, S2.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
7.2	Liaison with private owners of publicly viewed clocks, to support and encourage high standards.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
8.	Heritage	
8.1	To directly or indirectly, conserve the cultural heritage of the Town.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
8.2	To manage, preserve & promote the use of the Town's historic records, artefacts & treasures, Local Government (Records) Act 1962, ss1 and 4	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.	Home Safety	
9.1	To support home safety initiatives in the town	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS IN BLOOM

WORKING GROUP

Adopted by the Council at its Meeting held on 22nd May 2023

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



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BEACH & SEA ACCESS

TOPIC TEAM

Adopted by the Council at its Meeting held on 22nd May 2023

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: BEACH & SEA ACCESS TOPIC TEAM

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

Committee Membership: 3 Members of the Authority, Bognor Regis Town Council Projects Officer, interested stakeholders and members of the public.

Quorum = n/a

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



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

YOUTH PROVISION

STEERING GROUP

Adopted by the Council at its Meeting held on 22nd May 2023

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: YOUTH PROVISION STEERING GROUP

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

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

Quorum = n/a

Function of Steering Group

Column 1

1. To consult with youth providers within Bognor Regis and the wider area
2. To encourage collaborative working where possible and to share best practices
3. To liaise with statutory bodies to undertake a multi-agency approach towards safeguarding young people and where necessary signpost to the correct authority

Delegation of Functions

Column 2

- Steering Group to make recommendations to Community Engagement and Environment Committee on all functions



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

CLIMATE EMERGENCY FOCUS GROUP

Adopted by the Council at its Meeting held on 22nd May 2022

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: CLIMATE EMERGENCY FOCUS GROUP

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

Committee Membership: 3 Members of the Authority, Bognor Regis Town Council Projects Officer, interested stakeholders and members of the public.

Quorum = N/A

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

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
12th JUNE 2023**

**AGENDA ITEM 9 - TO CONSIDER THE NEXT STEPS IN RELATION TO
WEST SUSSEX COUNTY COUNCIL'S INITIATIVE FOR COMMUNITY
IMPROVEMENT – MIN. 91.1 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

BACKGROUND

At the Planning and Licensing Committee Meeting, held on 19th November 2019, Members received details of a new initiative launched by West Sussex County Council (WSCC), called 'Improving Local Spaces and Places' (attached to this report as **Appendix 1**). Following consideration, Members agreed that ways in which the Town Council could support the delivery of the schemes be investigated and that the matter be referred to the Community Engagement and Environment Committee to discuss how to progress with these schemes (P&L Min.144 refers).

At the Community Engagement and Environment Committee Meeting held on 11th April 2022, the Projects Officer advised Members that contact would be made with WSCC to request further clarification on how the scheme works, including the Town Council's expected liability and for information on case studies, with a report made back to this Committee (Min. 95 refers). The Projects Officer attended an online meeting with two Officers from WSCC who simply reiterated information about the schemes that had already been shared with Members. Some examples of projects, such as 'Pollinator Highways', were discussed.

BOGNOR REGIS TOWN COUNCIL PROJECTS

Bognor Regis Town Council is already involved with a number of the projects that are suggested in the document, particularly with regard to Highways Partnerships. We already have partnership agreements in place with WSCC, and ADC, whereby the Town Council carries out work to remove graffiti, grass cutting etc along Shripney Road, and roundabout maintenance – all of which are initiatives listed within the document. The Town Council's In Bloom Working Group, with which members of the community are involved, are actively carrying out improvements around the Town which include planting initiatives, areas of concern/eyesores in the Town, and litter picking. The work of the Town Council is further enhanced by community led groups, such as Bognor Community Gardeners, Bognor Regis Community Cleans CIC, and Friends of Hotham Park, all of whom are represented on the Bognor Regis In Bloom Working Group.

DECISION

Having considered the high level at which the Town Council is already committed to supporting the delivery of the 'Improving Local Spaces and Places' scheme, do Members **AGREE** that this Committee takes no further action?

West Sussex Highways, Transport & Planning

Improving Local Places and Spaces

Supporting Resilient Communities



Community
Highways
Partnerships



Community-led
Improvements



Community
Action

Foreward

Very often in life a 'one-size fits all' approach just doesn't work, and our highways are no different. West Sussex has a diverse landscape from rural parishes & larger towns, to large urban centres in our District & Borough Councils. To achieve the best deal for each community, West Sussex County Council has come up with a new way of working.

West Sussex County Council continues to strive to find ways to empower communities, help support them to become resilient and enable them to become involved in all the opportunities we have to offer through Improving Local Places and Spaces. We do not and could not do this alone but in partnership with our communities. That is why Improving Local Places and Spaces is so important, it looks in detail at how the County Council can support your Parish and Town Councils and Community Groups to help tackle issues in your local area, the issues that matter to you. Our main objective is for us to work together to help improve the quality of our neighborhoods.

Please be assured we will work with the utmost focus to provide support to our communities and that we will keep relentless focus of our relevant key priorities and apply them to how we will operate with Improving Local Places and Spaces.

Our Priorities...

- **A prosperous place**
- **A strong, safe and sustainable place**
- **A council that works for the community**

Roger Elkins

Cabinet Member for Highways and Infrastructure

July 2019



Improving Local Places and Spaces

Supporting Resilient Communities

West Sussex County Council will still be responsible for:

- Safety related work (e.g. potholes)
- Essential tree maintenance
- Drainage repairs & gully cleaning
- Safety lines & signs
- Resurfacing roads when needed
- Grass cutting

But...

In some areas of work we will be reducing levels of service and helping local communities influence and be part of the delivery of local priorities impacting neighborhoods. Communities can access information, guidance, resources and training to decide on the priorities for their area for highways. There are three elements of this offer:

- 1 **Community Highways Partnerships**
- 2 **Community Led Improvement**
- 3 **Community Action**



Community Highways Partnerships

An agreement between the Parish & Town Councils and Community Groups that enable local maintenance work which enhances the local environment.



Community-led Improvements

Communities can raise concerns about highways issues within their area and apply for a community-driven scheme through the Works Programme.



Community Action

We provide various opportunities to enable volunteer groups to support and enhance their local neighborhood by actively getting involved in a variety of highway related activities.

Community Highways Partnerships



Parish and Town Councils can undertake a variety of maintenance activities on the public highway by signing up to a simple agency agreement with West Sussex County Council.

Activities can include:

- Cleaning signs
- Graffiti removal
- Weed spraying on footway and kerb
- Removal of epicormic growth around trees (shoots rising at the bottom of a tree)
- Strimming on landscaped areas
- Cut back overgrown vegetation
- Twitten vegetation clearance
- Clear leaves from gully tops
- Removal of unofficial signs, verge markers and estate agents boards that pose a danger to highway users
- Grass cutting
- Siding footpaths
- Licensing activities – A-boards/ busking
- Enforcement – issuing letters to ask for considerate parking, cutting back private vegetation, yellow development signs/ A-boards
- Tree work
- Inspections
- Roundabout maintenance



Case Study – Henfield Parish Council

How to get involved:

Contact: active.communities@westsussex.gov.uk

Community-led Improvements

Delivered by West Sussex County Council



Communities can raise concerns about highways issues within their area and put forward an application for funding through the County Council's Annual Works Programme.

Community Highway Schemes:

- Traffic calming features
- Town/village centre enhancements
- Cycling facilities
- Crossing facilities
- Speed limits/zones
- Junction improvements.
- Improved footpath links
- Traffic Regulation Orders e.g. parking

Schemes are assessed and scored and the highest scoring schemes are taken forward. Last year 21 schemes from across the county were successful.

Community TRO - Communities can apply for Traffic Regulation Orders (TROs) which seek to resolve locally identified issues, examples include:

- Double yellow lines
- Speed limit reductions
- Each year our County Local Committees (CLCs) agree to a number of TROs each (24 across the county).

In addition the Cabinet Member for Highways and Infrastructure has discretion to agree an additional 15.

How to get involved:

For more details and to apply, visit [here](#)



Case Study – Ferring Parish Council

Community-led Improvements

Delivered by communities

There are lots of projects where communities can get involved in their delivery.

Operation Watershed - Community groups interested in delivering improvement projects to tackle issues with drainage infrastructure and the aim of reducing the risk and impacts of flooding, can bid for funding from Operation Watershed (Active Communities funding). There is £300,000 available for 2019/20 and typical projects may include:

- the riparian ditch network
- damage to roads
- Improving resilience to protect homes, businesses and highways

The required demonstrable criteria for applications to be successful include:

- Tackling a recognised surface or ground water flood risk
- Meeting at least one of the following elements in its technical scope:
 - Provide new infrastructure installations or build
 - Make material change improvements to existing infrastructure
 - Increase the drainage capacity of existing infrastructure
 - The provision of assets for community groups' usage to protect their local area
 - Evidence strong community commitment to delivering the project and carrying out future maintenance



Case Study – FLOW

How to get involved:

For more details and to apply, visit: www.westsussex.gov.uk/watershed

Community Action

We support and enable various opportunities for communities and volunteer groups to work on enhancing their neighborhood through a variety of activities.



Active Communities:

The County Council will provide guidance and advice to enable interested groups to tackle those issues in their area which otherwise may be neglected.

- cutting back overgrown vegetation
- trimming the edges of grass verges
- clearing weeds
- sign and bollard cleaning
- hand clearing gullies and ditches
- removing unlawful signs
- siding foot-paths and cycle-paths

How to get involved:

Contact: active.communities@westsussex.gov.uk

Where communities have a willing group of volunteers and local projects require more support they can request assistance from our **Community Volunteers**.

This includes:

- Task Leader Training – can provide access to West Sussex County Council's Public Liability Insurance
- Risk assessments
- Power tool training
- Limited tool loan



Case Study – Community Volunteers

If your Community Groups project needs extra hands we may be able to help.

Contact: darren.rolfe@westsussex.gov.uk

Community Action

Community Winter Resilience:

The County Council has a Winter Maintenance Plan (WMP) which sets out strategy and service levels for keeping the roads gritted in the winter period. This service can be supplemented by Parish/Town Council Winter Maintenance Plans supporting vulnerable people within their community. Setting out how localised activities for example arrangements for volunteers & farmers to undertake salting and snow clearance. Before each winter parishes undertake an audit of salt bins which the County Council will top up in Autumn in accordance with the WMP yearly offer. We currently work with 155 parish/town councils.



Case Study – East Grinstead

How to get involved:

Contact: active.communities@westsussex.gov.uk

Flood action groups:

Flood action groups are composed of local residents that represent a voice for their community on flood-related issues. They work closely with local authorities, the Environment Agency, water companies, landowners, businesses and other partner agencies involved in flooding to find ways to help reduce flood risk in their community. West Sussex already has 33 local flood action groups across the county involved in local activities to identify and reduce the impact of flooding and contribute to the county's strategic approach to flood risk management.

How to get involved:

For more details and to apply, visit: www.westsussex.gov.uk/floodactiongroups

Community Highways Partnerships

Case Study



- **Henfield Parish Council**
- **Project: Cutting Back Verges/Clearing Vegetation**

"The positive impact to Henfield of the partnership has been gradual but very noticeable. We have received many positive comments from residents, particularly after the recent project to cut back the verges" – **Kevin Wright, Clerk, Henfield Parish Council**



01273 492507 • office@henfield.gov.uk

The Challenge:

- The Parish Council and local community wanted to improve the space they live in by undertaking general small scale highway works.

The Solution/Approach:

- Henfield Parish Council (HPC) wanted to take ownership of the issues in their local area, recognising that the County Council is no longer able to undertake some of the 'nice to do' work that is important to the local community and helps to improve the economy.
- HPC decided to employ its own Works Officers and then purchase a van.
- By the end of 2018, HPC have increased the work it does and employed a further two part time works officer and this enabled HPC to have a two person team working in the village four days per week.

The Results:

- Currently keeping clear of vegetation many of the footpaths around the village; verges are being cut back to increase the width of footways, which is allowing mothers with pushchairs/prams better and safer access.
- Minor tree safety work is being carried out; epicormic tree growth being removed around the village and verges are being cut more frequently to keep the village looking neat and tidy.
- Are able to carry out minor repairs to fences and to keep many gullies clear of leaves in the winter season.

Community-led Improvements

Case Study



- Ferring Parish Council
- Project: Traffic Calming/Junction Improvement

"Feedback received is that it has helped reduce the speed of the traffic and has made exiting the side road much easier and less of a hazard" – **Amanda Thomas, Administrative Assistant , Ferring Parish Council**



parishoffice@ferringparishcouncil.org.uk • 01903249449 • www.ferringparishcouncil.org.uk

The Challenge:

- Exiting Sea Lane Gardens onto Sea Lane, Ferring, was proving difficult due to the very poor visibility at the junction. This had resulted in numerous near misses and a small number of quite serious accidents. It was also evident that crossing the road in this location was difficult in this vicinity. Concerns were also raised regarding vehicle speeds on Sea Lane.

The Approach:

- The community made an application to the County Council for a 'Community Highway Scheme'. Schemes are assessed against criteria which includes safety, contribution to economic growth, environment and sustainability. Budget is allocated to highest scoring schemes each year and this was successful.
- Working with the community, a design with buildout and crossing point was agreed.

The Results:

- The results of the finished scheme are that residents feel safer using the junction, have a new improved crossing point and reduced vehicle speeds on Sea Lane.

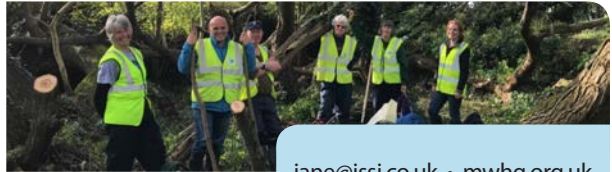
Community-led Improvements

Case Study



- FLOW
- **Project: Fixing and Linking Our Wetlands** is a Heritage Lottery Funded Project to survey and improve the ditch network of the Manhood Peninsula, to prevent flooding and increase vital habitat for wildlife.

"The positive impacts have been multiple for the community. We have provided invaluable data to West Sussex County Council, Chichester District Council, the Environment Agency and Parish Councils about drainage that will benefit them through targeted flood risk reduction measures." – **Jane Reeve, FLOW Project Leader**



jane@jssj.co.uk • mwhg.org.uk

The Challenge:

- The network of waterways on the Manhood Peninsula connect the protected areas of Pagham Harbour, Medmerry and Chichester Harbour. Their upkeep is not just of benefit to wildlife but increasingly to people, as more frequent flooding events take place.

The Approach:

- The FLOW team is made up of local volunteers, led by FLOW Project leader Jane Reeve and Field Officer Christopher Drake. Volunteers are trained in a range of skills, including: GIS mapping, hedge laying, surveying, species identification and landscaping, to restore the wetland network safely and effectively. Many volunteers bring their own expertise of land management and wildlife, while others with a passion for the protection of the environment; grow their knowledge through participation in FLOW.

The Results:



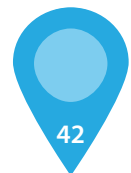
Ditches surveyed



Hedgerows surveyed



Volunteer hours



Sites improved

Community Action

Case Study

- Lavant Parish Volunteer Task Force
- Project: Tackling maintenance tasks around the village



APBLAVAN335@aol.com • 01243527705 • lavantparishcouncil.co.uk

The Challenge:

- The LVTF (Lavant Volunteer Task Force) was formed so that the wide range of maintenance tasks that need doing around the village can be tackled, in support of any more formal work undertaken by various responsible authorities. This can range from patch clearing to general maintenance work.

The Approach:

- LVTF meet every Tuesday morning (9:30am – 1pm) to carry out work which is confirmed in advance.
- There are currently 17 volunteers.
- Training and equipment provided.

The Results:

- So far an extensive stretch of undergrowth along the verges of Centurion Way and essential manicuring of trees and bushes around the village green have been completed.
- Undergrowth round the edges of the football field has been cleared.
- Wooden bus stops at Pook Lane roundabout and the top of St Nicolas Road have had a makeover.

Community Action

Case Study

- West Sussex County Council
- Project: Community Volunteers

"Work the group are involved in is varied and has had a huge benefit to a wide variety of communities" – **Darren Rolfe, Community Volunteers Leader**



darren.rolfe@westsussex.gov.uk • For more information click [here](#)

The Challenge:

- Led by Darren Rolfe, being a Community Volunteer provides the opportunity to help others, improve the local environment and do something enjoyable. The tasks are varied and the challenges keep you thinking. It is a great opportunity to learn new skills and share Darren's knowledge with others.

The Approach:

Examples of what volunteers can be involved in are:

- Habitat improvement work (including pond restoration)
- Building and installation of planters
- Vegetation clearance to open up the view which has overgrown
- Construction of community facilities e.g. village hall decking, bush shelters, youth camp fencing.

The Results:

- Activities are planned three to six months in advance, most tools used are fairly easy to master and specialist training is given for using power tools. Just choose any activities that you wish to volunteer for and arrangements are organised nearer the date.

Community Action

Case Study

- East Grinstead Town Council
- Project: Winter Resilience/Management Plan



01342 323636 • towncouncil@eastgrinstead.gov.uk

The Challenge:

- East Grinstead, being north of the High Weald and with hilly terrain, suffers from very different weather patterns than the bulk of the district south of the Weald. It is generally one or two degrees colder and driving conditions tend to be worse at periods of heavy snow and ice as a result of undulating terrain.

The Approach:

- To assist the community the Town Council purchased a Tracmaster walk behind motorised snow plough and brush and a Glasdon manual gritter for use on the town centre's pavements, steps and bridges.
- Mid Sussex District Council has provided equipment to enable local volunteers to clear ice and snow from pavements.
- Volunteers were loaned equipment including a snow shovel, hats and gloves, Hi-Vis vests and ice grippers..

The Results:

- The Town Council has a community winter resilience plan that supports residents to keep moving safely during winter weather.

Community Action

Case Study

- Tarring Flood Action Group
- Project: Adopt a drain

"Adopt a drain has made a huge difference in periods of heavy rain, we are in a much better position than we were two and a half years ago" – **Alison Gilbert, Adopt a Drain leader**



tarringfloodgroup@outlook.com

The Challenge:

- After experiencing ground water flooding locally, several members of the local community agreed, initially through the Local Neighbourhood Watch scheme and local councillors, to form a group to help avoid future flooding in the streets.

The Approach:

- Following the advice of the National Flood Forum, West Sussex County Council Highways, Worthing Borough Council' Emergency Team, Operation Watershed and others, the group started researching rain water gardens and out of this came 'Adopt a Drain'.
- Have been provided with kit on loan, snow shovels, heavy duty brooms, litter pickers, Hi-Vis jackets, hoops for litter bags, bags and protective gloves.
- Viewed West Sussex County Council video on clearance of leaves and keeping safe.

The Results:

- Some members have already cleared soakaways and gullies and this is ongoing.
- The group has organised itself so members have an active role which play to their strengths. This could be writing up research, canvassing support from local businesses, or the physical clearance of leaves and debris.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
12th JUNE 2023**

**AGENDA ITEM 10 - TO RECEIVE AN UPDATE IN RELATION TO PIGEONS
IN THE TOWN CENTRE – MIN. 95 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Councillor Drop-In Surgery held on the 31st January 2023, a member of the public raised concerns about pigeons in the Town Centre, which they believed cause damage to the environment, and the issue was considered by Members at the Community Engagement and Environment Committee Meeting held on 11th April 2023.

The Projects Officer reported that Arun District Council's Environmental Health Officer had confirmed that they have engaged with businesses in London Road regarding the matter, but it is not always possible to stop the public from feeding the pigeons. A Member stated that he felt that the Town Council should be mindful to not put-up signs advising members of the public of numerous things that they cannot do and that it may be more beneficial to highlight the issue to the Business Warden.

The Chairman, Cllr. Brooks, stated that he had been in contact with the Sussex Ornithological Society who have a specialist Peregrine Group that could look into the possibility of introducing nest boxes on the top of Fitzleet House to discourage the pigeon population in the Town Centre. The Projects officer was asked to gather further information (Min. 95 refers).

The Projects Officer has contacted Parsons Son & Basley (PSB) as the Property Managers of Fitzleet House, who have advised that installing nest boxes for Peregrine Falcons is not possible. Regrettably, doing so would cause a lot of disruption to the communications equipment, alongside the services to the building, which are situated on the roof and these would not be accessible should nesting boxes be installed. PSB suggested that Bognor Regis Town Council may wish to approach a Falconry or Pest Control Company as they may be able to assist further.

The Projects Officer would like to draw attention to a post on a Social Media Channel, in May 2023, which received over 200 comments from members of the public both in support and against the elimination of pigeons in the Town Centre and urges Members to consider this when discussing this Agenda item.

DECISION

How do Members wish to proceed?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
12th JUNE 2023**

**AGENDA ITEM 11 - TO RECEIVE AN UPDATE ON THE INSTALLATION OF
A FISH SCULPTURE ON THE SEAFRONT TO RAISE AWARENESS OF
PLASTIC POLLUTION – MIN. 100 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

BACKGROUND

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 that any structure placed on Bognor Regis seafront would require permission from Arun District Council, whether temporary or permanent and the practicalities of this would need to be investigated should Members decide to proceed.

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 from their Ward Allocation Budget. Members **AGREED** to **DEFER** the location of the fish sculpture to the next meeting to allow for Hotham Ward Members to be approached (Min. 81 refers).

At the subsequent meeting held on 11th April 2023, it was **NOTED** that Hotham Ward Councillors confirmed that they agreed to utilise £300 from their Ward Allocation to pay for the temporary hire of the fish sculpture (Min. 100 refers).

Members stated that they were frustrated that Arun District Council have not responded to not only this issue but also other instances where there has not been a response to queries from Bognor Regis Town Council.

A Member asked if the owner of the pier might want to host the sculpture outside the forecourt, as most other locations will most likely require permission from Arun District Council.

Members along with the Chairman asked whether the decking owned by the Town Council, the turning point of the train or the bullnose would be suitable locations. The Projects Officer proposed that he could provide all the suggestions to Arun District Council, alongside the dimensions of the fish

sculpture and seek their guidance for the best suitable location and present the response back at the next meeting.

UPDATE

The Projects Officer has received an update from Arun District Council regarding the matter and due to the overload of work within the legal team at Arun District Council, this item is not regarded as a high priority. An Officer did however state that should Bognor Regis Town Council wish to decide to implement this next summer, then this would more likely be approved in time for the summer of 2024.

DECISIONS

Do Members **AGREE** to **DEFER** this item until early 2024?

If so, do Members **RESOLVE** to **AGREE** that £300 from the Hotham Ward Allocation Budget be held in Earmarked Reserves until such time that the Fish Sculpture project can proceed?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
12th JUNE 2023**

AGENDA ITEM 12 - UPDATE ON YOUTH PROVISION INCLUDING: –

REPORT BY THE PROJECTS OFFICER FOR NOTING AND DECISION

TO NOTE THE CHANGE OF NAME FROM YOUTH PROVISION FUND APPLICATION TO YOUTH & YOUNG PERSONS BUDGET APPLICATION – MIN. 96 REFERS

At the meeting held on 11th April 2023, Members **APPROVED** the draft Youth Provision Fund Application Form (Min. 96 refers). The Projects Officer was informed by the Town Clerk that the official name of the budget is the Youth & Young Persons Budget and therefore Members are asked to Note the change of name (**Appendix 1**).

DECISION

Members are asked to **NOTE** the change of name from Youth Provision Fund Application to Youth & Young Persons Budget Application.

TO AGREE ON THE AIMS AND OBJECTIVES FOR APPLICATIONS TO THE YOUTH & YOUNG PERSONS BUDGET AND TO CONSIDER ADOPTING A GUIDELINES/CRITERIA AND CHECK LIST, AND A MONITORING FORM

During the meeting held on 11th April 2023, Members **APPROVED** the draft Youth Provision Fund Application Form (Min. 96 refers). The Projects Officer would like to highlight to Members that the Youth Provision Fund Application Form, was modelled from the Town Council's Grant Aid Application Form with some minor alterations.

As part of the Grant Aid process, applicants are issued with a Guidelines/Criteria and Check List which highlight the aims and objectives of Grant Aid funding based on the Town Council's Vision (2019-2024) (attached to this report as **Appendix 2**). When Grant Aid applications are considered each year, by the Policy and Resources Committee, they are measured against the agreed criteria for this funding.

It is the Officer's recommendation that Members consider a similar process to Grant Aid, whereby applicants to the Youth & Young Persons Budget are issued with a set of Guidelines/Criteria and Check List to ensure the application can be considered fully. In order to do so, Members would first need to agree the purpose of the Youth & Young Persons Budget and agree the aims and objectives of this funding. This would allow for Guidelines to be agreed against which applications can be assessed to establish whether the request for funding meets the aims and objectives of the Youth & Young Persons Budget.

Successful applicants to Grant Aid are also issued with a Monitoring Form to track the effectiveness of the project, which is also recommended for the Youth & Young Persons Budget. The Projects Officer has adapted the Grant Aid Monitoring Form for the Youth & Young Persons Budget for Members to consider adopting (attached as **Appendix 3**).

DECISIONS

Firstly, do Members **AGREE** a Guidelines/Criteria and Check List should be issued to applicants requesting funding from the Town Council's Youth & Young Persons Budget?

Members are invited to **AGREE** any aims and objectives of the funding available in the Youth & Young Persons Budget.

If agreeable to the issue of the Guidelines/Criteria and Check List for the Youth & Young Persons Budget and having agreed the aims and objectives of the funding, Members are asked to **AGREE**, and subsequently **ADOPT**, these documents to be issued to all future applicants requesting funding from the Town Council's Youth & Young Persons Budget.

Do Members **AGREE** to **ADOPT** the Youth & Young Persons Budget Monitoring Form as attached to this report that will be issued to successful applicants?

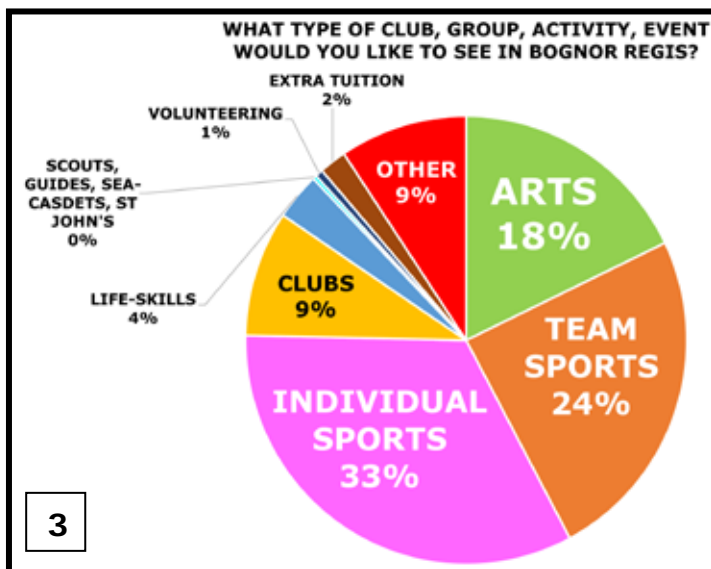
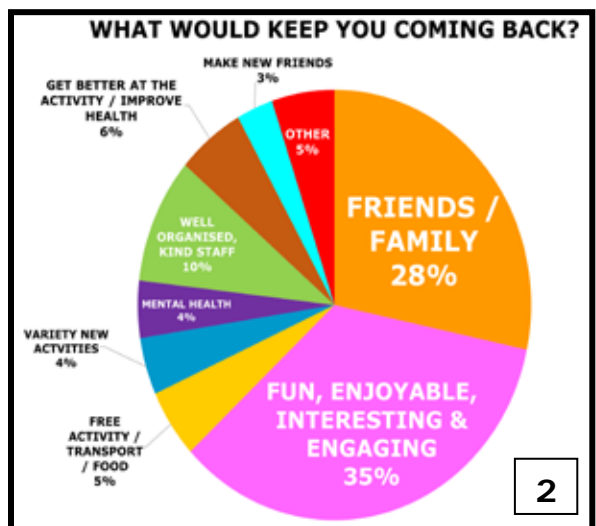
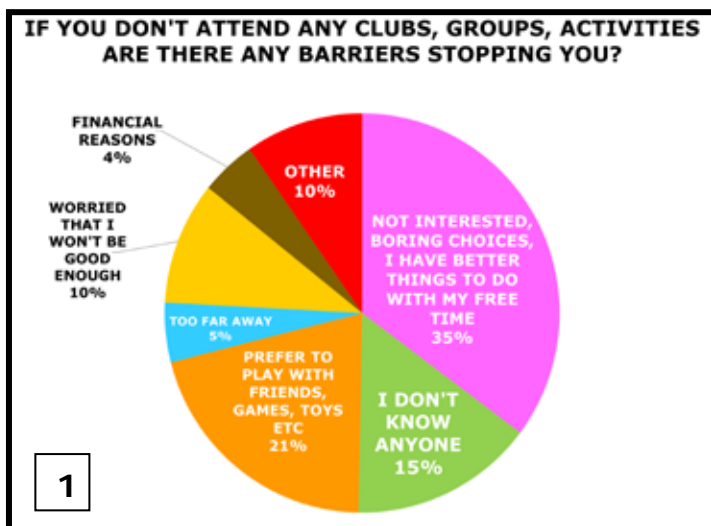
TO RECEIVE FEEDBACK FROM YOUTH PROVISION SURVEYS COMPLETED BY STUDENTS FROM THE REGIS SCHOOL AND FELPHAM COMMUNITY COLLEGE AND AGREE ANY NEXT STEPS – MIN. 59 REFERS

At the Community Engagement and Environment Committee Meeting held on 5th December 2022, Members **AGREED** to the following Motion proposed by Cllr. M. Stanley (Min. 59 refers): -

"This Motion instructs Officers to engage with students at The Regis School and Felpham Community College with a view to producing a comprehensive report on what young people would like to see regarding youth provision within the town.

The aim of this work is to better understand what the needs of young people are within the 5 Wards of Bognor Regis, then the Town Council's funding can be specifically targeted to support projects within these areas that meet these needs."

The Projects Officer can confirm that a total of 750 completed surveys were received from students of both The Regis School (550) and Felpham Community College (200). The Projects Officer has compiled the data (**Figures 1 – 4**):



The survey shows that a good percentage from both schools participated and that students from year 7 to 10 were included. 35% of students at The Regis School participated (whole school: 1591). 14% of students at Felpham Community College participated (whole school: 1432).

As shown in **Figure 4**, there is a very clear indication (93%) that students wanted activities during term time and not during their school breaks.

Members are invited to consider the feedback from students and identify ways in which funding from the Town Council's Youth & Young Persons Budget can be specifically targeted to support projects that have the potential to meet the needs and wants of a greater number of young people.

DECISION

How do Members wish to proceed?

TO CONSIDER WHETHER THE REMAINING £7,500 FROM THE 2022/23 YOUTH & YOUNG PERSONS BUDGET PLACED IN EARMARKED RESERVES WOULD REQUIRE MATCH FUNDING IN THE EVENT OF AN APPLICATION BEING RECEIVED BY SUSSEX CLUBS FOR YOUNG PEOPLE – MIN. 97.2 REFERS

BACKGROUND

At the meeting held on 11th April 2023, Members discussed the evidence from Sussex Clubs for Young People (SCYP) of the match-funding which had been awarded to The 39 Club from The National Lottery, rather than being awarded to SCYP specifically (Min. 97.2 refers).

A Member commented that at the Community Engagement and Environment Committee Meeting held on 6th December 2021, Members unanimously resolved to **AGREE IN PRINCIPLE** to exploring possibilities and further opportunities to support youth provision for Bognor Regis (Min. 53 refers). The Member stated that at no meeting he was aware of was it agreed that the entire £10,000 Youth & Young Persons Budget for 2022/23 would be awarded to Sussex Clubs for Young People. From the evidence provided the Member felt there was no clarification as to what the funds were going to be used for and considering the large amount of money being requested, he stated that it wouldn't be appropriate to award this money when other organisations must adhere to the guidelines as stipulated within the Town Council's Grant Aid application form.

Following further discussion, Members **RESOLVED** to **DISAGREE** that any further funding in support of youth provision in Bognor Regis should be released to Sussex Clubs for Young People at this time. Members further **RESOLVED** to hold the remaining £7,500 from the 2022/23 Youth & Young Persons Budget in Earmarked Reserves. This would allow applications for funding from this remaining budget from organisations such as Sussex Clubs for Young People to be made using the newly adopted Youth & Young Persons Budget Application Form going forward, providing a better understanding of what the funds are to be used for.

However, Members did not stipulate whether the remaining £7,500 from the 2022/23 Youth & Young Persons Budget being placed in Earmarked Reserves would require this to be match-funded by SCYP, if they should apply.

DECISION

Should Sussex Clubs for Young People apply for any of £7,500 funding from the Youth & Young Persons Budget 2022/23, held in Earmarked Reserves, do Members **AGREE** or **DISAGREE** that this should be subject to match funding obtained by the applicant from other sources?



BOGNOR REGIS TOWN COUNCIL

YOUTH & YOUNG PERSONS BUDGET 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. Please confirm the number of staff within your organisation who be in contact with young people. You be required to provide evidence of Enhanced Disclosure and Barring Service Certificates.

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9. Please confirm the amount of the fund 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 question 10 above, cannot be used by your organisation for the proposals/project

--

12. Purpose of the Youth & Young Persons Budget - 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 policy?

Details of any safety issues:

Public Liability insurance: Yes

☐

No

☐

Amount held:

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

18. The Town Council is keen to hear about the impact and benefits arising from the Youth & Young Persons Budget. 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.

6 Months	<input type="checkbox"/>	12 Months	<input type="checkbox"/>
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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 & Young Persons Budget, 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)



APPLICATIONS FOR GRANT AID **FOR APRIL 2023**

GUIDELINES/CRITERIA AND CHECK LIST

1. The aim of the Town Council's Grants Scheme is to promote a vibrant and active community in Bognor Regis. The scheme recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community. It provides financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities in the town. Your project must help to meet the aims of the Town Council grant scheme.
2. The Bognor Regis Town Council Vision is to develop Bognor Regis to become more powerful and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.

In support of this Vision, the Town Council has agreed the following strategy and priority headings for 2019-2024 and organisations are required to show how their application would meet one or more of these: -

- Build on the success of Bognor Regis
- Manage and reduce the environmental impact of Bognor Regis
- Work to enable residents and community groups to live well and enjoy and take pride in our Town
- Promote arts and culture to make Bognor Regis a great place to live, work, study and visit

In taking these priorities into account applicants may have regard to the following supporting actions:

- Supporting local tourism and events
- Improving the Bognor Regis Town Environment
- Supporting alcohol reduction strategies
- Supporting vulnerable people within the community
- Supporting projects which create a safer Bognor Regis
- Town Heritage and Regeneration projects
- Providing services and support for younger people

The Town Council will fund organisations:

- Whose activities and projects are for the benefit of Bognor Regis residents
- That are not providing activities that are of a political or religious nature
- That do not hold reserves in excess of one year's operating expenses, including local branches of national or regional organisations that have reserves that could be used.
- That do not fundraise to support their head office for distribution to other areas

The Town Council will not fund organisations applying for:

- Retrospective funding - for something that has already taken place or been purchased
- Contributions to large capital programmes or generic blanket applications where what is being funded is not specifically stated
- Funding for loan payments or outstanding debt or interest

3. To ensure the safeguarding of public finance any organisation submitting a grant application will be required to demonstrate that it is able to meet all statutory requirements at the time of application, relating to employment of staff, volunteers and participants, use of premises and provision of its service, including public liabilities, insurance etc.

4. For your application to be processed, it is essential that a set of the most up to date, signed audited or certified accounts, copies of current bank statements for all bank accounts, a Chairman's Report or Constitution and a copy of the Policy Statement regarding Child Protection and/or Vulnerable Adults (if applicable) be submitted with the application. **No public funds may be paid over until the accounts and report have been inspected and the Council is satisfied.** The accounts must be audited or certified as described and should also have a signed statement from an independent person, i.e. auditor, accountant etc.
5. Clubs or organisations involved in providing activities for children or youths will need to provide information on their adopted policy statement for Child Protection in relation to the Children's Act 1989 and the Rehabilitation of Offenders Act 1974 regarding the recruitment of staff, paid or voluntary. The information must make clear that procedures have been established to include prevention of abuse and clearly define roles for staff and training in relation to child protection. The Council will look for evidence that groups working with vulnerable members of society (e.g. people with special needs etc.) follow good practice in protecting such people with information provided on their adopted policy statement for Vulnerable Adults.
6. Organisations are required to submit only one application when applying for funding for different activities and projects rather than multiple applications.
7. All applications are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as having been received.
8. Applicants may be asked to provide additional information.
9. Where the application is for new equipment that is over £100 in value, please supply at least two quotations.
10. Should your grant application be successful, please note that if your funding is for a capital project, such as purchasing equipment etc, you will be required to produce evidence of this, e.g. invoices/receipts, for our records as soon as possible. It is important to also note that in the event of your organisation closing or if the project/services funded by the Council do not proceed, the grant aid must be returned to the Council.
11. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
12. **Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application. Therefore, your application will not be considered unless sufficient written explanation is provided as to the reason for absence and confirmation of when such documentation will be available. To avoid extra administrative time, this action will be taken without further redress to the applicant: The onus is on the applicant to ensure all requirements are met by the due date.**
13. Applications for aid must be made on the form provided by this Council and must be emailed to the Town Clerk (in accordance with clause 7 above) to arrive not later than **5.00pm on Thursday 22nd September 2022.** Late applications will not be considered. Funds for all successful grant applications will be awarded during April 2023, the next financial year.

Please complete the enclosed Check List and return with your application form

Check List

In order to prevent unnecessary delay, please tick and ensure that you have:

- ☐ Read the notes for applicants (overleaf).
- ☐ Answered all questions. It is not sufficient simply to attach documents in response to questions. Ensure you have entered the actual amount of grant requested.
- ☐ Attached your most recent audited or certified accounts, appropriately signed. (Chairman/Treasurer/Secretary and an independent signature) followed by the current year's accounts once these become available.
- ☐ **PLEASE NOTE:** audited or certified accounts are to be signed by an independent professional person not associated with your organisation.
- ☐ Provided a copy of your Policy Statement regarding Child Protection and/or Vulnerable Adults, (if applicable) or reason for absence.
- ☐ Attached your latest Chairman's Report (or similar e.g. Constitution or Treasurer's/Secretary's Report).
- ☐ Attached additional supporting material, e.g. cuttings, reviews etc. (optional).
- ☐ Attached copies of estimates for proposals/project.
- ☐ Attached a copy of your most recent bank statements for all bank accounts.

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

PLEASE NOTE: Organisations in receipt of Grant Aid may be required to have a Town Council appointed non-voting observer as a representative to any of the organisations meetings. This appointment will be at the discretion of the Town Council and will enable them to take part in discussion and debate only and to also give input/feedback in relation to the Town Council's agreed position and policy on issues relating to the discussion. Representatives are there to represent the Town Council and not as individuals. They should not therefore under any circumstances agree anything on the Town Council's behalf that has not been approved previously by the Town Council. Town Council representatives will respect any issues of confidentiality that might arise from the outside organisation.



BOGNOR REGIS TOWN COUNCIL YOUTH & YOUNG PERSONS BUDGET MONITORING FORM

Bognor Regis Town Council requires all organisations to complete an end of Youth & Young Persons Budget monitoring form to provide information on the work or project funded and to ensure that the terms and conditions of the fund have been met.

If there are problems or changes

The Council realises that things may not always go according to plan - timescales slip, budgets and circumstances change. However, it is important that we are made aware of any problems or changes as they arise and that you do not wait until you send in your monitoring form. We are always happy to discuss any such issues with you and what they could mean for your fund.

Please be aware that if you are considering a different use for the fund than it was awarded for you **must** contact the Council before you go ahead.

Finally please ensure that you complete all sections of the following form and that you refer to what you said in your Youth & Young Persons Budget application form. If we require any more information or clarification then we may telephone or arrange to visit you.

Please return your completed monitoring form to the Town Clerk Mrs Glenna Frost.

Privacy Notice

Bognor Regis Town Council is collecting this information in order to award and monitor funds awarded to external organisations, and you may be contacted using the details provided, if further information is needed in order to do so.

In performing this service, the Council may share your information with other organisations or departments, but only when it is satisfied that it is necessary to perform a public task, or to exercise its statutory duties to do so.

The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

More detailed information about the Council's handling of your personal data can be found in its privacy policy, available on request.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

1. Contact Details

Name of your organisation

--

Address of organisation

--

Postcode

--

Name and position of person completing this form

Title First Name Last Name

--	--	--

Position

--

Telephone Number

--

Email

--

Date form completed

--

2. Receipts

Please attach a list of expenditure and copies of receipts confirming the grant money was spent as set out in your application form (photocopies are acceptable).

☐ Receipts attached/enclosed (please tick to confirm)

3. Was the actual income and expenditure in line with the estimated budget provided in your application? Please provide a breakdown of the final budget and explain any significant differences.

--

4. Please tell us about the work/project

In this section we would like to know all about the work/project we grant funded. Please tell us if the work/project happened as you set out in your application. Please explain the reasons for any changes. Were there any unplanned or unintended positive and/or negative results?

DRAFT

5. Effectiveness of Youth & Young Persons Budget.

Please briefly tell us how this fund has helped your organisation and/or service users (your comments will be kept on file and may be used to promote the Council's Youth & Young Persons Budget)

6. Is there anything else you would like to tell us about the organisation, work or project?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
12th JUNE 2023**

**AGENDA ITEM 13 - BOGNOR REGIS IN BLOOM WORKING GROUP -
CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND
REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON
THE 26th APRIL 2023**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 26th April 2023 (**Appendix 1**).

The recommendations in relation to the membership for the In Bloom Working for 2023/2024 will be dealt with under Agenda item 7.

There were no further recommendations from the Bognor Regis In Bloom Working Group.

DECISION

Members are asked to **NOTE** the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 26th April 2023.

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Wednesday 26th April 2023

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

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

Apologies had been received from Mr. B. & Mrs. J. 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, 14th DECEMBER 2022, 8th FEBRUARY 2023 AND 22nd MARCH 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. TO DISCUSS AND AGREE WHO WOULD LIKE TO REMAIN A MEMBER OF THE BOGNOR REGIS IN BLOOM WORKING GROUP

All Members present confirmed their willingness to remain on the Working Group. The Committee Clerk was asked to contact those Members not present to determine whether they wished to remain on the Working Group.

NB: since the meeting, Mr. E. Fane, Mr. B. Jackson and Mrs. J. Jackson have advised the Committee Clerk they would like to remain on the Bognor Regis in Bloom Working Group.

Those present **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee that Co-opted Members: Mr. P. Dillon, Ms. G. Edom, Mrs. S. Hamilton Jones, Mrs. M. Huntingdon, Mr. J. Jones-McFarland, Ms. P. Keane and Mrs. S. Teverson remain on the Bognor Regis in Bloom Working Group together with those Co-opted Members (Mr. E. Fane, Mr. B. Jackson and Mrs. J. Jackson) who subsequently advised the Committee Clerk of their willingness to remain a Member.

It was further **AGREED** to **RECOMMEND** that Councillor representatives present: Cllrs. S. Goodheart and P. Woodall together with Cllr. Mrs. J. Warr, who subsequently advised the Committee Clerk of her willingness to continue as a Member, remain on the Bognor Regis in Bloom Working Group.

Mrs. T. Burrington has advised the Committee Clerk that she does not wish to remain a Member.

The Chairman expressed a hope that there would be stronger Councillor representation in the new Municipal year.

4. UPDATE ON EARMARKED RESERVES

Available in Earmarked Reserves:

The Committee Clerk (CC) advised Members that, following discussions with the Town Clerk, there were small changes to the Earmarked Reserves reported at the last meeting. The final figures are:

Competition Expenses: £1,579
Environmental Projects: £2,955
Fundraising Budget: £923

Members **NOTED** the revised figures.

5. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

BRiB Annual Competition – Update on Entries

The Committee Clerk (CC) confirmed that seven entries had been received so far. The verbal report was **NOTED**.

Members **AGREED** that judging arrangements would be discussed at the next meeting.

Guides & Scouts Competition – Update on entries and confirmation of the judging arrangements for the 2023 competition

The CC confirmed judging would take place on 11th May 2023 in the Chamber. Gillian Edom and Phyl Keane will judge the design entries alongside Chris Ingham (Town Force) and the Mayor.

It was discussed whether there should be runner-up awards and what the value of the prizes should be. Members **AGREED** there would be an award of a £20 gift voucher for the winner and two runner-up awards consisting of £10 gift vouchers.

Those Members present expressed a wish that all the entries are displayed for public viewing. It was noted that in 2022 the POP! shop was used but that location is no longer available. The CC was therefore asked to contact Reynolds to see if they had a suitable space.

Schools Competition – Update on entries

The CC advised Members that, following the last meeting, he had invited nine local Nursery Schools to participate in the competition and that three had accepted the invitation. The verbal report was **NOTED**.

Members **AGREED** judging would take place early July and that detailed arrangements would be agreed at the next meeting.

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

The CC advised that he had been unable to find a local company that could supply a suitable plaque. Following advice from James Jones-McFarland that the best plaque for use in a public space would be either a large stone or a flat slab, Pat Dillon offered to contact Reynolds Funeral Services to ask if they would be willing to supply or donate an engraved slab. James Jones-McFarland advised Members that he would similarly contact other stonemasons, used by ADC, for prices.

Members **AGREED** that the CC should provide the format of the plaque to both Pat Dillon and James Jones-McFarland who would then seek quotes.

The CC also advised that no arrangements had yet been made for the watering of the Cordyline trees. James Jones-McFarland recommended twice weekly watering between June and September with an increase to three times in a period of drought. Members present **AGREED** that the CC contact Town Force and ask if the trees could be added to its watering schedule.

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

James Jones-McFarland advised that ADC was considering turning the largest planter in front of the station into a raised stage for public performances. The stage would be fenced using a railway theme and would be a feature at one of the gateways into the Town Centre. The two remaining planters would have low level planting, with any plans requiring commitment from relevant bodies such as GTR, WSCC, ADC, BRTC and Sussex Police.

The verbal report was **NOTED** and Members present unanimously welcomed the idea of this public amenity space and looked forward to receiving an update at a subsequent meeting. Members also suggested involvement should be sought from the eastern European community and the Twinning Association.

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

James Jones-McFarland advised Members present of the ADC tree planting strategy for the wards of Bognor Regis. This strategy covered the planting of trees, hedges and wild meadows on ADC land. His list of locations, trees to be planted and costs would be circulated to Members in due course and they could then express their preference for planting location.

The verbal report was **NOTED** and Members reconfirmed their commitment, made in the Meeting of 22nd March 2023, to utilise the Environmental Projects Earmarked Reserves for tree planting projects in the coming year.

Cllr. Goodheart reminded Members of the possibility of tree planting in Lyon Street. However, James Jones-McFarland was able to confirm the land in question was owned by WSCC and not ADC therefore precluding it from being in the proposed tree planting strategy.

9. WASH UP OF THE LITTER PICKS PLANNED AS PART OF THE GREAT BRITISH SPRING CLEAN 17th MARCH - 2nd APRIL 2023

The CC advised the meeting that the litter pick planned for 23rd March 2023 was cancelled due to bad weather. The second litter pick at Milberry Woods on 29th March 2023 did take place and was extended to cover the roadside along to Ladybrook Orchard as well as the orchard itself.

The CC further advised that the litter pick was attended by Mrs. S. Teverson and three Town Council Officers. There were no volunteers from the public. The verbal report was **NOTED**.

Some Members present questioned whether the lack of volunteers was a result of the litter picks taking place mid-week. There was a further discussion, based on two recent requests received by the CC, that the Working Group purchase a selection of litter picking equipment that could be loaned to other volunteer groups to undertake their own litter picks.

It was **AGREED** that the CC obtain costs for litter picking equipment for the matter to be discussed at a subsequent meeting.

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

A Member raised the matter of the vacant land off The Esplanade between Waterloo Square and Norfolk Street. James Jones-McFarland was able to confirm that ADC is the landlord of that plot.

After discussion Members **AGREED** the CC should write to ADC's Property and Estates Department requesting that the land be developed in an environmentally positive manner.

Fly-tipping in the Town Cemetery was raised as an issue. However, James Jones-McFarland was able to advise the meeting that a new member of staff was being employed at the cemetery which should help alleviate the problem.

Cllr. P. Woodall left the Meeting

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

Hotham Park Volunteers:

Ms. P. Keane advised the meeting that this volunteer group had been disbanded and the remaining members had joined the Bognor Community Gardeners.

Ms. P. Keane left the Meeting

Bognor Community Gardeners:

Mrs. S. Hamilton Jones advised that the BCG were working on projects at the Town Cemetery, the alleyway outside Morrisons and the High Street planters with potential future projects in Hotham Park and the Sunken Gardens.

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.

Mr. Jones-McFarland informed the meeting he would ask the volunteer group Friends of Hotham Park if they would be interested in being represented on the Working Group.

12. CORRESPONDENCE

There was no correspondence.

13. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 21st June 2023 at 10am.

The Meeting ended at 11.40am

AGENDA ITEM 14

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING 12th JUNE 2023

AGENDA ITEM 14 – CONSIDERATION OF DATES OF FUTURE ONLINE COMMUNITY OPEN FORUM AND COUNCILLOR DROP-IN SURGERIES

REPORT BY THE PROJECTS OFFICER

FOR DECISION

As part of the Community Engagement and Environment Committee remit to engage with local communities and members of the public, Bognor Regis Town Council host alternating Online Community Open Forums and Councillor Drop-In Surgeries.

Due to a clash with the Mayor's Civic Reception the last Online Community Open Forum was postponed, and Members are, therefore, invited to consider hosting the next online meeting on Monday 26th June 2023 at 6.30pm.

Members are also invited to consider hosting a Councillor Drop-In Surgery to be held on Tuesday 25th July 2023 at 11:00am. To provide a focal point for members of the public to interact with Councillors, the Projects Officer will make the necessary arrangements to apply for a licence from West Sussex County Council for the use of a gazebo to be situated in London Road for the Surgery.

The Projects Officer would also like to inform Members of the Community Engagement and Environment Committee that both the Online Community Open Forums and Councillor Drop-In Surgeries are open to all Councillors to attend and engage with members of the public on Town issues and topics.

DECISIONS

Do Members **AGREE** to host an Online Community Open Forum Meeting at 6.30pm on Monday 26th June 2023?

Do Members **AGREE** for the Projects Officer to make arrangements and gain permission from West Sussex County Council to hold a Councillor Drop-In Surgery to be situated in London Road at 11:00am on Tuesday 25th July 2023?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
12th JUNE 2023**

AGENDA ITEM 15 – CORRESPONDENCE

1. King Charles III Coronation Bench – FuturForm – April 2023
2. Playground-park equipment and inspections - GB Sport and Leisure - April 2023
3. Queen Elizabeth II Memorial Bench– FuturForm – April 2023
4. Celebrate The Coronation in West Sussex and make history - West Sussex County Council - April 2023
5. Climate Change Bulletin - April 2023
6. WSCC - Primary school offer day: 91% of children in West Sussex offered their first choice - April 2023
7. Food waste scheme expands across the county - West Sussex County Council – 2023
8. Is your business switching to renewables_ Let's go Solar Together Sussex! - West Sussex County Council - April 2023
9. Contract awarded for new low carbon 500 bus service for Barnham, Yapton and Fontwell – West Sussex County Council - May 2023
10. Climate Change Bulletin - May 2023
11. Email from local resident, who is concerned about the condition of the sea – May 2023
12. West Sussex County Council renews drive for host families for refugees – West Sussex County Council – May 2023
13. Queen Elizabeth II Memorial Bench – FuturForm – May 2023
14. Director of Public Health urges parents and carers to get children immunised before starting school – West Sussex County Council – June 2023