



BOGNOR REGIS TOWN COUNCIL

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

Dear Sir/Madam,

MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

I hereby give you Notice that a Meeting of the Community Engagement and Environment Committee of Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 7th AUGUST 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 7th August 2023 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 31st JULY 2023

TOWN CLERK

THE AGENDA and BUSINESS to be TRANSACTED is:

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

- e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. To approve the Minutes of the Meeting held on 12th June 2023
 4. Adjournment for public question time and statements
 5. Clerk's Report
 6. Bognor Regis In Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Non-Quorate Meeting held on the 21st June 2023
 7. To receive an update on the 5-Year listing of Bognor Regis Town Hall, as an Asset of Community Value (if available)
 8. Public Transport Bus Accessibility in Bognor Regis – Min. 94 refers
 9. Feedback from Online Community Open Forum held on 3rd July 2023 and Councillor Drop-In Surgery held on 25th July 2023 including:
 - Any items for a future agenda
 - To agree the arrangements for the next Online Community Open Forum and Councillor Drop-In Surgery
 10. Update on Youth Provision
 11. To receive details of a funding request from The Bognor Fun Bus CIC and to offer feedback on the suggested locations
 12. To consider the next steps in relation to West Sussex County Council's Initiative for Community Improvement – Min. 9 refers
 - To agree the membership of the Working Group
 - To agree upon the name of the Working Group
 13. To receive an update in relation to pigeons in the Town Centre – Min. 10 refers
 14. To receive an update on the installation of a fish sculpture on the seafront to raise awareness of plastic pollution – Min. 11 refers
 15. To seek agreement from the Committee for a presentation from Boom Community Bank to take place prior to the Community Engagement and Environment Committee Meeting to be held on Monday 2nd October 2023
 16. To agree any action with regards to the levels of sewage in Bognor Regis Sea
 17. Correspondence

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



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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 12th JUNE 2023

PRESENT: Cllrs. J. Barrett (Chairman), J. Brooks, D. Dawes,
Miss. C. Needs, N. Smith, Mrs. J. Warr,
B. Waterhouse and Mrs. G. Yeates

IN ATTENDANCE: Mr. M. Hall (Projects Officer)
Mrs. S. Miah (Committee Administrator)
Cllr. S. Goodheart in the public gallery
2 members of the public in the gallery

The Meeting opened at 6.32pm

1. **TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN
AS AGREED AT THE ANNUAL MEETING ON 22nd MAY 2023**

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

Members **NOTED** that Cllr. J. Barrett had been appointed Chairman and Cllr. N. Smith appointed Vice-Chairman of the Community Engagement and Environment Committee at the Annual Town Council Meeting on 22nd May 2023, for the 2023/24 municipal year.

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

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

No apologies were received from Cllr. F. Oppler.

3. **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.

Cllr. Dawes declared an Ordinary Interest in Agenda item 12 as he works collaboratively with Bognor Regis Youth & Community Centre and Bognorphenia CIC

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11th APRIL 2023

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 11th April 2023.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 11th April 2023, as an accurate record of the proceedings and the Chairman duly signed them.

5. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.35pm

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

A member of the public expressed his concerns about West Sussex County Council's reduction in Youth Services within Bognor Regis and made specific reference to The 39 Club. He asked Members to consider the £7,500 held in Earmarked Reserve from the Youth & Young Persons Budget to be awarded to Sussex Clubs for Young People who operate in The 39 Club's building. A Member seated in the public gallery expressed his support of the suggestion and hoped for the Council to work together in supporting the youth club. The Clerk advised this will be discussed under Agenda item 12.

Another member of the public drew attention to the lack of 2-hour free parking at the southern part of the Town and suggested introducing free parking at The Regis Centre Car Park, which he felt might increase footfall to that area of the Town. A Member agreed with the suggestion and commented that the east end of the Town is usually full. The Clerk stated liaison would need to be undertaken with Arun District Council (ADC) regarding this. The Member also suggested gaining support from the BID, as they manage the scheme, and suggested that should ADC not agree to including The Regis Centre Car Park in the scheme then it may be worth considering alternative options.

A Member seated in the public gallery asked for an update with regards to Beach Access. A Member who sits on the ADC Beach Access Working Party said that there is a scheduled Environment Committee Meeting next week where he will seek an update. Disappointment was expressed about the lack of progress since the last meeting.

Cllr. Needs declared an Ordinary Interest as she used to be a Member of Arun District Council's Beach Access Working Party

A member of the public advised he had done a recent survey in the local Parish Council. He found basic democracy had declined, and there were less voted for Councillors. He felt a large amount of money is spent on Councillors, and therefore it is important to know what the public want, so that changes, if any, can be made to the system. He will be addressing this with Full Council, but expressed it was important to bring this to the attention of this Committee as it involved Community Engagement.

The Chairman reconvened the Meeting at 6.49pm

6. CLERK'S REPORT

There were no updates to report.

7. APPOINTMENT OF SUB-COMMITTEES, WORKING GROUPS AND TOPIC TEAMS

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

Members **RESOLVED** 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.

7.1 Bognor Regis in Bloom Working Group including consideration of recommendations to Council of co-options for ratification

Members **AGREED** that Cllrs. Goodheart, Smith, Mrs. Warr, Woodall and Mrs. Yeates be appointed to the Bognor Regis in Bloom Working Group. It was noted that a vacancy remains for a member of the Community Engagement and Environment Committee to be appointed to the Working Group.

Members **AGREED** 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 **RESOLVED** to **RECOMMEND** these appointments to Council.

7.2 Beach and Sea Access Topic Team

Members **AGREED** that Cllrs. Brooks, Miss. Needs and Waterhouse be appointed to the Beach and Sea Access Topic Team.

7.3 Youth Provision Steering Group

Members **AGREED** that the Chairman of the Community Engagement and Environment Committee, Cllr. Barrett, be appointed to the Youth Provision Steering Group.

7.4 Climate Emergency Focus Group

Members **AGREED** that Cllrs. Barrett, Brooks and Dawes be appointed to the Climate Emergency Focus Group, with Cllr. Mrs. Yeates appointed as a Reserve.

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

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

Members **NOTED** 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 as detailed in the report.

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

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

A Member stated that whilst the Town Council are already working with West Sussex County Council (WSSC), there are further avenues to explore which he believed brought financial gain, listing a few areas such as strimming, cleaning road signs and weed spraying. Discussion included the current workload of Town Force and whether there would be capacity for them to take on any further work resulting from the WSSC initiatives, and whether volunteers within the community could offer their services to work alongside Town Force on a project. A Member suggested that the Town Council could join forces with other parish councils and community groups, all coming together to focus on specific areas in the Town.

Comment was made about overgrown areas in Bognor Regis, particularly at approaches to roundabouts, with mention also made about an area behind the railway bridge. With Members disappointed that work to clear these areas was not being carried out satisfactorily, a Member asked whether these concerns could be raised with the responsible authority (WSSC). The Vice-Chairman advised that the Town Clerk shall be writing a letter to WSSC regarding the matter as agreed at the Policy and Resources Committee Meeting held on 5th June 2023 (Min. 13 refers).

The Committee **AGREED** to set up a Working Group, reporting back to this Committee, on which Cllr. Dawes would lead, to consider whether there were any WSSC Community Improvement initiatives that the Council could adopt, with which Town Force, or local community groups, could potentially be involved.

NOTE:

Subsequent to the meeting, the Town Clerk has advised that appointments to the Working Group will need to be agreed at the next meeting along with Terms of Reference prior to any meeting of this new Working Group being held. Close liaison with the Town Force Manager prior to any involvement of the Town Force team will also need to be undertaken to ensure they have the capacity within their current workload to assist in any WSSC Community Improvement initiatives.

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

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

A Member reported that two food outlets in London Road had stated that they were not affected by the pigeons and did not believe their presence had an impact on trade.

After discussing several suggestions on how to proceed, which included feeding locations, Environmental Police, educating the public, engaging with businesses in the Town Centre and contacting wildlife experts, Members **AGREED** to write to the Bognor Regis BID to ask them to explore ways to deter pigeon feeding in the Town.

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

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

A Member stated that a meeting between staff and Members of BRTC and ADC Officers shall be taking place shortly and suggested this item could be discussed at that meeting.

The Chairman suspended Standing Orders

Cllr. Goodheart, seated in the public gallery, suggested that the Bognor Fishermen's Association be approached as they may be able to accommodate the fish sculpture, which he felt would be relevant to them as the sculpture related to fish and marine pollution.

The Chairman reinstated Standing Orders

A question was raised about who would empty the fish sculpture to which the Clerk responded that he would provide this information at the next meeting.

Members **AGREED** to **DEFER** this item until the meeting with ADC had taken place, at which discussions about potential locations for the sculpture will be included, with a report brought back to the Committee at the next Meeting.

Members further **AGREED** that the Projects Officer would contact the owner of Bognor Regis Pier to enquire whether it would be possible for the fish sculpture to be situated on the Pier.

12. UPDATE ON YOUTH PROVISION INCLUDING: –

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

12.1 To note the change of name from Youth Provision Fund Application to Youth & Young Persons Budget Application – Min. 96 refers

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

12.2 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

The Projects Officer advised Members in previous years requests for funding from the Youth & Young Persons Budget had not followed a formal application process, such as Grant Aid. He added that to streamline the process and aid Members with their decision-making, an application form was approved at the Community Engagement and Environment Committee Meeting held 11th April 2023 – Min. 96 refers.

To supplement the application form, the Projects Officer invited Members to consider any aims and objectives, alongside a set of Guidelines/Criteria and Check List, and a Monitoring Form.

Comment was made about whether applicants are asked to indicate when a bid writer has been used and, if so, whether any of the funding requested would cover any associated costs.

The Projects Officer advised the Committee that applicants should detail their breakdown of costs and applications that adhere to the checklist/guidance, and this would be presented to the Committee before any decision to award money is made. A Member queried whether applications will be made available to the Committee prior to formal consideration at a meeting as has been done before. The Projects Officer stated the same process would be followed as with the annual Grant Aid process.

Members **AGREED** to consider a set of Guidelines/Criteria and Check List to be issued to applicants requesting funding from the Town Council's Youth & Young Persons Budget.

A Member suggested that the aims and objectives might fall automatically under the Town Council's Corporate Strategy and within the Terms of Reference of this Committee and that the feedback from the Youth Provision Surveys might aid guide this decision.

In beginning to consider the aims and objectives of the Youth & Young Persons Budget, Members **AGREED** that it would be beneficial to receive the feedback from the Youth Provision Surveys beforehand.

12.3 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

The Projects Officer provided Members with the feedback from the 750 completed surveys carried out by students from The Regis School and Felpham Community College. He highlighted and that there was a clear indication that 93% of students wanted activities during term time and not during their school breaks.

Following a lively debate regarding this topic, a Member suggested that when reviewing applications to the Youth & Young Persons Budget, that Members could review the results of the survey when approving applications, to which Members **AGREED**.

It was suggested and **AGREED** by Members that one of the aims of this budget would be to target hard-to-reach young people and those not currently engaging either at school or in youth activities, with further aims and objectives to be modelled on Terms of Reference.

Members **AGREED** to **ADOPT** in addition to the previously agreed application form, a Guidelines/Criteria and Check List, and a Monitoring Form in relation to the Youth & Young Persons Budget.

12.4 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

Members **RESOLVED** that in the event of an application being received from Sussex Clubs for Young People for funding from the remaining £7,500 from the 2022/23 Youth & Young Persons Budget currently held in Earmarked Reserves, that it would not be a requirement for this to be match-funded. Members are asked to note, that this would however be subject to receipt of a completed application form being received.

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

The Project Officer's report, including the Notes of the non-quorate Bognor Regis In Bloom Working Group Meeting held on 26th April 2023 as previously circulated, were **NOTED**.

A Member gave praise to the idea of turning the largest planter in front of the train station into a raised stage for public performances, as mentioned in the notes.

Members **NOTED** that there were no further recommendations to consider, whilst noting that the one in relation to membership of the Working Group, had been dealt with earlier in the meeting.

14. CONSIDERATION OF DATES OF FUTURE ONLINE COMMUNITY OPEN FORUMS AND COUNCILLOR DROP-IN SURGERIES

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

Members **AGREED** to host an Online Community Open Forum Meeting for 6.30pm on Monday 26th June 2023.

Members further **AGREED** for the Projects Officer to make arrangements and gain permission from West Sussex County Council for the use of a gazebo to be situated in London Road to hold a Councillor Drop-In Surgery from 11am on Tuesday 25th July 2023.

15. CORRESPONDENCE

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

The Meeting closed at 8.08pm

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
7th AUGUST 2023

AGENDA ITEM 6 - BOGNOR REGIS IN BLOOM WORKING GROUP -
CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND
REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON
THE 21st JUNE 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 21st June 2023 (**Appendix 1**).

There were no 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 21st June 2023.

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Wednesday 21st June 2023

PRESENT: Cllrs: Mr. N. Smith and Mrs. G. Yeates, also Ms. G. Edom, Mr. E. Fane, Mrs. S. Hamilton Jones, Mrs. M. Huntingdon, Mr. J. Jones-McFarland, Mrs. S. Teverson and Mr. S. Davis (Committee Clerk).

IN ATTENDANCE: Mrs. M. Stanley (Member of Bognor Community Gardeners).

The Meeting began at 10.05am

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 Cllr. Mrs. J. Warr, Mr. B. and Mrs. J. Jackson and Ms. P. Keane. No apologies had been received from Cllr. S. Goodheart, Cllr. P. Woodall or Mr. P. Dillon.

2. TO APPOINT A CHAIRMAN FOR 2023/24 MUNICIPAL YEAR

In the absence of both the current Chairman and Vice-Chairman, Margaret Huntingdon took the Chair. She advised the meeting that she would be willing to stand as Chairman for the new municipal year.

There being no other nominations, it was unanimously **AGREED** that Margaret Huntingdon be appointed Chairman of the Working Group.

There were no nominations for Vice-Chairman and Members **AGREED** that the appointment of the Vice-Chairman of the Working Group be deferred until the next meeting.

3. 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, 22nd MARCH 2023 AND 26th APRIL 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.

4. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

BRiB Annual Competition - Update on Entries

The Committee Clerk (CC) confirmed that 21 entries had been received so far. He also advised that two further entrants who lived just outside of the town and who had, on being advised of this fact, pointed out that a long-term entrant was also out of area, and as such felt they should be allowed to enter.

Members **AGREED** that these two entries be allowed for the 2023 Competition only.

The Members **AGREED** the judges for the various categories to be judged in July would be:

Best kept front garden	JJ/BJ
Best residential balcony	JJ/BJ
Best business frontage	EF/MS
Best neighbourhood	EF/MS
Best sustainable and environmentally-friendly planting	ST/SHJ
Best garden plot looked after by a child	GE/PK
Best vegetable plot at a school	GE/PK

Guides & Scouts Competition - Arrangements for the 2023 presentation

The CC confirmed the winning design was planted on 20th June 2023 and that the presentation to the winner and runners up was scheduled for 4.30pm on the 28th June 2023. The Chairman encouraged all Members to attend the presentation.

The CC advised that he had emailed Reynolds to ask if they could display the entries but had received no response.

The verbal report was **NOTED**.

Schools Competition - Arrangements for the judging

Members **AGREED** judging would take place in early July and the judges would be Gillian Edom and Phyl Keane.

The CC advised he would forward the contact details of the entrants to the judges in advance of their school visits.

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

Due to the absence of Mr. P. Dillon, who was looking to source a stone commemorative plaque for the planting, discussion was deferred to the next meeting.

Members discussed the damaged Cordyline tree and **AGREED** it should be removed by ADC and placed in Hotham Park where it would be nurtured in the expectation it would regrow.

6. UPDATE ON ADC'S PLANS FOR THE REDEVELOPMENT OF THE PLANTERS AT BOGNOR REGIS RAILWAY STATION IN 2023

James Jones-McFarland advised that due to budget limitations the development plans would be taken to ADC's Environmental Committee. In the meantime, there would be no additional planting.

The verbal report was **NOTED**.

7. 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 apologised that he had not yet circulated the document detailing planting locations, cost, and type of plants and trees to Members.

He undertook to issue the document at the earliest opportunity.

The verbal report was **NOTED**.

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

Following the decision at the last meeting for the CC to write to ADC requesting that the vacant land, between Waterloo Square and Norfolk Street, be developed in an environmentally positive manner, the CC was able to advise that a planning application for the site had been approved in September 2021. As a result, no letter was sent. This was **NOTED**.

The area around the Hothamton car park was raised as an issue. James Jones-McFarland was able to advise the meeting that the clearance of the brambles and overhanging trees was scheduled for week commencing 26th June 2023. He further advised that the area would be developed with marine planting in the autumn.

A Member asked if the brick planters in Gravits Lane could be replanted. James Jones-McFarland was able to confirm they were on WSCC land but had been planted by ADC. Members asked if he could speak to ADC Housing Department about planting with small trees.

A further area of concern raised was the northern end of Longford Road, close to the railway footbridge. Following a discussion about the volume of litter, Members **AGREED** that James Jones-McFarland should request the relevant department at ADC install a rubbish bin and that the CC write to GTR requesting the litter on its land be cleared.

Ed Fane advised that he had met the Tree Officer at ADC to discuss the possibility of applying for tree preservation orders on the trees in the Boots car park, Sudley Road. The view of the Tree Officer was that the trees had no merit and that instead Boots be approached to tidy up the area. As a result, Members **AGREED** the CC should write to Boots requesting the condition of the car park be improved through litter clearance and judicious pruning of the vegetation.

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

Bognor Community Gardeners:

Shelagh Hamilton Jones advised that the BCG were working on projects at the alleyway outside Morrisons, the High Street planters and the tidying of the lock-up.

The BCG expressed disappointment that the newly renovated Sunken Gardens had been reopened without the flower beds having been cleared of weeds and rubbish. James Jones-McFarland apologised on behalf of ADC and advised he had not been told either.

Hedgehog Tracking Partnership:

Gillian Edom informed the Working Group that hedgehog arks had been placed in the cemetery, but no hedgehogs were found. However, hedgehogs were found at two local schools.

Friends of Hotham Park:

Gillian Edom advised the Working Group that the Friends were working closely with ADC on putting information in notice boards and undertaking bat and bird surveys in the park.

10. CORRESPONDENCE

There was no correspondence.

11. DECIDE THE BEST DAY AND TIME FOR FUTURE MEETINGS AND AGREE DATE OF NEXT MEETING

Members present expressed a preference for future meetings to be held on Thursdays. The CC subsequently contacted those Councillors not at the meeting and was advised there was a stronger chance of a quorate meeting if held on Wednesdays.

To encourage maximum attendance, future meetings will alternate between Wednesdays and Thursdays.

The next meeting will be held on Wednesday 16th August at 10am.

The Meeting ended at 11.30am

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
7th AUGUST 2023**

**AGENDA ITEM 7 – TO RECEIVE AN UPDATE ON THE 5-YEAR LISTING OF
BOGNOR REGIS TOWN HALL, AS AN ASSET OF COMMUNITY VALUE (IF
AVAILABLE)**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

ASSET OF COMMUNITY VALUE

To be listed as an asset of community value, a piece of land or building must be nominated by an organisation with a local connection and meet certain legal criteria. Residential properties, their gardens, outbuildings and other associated land cannot be listed as community assets.

A building or piece of land is deemed to have community value if:

- The use of the land or building currently, or in the recent past, furthers the social wellbeing or social interests of the local community. This includes cultural, recreational or sporting interests
- The use of the building or land will continue to further the social wellbeing or interests of the local community
- Meeting the interests of the community must be the principle purpose of the land or building

BACKGROUND

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

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

At the Committee Meeting held on 6th February 2023, Members were advised that the listing of Bognor Regis Town Hall was due to expire on 20th April 2023. Members subsequently **AGREED** to proceed with re-applying for the building to continue being listed as an Asset of Community Value (Min. 82 refers).

UPDATE

The Projects Officer can confirm that the application with supporting information was submitted on 27th March 2023 to Arun District Council for consideration. It was expected that further information may be required and therefore surveys and further supporting evidence continued to be collated by Officers. The Projects Officer was advised that the decision from Arun District Council was expected by 31st July 2023, however, at the time of writing this report the outcome of the application remains unknown.

AGENDA ITEM 8

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING 7th AUGUST 2023

AGENDA ITEM 8 - PUBLIC TRANSPORT BUS ACCESSIBILITY IN BOGNOR REGIS – MIN. 94 REFERS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

At the Community Engagement and Environment Committee Meeting held on 11th April 2023 the matter of public transport bus accessibility in Bognor Regis was discussed as an Agenda Item (Min. 94 refers). During the Meeting, Members discussed organisations, such as the Chamber of Commerce, Compass Travel, retail stores in Bognor Regis, Bognor Regis Regeneration Board, and local parish councils which they felt may wish to subsidise or fund additional bus services. Members also considered the use of smaller buses, as they were more frequent and were far more accessible to the elderly and disabled people. Concerns were also raised regarding the poor advertising of bus times.

Members agreed for the Projects Officer to make further enquiries regarding any subsidising of bus fares with a report brought back to the next Committee Meeting. Whilst contact has been made with some of the organisations suggested by Members, regarding subsidising bus fares and bus services, the Projects Officer has yet to receive any responses.

In the meantime, Officers have carried out research into concessionary bus travel available in the local area, with information included below about new services:

Bognor Regis PlusBus	Unlimited bus travel when using a Bognor Regis PlusBus ticket on participating operators' services, around the whole urban area of Bognor Regis Town.
Discovery Ticket	One day's unlimited travel on all the main bus services in West Sussex, East Sussex, Surrey, Brighton & Hove and East Hampshire. Discovery is not valid on National Express and other long distance coach services or community bus services.
West Sussex County Council	Free bus pass for older persons and those with a disability. Until the end of October 2023 bus fares are capped at £2 for a single fare on most bus routes. After this, the bus fare cap will change to £2.50 for single tickets until 30 th November 2024. This offer is funded through the Department for Transport's Help for Households funded Bus Fare Cap.

	<p>WSCC have introduced a new bus service which will be run by Stagecoach South and will commence in July 2023 initially for 2 years. The route will run between Chichester, Shopwhyke, Tangmere, Fontwell, Barnham, Yapton and Littlehampton.</p> <p>WSCC have introduced another new service called Book-a-Bus, a flexible, on-demand bus service for rural areas, between Chichester and Petworth.</p>
<p>Children, young people and students</p>	<p>Compass Travel - Sussex Student Fare Card - gives young people aged 16-19 years 25% off most bus fares on Compass Bus services throughout East and West Sussex.</p> <p>Stagecoach student discounts - discounted StudentRider tickets for school and college students, plus a weekly student rate Megarider Gold.</p> <p>Young Person's 16-26 Coachcard - save a third off standard coach fares with the annual card costing £12.50.</p>

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
7th AUGUST 2023**

AGENDA ITEM 9 - FEEDBACK FROM ONLINE COMMUNITY OPEN FORUM HELD ON 3rd JULY 2023 AND COUNCILLOR DROP-IN SURGERY HELD ON 25th JULY 2023 INCLUDING:

- ANY ITEMS FOR A FUTURE AGENDA
- TO AGREE THE ARRANGEMENTS FOR THE NEXT ONLINE COMMUNITY FORUM AND COUNCILLOR DROP-IN SURGERY

REPORT BY THE PROJECTS OFFICER

**FOR INFORMATION
& DECISION**

BACKGROUND

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. Whilst these events are the remit of the Committee, all Councillors are encouraged to attend and engage with members of the public on Town issues and topics.

Both community events were advertised on the Town Council’s website and social media channels. Mention was also made in the Mayor’s weekly Bognor Observer column, and posters were displayed at retail outlets in the Town Centre.

ATTENDANCE OF THE ONLINE COMMUNITY OPEN FORUM

Attendance register	Number
Councillors	8
BRTC Staff	2
Members of the public	100 comments were received

ATTENDANCE OF THE COUNCILLOR DROP-IN SURGERY

Attendance register	Number
Councillors	7
BRTC Staff	2
Members of the public	Approximately 40

Members are asked to receive the Notes from the Online Community Open Forum Meeting held on 3rd July 2023 (**Appendix 1**) and from the Councillor Drop-In Surgery held on 25th July 2023 in the Town Centre (**Appendix 2**).

DECISION

Do Members wish to add any of the issues raised by members of the public at the Online Community Open Forum or Councillor Drop-In Surgery as an Agenda item for the next Community Engagement and Environment Committee Meeting?

FUTURE ONLINE COMMUNITY OPEN FORUM AND COUNCILLOR DROP IN SURGERY

Members are invited to consider hosting an Online Community Open Forum Meeting at 6.30pm on Tuesday 29th August 2023.

It is proposed to organise a Councillor Drop-In Surgery on Tuesday 26th September 2023, between 1pm and 4pm. Members are invited to consider whether an application should be made to host the event from a gazebo in the Town Centre again, or to suggest alternative venues to be looked into.

DECISIONS

Do Members **AGREE** to host an Online Community Open Forum Meeting at 6.30pm on Tuesday 29th August 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 the Town Centre between 1pm and 4pm on Tuesday 26th September 2023, or to suggest an alternative venue for the event to be held at this time?

Questions and Statements from the Online Community Open Forum
Meeting held on 3rd July 2023

In attendance:

Bognor Regis Town Council

Councillors: J. Barrett (Chairman) (JB), Miss. C. Needs (CN), F. Oppler (FO), Mrs. J. Warr (JW), Mrs. G. Yeates (GY), P. Wells (PWe) and P. Woodall (PWo)

Committee Clerk and Meeting Host: Mr. M. Hall (MH)

Committee Administrator: Mrs. S. Miah (SM)

Before taking questions from Facebook, the Chairman stated that this was not an official Town Council Meeting but an opportunity for members of the public to pose questions or statements they might have. The Chairman also advised Members that should they wish to comment on any questions raised, that they answer with 100% accuracy to ensure members of the public are not misled. Questions and Statements were then taken from members of the public via Facebook.

Issue raised from the public	Response
<p>Crime and ASB: Members of the public asked what BRTC are doing about the following matters within Bognor Regis:</p> <ul style="list-style-type: none"> - Anti-social behaviour at Station Square, Collyer Field, Seafront, on public transport. - Amount of Police Officers 'on the beat'. - Engagement with Neighborhood Watch. - Part-time Police station in Bognor. - "Without the appropriate people to Police situations then it will continue." 	<p>PWe stated his concern on the rise of crime in the Town Centre. He has requested the Police to give an update on the current situation of crime. He felt it would be advisable for the Town Council to contact Katy Bourne, Sussex Police & Crime Commissioner, to meet with the Council and provide an update on how they are tackling the rise in crime in the area.</p> <p>KB stated on multiple occasions the Police have been asked to attend Council Meetings but due to the lack of resources are unable to attend. He asked if MH could add this as an agenda item at the next Full Council Meeting so the questions can be put forward to the Police. MH advised he will pass this on to the Town Clerk.</p> <p>PWe stated Katy Bourne has been to Station Square before. Anti-social behaviour remains a major issue on the trains and station. It will be beneficial for Katy Bourne to revisit the station. Police presence is needed and will deter crime. Alongside the Council writing to Katy Bourne, he suggested residents should write to the Sussex Police & Crime Commissioner and local MP themselves, as this will be a very effective way of taking action.</p>

<p>"The Police should park their cars around town and at the station. It's a deterrent seeing them."</p> <p>"Is there anything being done to try and create a better environment for the locals and visitors in the summer season? Example, I visited a Thai festival yesterday in Southampton. I think events like these would be great for the area."</p> <p>"Question to Katy Bourne might be: how many extra Police Constables are in our area?"</p>	<p>PW suggested inviting Katy Bourne to the Electors Meeting, so the public can ask questions. PWe advised that the next Meeting is next year and that something needs to be done sooner.</p> <p>GY stated the different channels available to get answers from the Police. She suggested residents look at a Police and Crime Panel, which Katy Bourne hosts and takes place quarterly, where the public can ask questions directly. She added ADC Councillors can push concerns via Safer Arun Partnership. She stated the importance of reporting crimes, which will leave a trail and ultimately help improve resources. She stated you can make reports very easily on the Sussex Police and Crime Commissioners website. MH advised he can add a link to this website to the Town Council's website.</p> <p>PWe added many people post crime on social media but fail to report directly to Sussex Police.</p> <p>MH advised that he had been involved in Arun District Council's Joint Action Group, where Police Officers stated the importance of members of the public consistently reporting crimes so that they can gather sufficient evidence.</p> <p>KB added having spoken to a PCSO recently, they are unable to be present on foot because their patrol areas have increased, so they are needed in cars. The lack of resources issue needs to be addressed with Katy Bourne.</p> <p>PWe agreed with KB. He stated the main reason why anti-social behaviour cannot be tackled in the Town is because of the lack of resources. Smaller seaside towns do not get as much resources as larger seaside towns.</p> <p>PWe reiterated this is no criticism of the Police. There is just a lot of frustration with the Police by the public for not delivering what they have promised.</p>
<p>Scooters in Town: "Is it possible to engage with the Police about safety advice for pedestrians regarding increased reckless usage of fast scooters/</p>	<p>PWe said the use of electric scooters is becoming more apparent in the Town and should be reported to the Sussex Police & Crime Commissioner.</p> <p>CN added the speed of the scooters is of great concern as it is very dangerous.</p>

<p>electric bikes etc. on the roads and pavements around Hawthorn Road area. Will legal action be taken for the illegal use of electric scooters?"</p>	<p>KB said this is illegal to use on pavements and roads. This can only be tackled with Police presence, who can only react at the time of the crime.</p> <p>MH advised electric scooters are illegal, which he was advised of at the Arun District Council's Joint Action Group and that Police have monitored the use of scooters in Bognor Regis and surrounding areas. He reiterated the constant reporting of these activities to the Police is important.</p> <p>PWo added he has witnessed the illegal use of scooters by youth in the Town Centre where PCSO's have attempted to intervene, and the youth just ignore the comments and continue.</p>
<p>Graffiti: "What more can be done to tackle the graffiti epidemic engulfing the town? Why does it take so long for graffiti to be removed?"</p>	<p>JW stated Town Force do a very good job in taking down graffiti, however due to the high number of sites, the staff are lacking resources to do as much, especially as the current season is a busy time for them with planting etc.</p> <p>PWe said that shops in the Town are attempting to restrict the selling of aerosols to underage children. This should discourage youth resorting to graffiti. It is a growing crime, and it must be tackled using multi agencies. Educating through schools is important as well as channelling the youth's energy to other activities.</p> <p>KB added it is difficult to remove graffiti on private property unless the owners give permission.</p> <p>PWe suggested passing on this query to Community Engagement and Environment Committee, as well as Policy and Resources. He felt it will be useful to look into the Town Force clean up rate. He is aware BID/ADC also contribute towards graffiti removal. It would best to monitor the results from Town Force and other agencies involved in graffiti removal, and to find out who is responsible for what and have a clearer plan on how it is being tackled.</p>
<p>Place St Maur: "Surface upgrade at Place St Maur - who is held accountable for the lack of delivery? Are the</p>	<p>JW was not aware of any updates on the resurfacing to take place at Place St Maur, therefore she will gather more information and report back.</p> <p>PWe suggested it was the Arun Councillors responsibility to chase up the issues and deliver results.</p>

<p>issues being corrected?"</p> <p>"The ice-skating rink at Place St Maur."</p> <p>"Will this cost taxpayers more money?"</p>	<p>He added the tarmac used on Place St Maur was the incorrect material, hence why resurfacing is needed so soon.</p> <p>JW advised Councillors have been making efforts to ensure the work promised was being delivered. Unfortunately, this did not happen, and she was unsure of what more can be done.</p> <p>FO advised the Councillors did raise the concerns with ADC Officers and Full Council but were not getting any results. He stated the administration of the project changed halfway through, which caused some issues. Another issue was the delay in getting materials due to Covid, however the materials used were not what was originally designed, as well as the number of jets were less than the original plan, nor was there any coloured lighting. He stated he will be happy to take this up with ADC again. JW added they were assured the ground will be suitable to take heavy vehicles, however this was not delivered.</p> <p>FO clarified this is a BRTC meeting, this matter falls under ADC. Therefore, the Councillors will not be able to advise on some of the queries the public have put forward, until they have spoken to ADC.</p> <p>GY asked if CN could clarify with ADC where the ice rink will be held this year, following the change of location last year.</p>
<p>Youth Provision: "More youth provision is needed, after the closure of Sussex Clubs for young people."</p>	<p>MH advised BRTC have allocated £14,000 towards a Youth and Young Persons Fund, where youth providers can apply for the funding.</p> <p>As a representative from BRTC for the 39 Club, KB stated the 39 Club is still in operation with a new Committee, who will be meeting to discuss the future of the Club.</p> <p>MH advised The Regis School are working to get the Pheonix Centre up and running as a Youth Centre too.</p> <p>KB added the Bognor Regis Youth and Community Centre also have some provisions for youth in place.</p>
<p>Hotham Park: "Closing Hotham Park at night to avoid drug/</p>	<p>MH advised ADC are responsible for parks, thus this would need to be taken up with them.</p>

<p>alcohol use in the park at night."</p> <p>"Who is the leaseholder of Hotham House?"</p>	<p>CN advised she will forward this comment to ADC for a response.</p> <p>KB advised this will need more thought because there are residents inside the grounds of Hotham Park.</p> <p>PWo advised the residents are private residents, so it may be something that they can look into for their own safety. He added the leaseholder is ADC.</p> <p>KB advised the gates to Hotham Park are locked at dusk, apart from the main gate. PWo agreed.</p>
<p>Roadworks: "Re. painting of the roads, potholes, increase in traffic."</p>	<p>KB stated these issues lie with WSCC.</p>
<p>Sea Sewage Pollution: "How BRTC are combating the sea sewage pollution?"</p> <p>"Can BRTC instigate independent testing which could be advertised by the beaches?"</p>	<p>MH stated in August 2022 BRTC had written to Southern Water regarding this but had not received a response.</p> <p>KB advised that it will be in the best interest to write another letter to Southern Water and to the local MP, to see if they have had any response.</p> <p>PWo agreed, stating that the Town Council need to put pressure on Southern Water to get a response, and involve the local MP, so that a suitable outcome can be found.</p> <p>MH advised this will be put forward as an agenda item for the next Community Engagement and Environment Committee Meeting.</p> <p>KB advised during peak season, the Foreshore Office on the Promenade do regular testing and publish water quality and wind speed etc.</p>
<p>Grass Cutting/ Verge overgrown:</p>	<p>PWe encouraged residents to report issues such as overgrown verges and potholes to WSCC via their app. He also suggested if Town Force come across such issues to report to WSCC too.</p>
<p>Cameras: "Invest in more good quality cameras. Ensure cameras have good drive and loop. Upgrade cameras."</p>	<p>MH advised BRTC worked in partnership with ADC and Sussex Police to invest in cameras in Town. PWe suggested raising this issue with Safer Arun Partnership. He added it will be advisable to find out at the next meeting if more cameras will be installed or ask for an update on the situation.</p>
<p>Bins:</p>	<p>MH advised issues with bins in Barnham need to be taken up with ADC/ Barnham Parish Council.</p>

<p>"New Bins on the East End of the High Street like on London Road."</p> <p>"Barnham need more bins."</p>	
<p>Parking: "Cars parked in station road on double yellow lines all day. The taxi ranks not being used by Taxi's."</p>	<p>Parking enforcement falls under ADC. KB stated himself and FO have previously attempted with some success to control parking on double yellow lines on Longford Road. He suggested to work with FO again and come up with a solution for Station Road.</p> <p>GY suggested how members of the public can request the attendance of Traffic Wardens at locations where there are persistent parking issues. She referenced where this can be found on their website: https://www.arun.gov.uk/pcn, and can be reported via email: car.parks@arun.gov.uk.</p>
<p>BID radio service for shops: "The railway station should hire a Shopwatch radio."</p>	<p>PWe suggested this question will need to be raised directly with BID as the Council cannot advise on this matter.</p> <p>MH stated he will liaise with the BID on this matter.</p>
<p>Flood Prevention: "Would the Town Council be able to put pressure on West Sussex County Council, to take action on dealing with flooding of Shripney Road, Lower Bognor Road and Pagham Road. "</p>	
<p>West Park: "When are the people living in tents over West Park going to be moved?"</p>	<p>CN advised she will forward this comment to ADC for a response.</p>
<p>Sunken Gardens: "Why is the Sunken Garden wildflower meadow roped off?"</p>	<p>As ADC are responsible for parks, KB suggested asking an Officer in the ADC Parks and Landscape team.</p> <p>CN said she will take this question up with ADC Parks and Landscapes as she liaises with them often regarding other matters.</p>

<p>Brewers Fayre on Esplanade/ The Regis Centre closure: "What plans are there for Brewers Fayre?"</p> <p>"How have we allowed the Regis Centre to close without a plan for its future - in the middle of high season?!"</p>	<p>KB stated the closure was sudden, therefore ADC came up with an interim measure, working with the BID to make the area appealing during the peak season. The use of Brewers Fayre will be discussed at a future ADC meeting.</p>
<p>Shop Refurbishment: "Refurbishment of shops in the Town Center."</p>	<p>MH advised the Council will not be able to comment on individual businesses.</p>
<p>Fly tipping: "How can we help with fly tipping in and around the areas?"</p>	<p>KB advised WSCC is responsible for fly tipping. MH added it can be reported on the ADC website. He advised he has been monitoring the situation and reporting where necessary.</p> <p>PWe added the cleanliness of the Town leaves a lot to be desired. He commented Biffa and ADC are doing their best with the limited resources.</p>

**Questions and Statements from the Councillor Drop-In Surgery held on
 25th July 2023**

In attendance:

Bognor Regis Town Council

Councillors: K. Batley (KB), D. Dawes (DD), S. Goodheart (SG), R. Nash (RN), Miss. C. Needs (CN), N. Smith (NS), P. Wells (PW)

Committee Clerk and Meeting Host: Mr. M. Hall (MH)

Committee Administrator: Mrs. S. Miah (SM)

A Councillor Drop-In Surgery was held on the 25th July 2023 in The Town Centre. Members of the public had the opportunity to ask Bognor Regis Town Councillors any questions they had regarding any local issues.

Feedback from members of the public	Councillor/Officer Response
<p>BRTC Events: What events are being held this Summer? What activities are there for children? A future event idea - a play (such as The Rude Mechanicals or Shakespeare) being performed at Hotham Park? Can events be advertised on paper? Positive feedback on events? Events and sensory activities for children without social media/internet?</p>	<p>The public were asked to follow the BRTC Events Facebook and the Town Council's website for updates. Councillors also advised on the events being held this summer. KB advised he will speak to the Events Officer to consider a play for 2024/25 events. KB advised flyers used to be handed out, but due to the Town Council declaring a climate emergency, this was ceased.</p>
<p>The Regis Centre/ Alexandra Theatre: Disappointment at the closing of The Regis Centre during peak summer season. Update on the refurbishment of Alexandra Theatre.</p>	<p>KB stated the closure was sudden, therefore ADC came up with an interim measure, working with the BID to make the area appealing during the peak season. Signposted to the refurbishment website, where the responsible ADC officer contact details are available.</p>
<p>Overgrown verges and weed: Overgrown verges and weed issues all over Bognor Regis. Private landowner with overgrown verges. Areas of Hotham Ward not being weeded or grass cutting not being done to a sufficient level. Grass cutting in Bersted. Job Centre grounds are derelict and overgrown. BT land opposite Butlin's.</p>	<p>Signposted to WSCC, ADC or the private landowner. Some areas of Bognor Regis are maintained by the Town Council's Town Force and KB advised he would pass on any concerns to the Town Force Manager.</p>

<p>Anti-social behaviour: Drinking by train station/in Town Centre. Sunken Gardens graffiti and vandalism. Graffiti on Morrisons car park. Burnham Avenue high on crime, anti-social behaviour, police not arriving quick enough when called, taxis using the road as short cut, public parking on road to go into town, speeding down road. Can the road be made 20mph or one way. Cycling in Town and e-scooters on pavements and pedestrian area. Cycling on pavements of Longford Road. Cars speeding down Victoria Drive and Sylvan Way. Tents on seafront / homeless and the rubbish around them.</p>	<p>Councillors advised that anti-social behaviour of any nature must be reported to the Police or the local authority (ADC) so that sufficient evidence is collected before the Police can prosecute.</p>
<p>Seagull proof bags to be introduced in the Town/signs to discourage feeding of seagulls as at Lyme Regis, Dorset.</p>	<p>The member of the public was advised that a similar subject of feeding pigeons in the Town Centre has been discussed, which there will be an update at the next Committee Meeting.</p>
<p>Beach: Dog walkers on the beach. Sewage in the sea, major issue for holiday makers. Access to beach.</p>	<p>KB advised some areas of the beach allow dog walkers and some parts are not allowed during peak season. In January 2022 BRTC had written to Southern Water regarding this but had not received a response. KB advised that members of the public can contact Southern Water and their local MP, to see if they have had any response. The Projects Officer advised that ADC have a Beach Access Working Party who are working on several solutions to aid members of the public with access to the beach.</p>
<p>Security around Town: Are they walking in shops? Business wardens and what do they do? Can they enforce?</p>	<p>Business Wardens are around the Town Centre and PCSO's do walkabouts. KB would like Officers to look into this and advise.</p>
<p>Other Issues in Bognor Regis: Several banks closing in the Town Centre. A member of the public suggested BRTC create a Hub for banks in Town.</p>	<p>SG stated that the Town Council's Policy and Resources Committee are looking into the viability of this subject.</p>
<p>Not enough members attend Town Council Committee Meetings.</p>	<p>All Town Council Committee Meetings must have a quorum of three Members.</p>

Is there a Marks and Spencer in Town?	Chichester has the nearest Marks and Spencer.
Illegal perfume sales in Town.	Report to Police.
Where to apply for a licence for a burger van on the Promenade?	Signposted to ADC.
Youth Provision in Bognor Regis for those with disabilities.	Projects Officer advised the Town Council has a Youth & Young Persons Budget which is open to external organisations to apply for and provided details of Youth Providers in the area.
Cost of living.	Signposted to WSCC, ADC and Town Council website for useful information.
BRTC funding Seafront Lights which are not on at all times. Why does BRTC fund it?	DD suggested this be discussed at relevant Committee Meeting and Service Level Agreements be reviewed.
Not enough car parking.	Signposted to ADC.
Not enough buses around Bognor Regis.	On CEE Agenda 7 th August.
Roads: Potholes around Town, Poor infrastructure, Road markings on High Street outside The Arcade.	Signposted to WSCC and ADC.

Positive Feedback on Councillor Drop-in Surgery
Town Councillor presence was appreciated
Councillors signposting queries to correct council/department was appreciated
Very useful
It is a very good idea for Councillors to meet the public

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
7th AUGUST 2023**

AGENDA ITEM 10 - UPDATE ON YOUTH PROVISION

REPORT BY THE PROJECTS OFFICER FOR NOTING AND DECISION

UPDATE REGARDING SUSSEX CLUBS FOR YOUNG PEOPLE

On the 17th July 2023 Chris Cook, Chief Operating Officer for Sussex Clubs for Young People informed the Town Council that they shall cease trading as of 26th June 2023 and that all staff were made redundant. Chris also stated that he will remain a Trustee of The 39 Club who shall be looking to take over the lease of the Find-it-Out Centre and will continue to support Youth Provision in Bognor Regis.

TO RECEIVE APPLICATIONS TO THE YOUTH & YOUNG PERSONS BUDGET

No applications have been received to date.

TO RATIFY 4 X AMAZON GIFT CARDS FOR STUDENTS AT THE REGIS SCHOOL AND FELPHAM COMMUNITY COLLEGE FOR PARTICIPATING IN THE YOUTH PROVISION SURVEYS

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).

To encourage students to complete the survey, all completed surveys were entered into a draw to win 1 of 4 x £25 Amazon gift cards.

DECISIONS

Members are asked to **NOTE** that Sussex Clubs for Young People ceased trading as of 26th June 2023.

Members are asked to **NOTE** that there have been no applications to the Youth & Young Persons Budget.

Members are asked to **AGREE** expenditure of £100, from the Youth & Young Persons budget, for the purchase of 4 x Amazon gift cards for students at the Regis School and Felpham Community College for participating in the Youth Provision Surveys.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
7th AUGUST 2023**

**AGENDA ITEM 11 - TO RECEIVE DETAILS OF A FUNDING REQUEST
FROM THE BOGNOR FUN BUS CIC AND TO OFFER FEEDBACK ON THE
SUGGESTED LOCATIONS**

REPORT BY THE PROJECTS OFFICER FOR NOTING AND DECISION

On the 24th July 2023, Bognor Regis Town Council and neighbouring Parish Council's received the following request from Bognor Fun Bus CIC: -

"We are in the process of establishing The Bognor Fun Bus CIC to provide play and youth activities for children and young people in this area. Some may recall the Bognor Fun Bus which ran from 1983 for 28 years and recorded over 96000 attendances in its operations.

The BFB CIC seeks to provide exciting yet safe activities through a converted double decker bus.

We are at an early stage, and we're seeking the advice and views of parish councils as the most local level of government. What we ask is that your Council uses its local knowledge to help us identify viable sites - either year-round or holidays only. Obviously, we want to know "where the children and young people are".

Can I ask that you help us find the best sites for children and young people in your Parish?"

Further correspondence regarding the request was received on the 27th July 2023, as follows: -

"As you know, we are in the process of setting up a new Bognor Fun Bus mobile play and youth project. We are presently scouting sites in the area, we had a good survey yesterday, and there are several sites within the Town parish area. We have written to you and other Clerks re your views on sites etc.

One of our targets will be to provide a full summer programme at e.g. Westloats next year (possibly also Laburnum Grove). We note that you are running a Fun Week at the former, 5 sessions x 3 hours. We would seek to run e.g., 3 sessions a week at Westloats for the whole holiday period, with a fully equipped project.

This is to ask the Council to consider our services in summer 2024, I believe we could offer value for money and superior coverage. At our current estimates, such a programme would likely cost £4,350 for 15 sessions.

You also may wish to consider the possibility of working with Bersted PC for a youth session 1/2 x weekly at Laburnum Grove - we are working with 39 to look at areas where there is no youth provision, and this ranks highly in terms of need. I note there are application processes for ordinary grant aid and youth provision."

On 31st July 2023, the initial email about suitable sites was followed up with another email, which stated: -

"With the registration of the Bognor Fun Bus CIC, which will provide play and youth activities in the area, we have undertaken a visit of potential sites in the local area, and we are keen to hear your views on a) their suitability and b) the demographics of the sites.

They are:

Cootes Lane, Middleton, Shrubbs Playing Field Middleton
Tack Lee and Foundry Roads*, Yapton
St Richards Close, Westergate
Farnhurst Road, Barnham Murrell Field Barnham
Larksfield, Flansham King George V, Felpham
Green area, Pevensey Road, Bognor
Hampshire Avenue Rec/Westloats Bognor
Avisford Park Rec, Rose Green
Laburnum Grove, Bersted/Bognor*
Oak Grove(?) Bognor*

We looked at Jubilee, Chalcroft lane but accessibility doubtful. There will be other sites we do not know? e.g. new Bersted Community Hall area? We may also consider youth sessions as well as younger persons play sessions, as these sites not covered by youth session so far as we are aware."

Prior to bringing the funding request to Committee Members, the Projects Officer sought further information from Bognor Fun Bus CIC in relation to what the funding would be spent on. On 1st August 2023 the following response was received: -

"The intention is to run the project for both the u13 and 13+ age ranges, and to ensure we don't overlap with existing youth club providers.

One site for the 13+ age range that needs addressing is on the Bognor/Bersted border e.g. at Laburnum Grove where we also would run u13 sessions. The need is clearly identified to us by local sources.

At this stage, we'd look to run 2x youth sessions a week at that site when we start in 2024/24, hopefully in the Spring. The Bus will also work with u13's at Hampshire Avenue in a rotated programme, including the summer holidays.

We would ask your Committee to consider a request for capital support at this stage. The cost of purchase of the Bus we are looking at is £7,995 plus VAT. We have consulted expert folk at The Association of Mobile Projects who agree it is a good option.

Obviously, we'd like the full amount but would ask that, if this is not possible, a grant of £4,000 plus loan of the balance so we can ensure quick ownership. That would enable speedy progress. It's also true that support from a local body such as BRTC would show other funders the strength of our project.

Our Chair, Jan, will attend your meeting next week and your members may wish to ask him questions e.g. in the public session about the project.

If there is a formal application to be made, please let, me know."

DECISIONS

Do Members wish to provide any feedback in relation to the suitability of the potential sites proposed by Bognor Fun Bus CIC for youth activities in Bognor Regis?

Members are asked to **NOTE** that the request for the Town Council to consider the services of Bognor Fun Bus CIC, when planning any youth activities in summer 2024.

Do Members **RESOLVE** to **AGREE** to the request from Bognor Fun Bus CIC, for funding of up to £7,995 plus VAT for the purchase of a bus? If so, Members are asked to identify a suitable budget.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
7th AUGUST 2023**

AGENDA ITEM 12 - TO CONSIDER THE NEXT STEPS IN RELATION TO WEST SUSSEX COUNTY COUNCIL'S INITIATIVE FOR COMMUNITY IMPROVEMENT – MIN. 9 REFERS

- TO AGREE THE MEMBERSHIP OF THE WORKING GROUP
- TO AGREE UPON THE NAME OF THE WORKING GROUP

REPORT BY THE PROJECTS OFFICER

FOR DECISION

BACKGROUND

At the Community Engagement and Environment Committee Meeting held on 12th June 2023 Members discussed the Town Councils involvement in West Sussex County Council's (WSCC) Initiative for Community Improvement.

Comments included the current workload of Town Force and whether there would be capacity for them to take on any further work resulting from the WSCC initiatives, and whether volunteers within the community could offer their services to work alongside Town Force on a project. A Member suggested that the Town Council could join forces with other parish councils and community groups, all coming together to focus on specific areas in the Town.

Members **AGREED** to set up a Working Group, reporting back to this Committee, on which Cllr. Dawes would lead, to consider whether there were any WSCC Community Improvement initiatives that the Council could adopt, with which Town Force, or local community groups, could potentially be involved.

UPDATE

Subsequent to the meeting, the Town Clerk had advised that appointments to the Working Group will need to be agreed at the next meeting along with Terms of Reference prior to any meeting of this new Working Group being held. As the Working Group may involve a diverse range of community groups, the Terms of Reference will need to be created at the first Working Group meeting, to consider the various views as to how the group may wish to function and to establish the type of work that the group would be permitted to take on.

Close liaison with the Town Force Manager prior to any involvement of the Town Force team will also need to be undertaken to ensure they have the capacity within their current workload to assist in any WSCC Community Improvement initiatives.

DECISIONS

Members are asked to **AGREE** the appointed Members of the Working Group.

Members invited to **AGREE** the name of the Working Group.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
7th AUGUST 2023**

**AGENDA ITEM 13 - TO RECEIVE AN UPDATE IN RELATION TO PIGEONS
IN THE TOWN CENTRE – MIN. 10 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Community Engagement and Environment Committee Meeting held on 12th June 2023 the matter of deterring pigeons and seagulls was discussed (Min. 10 refers).

Comments included two food outlets in London Road had stated that they were not affected by the pigeons and did not believe their presence had an impact on trade. After discussing several suggestions on how to proceed, which included feeding locations, Environmental Police, educating the public, engaging with businesses in the Town Centre and contacting wildlife experts, Members **AGREED** to write to the Bognor Regis Business Improvement District (BR BID) to ask them to explore ways to deter pigeon feeding in the Town.

UPDATE

The Projects Officer contacted the BR BID, who had liaised with an Environmental Health Officer from Arun District Council who actively engages with businesses and has outlined the problems with trying to deter committed feeders.

The BR BID has asked the Community Warden to have a gentle word with people he observes feeding pigeons but would stress that he has no authority to “stop them” or enact any fines. The BID is happy to support and share any communication campaigns that BRTC would like to develop to deter such activity. The BR BID do not have the staffing capacity to consult with the wider public to see the true impact of the problem or to develop such a campaign.

DECISION

Do Members wish to take any further action?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
7th AUGUST 2023**

**AGENDA ITEM 14 - TO RECEIVE AN UPDATE ON THE INSTALLATION OF
A FISH SCULPTURE ON THE SEAFRONT TO RAISE AWARENESS OF
PLASTIC POLLUTION – MIN. 11 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

At the last Community Engagement and Environment Committee Meeting on 12th June 2023 the matter of installing a fish sculpture was discussed (Min. 11 refers).

Suggestions made included speaking to Arun District Council again about using their land to install the fish sculpture, along with exploring alternative private land such as The Pier and the Bognor Fisherman's Association.

Members **AGREED** to **DEFER** this item until the meeting with ADC had taken place, at which discussions about potential locations for the sculpture will be included, with a report brought back to the Committee at the next Meeting.

Members further **AGREED** that the Projects Officer would contact the owner of Bognor Regis Pier to enquire whether it would be possible for the fish sculpture to be situated on the Pier.

UPDATE

Following the Partnership Meeting with ADC, Lloyd Willson from ADC, reiterated that ADC are understaffed and cannot make this a priority. Their legal team will not be able to process the necessary paperwork, to have the sculpture installed on their land, in time for the summer season.

At the Meeting Cllr. Wells suggested using the decking on the seafront that the Town Council manage. Lloyd clarified that nothing can be placed on the decking boards as they are for wheelchair users to view the sea.

The Projects Officer has sent a letter to the owner of the Pier but has had no response at the time of publishing this report.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
7th AUGUST 2023**

AGENDA ITEM 15 – TO SEEK AGREEMENT FROM THE COMMITTEE FOR A PRESENTATION FROM BOOM COMMUNITY BANK TO TAKE PLACE PRIOR TO THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING TO BE HELD ON MONDAY 2nd OCTOBER 2023

REPORT BY THE PROJECTS OFFICER

FOR DECISION

On 26th July 2023 an email request was received via Cllr. Nash from Boom Community Bank to deliver a 30-minute presentation to Bognor Regis Town Councillors regarding the potential financial challenges residents of the Town may be faced with.

ABOUT BOOM COMMUNITY BANK

The Boom Community Bank is like a bank in that it lends to borrowers and looks after money for savers, but unlike a bank it does not operate to make a profit. It is a co-operative which is owned by its members.

West Sussex County Council worked with key stakeholders and partners to develop the credit union which opened in October 2008.

Boom deals primarily with loans between £300-£15,000 and savings accounts of £85,000. Savings in Boom are protected under the Financial Services Compensation Scheme (FSCS) and support ethical lending practices in local communities.

People who take out a loan pay interest, but gain five significant advantages:

- Repayments are more reasonable because a 'not for profit' structure means focus is on affordability and not excessive profits.*
- There are no arrangement or service fees.*
- Borrowers save as they repay their loans. When the loan is paid off, the accumulated savings become available to spend or to keep adding to.*
- There are no penalties for repaying all or some of the loan early.*
- Boom Community Bank can also put you in touch with agencies that can provide you with advice on budgeting and debt management.*

Note: the above information is an extract from the West Sussex County Council website

DECISION

Do Members **AGREE** to the request from Boom Community Bank to give a 30-minute presentation to Councillors to take place prior to the Community Engagement and Environment Committee Meeting to be held on 2nd October 2023?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
7th AUGUST 2023**

**AGENDA ITEM 16 – TO AGREE ANY ACTION WITH REGARDS TO THE
LEVELS OF SEWAGE IN BOGNOR REGIS SEA**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

BACKGROUND

At the Community Engagement and Environment Committee held on 11th April 2022 Members received the Notes from the Online Community Open Forum Meeting held on 21st February 2022. Within the Notes was a question raised by a member of the public who asked the following:

“What are Bognor Regis Town Council (BRTC) doing about the ongoing issue of Southern Water pumping raw sewage into our waters?”

Members responded by stating that Bognor Regis Town Council had investigated this, and whilst this is not a Town Council issue, a letter could be sent from the Council to Southern Water, in relation to the pumping of raw sewage into our waters. A letter was sent by the Projects Officer in August 2022, but to date no response has been received.

RECENT COMPLAINTS FROM MEMBERS OF THE PUBLIC

At both the Town Council’s Online Community Open Forum held on 3rd July 2023, and at their Councillor Drop-in Surgery held on 25th July 2023, members of the public once again raised the issue of sewage levels in Bognor Regis sea.

Additionally, three letters addressed to the Mayor of Bognor Regis were received from Year 5 students at South Bersted Primary School all discussing the issue of sewage in the sea.

DECISION

Members are invited to consider and **AGREE** any further action.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
7th AUGUST 2023**

AGENDA ITEM 17 – CORRESPONDENCE

1. Climate Change Bulletin – June 2023
2. Your Environment & Climate Change eNewsletter (West Sussex County Council) – June 2023
3. County Council recognised for supporting businesses on net zero journey (West Sussex County Council) – June 2023
4. Investing in Better Roads (West Sussex County Council) – July 23
5. Public Consultation launched (Global Thameslink Railway) – July 23
6. Climate Change Bulletin – July 2023
7. Book-a-Bus - the new, flexible transport option for rural areas (West Sussex County Council) – July 23
8. Climate Emergency Network Session Notes, Climate Action for Smaller Councils – 27th July 2023
9. Email from member of the public in receipt of the Town Council's monthly e-bulletin, commending the council for their work