



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road  
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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 2<sup>nd</sup> OCTOBER 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 2<sup>nd</sup> October 2023 from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

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

**DATED THIS 25<sup>th</sup> SEPTEMBER 2023**

**TOWN CLERK**

### **THE AGENDA and BUSINESS to be TRANSACTED is:**

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
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 7<sup>th</sup> August 2023
  5. Adjournment for public question time and statements
  6. Clerk's Report
  7. To Note the presentation received from Boom Community Bank prior to the meeting and consider any further action
  8. Bognor Regis In Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meeting held on the 23<sup>rd</sup> August 2023 and the Non-Quorate Meeting held on the 20<sup>th</sup> September 2023 (if available)
  9. Proposals and required budgets for 2024/2025 for recommendation to the Policy and Resources Committee including: Youth Provision, Hampshire Avenue Fun Week (Playdays), Surgeries, Open Forums and Topic Teams, and the Bognor Regis In Bloom Working Group
  10. To consider the adoption of any available red phone kiosks in Bognor Regis and to agree for what purpose
  11. To consider a request from Arun District Council for support in promoting the importance of defibrillators and a 'call to action' to ensure that any within our District are registered on 'The Circuit'
  12. To provide feedback to the Bognor Regis BID on the potential repositioning of a street bench, with associated anti-social behaviour, from the east end of Bognor Regis High Street to York Road
  13. To receive an update on the 5-Year listing of Bognor Regis Town Hall, as an Asset of Community Value – Min. 22 refers
  14. To consider the next steps in relation to West Sussex County Council's Initiative for Community Improvement – Min. 27 refers
    - To agree upon the name of the Working Group
  15. To receive an update with regards to the levels of sewage in Bognor Regis Sea (if available) – Min. 31 refers
  16. Feedback from Online Community Open Forum held on the 29<sup>th</sup> August 2023 and Councillor Drop-in Surgery held on the 26<sup>th</sup> September 2023 (if available) including:
    - Any items for a future agenda
    - To agree the arrangements for the next Online Community Open Forum and Councillor Drop-in Surgery
  17. Update on Youth Provision including:
    - To Note the date of the next Youth Provision Steering Group Meeting to be held 4<sup>th</sup> October 2023
    - To Note the release of £500 for The Regis School and 4 x Amazon Gift Cards to students from The Regis School and Felpham Community College for participating in the Youth Surveys – Min. 97.3 and Min. 25 refers
  18. To consider Youth & Young Persons Budget Applications including: -
    - To further consider the funding request from The Bognor Fun Bus CIC – Min. 26 refers
    - To consider a funding request from The 39 Club

- To Note New applications received from Bognorphenia CIC, Bognor Regis Youth and Community Centre

19. To receive the Notes from the Beach & Sea Access Topic Team Meeting held on the 25<sup>th</sup> September 2023 and consideration of any recommendations (if available)
20. To Note the date of the next Climate Emergency Focus Group Meeting to be held on the 17<sup>th</sup> October 2023
21. 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 7<sup>th</sup> AUGUST 2023**

### **PRESENT:**

Cllrs. J. Barrett (Chairman), 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)  
3 Members seated in the public gallery  
4 members of the public in the gallery

***The Meeting opened at 6.32pm***

### **16. 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 Cllrs. J. Brooks and F. Oppler.

### **17. 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***

**18. TO APPROVE THE MINUTES OF THE MEETING HELD ON 12<sup>th</sup> JUNE 2023**

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 12<sup>th</sup> June 2023.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 12<sup>th</sup> June 2023, as an accurate record of the proceedings and the Chairman duly signed them.

**19. ADJOURNMENT FOR PUBLIC QUESTION TIME 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, involved with Agenda item 11, expressed the view that there was a desperate need for youth services, particularly in the Bersted area. He brought to Members attention a mistake in relation to the request for funding from The Bognor Fun Bus CIC, to be considered later in the meeting. The £4,000 grant requested did not include VAT, therefore VAT would need to be added to the request.

An enquiry came from another member of the public, from a local youth club and community centre, asking if they could still apply for funding. The Clerk advised that there was no deadline for funding applications to the Youth and Young Persons Budget, so they may apply whilst funds remain in the budget.

Further comments from those seated in the public gallery referred to anti-social behaviour and CCTV in the area. Reference was also made to a petition regarding road safety concerns, with the suggestion that a Road Safety Panel or a Working Group could be created to address the concerns, including ideas around refreshing road signs and implementing speed humps. The Chairman suggested this be an Agenda item at a future meeting, however, as Highways and Transport falls within the remit of the Town Council's Planning and Licensing Committee, the comments and suggestion would be referred to them for consideration.

***The Chairman reconvened the Meeting at 7.02pm***

**20. CLERK'S REPORT**

There were no updates to report.

**21. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 21<sup>st</sup> JUNE 2023**

The Projects Officer's report, including the Notes of the Bognor Regis in Bloom Working Group non-quorate meeting held on 21<sup>st</sup> June 2023, was **NOTED**.

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

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

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

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

**24. FEEDBACK FROM ONLINE COMMUNITY OPEN FORUM HELD ON 3<sup>rd</sup> JULY 2023 AND COUNCILLOR DROP-IN SURGERY HELD ON 25<sup>th</sup> JULY 2023 INCLUDING: -**

The Projects Officer's report, including the Notes from the Online Community Open Forum Meeting held on 3<sup>rd</sup> July 2023 and from the Councillor Drop-In Surgery held on 25<sup>th</sup> July 2023, were **NOTED**.

**24.1 Any items for a future Agenda**

Members **AGREED** to add anything that is within the remit of this Committee, 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.

## **24.2 To agree the arrangements for the next Online Community Forum and Councillor Drop-in Surgery**

Members **AGREED** to host an Online Community Open Forum Meeting at 6.30pm on Tuesday 29<sup>th</sup> August 2023.

Members further **AGREED** 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 26<sup>th</sup> September 2023. No suggestions of an alternative venue for the event to be held at this time were made.

### ***The Chairman suspended Standing Orders***

- 24.3** A Member, seated in the public gallery, expressed his concern about branding at the Councillor Drop-in Surgery in July, which he believed was lacking. He suggested the purchase of a branded gazebo to make the public aware of the Town Council's presence. The Clerk advised the branded gazebo was in use at a Town Council event, thus a non-branded gazebo was used. Laminated signs were displayed, and staff and Councillors were given Town Council branded high-vis jackets to promote the Council further. He advised should Councillor's wish to purchase a branded gazebo, they must first consider where this will be funded from.

### ***The Chairman reinstated Standing Orders***

A Member suggested buying a banner with the Town logo printed on, that could be attached to the gazebo when needed, which can be purchased at low cost. Alternative suggestions included the use of Correx lamp post sleeves, standing banners, and Bognor Regis Town Council branded lanyards. Name badges were also suggested as a cheaper alternative which could be more inviting than an ID card.

## **25. UPDATE ON YOUTH PROVISION**

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

Members **NOTED** that Sussex Clubs for Young People ceased trading as of 26<sup>th</sup> June 2023.

Members **NOTED** that at the time of the report being published, there were no applications for the Youth & Young Persons Budget. However, since then, there had been an application from The Bognor Fun Bus CIC, which would be discussed under Agenda item 11.

Members unanimously **AGREED** the 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 and being picked as winners from the prize draw.

**26. TO RECEIVE DETAILS OF A FUNDING REQUEST FROM THE BOGNOR FUN BUS CIC AND TO OFFER FEEDBACK ON THE SUGGESTED LOCATIONS**

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

A Member questioned whether the bus would be accessible for youths with disabilities.

***The Chairman suspended Standing Orders***

A representative from The Bognor Fun Bus CIC, seated in the public gallery, stated that the bus would have no chairs on the ground floor, therefore, would be accessible for youths with disabilities. The organisation could also consider adding lifts to ensure that all users could take full advantage of the bus.

***The Chairman reinstated Standing Orders***

Members provided no feedback in relation to the suitability of the potential sites proposed by The Bognor Fun Bus CIC for youth activities in Bognor Regis.

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

As the application had only just been received, Members **AGREED** to **DEFER** the request from The Bognor Fun Bus CIC, for funding of up to £7,995 plus VAT for the purchase of a bus, until Members have had sufficient time to review the application.

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

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

**27.1 To agree the Membership of the Working Group**

Members **AGREED** Cllrs. Dawes, Goodheart and Woodall be appointed Members of the Working Group.

**27.2 To agree upon the name of the Working Group**

As the Working Group involves the community, Cllr. Dawes suggested asking the community to suggest a name. Members **AGREED** to **DEFER** the naming of the Working Group to allow time for Cllr. Dawes to reach out to the community, with a report brought back to a future meeting.



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

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

Members **AGREED** no further action is required.

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

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

**30. 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 2<sup>nd</sup> OCTOBER 2023**

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

Members **AGREED** to a presentation from Boom Community Bank to take place prior to the Community Engagement and Environment Committee Meeting to be held on Monday 2<sup>nd</sup> October 2023, commencing at 6pm.

**31. TO AGREE ANY ACTION WITH REGARDS TO THE LEVELS OF SEWAGE IN BOGNOR REGIS SEA**

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

***The Chairman suspended Standing Orders***

A Member, seated in the public gallery, suggested taking this issue to the Policy and Resources Committee asking for a letter to be written by a Solicitor to the Director of Southern Water.

***The Chairman reinstated Standing Orders***

A Member suggested writing an open letter to Southern Water to be published in a local newspaper or inviting V2 Radio to visit the Town and report on the situation. Alternatively, it was suggested to invite a representative from Southern Water to attend a Committee Meeting and address the concerns, as had happened at meetings with Arun District Council and Bersted Parish Council. The Member added that Southern Water have provided newsletters to residents in Shripney to keep them updated.

She suggested, when writing to Southern Water, attaching statistics that highlight the issues which may help in gaining their attention.

Comment was made about the possibility of working in unison with partners such as Aldwick Parish Council, Bognor Regis BID, Butlin's, Felpham Parish Council and the Traders Association in order to have a greater impact. The Clerk requested that the Member forward the contact details for Southern Water.

Members **AGREED** for the Clerk to work collaboratively with local organisations on the issue, and to invite Southern Water to attend a future Committee Meeting to address the concerns.

## **32. CORRESPONDENCE**

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

***The Meeting closed at 7.50pm***

## AGENDA ITEM 7

### BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING 2<sup>nd</sup> OCTOBER 2023

#### AGENDA ITEM 7 – TO NOTE THE PRESENTATION RECEIVED FROM BOOM COMMUNITY BANK PRIOR TO THE MEETING AND CONSIDER ANY FURTHER ACTION

##### REPORT BY THE PROJECTS OFFICER

##### FOR DECISION

On 26<sup>th</sup> 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.

This request was put to Members at the last Community Engagement and Environment Committee Meeting held 7<sup>th</sup> August 2023, and Members **AGREED** to a presentation from Boom Community Bank to take place prior to the Community Engagement and Environment Committee Meeting to be held on Monday 2<sup>nd</sup> October 2023, commencing at 6pm – Min. 30 refers.

Having received the presentation, Members are invited to note this and to consider any further action.

#### DECISIONS

Members are asked to **NOTE** the presentation from Boom Community Bank, delivered to Members prior to the Community Engagement and Environment Committee Meeting held on 2<sup>nd</sup> October 2023.

Members are invited to **AGREE** any further action in relation to the presentation from Boom Community Bank.

**AGENDA ITEM 8**

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING  
2<sup>nd</sup> OCTOBER 2023**

**AGENDA ITEM 8 - BOGNOR REGIS IN BLOOM WORKING GROUP -  
CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND  
REPORTS IN THE NOTES OF THE MEETING HELD ON THE 23<sup>rd</sup> AUGUST  
2023 AND THE NON-QUORATE MEETING HELD ON THE 20<sup>th</sup> SEPTEMBER  
2023 (IF AVAILABLE)**

**REPORT BY THE PROJECTS OFFICER                      FOR NOTING AND DECISION**

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 23<sup>rd</sup> August 2023 (**Appendix 1**) and the Notes of the non-quorate meeting held on 20<sup>th</sup> September 2023 (**Appendix 2**).

Members are asked to **RESOLVE** to **RATIFY** the following recommendations:

**Bognor Regis In Bloom Working Group Meeting held on 23<sup>rd</sup> August 2023**

- The cost of £269.34 for the bedding plants used in the winning display to be funded from the 2023/24 Environmental Projects Budget, together with £10 for the winner's plaque and £40 for the gift vouchers presented to the winner and runners up, both to be funded from the 2023/24 Competition Expenses Budget.
- That the remaining Environmental Projects Earmarked Reserves of £2,955 be used towards the planting of 4 'Wild Service' trees, a Beech and a Monterey Pine as succession planting at the Town Cemetery. The cost would cover five years maintenance.

**Bognor Regis In Bloom Working Group non-quorate Meeting held on 20<sup>th</sup> September 2023**

- That when discussing budgets for 2024/25, an increase to the In Bloom budget be considered to address the overspend of approximately £200, for the past 2 years, in relation to the Bognor Regis In Bloom Annual Competition Awards Evening.
- The remaining Competition Expenses budget be used to fund the In Bloom share of the Awards Evening, including room hire, catering and the winners' plaques, and that any overspend (exact figure to be confirmed in due course), be funded from the Competition Expenses Earmarked Reserves.
- That Mrs. M. Stanley be appointed as a co-opted Member of the In Bloom Working Group.

**DECISIONS**

Members are asked to **NOTE** the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 23<sup>rd</sup> August 2023 and the Notes of the non-

quorate meeting held on 20<sup>th</sup> September 2023.

Do Members **RESOLVE** to **RATIFY**: -

- Expenditure of £269.34 for the bedding plants used in the winning display to be funded from the 2023/24 Environmental Projects Budget, together with £10 for the winner's plaque and £40 for the gift vouchers presented to the winner and runners up, both to be funded from the 2023/24 Competition Expenses Budget?
- That the remaining Environmental Projects Earmarked Reserves of £2,955 be used towards the planting of 4 'Wild Service' trees, a Beech and a Monterey Pine as succession planting at the Town Cemetery?
- That when discussing budgets for 2024/25, an increase to the In Bloom budget be considered to address the overspend of approximately £200, for the past 2 years, in relation to the Bognor Regis In Bloom Annual Competition Awards Evening?
- The remaining Competition Expenses budget be used to fund the In Bloom share of the Awards Evening, including room hire, catering and the winners' plaques, and that any overspend (exact figure to be confirmed in due course), be funded from the Competition Expenses Earmarked Reserves.
- That Mrs. M. Stanley be appointed as a co-opted Member of the In Bloom Working Group?

# NOTES AND RECOMMENDATIONS

## Bognor Regis Town Council Bognor Regis in Bloom Working Group Wednesday 23<sup>rd</sup> August 2023

**PRESENT:** Cllrs: Mr. N. Smith, Mrs J. Warr (from Agenda item 8), Mr. P. Woodall and Mrs. G. Yeates, also Mrs. M. Huntingdon (Chairman), Mr. E. Fane, Mrs. S. Hamilton Jones, Mr. & Mrs. Jackson, Mr. J. Jones-McFarland, Ms. P. Keane, 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*

### **1. APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr. Mr. S. Goodheart, Mr. P. Dillon and Ms. G. Edom.

### **2. TO APPOINT A VICE-CHAIRMAN FOR 2023/24 MUNICIPAL YEAR**

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 12<sup>th</sup> MARCH 2019 AND THE NON-QUORATE NOTES OF 30<sup>th</sup> APRIL 2019, 27<sup>th</sup> JUNE 2019, 29<sup>th</sup> AUGUST 2019, 3<sup>rd</sup> OCTOBER 2019, 16<sup>th</sup> JANUARY 2020, 22<sup>nd</sup> NOVEMBER 2020, 22<sup>nd</sup> MARCH 2021, 17<sup>th</sup> MAY 2021, 6<sup>th</sup> JULY 2021, 31<sup>st</sup> AUGUST 2021, 9<sup>th</sup> NOVEMBER 2021, 11<sup>th</sup> JANUARY 2022, 8<sup>th</sup> MARCH 2022, 19<sup>th</sup> MAY 2022, 23<sup>rd</sup> JUNE 2022, 28<sup>th</sup> JULY 2022, 22<sup>nd</sup> SEPTEMBER 2022, 16<sup>th</sup> NOVEMBER 2022, 14<sup>th</sup> DECEMBER 2022, 8<sup>th</sup> FEBRUARY 2023, 22<sup>nd</sup> MARCH 2023, 26<sup>th</sup> APRIL 2023 AND 21<sup>st</sup> JUNE 2023**

All notes were formally **APPROVED** and were signed by the Chairman.

### **4. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:**

#### **BRiB Annual Competition - Update on Judging including the subject of out of area entries and Annual Awards Evening arrangements**

The Chairman confirmed that there were now three entrants who lived just outside of the town, one of whom had been a long-term entrant.

Members **AGREED** that these entries be allowed to enter the 2023 Competition, but would not be permitted to enter next year.

The CC advised that at the Events, Promotion and Leisure Committee Meeting held on 17<sup>th</sup> July 2023 (Min. 26.3 refers), Members had decided to proceed with a combined BRiB and Allotments Presentation Evening, to

include the winning allotment tenants only. Members **NOTED** there would be an extra contribution of £500 to fund the larger event.

Members discussed the date and venue for the Awards Evening and provisionally **AGREED** to use the Shore Community Church with a preferred day of a Thursday.

The Chairman asked for volunteers to collect raffle prizes but after discussion it was **AGREED** to downscale the number of prizes to those businesses and sponsors who readily donated. It was further **AGREED** that each Member obtain a donation and advise Mr. & Mrs. Jackson accordingly so that they could co-ordinate the prizes.

**Guides & Scouts Competition – Wash up of the 2023 presentation and to ratify the costs of £269.34 + VAT for the bedding plants used in the winning display, £10 + VAT for the winner's plaque and £40 for the gift vouchers presented to the winner and runners up**

Members **RESOLVED** to **RECOMMEND** to the Community Engagement and Environment Committee the cost of £269.34 for the bedding plants used in the winning display to be funded from the 2023/24 Environmental Projects Budget, together with £10 for the winner's plaque and £40 for the gift vouchers presented to the winner and runners up, both to be funded from the 2023/24 Competition Expenses Budget.

**Schools Competition - Wash up of the 2023 judging and presentation**

The CC advised that the Deputy Mayor presented the winner's certificate to South Bersted C of E Primary School.

Members **AGREED** the 2024 Competition would be to grow 'Cobra French Beans'.

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

James Jones-McFarland reported that Bognor Regis BID were organising a meeting of interested parties and he expected to bring a further update at the next Working Group meeting. This was **NOTED**.

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

James Jones-McFarland advised that having spoken with the relevant departments within ADC he was able to recommend the best site for tree planting was at the Town Cemetery.

At an approximate cost of £3,000, ADC would plant 4 'Wild Service' trees, a Beech and a Monterey Pine as succession planting in the Cemetery. The cost would cover five years maintenance.

Members acknowledged this would be a good use of the Working Group's Environmental Projects Earmarked Reserves that currently total £2,955. It was therefore **RESOLVED** to **RECOMMEND** to the Community Engagement and Environment Committee, that the remaining Environmental Projects Earmarked Reserves are used towards this proposed planting.

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

The CC advised that he had written to the Station Manager regarding the rubbish on the railway line by the northern end of Longford Road and had received a reply confirming that the Working Group's concern, over the state of the litter, had been passed to Network Rail.

He further advised that the request from the Working Group to contact Boots regarding the state of the Sudley Road car park had not been actioned. He explained that a further inspection had shown that work had been carried out and that the site was now much improved.

The verbal reports were **NOTED**.

Members discussed the broken Cordyline tree in Waterloo Square and whether it should be removed and disposed of, with some Members agreeing the tree could shoot from the base and be revived.

Cllr. Mrs. Yeates therefore volunteered to look after the tree to see if it would replenish. It was **AGREED** that ADC would remove the stump, place it in a large pot and deliver to Cllr. Mrs. Yeates.

Concern was expressed over the state of the gardens at The Steyne. James Jones-McFarland reported that he was understaffed but a new Team Manager had just been recruited, so he hoped that the condition of the garden should improve soon.

## **8. UPDATE FROM VOLUNTEER PROJECTS INCLUDING BOGNOR COMMUNITY GARDENERS, THE HEDGEHOG TRACKING PARTNERSHIP AND FRIENDS OF HOTHAM PARK**

### **Bognor Community Gardeners:**

Shelagh Hamilton Jones advised that it had been a relatively quiet month due to holidays.

She also reported that it was the intention of the BCG to disband as a constituted entity due to the administration involved. However, the



volunteers hoped to continue under the auspices of Bognor Regis in Bloom and have insurance through either ADC or the Town Council.

***Cllr. Mrs. J. Warr joined the Meeting***

**Hedgehog Tracking Partnership:**

There was no member present.

**Friends of Hotham Park:**

There was no member present.

**9. CORRESPONDENCE**

There was no correspondence.

**10. DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 20<sup>th</sup> September at 10am.

***The Meeting ended at 11.15am***

# NOTES AND RECOMMENDATIONS

## **Bognor Regis Town Council Bognor Regis in Bloom Working Group Wednesday 20<sup>th</sup> September 2023**

**PRESENT:** Cllr: Mrs. G. Yeates, also Mr. E. Fane, Mr. J. Hawkins, Mrs. M. Huntingdon (Chair), Mr. & Mrs. Jackson, Ms. P. Keane, Mrs. S. Teverson and Mr. M. Greenfield (Committee Clerk)

**IN ATTENDANCE:** Mrs. R. Vervecken (Civic & Office Manager)  
Mrs. M. Stanley (Member of Bognor Community Gardeners)

***The Meeting began at 10.07am***

***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 Cllrs. N. Smith and P. Woodall, and from Mrs. G. Edom, Mr. J. Jones-McFarland and Mrs. S. Hamilton Jones. No apologies had been received from Cllr. Mrs. J. Warr or Mr. P. Dillon. Belated apologies were received from Cllr. S. Goodheart after the meeting.

### **2. TO APPOINT A VICE-CHAIR FOR 2023/24 MUNICIPAL YEAR**

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

### **3. APPROVAL OF THE NOTES OF THE MEETING HELD ON 23<sup>rd</sup> AUGUST 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 Awards Evening, including to ratify location and date, decision on whether to purchase winners' plaques, £25 voucher and catering arrangements**

The CC advised Members that due to rising costs of venue hire and catering, the Awards Evening would require an overspend of the Competition Expenses Budget by approximately £200.

Whilst it was acknowledged that there had been an additional £500 contribution toward the 'joint' event, combining the Allotments and In Bloom Awards Evening, as agreed by the Events, Promotion and Leisure

Committee at their meeting of 17<sup>th</sup> July 2023 (Min. 26.3 refers), this funding should only be used to fund the Allotment winners' proportion of the event, and not to subsidise any In Bloom Working Group overspend, considering In Bloom incorporate around 70% of the guests invited to attend. This was **NOTED**.

The CC further advised that due to the time constraints for arranging the Awards Evening, any decisions as to location and date, the purchasing of winner's plaques and catering arrangements, needed to be decided at the meeting.

It was therefore **AGREED** that, for the purpose of the CC being able to get on with arrangements, the Awards Evening be held at the Shore Community Church on Thursday 12<sup>th</sup> October 2023, starting at 6.30pm. Savoury food (i.e. sandwiches and sausage rolls) will be provided by the venue and, to keep costs down, sweet food (i.e. cakes and fruit) will be acquired by the CC, from a supermarket.

Members further **AGREED** to the ordering of 7x In Bloom 2023 winners' plaques, costing approximately £84.

As the meeting was non-quorate, Members **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee that the remaining Competition Expenses budget be used to fund the In Bloom share of the Awards Evening, including room hire, catering and the winners' plaques, and that any overspend (exact figure to be confirmed in due course), be funded from the Competition Expenses Earmarked Reserves.

Members discussed the increasing prices of holding such events and noting that an overspend had occurred for last year's Awards Evening also, further **AGREED** to **RECOMMEND** that the Community Engagement and Environment Committee consider increasing the In Bloom Competition Expenses budget for 2024/25, to prevent this same issue reoccurring in the future, which will inevitably eventually use up any Earmarked Reserves.

The Chair requested that all Members bring name badges for the event and to arrive at the venue early to assist with setting up for the Awards Evening.

The CC advised that there is a £25 voucher left over from the 2022 Awards Evening as a raffle prize, and so it was not necessary to purchase one for 2023.

The Chair proposed that only someone present at the Awards Evening be allowed to win the voucher. This was **AGREED** by the Members.

At this stage, the Chair proposed that Mrs. M. Stanley be co-opted as a Member of the Working Group. Those present **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee that Mrs. M. Stanley be appointed as a co-opted Member of the In Bloom Working Group.

#### **5. UPDATE ON ADC'S PLANS FOR THE REDEVELOPMENT OF THE PLANTERS AT BOGNOR REGIS RAILWAY STATION IN 2023 (IF AVAILABLE)**

The CC read out a brief note on behalf of James Jones-McFarland advising that a multi-agency meeting had recently been held at the railway station and that, although details could not be provided at this stage, momentum was building for a revision to the station forecourt to improve the visitor experience. Further updates will be brought to the Working Group for discussion at future meetings. This verbal report was **NOTED**.

#### **6. ANY TREE PLANTING PROJECT UPDATES TO BE REPORTED**

There were no updates to report.

Cllr. Mrs. Yeates updated Members on the condition of the cordylines in Waterloo Square. The Royal Horticultural Society advise that the yellowing of the leaves is a stress response, and no treatment is necessary. It is hoped that they will naturally recover in time.

#### **7. TO CONSIDER SPONSORING A CHRISTMAS TREE IN THE RAILWAY CONCOURSE, AS PER RECENT YEARS**

It was proposed that no tree be provided this year following complaints over last year's tree regarding its appearance in comparison to other Christmas trees in the town, and the fact that the lights on the tree were not visible under the station lights.

Following a discussion on alternative ideas, including having a smaller tree, purchasing larger lights, or employing Town Force to install better lighting on the tree, a Member proposed that a planter be installed, with a small Christmas tree planted at the back, and other seasonal plants in front. Members **AGREED** that the CC obtain quotes for a five to six foot tree, and to liaise with the Town Force Manager as to feasibility and costs.

It was then further suggested by Members that if a tree was retained in a pot within the planter, it could stay in situ at the station year-round, and decorated appropriately at other times of the year, such as at Easter. Members **AGREED** that the CC will ask the Station Manager if a permanent installation of a planter and tree would be permissible.

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

Mrs. Jackson reported that the roundabout on Victoria Drive was overrun with large weeds.

Mr. Fane reported that he has spoken to the manager of Boots regarding land in Sudley Road. Boots own the land but are not inclined to do anything with it. However, if Members wished to carry out work voluntarily, the manager would not have any objection. Members **AGREED** that the CC contact James Jones-McFarland to see what could be done.

## **9. UPDATE FROM VOLUNTEER PROJECTS INCLUDING BOGNOR COMMUNITY GARDENERS, HEDGEHOG TRACKING PARTNERSHIP AND FRIENDS OF HOTHAM PARK**

### **Bognor Community Gardeners:**

Ms. Keane advised that the BCG plan to hold a meeting in October to discuss a way forward in terms of disbanding and coming under the auspices of Bognor Regis in Bloom. She also stated that the Members needed an update on Kim's Memorial in the Sunken Garden. It was **AGREED** that the CC ask James Jones-McFarland to provide an update for the next meeting.

Mr. Fane suggested that the BCG needs to advertise its activities more, such as with lamp post signs. It was reported that past attempts at advertising have not yielded any results, in addition to there being problems of theft and vandalism of BCG's efforts in the past.

### **Hedgehog Tracking Partnership:**

There was no member present.

### **Friends of Hotham Park:**

There was no member present.

## **10. CORRESPONDENCE**

The following correspondence had been received by the CC:

The Bognor Regis Hedgehog Tracking Project Newsletter No.4 from Mrs. G. Edom.

A request from James Field seeking the Town Council's assistance for a community garden project. It was **AGREED** the CC pass Mr. Field's proposal to the Members, and for this to be an item on the next Agenda.

## **11. DATE OF NEXT MEETING**

The next meeting will be held on Thursday 2<sup>nd</sup> November 2023 at 10am.

***The Meeting ended at 11.01am***

## AGENDA ITEM 9

### BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING 2<sup>nd</sup> OCTOBER 2023

**AGENDA ITEM 9 - PROPOSALS AND REQUIRED BUDGETS FOR 2024/2025 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE INCLUDING: YOUTH PROVISION, HAMPSHIRE AVENUE FUN WEEK (PLAYDAYS), SURGERIES, OPEN FORUMS AND TOPIC TEAMS, AND THE BOGNOR REGIS IN BLOOM WORKING GROUP**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

#### **YOUTH PROVISION INCLUDING YOUTH & YOUNG PERSON'S BUDGET AND HAMPSHIRE AVENUE FUN WEEK (PLAYDAYS)**

##### **Youth & Young Person's Budget**

##### **Current Budget £14,000**

Members are asked to consider their budget recommendation for the Youth & Young Person's Budget allocation for 2024/25.

##### **Hampshire Avenue Fun Week (Playdays)**

##### **Current Budget £3,500**

Members are asked to consider their budget recommendation for Hampshire Avenue Provision Fun Week (Playdays) in 2024/25.

Members are asked to Note that the budget for 2023/24 was supplemented from Members 2022/23 Ward Allocation to enable this activity to be enhanced. If a similar provision is required for 2024/25 then the budget would need to be adjusted accordingly by an additional £1,800.

#### **DECISIONS**

Members are invited to **AGREE** their **RECOMMENDATION** for the 2024/25 Youth & Young Person's Budget.

Members are invited to **AGREE** their **RECOMMENDATION** for the 2024/25 Hampshire Avenue Fun Week (Playdays) budget.

#### **SURGERIES, OPEN FORUMS AND TOPIC TEAMS**

##### **Current Budget £500**

Members are asked to consider their budget recommendation for the 2024/25 Surgeries, Open Forums and Topic Teams of this Committee.

**DECISION**

Members are invited to **AGREE** their **RECOMMENDATION** for the 2024/25 Surgeries, Open Forum and Topic Teams budget.

**BOGNOR REGIS IN BLOOM****Current Budget £2,250****Breakdown**

Competition Expenses	£750
Environmental Projects	£1,500

At the Working Group Meeting held on 20<sup>th</sup> September 2023, increased prices to hold the Bognor Regis In Bloom Annual Competition Awards Evening were discussed. Last year's event resulted in an overspend and it is likely that this year's event will see an overspend of approximately £200. It is, therefore, recommended by the Working Group that the In Bloom budget be increased for 2024/25 to allow for extra funding provision for Competition Expenses.

Members are asked to consider their budgets recommendation for the Bognor Regis in Bloom Working Group.

**DECISION**

Members are invited to **AGREE** their **RECOMMENDATION** for the 2024/25 Bognor Regis In Bloom Working Group budget.



**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING  
2<sup>nd</sup> OCTOBER 2023**

**AGENDA ITEM 10 – TO CONSIDER THE ADOPTION OF ANY AVAILABLE  
RED PHONE KIOSKS IN BOGNOR REGIS AND TO AGREE FOR WHAT  
PURPOSE**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

**BACKGROUND**

On 18<sup>th</sup> August 2023 Cllr. Nash enquired whether the Community Engagement and Environment Committee would be interested in purchasing BT red telephone boxes (known as kiosks) for £1, which can be utilised to hold a defibrillator, mini library etc.

The scheme from BT is called “Adopt a Kiosk Scheme”, whereby communities can adopt a kiosk, if they are a recognised public body such as a Parish Council, Community Council or Town Council. Kiosks can also be adopted by registered charities or by individuals who have a payphone on their own land. BT will continue to provide electricity (if already in place) to power the light for adopted phone kiosks, free of charge.

The Projects Officer contacted BT to enquire which red phone kiosks are available for adoption in Bognor Regis. BT responded:

*“I am afraid we do not provide lists of available kiosks; you would need to provide us with the telephone number of the particular payphone and we will check its availability.”*

It is not possible for Officers to search all 5 Wards of Bognor Regis for red telephone kiosks. Should Members be minded in pursuing the matter, it is the Officer’s recommendation that Councillors report back on kiosks in their Wards, or that a public appeal could be shared (Facebook, website, E-Bulletin, noticeboards) asking if residents know of a kiosk in their street and, if so, to let the Town Council know.

However, prior to establishing the availability of any kiosks for adoption in Bognor Regis, Members are asked to consider for what purpose an adopted kiosk may be used, including what cost implications there might be and required permissions, for example.

**DECISION**

Do Members wish to identify kiosks in their wards and/or create a public appeal to be shared on Facebook, website, E-Bulletin, noticeboards etc asking if residents know of a kiosk in their street and, if so, to let the Town Council know.

Should Members wish to pursue this item, Members are asked to propose the purpose in which an adopted kiosk may be used.

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING  
2<sup>nd</sup> OCTOBER 2023**

**AGENDA ITEM 11 – TO CONSIDER A REQUEST FROM ARUN DISTRICT COUNCIL FOR SUPPORT IN PROMOTING THE IMPORTANCE OF DEFIBRILLATORS AND A 'CALL TO ACTION' TO ENSURE THAT ANY WITHIN OUR DISTRICT ARE REGISTERED ON 'THE CIRCUIT'**

**REPORT BY THE PROJECTS OFFICER**

**FOR NOTING AND DECISION**

On 14<sup>th</sup> August 2023, the Town Clerk received an email from the Communities and Wellbeing Manager for Arun District Council: -

*"Firstly, I would like to introduce myself, I am Carrie Reynolds, the new Communities and Wellbeing Manager for Arun District Council. Many of you are working with my Team with regards to Wellbeing or Community Safety and I look forward to meeting you soon.*

*It was agreed at Full Council in July that we would be proactively encouraging the awareness of the defibrillators across our District and where necessary, look to work with community partners to secure funding to purchase more. Defibrillators are vital live saving pieces of equipment, as you all know, and in order for the emergency services to be aware where they are across our District and how to access them, they need to be registered on 'The Circuit', an online defibrillator map, managed by the British Heart Foundation and other partners.*

*The District Council will be doing a press release in the near future, promoting the importance of defibrillators and a 'call to action' to ensure that any within our District are registered on 'The Circuit'. To this end, please see attached the current defibrillators registered in Arun. (Note: a condensed list of defibrillators within the immediate vicinity of Bognor Regis is attached as **Appendix 1**).*

*Please could I ask you to take a look and firstly ensure that if you have any yourselves, these are registered using this link: [The Circuit - the national defibrillator network](#). Secondly, when the press release comes out from Arun District Council, we would value and welcome your support in sharing it across all of your networks. Should you wish to explore opportunities to purchase more defibrillators in your area, please do not hesitate to let me know."*

**DECISIONS**

Members are asked to **NOTE** the list of current defibrillators registered in Arun, as attached to the report.

address_line1	address_line2	address_city	address_post_code	defibrillators_availability	defibrillators_access_type
St Richards Church Of England Church	20 Gossamer Lane	Aldwick	PO21 3BD	24/7 Access	Public
Memorial Gardens	The Dunes	Aldwick	PO21 4EU	24/7 Access	Public
1 Rose Green Road	NA	Aldwick	PO21 3EU	24/7 Access	Public
86 Barrack Lane	NA	Aldwick	PO21 4DG	24/7 Access	Public
Bognor Regis Caravan Club Site	Rowan Way	Bersted	PO22 9RP	Varied Access	Public
Tesco Express	351 Chichester Road	Bersted	PO21 5AN	Varied Access	Public
Polestar Cooling Ltd	6 Beeding Close	Bersted	PO22 9TS	Varied Access	Restricted
J C C Lighting Products Ltd	Beeding Close	Bersted	PO22 9TS	Varied Access	Restricted
Southway Primary School	South Way	Bersted	PO21 5EZ	Varied Access	Restricted
Newtown Social Club	Greencourt Drive	Bersted	PO21 5EU	Varied Access	Restricted
Bersted Park Community Centre	Lakeland Avenue	Bersted	PO21 5FF	Varied Access	Restricted
Bersted Park Community Centre	Lakeland Avenue	Bersted	PO21 5FF	Varied Access	Public
Plumbase Ltd	Fairlands	Bersted	PO22 9BJ	24/7 Access	Public
B&Q	Shripney Road	Bognor Regis	PO22 9NF	Varied Access	Public
Nationwide	44 High Street	Bognor Regis	PO21 1SP	24/7 Access	Public
Riverside Caravan Park	Shripney Road	Bognor Regis	PO22 9NE	Varied Access	Public
Post Box 14m From 15 Station Road 5m From Station Road	Station Road	Bognor Regis	PO21 1QD	Varied Access	Public
Laburnum Centre	Lyon Street	Bognor Regis	PO21 1UX	Varied Access	Public
14 Aldwick Road	NA	Bognor Regis	PO21 2LJ	Varied Access	Restricted
Tesco Express	82-84 Aldwick Road	Bognor Regis	PO21 2PE	Varied Access	Public
Autumn Lodge					
Residential Care Home	172 Aldwick Road	Bognor Regis	PO21 2YQ	24/7 Access	Public
Bersted Parish Council, Community Centre	Chalcrafft Lane	Bognor Regis	PO21 5TU	24/7 Access	Public
Felpham Boat House					
Cafe	Blakes Road	Bognor Regis	PO22 7EE	24/7 Access	Public
Frame Of Mind					
Vocational Training					
Community Interest Co	Shripney Road	Bognor Regis	PO22 9SX	24/7 Access	Public
Albany House Rest Home	11-13 Stocker Road	Bognor Regis	PO21 2QJ	24/7 Access	Restricted
Felpham Village Hall	17-19 Vicarage Lane	Bognor Regis	PO22 7DZ	24/7 Access	Public
Regis Centre	Belmont Street	Bognor Regis	PO21 1BL	24/7 Access	Restricted
Covers	Bognor Regis	Bognor Regis	PO21 1BT	Varied Access	Public
Bognor Sports Club	Hawthorn Road	Bognor Regis	PO21 2UU	Varied Access	Restricted
Farplants Sales Ltd	Lake Lane	Bognor Regis	PO22 0AL	Varied Access	Public
St Marys Roman Catholic School	Glamis Street	Bognor Regis	PO21 1DJ	24/7 Access	Public
St Marys Roman Catholic School	Glamis Street	Bognor Regis	PO21 1DJ	24/7 Access	Public
Spiritualist Church	7 Sudley Road	Bognor Regis	PO21 1EJ	24/7 Access	Public
Woods Travel Ltd	43 Aldwick Road	Bognor Regis	PO21 2NL	24/7 Access	Public
Yeomans Honda	Chichester Road	Bognor Regis	PO21 5EH	Varied Access	Restricted
Bognor Rfc Hampshire Avenue	NA	Bognor Regis	PO21 5JH	Varied Access	Restricted
Boots	47 London Road	Bognor Regis	PO21 1PQ	24/7 Access	Public
Elmer Hotel	89 Elmer Road	Bognor Regis	PO22 6HD	24/7 Access	Public
South Bersted Church Of England Primary School	Church Lane	Bognor Regis	PO22 9PZ	Varied Access	Restricted
Land Opposite Sefter Farm	Pagham Road	Pagham	PO21 3PX	Varied Access	Restricted
194 - 196 Pagham Road	NA	Pagham	PO21 3QB	Varied Access	Public

Registered AED's

England	50,570	1.74%
West Sussex	880	
Arun	139	15.80%

**Arun List**

Aldingbourne	4	
Aldwick	4	
Angmering	5	
Angmering Village	1	
Arundel	5	
Barnham	1	
Bersted	9	
Bognor Regis	28	
Burpham	2	
Clapham	1	
Climping	1	
East Preston	10	
Eastergate	2	
Felpham	9	

Ferring	5
Findon	3
Fontwell	2
Ford	1
Littlehampton	19
Middleton-on-sea	2
Pagham	2
Patching	1
Poling	1
Rustington	13
Slindon	2
South Stoke	1
Walberton	3
Yapton	2

Region		
Aldwick	15	10.8%
Bognor	40	28.8%
Barnham	10	7.2%
Arundel	14	10.0%
Littlehampton	32	23.1%
Angmering	28	20.1%

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING  
2<sup>nd</sup> OCTOBER 2023**

**AGENDA ITEM 12 – TO PROVIDE FEEDBACK TO THE BOGNOR REGIS BID  
ON THE POTENTIAL REPOSITIONING OF A STREET BENCH, WITH  
ASSOCIATED ANTI-SOCIAL BEHAVIOUR, FROM THE EAST END OF  
BOGNOR REGIS HIGH STREET TO YORK ROAD**

**REPORT BY THE PROJECTS OFFICER**

**FOR NOTING AND DECISION**

On the 13<sup>th</sup> September 2023, Town Council Officers received an email from the Bognor Regis Business Improvement District seeking feedback from the Community Engagement and Environment Committee and its formal position on the issue of moving a bench that attracts ASB from High Street (East), potentially to replace two older bench units in York Road.

The Projects Officer has received the below rationale and report (**Appendix 1**) regarding this Agenda item for Members to consider: -

*"The BID has carried out background research with WSCC Highways and ADC to confirm ownership and licencing details, and to establish their positions, and has surveyed businesses in the vicinity to understand their views. The BID has also monitored reports about ASB at the location submitted via DISC and I've just asked Sussex Police to provide any data they have from their systems. We've also consulted with businesses and residents at York Road to see if there are any objections to the proposed move.*

*The request seeks Elected Members' decision on next steps in terms of the potential relocation of a bench from High Street (eastern end) to York Road. No funding is attached to the request. The BID offers its ongoing support to BRTC in terms of delivering activity to support their decision.*

*The paper provides a comprehensive background to the situation, and the BID's activity to date. I have permission from the third Party Data Controllers of the DISC reporting app to share the anonymised data."*

**DECISION**

How do Members wish to proceed?



BID Hub:  
c/o The Track, Station Road, Bognor Regis, PO21  
1QF  
Email: [info@brbid.org](mailto:info@brbid.org)  
[www.brbid.org](http://www.brbid.org)

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## **BRTC's consideration of a request to relocate bench from High Street to replace two older style benches in York Road, Bognor Regis.**

**Submitted by:** Heather Allen, BR BID COO, 21.09.23

**For consideration by:** Elected Members of BRTC Communities Engagement and Environment Committee.

### **Executive Summary**

Following requests for support from businesses in the eastern end of High Street, the Bognor Regis Business Improvement District (BRID) has carried out background research and consultation into the potential relocation of a bench associated with anti-social behaviour (ASB) to submit to Bognor Regis Town Council's Community Engagement & Environment Committee.

This paper provides key information on the types and frequency of reported ASB issues taking place, identifies ownership and maintenance responsibility for the benches at High Street and York Road, estimates cost elements and potential funding streams for the relocation, and gives an overview of BR BID research and consultation activity with stakeholder partners and businesses to date.

The BID Board of Directors respectfully asks Elected Members of BRTC's CE&E Committee to make the final decision regarding next steps, and offers its support in delivering the outcome of the decision made. No financial contributions are sought from BRTC at this time.

### **The issue**

The BID's activity follows complaints from businesses about the use of the bench at High Street (east) for highly visible drug taking, drug sales, street drinking and anti-social behaviour. Businesses also report litter gathering around the base of the bench. This combination of factors is reported to deter footfall and create an unpleasant environment for the people that work and live there.

### **What are we asking of BRTC's CE&E Committee?**

Elected Members of BRTC's CEE Committee are respectfully asked to consider the relocation of the bench, in light of the information presented, considering business and community needs, and give direction on future action. No funding commitment is requested or attached to the decision.

The BID offers its ongoing support for BRTC in delivering any future activity with regards to the bench.

## Indicative costs and potential funding streams, subject to decision by BRTC CEE Committee:

The following information is provided for reference only. BRTC's CEE Committee's are **NOT** being asked to allocate any funding at the present time.

Actual costs for carrying out the relocation of the benches has not been calculated at the time of writing. More precise cost estimates and responsibilities for delivery can be pursued following the decision.

- It is estimated that costs will include approximately six "man hours", plus vehicle / transport costs, materials to make good holes left in public realm at High Street and York Road, removal and disposal of 2 x old benches from York Road.
- The relocation activity may be eligible for a £500 grant from the Police Property Fund via partners at Sussex Police.
- BR BID may seek permission from BRTC to utilise part of their generous allocation of 50 hours of Town Force Team time towards this project.
- As the proposed activity contributes to the BID's Welcoming Town aim of reducing crime and anti-social behaviour (at High Street), and the installation at York Road constitutes an improvement to the look and feel of the public realm, the BID can contribute towards costs of the exchange.
- Please note that as the two benches currently located at York Road are the responsibility of ADC (Property & Estates), the BID cannot contribute funding towards their removal / disposal.

## Other considerations for BRTC's CE&E Committee:

Elected Members are asked to consider whether the use of the bench as a location for anti-social behaviour outweighs its facility as a place to sit and rest. The following information is shared to help frame considerations:

- That any changes made would also impact all other users quietly enjoying the space. That any changes made would likely relocate the problems experienced at High Street (east) to another area of the town centre
- That the relocation of the bench from High Street (east) will not address the underlying issues leading to the types of problematic street drinking or anti social behaviour being reported.
- That Installing CCTV in the public realm is complex, subject to stringent data protection requirements, requires a trained operative to review footage, plus agreement from all parties involved in the installation and management of the scheme, as well as installation and ongoing cost commitments.



## High Street Bench: Site details

The bench on High Street is positioned on the southern side of the road, outside the ex-Post Office building which has been closed for at least five years. The absence of people going in and out of or inhabiting the building make it more attractive for anti-social uses as it is relatively undisturbed.

Aside from the Sussex Police 360 degree camera at the junction of High Street and Clarence Road, there is no additional CCTV facing onto the public realm at High Street (east), or specifically capturing activity at the bench.

The bench is the only seating in the public realm in High Street between the northern entrance of The Arcade and the junction with Clarence Road.

The bench is close to the bus stop located at the junction with Sussex Street. However, unlike a purpose-built bus shelter with seating, the distance from the bench to the bus stop suggests they are unconnected. As an observation, the existence of a loading bay directly in front of the bench may obscure any waiting bus passengers' view of the road, and equally obscure any potential passengers waiting on the bench from the view of the bus driver.

Following the BID's arguments for prioritisation, the eastern section of High Street - from the junction with London Road to the junction with Clarence Road - has been identified as a key route in the multi-stakeholder Wayfaring Strategy initiative. As a result of funding secured by the BR Regeneration Board on behalf of stakeholder partners, this section of High Street (east) will benefit from a major investment in signage, visual enhancements and (subject to agreement from BRTC) co-ordinated catenary flags in the financial year 2024-25. The identification of High Street (east) as a key route between the Train Station and Butlin's will undoubtedly raise its profile and contribute to the perceptions visitors form about Bognor Regis.

Replacement of existing (grey) refuse bins with new belly bins has been identified as a priority project for the next available tranche of funding. A full project proposal has been developed by the BID COO, and submitted to ADC Economic Development.

## Responsibilities & Permissions for the benches

- The street furniture in both High Street (east) and York Road is owed and maintained by ADC (Property & Estates). *(source: Property & Estates LW email to HA 05.05.23)*
- The benches are positioned on the Highway in both locations under a licence issued by WSCC Highways. *(source: WSCC Highways Manager email to HA 11.05.23)*
- For transparency in decision making, if the bench is relocated as described, WSCC would issue a new S115 license to Arun District Council to position the "new" bench at York Road. *(source: WSCC Highways Manager email to HA 11.05.23)*

## Consultation: Bognor Regis Stakeholder Partners

- ADC Property & Estates supports the final decision of local stakeholders, reached following consultation. *(source: LW email to HA 05.05.23)*
- WSCC Highways supports the final decision of local stakeholders, reached following consultation. *(source: MT email to HA 11.05.23)*
- BR BID supports the final decision of local stakeholders, reached following consultation.
- Sussex Police supports the final decision of local stakeholders: *(source: SgtSF email to HA 11.05.23)*
- In response to concerns from businesses in that location, BRTC Cllr. Goodheart contacted the BID directly by email (11.05.23) to express support for activity to reduce ASB in that area.

## Consultation: Bognor Regis Business in High Street (east)

The BID carried out a consultation with the 13 businesses in the section of High Street that are most impacted by activity taking place at the bench and would be most impacted by its bench's removal.

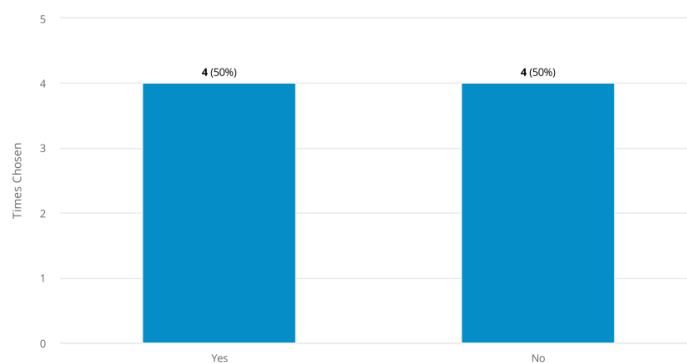
Consultation was by means of a survey, which was hand delivered to the 13 business in May 2023, with an online version available via a QR code on the hard copy. A series of in-person follow ups from the BID Ambassador encouraged businesses to complete the survey. Following three weeks of in-person visits, a total of eight business surveys were completed and returned.

- Details of the 13 businesses consulted are at **Appendix A**.
- A copy of the survey distributed to businesses is attached at **Appendix B**.

## Results of Consultation: businesses

**Analysis of responses shows that four businesses supported moving the bench, and four were against moving the bench.**

**Do you want the BID to work with partners to remove the bench from outside the old Post Office**  
Number of responses: 8



## Additional comments from consultation with businesses

### Additional comments from businesses in favour of moving the bench

- **Written response 1:** Regular anti-social behaviour. Groups of adults drinking all hours of the day, which we believes puts people off walking down this end of town
- **Written response 2:** Bench is used for drug dealing and taking, used by large amounts of drinkers which causes fights and anti social behaviour, Drugs smoked and needles used on the bench, Drunks sleep and urinate next to the bench.
- **Written response 7:** The bench needs to go.

### Additional comments from businesses against moving the bench:

- **Written response 3:** After discussing with the staff in the shop, we feel the bench should stay as it helps the elderly.
- **Written response 4:** This bench is the only one to provide rest for the elderly etc whilst waiting for the bus or a lift. The dealers will move on to another bench. Maybe the towns

wardens could patrol better the area. It has been more common to witness anti-social behaviour outside The Punch & Judy pub on that bench. Maybe the school could patrol parents waiting for their children if it is problem for them. Ultimately moving a bench is not the problem!

- **Written response 5:** A number of customers use the bench, we do not feel removing it will in anyway tackle the issues listed above. Having been a victim of vandals and anti social behaviour, we feel a better use of the money and resources would be to invest in CCTV on our end of the High street and more visible Police & Community Wardens.
- **Written response 6:** The bench outside the post office provides a welcome place to sit, especially for the elderly people, or people waiting for the bus. All benches wherever they are located will always be used in an anti-social way. The answer is better security and better policing.

### BID Activity following consultation with businesses:

- Unfortunately, the survey responses did not evidence consensus of opinion, with a clear 50/50 split of businesses in favour of removing or retaining the bench.
- At the BID Full Board meeting on 15th June, Directors guided the BID Team to be led by evidence, and to continue to monitor the situation going forwards and present for further consideration should instances of ASB be reported.
- Directors advised the BID Team to take no further action with regards relocating the bench at that time.
- On 28<sup>th</sup> June, businesses were advised of the outcome by letter, delivered by hand by the BID Ambassador.
- An anonymised version of the letter is attached as **Appendix C**.
- In the letter, businesses were encouraged to report all incidents of ASB they witnessed taking place at the bench site as follows:

#### ***“Next steps for businesses:***

- *If you witness a problem at the bench that is urgent / criminal, please call Sussex Police on 999*
- *While the Police should be the first point of call for all ASB related matters, you can also contact the Community Warden via the radio network, or by telephoning: 07912 292406*
- *If you witness a problem that appears anti-social, but is not urgent / criminal, please report through the data secure DISC app as a PUBLIC REALM REPORT, using \*\*ASB Hotspot: High St East Bench” as the subject of the report and “Bench High Street East” as the area.*
- *As well as being recorded on DISC, all Public Realm reports submitted through DISC for this area will be emailed directly to me (HA)”*

## Monitoring ASB issues at High Street bench

While monitoring of all incidents specific to the bench reported via DISC and to Sussex Police is ongoing, the number of reports submitted in the **87 day period** (28.06.23 – 18.09.23) is as follows:

- Sussex Police: Sussex Police has confirmed that **no (zero) incidents detailing ASB** at the location of the bench have been reported via their channels from either businesses or the community during the monitoring period.
- DISC Reports: **18 reports** (*from one business*)
- Anonymised reports detailing the type of ASB activity taking place at the bench are attached as **Appendix D**.

## Contextualising DISC Reporting Data

To provide context for Elected Members, in a similar 85 day period (01.07.23 to 18.09.23), **41** incidents have been reported (*by one business*) detailing ASB at the Station Square location.

### Incidents by Premises Bognor Regis BID Business Crime Reduction Service

This section shows the Premises for/in which Incidents were reported. Some incidents will have been reported without a Premises being specified.

[Printable PDF](#)[Export to CSV](#)

	2019	2020	2021	2022	2023	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Twelve months to date
** Station Square - Asb **			27	81	80	4	10	7	6	7	11	5	6	4	8	27	6	101

## Additional ASB Reduction Activity: High Street (east)

The BID / BRTC funded Warden has continued to include the eastern end of High Street as part of their 7/7 patrol of the town centre. Businesses in the area have also been visited by the BR BID employed Business Crime Reduction Engagement Officer.

Each business interaction with the eight (8) hour per week Business Crime Reduction Engagement Officer is recorded. During the 83 day monitoring period 28.06.23 to 19.09.23, the BCR Engagement Officer recorded a total of **13** visits to businesses in the eastern end of High Street. Full details of these visits is attached at **Appendix E**.

Each business interaction with the 5/7 warden and Engagement Officer is recorded. During the monitoring period 28.06.23 to 19.09.23, the five day a week warden recorded a total of **34** visits to businesses in the eastern end of High Street, Full details of these visits is attached at **Appendix E**.

During the 83 day reporting period, a total of **47** in-person visits were made to businesses in the area.

In addition, the BID Team has continued to report littering issues in the area to ADC Cleansing, and requested a specific focus on regular and deep cleansing around the bench in a walk-round meeting with Biffa on 18<sup>th</sup> July 2023.

## Proposed relocation site – York Road

It is proposed that the single bench from High Street could be transferred to replace the two older style benches on York Road.

The style of the High Street bench matches those at the junction with London Road (outside Arcade Chambers entrance) and is much closer in style to those at Place St Maur. This would create more of a design “tie” in this important connecting route between the town and seafront.

### Current

**Bench at High Street (east)**



**Benches at York Road**



### Detail – York Road benches

Having been in situ for approximately 20 years, the metal frames of the two benches currently on York Road are quite rust damaged and have potentially reached the end of their life. A survey was distributed to all businesses and residential dwellings at York Road asking for feedback on the potential bench-change. No responses were received. A copy of the survey is attached as **Appendix F**.



### Artist's impression of High Street bench relocation to York Road



## APPENDIX A: List of Businesses operating in the vicinity of the bench at High Street (east):

1. Blue Raspberry Hair
2. D'Light Express
3. Ecoswap
4. Grandad's Front Room
5. Istanbul Barbers
6. James Jewellers
7. Julz Interiors
8. Sight & Sound
9. Southernbrook Estates
10. Stonepillow Restore
11. Tina's Barbers
12. Your Mortgage Centre
13. Yummy Kebab

All 13 businesses were invited and encouraged to take part in the consultation.

## APPENDIX B: Copy of Survey distributed to businesses High Street (east) (May 2023)

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### Removing the bench \_ High Street (east)



### Removing the bench outside the old Post Office

The Bognor Regis Business Improvement District is working with partners at Arun District Council and West Sussex County Council to remove the bench located outside the old Post Office at the eastern end of High Street. This follows complaints from businesses about it being used for highly visible drug taking, drug sales, street drinking and anti-social behaviour. It also attracts a fair amount of litter around the base which is unsightly. This combination of factors deters footfall and creates an unpleasant environment for the people that work, visit and live there. The request to remove the bench is supported by Sussex Police.

The bench doesn't belong to the BID so we have to go through a formal process to have it relocated. Part of that process includes consulting local businesses and residents around the area to make sure you know about the plan and have the opportunity to feed back your thoughts.

The plan is to move the bench from High Street to another place within the town. We will also be consulting with businesses and residents in the proposed new location to make sure they know about and are happy with the plan.

The closing date for completing the survey is **11pm on Friday 26th May 2023**.

#### How we will use your data: \*

☐ [Click here to read data protection statement](#)

☐ [Click here to skip to the next section](#)

#### Data Protection Statement

This survey is intended for all businesses and any residents we can reach that could be affected by the decision to move the bench at High Street.

We're asking for you to feed back on issues that are relevant to your area. We've asked for details of your name, business name and location so we can evidence the concerns that affect geographic "zones" of the town. We'll use responses to create a summary report that won't include any of the personal details you provide.

You are not under any obligation to complete this survey, and any information you share is **by consent**.

If you agree in the question, we will use the contact details you've provided to ask you to repeat the survey at a later date to check whether your thoughts and feelings have changed, and if you're satisfied with the outcome.

This only affects businesses, not residents: As part of the BID's operations, we manage a database which contains details about businesses in the BID Area and the names and contact details of people that work in the businesses so we can record our interactions with you. The BID has a **legitimate interest** for holding this data.

Any data you provide when completing this survey will only be used for the reasons outlined above.

---



Please enter your details so we know who's completing the survey: \*

First name

Last name

Business name or your address  
if you are a resident

Email address

[Click here if you'd like to read details from the formal request to WSCC and ADC about removing the bench](#)

☐ Info

#### Current location

The bench on High Street is positioned on the southern side of the road, outside the ex-Post Office building which has been closed for at least five years. The absence of people going in and out of or inhabiting the building make it more attractive for anti-social uses as it is relatively undisturbed. There is no CCTV facing onto the public realm that covers this location.

While there are no reports through the BID's crime / ASB reporting platform dated any later than 2021, the BID will build up a more detailed written case (including statements from businesses and support from Police / ADC ASB Team) if required to support the request. It is understood that the matter was raised with Sussex Police, and that Insp. NID had said he would look into its permanent removal in 2022. Unfortunately, Insp. NID has now moved on to Horsham.

#### Support for the removal of the bench.

- The proposal is put forward based on reports of the bench's misuse by businesses in the eastern end of High Street. The BID COO will arrange a survey of all other businesses to garner their support.
- The proposal is supported by the Bognor Regis Business Improvement District in line with its commitment to reduce crime and anti-social behaviour under its "Welcoming Town" objective.
- The proposal is supported by Sussex Police. A written statement from PS SF of the Bognor Regis Neighbourhood Policing Team states: "I have spoken to several members of the local business community and Police community support officer colleagues when forming the following opinion. I also note that there was an occasion that the bench was in fact removed and the impactful groups gathering lessened significantly. I would say on behalf of Sussex Police that we support the removal / relocation of the bench currently located outside the vacant Post Office on the High Street to prevent its use as a gathering point for anti-social behaviour. Any other support you require please don't hesitate to ask." PS FENNER CF184"
- The proposal is implicitly supported by Cllr. Steve Goodheart, in an email in response to concerns from businesses in that location dated 11.05.23. The BID COO will arrange a survey of elected members to garner their support if required.

#### Mitigating potential objections

While there is a bus stop located at the junction with Sussex Street, unlike a purpose-built bus shelter with seating, the distance from the bench to the bus stop suggests they are unconnected. As an observation, the existence of a loading bay directly in front of the bench would obscure any waiting bus passengers' view of the road, and equally obscure any potential passengers waiting on the bench from the bus driver.

While it could be argued that it is the only place to stop and rest in this section of High Street, this can be countered by its prevalent use for anti-social behaviour which outweighs its attractiveness as a place to sit. It could be also be argued that, as the only piece of street furniture on this section of High Street, its presence is incongruous with the rest of the street scene.

#### Responsibilities / Permissions

The street furniture in both locations is the responsibility of ADC (Property & Estates), under a licence issued by WSCC Highways.



### Costs

The cost of carrying out the relocation of the benches has not been calculated at the time of writing. However, as the proposed activity contributes to the BID's Welcoming Town aim of reducing crime and anti-social behaviour (at High Street), and the installation at York Road constitutes an improvement to the look and feel of the public realm, the BID can contribute towards costs of the exchange. The BID may approach stakeholder partners at Sussex Police for a grant to contribute towards the relocation of the bench, and Bognor Regis Town Council for permission to allocate their annual contribution of 50 hours of Town Force Team time for this purpose.

**Do you want the BID to work with partners to remove the bench from outside the old Post Office \***

☐ Yes

☐ No

**Is there anything else you'd like to add or tell us about the bench?**

**Are you happy for us to follow up at a later date so we can see if removing the bench has has made a difference in your area?**

☐ Yes

☐ No

That's fantastic - thank you so much.

No problem - the feedback you've given here is really helpful by itself!

---

## APPENDIX C: Letter updating businesses (28th June 2023)



BID Hub:  
c/o The Track, Station Road, Bognor Regis, PO21 1QF  
Email: [info@brbid.org](mailto:info@brbid.org)  
[www.brbid.org](http://www.brbid.org)

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28<sup>th</sup> June 2023

Dear [REDACTED]

### **Update on potential bench move from High Street to York Road.**

The BID Team recently carried out a consultation with the thirteen most affected businesses at the eastern end of High Street regarding the possible relocation of the bench outside the old Post Office. Following three weeks of in-person visits, a total of eight business surveys were completed and returned.

Unfortunately the survey responses did not evidence consensus, with a clear 50/50 split of businesses in favour of removing or retaining the bench. Those in favour of removing the bench cited issues with drug taking, drug selling, street drinking, ASB and litter. Those in favour of retaining the bench cited its importance as a resting place for their customers, including elderly and vulnerable community members. No recent reports of ASB or other issues with the bench have been recorded on DISC.

At the recent BID Full Board meeting on 15th June, Directors guided the BID Team to be led by evidence, and to continue to monitor the situation going forwards and present for further consideration should instances of ASB be reported. Directors advised the BID Team to take no further action with regards relocating the bench at this time.

Noting feedback from businesses highlighting the bench's use by elderly and vulnerable people, it was suggested that the BID Team make use of empty poster sites at the location to signpost to support services. It was confirmed by a member of the BID Team that use of these poster sites would not conceal or impact any existing boards currently used by businesses to promote the "East End". It is suggested that the two organisations that could be signposted to were Change Grow Live and Age UK.

This news will undoubtedly be received well by half of the businesses consulted at High Street, and with disappointment by the other 50%. I would therefore like to reassure you that, while the bench will not be moved at this time, the BID Team and Sussex Police are keenly aware of historic issues at the location and are keen to avoid any recurrence.

### **Next steps for BR BID Team:**


- No further action will be progressed to relocate the bench by BR BID at this time
- Partners at WSCC, ADC and Sussex Police will be advised of the outcome
- Residents and businesses at York Road updated that bench will not be relocated
- The BID Team will continue to monitor the situation
- The BID Team will secure display collateral from the two agencies CGL and Age UK

### Next steps for businesses:

- If you witness a problem at the bench that is urgent / criminal, please call Sussex Police on 999
- While the Police should be the first point of call for all ASB related matters, you can also contact the Community Warden via the radio network, or by telephoning: 07912 [292406](tel:07912292406)
- If you witness a problem that appears anti-social, but is not urgent / criminal, please report through the data secure DISC app as a PUBLIC REALM REPORT, using "\*\*ASB Hotspot: High St East Bench" as the subject of the report and "Bench High Street East" as the area.
- As well as being recorded on DISC, all Public Realm reports submitted through DISC for this area will be emailed directly to [me](mailto:me)


Please don't hesitate to contact me if you would like any further information as to how this decision was reached.

With kind regards,



**Heather Allen**  
**BR BID COO**  
**Email: [heather@brbid.org](mailto:heather@brbid.org)**  
**Tel: 07917 692690**

## APPENDIX D: Anonymised reports submitted via DISC reporting app during monitoring period: 28th June 2023 – 18th September 2023.

Report date	Shared with the permission of National Business Crime Solution 
25/08/2023	NOMINAL and one other drinking alcohol and shouting and swearing in Polish.. This bench is an ongoing anti- social gathering area that sadly is not anti social enough to matter the important part of the town ie anywhere but the East End which the BID cares not one jot about
25/08/2023	NOMINAL and one other male drinking alcohol and shouting and swearing in Polish on the bench that is deemed not anti social enough to warrant its removal despite so so many reports
15/08/2023	NOMINAL was seen openly dealing to another person on the bench that isn't anti social enough to be classed as anti social apparently
10/08/2023	Unknown Eastern European male. Drunk and still openly drinking in the street shouting abuse at random people as they walk by. Strange to find these actions emanating from a bench that is deemed not to be anti social by the BID... ???
08/08/2023	Tall dark skinned male dealing Apple products to a known shoplifter and partner in the bench that causes no problems
08/08/2023	NOMINAL who was visibly and audibly drunk sat with two other men Street drinking on the bench that apparently causes not enough anti social behaviour to be moved. NOMINAL was constantly swearing in Polish and even though not the mother tongue of Bognor Regis it is still understand by enough people to be considered antisocial
08/08/2023	Gentleman' in picture decided to jack up on the bench. When asked to move on he vacant VERY abusive. Strange activity for a bench that is not attracting anti social behaviour according to the BID
04/08/2023	Two Eastern European males known for anti social behaviour of many types... Drinking on the bench that was deemed not to be anti social enough to be removed or classified as anti social and met with NOMINAL and one other
03/08/2023	Very drunk male shouting obscenities at women ONLY. VIOLENTLY THROWING FULL BEER CAN at wall and then going to shop at end of High St for more alcohol
25/07/2023	NOMINAL and one other openly drunk in public and shouting and spitting on floor. One Lady who was sat there quietly got up and walked away from the non- anti social bench that causes and attracts anti social behavior
19/07/2023	NOMINAL and one other street drinking and in a drunken state on the bench that apparently isn't causing or attracting any anti- social behaviour
18/07/2023	NOMINAL and one other street drinking and swearing loudly and shooting on floor constantly on the bench that is not known for anti social behavior apparently.
07/07/2023	Three Eastern Europeans on bench that causes no problems apparently. Drinking alcohol and randomly shouting at nothing in particular. Constantly spitting. Male in red is known to shoplift and female is "ID required" on DISC.
06/07/2023	3 x NOMINALS and one other well known miscreant drinking and shouting at passers by. Couple of people approached them and a 'transaction' took place before thru left and those three stayed put. Can't think why this would happen in a place not known for anti- social behaviour
01/07/2023	Group of individuals drunk and being abusive to one another and passers by. Loud, abusive language and making people feel uncomfortable to the point they were crossing the road.
30/06/2023	Eastern European drunk man sat on bench... walked across road and was asked by a black man if he had a lighter. The Eastern European racially insulted him in Polish and then head butted him. We helped move the aggressive male on and ensured the young assaulted man was as well as could be.
30/06/2023	Two heavily intoxicated homeless females. One called (NOMINAL) and her cousin (NOMINAL) were drinking sherry on the bench whilst shouting at each other and randomly abusing people. Business Warden had asked them to take their alcohol out of town so they came down here to the bench that causes almost no anti social behaviour hence it STILL being where it is.
29/06/2023	(REPORTER NAME), (STAFF NAME) and one other witnessed (NOMINAL) openly dealing to a male on the bench that 'apparently' does not attract enough anti social behaviour to warrant its removal.

## APPENDIX E: Details of in-person visits to businesses in High Street (east)

Interactions are recorded when the Community Warden or Engagement Officer goes into a business – however briefly. However, interactions do **not** reflect every time the Community or Warden Engagement Officer is present in or patrolling a specific area of the town. This complex piece of tracking work is currently being fine-tuned.

Due to this data being recorded historically, with a member of eth BID Team transcribing info from pocket books to the BID Database, the dates of visits are accurate, but times should be discounted, as they reflect the time the record was added to the database.

### **Business Crime Reduction Engagement Officer visits to businesses in High Street (east): 28.06.23 - 19.09.23**

Please note that the BCR Engagement Officer only works for 8 hours per week, usually delivered across two days.

<b>Employer</b>	<b>Interaction Type</b>	<b>Interaction Date</b>
GOOD AND FAIR SHOP LTD	Visit	19/09/2023 13:01
Grandads Front Room CIC	Visit	14/09/2023 12:54
James Jewellers	Visit	05/09/2023 09:37
Grandads Front Room CIC	Visit	15/08/2023 07:21
Grandads Front Room CIC	Visit	04/08/2023 07:09
Eco Swap	Visit	04/08/2023 07:08
Grandads Front Room CIC	Visit	27/07/2023 09:39
Grandads Front Room CIC	Visit	25/07/2023 09:35
Punch & Judy Pub	Visit	06/07/2023 10:08
Cancer Research UK	Visit	06/07/2023 10:00
Grandads Front Room CIC	Visit	04/07/2023 09:58
Eco Swap	Visit	23/06/2023 10:07
Grandads Front Room CIC	Visit	23/06/2023 10:07

**BCR Officer: Total engagements with businesses in High Street (east): 13**

### Community Warden visits to businesses in High Street (east): 28.06.23 - 19.09.23

Please note that, while seven day a week warden service is in place, the interactions for the Community Warden shown here only reflect the five day a week warden's engagements.

Business	Interaction Type	Interaction Date
Grandads Front Room CIC	Walk-through	16/09/2023 14:00
GOOD AND FAIR SHOP LTD	Visit	14/09/2023 12:55
Brent Lodge Bird And Wildlife Trust	Walk-through	14/09/2023 08:37
Grandads Front Room CIC	Walk-through	12/09/2023 08:19
Grandads Front Room CIC	Walk-through	08/09/2023 08:05
Grandads Front Room CIC	Walk-through	05/09/2023 07:28
Cancer Research UK	Walk-through	05/09/2023 07:25
Grandads Front Room CIC	Walk-through	30/08/2023 18:36
Eco Swap	Walk-through	24/08/2023 13:17
Grandads Front Room CIC	Walk-through	24/08/2023 13:12
Grandads Front Room CIC	Visit	24/08/2023 07:31
Grandads Front Room CIC	Walk-through	23/08/2023 12:59
Grandads Front Room CIC	Walk-through	18/08/2023 14:45
Grandads Front Room CIC	Walk-through	18/08/2023 08:34
Grandads Front Room CIC	Walk-through	17/08/2023 08:23
Grandads Front Room CIC	Walk-through	10/08/2023 07:37
Grandads Front Room CIC	Walk-through	08/08/2023 07:45
Grandads Front Room CIC	Walk-through	04/08/2023 14:58
Grandads Front Room CIC	Walk-through	02/08/2023 15:42
Grandads Front Room CIC	Visit	28/07/2023 09:12
Grandads Front Room CIC	Visit	26/07/2023 12:15
Grandads Front Room CIC	Street issue report	25/07/2023 11:57
Cancer Research UK	Visit	22/07/2023 10:26
Grandads Front Room CIC	Visit	22/07/2023 10:25
Grandads Front Room CIC	Visit	21/07/2023 10:29
Grandads Front Room CIC	Visit	20/07/2023 09:16
Eco Swap	Visit	20/07/2023 09:15
Grandads Front Room CIC	Visit	07/07/2023 10:46
Grandads Front Room CIC	Visit	04/07/2023 10:18
Grandads Front Room CIC	Visit	04/07/2023 10:12
Grandads Front Room CIC	Visit	30/06/2023 11:02
Grandads Front Room CIC	Visit	29/06/2023 10:05
Grandads Front Room CIC	Visit	21/06/2023 12:27
Cancer Research UK	Visit	21/06/2023 12:27

**Total engagements with businesses located in High Street (east): 34**

## APPENDIX F: Copy of Survey distributed to businesses and residential properties York Road (May 2023)

### Upgrading the benches at York Road



### Changing the benches at York Road

The Bognor Regis Business Improvement District is working with Arun District Council and West Sussex County Council to replace the two benches on York Road. The benches have been in place for around 20 years, and are now quite rusted and past their best.

The existing benches doesn't belong to the BID so we have to go through a formal process to have them changed. Part of that process includes consulting local businesses and residents around the area to make sure you know about the plan and have the opportunity to feed back your thoughts.

The plan is to replace the two older style benches either side of the tree with a longer, slightly narrower single bench, as shown in the images below. There is no funding to replace the two existing benches, so the options are really to keep the two older benches as they are, or to replace them with the more modern style.

The closing date for completing the survey is **11pm on Friday 26th May 2023**.

#### How we will use your data: \*



Click here to read data protection statement



Click here to skip to the next section

#### Data Protection Statement

This survey is intended for all businesses and any residents we can reach that could be affected by the decision to change the benches at York Road.

We're asking for you to feed back on issues that are relevant to your area. We've asked for details of your name, business name (where relevant) and location so we can evidence the concerns that affect geographic "zones" of the town. We'll use responses to create a summary report that won't include any of the personal details you provide.

You are not under any obligation to complete this survey, and any information you share is **by consent**.

If you agree in the question, we will use the contact details you've provided to ask you to repeat the survey at a later date to check whether your thoughts and feelings have changed, and if you're satisfied with the outcome.

This only affects businesses, not residents: As part of the BID's operations, we manage a database which contains details about businesses in the BID Area and the names and contact details of people that work in the businesses so we can record our interactions with you. The BID has a **legitimate interest** for holding this data.

Any data you provide when completing this survey will only be used for the reasons outlined above.

Please enter your details so we know who's completing the survey: \*

First name

Last name

Business name (or your  
address if you are a resident)

Email address

**[Click here if you'd like to read details from the formal request to WSCC and ADC about changing the benches](#)**

☐ Info

#### **Proposed bench upgrading - York Road**

It is being proposed that a single bench currently located on High Street could be transferred to replace the two older style benches on York Road.

The style of the High Street bench matches those at the junction with London Road (outside Arcade Chambers entrance) and is much closer in style to those at Place St Maur. This would create more of a design "tie" in this important connecting route between the town and seafront.

#### **Responsibilities / Permissions**

The street furniture in both locations is the responsibility of ADC (Property & Estates), under a licence issued by WSCC Highways.

The images below show that the metal frames of the two benches currently on York Road are quite rust damaged and have potentially reached the end of their life.

#### **Costs**

The cost of carrying out the relocation of the benches has not been calculated at the time of writing. However, as the proposed activity contributes to the BID's Welcoming Town aim of reducing crime and anti-social behaviour (at High Street), and the installation at York Road constitutes an improvement to the look and feel of the public realm, the BID can contribute towards costs of the exchange.

The BID may approach stakeholder partners at Sussex Police for a grant to contribute towards the relocation of the bench from High Street to York Road, and Bognor Regis Town Council for permission to allocate their annual contribution of 50 hours of Town Force Team time for this purpose.

Please note that as the two benches currently located at York Road are the responsibility of ADC (Property & Estates), the BID cannot contribute funding towards their removal / disposal.

Existing benches at York Road



Are you happy for the BID to work with partners to change the benches at York Road? \*

☐ Yes

☐ No

Is there anything else you'd like to add or tell us about the benches?

Are you happy for us to follow up at a later date so we can see if removing the bench has has made a difference in your area?

☐ Yes

☐ No

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING  
2<sup>nd</sup> OCTOBER 2023**

**AGENDA ITEM 13 – TO RECEIVE AN UPDATE ON THE 5-YEAR LISTING OF  
BOGNOR REGIS TOWN HALL, AS AN ASSET OF COMMUNITY VALUE – MIN.  
22 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR NOTING**

**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.

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**

Following an application by Bognor Regis Town Council, the Town Hall was registered as an Asset of Community Value with effect from 20<sup>th</sup> April 2018, for a period of 5 years. At the Community Engagement and Environment Committee Meeting held on 6<sup>th</sup> February 2023, Members were advised that the listing of Bognor Regis Town Hall was due to expire on 20<sup>th</sup> 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 following the application submission on 27<sup>th</sup> March 2023 to Arun District Council, the Council has assessed the nomination and it has been decided that Bognor Regis Town Hall meets the criteria for listing and has therefore been approved. Bognor Regis Town Hall was added to the list of Assets of Community Value held by the Council with effect from 6<sup>th</sup> September 2023 and will remain on the list for a maximum period of five years from this date, with a charge placed on the Local Land Charges Register as well as at Land Registry.

**DECISION**

Members are asked to **NOTE** that Bognor Regis Town Hall has been registered as an Asset of Community Value with effect from 6<sup>th</sup> September 2023, for a maximum period of five years from this date, with a charge placed on the Local Land Charges Register as well as at Land Registry.

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING  
2<sup>nd</sup> OCTOBER 2023**

**AGENDA ITEM 14 - TO CONSIDER THE NEXT STEPS IN RELATION TO  
WEST SUSSEX COUNTY COUNCIL'S INITIATIVE FOR COMMUNITY  
IMPROVEMENT – MIN. 27 REFERS**

- 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 12<sup>th</sup> 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**

At the last Community Engagement and Environment Committee Meeting held 7<sup>th</sup> August 2023 Members **AGREED** Cllrs. Dawes, Goodheart and Woodall be appointed Members of the Working Group.

As the Working Group involves the community, Cllr. Dawes suggested asking the community to suggest a name. Members **AGREED** to **DEFER** the naming of the Working Group to allow time for Cllr. Dawes to reach out to the community, with a report brought back to a future meeting.

At the time of writing this report, the Projects Officer has not received an update on any name suggestions from Cllr. Dawes.

**DECISION**

If Cllr. Dawes is able to update Members at the Meeting, Members are invited to **AGREE** the name of the Working Group.

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING  
2<sup>nd</sup> OCTOBER 2023**

**AGENDA ITEM 15 – TO RECEIVE AN UPDATE WITH REGARDS TO THE  
LEVELS OF SEWAGE IN BOGNOR REGIS SEA (IF AVAILABLE) – MIN. 31  
REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

At the Community Engagement and Environment Committee Meeting held on 7<sup>th</sup> August 2023, following the lack of action from Southern Water, Members **AGREED** for the Clerk to work collaboratively with local organisations on the issue, and to invite Southern Water to attend a future Committee Meeting to address the concerns – Min. 31 refers.

**UPDATE**

The Projects Officer emailed a County Sewage Engineer from Southern Water, and the Stakeholder Team, to request the attendance of a Southern Water representative at a future Committee Meeting. The Projects Officer has chased up the request twice, however no response has been received at the time of writing this report.

The Projects Officer has also contacted Aldwick Parish Council, Felpham Parish Council, Butlin's and Bognor Regis BID, to enquire if they would like to work collaboratively on the issue. At the last Meeting, a Member requested that the Town Council also extend the invitation to the Bognor Regis Traders Association, however they are no longer in business, having been acquired by Bognor Regis BID in 2018.

The Clerk for Felpham Parish Council responded as follows: -

*"This is a situation that has concerned councillors for some time, and I have made a number of FOI requests to the Environment Agency. These are attached as they may be of interest to councillors.*

*I am currently working on further questions to the recent unsatisfactory response that we have been given including a request for details and conditions of the consents for combined sewer outlets to discharge into the Rife (including those of Southern Water and new developments at Salt Box) and for details of when the Environment Agency pumps then discharge out to sea. Once formulated, I will copy you in on any response that I receive."*

The response received by Felpham Parish Council, from the Environment Agency, is below: -

*"Thank you for your email of 15 August 2023. We respond to requests under the Freedom of Information Act 2000 and Environmental Information Regulations 2004.*

*In answer to your first question, there is no further progress on the future management of Felpham Pumping Station. The project to look at viable options is in a pipeline with many other projects and is unlikely to be looked at for another 2-3 years.*

*With regards to your second question from Simon Moorcroft, it is the responsibility of the local authority to decide what signage is appropriate to inform bathers. Typically, local authorities will place one sign on the main bathing water signage, some local authorities have an electronic sign which automatically updates.*

*Arun District Council are responsible for signage at Felpham and Bognor bathing waters. They have agreed to participate in the pollution risk warning system and usually they will put warning signs out by 10am if a warning has been forecast for that day. Please contact Arun District Council for details of the signage location."*

The following response was received from Aldwick Parish Council.

*"Thank you for your email of 19<sup>th</sup> September 2023, and apologies for the delay in responding. I will need to speak with Members here for views but sewage outfall and related environmental issues have been of concern and been raised in various discussions. I would think it likely that Aldwick PC would be interested in participating in this but I will revert to you once I've spoken with the council."*

At the time of writing this report, there has been no response from Butlin's and Bognor Regis BID.

## **DECISION**

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

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING  
2<sup>nd</sup> OCTOBER 2023**

**AGENDA ITEM 16 - FEEDBACK FROM ONLINE COMMUNITY OPEN FORUM  
HELD ON THE 29<sup>th</sup> AUGUST 2023 AND COUNCILLOR DROP-IN SURGERY  
HELD ON THE 26<sup>th</sup> SEPTEMBER 2023 (IF AVAILABLE) INCLUDING:**

- **ANY ITEMS FOR A FUTURE AGENDA**
- **TO AGREE THE ARRANGEMENTS FOR THE NEXT ONLINE  
COMMUNITY OPEN 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**

<b>Attendance register</b>	<b>Number</b>
Councillors	3
BRTC Staff	2
Members of the public	0 comments were received

There were no comments made during the Online Community Open Forum held on 29<sup>th</sup> August 2023.

**ATTENDANCE OF THE COUNCILLOR DROP-IN SURGERY**

<b>Attendance register</b>	<b>Number</b>
Councillors	6
BRTC Staff	2
Brent Lodge Wildlife Centre Staff	1
Members of the public	Approximately 40

Members are asked to receive the Notes from the Councillor Drop-In Surgery held on the 26<sup>th</sup> September 2023 in the Town Centre (**Appendix 1**).

## **DECISION**

Do Members wish to add any of the issues raised by members of the public at the Councillor Drop-In Surgery held on 26<sup>th</sup> September 2023, that fall within the remit of the Community Engagement and Environment Committee, as an Agenda item for the next meeting?

## **TO AGREE THE ARRANGEMENTS FOR THE NEXT ONLINE COMMUNITY OPEN FORUM AND COUNCILLOR DROP-IN SURGERY**

Members are invited to consider hosting the next Online Community Open Forum Meeting on Monday 16<sup>th</sup> October 2023 at 6.30pm.

With the next Councillor Drop-In Surgery due to take place in November, Members may wish to consider hosting the event at an indoor location, in case of bad weather, such as Granddads Front Room or at the Bognor Regis Youth and Community Centre.

## **DECISIONS**

Do Members **AGREE** to host the Online Community Open Forum Meeting on Monday 16<sup>th</sup> October 2023 at 6.30pm

Members are invited to **AGREE** the location, date and time of the next Drop-In Surgery to take place in November 2023.

## **Questions and Statements from the Councillor Drop-In Surgery held on 26<sup>th</sup> September 2023**

In attendance:

**Bognor Regis Town Council Councillors:** D. Dawes (DD), S. Goodheart (SG), Miss. C. Needs (CN), N. Smith (NS), P. Wells (PWe) and P. Woodall (PWo)

**Committee Clerk:** Mr. M. Hall (MH)

**Committee Administrator:** Mrs. S. Miah (SM)

**Brent Lodge Wildlife Centre:** Alex Foster

A Councillor Drop-In Surgery was held on the 26<sup>th</sup> September 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.

<b>FEEDBACK FROM MEMBERS OF THE PUBLIC</b>	<b>COUNCILLOR/OFFICER RESPONSE</b>
<p><b>Anti-social behaviour:</b></p> <ul style="list-style-type: none"> <li>- Drinking outside Lyon Street and St Mary's Primary School.</li> <li>- Alongside speeding in the area, human waste is being left and people urinating against house, empty alcoholic bottles and cigarettes stubs and syringes are also being left.</li> <li>- A lot of Anti-Social Behaviour in Felpham and Aldwick, nothing seems to be getting done to reprimand the culprits.</li> <li>- What are the Police doing, there is no punishment or Police presence in the Town Centre or CCTV?</li> <li>-</li> </ul>	<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>An additional £30,000 has been given to Sussex Police to provide a greater police presence in Bognor Regis.</p>
<b>Town Centre issues:</b>	



<ul style="list-style-type: none"> <li>- Pigeons are a health &amp; safety issue, dead carcasses. Can signs be put up to discourage feeding.</li> <li>- Pedestrian crossing at the intersection between London Road and High Street - there are no road marking or speed limit signs.</li> <li>- Too many banks are closing.</li> <li>- Too much rubbish everywhere. Can there be more blue bags available.</li> <li>- Young People hanging out in groups displaying threatening behaviour.</li> </ul>	<p>The member of the public was advised that the subject of feeding pigeons in the Town Centre has been discussed at the Community Engagement and Environment Committee, where Members decided not to proceed with the matter. Any health and safety issues can be reported to Arun District Council's Environmental Health Officer.</p> <p>SG stated that the Town Council's Policy and Resources Committee are looking into the viability of banks closing.</p>
<p><b>Seafront:</b></p> <ul style="list-style-type: none"> <li>- Too much rubbish on the seafront.</li> <li>- The Sea level is rising.</li> <li>- Why Southern Water still pumping sewage into the sea?</li> </ul>	<p>The Town Council have invited a Southern Water representative to come and talk at a future Community Engagement and Environment Committee, to discuss this matter.</p>

<ul style="list-style-type: none"> <li>- No one seems to enforce those who let dogs foul the beach.</li> </ul>	
<p><b>Town Hall:</b></p> <ul style="list-style-type: none"> <li>- Why is a Premier Inn being built and the Town Hall being knocked down?</li> </ul>	<p>The plans for Premier Inn have not yet been approved, and any queries to be directed to <a href="mailto:info@premierinn-bognor.co.uk">info@premierinn-bognor.co.uk</a> or Arun District Council.</p> <p>The member of the public was assured that the Town Hall has been relisted on the register as an Asset of Community Value by ADC.</p>
<p><b>Speeding:</b></p> <ul style="list-style-type: none"> <li>- Cars and buses speeding through the High Street and surrounding areas. Nyewood Lane a hotspot area.</li> </ul>	<p>Bognor Regis Town Council are promoting the 'Community Speedwatch' initiative, and have invited members of the public, interested in becoming a volunteer, to contact the Town Council.</p>
<p><b>Advertising:</b></p> <ul style="list-style-type: none"> <li>- Members of the public were not aware of the Online Community Open Forum or the Councillor Drop-In Surgery.</li> </ul>	<p>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.</p>
<p><b>Graffiti:</b></p> <ul style="list-style-type: none"> <li>- What are Arun District Council doing to tackle the issue of Graffiti in the Town?</li> <li>- Could the Town Council contact a local paper to raise public awareness of the issue?</li> </ul>	<p>ADC contracts Biffa to remove graffiti on their behalf.</p> <p>PWo is looking into the possibility to raise public awareness.</p>
<p><b>Other Issues in Bognor Regis:</b></p> <ul style="list-style-type: none"> <li>- Why do I have to book an appointment at the Tip?</li> <li>- What services are available for people</li> </ul>	<p>WSCC are responsible for the Recycling sites.</p> <p>NHS have services available for Mental Health issues.</p>

with Mental Health Issues?	
- Who is responsible for Aldwick Bay Estate?	Aldwick Bay Estate is owned by Aldwick Bay Company Ltd.
- Road sweepers are sitting in their vehicles not cleaning the Town and surrounding areas properly.	ADC are responsible for the cleaning of the streets.
- The toilets are too high for small children to use.	ADC are responsible for public toilets.

<b>Positive Feedback on Councillor Drop-in Surgery</b>
Members of the public enjoyed hearing about the work that Brent Lodge Wildlife Centre are carrying out to educate young people in schools.
Appreciate Councillors giving their time to listen and provide feedback.
Insightful.
A member of the public took note of BRTC Facebook page, as they wished to get more involved with the council.

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING  
2<sup>nd</sup> OCTOBER 2023**

**AGENDA ITEM 17 - UPDATE ON YOUTH PROVISION INCLUDING:**

- **TO NOTE THE DATE OF THE NEXT YOUTH PROVISION STEERING GROUP MEETING TO BE HELD 4<sup>th</sup> OCTOBER 2023**
- **TO NOTE THE RELEASE OF £500 FOR THE REGIS SCHOOL AND 4 X AMAZON GIFT CARDS TO STUDENTS FROM THE REGIS SCHOOL AND FELPHAM COMMUNITY COLLEGE FOR PARTICIPATING IN THE YOUTH SURVEYS – MIN. 97.3 AND MIN. 25 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR NOTING**

**TO NOTE THE DATE OF THE NEXT YOUTH PROVISION STEERING GROUP MEETING TO BE HELD ON 4<sup>th</sup> OCTOBER 2023**

Members are asked to note that the next meeting of the Youth Provision Steering Group will take place in the Council Chamber at Bognor Regis Town Hall at 10.00am on Wednesday 4<sup>th</sup> October 2023.

**TO NOTE THE RELEASE OF £500 FOR THE REGIS SCHOOL AND 4 X AMAZON GIFT CARDS TO STUDENTS FROM THE REGIS SCHOOL AND FELPHAM COMMUNITY COLLEGE FOR PARTICIPATING IN THE YOUTH SURVEYS – MIN. 97.3 AND MIN. 25 REFERS**

At the Community Engagement and Environment Committee Meeting held on 11<sup>th</sup> April 2023, 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 "Discover the Fun" day, in collaboration with Sussex Clubs for Young People and The 39 Club – Min. 97.3 refers.

Also, at the Community Engagement and Environment Committee Meeting held on 7<sup>th</sup> August 2023, Members unanimously **AGREED** the 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 and being picked as winners from the prize draw – Min. 25 refers.

On 22<sup>nd</sup> September 2023, the Mayor and Projects Officer visited The Regis School to present a cheque of £500 to David Oakes (Principal), Marie Harding (Head of Careers) and Sean O'Connor (Youth & Community Development Manager), along with 2 x Amazon Gift Cards awarded to the winning students who participated in the Youth Provision Surveys.

The Projects Officer and the Mayor then visited Felpham Community College to present 2 x Amazon Gift Cards to two winning students who also participated in the Youth Provision Surveys.



## DECISIONS

Members are asked to **NOTE** that the next Youth Provision Steering Group Meeting will take place in the Council Chamber at Bognor Regis Town Hall at 10.00am on Wednesday 4<sup>th</sup> October 2023.

Furthermore, Members are asked to **NOTE** the release of £500 for The Regis School, and 4 x £25 Amazon gift cards to students from The Regis School and Felpham Community College for participating in the Youth Provision Surveys, all funded from the Youth & Young Persons Budget.

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING  
2<sup>nd</sup> OCTOBER 2023**

**AGENDA ITEM 18 - TO CONSIDER YOUTH & YOUNG PERSONS BUDGET APPLICATIONS INCLUDING: -**

- **TO FURTHER CONSIDER THE FUNDING REQUEST FROM THE BOGNOR FUN BUS CIC – MIN. 26 REFERS**
- **TO CONSIDER A FUNDING REQUEST FROM THE 39 CLUB**
- **TO NOTE NEW APPLICATIONS RECEIVED FROM BOGNORPHENIA CIC, BOGNOR REGIS YOUTH AND COMMUNITY CENTRE**

**REPORT BY THE PROJECTS OFFICER                      FOR NOTING AND DECISION**

***Current budget available: £7,500 held in Earmarked Reserves (2022/23), and remaining budget of £13, 400 (2023/24) – Appendix 1***

**TO FURTHER CONSIDER THE FUNDING REQUEST FROM THE BOGNOR FUN BUS CIC – MIN. 26 REFERS**

At the last Committee Meeting held on 7<sup>th</sup> August 2023, Members considered an application to the Youth & Young Person's Budget from The Bognor Fun Bus CIC for funding of up to £7,995 plus VAT. Alternatively, the applicant requested that if it was not possible to award the full amount, that a grant of £4,000 be considered with a loan for the remaining sum, to ensure quick ownership of a bus. Members **AGREED** to **DEFER** consideration of the request from The Bognor Fun Bus CIC until Members had had sufficient time to review the application – Min. 26 refers.

Following the meeting, the Projects Officer contacted The Bognor Fun Bus CIC requesting the following documentation, which was not provided in the original application: –

1. Evidence of Enhanced Disclosure and Barring Service Certificate for all staff
2. Details about the amount of unrestricted reserves that the organisation holds
3. Evidence of Public Liability Insurance
4. Up-to-date quotes for the purchase of a bus (as the previous quote had expired)

The following responses were received from The Bognor Fun Bus CIC and subsequently circulated to Members on 5<sup>th</sup> September 2023: –

1. *DBS Enhanced Disclosures for volunteers and staff will be sought when we seek to appoint/approve such people. No one will be accepted without the requisite DBS check*
2. *We have no unrestricted reserves, this is the capital purchase phase*
3. *We are not yet at the stage of needing Public Liability Insurance but it is in the operational budgets for the first 5 years which we have prepared*

4. You are correct, but the same firm has advised that they have suitable, similar buses, several indeed, and that these Volvos are more reliable for parts etc. Jan spoke with the proprietor who, on hearing what we seek and why, has offered to consider an advantageous deal. The link is:  
<https://odysseycoachsales.co.uk/listings/2004-04-volvo-b7tl-plaxton-president-66-seat-psvar-compliant-double-deck-bus/>

*Our request remains for the same sum, if agreed we would then contact the vendor to discuss the best deal and we will now start to look for any additional sum from other sources.*

**NOTE:** Despite The Fun Bus CIC stating the request remains the same sum, the original request for funding received was for a sum of £7,995 plus VAT or funding of £4,000 with a loan for the remaining sum. Members should Note that once the application form for the Youth & Young Persons Budget had been received, the application for funding had increased to £9,594 plus VAT or funding of £5,000 with a loan for the remaining sum.

## **DECISION**

Members are asked to consider the funding request from The Bognor Fun Bus CIC of: –

£7,995 plus VAT, or to funding of £4,000 with a loan for the remaining sum  
£9,594 plus VAT, or to funding of £5,000 with a loan for the remaining sum

And **RESOLVE** how they wish to proceed?

## **TO CONSIDER A FUNDING REQUEST FROM THE 39 CLUB**

An application was received on 18<sup>th</sup> September 2023 from The 39 Club to the Youth & Young Persons Budget, which was subsequently circulated to Members on 25<sup>th</sup> September 2023 for consideration ahead of the meeting.

The application received from The 39 Club states that the funds requested of £7,500, is match-funding to support the Community Asset Transfer by lease of the building identified by West Sussex County Council as the Find-it-Out Centre, Bognor Regis and is known on Title Deeds as 39 Youth Club to the new charitable incorporated organisation 39 Youth Club charity no. 1202626. The bulk of the costs to date have been salaries which are tied to restricted fundraising. This general-purpose funding would allow the applicant to meet the costs of the Asset Transfer and to develop a sustainable hire income.

The Projects Officer would like to highlight to Members the following information regarding the connection between 39 Youth Club and Sussex Clubs for Young People: –

Following a presentation from Chris Cook (CEO of SCYP) at the Community Engagement and Environment Committee Meeting held on 6<sup>th</sup> December 2021, Members unanimously **RESOLVED** to **AGREE** in **PRINCIPLE** to explore possibilities and further opportunities to support youth provision for Bognor

Regis with funding from the 2022/23 Youth & Young Persons Budget (Min. 53 refers).

At an Extraordinary Meeting held on 19<sup>th</sup> April 2022, it was noted that this decision in principle awarded £10,000 match-funding to SCYP, but that the status of SCYP's match-funding would not be known until summer 2022. In the meantime, therefore, the CEO of SCYP was supportive of a request for funding from the Town Council to the Bognor Regis Youth and Community Centre (Min. 100 refers).

On 3<sup>rd</sup> October 2022, Committee Members **AGREED** to award £2,500 match-funding to SCYP for youth provision (Min. 43 refers).

In 2023, SCYP made an approach for the release of further funding, however the match-funding that they had secured had been awarded to 39 Youth Club, and not under the title of 'Sussex Clubs for Young People'. Given that it was SCYP that the Town Council had agreed in principle to support with match-funding, Members **RESOLVED** that in the event of an application being received from SCYP for funding from the remaining £7,500 from the 2022/23 Youth & Young Persons Budget held in Earmarked Reserves, that it would not be a requirement for this to be match-funded (Min 12.4 refers of the meeting held on 12<sup>th</sup> June 2023 refers). However, it was reported to Members at the meeting held on 7<sup>th</sup> August 2023 that Sussex Clubs for Young People (SCYP) ceased trading as of 26<sup>th</sup> June 2023 (Min. 25 refers).

#### **DECISIONS**

Do Members **RESOLVE** to **AGREE** to the request from 39 Youth Club, for match-funding of up to £7,500, from the 2022/23 Youth & Young Persons Budget currently held in Earmarked Reserves, to support the Community Asset Transfer?

#### **TO NOTE NEW APPLICATIONS RECEIVED FROM BOGNORPHENIA CIC, BOGNOR REGIS YOUTH AND COMMUNITY CENTRE**

The following organisations have made applications to the Youth & Young Persons Budget 2023/24: –

- Bognorphenia CIC have requested £2,500 for voice coaching, songwriting and a toddler workshop
- Bognor Regis Youth and Community Centre have requested £3,000 to support delivery of a range of youth projects at the Centre
- The applications to the Youth & Young Persons Budget listed above as circulated to Members for consideration on 28<sup>th</sup> September 2023, as well as any additional applications received will be deferred the next meeting to be held on the 4<sup>th</sup> December 2023 to allow Members time to give them full consideration before making a decision.



# YOUTH & YOUNG PERSONS BUDGET

CE&E C'ttee 2nd October 2023

Agenda item 18 - Appendix 1

**OPENING 2023-24 BALANCE:                   £14,000**

<b>FUNDS REQUESTED</b>	<b>ORGANISATION</b>
£100	THE REGIS SCHOOL AND FELPHAM COMMUNITY COLLEGE (YOUTH PROVISION SURVEYS)
£500	THE REGIS SCHOOL

**CLOSING BALANCE AT 02/10/2023:   £13,400.00**

*\*£7,500.00 Earmarked from Youth & Young Persons Budget 2022-23*

## **AGENDA ITEM 19**

### **BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING 2<sup>nd</sup> OCTOBER 2023**

#### **AGENDA ITEM 19 - TO RECEIVE THE NOTES FROM THE BEACH & SEA ACCESS TOPIC TEAM MEETING HELD ON THE 25<sup>th</sup> SEPTEMBER 2023 AND CONSIDERATION OF ANY RECOMMENDATIONS (IF AVAILABLE)**

##### **REPORT BY THE PROJECTS OFFICER**

##### **FOR INFORMATION**

Members are asked to receive the Notes from the Beach & Sea Access Topic Team Meeting held on the 25<sup>th</sup> September 2023 (**Appendix 1**), from which there were no recommendations to be considered.

**BOGNOR REGIS TOWN COUNCIL**  
**BEACH & SEA ACCESS TOPIC TEAM**  
**HELD ON MONDAY 25<sup>th</sup> SEPTEMBER 2023**

**PRESENT:**

Jan Malpas (Chair)  
Patricia Clow  
Marion Wells  
Clive Mott  
Andrew Clark  
Kristina Kosovskaya  
Cllr. Jim Brooks (Bognor Regis Town Council)  
Cllr. Claire Needs (Bognor Regis Town Council)  
Matthew Hall (Bognor Regis Town Council – Projects Officer)  
Salema Miah (Bognor Regis Town Council - Committee Administrator)

**APOLOGIES:**

Marilyn Warner  
Philip King  
Pat Dillon

***The Meeting started at 11.00am***

**1. WELCOME BY CHAIR**

The Chair welcomed everyone and thanked them for their attendance.

The Chair apologised for the length of time that had elapsed since the last meeting. The Chair hoped that the Topic Team could now meet more regularly, to enable them to work in partnership with ADC in achieving beach and sea access for all.

As Cllr. Miss. Needs was a new member of the team, the Chair gave a summary as to what the Beach & Sea Access Topic Team's aims and objectives were.

**2. TO APPROVE THE MINUTES OF THE BEACH & SEA ACCESS TOPIC TEAM (BASATT) MEETING HELD ON 27<sup>th</sup> APRIL 2022**

The Minutes from the meeting held on 27<sup>th</sup> April 2022 were approved by all.

**3. DETAILS OF THE PRESENTATION DELIVERED BY ADC'S CONTRACTORS TO THE BOGNOR REGIS BEACH ACCESS WORKING PARTY**

Cllr. Brooks provided the team with his feedback on the presentation delivered by ADC's contractors Coastal Partners.

The structure of the presentation explained the brief set by ADC, the areas of concern, the challenges faced, details of a public online questionnaire and then a thorough review of the options for delivering beach access, recommendations, and possible next steps.

The Chair and the team were keen to see which of the recommendations were possible. The Projects Officer stated that he had sent the team an email, received from the Group Head of Environment and Climate Change at ADC, which provided them with updates on many of the short-term goals detailed in the presentation, such as clearing existing structures for access to the beach.

Team members queried why ramps were not being cleared of shingle on a more regular basis. A team member suggested that this may be due to the sporadic change in weather, which requires ad-hoc clearing of the shingle. A team member enquired which ramps were considered, and why other ramps had not been cleared of shingle. The Projects Officer stated that the ramps were identified in the email previously mentioned.

Team members discussed the improvements made to the jet ski ramp, by Gloucester Road, which now allows access to pedestrians.

Members discussed alternative options for sea access, with the Chair maintaining her strong view that it should be 'Beach and Sea Access for All'.

**4. FEEDBACK**

A team member had spoken with a member of the public who had used one of the ramps with a wheelchair, and who said that there was no space available to park the wheelchair to go swimming. It was not suitable to leave the wheelchair on the ground due to soft sand and small shingle. In this area of the sea, there are watercraft, which makes it difficult for swimmers. The ramp was said to be too steep, thus help was required for the member of the public to reach the promenade. The team member felt that there should be specific areas made available for those with accessibility needs who wishes to swim in the sea.

Members expressed their disappointment at the lack of action taken by ADC on providing beach access for people with disabilities. Comment was made that if the local authority spent money on beach access in Bognor Regis, then income would be generated as a result and, in return, the Local Authority would benefit. Members of the public were encouraged to attend ADC meetings, to express the need for access to the beach for all, including the elderly and pushchair users.

**5. WAY FORWARD INCLUDING FINANCING**

The Chair felt that the biggest setback is the lack of funding, therefore asking ADC about what funds are available, or where funding could be obtained is the first step. Team members agreed that a letter about this be sent to Arun District Council's Interim Chief Executive Officers, Philippa Dart and Karl Roberts, and to ADC's Group Head of Finance, Antony Baden.

It was agreed that the Chair would liaise with the Projects Officer as to the content of the letter and then circulate to the team before sending to Arun District Council.

Further comments were made by team members about the perceived lack of funding for such projects. The Projects Officer advised that funding applications should ideally be made by ADC, as the landowner of the beach.

The Projects Officer shared details of a 4.5km coastal defence project, 'Southsea Coastal Scheme', to reduce the risk of flooding. In 2020, the Government awarded nearly £100m to the scheme, with further funding from the Environment Agency and Portsmouth City Council.

**6. FUTURE MEETING DATES**

The Chair advised that meetings would be held as and when there are updates or actions to take place. It will be no more than once a month.

**7. A.O.B**

There was no additional business to discuss.

***The Meeting concluded at 12.19pm***

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING  
2<sup>nd</sup> OCTOBER 2023**

**AGENDA ITEM 20 – TO NOTE THE DATE OF THE NEXT CLIMATE EMERGENCY  
FOCUS GROUP MEETING TO BE HELD ON THE 17<sup>th</sup> OCTOBER 2023**

**REPORT BY THE PROJECTS OFFICER**

**FOR NOTING**

Bognor Regis Town Council declared itself a Council of Climate Emergency on 4<sup>th</sup> November 2019, which led to the formation of the Climate Change Topic Team. This has since become known as the Climate Emergency Focus Group, who report to the Town Council's Community Engagement and Environment Committee.

The Climate Emergency Focus Group includes Town and District Councillors, interested stakeholders, and members of the community who are keen to combat the ever-growing threat to our climate and environment.

The Function of the Focus Group, as set out in the Terms of Reference, is: -

1. To investigate means of tackling Climate Change within the 5 Wards of Bognor Regis
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
3. To investigate possible funding streams for the delivery of any successful proposal
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

**DECISION**

Members are asked to **NOTE** that the next Climate Emergency Focus Group Meeting will be held on Tuesday 17<sup>th</sup> October 2023 at 10.00am.

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING  
2<sup>nd</sup> OCTOBER 2023**

**AGENDA ITEM 21 – CORRESPONDENCE**

1. Cheap and free bus travel across West Sussex – Bus it! special edition (West Sussex County Council) – August 2023
2. Applications open to help fund potentially life-saving defibrillators across West Sussex (West Sussex County Council) – August 2023
3. Join the hundreds of West Sussex businesses learning to grow digitally (West Sussex County Council) – August 2023
4. Climate Change Bulletin – August 2023
5. School-run improvements worth more than £420,000 completed this summer (West Sussex County Council) – September 2023
6. How safe do you feel in your local community? (West Sussex County Council) – September 2023
7. The Regis News (The Regis School) - September 2023