



BOGNOR REGIS TOWN COUNCIL

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

MEETING OF THE COMMUNITY ENGAGEMENT & ENVIRONMENT COMMITTEE

I hereby give you Notice that a Meeting of the Community Engagement and Environment Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **MONDAY 22nd JANUARY 2018**

All Members of the 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** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

DATED this 15th JANUARY 2018

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcement and Apologies for Absence
2. Declarations of Interest
3. To Approve the Minutes of the Meeting held on the 20th November 2017
4. To introduce and welcome the new Youth Worker for Bognor Regis
5. Adjournment for Public Question Time, extended to a maximum of 60 minutes in accordance with Standing Orders (S.O. 31.8)
6. Matters Arising from the Minutes which are not separate Agenda Items

7. Update on Community Forums and Councillor Surgeries including; recommendations for the 2018 programme, an invitation to attend an engagement session at Grandad's Front Room and consideration of a Member's proposal to invite the Government Minister for Housing and Planning to visit Bognor Regis
8. Consideration of a Member's proposal for a new Topic Team project
9. Youth Services Provision Review including update from the Youth Worker Steering Group Meeting held on the 9th January 2018
10. Consideration of the criteria, procedures and name for the Grant Aid Discretionary Fund - Policy and Resources Committee 4th December 2017
Min. 138 refers
11. Ward Allocation Environmental Projects Budget including update on expenditure and remaining 2017/18 Budget
12. To consider nominations for the Mayor's Good Citizen Award
13. Update on collaborative Street Art Project - Min. 52 Refers
14. Consideration for a memorial plaque/garden to honour noted residents of the Town - Min. 72 refers
15. Citizens Award for Young People including; consideration of the nomination/selection process, to agree the type of award/trophy/certificate to be presented and to determine any required budget and make any necessary recommendation to the Policy and Resources Committee - Min. 75 refers
16. Funding for electric car charged points unused by Councils. Report from Cllr. Cosgrove
17. Reports:
 - a. To note Financial Reports, previously circulated
 - b. Any further reports
18. Correspondence

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



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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 20th NOVEMBER 2017

- PRESENT:** Cllr. M. Smith (Chairman); Cllrs: J. Brooks, A. Cunard, J. Cosgrove, Mrs. S Daniells, P. Dillon, Mrs. J. Warr and P. Woodall (until Min. 70)
- IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)
1 Councillor in the public gallery
3 members of the public in the public gallery

The Meeting opened at 6.31pm

56. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement. No apologies had been received.

57. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) Whether it is an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

There were no declarations at this time

58. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 11th SEPTEMBER 2017

The Minutes of the Meeting held on the 11th September were **APPROVED** by the Committee as a correct record and were signed by the Chairman.

59. ADJOURNMENT FOR PUBLIC QUESTION TIME, EXTENDED TO A MAXIMUM OF 60 MINUTES IN ACCORDANCE WITH STANDING ORDERS (S.O. 31.8) AS AGREED AT THE COUNCIL MEETING HELD ON 6th NOVEMBER 2017 (MIN. 108 REFERS)

The Chairman adjourned the Meeting at 6.35pm

The Projects Officer read out the following statement:

During this time members of the public will be allowed to direct questions to the Committee or comment on any appropriate topic. Please note, during this session Councillors will not be able to make any decisions on any of the topics discussed and no Minutes will be documented. However, brief notes will be taken and any item that the Committee would like to debate or requires a decision will be made an agenda item for the following Community Engagement and Environment Meeting.

A member of the public asked if there was going to be any advertising on the radio or local television for the forthcoming ice rink as he felt it important to give the event as wider coverage as possible.

The Chairman reconvened the Meeting at 6.41pm

60. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

60.1 Min. 45 - 11th September 2017 - Application to register the Town Hall as a community asset

A survey questionnaire has been produced along the lines suggested. It is being displayed in the Town Hall reception and ADC staff have been asked to encourage customers to complete one. Officers are also trying to get a version translated into Polish and other Eastern European languages. Copies have also been sent to the Bognor Regis Post and Observer and it is also available on-line via the Town Council website and social media sites.

60.2 Min. 47 - 11th September 2017 - Request from the Bognor Regis Methodist Church for the council to assist with the litter, waste and anti-social behaviour problems in the area

The Member who volunteered to look at the street lighting in the area reported that the lighting was bright white. He also commented that the overhanging tree appeared to have been cut back.

60.3 Min. 51 - 11th September 2017 - Councillor surgeries

The Committee had asked for the Chairman and Projects Officer to approach the relevant department and Cabinet Minister at West Sussex County Council for preliminary talks regarding grass cutting and overgrown shrubs and trees to see if this is something Town Force can be contracted to do. The Projects Officer had an initial meeting with the relevant WSCC Highways Officer who advised that his understanding was that no negotiation or decision will be undertaken until the new contracts have been agreed in March 2018, though his immediate thoughts were that there is unlikely to be any financial assistance for Town Force time or support in these areas.

61. TO NOTE COMMENTS FROM THE LAST COMMUNITY FORUM HELD AT THE PREVIOUS MEETING AND THE COMMUNITY OPEN FORUM MEETING HELD ON 19th OCTOBER 2017 INCLUDING CONSIDERATION OF FUTURE AGENDA ITEMS

Copies of the notes of the comments from the last forum were made available.

The comments from the last community forum held at the previous meeting and the notes from the Community Open Forum on the 19th October were **NOTED**. No items were identified for inclusion on a future agenda, but it was **AGREED** to continue to work towards resolving the issues raised.

An updated list will be posted on the Town Council Website and Facebook sites and will be made available.

62. CONSIDERATION OF MY SISTER'S HOUSE AS A TOPIC TEAM PROJECT AS RECOMMENDED DURING OPEN FORUM SESSION OF MEETING HELD 11th SEPTEMBER 2017

The reports from the Projects Officer and My Sister's House (MSH) CIC were noted.

Following a brief discussion, the Chairman invited the Chief Executive of MSH to address the Committee to outline how she believes the Town Council can be of assistance to the organisation.

The Meeting was adjourned at 7.01pm

The Meeting was reconvened at 7.16pm

Members noted that some of the comments included:

- There has been a huge influx of people accessing the service in the last 2 months
- 65% of the clients are from Bognor Regis
- Most of the client group are actively or have historically suffered domestic abuse
- MSH receive no support either financially or other from Arun District Council (ADC)
- MSH provide a service that takes a lot of pressure off ADC, but they feel ADC do not recognise this and any attempt to give statistics or evidence is rejected
- ADC housing department are obliged to find accommodation for abused women but in MSH experience, they often find an excuse not to
- Can the Town Council help open up lines of communication with ADC
- Along with MSH, there are a number of good community organisations in Bognor Regis - could the Town Council support these community drivers and make Bognor Regis a flagship for Community Activism

Following further discussion, the Committee did not feel that this was a subject for a Topic Team but were very keen to offer as much support as they could. Cllr. Dillon offered to liaise directly between MSH and ADC in his capacity as a District Councillor, to see if he could put them in touch with the appropriate people and departments. Members **AGREED** to write letters of support to both the District and County Councils and to the MP Nick Gibb. They would also urge ADC to consider offering match funding to MSH.

A Member suggested that going forward the Town Council may be able to assist and support the provision for meetings or office space. He also urged Members to offer as much individual support as possible.

The Chairman thanked the Chief Executive of My Sister's House for her report and attendance.

63. UPDATE ON THE YOUTH SERVICES PROVISION REVIEW INCLUDING: UPDATE FROM THE YOUTH WORKER STEERING GROUP MEETING HELD ON THE 30th OCTOBER 2017 AND RECOMMENDATIONS FROM COUNCIL MEETING 6th NOVEMBER 2017 MIN. 104.1 REFERS

The Projects Officer's report was noted.

At the Council Meeting on the 6th November, Members recommended that the Youth Worker be invited to meet the Councillors and give a

presentation to JWAAC. Officers will arrange for the Youth Worker to attend the next appropriate meeting but recommended that giving a presentation to JWAAC would not be a good use of the Youth Workers time or resources. The Town Council representative for JWAAC confirmed that presentations are now being discouraged. However, there is an opportunity to have a stand prior to the meeting to showcase any projects. Members **AGREED** to take advantage of this and Officers will make the necessary arrangements.

64. WARD ALLOCATION ENVIRONMENTAL PROJECTS 2017/2018 INCLUDING RATIFICATION OF £196.40 FROM HOTHAM WARD

The Projects Officer's report was noted, and Members **RATIFIED** payments of £116.40 to the Bognor Community Gardeners and £80.00 to the Bognor Regis Neighbourhood Watch, totalling £196.40 to be funded from the Hotham Ward allocation.

65. BOGNOR IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 9th NOVEMBER 2017 IF AVAILABLE

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 9th November 2017.

65.1 Members **RESOLVED** to **APPROVE** expenditure of £25.00 for Wilko Vouchers, £11.00 for activity packs and sweets, £38.05 for copying and printing services, £194.40 for winner's plaques and £72.50 for engraving costs totalling £340.95 to be funded from the current year's Competition Expenses Budget.

65.2 Members **RESOLVED** to **APPROVE** expenditure of £29.99 for themed ducks, £3.00 for stationery, £60.00 for gift vouchers and £13.00 for decorations totalling £105.99 to be funded from the current year's Competition Expenses Budget.

65.3 Members **RESOLVED** to **APPROVE** expenditure of £44.00 for Town Force Time to plant trees to be funded from the current year's Environmental Projects Budget.

66. REPORT ON COUNCILLOR SURGERIES AND CONSIDERATION OF ANY FEEDBACK AND COMMENTS FROM THE RECENT SESSIONS

The Projects Officer's Report was noted.

The Projects Officer asked Councillors to assist with the distribution of flyers for the planned surgery and to promote the event as much as possible.

67. UPDATE ON PROGRESS OF THE COLLABORATIVE STREET ART PROJECT - MIN. 52 REFERS

The Project Officer's report was noted.

68. TO RATIFY FIRST PAYMENT OF £15,000 TO ARUN DISTRICT COUNCIL FOR THE 2017/2018 PARTNERSHIP CONTRIBUTION FOR PUBLIC CONVENIENCES (REVENUE) AS AGREED IN THE SERVICE LEVEL AGREEMENT

The Committee **RESOLVED** to **RATIFY** the payment of £15,000 to Arun District Council, being the first payment of the 2017/2018 revenue partnership contribution for the public conveniences.

69. TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE GRANT AID DISCRETIONARY FUND

Since the previously circulated report the Community Engagement and Environment Committee had received a further two applications for the Grant Aid Discretionary Fund. The total amount applied for was £9,800 and with a total fund available of £5,000 there is already a shortfall of £4,800.

Applications are as follows:

My Sister's House	£5,000
ACCORD	£ 400
Making Theatre Gaining Skills	£2,715
BR Methodist Church	£1,685

This situation highlighted the need for the Grant Aid Discretionary process to be reviewed and the Chairman proposed that Members make their decision on the current applications from the options suggested and that an agenda item to review the criteria for 2018 be included on a future agenda.

Option 1

My Sister's House	£2,000
ACCORD	£ 400
Making Theatre Gaining Skills	£1,000
BR Methodist Church	£1,000
Total	£4,400

This leaves a balance of £600 for any future applications

Option 2

My Sister's House	£2,000
ACCORD	£ 400
Making Theatre Gaining Skills	£1,300

BR Methodist Church	£1,300
Total	£5,000

After a lengthy discussion Members **RESOLVED** the following:

- £3,000 to My Sister's House
- £1,000 to Making Theatre Gaining Skills
- £1,000 to the Bognor Regis Methodist Church.

The application from ACCORD was declined.

Members further **AGREED** to make the Discretionary Grant Aid criteria and process an agenda item for the next meeting.

70. PROPOSALS AND REQUIRED BUDGETS FOR 2018 INCLUDING GRANT AID DISCRETIONARY FUND, YOUTH PROVISION, WARD ALLOCATION, SURGERIES AND OPEN FORUMS, AND THE BOGNOR REGIS IN BLOOM WORKING GROUP - REPORT BY PROJECTS OFFICER

Members considered the proposals and required budgets for 2018

Grant Aid Discretionary Fund

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £5,000 for the Grant Aid Discretionary Fund

Youth Provision

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £10,000 for the Youth Provision fund

Ward Allocation

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £2,000 for the Ward Allocation Fund

Surgeries and Open Forum

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £1,000 for the Surgeries and Open Forum

Bognor Regis In Bloom

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £500 for the Bognor Regis in Bloom Competition Expenses and a budget of £1,000 for the Bognor Regis in Bloom Environment Projects budget

71. INTERPRETIVE SIGNAGE BOARD - TO CONSIDER THE PROPOSAL BY COUNCILLOR DILLON FOR A BOARD TO BE INSTALLED ON THE PROMENADE DISPLAYING INFORMATION RELATING TO HMS ST. BARBARA

Members **AGREED** for the Interpretive Signage Board to be installed on the promenade and for it to be used to display information relating to HMS St. Barbara.

72. CONSIDERATION OF A PROPOSAL FROM A BOGNOR REGIS RESIDENT TO ERECT A STATUE OF ERIK JACK TO HONOUR HIS MEMORY

Members discussed the proposal but felt that that some sort of memorial plaque or garden that could include other past noted members of the Town would be more fitting. Officers will investigate the proposals put forward by Members and the issue will be discussed further at a future meeting. The resident will be informed of the Council's decision.

73. TO CONSIDER A PETITION FROM THE 4SIGHT ORGANISATION FOR THE VISUALLY IMPAIRED REGARDING SAFETY ISSUES IN THE HIGH STREET PEDESTRIANISED ZONE

The Project Officer's report was noted, which detailed the petition received.

A Member reported that WSCC Highways had been made aware of the problem and they are currently looking to rectify the issues.

74. TO RECEIVE THE PROJECTS OFFICER'S REPORT ON MEETING HELD 3rd NOVEMBER 2017 WITH THE POLICE REGARDING ANTI-SOCIAL BEHAVIOUR WITHIN THE TOWN INCLUDING: TO NOTE DISCUSSION OF THE COUNCIL FOLLOWING A REPORT FROM CLLR. GARDINER ON THIS ISSUE AT THE MEETING HELD 6th NOVEMBER 2017 - MIN. 114 REFERS

The Project Officer's report was noted.

Cllr. Gardiner asked for it to be noted that he met with the Chief Superintendent not the Acting Inspector. The Chairman invited Cllr. Gardiner to give a brief report.

75. TO CONSIDER THE INTRODUCTION OF A CIVIC/CITIZEN'S AWARD FOR YOUNG PEOPLE - MIN. 93 POLICY AND RESOURCES COMMITTEE 16th OCTOBER 2017 REFERS

Following a proposal from the Policy and Resources Committee, Members considered introducing a civic/citizen's award for young people.

After discussion Members **AGREED** that an annual award should be presented to a young person up to the age of 18 years but with dispensation to consider older children with special educational needs. The award will be presented at the Mayor's Civic Reception and nominations will be accepted from members of the community or Councillors.

76. CONSIDERATION OF "WHAT IF" COMMUNITY RESILIENCE PROGRAMME

The report was noted.

77. REPORTS:

a) to note financial reports, previously circulated
The reports were noted

b) any further reports
There were no further reports

78. CORRESPONDENCE

The Committee noted receipt of the correspondence list, previously circulated.

The Meeting closed at 9.01pm

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
22nd JANUARY 2018**

AGENDA ITEM 7 - UPDATE ON COMMUNITY FORUMS AND COUNCILLOR SURGERIES INCLUDING; RECOMMENDATIONS FOR THE 2018 PROGRAMME, AN INVITATION TO ATTEND AN ENGAGEMENT SESSION AT GRANDAD'S FRONT ROOM AND CONSIDERATION OF A MEMBER'S PROPOSAL TO INVITE THE GOVERNMENT MINISTER FOR HOUSING AND PLANNING TO VISIT BOGNOR REGIS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

BACKGROUND

The table below shows the Surgeries held throughout 2017 and the Councillor attendance. Councillors who have not attended any engagement event to date are highlight in red.

With the exception of November, the surgeries were held as pop-up events using the Gazebo and held mainly in the precinct. These proved to be the most effective way of engaging with the community as the Councillors were visible and people just dropped in as they were passing. However, to a certain extent these are weather dependant.

The November Surgery was held at a community hall and it was soon apparent that unless there was a burning issue that people want to discuss they are more reluctant to make an effort to attend, despite exhaustive publicity, unless they were just passing by.

Councillor	13th June	13th July	26th Aug	22nd Nov	Friday Surgeries
Batley					
Brooks				√	
Cosgrove					
Cunard					
Daniells	√			√	
Dillon		√		√	√
Gardiner			√		
Goodheart					√
Lineham	√				
Reynolds			√		
Smith	√			√	
Toovey					
Warr		√	√	√	
Woodall	√			√	

A detailed spreadsheet of the comments and suggestions gathered from the surgeries will be circulated at the meeting.

Community Forums

Only one forum has taken place which was in October. It was held at the Laburnum Centre and was well attended. The format was agreed at the September Committee meeting and scheduled to be held bi-monthly. However, it was felt that December would not be an ideal time of the year, so the meeting was postponed. The next forum is due to be held in March.

There have been some comments from Members that as the forums attract residents from all the neighbouring parishes it is difficult to focus on the things that fall within the remit of the Town Council. A lot of the time is spent discussing regeneration and issues that can really only be addressed by Arun.

Community attendance at Committee Meetings has fallen, and this may be due to a number of reasons, but it does highlight that if the Council wishes to engage it needs to go to the people rather than the people coming to the Council.

Grandad's Front Room

The owner of Grandad's Front Room has contacted the Town Council to advise that he will be holding drop in sessions at his shop on the first Tuesday of every month. He has arranged for representatives from ADC and WSCC to attend and extends the invitation to the Town Council to offer residents a "one stop" style sessions where all tiers of Local Government are in attendance. The first session of 2018 will be held on Tuesday 6th February and Members are therefore invited to agree firstly if the Town Council should send a representative and if so, who the attendee(s) should be.

Programme for 2018

In light of the foregoing, Members are invited to discuss and agree the programme of engagement events for the forthcoming year. As the pop up sessions with the gazebo are the most successful Members are asked to consider whether it would be useful during the winter to just hold the usual Friday sessions and to also regularly attend those held at Grandad's Front Room, then during the spring and summer seasons, take the gazebo out and about in a "roadshow" style of event at various locations throughout the wards.

The next Community Forum is scheduled for March. Some thought to a more structured approach would be beneficial to avoid the pitfalls previously encountered.

Consideration of a Member's proposal to invite the Government Minister for Housing and Planning to visit Bognor Regis

At the surgery held on the 22nd November, a large proportion of those attending were residents from Pagham who wanted to discuss the housing allocation that is affecting that area. In the main this is a matter for Pagham Parish Council however, any major development in a neighbouring parish will ultimately affect the infrastructure of Bognor Regis. From the conversations that were held during the surgery, a Member has suggested that the Government Minister for Housing and Planning, to be invited to

Bognor Regis to see first hand the impact the housing numbers are having on the area. Members are therefore asked if they wish to proceed with this suggestion?

DECISION

How do Members wish to plan the programme of engagement events during 2018?

Do Members wish to send a representative(s) to the engagement session at Grandad's Front Room, and if so, who confirm who the attendee(s) should be?

Do Members wish to invite the Government Minister for Housing and Planning to visit Bognor Regis?

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
22nd JANUARY 2018

AGENDA ITEM 8 - CONSIDERATION OF A MEMBER'S PROPOSAL FOR A NEW
TOPIC TEAM PROJECT

REPORT BY THE PROJECTS OFFICER

FOR DECISION

A Member has suggested that the Committee should consider the following scheme for a possible Topic Team project. (please view hyperlink below)

<http://www.bbc.co.uk/news/av/magazine-42053863/world-hacks-one-woman-s-simple-recipe-for-a-happy-street>

The link will be available to view at the meeting.

The Scheme is called Playing Out and the idea is to close the road outside residential homes for a short period of time on a weekly basis. This not only allows children the freedom to play outside with other children but also allows adults to meet with neighbours who they may otherwise not engage with.

West Sussex County Council are already active supporters of the scheme which will ease the procedure for applying for road closures. A more detailed report will be verbally tabled at the meeting.



<http://playingout.net/>

If Members are minded to agree with the suggestion, the Topic Team membership will be open to all Members but always with a minimum of 1 Town Councillor. The issue will be included on the next agenda for this Committee and as Terms of Reference will need to be agreed and recommended to Council for adoption at that time, Members are asked to inform Officers of the remit of the Topic Team, together with its aims and objectives to enable the document to be drafted.

For Decision:

Do Members **AGREE** to support the Playing Out Scheme as a Topic Team Project?

What do members wish to be included in the Terms of Reference for the Topic Team?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
22nd JANUARY 2018**

**AGENDA ITEM 9 - YOUTH SERVICES PROVISION REVIEW INCLUDING UPDATE
FROM THE YOUTH WORKER STEERING GROUP MEETING HELD ON THE 9th
JANUARY 2018**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

As previously advised by email, a replacement Youth Worker for the Town has been appointed.

Members are aware that there were some concerns raised at the Council Meeting on the 4th January 2018, but following a meeting with Sussex Clubs for Young People, on the 9th January, attended by the Committee Chairman and the Projects Officer, these issues have been fully addressed.

During the meeting it was mutually agreed that any hours utilised by the previous Youth Worker will be credited back and a new schedule has been drawn up for a new 6-month contract. The schedule will commence from the 15th January 2018 until the 30th July 2018. It was further agreed that a more regular and robust reporting procedure will be implemented to ensure the brief is being met.

There will have been an opportunity to meet the newly appointed Youth Worker at the beginning of this meeting.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
22nd JANUARY 2018**

AGENDA ITEM 10 - CONSIDERATION OF THE CRITERIA, PROCEDURES AND NAME FOR THE GRANT AID DISCRETIONARY FUND - POLICY AND RESOURCES COMMITTEE 4th DECEMBER 2017 MIN. 138 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Policy and Resources Committee meeting on the 4th December 2017, it was agreed that the currently titled Grant Aid Discretionary Fund would retain a budget of £5,000 for the 2018/2019 period.

At that meeting, Members discussed at length the future of the initiative and concern was expressed that, in its inaugural year, the applications being received and ultimately awarded funds, were not in line with the original aims and objectives of the Fund. Members were also of the opinion that the name of the initiative did not truly reflect its intentions and a new title, such as Community Grant Fund, may be more appropriate.

Members are therefore asked to review the overall objectives and the resulting criteria for applications for the Fund, to consider if the current title of Grant Aid Discretionary Fund remains appropriate and make recommendations to the Policy and Resources Committee for approval.

To facilitate the discussion, a copy of the 2017/18 criteria and application form are attached as **APPENDIX 1**.

DECISION

Members are asked to **AGREE** and **RECOMMEND** to the Policy and Resources Committee the following:

- a) The objectives for the initiative;
- b) The criteria for applications;
- c) The renaming the Grant Aid Discretionary Fund if considered appropriate.



GRANT AID DISCRETIONARY FUND APPLICATIONS FOR APRIL 2017 TO MARCH 2018

GUIDELINES/CRITERIA AND CHECKLIST

1. The aim of the Town Council's Grant Aid Discretionary Fund (GADF) is to promote a vibrant and active community in Bognor Regis. The scheme recognises and supports the valuable contribution made by the voluntary sector to the wellbeing of the community. It provides financial support for local residents, community organisations and the voluntary sector where their applications fall outside the criteria of the standard Town Council Grant Aid procedure with the intention of improving the range of services and activities in the Town.
2. All applications will be considered and determined by the Community Engagement & Environment Committee on an ad hoc basis and their majority decision will be final.
3. The maximum amount that may be applied for under the GADF is £5,000 and it will be at the discretion of the Committee as to whether the whole sum is given to one applicant or smaller amounts awarded to a number of organisations; the total distributed cannot exceed the budget of £5,000 in any one year.
4. The Bognor Regis Town Council Vision is to develop a clear Bognor Regis brand to become more powerful and enterprising, controlling our own destiny so that we can deliver relevant and sustainable local services, develop community cohesion and create a happier Bognor Regis.

In support of this Vision, the Town Council has agreed the following strategy and priority headings for 2016-2019 and organisations are required to show how their application would meet one or more of these:

- Promoting the Bognor Regis Brand and Town Area
- Partnership Working and Community Engagement and Empowerment
- Take on more devolved services
- Acquiring and creating more community assets

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

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

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

6. The GADF will not fund organisations applying for:
 - Retrospective funding - for something that has already taken place or been purchased
 - Contributions to large capital programmes or generic blanket applications where what is being funded is not specifically stated
 - Funding for loan payments or outstanding debt or interest
 - Funding to meet staff costs including salary

7. The Community Engagement & Environment Committee will not consider requests from applicants:
 - Who have received an award from the GADF previously
 - Who have been refused funding under the standard Town Council Grant Aid process
 - Who have submitted an application to the GADF within the previous 12 months (either granted or refused)

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

9. For your application to be processed, it is essential that a set of the most up-to-date, signed, certified accounts, copies of current bank statements for all bank accounts, a Chairman's Report or Constitution and a copy of the Policy Statement regarding Child Protection (if applicable) be submitted with the application. **No public funds may be paid over until the accounts and report have been inspected and the Council is satisfied.** The accounts must be certified as described and should also have a signed statement from an independent person, i.e. auditor, accountant etc. As noted on the application form, these may be provided either at the time of application or after approval, but **always** prior to any payment being released.

10. Clubs or organisations involved in providing activities for children or youths will need to provide information on their adopted policy statement for child protection in relation to the Children's Act 1989 and the Rehabilitation of Offenders Act 1974 regarding the recruitment of staff, paid or voluntary. The information must make clear that procedures have been established to include prevention of abuse and clearly define roles for staff and training in relation to child protection. The Council will look for evidence that groups working with vulnerable members of society (e.g. children, people with special needs etc.) follow good practice in protecting such people.
11. Applicants to provide only the information required as stated on the form.
12. Applicants may be asked to provide additional information.
13. Where the application is for new equipment that is over £100 in value, please supply at least two quotations.
14. Should your grant application be successful, please note that if your funding is for a capital project, such as purchasing equipment etc, you will be required to produce evidence of this, e.g. invoices/receipts, for our records as soon as possible. It is important to also note that in the event of your organisation closing or if the project/services funded by the Council do not proceed, the grant aid must be returned to the Council.
15. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
16. Organisations are required to submit only one application when applying for funding for different activities and projects rather than multiple applications.

Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application. Therefore, your application will not be considered unless sufficient written explanation is provided as to the reason for absence and confirmation of when such documentation will be available. To avoid extra administrative time, this action will be taken without further redress to the applicant: The onus is on the applicant to ensure all requirements are met by the due date.

Applications for aid must be made on the form provided by this Council and must be sent to the Clerk at the address overleaf.

Please complete the enclosed Checklist and return with your application form

Checklist

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

- Read the notes for applicants (overleaf)
- Answered all questions. It is not sufficient to simply attached documents in response to questions. Ensure you have entered the actual amount of grant requested
- Enclosed your most recent certified accounts, appropriately signed or confirmed that these will be provided prior to payment or an explanation as to why not available. **PLEASE NOTE:** Certified Accounts are to be signed by an independent professional person not associated with your organisation
- Provided a copy of your Policy Statement regarding Child Protection, (if applicable) or reason for absence
- Enclosed your latest Chairman's Report (or similar e.g. Constitution or Treasurer's/Secretary's Report) or confirmed that this will be provided prior to payment or an explanation as to why not available.
- Included additional supporting material, e.g. cuttings, reviews etc. (optional)
- Enclosed copies of estimates for proposals/project
- Enclosed a copy of your most recent bank statements for all bank accounts or confirmed that these will be provided prior to payment or an explanation as to why not available.

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

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



BOGNOR REGIS TOWN COUNCIL

**GRANT AID DISCRETIONARY FUND
APPLICATION FOR YEAR
1st APRIL 2017 to 31st MARCH 2018**

IMPORTANT NOTICE – Please note that before payment of any agreed Grant is made, applicants may be required to submit a **statement of accounts for the last complete year, copies of current bank statements for all bank accounts and a signed copy of the Chairman's or Secretary's report where applicable.** Successful applicants will be advised in their notification letter of all requirements to enable payment. However, to speed up the process, applicants may provide these documents in advance and attach to this application. Please supply copies and not the originals, as the Council cannot accept the responsibility for the security of any original documents. We are unable to return documents. Please read questions carefully and provide a full answer.

1. Name of your organisation

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

Name: Address: Postcode: Daytime telephone number: Position in organisation:
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3. Does your Group/Organisation have a constitution or set of rules? -
Please enclose a copy if applicable

Please tick	Yes	No
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4. Please tick the relevant information and supply the appropriate number

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

5. Please supply the following information:

When did your group/organisation start? (MM/YY)
How many members do you have?
How many people use this service?
How many are Bognor Regis residents?

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

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

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8. Are current Bank Statements and Certified Accounts attached?

Please tick	Yes	No
If No, can you confirm that these will be made available should your application be successful?	Yes	No
If the Bank Statements and/or Certified Accounts will not be available, please give an explanation why		

9. Is an up-to-date Child Protection/Vulnerable Groups Policy enclosed?

Please tick	Yes	No
If no please explain why this is not required		

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

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

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

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

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

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

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

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

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

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

Name..... Signed.....

Position..... Date.....

Email address..... Organisations website.....
(If applicable)

Please complete this form fully and return to:

Glenna Frost Town Clerk
BOGNOR REGIS TOWN COUNCIL
Town Hall, Clarence Road, Bognor Regis, PO21 1LD

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
22nd JANUARY 2018**

**AGENDA ITEM 11 - WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET
INCLUDING UPDATE ON EXPENDITURE AND REMAINING 2017/18 BUDGET**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

The remaining balances for Ward allocations are as follows:

Hotham	£303.60
Marine	£375.00
Orchard	£436.00
Marine North	£125.00

Members are once again reminded that if any remaining funds are not utilised or any proposal is not ratified by the Committee before the end of the financial year, the money will be returned to General Reserves.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
22nd JANUARY 2018**

**AGENDA ITEM 12 - TO CONSIDER NOMINATIONS FOR THE MAYOR'S GOOD
CITIZEN AWARD**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to Consider the nomination for the 2018 Mayor's Good Citizen Award.

Members are respectfully reminded that the nominee should remain confidential as the recipient will be announced at the Civic Reception.

DECISION

Members are invited to **AGREE** to the Nomination for the Mayor's Good Citizen Award for 2018

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
22nd JANUARY 2018**

**AGENDA ITEM 14 - CONSIDERATION FOR A MEMORIAL PLAQUE/GARDEN TO
HONOUR NOTED RESIDENTS OF THE TOWN - MIN. 72 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members asked for information regarding opportunities for possible ways to honour noted residents of the Town. It should be noted that there is no identified budget for this project.

THE IVY VINE TRAIL

Purchase the branches either left or right and build the vine, then at need the Ivy Leaf engraved would be ordered and attached with screws.

PRICES

Ivy Leaf branch with double blank £73.00 plus VAT

Ivy Leaf engraved £52.00
each plus VAT



TREE OF REMEMBRANCE

The product has three tiers – Middle 1st tier 279 leaves, 2 sides (2nd) Tier 191 leaves, Top 3rd tier 104 leaves. Total of 574 leaves

Pricing

£9,141.60 plus VAT – 279 leaf version

£3,832.40 plus VAT for both side branches

£2,090.40 plus VAT for the top branch



It should be noted that a suitable site for location would need to be identified for the above features.

MEMORIAL ROSE BUSH

Rose bushes are widely regarded as a suitable feature for remembrance and the rose garden situated in Hotham Park would be an ideal spot to plant a rose and erect a plaque that could have names added as required.

Following preliminary talks with Arun District Council they have indicated that they would be happy to consider this option and would be willing to enter into discussion as to how this could develop.

Officers will continue to liaise and report back if Members so wish.



DECISION

Members asked to confirm how they wish to proceed

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
22nd JANUARY 2018**

AGENDA ITEM 15 - CITIZENS AWARD FOR YOUNG PEOPLE INCLUDING; CONSIDERATION OF THE NOMINATION/SELECTION PROCESS, TO AGREE THE TYPE OF AWARD/TROPHY/CERTIFICATE TO BE PRESENTED AND TO DETERMINE ANY REQUIRED BUDGET AND MAKE ANY NECESSARY RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE - MIN. 75 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the last meeting it was agreed that an award for young people would be presented at the Mayor's Civic reception. The recipient will be to a young person up to the age of 18 but will consider older children with special educational needs.

Members are further requested to consider:

- a) the nomination selection process and how it should be administered
- b) what type of award will be presented and make a recommendation to the Policy and Resources of any required budget

DECISION

Members are invited to **AGREE** and **RECOMMEND**:

- a) The nomination process for an award for young people
- b) What type of award to present
- c) Any required budget to the Policy and Resources Committee

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
22nd JANUARY 2018
GENERAL CORRESPONDENCE

1. Email: Locality – The Community Shares Booster Programme reopens today
2. Email: SSALC – Health And Wellbeing Follow-Up Survey (previously circulated to Councillors)
3. Email: WSCC – Consultation on School Admission Arrangements for 2019/2020 (previously circulated to Councillors)