



BOGNOR REGIS TOWN COUNCIL

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

Dear Sir/Madam,

MEETING OF THE COMMUNITY ENGAGEMENT & 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 16th JULY 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 9th JULY 2018

TOWN CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. **Chairman's Announcement and Apologies for Absence**
2. Declarations of Interest:
Members and Officers are invited to make any declarations of Disclosable Pecuniary 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 Interest 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 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, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
- 3. To Approve the Minutes of the Meeting held on the 21st May 2018
- 4. Adjournment for Public Question Time extended to a maximum of 60 minutes in accordance with Standing Orders (S.O. 31.8)
- 5. Adjournment for Presentation from Sammy Community Transport. Members to subsequently consider if there is an opportunity to work with Sammy Community Transport to engage with isolated members of the community - Min. 12 refers
- 6. Matters Arising from the Minutes which are not separate Agenda Items
- 7. To note and determine any applications received for the Flexible Community Fund
- 8. Report on Councillor Surgeries and update on Open Forum Sessions held at the Regis School on 13th June 2018 and 10th July 2018
- 9. Further consideration of a proposal from a community leader regarding a Community 4 Community initiative - Min. 9 refers
- 10. Bognor Regis In Bloom Working Group - Consideration of the Resolutions Recommendations and Reports in the Notes of the Meeting held on 5th July 2018
- 11. Update on Youth Services Provision Review and to receive the notes of the Youth Worker Steering Group Meeting held on 4th July 2018
- 12. To receive an update on Playing Out Topic Team - Min.19 refers
- 13. Ward Allocation Environmental Projects Budget including update on any expenditure and remaining budget for 2018/19
- 14. To consider a proposal by Cllr. Enticott to address anti-social street begging in the Town - report by Cllr. Enticott
- 15. Consideration of beach access as referred from the BRTC/ADC Liaison Meeting of the 8th May 2018
- 16. Reports:
 - a. To note Financial Reports, previously circulated
 - b. Any further reports
- 17. Correspondence

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



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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 21st MAY 2018

PRESENT: Cllr. M. Smith (Chairman); Cllrs: J. Brooks, Mrs. S. Daniells, P. Dillon (until item 9), D. Enticott (until item 15), S. Goodheart and Mrs. J. Warr.

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)
3 members of the public

The Meeting opened at 6.31pm

1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE COUNCIL MEETING ON THE 14th MAY 2018

The Committee NOTED that Cllr. M. Smith had been elected Chairman and Cllr. S. Goodheart elected Vice-Chairman of this Committee at the Annual Town Council Meeting on 14th May 2018.

2. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllrs. J. Cosgrove, who was unwell and P. Woodall who was on annual leave.

3. 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 a Disclosable Pecuniary 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, 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

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 of Interest

4. TO CONSIDER TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES/SUB-COMMITTEES/WORKING PARTIES, INCLUDING UPDATES AND AMENDMENTS IF REQUIRED

The Projects Officer's report was noted.

- 4.1 COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
No changes were proposed to the Terms of Reference for the above - RESOLVED.
- 4.2 BOGNOR REGIS IN BLOOM WORKING PARTY
No changes were proposed to the Terms of Reference for the above - RESOLVED.
- 4.3 YOUTH SERVICES REVIEW TOPIC TEAM
Members noted that whilst the agenda item had read Youth Provision, the correct title, as per the Terms of Reference, was Youth Services Review. No changes were proposed to the Terms of Reference for the above - RESOLVED.
- 4.4 PLAYING OUT TOPIC TEAM
No changes were proposed to the Terms of Reference for the above - RESOLVED.

5. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 26th MARCH 2018

The Minutes of the Meeting held on the 26th March 2018 were approved by the Committee as a correct record and were signed by the Chairman.

6. ADJOURNMENT FOR PUBLIC QUESTION TIME EXTENDED TO A MAXIMUM OF 60 MINUTES IN ACCORDANCE WITH STANDING ORDERS (S.O. 31.8)

The Chairman adjourned the Meeting at 6.41pm

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.

The following items were raised with Members:

- A proposal for a new initiative called Community 4 Community
- Potholes and how WSCC go about repairing them
- Spacehive – a new crowdfunding scheme by WSCC
- Beach access

The Meeting was reconvened at 7.26pm

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

7.1 Min. 105.1 - 26th March 2018 Update on Youth Services provision review

The Projects Officer reported that there was a stand available at the next JWAAC meeting in June and she would be attending with the Youth Worker.

7.2 Min. 105.2 - 26th March 2018 Interpretive Signage Board Cllr. Dillon advised that the board would be installed by the 16th June and Members were happy for this item to be removed from the pending list.

7.3 Min. 105.3 - 26th March 2018 Update on Community Forums and Surgeries

The Projects Officer reported that there had still been no response or acknowledgment from the Government Minister to the letters sent to him on the 30th January and 13th April, and read out a letter received from Nick Gibb MP, who has asked his Parliamentary Assistant to also chase for a reply. Members were disappointed to hear this update and asked the Projects Officer to continue chasing the Government Minister for a response.

7.4 Min. 105.5 - 26th March 2018 Funding for electric car charge points The Projects Officer read out the response received from ADC which reported that they had undertaken a LPSC report that included an Electric Vehicle Infrastructure Study which they were progressing. Members noted the response.

7.5 Min. 106 - 26th March 2018 Consideration of a proposal from a Community Leader regarding the Local Assistance Network (LAN) and Community 4 Community

The Projects Officer read out, and Members noted, the responses that had been received to the letters sent to Arun District Council regarding the LAN and West Sussex County Council about the possible re-location of homeless to Bognor Regis. The letter from Arun District Council gave a detailed explanation on how their Housing Department use the allocation scheme and how they define Local Connection. West Sussex County

Council confirmed that homeless migration to the area is not encouraged or funded unless agreed with the receiving Local Authority.

- 7.6 Min. 109 - 26th March 2018 Update on meeting with the Rights Respecting School Ambassadors of the Regis School
An open forum meeting has been arranged for the 13th June 2018.

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

8.1 BOGNOR REGIS IN BLOOM WORKING GROUP INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION

The Committee RESOLVED that the Working Group be appointed, together with its Membership.

Membership: Cllrs. K. Batley, P. Dillon, S. Goodheart, P. Woodall and Mrs. J. Warr.

Co-opted Members (not entitled to vote): The Committee RECOMMENDED the following appointments;

Mr. S. Hearn, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane, Mr. D. Meagher and Arun District Council representative, Mr. J. Jones-McFarland.

Consideration of the appointment of a Chairman for this Working Group will be undertaken at the first Meeting.

8.2 YOUTH SERVICES REVIEW TOPIC TEAM

As minuted under 4.3, Members noted that whilst the agenda item had read Youth Provision, the correct title, as per the Terms of Reference, was Youth Services Review.

The Committee RESOLVED that the Topic Team be appointed, together with its Membership.

Membership: Open to all Members of the Community Engagement and Environment Committee, but to include at least one Councillor at all times.

Consideration of the appointment of a Chairman for this Topic Team will be undertaken at the first Meeting.

8.3 PLAYING OUT TOPIC TEAM

The Committee RESOLVED that the Topic Team be appointed, together with its Membership.

Membership: Open to all Members of the Community Engagement and Environment Committee, but to include at least one Councillor at all times.

Consideration of the appointment of a Chairman for this Topic Team will be undertaken at the first Meeting.

Cllr. Dillon left the Meeting

9. CONSIDERATION OF A PROPOSAL FROM A COMMUNITY LEADER REGARDING A COMMUNITY 4 COMMUNITY INITIATIVE

During public question time a member of the community spoke about a new initiative called Community 4 Community and asked Members if they would be willing to support his proposal.

Community 4 Community is an initiative similar to the Local Area Network (LAN) but would include information on all relevant services within the area, not just one or two that are commissioned by WSCC. Members were keen to support the scheme but were mindful of the resources required and the ongoing administration. Following discussion, it was AGREED for Officers to liaise with VAAC (Voluntary Action Arun and Chichester) and the CAB (Citizens Advice Bureau) in the first instance and for Councillors to find out what services were available within their Wards. The information will be taken to the next Community Engagement and Environment Committee Meeting for further discussion and a decision on how to progress the initiative in conjunction with other groups and key agencies.

10. CONSIDERATION OF ITEM REFERRED FROM PUBLIC QUESTION TIME, REGARDING THE FORESHORE OFFICE AND TOILETS ON THE PROMENADE - MIN. 104 REFERS

Cllr. Enticott left the room for a short time during this item

Members noted the Projects Officer's Report.

Members discussed the issue surrounding the requirement to provide a separate room for first aid procedures and AGREED to send a letter to ADC highlighting the inadequacy and to ask how they intend to address the situation.

11. TO RATIFY PAYMENT FOR RENEWAL OF ANNUAL MEMBERSHIP OF LOCALITY OF £416.67 + VAT

Members AGREED to RATIFY the payment of £416.67 + VAT for the renewal of Annual Membership to Locality.

Members noted Cllr. Cosgrove's comments submitted via email regarding the value of this to the Town Council.

12. CONSIDERATION OF PROPOSAL FROM CLLR. ENTICOTT, REGARDING TACKLING SOCIAL ISOLATION AMONG ELDERLY RESIDENTS AND THE POSSIBILITY OF STARTING A WELLBEING GROUP AND THE PROVISION OF COMMUNITY TRANSPORT. REPORT BY CLLR. ENTICOTT

Cllr. Enticott reported his concerns regarding social isolation among elderly residents. The Town Council provide a number of free events and he felt that there should be a way of transporting those suffering from social isolation to these events, to bring them into the community. Cllr. Enticott reported that whilst he was aware of the Sammy Community Transport Bus, he believed it to be a service very much under-supported but over-subscribed. Cllr. Enticott therefore asked Members to consider the possibility of starting a wellbeing group and the provision of community transport.

Following discussion, Members commented that there are already successful and effective organisations such as Arun Wellbeing and the Bognor Health Centre that offer a range of services and it would be more beneficial to promote them, rather than try to duplicate what they offer with the limited resources available.

Members noted that Sammy Community Transport receives support from the Town Council through the Grant Aid scheme and AGREED to invite a representative from Sammy to the next Community Engagement and Environment Committee Meeting, for Members to discuss the services they provide, hear about any issues they face and to see if there is an opportunity of working with them to get isolated members of the community to Town Council events.

Members also AGREED to liaise with Arun Wellbeing and the Bognor Health Centre to gather information on the services they provide.

13. CONSIDERATION OF PROPOSAL BY CLLR. ENTICOTT TO UTILISE AN EXISTING INITIATIVE REGARDING DOG BINS IN RESIDENTIAL AREAS. REPORT BY CLLR. ENTICOTT

Cllr. Enticott's report was noted.

Following discussion, Members AGREED for Officers to liaise with ADC to seek permission for a downloadable PDF version of the leaflet, as shown in the report, to be available on the Town Council website for members of the public to print and use if they wish to do so.

14. CONSIDERATION OF HOW MEMBERS WISH TO PROCEED WITH THE PROGRESSION OF BECOMING AMBASSADORS FOR RAISING AWARENESS TO THE ISSUE OF PLASTIC AND RECRUITING A BANK OF VOLUNTEER RECYCLING CHAMPIONS - MIN. 108 REFERS

The Projects Officer's report was noted.

Cllr. Mrs. Daniells reported that a member of the public had been in touch with her and shown an interest in championing a group of volunteers. She would therefore ask this person to contact Officers to see if the idea could be progressed.

Members also felt that they should be leading by example and could start by trying to address recycling issues at the Town Hall. Members therefore AGREED to ask for this issue to be raised at the next ADC/BRTC Liaison Meeting to enquire what the ADC position is on recycling and plastic and to ask if they would make a start by replacing the plastic stirrers provided for use in Council Chamber with wooden ones. Members would also like to encourage individuals to bring their own cups to meetings to negate the use of the plastic cups provided.

15. UPDATE ON COUNCILLOR SURGERIES AND COMMUNITY OPEN FORUMS INCLUDING CONSIDERATION OF RESPONSES TO LETTERS SENT TO THE BOGNOR REGIS SAILING CLUB AND BOGNOR REGIS FOOTBALL CLUB FOLLOWING THE COMMUNITY ENGAGEMENT FORUM AT SOUTH BERSTED SCHOOL

Cllr. Enticott left the Meeting

15.1 Community Open Forums

The Projects Officer reported that due to a series of mix-ups and misunderstandings the Community Open Forum for April did not take place. However, arrangements are in place for the June session, which will be held at the Regis School on the 13th June 2018 and commence at 8.45am.

The session will only require the attendance of 2-3 Councillors and the Projects Officer will liaise with Members to see who would like to attend and advise on the arrangements.

Topics for discussion have been sent ahead of the meeting which include:

Anti-social behaviour within the Town - especially among young people – for example do they think this is an issue or is it just perception of how young people are viewed; or is anti-social behaviour a by-product of other issues i.e. nothing to do, nowhere to go etc.; or is there a problem and if so what can Councillors do to help address the problem.

The Town Council are looking to initiate a community bank of volunteer recycling champions as part of a wider initiative to address the problems created by plastic waste - Do the students have any advice for Councillors how this could work, or should they be looking to tackle the issues in a different way?

15.2 Councillor Surgeries

The Projects Officer reported that the Community Safety Manager at Arun District Council had advised that she will arrange for members of the Arun Safer Community Team to attend the surgeries to assist and advise on

relevant issues. Members AGREED for Officers to arrange a series of pop-up surgeries which will include the London Road and other out-of-town areas near to local facilities such as a health centre or doctors surgery to try and capture the views and opinions of local residents.

It was further AGREED, to try and structure the surgeries to try and steer the conversations to matters that fall within the Town Council's remit and which they can influence.

15.3 Update on Responses for Sailing Club and Football Club

The Projects Officer read out replies received from the Bognor Regis Sailing Club and the Bognor Regis Football Club in response to the letters sent to them regarding comments received from the students of South Bersted School. The letters requested advice and assistance from the Town Council on promoting their activities. Following discussion, Members AGREED they were not in a position to offer any financial assistance to these clubs to help with the promotion of their services, nor felt it appropriate to offer any advice. A Member suggested speaking with the football club about the possibility of independently providing live local radio commentary and would speak to the Club directly.

16. UPDATE ON YOUTH SERVICES PROVISION REVIEW AND TO RECEIVE THE NOTES OF THE YOUTH WORKER STEERING GROUP MEETING HELD ON 10th APRIL 2018

The Projects Officer's report was noted and Members received the Notes of the Steering Group Meeting held 10th April 2018.

The Projects Officer further reported that following negotiations with the Phoenix Club, it had been agreed for the Youth Worker to use the premises on a Wednesday evening between 5pm and 7pm for the remainder of the 6-month trial period at no cost. Furthermore, CREATE (the name the young people have given their group) was in the process of setting up their own constitution and would be holding their first meeting at the Phoenix Club on the 23rd May. This will enable CREATE to apply for additional funding in their own right.

17. CONSIDERATION OF PARTICIPATION IN A CONSULTATION REGARDING WEST SUSSEX FIRE AND RESCUE SERVICES

The Projects Officer's report was noted with Members invited to respond individually and to promote to the community the completion of the online survey.

18. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING: RATIFICATION OF EXPENDITURE FROM PEVENSEY, HATHERLEIGH AND ORCHARD WARDS REGARDING A SERIES OF PLAY DAY EVENTS FOR THE SUMMER; UPDATE ON VICTORIA ROAD PROJECT; CONSIDERATION OF PROPOSAL FROM CLLR. GARDINER FOR A MEMORIAL BENCH IN MEMORY OF CLLRS. DOUGAL AND JACQUIE MACONACHIE TO BE FUNDED FROM MARINE AND

MARINE NORTH WARD ALLOCATION; TO NOTE THE RECOMMENDATION OF THE POLICY AND RESOURCES COMMITTEE REGARDING THE VIREMENT OF UNDRAWN MEMBERS ALLOWANCE TO THE ORCHARD WARD AND HATHERLEIGH WARDS ALLOCATION BUDGET

The Projects Officer's report was noted.

Members noted the ratification of the Policy and Resources Committee to vire the undrawn Members allowance of £505.00 for Cllr. Cosgrove to Orchard Ward and £505.00 for Cllr. Enticott to Hatherleigh Ward, to be added to their 2018/19 Ward Allocation Budget.

Members AGREED the following expenditure and noted that the Ward Allocation for Orchard, Pevensey and Hatherleigh wards 2018/19 is now fully utilised.

Orchard Ward - to utilise the unallocated funds of £1005.00 from the 2018/19 Ward Allocation fund to fund a series of playday events.

Pevensey Ward - to utilise the unallocated funds of £375.00 from the 2018/19 Ward Allocation to fund a series of playday events.

Hatherleigh Ward - to utilise the unallocated funds of £630.00 from the 2018/19 Ward Allocation to fund a series of playday events.

Members noted the update in the Projects Officer's report regarding the Victoria Road Project together with a new proposal by a Councillor that a memorial bench be purchased in memory of Dougal and Jacquie Maconachie.

Members are reminded to liaise with their fellow Ward Members if they wish to progress any of the points highlighted in the report.

19. TO RECEIVE AN UPDATE ON PLAYING OUT TOPIC TEAM - MIN. 114 REFERS

The Projects Officer's report was noted including the extent of the promotion of the Playing Out Scheme.

The Projects Officer updated Members that she had received two enquires regarding the Scheme which were in the process of being followed up.

20. UPDATE ON APPLICATION TO REGISTER THE TOWN HALL AS A COMMUNITY ASSET - MIN. 115 REFERS

The Projects Officer's report was noted and Members welcomed the news that ADC had agreed to add the Town Hall to the list of Assets of Community Value with effect from 20th April 2018.

21. TO NOTE THE DECISION OF THE POLICY AND RESOURCES COMMITTEE AT THE MEETING HELD ON THE 9th APRIL 2018 - MIN. 180 REFERS - REGARDING THE FLEXIBLE COMMUNITY FUND AND TO RECEIVE DETAILS OF ANY APPLICATION

The Projects Officer's report was noted, and Members acknowledged that the decision on small applications of £100 or less would be delegated to the Town Clerk in liaison with the Chairman and Vice-Chairman of the Community Engagement and Environment Committee.

The Projects Officer went on to confirm that no applications had been received.

22. TO NOTE THE PUBLICATION OF A SURVEY BY SAFER WEST SUSSEX PARTNERSHIP DESIGNED TO GAIN UNDERSTANDING, EXPERIENCE AND ACCESS TO SUPPORT IN RELATION TO CRIME

The Projects Officer's report was noted and Members encouraged to complete the survey online and to publicise the consultation throughout the Town.

23. REPORTS:

- a. To note Financial Reports, previously circulated

The reports were noted

- b. Any further reports

There were no further reports.

24. CORRESPONDENCE

The Committee noted receipt of the correspondence list, previously circulated including the following additional items:

Evaluation report of the Find it Out Event for young people.

The Meeting closed at 9.21pm

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
16th JULY 2018

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

REPORT BY THE PROJECTS OFFICER FOR
DECISION

Members are invited to consider an application from CREATE for the amount of
£350.00

DECISION

Do Members AGREE to approve the application from CREATE for £350.00?

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
16th JULY 2018

AGENDA ITEM 8 - REPORT ON COUNCILLOR SURGERIES AND UPDATE ON OPEN FORUM SESSIONS HELD AT THE REGIS SCHOOL 13th JUNE 2018 AND 10th JULY 2018

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Open Forum Sessions - Regis School

13th June 2018 - attended by Cllrs: Mrs S. Daniells and M. Smith.

The students were asked to comment and discuss questions that were put to them by the Town Council ahead of the meeting - Min. 109 refers. A summary of the comments is appended to this report as Appendix 8.1.

10th July 2018 – attended by Cllrs: Mrs. S. Daniells and M. Smith. The Arun District Council Senior Regeneration Officer was also in attendance.

Following the successful open session on the 13th June, the Regis School invited Councillors to return and speak with A' Level geography students on regeneration, which forms part of the curriculum. The ADC Officer gave an overview of the Linear Park proposal, talking the students through the regeneration process.

Councillor Surgeries:

Drop-in Surgeries have been held as follows:

JUNE

7th June - London Road Precinct – attended by Cllrs: Mrs. S. Daniells, P. Dillon, T. Gardiner, M. Smith and Mrs. J. Warr

19th June - London Road Precinct – attended by Cllrs: Mrs. S. Daniells, P. Dillon, S. Goodheart, S. Reynolds, M. Smith and Mrs. J. Warr

27th June - Promenade – attended by Cllrs: Mrs. S. Daniells, P. Dillon, and M. Smith

JULY

4th July – Hastings Close – attended by Cllrs: P. Dillon and M. Smith

12th July – London Road Precinct – attended by Cllr T. Gardiner

Forthcoming Surgeries:

17th July – London Road Precinct

24th July – Outside Bognor Regis Health Centre

The London Road Precinct is always the most well attended and the session on the 19th June which included "Meet the Mayor" was very well received and the most positive session to date. The session at Hastings Close was quiet but the few residents that did engage were pleased to have had the opportunity to speak with Councillors. Whilst the Out-of-Town surgeries are quieter, they do raise the Town Council's profile and meets the brief of the Community Engagement Strategy. A summary sheet of the comments is appended to this report as Appendix 8.2 & 8.3

Community Engagement and Environment Committee Open Forum
The Regis School, Westloats Lane, Bognor Regis
Wednesday 13th June 2018

Attendance:

Bognor Regis Town Council (BRTC) – Cllrs. M. Smith and Mrs. S. Daniells
Mrs. S. Hodgson – Projects Officer BRTC
Students of the Regis School
Mrs. C. Saunders – Assistant Principle Regis School
Mr. M. Betts – Director of Business Regis School
Mr. R. Crimmen – Facilities Manager Regis School

Following introductions, 3 breakout groups were formed to discuss the agreed subjects that had been sent to the school ahead of the meeting.

The Town Council are looking to initiate a community bank of volunteer recycling champions as part of a wider initiative to address the problems created by plastic waste – do the students have any advice for Councillors how this could work, or, should they be looking to tackle the issues in a different way?

Anti-social behaviour within the Town – especially among young people – for example; do students think this is an issue or is it just a perception of how young people are viewed, or is anti-social behaviour a by-product of other issues i.e. nothing to do, nowhere to go etc. If there is a problem what can Councillors do to help address it?

Recycling:

The students were keen to discuss this topic as this is something they are looking at in the school. The Facilities Manager reported that currently 18 bins per week of ordinary waste are collected compared with only 6 recycling; yet it is 60-70% cheaper for the school to have recycled bins collected. 50% of the ordinary waste could actually be recycled. The school also generate around £60.00 per annum by recycling clothes.

Suggestions/comments from the groups:

- Rewards for collecting litter – i.e. House-points or tokens to exchange in canteen
- Appoint litter champions to encourage recycling
The above two issues are also being considered by BRTC
- Not enough bins in the school
- Have recycling bins in every classroom
This may be something BRTC can assist with and Members will discuss at their next meeting
- Do a litter pick after breaks
- Replace plastic knives, forks and straws in the canteen

BRTC are also raising this issue with Arun District Council (ADC) to discuss the possibility of replacing plastic stirrers with wooden ones in the Council Chamber. Councillors are also being asked to bring their own mugs/cups rather than use the plastic cups made available.

- Raise awareness – presentation to school assembly
- Litters is harming the environment – make people aware
- Advertising campaign to make littering uncool and anti-social
- Make a collage of recycling stuff
- Adopt an area

Another idea that BRTC can promote

- Make developers include recycling bins in proposals

Councillors can look at this when considering planning proposals – I will also pass these comments on to the ADC Planning Dept

- People litter because there are not enough bins
- More regular collections – bins left out too long and seagulls scatter rubbish

ADC are responsible for cleansing – I will pass these comments on

- Have the bins with holes in for specific items – makes recycling easier
- More and bigger bins in community areas such as beach and parks

Again, this will be forwarded to ADC

Summary:

Many of the students' ideas for the school can be replicated for the Town, such as appointing ambassadors/champions, rewards for collecting litter, adopt an area and better provision of bins. It is also worthwhile exploring the financial opportunities from recycling. Whilst the students are keen to recycle more they are hindered by the lack of bins but do not have the funds to purchase more. Is this something that the Council can assist with? The students are also going to arrange a visit to the Ford Recycling Plant.

Anti-Social Behaviour:

Suggestions/comments from the groups:

- Young people see parents drink and think it's ok – parents should set an example and educate them about alcohol
- There are problems in the Town but not all YP are bad
- All being judged by the behaviour of one group, but no one is enforcing their actions
- Young people also feel intimidated by the gangs
- Some young people would like to report crimes but there are no Police or PCSO's they can talk to

BRTC Councillors are continually lobbying for a greater Police/PCSO presence. The new BID Company are also looking to employ a dedicated security officer for the town centre and to recruit a bank of volunteer ambassadors so there is a constant presence in the town

- Some parents are over protective, and this makes young people rebel
- Some parents don't care

- Older people can be rude to young people too
- YP can be judged by the clothes they wear/stereo type
- Sometimes just being noisy and having fun but older people think this is bad behaviour
- Technology is making an impact
- Shops unfriendly for young people
- Most activities in the Town are for younger children

The Town Council have employed a Youth Worker for the town who has started a group for young people between the ages of 11 and 25 who meet at the Phoenix Club on a Wednesday. It is not a youth club the young people discuss projects they would like to undertake and learn life skills – more info is available if required

Summary:

Students felt that the perception of young people is sometimes exaggerated, and it may be a good idea if young and old are encouraged to mix. Like a number of other members of the community the students thought that a lot of the bad behaviour in the Town is enabled by the lack of policing and enforcement. They too are affected by anti-social behaviour and some have been the victims of bike theft which is a big problem. They also encourage consideration of a restorative approach – repair and rebuild.

COUNCILLOR SURGERIES - DROP IN EVENTS 2018

Councillor	6th Feb	6th Mch	3rd April	7th June	19th June	27th June	4th July	10th July
	Grandads Frontroom	Grandads Frontroom	Grandads Frontroom	London Road Precinct	London Road Precinct	Promenade	Hasting Close	London Road Precinct
Batley								
Brooks								
Cosgrove								
Cunard								
Daniells	√			√	√	√		
Dillon				√	√	√	√	
Enticott		√						
Gardiner	√			√		√		√
Goodheart	√				√			
Lineham								
Reynolds					√			
Smith				√	√	√	√	
Stanley								
Toovey								
Warr				√	√			
Woodall								

DATE	Rubbish Street Cleansing	Disabled Toilet Access	Potholes	Bikes in Precinct/Cycling Issues	Police/PCSO's	Market	Play areas	Housing/ Right of Way	Grass Cutting	Regeneration	Homelessnes	Parking Issues	Promenade and Beach issues	Seagulls	Overhanging Trees Signage	Busses	Public Realm
7th June	3	1	2	2	1	1	1	1	1	2	1						
19th June	2			2				1	1	1		3	2	2	1	1	
27th June				1				1		2	1	1	1				1
4th July	1						1	1									
10th July	5		1	3	1	1		2	2	3		2	7	1	2		2

COMMENTS FROM COUNCILLOR DROP-IN EVENT

7th June 2018 London Road Precinct

In Attendance: Cllrs. Daniells, Dillon, Gardiner, Smith and Warr

HOUSING

Query about Right of Way on to garages housing estate

REGENERATION

Against Linear Park

For Linear Park – Just get on with it!

PAVEMENTS/ROAD

Potholes

Moss growing in pavements

PRECINCT

Cycling – dangerous -why isn't TCM doing something?

Signage needed and enforcement

POLICE/PCSO'S

Need more Police on street – no deterrents

Bring back our PCSO's

RUBBISH

Rubbish and household goods dumped in Glamis Street

Bins left too long – overflow seagulls make more mess

HOMELESSNES

Something should be done

TOILETS

Keys for disabled access – where to get

MARKETS

Stallholders sear and leave litter and cigarette ends

Praise for play area on beach

Request for Nick Gibb MP to contact

COMMENTS FROM COUNCILLOR DROP-IN EVENT

19th June 2018 London Road Precinct

In Attendance: Cllrs. Daniells, Dillon, Goodheart, Reynolds, Smith and Warr

HOUSING

Tamarisk Close play area fence too low. Balls constantly going into neighbouring gardens and young people climbing fence and braking to get into property. Windows have also been broken

REGENERATION

For Linear Park

OLDLANDS ROUNDABOUT

Something needs to be done – its become very dangerous – many accidents

PAVEMENTS/ROAD

Ivy Road – Parking on pavement

Elmwood Avenue Parking on pavement

PRECINCT

Cycling – dangerous why is there no enforcement

Signage needed

What about camera recognition

SEAFRONT

Need more benches – ok from Pier to Aldwick but not enough other way

Pier – needs renovating – eyesore

SEAGULLS

Becoming dangerous and aggressive

Need culling very destructive

Black bags need to be replaced with bins – seagulls rip open bags and leave litter

FOOTPATH AARAN GATE AND SUDLEY GARDENS

Busses overhanging as turn as road too narrow. Member of public got hit. Reported it but got no response

RUBBISH

Visitor from Butlins – like Bognor Regis but spoiled by rubbish and marks on pavements – should follow example of other towns and deploy offenders to clean up the mess as part of punishment

Praise for Town Council for holding surgeries

Praise for improvement to dog waste

Request for help for a Gay Pride Event in Bognor Regis

COMMENTS FROM COUNCILLOR DROP-IN EVENT

27th June 2018 Promenade

In Attendance: Cllrs. Daniells, Dillon, Gardiner and Smith

HOUSING

Aldwick housing issues

REGENERATION

For Linear Park

Objection to concessions on seafront blocking residents in flats views and dispute the consultation results

PARKING

Cost of parking on front too expensive

BEACH ACCESS

Beach access on and off the beach is incredibly difficult. Especially trying to get back up.

PUBLIC REALM

The signposts on the prom are wrong. Signposts to telephone – no telephone plus no sign to town centre (lamp post opposite Regis)

SPEEDING

West Street/Argyle roundabout – cars speed on approach

CYCLING

Pathway behind beach huts in Aldwick one end has a sign – No cycling, nothing other end – Confusing

HOMELESSNESS

Rough sleepers in shelters on promenade and relieving themselves in the morning on prom

Praise for Town in general

Radio Respect – information sheet

COMMENTS FROM COUNCILLOR DROP-IN EVENT

4th July 2018 – Hastings Close

In Attendance: Cllrs., Dillon and Smith

HOUSING

Problems with broken windows, plug socket and shower

PLAY AREA

Problems with needles and broken glass being discarded inside the play area not safe for young children to use

RUBBISH

Rubbish everywhere – no bins

COMMENTS FROM COUNCILLOR DROP-IN EVENT 10th July 2018 London Road Precinct

In Attendance: Cllr. Gardiner

HOUSING

Housing issue

REGENERATION

No flats in Queensway

More retail shops needed in the town

Sir Richard Hotham Project – have councillors read the report? If not Why?

Is the Linear Park going ahead – when?

Save sunken gardens

ROWAN WAY

Link road has created an increase of traffic which is causing problems – junction in and out of retail park dangerous

PAVEMENTS/ROAD

Parking on yellow lines in Linden Road – Where are Traffic wardens?

Potholes are just as bad on pavements as roads

Too many overgrown trees and shrubs spilling onto roads and pathways – pedestrians having to step into road – dangerous for children

Trees obscuring road signs

GRASS CUTTING

Not carried out enough – so high obstructs traffic

When grass is cut why isn't it collected? Blocks drains and gullies

PRECINCT

Cycling

Cars in High Street urgent enforcement needed

Lorries still delivering during day – why isn't the TCM doing something

Signage needed

What about camera recognition with fixed penalty notices applied to offenders

WSSC still haven't made the alterations to the pavement for the benefit of blind users – guide dogs cannot differentiate

Why are there so many unhealthy eating stalls in the market?

ANTI-SOCIAL BEHAVIOUR

Drug dealing blatantly taking place in the town in very public areas – why isn't this being cracked down on

Too many beggars

Where are the Police and PCSO's – if they are about they only stay in the town what about the rest of Bognor?

SEAFRONT/BEACH

Beach always littered with cans and other litter

People urinating on beach in front of children

Beach access for disabled users– many of them like to swim but cannot gain access

SEAGULLS

Black bags need replacing with bins to stop gull's town looks shabby

No feeding signs needed – people feed pigeons and encourages gulls

RUBBISH

Visitor from Butlins – like Bognor Regis but spoiled by rubbish and marks on pavements – should follow example of other towns and deploy offenders to clean up the mess as part of punishment

ADC

What is their policy on Air BnB is planning permission for change of use required
Are there any additional benefits for Dementia carers?

EVENTS

Will there be play rangers during the holidays?

OTHER

Support for the Town Council taking on the Royal
Middleton/Yapton Junction – now work finished speed limit raised back to 50 – too fast.
Why was the promised roundabout not put in? Speed cameras from time to time would help.
Help with finding lost dog

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
16th JULY 2018

AGENDA ITEM 9 - FURTHER CONSIDERATION OF A PROPOSAL FROM A
COMMUNITY LEADER REGARDING A COMMUNITY 4 COMMUNITY
INITIATIVE - MIN. 9 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the last meeting, Members were keen to support this initiative but were mindful of resources required for ongoing administration. However, it was agreed that Officers would liaise with Voluntary Action Arun and Chichester(VAAC) and the Citizens Advice Bureau (CAB) and also for Members to find out what services were available within their Wards.

Since the last meeting however, a new Community Focus Group has been set up alongside relevant partners, including the Community Leader, who are also looking at creating a local list of services. Therefore, Members are asked to consider if they would be happy for the information gathered by Officers to be shared with this group and continue to offer their support through the Community Focus Group.

DECISION

Members are invited to confirm how they wish to proceed?

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council
Bognor Regis in Bloom Working Group
Thursday 24th May 2018

PRESENT: Cllrs. K. Batley, P. Dillon, S. Goodheart and P. Woodall, also Mr. S. Hearn, Mrs. M. Huntingdon, Mr. J. Jones-McFarland (ADC Parks Officer), Mrs. P. Keane, Mr. D. Meagher and Mrs. S. Holmes (Committee Clerk- Maternity Cover) and Mrs. R. Vervecken (Committee Clerk)

The Meeting opened at 6.30pm

1. APPOINTMENT OF CHAIRMAN

The Committee Clerk (CC) reported that due to time constraints, Mr. G. Burt would be stepping down as Chairman of the Working Group (WG) and as a Member, which those present were very sorry to hear.

Cllr. P. Dillon was therefore nominated as the new Chairman and there being no other nominations this was unanimously AGREED.

2. MEMBERSHIP- TO NOTE CO-OPTED MEMBERS

The Co-opted Members, as appointed by the Community Engagement and Environment Committee at their meeting of 20th May, were NOTED.

3. APOLOGIES FOR ABSENCE

Apologies had been received from Mr. B. Jackson and Mrs. J. Jackson, also Cllr. Mrs. J Warr.

4. APPROVAL OF THE NON-QUORATE NOTES OF THE MEETINGS HELD ON 5th SEPTEMBER 2017, 23rd JANUARY 2018 AND THE NOTES OF THE MEETING HELD ON 9th NOVEMBER 2017 AND ANY MATTERS ARISING THAT ARE NOT SEPARATE AGENDA ITEMS

PK reported that agenda item 9 from the notes of the last meeting held on 20th March 2018, read that there had been 46 fruit trees planted at the Orchard. This should have read 6 fruit trees. The CC will correct this in the notes.

This amendment was AGREED and all sets of notes were APPROVED.

BT Site

The CC reported that following the visit from the BT Grounds Maintenance engineer on 21st February 2017, and the promise made to keep the grass cut and grounds in a more reasonable condition, the CC

had once again contacted the Regional Manager, as Members and residents are still reporting the state of the grass is not acceptable. No communications had been received back from BT, following various emails sent, which Members were very disappointed to hear, considering better communication from BT had been promised.

However, PK informed Members that the grass had been very recently cut and was looking a bit better. The CC and Members will continue to watch this situation with the hopes that this will be the start of some improvements to the site.

Rainbows Planting

The planting of the seeds at Hotham Park Meadow had been very successful and the girls, as well as their leaders, had really enjoyed being part of the occasion. The CC showed those who could not attend on the afternoon photos of the seeds being sown, including the Mayor presenting the Rainbows with a certificate for their continued involvement with the WG and planting projects in particular.

The CC and other Members also reported that the ground preparation, which was meant to have been completed days before the planting, had not been done at all and that Town Force and some of the WG had to dig over the ground themselves, with minutes to spare before the Rainbows arrived. The ADC Parks Officer apologised profusely and explained that he had been on annual leave but had left clear instructions for the work to be carried out by a contractor, which unfortunately had not been done in time. The WG thanked the Parks Officer for the explanation and the contractors will be spoken to regarding this.

The Chairman added that the last year's Rainbows planting location at the site by The Regis Centre had been taken on by Bognor Community Gardeners who have added new planting and are maintaining it regularly. Members were pleased to note this.

Seafront Mounds

PD queried with the ADC Parks Officer whether the mounds by the shops and The Regis are being removed, which would create more space on the Place St Maur for events and activities. PD and the ADC Parks Officer will investigate the possibility of this and report back at the next meeting.

5. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

- BRiB Annual Competition – Update and arrangements for leafleting entry forms around the Town. Also, to discuss correspondence received from a local business outside of the six wards, concerning entry into the In Bloom competition.
- Guides Competition – Update and to discuss planting date & arrangements
- Schools Competition – Update

- Grow a Pumpkin for Halloween Competition– Update and to ratify cost of extra pumpkin seeds

BRiB Annual Competition – Update and arrangements for leafleting entry forms around the Town. Also, to discuss correspondence received from a local business outside of the six wards, concerning entry into the In Bloom competition.

Signed Sponsorship Agreements have now been returned by all sponsors, with just Flawless Hair & Beauty deciding not to continue. Therefore, there is now one unsponsored category. The ADC Parks Officer advised that ISS may be interested in sponsoring the In Bloom Annual competition and will query this with them and let the CC know, so Agreements etc can be signed.

Some Members expressed an interest in judging categories once all entrants have been received and the closing date has passed. The CC will contact Members again at this time, to designate categories.

MH handed out packs, dividing the Town into specific areas for leafleting, to encourage new entrants to enter the Annual and Pumpkin competitions. It had been discussed that when leafleting previously, a lot of new entries were received to the main competition. Each WG Member will deliver these leaflets in the next couple of weeks, to ensure there is time for residents to enter by the closing date. The WG thanked MH for her hard work in organising this.

Finally, the CC read a report detailing correspondence received from a business just outside of the six wards of the Town, querying entry into the In Bloom Annual competition. Discussion was held, and Members unanimously AGREED that the business should be advised that they do not meet the entry criteria, in terms of location and that it be suggested they contact their local Parish Council to enquire as to the feasibility of them arranging their own In Bloom style competition for their residents and businesses. Members felt that if entry was extended out on this occasion, this may be challenged by businesses or residents going forward.

The CC asked Members to clarify their stance on entry criteria for the schools/nurseries competition and schools/nurseries categories in the In Bloom Annual competition itself, as currently entries are encouraged from those within the six wards as well as surrounding local parishes. It was AGREED that this should continue, as has been the case since the schools/nurseries competitions started in 2011. Part of the In Bloom ethos is to encourage children to get involved with gardening, and the children from surrounding schools may of course actually live within the six wards. Also, as there are not many of these establishments in the Town itself, entry would always be limited, which does not promote the encouragement and growth of the competition.

Guides Competition – Update and to discuss planting date & arrangements

The winning planting designs were shown to Members, who were asked to diary the planting date of Tuesday 12th June at 4.15pm, at the Bognor Regis Mini Golf, Waterloo Square. On this occasion, there would be two overall winners, who will have their designs incorporated in the flower bed. Members AGREED the CC should order 2x 'winners' plaques and get 2x vouchers of £15 to present at the Awards Afternoon, as well as producing certificates for winners from each category.

Schools Competition – Update

With the closing date for entries now passed, 5 entries had been received from schools and nurseries, which is the same amount as last year. Judging for this competition will take place at the beginning of July, just before the school holidays, with PD, SG, PK and MH all volunteering to judge. A criteria checklist, which will include judging of photos taken at each stage of planting, and a 'taste test' will be distributed to judges nearer the time, as well as dates and times for visiting. Members AGREED the CC should purchase a £25 Wilkos voucher for the winner, as well as certificates for all those who have taken part.

Grow a Pumpkin for Halloween – Update & to discuss details of competition:

SG wished to declare an ordinary interest in this item as an organiser of Rox Music and Arts.

All entry forms and seeds where appropriate have now been sent out, and entries are starting to be returned, with the competition being advertised through social media, posters, the Town Council website and in the local papers. Further details will be discussed in due course.

Members present AGREED to RECOMMEND the cost of £7.96 for additional pumpkin seeds for the pumpkin competition, to the Community Engagement and Environment Committee.

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

One Member commented regarding the planters outside the front of The Royal Hotel being overgrown and unkempt. It was discussed that Town Force used to hold a contract with the owners of the hotel, for

their upkeep, for an annual fee, a contract which has since expired. The ADC Parks Officer confirmed he had previously spoken to the owners regarding this but had not come to a resolution with them. Members AGREED the Committee Clerk should write to the owners of The Royal, asking whether they would like to reinstate this contract, should this be agreeable with the Town Force Manager.

Also raised, was the area on Longford Road, by the crossing, which the WG had previously looked at funding improvements at, during the meeting of 9th November 2017. It was at that time agreed by Members that the price obtained through Town Force would be unaffordable, but that WSCC would now look at funding their own improvements to the area of land which was within their ownership. As an update to this, a Member reported that a new member of the Bognor Community Gardeners (BCG) had taken it upon themselves to litter pick and weed this area on a regular basis, which Members were very pleased to hear.

The small car park in Victoria Road was also discussed as an area that would benefit from some planting. Members AGREED the CC should liaise as to whether Town Force had any spare planters available that could be put at this site and planted up, funded by the WG. The car park is believed to be County Council owned, with Southern Water having responsibility for some of the land. The CC will investigate ownership and the feasibility of planting, along with any quotes if applicable.

Finally, the CC had investigated the strip of land between the Bognor Regis War Memorial Hospital and Gordon Avenue West, as discussed at the last meeting. The land is privately owned, making it very difficult for Members to suggest any improvements such as the previously proposed walkway or park. The ADC Parks Officer will investigate who the private land owner is and report back to Members.

7. UPDATE ON BOGNOR REGIS HEALTH CENTRE PLANTING PROJECT

Following the Community Engagement and Environment Committee's meeting of 20th May, the £1000 spend on the project had been AGREED. Therefore, the cloud trees, along with the periwinkle, had now been ordered, with the delivery expected in the next week.

In the meantime, Town Force have painted the four planters royal blue and placed them in their positions outside the Health Centre, ready for planting up. The CC had been in contact with the Health Centre to liaise possible planting dates, which will be confirmed with the WG once the order has arrived at the carriage yard. Members AGREED In Bloom 'Be Part Of It' plaques should be placed in the planters and a photo opportunity will be arranged once the planting is completed. The Parks Officer will inform the CC once the invoice arrives, and this will be ratified at the next meeting.

8. 'WASH UP' OF BEACH CLEAN EVENT INCLUDING PROPOSAL FOR ANOTHER POSSIBLE LITTER PICK

The WG were pleased to hear that over 30 volunteers had taken part in the beach clean, in partnership with the Sussex Wildlife Trust (SWT) and noted the survey results of what was collected on the day, which amounted to nine bin bags of rubbish plus one bag of recycling. The SWT organiser was very grateful for the £25 cheque donation from the WG and this was noted. Following the beach clean, SWT have asked whether Members would also be interested in taking part in a proposed litter pick on Monday 10th September, along Aldwick seafront. Members present AGREED the WG should help to advertise the litter pick and as many as possible will attend as volunteers on the day itself. The CC shall therefore confirm this with SWT, whilst also ensuring Aldwick Parish Council are informed, and Councillors invited, as the beach clean will be within their boundaries.

Galliford Try, the contractors building the Engineering and Digital Technology Park at the University of Chichester have also been in touch following their initial email, to apologise that none of their workers could attend the previous beach clean and offering 10-15 volunteers should we wish to organise another. Members AGREED Galliford Try should be invited to partake in the SWT litter pick on Monday 10th September.

9. UPDATE ON MEETING BETWEEN BOGNOR COMMUNITY GARDENERS, BRiB AND ADC TO GET VOLUNTEERS TO 'ADOPT' AREAS AROUND THE TOWN FOR 'CLEAR UP' ACTION, FOLLOWING 'DROP IN' SESSION

Following the drop-in which was well attended throughout the afternoon, MH reported that 8 new members have signed up to be part of the Bognor Community Gardeners. An AGM is being held next Thursday at 4.30pm in the William Hardwicke, with new Members due to attend to hear proposed plans and discuss specific 'clear up' spots. Members were glad to hear the 'drop in' was successful and hoped that the volunteers enthusiasm would continue.

10. UPDATE FROM VOLUNTEER PROJECTS INCLUDING BOGNOR COMMUNITY GARDENERS AND GREENER BOGNOR NETWORK COMMUNITY ORCHARD PROJECT

Bognor Community Gardeners: A cheque donation of £515 was given to the group by Danny Dawes, which had been reported recently in The Observer newspaper. Cllr Stanley is doing the Worthing 10K Road Race, to also raise funds for the Group. It was also reported that the trees at Longford Road, as planted in conjunction with BCG, ADC and BRiB, were doing really well, which Members noted.

Greener Bognor Network Community Orchard Project: No update.

11. CORRESPONDENCE

There was no correspondence.

12. DATE OF NEXT MEETING

Thursday 5th July at 5.30pm- please note the new start time

The Meeting closed at 7.55pm

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council
Bognor Regis in Bloom Working Group
Thursday 5th July 2018

PRESENT: Cllrs. P. Dillon and Mrs. J. Warr, also Mrs. M. Huntingdon, and Mrs. S. Holmes (Committee Clerk - Maternity Cover)

The Meeting opened at 5.35pm

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 Mrs. P. Keane.

2. APPROVAL OF THE NOTES OF THE MEETING HELD ON 24th MAY AND ANY MATTERS ARISING THAT ARE NOT SEPARATE AGENDA ITEMS

As the meeting was not quorate, the Notes would be formally approved at the next meeting but in the mean time they were recommended to the Community Engagement and Environment Committee.

3. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

- BRiB Annual Competition – Update and to ratify printing costs for leafleting. To decide on venue and date for Award evening
- Guides Competition – Update and to ratify cost of additional voucher
- Schools Competition – Update and to agree date for presentation to winner
- Grow a Pumpkin for Halloween Competition – Update

BRiB Annual Competition – Update and to ratify printing costs for leafleting. To decide on venue and date for Award evening
At the last meeting MH had prepared leaflet packs, which were to be delivered by members of the WG to properties around Bognor Regis where it was considered that the gardens were suitable for entry into the Competition. This would hopefully encourage new entries. The cost of producing the leaflet packs was £12.61 plus VAT – total cost of £15.13. As the meeting was not quorate members AGREED to RECOMMEND to the Community Engagement and Environment Committee that the expenditure of £15.13 be funded from the current year's Competition Expenses budget.

The CC advised a total of 62 entries had been received from 43 entrants. The largest group was the Best Front Garden Category, with 29 entries. No entries had been received in the Best Licensed

Premises, Café or Restaurant Category. The CC will circulate an email to WG members, asking for volunteers for the judging (MH, PK, and PD offered) and will organise the judging sheets and schedule. It was proposed that the judging for the Best Vegetable Plot at a School entries could be done at the same time as the judging for the Schools Cherry Tomato competition. The CC will try to organise this.

Members considered the issue of the Awards evening and it was AGREED that the CC should contact Butlins to ask if they would again be willing to host this event. The date will be dependant on what Butlins can offer. MH asked if PD would be willing to MC the event and this was AGREED.

Guides Competition – Update and to ratify cost of additional voucher

The planting took place on Tuesday 12th June at the Bognor Regis Mini Golf, Waterloo Square.

At the meeting held on 20th March the WG had agreed that one plaque and a gift voucher for £15 should be purchased and the funding for this had been approved. However, on the meeting on 24th May it was agreed that there should be 2 winners and an additional gift voucher for £15 should be purchased. The committee therefore AGREED to RECOMMEND to the Community Engagement and Environment Committee the additional expenditure of £15.00 should come from the Earmarked Reserves Competition budget.

Schools Competition – Update and to agree date for presentation to winner

The CC reported that there were now four schools to be judged, as one has dropped out, and she had prepared a judging schedule for Tuesday 10th July. PD, SG, MH and PK had previously offered to be judges for this competition and it was agreed that they would meet at 9am at the Town Hall on Tuesday. Each school will be presented with a certificate to say they have taken part in the competition. CC to contact the winning school to arrange for the Mayor to present the prize voucher.

Grow a Pumpkin for Halloween – Update

The CC reported that currently only one entry had been received but the closing date is not until October. She will ensure that the competition is promoted in the meantime.

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

The CC gave details of an update received from PK on the issue of the Royal Hotel. One of the Community Gardeners, with PK, has cleared some of the rubbish and weeds from the planters outside of the Hotel. They have also contacted the managing agents and the owner of the Hotel (as they had been given his contact details), seeking their agreement for the Community Gardeners to plant up the wall planters.

The owner has agreed but they are awaiting something in writing before they proceed.

It was therefore AGREED that at this time the In Bloom WG would not get involved.

JW reported her concerns regarding the planting at the Railway Station. The shrubs have grown too tall and are very untidy. She has been in touch with ADC but they do not want to change the planting. PD will try and speak with them regarding this issue. JW also has concerns regarding the trees in London Road, which she feels are growing too large and will interfere with the Christmas Illuminations, and also the state of some of the benches in the precinct.

BT site. JW now has the name of the person responsible for cutting the grass at this site but he does not respond when contacted. It had previously been proposed, without success, that Town Force take on the task, with BT paying the cost. It was AGREED that the CC should write again with this proposal and ask Town Force to provide an estimate.

5. UPDATE ON BOGNOR REGIS HEALTH CENTRE PLANTING PROJECT

The CC reported that when Town Force went to collect the buxus (trees) for the Health Centre planters there were only two instead of four. ADC have advised that there could be up to a four-week delay for the other plants to arrive. Once these have arrived and been planted, the CC will arrange for photographs to be taken with the Health Centre Manager and the Working Group (plaques to be put on the planters) for the local papers.

6. CONSIDERATION OF PROPOSAL FOR ANOTHER POSSIBLE LITTER PICK IN JULY/AUGUST

As reported at the last meeting. Galliford Try, the contractors building the Engineering and Digital Technology Park at the University of Chichester, had been in touch regarding volunteers to assist in a beach clean. They were unable to attend the one organised by Sussex Wildlife Trust and, in a further email, asked if it would be possible to organise a beach clean just for their employees, as the University project is due to end in August. They are proposing a 'family fun day' when the families of the site team can come down to assist with the litter pick. After consideration the WG agreed that they would support this idea and the Chairman asked JW if she would be willing to take this on. CC will email details to JW and work with her on this.

7. CONSIDERATION OF REQUEST TO PROVIDE HANGING BASKETS IN AREA NEAR TO THE UNICORN

A request has been received from local businesses asking if it would be possible to have hanging baskets on the lamppost which is located outside the Unicorn, Worx Hair & Beauty and Heygates Bookshop. Following investigation, it was established that Town Force already

have two half units that could be used but that two brackets would need to be purchased. A quote has been received for these – 2 x brackets @ £9.00 each = £18 plus delivery and carriage of £10.00, plus VAT. Total cost would be £33.60. Town Force would plant up and maintain but for summer planting only. Following discussion, it was AGREED to RECOMMEND to the Community Engagement and Environment Committee that £33.60 should be spent from the current year's Environment Budget for the purchase of the brackets. This would be subject to permission from Highways for the use of the lighting column.

8. UPDATE ON PROVIDING PLANTERS FOR THE CAR PARK IN VICTORIA ROAD INCLUDING CONSIDERATION OF THE PURCHASE OF PLANTERS

At the last meeting it was agreed that the CC should investigate whether there were any spare planters available that could be put at the site of the car park in Victoria Road. Following these investigations, it was established that the Town Council already have a license to maintain this area and so would be allowed to put planters there if they wish. However, Town Force have no spare planters and so the WG had two options to consider. Either two of the planters currently outside of the Regis Centre could be moved or new planters could be purchased. Two quotes had been received: one for a metre square planter @ £288.75 each plus £45.00 delivery and carriage - £333.75 plus VAT. The second quote was for a slightly larger planter @ £386.50 each plus £45.00 delivery and carriage - £431.50 plus VAT.

After consideration the WG decided that they would not support this expenditure, nor would they wish to move planters from the Regis Centre, and so no planters would be placed on this site.

On the issue of BRiB providing planters, MH enquired regarding the whereabouts of plaques saying 'Bognor Regis in Bloom – be part of it'. These should be on the brick planters in Aldwick Road, 2 or 3 on each side of the road. PD reported that he has some of these and will find them and get Town Force to place onto the planters.

9. UPDATE ON MEETING BETWEEN BOGNOR COMMUNITY GARDENERS, BRiB AND ADC TO GET VOLUNTEERS TO 'ADOPT' AREAS AROUND THE TOWN FOR 'CLEAR UP' ACTION, FOLLOWING 'DROP IN' SESSION

MH reported on the success of the drop-in which was well attended throughout the afternoon. Following this, various volunteers have taken on areas around to town to keep tidy and improve.

10. UPDATE FROM VOLUNTEER PROJECTS INCLUDING BOGNOR COMMUNITY GARDENERS AND GREENER BOGNOR NETWORK COMMUNITY ORCHARD PROJECT

Bognor Community Gardeners:

MH reported on the 'It's Your Neighbourhood' competition which has just taken place. The judges had been very impressed with areas such

as the sunken gardens, the rockery, bowling green and Bedford Street wildflower area. The areas had been judged outstanding for the past four years and were they expecting the same this year. The 'It's Your Neighbourhood' is non-competitive but there is another competition that is – 'Our Community' and they have been asked to enter this. The entrance fee is £35 and ADC have agreed to pay this on their behalf.

MH also reported on the initiative of the Crazy Golf in Waterloo Square, who will be making a donation from the entrance fee for charity games, on certain evenings during July and August, to local groups including the Community Gardeners and the Seafront Illuminations.

Greener Bognor Network Community Orchard Project: No update.

11. CORRESPONDENCE

There was no correspondence.

12. DATE OF NEXT MEETING

It was agreed that the CC would circulate some dates once she has been in communication with Butlins as to the date of the Awards Evening.

The Meeting closed at 6.30pm

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
16th JULY 2018

AGENDA ITEM 11 - UPDATE ON YOUTH SERVICES PROVISION REVIEW
AND TO RECEIVE THE NOTES OF THE YOUTH WORKER STEERING GROUP
MEETING HELD ON 4th JULY 2018

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to note the Notes of the Youth Worker Steering Groups Meeting on the 4th July 2018.

UPDATE:

As referenced in the notes for the Steering Groups Meeting (attached as Appendix 1), there have been some concerns with the management of the Youth Worker by Sussex Clubs for Young People (SCYP). There has been a lack of communication to the Town Council regarding progress of funding applications which are paramount if the project is to continue beyond the 6-month trial period, funded by BRTC. This concern has been raised with SCYP and following discussions they have agreed to further fund the Youth Worker for another 12 weeks allowing her to stay in position until September, which is when the larger funding application decisions are announced.

Applications will be made to Awards for All, Community Chest and Children in Need. These applications will be for larger pots of money in excess of £10k. In order to strengthen these application, match funding is key. BRTC have already identified a budget and earmarked £10,000 for the Youth Service Provision review for this financial year and therefore, Members are asked to consider if they wish to Recommend to the Policy and Resources Committee to approve utilising this money for match funding purposes for the continuance of the project and to secure the position of the Youth Worker for another year.

SCYP are further funding 8 weeks of outreach sessions over the summer holidays which will allow the Youth Worker to spend some time engaging with young people in the neighbouring parishes. It should also be noted that Aldwick Parish Council, following a series of communications, have kindly invited BRTC to hold a meeting in their community hall with other parishes to discuss the project in detail, to see if there is an opportunity for some collaborative working.

DECISION

Do Members AGREE to RECOMMEND to the Policy and Resources Committee that the £10,000 earmarked for the Youth Service Provision Review is used for match funding purposes for the continuance of the project and secure the position of the Youth Worker for another year?

Bognor Regis Town Council (BRTC)
Youth Worker Steering Group
Wednesday 4th July 2018
Hotham Park Lodge

Present:

Chris Cook (Sussex Clubs for Young People)
Joanna Cooke (West Sussex County Council)
Keely Hardy (BRTC - Youth Worker)
Sheila Hodgson (BRTC - Projects Officer)
Martin Smith - Chairman (BRTC - Councillor)

The Chairman welcomed everyone and thanked them for attending

Notes of the Meeting 12th June 2018
Noted and AGREED

Youth Worker post July 2018 including update from Sussex Clubs for Young People on progress of funding applications and contingency plans for continuance of position moving forward:

It was noted that the Youth Worker post is only funded until the end of July and concerns were raised that there was no evidence of any funding applications having been submitted for large sums of money that would secure the future of the project. Chris reported that an application has been made for a Community Chest grant of £10k by Keely and SCYP are planning to submit an application to Awards for All. However, as the decisions on these applications would not be known until September, this leaves a substantial period of time where there is no funding for the continuance of Keely's time. The Chairman was keen to know how this situation had come about as the importance of securing funding for Keely had been discussed at length during previous meetings. There were further concerns over the lack of management and support of Keely by SCYP. Chris reported that SCYP have arranged for an 8-week outreach funding package for Keely, but this would take her away from CREATE and concerns were raised are that if CREATE is not kept going over the summer period all the momentum will be lost. To try and tackle this issue, Keely will incorporate her outreach work with the members of CREATE by taking them to other areas with her to help the engagement process with other young people. SCYP will also look to further fund the Youth Worker position for a further 12 weeks, by which time further funding should have been secured. To assist with the larger grants, it was recognised that match funding would greatly enhance any applications. The Steering Group would therefore, recommend to the Community Engagement and Environment Committee to consider earmarking the Youth Provision Service funding identified in the last budget, for match funding.

Update from Youth Worker on CREATE set up and planned projects :

There has been a delay setting up the bank account for CREATE but this is being addressed. Eight of the young people who attend CREATE are signed up for the UK Youth Achievement Award – Bronze and 6 are going on summer camp. Keely has also signed one young person up on the Money for Life Programme.

CREATE are undertaking an art project in conjunction with Public Health England called Smuggling – from Romance to Reality and are looking for a local artist to give some guidance. The members of CREATE have decided to structure the weekly sessions by splitting into three different groups:

- 1 – Events, Co-ordination and Social Media
- 2 – Drama
- 3 – Music and Art

This more structured approach means that each member can take part in something that interests them and has led to more productive meetings.

The eldest member of CREATE has expressed a wish to become a Youth Leader and Peer Mentor which Keely is keen to develop.

Recommendations to the Community Engagement and Environment Committee:
To send a letter to the Directors of Sussex Clubs for Young People regarding some of the management issues

To recommend that the identified Town Council budget for Youth Service Provision is utilised as match funding any grant applications for the continuance of the project.

Date of next meeting

Wednesday 8th August 2018

BOGNOR REGIS TOWN COUNCIL
 COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
 16th JULY 2018

AGENDA ITEM 12 - TO RECEIVE AN UPDATE ON PLAYING OUT TOPIC TEAM
 - MIN.19 REFERS

REPORT BY THE PROJECTS OFFICER FOR INFORMATION

Entrants to the Playing Out Chalk Challenge were invited to a small awards ceremony and were presented with their prizes by the Town Mayor. The local press was also in attendance and covered the story with an article in the Bognor Post. However, despite continued promotion of the scheme and the initial positive responses, there is still a reluctance from residents to come forward to help get the scheme started.

As Members will be aware, the Events Officers runs a series of Funshine Day events during the Summer Holidays and on the 8th August one of the activities will be Pavement Art. The theme will be Playing Out which will enable the Playing Out Project to link into the event for further promotion. If there is still a lack of interest following this event, Members may wish to consider if they want to continue with the Playing Out Scheme.



BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
16th JULY 2018

AGENDA ITEM 13. WARD ALLOCATION ENVIRONMENTAL PROJECTS
BUDGET INCLUDING UPDATE ON ANY EXPENDITURE AND REMAINING
BUDGET FOR 2018/19

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Hotham Ward.

Members are asked to ratify the payment of £500.00 from the Hotham Ward Allocation Budget to The Regis School to assist with the purchase of recycling bins for communal areas.

Update on Summer Play Scheme.

Following a meeting with BognorCAN and Cllrs. Enticott and Cosgrove, a Service Level Agreement has been issued to BognorCAN to provide three 2hr playday events per week for a four-week period from 30th July 2018 – 24th August 2018, to include one sport related session per week.

Update on Victoria Road Car Parking Area

The relevant permission and licence from Southern Water has been issued.

Breakdown of Costs to date:

Available Budget

Earmarked funds for project from Marine Ward 2017/18 allocation £375.00

Earmarked funds for project from Marine North Ward 2017/18 allocation £125.00

Sub-total £500.00

Less:

Cost of licence to Southern water £100.00

Renewed Estimate for board

Aluminium composite panel White 1220x1220mm
(with graphics and channel for post clip fixing) £185.00

Installation Costs £172.00

Total £ 43.00

Remaining Unallocated funds for 2018/19

Marine North £125.00

Marine £375.00

Members are respectfully reminded that any unused allocation at the end of the financial year will be returned to reserves.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
16th JULY 2018

AGENDA ITEM 15 - CONSIDERATION OF BEACH ACCESS AS REFERRED FROM THE BRTC/ADC LIAISON MEETING OF THE 8th JUNE MAY 2018

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the BRTC/ADC Liaison Meeting held on the 8th June 2018, it was suggested that ADC consider some expenditure for a metal road to go over the stones for beach access during the summer season which had worked well in the past. The response was as follows:

"It was reported that in July 2015 a recommendation following a report to ADC Full Council was:

"the Council invites Bognor Regis Town Council to lead on investigating options for improving beach access, including consultation with disability groups, and report back to a future meeting of the Bognor Regis Regeneration Sub Committee setting out the main options available for improving access to the beach, likely costs and funding opportunities."

Information from our Engineering Services Manager advises that:-

The problems are manifold

- High tidal range and shingle beach*
- Very mobile beach - Need for daily clearing if not to be a hazard to those most needing a firm footing*
- Need to be Equalities compliant (shallow gradients & landings – not to mention handrails and slip resistant)*
- Therefore.... cost*
- The site has to be right if it isn't to interfere with coastal processes*
- Processes that could completely cover it one day and the next strip out the beach from under it*
- It would be a structure in the harsh environment of the sea – it's bad enough keeping the groyne maintained!*

We have looked at this a number of times – most recently with S106 monies going to BRTC (c£30k – mostly taken up by survey & design costs!)

- Site identified with our agreement (West St)*
- Survey done (input from us with historic beach profiles showing variability)*
- Design done (by BRTC consultants)*
- Priced and found to be way over expectation"*

This issue has been discussed in the past by various groups and committees such as the Town Marketing Group, VISTA (Visitors to Arun Association) and the Town Councils former Events Promotion and Leisure Committee. It has also been raised by members of the public on a number of occasions at the Councillor Drop-in Surgeries. Between 2008 and 2009 the Town Council considered a number of

designs and quotations for disabled access ramps that were costed in the region of £45k. It should be noted that these costs would of course have increased substantially and that the structure of the beach has changed considerably.

Members are therefore asked to consider if they wish to revisit the issue of beach access and advise how they wish to proceed. Please note that a budget would need to be identified for any costs incurred.

DECISION

Can Members please advise how they wish to proceed?

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
16th JULY 2018
GENERAL CORRESPONDENCE

1. Email – Community Safety and Wellbeing – Parent and carer online survey re keeping children safe online
2. Email – WSCC Integrated Adult Care Commissioning – Dementia Framework West Sussex Review – online survey of framework
3. Email – D. Atherton - Report and Summary of Thumbs Up Campaign
4. Email – ADC – Waterloo Square update
5. Letters – Downview Primary School Students – The dangers and impact plastic is having on the environment