



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 26th MARCH 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 19th MARCH 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. Appointment of a Vice-Chairman for this meeting only following the resignation from the Committee of Cllr. Cosgrove
4. To Approve the Minutes of the Meeting held on the 22nd January 2018 and the Extraordinary Meeting held on 14th March 2018
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. Consideration of a proposal from a community leader regarding the Local Assistance Network (LAN) and Community 4 Community
8. To review the formation of the Community Engagement Forums and any amendment to the title of the Community Engagement and Environment Committee and make recommendation to Council accordingly - Min. 80 Council Meeting 4th September 2017 and Min. 139 Council Meeting 9th January 2017 refers
9. Update on Community Open Forum held at South Bersted School on 7th February 2018 and consideration of an issue raised by the students regarding plastic and re-cycling
10. Update on meeting with the Rights Respecting School Ambassadors of the Regis School on 5th March 2018
11. Update on Councillor Surgeries held 6th February 2018 and 6th March 2018 at Grandads Front Room and consideration of the recommencement of the drop-in events
12. Update on Youth Services Provision Review and to receive the notes of the Youth Worker Steering Group Meetings held on the 6th February 2018 and 12th March 2018
13. To ratify second 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
14. Ward Allocation Environmental Projects Budget including: expenditure of remaining 2017/18 Budget; to earmark funds for the Victoria Road Car Park Project and Play Rangers Event and to note the progress reports
15. Playing Out Topic Team - Min. 86 refers including; update on attendance at Activator Day Event and consideration of way forward
16. Update on application to register the Town Hall as a Community Asset Min. 84.1 refers
17. Bognor In Bloom Working Party – consideration of the Resolutions Recommendations and Reports in the Notes of the Meetings held on 23rd January 2018 and 20th March 2018 (if available)
18. Reports:
 - a. To note Financial Reports, previously circulated
 - b. Any further reports
19. 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 22nd JANUARY 2018

- PRESENT:** Cllr. M. Smith (Chairman); Cllrs: J. Brooks, J. Cosgrove (from Min. 82), Mrs. S Daniells, S. Goodheart (from Min. 82) and P. Woodall (from Min. 82)
- IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)
1 member of the public

The Meeting opened at 6.31pm

79. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllr P. Dillon due to a medical appointment and Mrs. J. Warr who was on annual leave.

80. 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 of Interest

81. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 20th NOVEMBER 2017

The Minutes of the Meeting held on the 20th November 2017 were approved by the Committee as a correct record and were signed by the Chairman.

82. TO INTRODUCE AND WELCOME THE NEW YOUTH WORKER FOR BOGNOR REGIS

The Chairman introduced the new Youth Worker for Bognor Regis and adjourned the meeting from 6.36pm to 6.45pm to enable the Youth Worker to give a brief overview of her background together with plans on how she will develop and deliver her role over the coming months.

Questions from Members were taken following the presentation and the Chairman thanked the Youth Worker for attending.

83. 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 6.46pm

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 spoke regarding subjects including implications for the Sir Richard Hotham Project should the new Linear Park proceed and the distribution of Councillors across Wards.

The Chairman reconvened the Meeting at 6.55pm

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

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

The Projects Officer gave an update on the number of responses received to date and asked Members how long they wished to continue with the survey. Following discussion, it was **AGREED** to continue with the evidence gathering for another week and then submit the application. Members also asked for some emphasis to be given to user groups of the Town Hall within the submission.

84.2 Min. 62 - 11th September 2017 - Consideration of My Sisters House as a Topic Team project

Members had asked for letters of support to be sent to Nick Gibb MP, together with the District and County Councils and to urge ADC to consider offering match funding for My Sisters House. The Projects Officer read out the responses she had received.

84.3 Min. 63 - 11th September 2017 - Update on the Youth Services Provision Review

Members had asked to have one of the stands that are available prior to JWAAC meetings to showcase relevant projects. Officers have been informed that the County Council are planning a pre-event for the February meeting about a new approach to Community Funding and it would therefore not be appropriate to have a youth update stand as well. It was noted, however, that it may be possible to have a stand before the meeting in June and Officers will therefore monitor the situation. Youth Services is included on the JWAAC Progress Statement and the Projects Officer confirmed that a report is submitted to JWAAC ahead of all meetings for inclusion.

85. 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

The Projects Officer asked Members to note an error in the report stating that the next Community Forum is in March. The next scheduled Community Forum will be February.

Following discussion Members **AGREED** the following:

- The 2018 Community Forums would be held in specific community venues and will adopt a more structured process. South Bersted

School have expressed an interest in Community Engagement with the Council and as this will also tie in with the Youth Service Review that is being undertaken by the Committee, arrangements will be made to see if the February forum can be held there.

- Councillor Surgeries would link in with the drop-in events being held at Grandad's Front Room and Councillors would attend these sessions. The regular Friday sessions at the Regis School of Music would also continue.
- When the better weather arrives, drop-in surgeries will recommence, and the gazebo will be taken to various locations within the Wards.
- An invitation be extended to the Government Minister for Housing and Planning to visit Bognor Regis to witness the impact housing in the neighbouring parishes is having on Bognor Regis and the wider Bognor area. Members also requested that an invitation to Nick Gibb MP to join the Government Minister, should also be extended.

Members also felt that the Annual Electors Meeting should include more scope for public engagement during the early part of the meeting and would like to see less public speakers and more emphasis on letting the community have a say and therefore **AGREED** to **RECOMMEND** to the Policy and Resources Committee to consider this proposal.

86. CONSIDERATION OF A MEMBER'S PROPOSAL FOR A NEW TOPIC TEAM PROJECT

The Projects Officer's report was noted.

Following discussion Members **AGREED** with the proposal for a new Topic Team project to develop a Playing Out Scheme for the Town. In order to begin the process Members were asked to identify any suitable residential roads or streets in their Wards that could be included in the scheme. Members further **AGREED** that the Chairman should attend a workshop in Bristol in February as an approved duty and that the Projects Officer should accompany him.

Members were further asked to consider drafting Terms of Reference for the new Topic Team and requested that Officers draw up a draft on their behalf for submission to the Policy and Resources Committee for approval.

87. YOUTH SERVICES PROVISION REVIEW INCLUDING UPDATE FROM THE YOUTH WORKER STEERING GROUP MEETING HELD ON THE 9th JANUARY 2018

The Projects Officer's report was noted and Members expressed relief that concerns regarding the future of Sussex Clubs for Young People were unfounded.

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

Members discussed their own suggestions and proposals and debated the subject at length including reference to issues such as the timing of the grants, the amount that may be claimed at any one time, the restriction on the use of the grant to fund salaries, the flexibility of the criteria to be met and ease of application.

Following discussion, it was **AGREED** that the Projects Officer would draft the objectives for the initiative based on the discussions and re-draft the existing criteria in a less rigid format. The draft documents will then be emailed to Members for consideration and comments. An Extraordinary Meeting of the Committee will be called to agree the proposals once Members agree a final draft, for recommendation to the Policy and Resources Committee. Members will also give some thought to an appropriate name for the initiative and this will also be agreed at the Extraordinary Meeting.

89. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING UPDATE ON EXPENDITURE AND REMAINING 2017/18 BUDGET

The Projects Officer's report was noted and a verbal update given that there had not been any response from the Members of Marine Ward following a Member's proposal and that without their approval, no initiative could progress.

90. TO CONSIDER NOMINATIONS FOR THE MAYOR'S GOOD CITIZEN AWARD

The Committee considered the nomination by the Town Mayor for this year's award and **AGREED** to support this. Details of the recipient would not be released until the award is made.

91. **UPDATE ON COLLABORATIVE STREET ART PROJECT - MIN. 52 REFERS**

The Projects Officer confirmed that The Bognor Regis Trust CIC had joined the project via the Bognor Regis Heritage Partnership Board and they had been able to provide the shortfall in funding that allowed the project to be completed. There has been a lot of positive feedback and the project has received good coverage in the press.

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

The Projects Officer's report was noted and, following discussion, Members **AGREED** not to proceed with this initiative. However, a new proposal was put forward and this will be an agenda item for another meeting.

93. **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**

The Projects Officer's report was noted.

Following discussion, Members **AGREED** that the nominee would be the Mayor's choice and be chosen from the young people he had met during his time in Office. It was further **AGREED** to **RECOMMEND** that the recipient be awarded a certificate and a cash prize of £100 and referred this decision to the Policy and Resources Committee for approval and to identify a budget.

94. **FUNDING FOR ELECTRIC CAR CHARGED POINTS UNUSED BY COUNCILS. REPORT FROM CLLR. COSGROVE**

Cllr. Cosgrove reported that there is a substantial amount of Grant Funding available for charging points for electric cars that is not being applied for by Councils and would like to urge Arun District Council to take advantage of this opportunity to maximise the use of the grants. A Member of the Council, who also serves on the District Council, reported that ADC are fully aware of the grants and are currently taking steps to ensure that, going forward, there will be sufficient charging points throughout the District. It was therefore **AGREED** to write to ADC to request a progress update.

95. REPORTS:

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

b) any further reports
There were no further reports

96. CORRESPONDENCE

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

Email: Chair West Sussex Cycle Forum – regarding the uncovering of No Cycling markings on the Prom and requesting they be permanently covered.

Email: West Sussex County Council – Young Peoples Event Tuesday 24th April 2018

The Meeting closed at 9.03pm



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MINUTES OF THE EXTRAORDINARY MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

HELD ON WEDNESDAY 14th MARCH 2018

PRESENT: Cllrs. M. Smith (Chairman), J. Brooks (from Min. 99),
P. Dillon, Mrs. S. Daniells, D. Enticott, P. Woodall and
Mrs. J. Warr

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)

The Meeting opened at 10.03am

97. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

No apologies had been received. Members noted that Cllr. J. Cosgrove was no longer sitting on the Committee as it had been agreed at the Council Meeting held on 12th March 2018 that Cllr. D. Enticott would take the Labour Party seat. Therefore, as Cllr. Cosgrove had been the Vice-Chairman to the Committee, Members were asked to elect a new Vice-Chairman for this meeting only. It was proposed and seconded that Cllr. P. Woodall be nominated Vice-Chairman for the Extraordinary Meeting of the Community Engagement and Environment Committee. There being no other nominations, it was **RESOLVED** that Cllr. P. Woodall be duly appointed.

98. 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:-

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- 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 of interest at this time

99. FURTHER CONSIDERATION OF THE DRAFT OBJECTIVES AND INITIATIVES INCLUDING POSSIBLE CHANGE OF NAME FOR THE GRANT AID DISCRETIONARY FUND AS PROPOSED AT THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE ON THE 22nd JANUARY 2018, MIN. 88 REFERS

Members considered the draft Application Form and draft Guideline/Criteria and Checklist. Following discussion, a number of amendments and additions were proposed as follows:

- The initiative be re-named, the Flexible Community Fund (FCF)
- Point 1 of the Guideline/Criteria and Checklist second sentence to now read, *"It offers financial support for extra-ordinary circumstances for applications that fall outside the criteria of the Town Council standard Grant Aid procedure"*
- Point 3 of the Guideline/Criteria and Checklist to change, *"on an ad hoc basis"* to now read *"on a discretionary basis"*
- Point 4 of the Guideline/Criteria and Checklist to change, *"small sums between £0 and up to £5,000"* to now read, *"Grants **from** £25.00 will be considered at the discretion of the Committee"*
- Point 5 of the Guideline/Criteria and Checklist that the wording be changed to reflect any changes that may be made to the Town Council's Corporate Strategy
- That an extra point be added to include reference to General Data Protection Regulation (GDPR)

Members did not make any amendments to the Application Form.

Members requested Officers make the relevant amendments to the Guideline/Criteria and Checklist and **AGREED** to **RECOMMEND** the amended document and the Application Form to the Policy and Resources Committee for approval.

Members further **AGREED** to **RECOMMEND** to the Policy and Resources Committee that any applications received for small amounts of £100.00 or less, be considered and approved by the Chairman and Vice-Chairman in liaison with the Town Clerk with their decision ratified at the next scheduled Committee Meeting of the Community Engagement and Environment Committee.

The Meeting closed at 10.37am

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
26th MARCH 2018**

AGENDA ITEM 7 - CONSIDERATION OF A PROPOSAL FROM A COMMUNITY LEADER REGARDING THE LOCAL ASSISTANCE NETWORK (LAN) AND COMMUNITY 4 COMMUNITY

REPORT BY THE PROJECTS OFFICER

FOR DECISION

A member of the community has asked to raise an issue during public question time regarding the Local Assistance Network (LAN) with the possibility of producing an alternative called Community 4 Community and will be asking Members for their support.

To enable Members to discuss the issue and potentially support this initiative, it has therefore been put forward as an agenda item for consideration.

DECISION

Do Members **AGREE** to support this initiative and if so, asked to advise how they wish to proceed?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
26th MARCH 2018**

AGENDA ITEM 8 - TO REVIEW THE FORMATION OF THE COMMUNITY ENGAGEMENT FORUMS AND ANY AMENDMENT TO THE TITLE OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE AND MAKE RECOMMENDATION TO COUNCIL ACCORDINGLY - MIN. 139 COUNCIL MEETING 9th JANUARY 2017 AND MIN. 80 COUNCIL MEETING 4th SEPTEMBER 2017 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Following this Committee's decision to hold Community Open Forums in-between the scheduled monthly meetings, it was agreed by Council at the meeting of the 4th September 2017 to trial this arrangement for a period of 3 cycles/6 months. Members are therefore asked to confirm if they wish to continue with this arrangement and make further recommendation to Council.

A further proposal at that meeting was that the Community Engagement and Environment Committee be re-named to Community and Environment Committee in order for it not to get confused with the Community Open Forums, but this decision was deferred until after the trial period. Members are therefore also asked to confirm if they wish to change the name of the Committee and if so make recommendation to Council.

DECISION

Do Members **AGREE** to **RECOMMEND** the continuation of the Community Open Forums to be held in-between scheduled meetings?

Do Members wish to **RECOMMEND** the renaming of this Committee the Community and Environment Committee?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
26th MARCH 2018**

AGENDA ITEM 9 - UPDATE ON COMMUNITY OPEN FORUM HELD AT SOUTH BERSTED SCHOOL ON 7th FEBRUARY 2018 AND CONSIDERATION OF AN ISSUE RAISED BY THE STUDENTS REGARDING PLASTIC AND RE-CYCLING

REPORT BY THE PROJECTS OFFICER

FOR DECISION

The February Community Engagement and Environment Committee Open Forum, was held at South Bersted School on the 7th February and was attended by Cllrs. M. Smith, P. Woodall and Mrs. S. Daniells. The Projects Officer was also in attendance.

Members met with the representatives of the School Council and engaged on a number of subjects. A copy of the notes is attached as **APPENDIX 1**. The Projects Officer has actioned any individual points within her remit and reported back to South Bersted School and will update the Committee at the meeting.

One of the key areas of concern for the students is plastic and recycling, as highlighted under "Issues for Concern". They are working hard to raise awareness and following the forum, the Deputy Head Teacher has said that the students have asked to hear the Town Councils views and how they can assist.

DECISION

Members are asked to advise how they wish to respond to any of the issues raised by the South Bersted School Council, in particular the items under "issues of concern"?

Community Engagement and Environment Committee Open Forum

Wednesday 7th February 2018 - South Bersted Primary School

Attendance:

Bognor Regis Town Council (BRTC) – Cllrs. M. Smith, Mrs. S. Daniells and P. Woodall

Mrs. S. Hodgson – Projects Officer BRTC

12 Students of the South Bersted School, School Council

Mr. N. Goodwin – Deputy Head

The Mayor introduced himself and spoke about his role before handing over to Cllr. Smith who explained why they were there and the help and feedback the Council wanted from the children.

What would the children like to see in Bognor Regis?

- Ice Rink – all year round
- More litter bins – all around the Town – there is nowhere to put rubbish which causes litter
- More swimming areas
- Outside swimming pool like a lido or tidal rock pool
- Make the existing swimming pools i.e. Butlins and Riverside, more open to the public
- Arena swimming pool not open enough

Regeneration of the Pier:

Attractions would like to see on it

- Roller coaster
- Skate ramp
- Helter Skelter below sea level to see what's in the sea
- More attractions for young people and spread out so it's not too cramped and uncomfortable

11 Students commented that they would like to see a modern pier with 1 student wanting to retain the Victorian style.

Seafront:

- Softer play area – but for all ages not just pre-school
- Flip-out
- Out of bounds
- Ball pit area
- Pottery painting on beach with café area
- Cotton Candy shop

- Horse rides on beach and donkey rides
- Proper ice cream shop
- Ferris wheel on the beach
- Paddle boarding, kayaks, boats

Other areas:

- Golf facilities/ driving range could be on sports fields – big section of rugby club unused
- Laser Tag
- More football clubs representing Bognor Regis for inter town matches
- More promotion of the BR Football FC so more people go
- Open swimming pool; where? - on Place St Maur
- Bognor Regis Sailing Club needs more promotion

Issues of concern:

- Ban mixed plastics
- Reduce the amount of plastic used
- Re cycle paper
- Raise the price of plastic bags
- Have a picture of Bognor Regis on Bags for Life to promote the town
- More re-cycling bins not just at supermarkets but at schools and places of work and other public places
- Traffic control outside school – lollipop lady only there for half an hour after school and gone by time after school clubs finish
- Better cycle paths to schools – lots of school children use bikes encourages healthy living

Favourite thing about Bognor Regis:

- Carnival
- Events on the beach
- Bognor Regis is only small but good community
- Hotham Park
- Beach
- Swimming pool

Students will consider “What would you do if you were Mayor of Bognor Regis for a day”. Responses will be forwarded to Town Council

All comments will be taken to the Community Engagement and Environment Committee on the 26th March 2018, for the Councillors to consider and their responses will be relayed back to the students via the Deputy Head. In the meantime, the Projects Officer will action any individual points within her remit and report back to both South Bersted School and the Committee.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
26th MARCH 2018**

**AGENDA ITEM 10 - UPDATE ON MEETING WITH THE RIGHTS RESPECTING
SCHOOL AMBASSADORS OF THE REGIS SCHOOL ON 5th MARCH 2018**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

The Projects Officer was invited to attend a meeting of the Rights Respecting School (RRS) forum at the Regis School in Bognor Regis on the 5th March 2018, as part of the ongoing engagement with young people and with a view to holding a future Community Open Forum at the school.

The RRS forum is made up of representatives from each academic year and are the student voice. They discuss and address items that have been raised via class meetings. Their core principles are:

- * Raise awareness of the Rights that we inherited – because not everyone has access to them!
- * Try and change attitude by taking positive action
- * Be the best we can Make a difference by having a positive impact on other people's lives
- * Be a positive role model Change the world!
- * To make change Rights Respecting and promote the United Nations Convention on the Rights of the Child TO HELP OTHERS

The RRS ambassadors are keen to meet with Councillors and proposed that some of the Members of the Community Engagement and Environment Committee, visit the school at a future date to discuss the views opinions and concerns of the students.

Members are therefore asked to consider this invitation and also identify any particular issues they would like to discuss so they can be put to the students for their consideration ahead of the meeting.

DECISION

Do Members **AGREE** to attend a meeting at the Regis School and meet with the RRS Ambassadors and if so advise if there are any particular issues they would like to discuss?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
26th MARCH 2018**

AGENDA ITEM 11 - UPDATE ON COUNCILLOR SURGERIES HELD 6th FEBRUARY 2018 AND 6th MARCH 2018 AT GRANDADS FRONT ROOM AND CONSIDERATION OF THE RECOMMENCEMENT OF THE DROP-IN EVENTS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Following the report at last month's meeting (Min. 85 refers) regarding the drop-in sessions being held at Grandads Front Room on the 1st Thursday of every month, Town Councillors were in attendance on the 6th February and 6th March as well as Officer representation from BRTC, ADC and WSCC.

Councillor Attendance:

6th February: Cllrs. J. Brooks, T. Gardiner and S. Goodheart

6th March; Cllr. D. Enticott

There was limited engagement with members of the public however, there were some discussions regarding mental health, youth provision and collaborative working. One of the issues regarding the Local Assistance Network (LAN) has been referred to this Committee to be discussed as a separate agenda item.

The next session at Grandads Front Room will take place on Tuesday 3rd April and Members are asked to confirm who should attend.

With regard to the Drop-In Events, Members will recall that over the spring and summer months last year, the Town Council gazebo was located in London Road to enable Councillors to speak to the community on a "pop-up" basis.

Members are therefore now asked to consider if they would like to recommence the Drop-In Events and if so, how and when they wish to proceed.

DECISION

Do Members **AGREE** to recommence the Drop-In Events in London Road and if so, how and when do they wish to proceed?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
26th MARCH 2018**

AGENDA ITEM 12 - UPDATE ON YOUTH SERVICES PROVISION REVIEW AND TO RECEIVE THE NOTES OF THE YOUTH WORKER STEERING GROUP MEETINGS HELD ON THE 6th FEBRUARY 2018 AND 12th MARCH 2018

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are invited to receive the notes of the Steering Group Meetings held 6th February and 12th March, attached as **APPENDIX 1** and **2** respectively.

Since the meeting of the Youth Worker Steering Group on the 12th March, the Youth Worker has made contact with the Regis School but is still waiting for a response from Felpham Community College and the ADC Youth Council.

As detailed in the notes, the engagement with young people is proving slow and there is some concern from the Youth Worker that her hours are restricting the process as her presence in the Town is disjointed. Whilst Sussex Clubs for Young People (SCYP) are being flexible regarding the utilisation of the allocated time, Members may wish to consider if it would be worthwhile investigating if there is any suitable funding available which would allow an enhancement of the hours and Members are asked if they would be happy to support this. Members should note that any application would be made directly by SCYP but support from the Town Council would need to be demonstrated.

DECISION

Do Members **AGREE** to support an application for external funding for more hours for the Youth Worker?

Bognor Regis Town Council (BRTC)
Youth Worker Steering Group
Tuesday 6th February 2018
Hotham Park Lodge

Present:

Cllr. Martin Smith (Chairman - BRTC Community Engagement and Environment Committee)
Cllr. Jan Cosgrove (Vice-Chairman - BRTC Community Engagement and Environment Committee)
Chris Cooke (Sussex Clubs for Young People)
Keely Hardy (BRTC - Youth Worker)
Sheila Hodgson (Projects Officer - BRTC)

Notes of the Meeting 9th January

Noted and **AGREED**

Action Points from previous meeting complete

Update from Youth Worker

Keely has made contact with key stakeholders and organisations in and around Bognor Regis.

She is receiving regular reports and updates from ADC Community Safety Team.

She is now going to concentrate on engagement with young people.

2 potential volunteers have come forward - Sussex Clubs for Young People (SCYP) to oversee and undertake the necessary DBS checks

Update from SCYP

It is acknowledged that Keely has utilised a number of hours during her first month, however, the hours are flexible and in order for her to become visible and make an impact it is expected that she would utilise more up front.

Next month's engagement with young people, will determine the funding route allowing for the application process for future support to begin. It was noted that it is possible to secure small pots of funding while waiting for the main funding stream.

Recommendation to Community Engagement and Environment Committee

Discussion followed as to which groups of young people Keely should concentrate her engagement with as this will ultimately determine funding streams/opportunities going forward.

The group agreed that it was too early to narrow this down at this juncture. Although there is a group of young people in the Town Centre displaying anti-social behavioural problems, which could underpin the need for funding as well as being measurable in terms of impact, there are other areas not yet touched on.

Therefore, the **recommendation** to the Community Engagement and Environment Committee, is for Keely to concentrate on engagement with as many groups as possible over the next month, particularly through the half term period, to enable the Steering Group to determine what area to focus on to drive the funding.

Action Points

- i) Sheila to liaise with ADC Youth Council
- ii) Sheila to liaise with Felpham Community College
- iii) Chris and Keely to open up lines of communication with the Parishes

Date of next meeting - Tuesday 6th March 2018

Bognor Regis Town Council (BRTC)
Youth Worker Steering Group
Monday 12th March 2018
Hotham Park Lodge

Present:

Cllr. Martin Smith (Chairman - BRTC Community Engagement and Environment Committee)
Chris Cooke (Sussex Clubs for Young People)
Keely Hardy (BRTC - Youth Worker)
Joanna Cooke (West Sussex County Council)
Sheila Hodgson (Projects Officer - BRTC)

Notes of the Meeting 6th February 2018

Noted and **AGREED**

Action Points from previous meeting complete

Update from Youth Worker

Keely is working out of the 39 Club on a Thursday and is holding early evening drop-in sessions. She has commitment from 2 young people but would have hoped to have a total of 10 on board at this stage. There was discussion regarding using the 39 Club as a base as it may be sending out mixed messages and clashing with what they are trying to do on a Tuesday.

Keely is attending 2 events in April, the Find It Out Event on 24th April and the Young Generation Event on 28th April to help the engagement process.

Initial talks have taken place regarding the street art project in the London Road and possible dates will be discussed with the artist.

Keely is looking to undertake some engagement on the Trees Estate where a number of Young People congregate and has also been advised that the Village and Community Halls in Felpham is another hotspot. She will also get back in touch with Lee Matthews to arrange a walkabout with him.

Keely will make contact with the Regis School, Felpham Community College and the ADC Youth Council.

Update from SCYP

At this stage it is still too early to identify funding streams as more information is required. The two scheduled events in April will provide more evidence to enable the process to be initiated.

Jo reported on WSCC's new funding initiative Space Hive and other funding streams were discussed.

No contact had been established with the parishes to date, but this is ongoing.

There was a discussion around the possibility of Keely using the Phoenix Centre as a base and enquires will be made to the relevant people at WSCC for permission to be sought.

An Adopt a Youth Club Roadshow is taking place on the 26th April at the Park Hotel, Chichester

Recommendation to Community Engagement and Environment Committee

There were no recommendations at this time, but a full update will be reported at the next meeting.

Action Points

- i) Sheila to liaise with West Sussex County Council re the Phoenix Centre and Jo will provide additional contact details if necessary
- ii) Keely to make contact with the Regis School, Felpham Community College and the ADC Youth Council
- iii) Chris and Keely to open up lines of communication with the Parishes

Date of next meeting - Tuesday 10th April 2018 @ 10.00 am

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
26th MARCH 2018**

AGENDA ITEM 14 - WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING: EXPENDITURE OF REMAINING 2017/18 BUDGET; TO EARMARK FUNDS FOR THE VICTORIA ROAD CAR PARK PROJECT AND PLAY RANGERS EVENT AND TO NOTE THE PROGRESS REPORTS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

The remaining balances for Ward allocations are as follows:

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

Members of Hotham Ward propose to earmark the remaining allocation of £303.60 to fund some extra hours for the youth worker as part of the Town Councils Youth Provision Review.

Members of Orchard Ward propose to earmark the remaining allocation of £436.00 to fund a series of play day events throughout the 2018 summer holidays.

Members of Marine and Marine North Wards have combined funds and propose to earmark the amounts of £375.00 and £125.00 respectively to fund a sign for the parking area in Victoria Road.

DECISION

Members are asked to **AGREE** to **RECOMMEND** to the Policy and Resources Committee to Earmark the remaining Hotham Ward Allocation funds of £303.60 to fund some extra hours for the youth worker as part of the Town Councils Youth Provision Review.

Members are asked to **AGREE** to **RECOMMEND** to the Policy and Resources Committee to Earmark the remaining Orchard Ward Allocation funds of £436.00 for a series of play day events during the 2018 summer holidays.

Members are asked to **AGREE** to **RECOMMEND** to the Policy and Resources Committee to earmark the remaining Marine and Marine North Wards funds of £375.00 and £125.00 respectively to fund a sign for the parking area at Victoria Road.

Update of Proposed Projects

Orchard Ward – Play Day Events

Can Members please advise how they wish to proceed with the Play Day event and if they are happy for Officers to make the necessary arrangements.

Marine and Marine North Wards - Car Parking at Victoria Road

WSCC have advised that the end section of the site, where the sign is proposed to be erected, is the property of Southern Water. Following correspondence with Southern Water, who have reviewed the Town Council's request, they have advised that this can be accommodated under licence, however, there will be an administration fee of £100 to cover the costs. It will also need to be referred to their operational team for approval and have requested the following information:

- What material will be used for the sign i.e. steel?
- How will it be secured to the ground?
- How far behind the wall will the sign be positioned?

From previous discussions and emails, it is understood that the sign should be made of metal, secured into the ground on two metal posts and positioned immediately inside the brick wall, as close as is possible for the installation and Members are asked to confirm that this is correct.

With regard to planning approval, the verbal advice received from ADC Duty Planning Officer regarding permissions is:

That they "believe" that under the "Town and Country Control of Advertisements Act 2007" this would be a Class 1 functional advert which does not need ADC permission provided it is under 1.55m². If the sign is larger than this, then permission must be sought and an application to apply for a Certificate of Proposed Lawful Use or Development would need to be submitted at a cost of £234.00."

Officers own investigations agree with the ADC's Duty Planning Officers' "belief" but are seeking clear written confirmation on this point as should the application and associated costs be necessary, this will, when combined with the Licence costs of £100, reduce the funds available to purchase and install the sign to £166 which may affect the ability to proceed with the project.

A further report will therefore be made at the next meeting, when all costs are clarified, but in the meantime, Members are asked to consider the requirements of Southern Water for any application for a Licence.

DECISION

Can Officers make the necessary arrangements for the Play Days during the 2018 summer holidays?

With regard to the signage at Victoria Road, Members are asked to confirm:

- i) The sign is to be made of metal
- ii) That Town Force should take the necessary measurements for the positioning and estimate costs for installation
- iii) The wording for the sign

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
26th MARCH 2018**

**AGENDA ITEM 15 - PLAYING OUT TOPIC TEAM - MIN. 86 REFERS INCLUDING;
UPDATE ON ATTENDANCE AT ACTIVATOR DAY EVENT AND CONSIDERATION
OF WAY FORWARD**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Following this Committee's decision for a Playing Out Scheme to become the next Topic Team project, the Chairman and the Projects Officer attended a Playing Out Activators Day Workshop on the 24th February 2018, to gather some information and guidance on how to proceed.

Playing Out is a scheme that was developed by a group of residents in Bristol to encourage and enable children to play in the streets where they live safely, by temporarily closing the road for one to two hours a month. The scheme has been a huge success and over 600 streets nationally now have Playing Out Schemes in operation. These Schemes not only allow children to play safely within the environment in which they live, but has encouraged other residents to come out and engage, helping tackle loneliness and isolation. Neighbours who would not normally meet are coming together and communicating on a regular basis.

At the previous meeting Members were asked to identify any suitable areas in their Wards where the Scheme could be rolled out. However, the Activator Day has highlighted that this may not be the best way to begin the process and all the information gathered at the workshop will be tabled at the meeting by the Chairman and Projects Officer, so Members can consider how they wish to proceed.

DECISION

Members are asked to advise how they wish to proceed with the Playing Out Scheme initiative.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
26th MARCH 2018**

**AGENDA ITEM 16 - UPDATE ON APPLICATION TO REGISTER THE TOWN HALL
AS A COMMUNITY ASSET MIN. 84.1 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

An application to register the Town Hall as a Community Asset was submitted to Arun District Council on the 19th February 2018 and the following response was received;

"I refer to your nomination in respect of the above – within the reasons for nomination you state that the building is used by 'other local groups for meetings presentations and training sessions'. Can you please me with evidence of the groups and the frequency of use."

As Arun District Council administer the bookings for the use of the Town Hall, gathering this information and evidence is quite difficult. A letter has been sent to those considered possible users of the Town Hall which includes the following paragraph;

"We believe that you may have used the Town Hall or Council Chamber in the past and, if you feel it is worth registering as an ACV, would be grateful if you would write to us on your headed paper to say how your group, organisation or association have used the Town Hall and what value you place on it. Your support in highlighting just how valuable the Town Hall is as a community asset now and in the future would be greatly appreciated".

Members are asked to advise if they wish to make any comments to ADC or for Officers to take any further action.

DECISION

Can Members please advise if they wish to make any comments to ADC and any further action to be taken.

NOTES AND RECOMMENDATIONS

**Bognor Regis Town Council
Bognor Regis in Bloom Working Group
Tuesday 23rd January 2018**

PRESENT: Cllr. S. Goodheart, also Mr. G. Burt (Chairman), Mr. B. Jackson, Mrs. J. Jackson, Mr. J. Jones-McFarland (ADC Parks Officer), Mrs. P. Keane, Ms. L. Palmer (Aldingbourne Trust - part of meeting) and Mrs. R. Verveckken (Committee Clerk)

The Meeting opened at 6.30pm

It was noted that the meeting was non-quorate and that any decisions would need to be made as Recommendations to the Community Engagement and Environment Committee.

1. APOLOGIES FOR ABSENCE

Apologies had been received from Mr. D. Meagher and Mr. S. Hearn

2. APPROVAL OF THE NON-QUORATE NOTES OF THE MEETING HELD ON 5th SEPTEMBER 2017 AND THE NOTES OF THE MEETING HELD ON 9th NOVEMBER 2017 AND ANY MATTERS ARISING THAT ARE NOT SEPARATE AGENDA ITEMS

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

There were no other matters arising.

3. PRESENTATION FROM LISA PALMER (COMMUNITY SOLUTIONS MANAGER, ALDINGBOURNE TRUST) ON A NEW COMMUNITY GARDEN PROJECT BEING PLANNED AT THE EXISTING BOGNOR REGIS LIBRARY GARDEN AND TO DISCUSS IF BRiB MIGHT LIKE TO GET INVOLVED

Lisa Palmer (LP) informed Members the project is a collaboration between the library, WSCC and Aldingbourne Trust. The vision of the project is to create a well utilised community space, bringing people together through gardening and the outdoors. The outside space as it currently is, is not used and after consultation work by Aldingbourne Trust, it was found that many residents of Hotham Ward didn't know it was there. The space is fully enclosed and can only be accessed via the library, deeming it very secure. Great potential is seen to get the adjacent primary school, local Day Centre (creating a 'dementia friendly' aspect) and local residents involved in making the garden a vibrant and well-designed haven. Through interaction with the public, the organisers have found people would like to use the space to relax, spend more time in a secluded outside spot (perhaps to read, being connected to the library) and to be as interactive as possible ie

volunteers helping to grow flowers and fruit and vegetables, bringing some currently indoor activities held at the library ie children's 'Rhyme Time' outside, with the potential of eventually holding community events and gardening related workshops. LP explained the timeline of events for this project and that it is still in its early stages. A steering group needs to be adopted, eventually including an employee to oversee the running of the garden. It is hoped the garden will be opened to the public in May/June 2019. However, funding and volunteer support is extremely important in the fruition of this project, and LP expressed that any help which could be offered by BRiB would be extremely well received.

Members thanked LP for her presentation and commented that the ideas were of great interest to BRiB. LP will keep the Committee Clerk (CC) updated with progress of funding over the coming months, at which point it was **AGREED** the Working Group will consider any financial contribution.

4. TO NOTE BALANCES OF 2017/2018 FUNDING AND BUDGETS FOR THE COMING YEAR

Members noted the current balances for 2017/2018 as below:

Competition Expenses Budget £750	Balance £278.97
Environmental Projects Budget £1000	Balance £1000.00
Fundraising	Balance £126.00

Earmarked Reserves	
Competition Expenses	£956.34
Environmental Projects	£201.00
Fundraising	£753.00

The CC reminded Members that any remaining balances would need to be earmarked for a specific project, should the WG not wish to lose the remaining funds.

With discussion on the Health Centre later in the meeting and potential for expanding the original plans at the Centre, those present felt it would be beneficial to earmark the £1000 Environmental Projects budget, to spend on the Health Centre planting scheme.

As the meeting was not quorate, Members present agreed to **RECOMMEND** to the Community Engagement and Environment Committee the £1000 remaining in the Environmental Projects budget be earmarked for use at the Health Centre.

Further remaining balances for Competition Expenses and Fundraising, will be given some thought and discussed at the next meeting.

5. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

- BRiB Annual Competition – Consideration of any changes and the way forward for 2018
- Guides Competition – Suggestions for 2018 Competition/s
- Schools Competition – Suggestions for 2018 Competition/s
- Grow a Pumpkin for Halloween Competition – Suggestions for 2018 Competition/s
- Any other Competitions/Projects

BRiB Annual Competition – Consideration of any changes and the way forward for 2018:

Members discussed last year's competition, including the changes of categories. It was **AGREED** that categories will remain unchanged for this year, but the entry form will be reworded for categories 8 and 9, to clarify that the former will just be for entry by individual children rather than schools. Category 9 is exclusively for schools. One Member commented that category 1 was rather large now the 'Front Garden' was not split into 'large' and 'small'. Members **AGREED** that should many entries be received for this category this year, that the judging will be split between two Members, to make it more manageable.

It was noted that all categories are currently sponsored, however if a sponsorship opportunity comes up, ISS may be interested. The CC will let the ADC Parks Officer know, should anything change.

Plans for the Awards Ceremony, including running order on the night, will be discussed at a later date.

Guides Competition – Suggestions for 2018 Competition/s:

Members were very pleased with last years competition, especially noting the 171 entries received. After discussion, it was **AGREED** Mr Tiernan should be contacted again, to enquire whether the Mini Golf site could be used for planting the winning design. Members felt this was a very good option, that had worked well in previous years, is secure, and well looked after throughout the season by Mr Tiernan and his staff.

Members **AGREED** the planting scheme for this year will be celebrating 100 years since women were allowed to vote.

The CC will contact Mr Tiernan and begin arrangements.

Schools Competition – Suggestions for 2018 Competition/s:

Although entry numbers of last year's competition were not particularly high, Members were very pleased with the immense enthusiasm shown by all the entrants, with so much care and pride going into their runner bean plants.

Members felt it would be nice to choose another product the children could enjoy eating as well as growing. Members **AGREED** to choose cherry tomatoes, as these would be easy for children to grow and could be eaten as a healthy snack during the school day. Members further **AGREED** photos should once again be taken at each stage of the growing progress to be presented upon judging.

The CC will order tomato seeds and begin contacting the schools and nurseries.

Grow a Pumpkin for Halloween – Suggestions for 2018 Competition's:

Entries were slightly up for last year's competition compared to 2016, with many entrants, especially the children, enjoying carving and decorating their pumpkins following the weigh-in.

Comment was made by a Councillor that the competition fits in nicely with the Rox Halloween event, with large crowds gathering to watch the results.

Members therefore **AGREED** the competition should be run again this year. Further arrangements will be discussed at a later date.

Any other Competitions/Projects:

Rainbows Planting:

Following on from discussions at the meeting of 5th September 2017, Members discussed how this project could work.

It was **AGREED** that ADC would purchase the seeds, for the Rainbows, with assistance from Members of the WG, to scatter across the Meadow, by the conservation pond at Hotham Park.

The ADC Parks Officer clarified that the seeds would need to be sewn within the next 6 weeks. As such, it was **AGREED** the CC should contact the Rainbows leader, to arrange a date, of which Members will be notified.

National Tree Charter Day:

Members noted that following their planting of the Tree Charter Legacy Tree, a National Tree Charter Day will be held every year, to mark planting across the country. It was **AGREED** a commemoration for the WG's wild cherry tree, will be discussed later in the year.

100 years since the end of WW1:

The CC asked those present, whether they would like to do some commemorative planting to mark this occasion. It was eventually **AGREED** this would not be necessary, as various events, including planting, are already planned for the Town, as part of these celebrations throughout the year.

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

There were no areas to report.

7. UPDATE ON AREA CHOSEN FOR ADC COMMUNITY GRANT FUND – BOGNOR REGIS HEALTH CENTRE, FOLLOWING MEETING WITH PRACTICE MANAGER

The CC and those who attended, informed the WG that the Practice Manager was very happy to have been selected to receive planting, as part of this ADC funded grant. She liked the idea of planters at each entrance, to contain a large centre piece surrounded by colourful bedding plants. The CC will confirm final arrangements for planting, including timings, as soon as possible, with the intention of it being completed during spring.

Following subsequent discussions with the Town Force Manager, the CC reported that there are now two further planters available to use at the Health centre, to enable two planters at each entrance of the Practice, which will look most effective within the space. It was also advised that cordylines, as had been originally agreed, may not be the best option for the planters, due to their tendency to overgrow.

Members therefore discussed alternatives and agreed to plant a cloud tree, as a centre piece to provide great height, in each of the planters, with periwinkle for the surround, instead of bedding plants, which would need to be changed seasonally.

Noting that the cloud trees cost approximately £250 per tree, which is in excess of the £250 ADC will put into this project. Members felt it appropriate to use the remaining balance of £1000 from the Environmental Projects budget, to fund the trees and periwinkle.

As recorded under note 4 above, as the meeting was not quorate, Members present had already agreed to **RECOMMEND** to the Community Engagement and Environment Committee that the £1000 remaining in the Environmental Projects budget be earmarked for use on this initiative at the Health Centre, should the expenditure not take place before 31st March 2018.

8. TO RATIFY CHOSEN LOCATION OF WILD CHERRY LEGACY TREE AND EXPENDITURE ON REFRESHMENTS AT PLANTING, AS PART OF THE 2017 WOODLAND TRUST TREE CHARTER

Following emails with Members regarding looking at an alternative location for planting of the Legacy tree, it had been **AGREED** by Members to plant the wild cherry tree in the Hotham Park Conservation area, to allow the smaller than expected tree, to mature, before being planted out in a prominent location within the Town, within the next couple of years. This decision, and the planting date of Monday 27th November was **RATIFIED** by those present.

The CC reported the cost of £7.58 for refreshments for volunteers, who assisted with the planting of the legacy tree and trees at Upper Bognor Road, as part of 'National Tree Week'. Those present agreed to **RECOMMEND** to the Community Engagement and Environment Committee the cost of £7.58, be funded from the current year's Competition Expenses budget.

9. TO CONSIDER INVOLVEMENT IN 2018 'GREAT BRITISH SPRING CLEAN' (2nd – 4th MARCH 2018)

As participants in last year's national campaign, BRiB have been invited to participate again this year. Members present discussed holding their clean up at a different location from that of the last two years at Bluebell Woods.

After discussions, it was **AGREED** to do a beach clean on the area between the Bognor Regis Pier and the Bognor Regis Yacht Club/Nyewood Lane. It was further **AGREED** the beach clean will be held on Saturday 3rd March between 10am and 12pm, with all those participating, meeting outside the Pier.

The CC will begin advertising the event as well as registering the beach clean on the official website of 'The Great British Spring Clean'.

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

The meeting originally scheduled for January has had to be postponed, with a new date currently being discussed, The CC will keep Members updated.

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

Bognor Community Gardeners: No update.

Greener Bognor Network Community Orchard Project: Unfortunately, with the wet weather, not a lot has been done at the Orchard recently. However, once the weather improves, fruit trees will be planted.

12. CORRESPONDENCE

There was no correspondence.

13. DATE OF NEXT MEETING

Tuesday 20th March 2018 at **6.30pm- please note start time**

The Meeting closed at 8.10pm

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Tuesday 20th March 2018

PRESENT: Cllr. Mrs. J. Warr, also Mr. G. Burt (Chairman), Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mr. J. Jones-McFarland (ADC Parks Officer), Mrs. P. Keane and Mrs. R. Vervecken (Committee Clerk)

The Meeting opened at 6.30pm

It was noted that the meeting was non-quorate and that any decisions would need to be made as Recommendations to the Community Engagement and Environment Committee.

1. APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs. K. Batley and P. Dillon, also Mr. S. Hearn and Mr. D. Meagher.

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

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

MH reported that she had given her apologies for the previous meeting, which were not recorded in the Notes for 23rd January 2018. The CC apologised, and this will be altered.

3. TO RE-LOOK AT BALANCES OF 2017/2018 FUNDING AND LOOK AT POTENTIAL TO EARMARK ANY REMAINING BUDGETS

The CC reminded those present of the remaining balances for the 2017/2018 funding, which are indicated below:

Competition Expenses Budget	£750	Balance	£261.06
Environmental Projects Budget	£1000	Balance	£1000.00
Fundraising		Balance	£126.00

Earmarked Reserves			
Competition Expenses	£956.34		
Environmental Projects	£201.00		
Fundraising	£753.00		

As decided at the last meeting, the £1000 Environmental Projects remaining balance, is being recommended to the Community Engagement and Environment Committee, for use at the Health Centre.

Discussion was held as to whether Members felt they could justify earmarking £261.06 left from the Competition Expenses balance, when they already had a significant amount in earmarked reserves and noting that the new budget of £650, would soon be available for 2018/2019. With this in mind, it was **AGREED** that the WG would not request to earmark the remaining £261.06 from Competition Expenses and that this money would fall into Town Council Reserves.

However, Members did feel they would like to earmark the £126.00 balance for Fundraising, as it was money that had been raised themselves at various In Bloom events.

As the meeting was not quorate, Members present **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee that the £126.00 from the remaining Fundraising balance be earmarked for use by the WG.

4. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

- BRiB Annual Competition – Update
- Guides Competition – Update & to discuss judging date
- Schools Competition – Update & to ratify cost of tomato seeds
- Grow a Pumpkin for Halloween Competition – Update & to discuss details of competition
- Rainbows Meadow Planting – To ratify date of seed planting & discuss potential plaque

BRiB Annual Competition – Update:

The CC reported that the Sponsorship Policy, which has now been adopted by the Town Council, will be adhered to for the main BRiB competition, with sponsors shortly being contacted, to check they are happy to continue sponsoring the competition for 3 years (starting from this year). An agreement will be signed and after this period, if sponsors still wish to continue sponsoring a category, they will have to pay an agreeable amount, which will either be for a new trophy, or go towards funding for the WG. The CC will update Members with any changes to the sponsored categories, following this. This was **AGREED**.

MH suggested that to encourage new entrants and residents who still may not know about the competition, all residential properties within the six wards will be 'leafleted'. MH will organise splitting up the wards and at the next meeting, leaflets/entry forms and addresses to 'leaflet' will be shared out between Members, to be delivered. Those present thanked MH for organising this and agreed this would be a good way of getting potential new entrants.

For the Awards Evening itself, the CC informed Members that following the cancellation of the Beach Clean, The Beachcroft Hotel had kindly offered an overnight stay for two, as a prize for this competition. Members were very pleased to hear this and agreed it would be good to have as a 'star prize' for the raffle.

Guides Competition – Update & to discuss judging

The CC advised that the entry forms had now gone out for the Guides planting competition, with the decided theme being '100 Years of Women Voting'. The closing date for entrants is 30th April, to allow the Units time after the Easter break, and judging will follow shortly after this. Members **AGREED** a voucher and plaque should once again be purchased for the overall winner. The CC will liaise with Members as to a date for judging and the planting itself in due course.

Schools Competition – Update & to ratify cost of tomato seeds:

Members present noted the £17.91 for cherry tomato seeds for the competition, to be funded from the current year's Competition Expenses budget (which has been included in the balance remaining in item 3).

As the meeting was not quorate, Members **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee that the expenditure of £17.91 for cherry tomato seeds, be funded from the current year's Competition Expenses budget.

Entry forms, growing guides and seeds have been sent out, with a closing date for entrants of 23rd April and judging taking place in July, before the end of the summer term. The CC will keep Members informed of number of entries received and details for judging and prizes will be discussed nearer the time.

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

The WG were informed that there are still some seeds left from last year's competition, which could be sent with entry forms this year. Members **AGREED** the format should be the same as last year, with seeds being sent to Schools/Nurseries, Guides and last year's entrants. Seeds will also be available from the Town Council offices, for those collecting forms from the Town Hall, which will be available in April. Allotment holders will also be advised. The CC will liaise with the Rox Halloween Extravaganza organisers and keep Members informed of any updates.

Rainbows Meadow Planting – To ratify date of seed planting & discuss potential plaque:

Due to the severe weather, unfortunately the Rainbows Planting had not yet been able to be arranged. The ADC Parks Officer explained that the ground had been too hard to prep, and the conditions had not been favourable. With this in mind, the CC had been in contact with the Rainbows leader, who had suggested 10th May, as a suitable date for planting, due to the amount of organising it takes for permission slips

from parents etc. Those present, including the Parks Officer **AGREED** 10th May at 4.15pm was agreeable, and Members were asked to put the date in their diaries. The CC will advise the Rainbows leader and the Parks Officer will ensure the ground is ready and that the Hotham Park gardener waters the area regularly, once the planting has taken place.

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

A Member mentioned the appearance of the Railway Station planting, with concerns as to the sparseness and generally untidy appearance of the plants that are in place. The Parks Officer reported that Southern Rail own the land but ADC are tasked with maintaining it. Any decision about the planting must be agreeable between Southern Rail, ADC and WSCC. Extra bedding plants will be planted soon to fill out slightly. However, the planting scheme is 'seasonal' and will flourish more in the warmer months, which unfortunately, does leave the area looking sparse during autumn/winter. The Parks Officer mentioned there is a possibility to address the planting in the autumn and this may be something the WG could have some input into.

Another area of land brought to Members attention, was a strip of land between the Bognor Regis War Memorial Hospital and Gordon Avenue West. Members discussed how this overgrown grassy area could be improved with suggestions of it being made into a walkway or park. Members **AGREED** the CC should investigate who has responsibility for the land and whether anything can be done to improve its appearance.

6. UPDATE ON AREA CHOSEN FOR ADC COMMUNITY GRANT FUND – BOGNOR REGIS HEALTH CENTRE

As the Community Engagement and Environment Committee meeting had not yet had their meeting, the £1000 recommended to be spent on cloud trees for the Health Centre planting project, had not yet been agreed and therefore the trees could not be ordered. The CC informed Members that the next meeting of said Committee will be held on 26th March, after which hopefully some progress on this project could be made.

A Member raised concerns that prices of cloud trees was well in excess of the £250 per tree, discussed at the last meeting. The Parks Officer advised that ADC through their community grant, would 'top up' whatever the extra required would be, to ensure the Health Centre had the 4 cloud trees as previously agreed. Subject to agreement from the Community Engagement and Environment Committee, the trees will be ordered in the next month and planted on an agreeable date with Town Force and the Health Centre Manager.

7. TO RATIFY REVISED DATE & DISCUSS DETIALS OF BEACH CLEAN, AFTER CANCELLED 'GREAT BRITISH SPRING CLEAN' EVENT, DUE TO ADVERSE WEATHER

Due to the snowy and windy conditions, the arranged Beach Clean on Saturday 3rd March, had been cancelled. Since this date, Sussex Wildlife Trust (SWT) had been in contact to advise of their also re-arranged Beach Clean taking place in Bognor Regis on Thursday 12th April and invited the WG to 'join' together with their event. Details of this had been emailed to the WG and following discussion at the meeting, Members **AGREED** to work in partnership with SWT, which would not only potentially raise the profile of the WG, but also help form potential links for collaborative working in the future. SWT will 'take the lead' in this event, as requested from the contact organiser. The CC will confirm participation with SWT and enquire about advertising and recommended numbers of volunteers. As a thank you for letting BRiB get involved, Members agreed it would be a nice gesture, to donate £25 to the Sussex Wildlife Trust.

As the meeting was not quorate, Members **AGREED** to **RECOMMEND** to the Community Engagement and Environment Committee that a £25.00 donation be made to the Sussex Wildlife Trust, funded from the new 2018/2019 Environmental Projects budget.

Members noted that an email had also been received from Galliford Try, the company responsible for building the new Chichester University, Engineering and Digital Technology Park in the Town, about the company's employees becoming involved in 'giving back to the community' whilst work is ongoing and the possibility of becoming involved in a Bognor Regis in Bloom Beach Clean. Members **AGREED** the CC should thank the business for their offer and enquire whether any employees can participate in the planned Beach Clean with SWT on 12th April (subject to agreed numbers with SWT).

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

No current update available. Members **AGREED** this should remain an agenda item for the next meeting, by which time, it is hoped a meeting would have taken place.

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

Bognor Community Gardeners: Volunteers have been litter picking, specifically the area around Morrisons, where a lot of litter was collected. Kim Davis has been busy improving the appearance of Bedford Street, encouraging residents with cars to park behind each other, with their rubbish bin to the side, as the waste collectors were having trouble getting to the bins, thus creating an overload of rubbish in the street.

Greener Bognor Network Community Orchard Project: Due to the extreme weather, the Orchard is very water logged at present, making it difficult to do too much work on the site. However, 46 fruit trees have been planted by ADC.

10. CORRESPONDENCE

A letter had been received from the BRTC Projects Officer, regarding the Town Council applying to list the Town Hall in Bognor Regis as an Asset of Community Value (ACV). The letter asks that should the WG wish to support the Town Council in this application, a written response should be made, stating ways in which the building is useful to the WG. Members **AGREED** to support the Town Council in this application and asked the CC to write the letter. This item will be added to the next meeting's agenda, for ratification.

11. DATE OF NEXT MEETING

Thursday 17th May at **6.30pm- please note start time**

The Meeting closed at 7.50pm

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
26th MARCH 2018
GENERAL CORRESPONDENCE

1. Copies of letters sent to the Town Centre Manager from St Mary's Catholic School Bognor Regis.
2. Newsletter from South Bersted School
3. E.Mail West Sussex County Council re event for Young People at the Find it Out Centre 24th April 2018