



BOGNOR REGIS TOWN COUNCIL

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

MEETING OF THE COMMUNITY ENGAGEMENT AND 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 21st JANUARY 2019**

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 or make Statements** 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 submit questions/statements in advance, in writing. Priority will be given to written submissions. Questions/statements 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 14th JANUARY 2019

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 Interests to notify the Monitoring Officer within 28 days.
Members and Officers should make their declaration by stating:
 - a) the item they have the interest in
 - b) whether it is a Disclosable Pecuniary 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 12th November 2018
4. Adjournment for Public Question Time and Statements extended to a maximum of 60 minutes in accordance with Standing Orders (S.O. 31.8)
5. Clerk's report from Previous Minutes
6. Consideration of a proposal from a member of public to produce a homeless street sheet for the Bognor Regis area
7. Report on Councillor Surgeries and Open Forums including update on drop-in surgery 11th December 2018
8. Bognor Regis In Bloom Working Group - Consideration of the Resolutions Recommendations and Reports in the Notes of the Meeting held on 9th January 2019
9. Youth Services Provision Review including report by the Projects Officer on a meeting held by Sussex Clubs for Young People on 11th December 2018 and a term report on CREATE from the Youth Worker
10. To note and determine any applications received for the Flexible Community Fund
11. Consideration of the notes from the Public Question and Statements time of the Meeting held on the 12th November 2018 - Min. 67 refers
12. Further consideration of the proposal to tackle beach litter - Min. 75 refers
13. To receive an update on Beach Access Topic Team - Min. 76 refers
14. Ward Allocation Environmental Projects Budget including update on any expenditure and remaining budget for 2018/19 and the Victoria Road car park project
15. Consideration of the Motion proposed by Cllr. Cosgrove, referred from the Council Meeting held on 7th January 2019 regarding ADC owned properties. Also, CE&E Min. 79 refers
16. Consideration of the Motion proposed by Cllr. Cosgrove, referred from the Council Meeting held on 7th January 2019 regarding the Phoenix Centre
17. To consider nominations for the Mayor's Good Citizen Award
18. To consider nominations for the Mayor's Citizen Award for Young People
19. Reports:
 - a. To note Financial Reports, previously circulated
 - b. Any further reports
20. Correspondence

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



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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 12th NOVEMBER 2018

PRESENT: Cllr. S. Goodheart (Vice-Chairman):
Cllrs: J. Cosgrove, Mrs. S. Daniells and Mrs. J. Warr

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)
1 Councillor in the public gallery: Cllr. J. Brooks
3 members of the public

Prior to the Meeting a presentation, commencing at 6.00pm, was given by PCSO Moorey of Sussex Police on Scams and Frauds

The Meeting opened at 7.06pm

63. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

In the absence of the Chairman, the Vice-Chairman, Cllr. Goodheart took the Chair. Members **AGREED** that Cllr. Cosgrove would act as Vice-Chairman for the meeting.

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllrs. Smith and Batley who were working and Cllr. Dillon who had a conflicting prior commitment. In line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

64. 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

- 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 or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their interests as any arise or again at the relative point in the meeting if they have already.

There were no Declarations of Interest

65. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 17th SEPTEMBER 2018

The Minutes of the Meeting held on the 17th September 2018 were approved by the Committee as a correct record and were signed by the Chairman.

66. ADJOURNMENT FOR PRESENTATION FROM THE BASE SKATE PARK CIC

The Chairman adjourned the Meeting at 7.11pm to receive the presentation from The Base Skate Park CIC

The Base Skate Park is currently seeing a decline in numbers which is placing the future of the park in jeopardy. Up until May this year the Base was trading well and whilst it would be expected to experience some drop off in attendance during the summer months, this year has been exceptional.

The Base had not accounted for a new online computer game called Fortnite which is having a detrimental effect throughout the industry and as a result of this phenomenon The Base have lost four and a half thousand riders and have had to reduce staff numbers. If this decline continues Bognor Regis is in danger of losing an amazing facility which is recognised as the 5th best skate park in the UK.

The Base Skate Park are asking the Town Council for support through this difficult time and would urge Councillors to get behind The Base and push hard to promote the facility and offer any advice or guidance.

Following the presentation, The Base Skate Park took questions from the Committee.

The Chairman reconvened the Meeting at 7.37pm

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

The Chairman adjourned the Meeting at 7.38 pm

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 from members of the public in the gallery: A member of the public asked the Committee, with regard to the issues relating to the Linear Park, would the BRTC Councillors who are also District Councillors seek to work together with other ADC Councillors to "look out" for Bognor Regis. ADC need to be challenged. No proper consultation had been undertaken and they should be made to engage. Town and District Councillors need to create as much pressure as possible to work with the people of Bognor Regis for a stronger voice.

Members of the public spoke in relation to Agenda item 12 regarding the proposal for the Bognor Regis Pavilion. Members were asked to note that at this stage they are not looking at specific sites, other than it should be in the Town to draw people into the heart of Bognor Regis, not a huge stadium on the outskirts of the Town that would not bring in footfall to the Town Centre. The winter ice rink last Christmas proved it works.

A Councillor in the public gallery asked if there had been any update on the possibility of a meeting of the Old Town Working Group. He also referred to Agenda item 14 and urged people to take a look at the exposed ramp in front of the Rock Gardens. He also had a number of photographs if anyone would like to see.

In response to the earlier presentation from The Base Skate Park a member of the public suggested posters could be put up on the promenade which may attract Butlins visitors. It was also suggested that some partnership working with Butlins could be undertaken that would benefit both parties.

The Meeting was reconvened at 7.59pm

68. CLERK'S REPORT FROM PREVIOUS MINUTES

17th September 2018 - Min.60 refers: Audit of Community Spaces as referred from Council Meeting 3rd September 2018

Members who had expressed an interest in being on the Task and Finish Group for this item were asked to confirm if the proposed meeting date previously circulated of Thursday 15th November 2018 at 11.00am was convenient. After discussion Members confirmed the date was convenient but asked to re-arrange the start time to 3.00pm. The Projects Officer will make the necessary changes and extend the invitation to other Councillors to attend if they wish.

69. REPORT ON COUNCILLOR SURGERIES AND OPEN FORUMS INCLUDING UPDATE ON COMMUNITY EVENT HELD ON 16th OCTOBER 2018 AND TO RATIFY EXPENDITURE OF £45.00 FOR VENUE HIRE

The Projects Officer's report was noted.

Members **AGREED** to **RATIFY** the cost of £45.00 for the venue hire for the event held on the 16th October 2018 at the Regis Centre.

Members further **AGREED** to hold another Community Event along the same lines in the New Year.

Following discussion Members also **AGREED** to hold another drop-in surgery in the London Road before Christmas. Members asked for the focus for this event to be to gather evidence, both for and against the ADC proposals for the Linear Park and Sunken Gardens.

70. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 31st OCTOBER 2018

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 31st October 2018:

Members **RESOLVED** to **APPROVE** the costs for the BRIB Awards Evening: room hire £15.00, photos and certificates £11.02, trophy engraving £98.50 and voucher for prize draw £25.00 - Total £284.52 to be funded from the current year's Competition Expenses Budget.

Members **RESOLVED** to **APPROVE** the purchase of vouchers for the Grow a Pumpkin for Halloween Event totalling £77.00 to be funded from the current year's Competition Expenses Budget.

Members noted the total cost of the catering at £212.69 as previously ratified by this Committee at the meeting on 17th September 2018. Min.53 refers.

71. YOUTH SERVICES PROVISION REVIEW INCLUDING UPDATE ON THE MEETING OF THE YOUTH WORKER STEERING GROUP MEETING HELD ON 7th NOVEMBER 2018

The Projects Officer's report was noted. The Notes of the Youth Worker Steering Group Meeting held on 7th November 2018 were also noted as being received.

Members were pleased to hear of the re-structuring procedures that have been implemented at Sussex Clubs for Young People and the assurances that as a result of these changes a more streamlined management process is in place.

Members were further please to hear that CREATE is continuing to grow and is taking control of managing its own procedures and day to day running.

72. FURTHER CONSIDERATION OF PROPOSAL BY CLLR. ENTICOTT REGARDING THE GOVERNMENT'S ANNOUNCEMENT TO WITHDRAW HOUSING SUPPORT COUNTRYWIDE - MIN. 59 REFERS

Following discussion Members felt that it would be useful to hear direct from a local stakeholder who will be affected by the proposals and invite a suitable organisation to the next meeting. However, in view of the fact that West Sussex County Council are due to make a decision on this proposal in December, and that the next meeting of this Committee is not until the New Year, Members **AGREED** to hold an Extraordinary Meeting as soon as possible to accommodate this and asked Officers to make the necessary arrangements.

73. TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND INCLUDING THE RECENT APPLICATION FROM ROX AND THEIR SUBSEQUENT WITHDRAWAL

The Projects Officer's report was noted.

Members also noted the withdrawal of the ROX application.

74. CONSIDERATION OF PROPOSALS FROM THE PUBLIC QUESTION TIME OF THE MEETING HELD ON THE 17th SEPTEMBER 2018 - MIN. 47 REFERS:

- **FOR THE COUNCIL TO SUPPORT A PERMANENT ICE RINK WITH THE INCLUSION OF A MULTI-PURPOSE COMMUNITY HALL**
- **CONCERNS REGARDING LITTER, BROKEN GLASS AND GENERAL WASTE IN THE AREA BY THE UNICORN PUB**

74.1 For the Council to support a permanent ice rink with the inclusion of a multi-purpose community hall:

Members noted the Projects Officer's report and the statement provided by a member of public within the report.

Following discussion on the pros and cons of the proposal, Members **AGREED** to **RECOMMEND** to Full Council:

That Bognor Regis Town Council support the proposal of the concept for a multi-purpose pavilion incorporating a short-term flexible ice rink facility for the winter duration that would switch to facilitate various other uses during the rest of the year. The location to be considered at a later date.

74.2 Concern regarding litter, broken glass and general waste in the area by the Unicorn Pub:

Following discussion, Members suggested that as the location falls within the BID area, that the BID Board be approached to see if they would be willing to work with the Town Council to jointly tackle the problems and to try and make the area a cleaner safer environment. Members asked the Projects Officer to raise the issue with the BID at their next meeting.

A Member also spoke of his concerns over the number of complaints that have been raised against the Unicorn Pub regarding breach of licensing and the alleged inaction of ADC. It was therefore proposed that a recommendation be made to the Planning and Licensing Committee to consider taking this issue up with ADC.

Members **AGREED** to **RECOMMEND** to the Planning and Licensing Committee that they consider raising concerns with ADC over the number of complaints relating to the Unicorn Pub over the breach of licencing laws and their alleged inaction to tackle these issues.

75. UPDATE ON PROPOSAL TO TACKLE BEACH LITTER - MIN. 51 REFERS

The Projects Officer's report was noted.

Members considered a draft design for a poster that had been produced similar to the original poster previously brought to their attention. During the discussion that followed some Members felt a more hard-hitting approach may be more effective and perhaps a local designer could be approached to produce something more eye-catching. Members were also concerned that anything produced should be 100% bio-degradable.

Members were asked to identify a budget to fund this project and it was suggested that the unspent Ward Allocation Funds budget for Marine and Marine North could be utilised to support any expenditure, if the relevant Ward Members were in agreement.

Members **AGREED** to defer this item to the next meeting and to approach the Ward Members of Marine and Marine North to seek their approval to support the project and to fund the associated costs from their outstanding Ward Allocation allowance.

76. TO RECEIVE AN UPDATE ON BEACH ACCESS TOPIC TEAM AND TO RECEIVE THE NOTES OF THE MEETING HELD ON 23rd OCTOBER 2018

The Committee **RESOLVED** to **ACCEPT** the Notes of the Meeting held on 23rd October 2018.

Members were asked to consider the following recommendations by the Topic Team as follows:

76.1 To proceed with the proposal to hire a mini-digger to investigate what existing ramps are under the stones and their condition:

Members thought it was a good idea to investigate what ramps are already in situ and their condition but were mindful of cost and the need for relevant permissions from ADC. The Projects Officer reported that a member of the Topic Team had offered to liaise with ADC in his capacity as an ADC Councillor. He was also negotiating the use of a mini-digger at no cost.

A Member of the Committee expressed reservations about an individual Councillor undertaking action points individually.

Members **RESOLVED** to **AGREE** to the proposal to proceed with the hiring of a mini-digger to investigate what existing ramps are under the stones and their condition.

Members further **AGREED** to **RECOMMEND** to the Policy and Resources Committee that the accountant be asked to identify funds through any budget savings available from within the Committee's existing budget to meet any associated expenditure if required.

76.2 To recommend to the Planning and Licensing Committee that when considering future planning proposals or regeneration plans that recommendation is made to ADC that beach access is incorporated where appropriate:

Members **RESOLVED** to **AGREE** to the proposal to recommend to the Planning and Licensing Committee that when considering future planning proposals or regeneration plans that recommendation is made to ADC that beach access is incorporated where appropriate.

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

The Projects Officer's report was noted.

78. PROPOSALS AND REQUIRED BUDGETS FOR 2019 INCLUDING: FLEXIBLE COMMUNITY FUND, BEACH ACCESS, YOUTH ACTIVITIES INCLUDING YOUTH PROVISION AND PLAYDAYS, WARD ALLOCATION, SURGERIES AND OPEN FORUMS, AND THE BOGNOR REGIS IN BLOOM WORKING GROUP - REPORT BY PROJECTS OFFICER

Members considered the proposals and required budgets for 2019 as follows:

78.1 Flexible Community Fund

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £5,000 for the Flexible Community Fund in line with the current budget.

During discussion a Member referred to the Grant Aid Process and felt that applications for social issues should be the remit of this Committee to determine and for the Events, Promotion and Leisure Committee to determine any applications relating to events and subsequently submitted the following proposal:

That any Grant Aid funding applications relating to social issues be referred to this Committee to determine and for any Grant Aid funding applications relating to events be referred to the Events Promotion and Leisure Committee to determine.

Following further discussion Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that Grant Aid funding applications relating to social issues be referred to this Committee to determine and for any Grant Aid funding applications relating to events be referred to the Events, Promotion and Leisure Committee to determine.

(NOTE: Since the meeting the Town Clerk has advised that this proposal will need to be a recommendation for 2020 as the decisions for 2019 Grant Aid will have already been undertaken prior to this being considered by the Policy and Resources Committee and therefore too late for 2019.)

78.2 Youth Provision

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £10,000 for the Youth Provision fund for match funding opportunities in line with this year.

78.3 Playdays

Playday events are currently funded through the Ward Allocation budget. However, a Member suggested that by having a budget specifically for playday events this would allow for more events to be held and extended to half terms.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a new budget allocation of £3,500 for Playday events

78.4 Ward Allocation

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

78.5 Surgeries and Open Forum

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £1,000 for the Surgeries and Open Forum in line with this year.

78.6 Bognor Regis In Bloom

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £750 for the Bognor Regis in Bloom Competition Expenses and a budget of £1,000 for the Bognor Regis in Bloom Environment Projects budget in line with the current budget.

78.7 Beach Access Topic Team

A Member proposed that a small budget be allocated to the Beach Access Topic Team to allow for preparatory works if required.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a new budget allocation of £2,000 for the Beach Access Topic Team.

79. ARUN OWNED PROPERTIES AND THEIR UPKEEP AS REQUESTED BY CLLR. COSGROVE

Cllr. Cosgrove's report was noted. Cllr. Cosgrove spoke about his concerns regarding the state of neglect and disrepair some of the ADC properties had been allowed to fall into and asked Members to support his proposal:

To express deep concerns to Arun District Council, about the serious neglect to their properties as well as the environmental position, and to request that they send a representative to answer questions from this Committee on this issue.

Following discussion Members **AGREED** to support the proposal and asked Officers to execute this decision.

80. REPORTS:

- a. To note financial reports, previously circulated

The reports were noted.

- b. Any further reports

The Projects Officer asked Members to note the planned annual maintenance undertaken to the Town Hall Clock.

An invitation had been received from Southern Water for a representative to attend a meeting on the Southern Water Bathing Water Enhancement Programme. Members **AGREED** that the Deputy Clerk should attend the meeting on their behalf.

81. CORRESPONDENCE

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

Email from West Sussex County Council Communication - Statement regarding the Integrated Prevention and Earliest Help (IPEH) Service.

The Meeting closed at 9.11pm

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st JANUARY 2019**

AGENDA ITEM 6 - CONSIDERATION OF A PROPOSAL FROM A MEMBER OF PUBLIC TO PRODUCE A HOMELESS STREET SHEET FOR THE BOGNOR REGIS AREA

REPORT BY THE PROJECTS OFFICER

FOR DECISION

A member of the public would ask the Committee to consider a proposal to work in partnership with his organisation and other community groups to produce a Homeless Street Sheet for the Bognor Regis area. This type of publication provides vital information about the resources and services that are available to the homeless.

Currently, ADC produce a Street Sheet that incorporates Bognor Regis and Littlehampton. Littlehampton also produce a leaflet solely for their area, which enables them to include more area specific detail. A similar leaflet for Bognor Regis could also include information for all vulnerable members of our society as well as the homeless.

Funding for design and production costs can be sought from funders such as the Big Lottery, which the member of public is willing to apply for; what is required from the Town Council is its support and some Officer time to co-ordinate the project.

Samples of Street Sheets will be available at the meeting.

DECISIONS

Do Members **AGREE** to work in partnership with community groups and organisations to produce a Street Sheet for the Bognor Regis area?

If minded to proceed, do Members **AGREE** to the use of Officer time to assist with the co-ordination of the project?

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st JANUARY 2019

AGENDA ITEM 7 - REPORT ON COUNCILLOR SURGERIES AND OPEN FORUMS INCLUDING UPDATE ON DROP-IN SURGERY 11th DECEMBER 2018

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION
AND DECISION

A Councillor Drop-in Surgery was held on the 11th December 2018 in the London Road precinct. Whilst the event was primarily for members of the public to raise **any** issue or concerns with Councillors, the opportunity was taken to try and collate some views on the Linear Park at the same time but not solely about this issue. The comments raised have been collated and are briefly outlined in the accompany notes (**Appendix 1**). A spreadsheet giving a breakdown of all the surgeries for the year will be tabled at the meeting.

The surgeries have proved popular with the public and they are instrumental in raising the profile of the Town Council and its Members. Therefore, Members are asked if they wish to continue with the Drop-in Surgeries for 2019.

Members are reminded that due to Purdah, it will not be possible to hold any surgeries in the run up to the elections in May and therefore, the last Drop-in Surgery for this Administration will be held during February.

DECISION

Do Members **AGREE** to hold a final Drop-in Surgery before the Elections during February with plans for the remainder of 2019 to be made by the new Administration?

COMMENTS FROM COUNCILLOR DROP-IN EVENT

11th December 2018 - London Road Precinct

In Attendance: Cllrs: Brooks, Daniells, Gardiner, Goodheart and Warr

LINEAR PARK/SUNKEN GARDENS

Members of the public were invited to give their views - 3 in support - 15 non-support*
Why don't ADC accept private money?

NOISE

Pinewood Gardens - High powered drill
Berkley Court - Refuse collection Sat and Sun 6.15am collections lots of noise - can times be changed?

TREES

Christchurch Crescent - Trees blocking light at TV signal

LITTER

Gibson Way - Gulls attack black bags - need bins

CYCLING

Cycling on Prom an issue

PLACE ST MAUR

Concerns over temporary structures obscuring view - though happy with the ice rink

*The individual comments are too detailed to list but are available at the Office for Members to view should they so wish.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st JANUARY 2019**

**AGENDA ITEM 8 - BOGNOR REGIS IN BLOOM WORKING GROUP -
CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND
REPORTS IN THE NOTES OF THE MEETING HELD ON 9th JANUARY 2019**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are invited to receive the Notes of the Meeting held 9th January 2019 (attached as **Appendix 1**), and to note any Resolutions and Recommendations from that meeting.

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Wednesday 9th January 2019

PRESENT: Cllr. S. Goodheart (from Note 3), also Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Ms. P. Keane, Mr. D. Meagher, and Mrs. S. Holmes (Committee Clerk - Maternity Cover)

The Meeting opened at 4.17pm

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

As at the start of the meeting there were no Councillors in attendance, Mrs. M. Huntingdon chaired the meeting.

Apologies had been received from Cllrs. P. Dillon, Mrs. J. Warr, and P. Woodall, and Mr. J. Jones-McFarland.

2. APPROVAL OF THE NOTES OF THE MEETING HELD ON 22nd AUGUST 2018 AND THE NON-QUORATE MEETING HELD ON 31st OCTOBER 2018 AND ANY MATTERS ARISING THAT ARE NOT SEPARATE AGENDA ITEMS

As the meeting was not quorate, the Notes of the meeting held on 22nd August 2018 and the non-quorate meeting held on 31st October 2018 would be formally approved at the next meeting but in the meantime they were recommended to the Community Engagement and Environment Committee.

3. TO NOTE BALANCE OF 2018/2019 FUNDING AND BUDGETS FOR THE COMING YEAR

The CC had prepared figures showing the current position of the In Bloom budget.

Earmarked Reserves from 2017/2018, outstanding after expenditure during current year:

Competition Expenses balance outstanding £876.23

Environmental Project balance outstanding £1, 096.08

Fundraising balance £666.31

2018/2019 In Bloom funding outstanding after expenditure during current year:

Competition Expenses £145.27
Environmental Projects £975.00
Fundraising £128.62

The CC also reported that £750 for Competition Expenses and £1,000 for Environmental Projects had been put into the 2019/2020 budget.

Consideration needs to be given as to how the Committee wish to deal with the outstanding balances in the current year's budget. If they wish to earmark any of the money it must be for a specific project, otherwise it will be returned to the Town Council's general reserves.

PK asked whether the Committee could ask for the amount, put in the budget for Environmental Projects, to be reduced from £1,000 to £500 and the CC responded that this would be possible for future years if the Committee felt that this would be a more appropriate sum.

There was some discussion as to possible ideas for spending the outstanding budget but it was agreed that a final decision would be made at the March meeting.

4. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

- BRiB Annual Competition – Consideration of any changes and way forward for 2019
- Guides Competition – suggestions for 2019 Competition/s
- Schools Competition – suggestions for 2019 Competition
- Suggestions for a Competition to replace the Grow a Halloween Pumpkin
- Any other Competitions/Projects

BRiB Annual Competition – Consideration of any changes and way forward for 2019

Members were reminded that the categories had been changed for the 2018 Competition and that the sponsorship agreements for the new categories were in place up to and including the 2020 Competition. It was important that people were encouraged to become involved and the judges marks should reflect this.

Guides Competition – Suggestions for 2019 Competition/s

Discussion took place as to what the theme should be for the Guides Competition for 2019. The CC reported on previous themes: 100 Years of Women Voting; Beside the Seaside; and The Queen's 90th birthday. It was noted that there had been 126 entries for 2018, down on the 2017 total of 171.

A theme around Old Bognor was suggested and also that there should be more old-fashioned plants used. It was agreed that the Committee

members would give the issue some consideration and a decision will be made at the next meeting.

It was noted that 3 of the 'One4All' vouchers bought for the 2018 Pumpkin Competition had not been used and these can be used as prizes for this year.

Members also discussed Rainbows planting seeds in Hotham Park, as this had proved popular again in 2018. It was suggested that it would be nice if there was a piece of ground that could be made a 'permanent patch' for the Guides/Rainbows etc but this is not easy to achieve. It was agreed that the CC would contact JJM to arrange the seed planting for Rainbows this year.

Schools Competition – Suggestions for 2019 Competition

The 2018 Competition had been to grow cherry tomatoes and in 2017 it had been runner beans. Members discussed possible ideas, including peas and lettuce. It was felt that peas would be better as they were more interesting for the children to study as they grew, although it was acknowledged that they can be more difficult to grow. Following discussion, it was **AGREED** that the Competition would be to grow peas but that schools would also be sent lettuce seeds for the children to grow as well, although they would not be part of the Competition.

Suggestions for a Competition to replace the Grow a Halloween Pumpkin

The CC reported that there been very few entries this year and only 2 prizes had been awarded. Consequently, at the last meeting it had been decided that the Competition would not be held in 2019. Previous Competitions included Scarecrows and Wheelbarrows. Although proving initially popular, entries had dwindled. It was difficult to find something that remained successful.

MH reported on the Town Shows that used to take place at Hampshire Avenue recreation ground. It would be nice to provide something like that. Discussion took place as to whether something could be arranged with the Hotham Park Heritage Trust. This could either be a marquee with a mini Town Show or just a stand providing information about In Bloom and possibly giving away seeds. MH and PK are to meet with the HPHT in the next few days and they will discuss this with them and report back to the Committee.

Any other Competitions/Projects

This had been covered by the previous discussions.

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

The alleyway by Morrisons was mentioned but this is now being looked after by the Community Gardeners.

It was reported that Arun DC have plans to demolish the toilet block by Morrisons. When this work takes place, what will happen to the planter area and tree? Also, the area behind the toilet block is used by the Community Gardeners as a store and growing area. What will happen to this when the work begins? It was agreed that the CC would contact JJM and ask him if he could update the Committee on the implications of the planned work.

The issue of the planter near to the Unicorn Pub was also raised. This had been discussed at the last meeting and it had been suggested that perhaps Heygates Bookshop, as they are unable to have a hanging basket outside of their shop, would consider working in partnership with Arun on improvements to this planter. As JJM was not in attendance, no update was available. However, PK reported that the Community Gardeners had a local business willing to sponsor this planter and BJ reported that he understood that the Community Gardeners had adopted this planter to look after. It was agreed that the CC would contact JJM as a matter of urgency and report to members by email as to the actual position regarding the planter.

The poor state of the planters near to the public toilets in the London Road Car Park was also noted and this information will be forwarded to JJM.

6. UPDATE ON THE QUEENS COMMONWEALTH CANOPY

As JJM was not in attendance there was no update on this matter.

7. UPDATE ON PROPOSAL FROM FRENCH SCHOOL ON THEIR BEACH CLEAN AND AWARENESS CAMPAIGN ON 15th MAY 2019

The CC reported that she had been in touch with the French School planning to undertake a Beach Clean as part of their project. She had provided information to them about the requirements for a Risk Assessment and Arun DC can assist with the equipment required. It would be nice if the In Bloom Committee could support the activity by providing some refreshments and also publicity nearer the time. Members also suggested that they could be available on the day to meet the students on the beach (DM speaks fluent French and so would be willing to take part). It was **AGREED** that the Committee would provide refreshments for the activity.

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

Greener Bognor Network Community Orchard Project:

There was no update on the Community Orchard.

Bognor Community Gardeners: PK reported there had been a very good carol service in the Sunken Gardens and that 'Owls About Town' will be in attendance in February.

The Community Gardeners have been working in the area of the Bowling Green and things seem to be going well at the moment.

SG reported that two more trees had been planted in the area by the footbridge, near to where he lives.

PK reported that the wild cherry tree, planted to mark the launch of the National Tree Charter, has been cleared, along with a wider area in Hotham Park. The CC will contact JJM to find out the reason why this had been done. DM offered to provide a replacement.

9. TO CONSIDER INVOLVEMENT IN 2019 'GREAT BRITISH SPRING CLEAN' (22nd MARCH – 23rd APRIL)

The CC reported on the information she had received regarding the Great British Spring Clean and it was **AGREED** that the In Bloom Committee would again support this initiative. The CC will register an interest and sort out a suitable date, in liaison with Arun DC and Rebecca Vervecken.

10. CORRESPONDENCE

A Marshalls seed and plant catalogue had been received.

11. DATE OF NEXT MEETING

It was suggested that the next meeting should be held in early March. As Rebecca will be back as CC by that time, it was proposed that a date should be agreed with her and this will be circulated.

The Meeting closed at 5.25pm

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st JANUARY 2019**

**AGENDA ITEM 9 - YOUTH SERVICES PROVISION REVIEW INCLUDING
REPORT BY THE PROJECTS OFFICER ON A MEETING HELD BY SUSSEX
CLUBS FOR YOUNG PEOPLE ON 11th DECEMBER 2018 AND A TERM
REPORT ON CREATE FROM THE YOUTH WORKER**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Meeting Sussex Clubs for Young People:

The Projects Officer attended a meeting/workshop at Sussex Clubs for Young People (SCYP) to receive a presentation from the board of Trustees on the current position of the Club and to take part in discussion and scoping for the Club's future business plan going forward.

The meeting was well attended with representation from a wide range of relevant stakeholders and organisations, including, West Sussex County Council, youth leaders and young people.

With the recent appointment of new Directors and a change of business model, SCYP are now in a strong position to grow their organisation. They have recently taken over the running of the Purple Bus from WSCC and will be expanding their outreach project as well as looking to assist with the setting up of new youth clubs. The proposed growth could see the role of the Bognor Regis Youth Worker becoming a permanent position which can only be a positive outcome for the Town and the future of 39 Club and CREATE.

CREATE Term Report:

The report is not intended for the public domain and will be tabled at the meeting.

Members are asked to note that it has been necessary to postpone the meeting of the Youth Steering Group scheduled for the 16th January 2019, so there is no further update at the current time.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st JANUARY 2019**

**AGENDA ITEM 10 - 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 the Bognor Bike Community C.I.C for the amount of £660.00 to provide a supply of 125 bike security marking kits.

The application form will be available for Members information at the meeting having been previously reviewed by the Chairman.

Members are asked to note that of the available budget of £5,000 for the financial year ending 31st March 2019, to date £350.00 has been allocated leaving an available balance of £4,650

DECISION

Do Members **AGREE** to approve the application from Bognor Bike Community C.I.C, for the amount of £660.00?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st JANUARY 2019**

AGENDA ITEM 11 - CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION AND STATEMENTS TIME OF THE MEETING HELD ON THE 12th NOVEMBER 2018

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

The notes from Public Questions and Statements time of the meeting held 12th November 2018 are appended to this report as **Appendix 1**.

Members are asked if there are any items, that are not already Agenda items, that they may wish to consider at a future meeting.

Notes from Public Questions and Statements Time 12th November 2018

(3 Members of Public at meeting + 1 Councillor)

The following items were raised with Members:

A member of the public asked the Committee, with regard to the issues relating to the Linear Park, would the BRTC Councillors who are also District Councillors seek to work together with other ADC Councillors to "look out" for Bognor Regis. ADC need to be challenged. No proper consultation had been undertaken and they should be made to engage. Town and District Councillors need to create as much pressure as possible to work with the people of Bognor Regis for a stronger voice.

Members of the public spoke in relation to Agenda item 12 regarding the proposal for the Bognor Regis Pavilion. Members were asked to note that at this stage they are not looking at specific sites, other than it should be in the Town to draw people into the heart of Bognor Regis, not a huge stadium on the outskirts of the Town that would not bring in footfall to the Town Centre. The winter ice rink last Christmas proved it works.

A Councillor in the public gallery asked if there had been any update on the possibility of a meeting of the Old Town Working Group.

He also referred to Agenda item 14 (Beach Access) and urged people to take a look at the exposed ramp in front of the Rock Gardens. He also had a number of photographs if anyone would like to see.

In response to the earlier presentation from The Base Skate Park regarding the declining attendance numbers and concerns for its future, the following suggestions were made:

- Research the possibility of doing a of joint promotion with Butlins to get some of their visitors to the Base Park
- Do Butlins visitors know it's there? Offer a discount in return for promotion at the resort
- Taking the mobile ramp onto the prom or to Hotham Park other areas and offering taster sessions
- Try to get sponsorship from a local business
- Negotiate a rent reduction or holiday period for a few months
- Weave some sort of tie in with the game Fortnite
- Lobby Arun District and County Council Councillors
- WSCC crowd funding initiative – Spacehive?
- Put posters on the seafront

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st JANUARY 2019**

**AGENDA ITEM 12 - FURTHER CONSIDERATION OF THE PROPOSAL TO
TACKLE BEACH LITTER - MIN. 75 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the last meeting, Members asked for this item to be deferred so an approach could be made to the Ward Members of Marine and Marine North Wards to see if any of the unspent Ward Allocation funds could be used to fund this project.

However, since that meeting, Marine Ward has identified and agreed the expenditure of their allocation. Marine North Ward still has an unspent amount of £125.00, but this may not be sufficient to cover the cost of design and production for a more hard-hitting, 100% bio-degradable poster.

Members are therefore asked to consider and advise how they wish to proceed.

DECISION

How do Members wish to proceed with the production of a Beach Litter poster?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st JANUARY 2019**

AGENDA ITEM 13 - TO RECEIVE AN UPDATE ON BEACH ACCESS TOPIC TEAM

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

At the last meeting of the Beach Access Topic Team, it was agreed to hire a mini digger to attempt to move the stones and shingle that cover one of the existing access ramps on the Promenade to ascertain its condition. A Member of the Topic Team, who is both a Town and District Councillor, offered to liaise with the relevant ADC Officers to seek permission to undertake this task. It will also be necessary to identify a budget to cover any associated costs.

It is understood from the Member concerned that ADC do not object to this procedure however, official confirmation is yet to be received. The matter is also in the process of being referred to the Town Council's Policy and Resources Committee, to identify some funding.

Once all the necessary permissions are in place and assuming a budget can be identified, work will commence to initiate this project.

Members are also asked to note that the next meeting of the Beach Access Topic Team is currently being arranged.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st JANUARY 2019

**AGENDA ITEM 14 - WARD ALLOCATION ENVIRONMENTAL PROJECTS
BUDGET INCLUDING UPDATE ON ANY EXPENDITURE AND REMAINING
BUDGET FOR 2018/19 AND THE VICTORIA ROAD CAR PARK PROJECT**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to ratify the following proposal from Members of Marine Ward for the utilisation of their Ward allowance for 2018/19 of £375.00

All Members of Marine Ward have **AGREED** that the sum of £375.00 be donated to Radio Respect.

Remaining Unallocated funds for 2018/19

Marine North £125.00

Update on Victoria Road Car Parking Area

This update will be tabled at the meeting.

DECISIONS

Members are asked to **AGREE** to **RATIFY** the donation of £375.00 from Marine Ward to Radio Respect.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st JANUARY 2019**

**AGENDA ITEM 15 - CONSIDERATION OF THE MOTION PROPOSED BY
CLLR. COSGROVE, REFERRED FROM THE COUNCIL MEETING HELD ON 7th
JANUARY 2019 REGARDING ADC OWNED PROPERTIES**

REPORT BY THE PROJECTS OFFICER

**FOR INFORMATION
& DECISION**

At the Council meeting held on the 7th January the following Motion was proposed by Cllr. J. Cosgrove. The item has been referred to this Committee for Members to consider.

“This Council Expresses deep concern at the persistent, long-term neglect of properties owned by Arun District Council, viz The Beach Hotel site, 2-4 and 6-8 Waterloo Square, and calls on Arun to initiate an Independent Inquiry into this matter and that the subsequent Report be published in the public domain thereafter.”

Members are also asked to note that the matter of neglect of ADC owned properties has previously been referred to the Community Engagement and Environment Committee at the request of Cllr. Cosgrove and was discussed at the meeting held 12th November 2018 (Min. 79 refers) with Members agreeing at that time to express the concerns to ADC and furthermore, that ADC be asked to send a representative to answer questions from the Committee on the issue.

A letter has been sent to the ADC Property, Estates & Facilities Manager who has responded as follows:

“Please may I ask that any specific questions that your Members have in relation to ADC owned assets are provided to this Council in writing to enable a response to be provided. This way we can understand the issues that your Members may have in order that we may then communicate our position. If a meeting is then required to discuss the factual position following receipt and digestion of our response, then I would suggest that this would be a more effective and efficient way of dealing with these matters.”

DECISION

Members are invited to advise how they wish to proceed in light of Cllr. Cosgrove's most recent Motion.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st JANUARY 2019**

**AGENDA ITEM 16 - CONSIDERATION OF THE MOTION PROPOSED BY
CLLR. COSGROVE, REFERRED FROM THE COUNCIL MEETING HELD ON 7th
JANUARY 2019 REGARDING THE PHOENIX CENTRE**

REPORT BY THE PROJECTS OFFICER

**FOR INFORMATION
& DECISION**

At the Council meeting held on the 7th January the following Motion was proposed by Cllr. J. Cosgrove. The item has been referred to this Committee for Members to consider.

“This Council calls on West Sussex Education Authority, and The Regis School to work together to enable The Phoenix Centre to be accessed as originally conceived and publicly funded by all local young people and not just a limited number as at present and pledges this Council's help in achieving this goal.”

Members are asked to note that West Sussex County Council are currently supporting the Youth Worker and allow her to hold the CREATE sessions at the Phoenix Centre at no cost.

DECISION

Members are invited to advise how they wish to proceed in light of Cllr. Cosgrove's most recent Motion.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st JANUARY 2019**

**AGENDA ITEM 17 - TO CONSIDER NOMINATIONS FOR THE MAYOR'S
GOOD CITIZEN AWARD**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to consider and agree the nomination for the Mayor's Good Citizen Award.

The name of the nominee will be tabled at the meeting. May I respectfully remind Members that the candidate should remain confidential until the announcement is made at the Mayor's Civic Reception.

DECISION

Members are invited to **AGREE** the nomination for the Mayor's Good Citizen Award.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st JANUARY 2019**

**AGENDA ITEM 18 - TO CONSIDER NOMINATIONS FOR THE MAYOR'S
AWARD FOR YOUNG PEOPLE**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to consider and agree nominations for the Mayor's Award for Young People.

Members will be asked to put forward their suggestions for the nominee/nominees at the meeting. May I respectfully remind Members that candidates should remain confidential until the announcement is made at the Mayor's Civic Reception.

DECISION

Members are asked to **AGREE** the nomination for the Mayor's Award for Young People.

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st JANUARY 2018
GENERAL CORRESPONDENCE

1. Letter – Chief Executive Sussex - Oakleaf Housing Association re closures of homes
2. Email - Sussex ALC Weekly Bulletin - Pocket Parks Plus: supporting parks and public spaces where people can relax, exercise, socialise and play