



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 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 20th MAY 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 MAY 2019

TOWN CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. To note the appointment of Chairman and Vice-Chairman as agreed at the Annual Town Council Meeting on the 13th May 2019
2. **Chairman's Announcement and Apologies for Absence**
3. **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

4. Appointment of Sub-Committees, Working Groups and Topic Teams
 - a) Bognor Regis in Bloom Working Group including consideration of recommendations to Council of co-options for ratification
 - b) Beach Access Topic Team
 - c) Youth Worker Steering Group
5. To consider Terms of Reference for the following Committees, Working Groups and Topic Teams including updates and amendments if required
 - a) Community Engagement and Environment Committee
 - b) Bognor Regis in Bloom Working Group
 - c) Beach Access Topic Team
 - d) Youth Worker Steering Group
6. To Approve the Minutes of the Meeting held on 25th March 2019
7. Adjournment for Public Question Time and Statements extended to a maximum of 60 minutes in accordance with Standing Orders (S.O. 31.8)
8. **Clerk's report from** previous minutes
9. Consideration of the notes from the Public Question and Statements time of the Meeting held on the 25th March 2019, including discussion regarding toilet closure on the Promenade - Min. 108 refers
10. Youth Services Update including to receive the notes of the Youth Worker Steering Group Meeting held on 24th April 2019 and report on the IPEH Partnership Advisory Board Meeting held on 1st May 2019 - Min. 114 refers
11. To note and determine any applications received for the Flexible Community Fund and to review the current application and criteria form for recommendation to the Policy and Resources Committee - Min. 115 refers
12. To receive an update from the Beach Access Topic Team including date of next meeting - Min. 119 refers
13. Consideration of future Council Surgeries including recommendation from the Planning and Licensing Committee at their meeting 29th January 2019 (Min. 189 refers), to hold a surgery in the Old Town area
14. Ward Allocation Environmental Projects Budget
15. Bognor Regis In Bloom Working Group - Consideration of the Resolutions Recommendations and Reports in the Notes of the Meeting held on 30th April 2019
16. Consideration of a request from the Bognor Community Gardeners for Town Force assistance with watering
17. To receive a report on the "Beat the Street" initiative
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

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
20th MAY 2019

AGENDA ITEM 4 - APPOINTMENT OF SUB-COMMITTEES, WORKING GROUPS AND TOPIC TEAMS: BOGNOR REGIS IN BLOOM WORKING GROUP INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION; BEACH ACCESS TOPIC TEAM; YOUTH WORKER STEERING GROUP

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION
& DECISION

Members are invited to AGREE to the appointment of the Bognor Regis in Bloom Working Group, Beach Access Topic Team and the Youth Worker Steering Group for the 2019/20 municipal year.

Members are asked to AGREE to the appointment of the following Councillors; S. Goodheart, Mrs. J. Warr and P. Woodall to the Bognor Regis in Bloom Working Group.

Members are further asked to AGREE to RECOMMEND to Council the appointment of the following Co-Opted members to the Bognor Regis in Bloom Working Group: Mr. S. Hearn, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane and Mr. D. Meagher. There will also be a representative from the Arun District Council Parks and Greenspace department.

Members are asked to AGREE to a maximum of four Members of this Committee to sit on the Beach Access Topic Team.

Members are asked to AGREE to appoint the Chairman of this Committee to the Youth Worker Steering Group.

DECISIONS

Do Members RESOLVE to appoint the Bognor Regis in Bloom Working Group, Beach Access Topic Team and the Youth Worker Steering Group for the 2019/20 municipal year?

Do Members AGREE to the appointment of Cllrs. S. Goodheart, Mrs. J. Warr and P. Woodall to the Bognor Regis in Bloom Working Group?

Do Members AGREE to RECOMMEND to Council the appointment of the Co-Opted Members of Mr. S. Hearn, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane, Mr. D. Meagher and a representative for Around District Council to the Bognor Regis in Bloom Working Group?

Members are further invited to AGREE that four Members of the Community Engagement and Environment Committee should sit on the Beach Access Topic Team?

Do Members AGREE to RECOMMEND that the Chairman of the Community Engagement and Environment Committee be appointed to the Youth Worker Steering Group?

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
20th MAY 2019

AGENDA ITEM 5 - TO CONSIDER TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES, WORKING GROUPS AND TOPIC TEAMS INCLUDING UPDATES AND AMENDMENTS IF REQUIRED: COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE; BOGNOR REGIS IN BLOOM WORKING GROUP; BEACH ACCESS TOPIC TEAM; YOUTH WORKER STEERING GROUP

REPORT BY THE PROJECTS OFFICER

FOR DECISION

As is usual at this time of year, following the re-appointment of the Community Engagement and Environment Committee, Bognor Regis in Bloom Working Group, Beach Access Topic Team and Youth Worker Steering Group (if applicable), Members are invited to review the Terms of Reference (attached as APPENDICES 1 to 4) noting the following Officer recommendations:

Community Engagement and Environment

No Officer recommendations

Bognor Regis in Bloom Working Group

No Officer recommendations

Beach Access Topic Team

No Officer recommendations

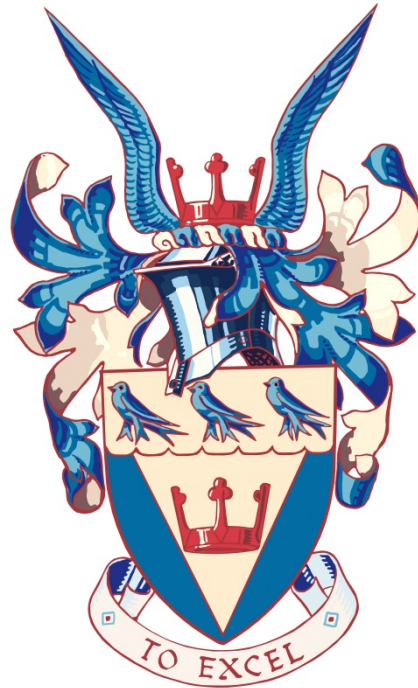
Youth Worker Steering Group

Due to the development of this initiative since it's inception, there are several Officer recommendations for changes to the Terms of Reference (highlighted in red) which reflect the future role of the group overseeing the now established CREATE.

Members are therefore invited to note the recommendations above, make any further amendments as necessary and recommend the final documents to the Policy and Resources Committee.

DECISION

Members are invited to AGREE the final Terms of Reference for the Community Engagement and Environment Committee, Bognor Regis in Bloom Working Group and Beach Access Topic Team and Youth Worker Steering Group as noted above for RECOMMENDATION to the Policy and Resources Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

Adopted by the Council at its Meeting held on **2nd July 2018**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

9 Members of the Authority

Quorum = 3

Function of Committee Column 1	Delegation of Functions Column 2
<p>1. Community Engagement</p> <p>1.1 To lead and encourage effective local community engagement, ensuring that, embedded throughout the Council and its decision-making processes is a clear understanding of the need to engage with the local community about decisions which affect them. Such thinking to be reflected throughout the implementation of the terms of reference 1 to 8 detailed below.</p> <p>1.2 To champion and where possible enable the aspirations/comments/suggestions obtained from the community to have an impact on decision making and the way in which services are being delivered.</p> <p>1.3 To promote the social wellbeing of the Town and to facilitate and support local community and voluntary organisations within the framework of our Corporate Strategy</p> <p>1.4 To lead the drive for one Bognor Regis engaged community and to take responsibility for the reporting of community engagement with those living and working in the Town.</p> <p>1.5 To identify different community sectors of place or interest not already involved in the engagement process to ensure all parts of the community are reached.</p> <p>1.6 To organise and facilitate the methods of community engagement for participation by all Members of the Council, tailored to the specifics of the target community sectors when applicable.</p> <p>1.7 To organise and facilitate the formation of Topic Teams with focus on specific issues as identified through community engagement.</p> <p>1.8 To review outcome from all engagement activities and make suitable recommendations to Council or Committee with reference to the Corporate Strategy.</p> <p>1.9 To regularly assess the delivery of engagement to identify strengths and weaknesses and required resources from within the Council to ensure effective engagement.</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Operational management to Town Clerk • Committee for strategic overview • Grants to Policy and Resources Committee • Promotion & other support to Committee/ Town Clerk in accordance with Policy • Committee for strategic overview • Committee for strategic overview • Committee for strategic overview • Operational management to Town Clerk • Committee for strategic overview • Operational management to Town Clerk • Committee for strategic overview • Operational management to Town Clerk • Committee for strategic overview • Operational management to Town Clerk
<p>2. Environment</p> <p>2.1 To promote the environmental wellbeing of the Town</p> <p>2.2 Issues involving ancient monuments & areas of archaeological interest</p> <p>2.3 To approve & action any Environmental Audits</p> <p>2.4 To promote environmental awareness</p> <p>2.5 To lead on sustainability and transition for the Town</p> <p>2.6 To lead the duty to consider the conservation of biodiversity when undertaking all Council functions. Natural Environment and Rural Communities Act 2006, s40</p>	<ul style="list-style-type: none"> • Committee under the direction of Council • Town Clerk for operational matters • Strategic overview to Committee • Operational management to Town Clerk • Committee within budget • Town Clerk to initiate audit • Committee to approve programme within budget • Committee within budget • Strategic overview to Committee • Operational management to Town Clerk

<p>3. Environmental & Public Health</p> <p>3.1 Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125</p> <p>3.2 Power to deal with ponds & ditches, Public Health 1936, S260</p> <p>3.3 To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matter, pollution, animal welfare issue,</p> <p>3.4 To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act)</p> <p>3.5 Waste & recycling</p>	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk • Power to Committee • Petitions to Committee • Town Clerk in other cases • Committee • Town Clerk in consultation with Chairman in cases of urgency • Strategic overview to Committee • Operational management to Town Clerk
<p>4. Personal Health</p> <p>4.1 To work with partner organisations to improve the health of people in the Town</p> <p>4.2 To improve access to services which can contribute to health</p> <p>4.3 To promote healthy living</p> <p>4.4 Contribute to the development of and co-ordination of NHS services</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for operational management • Committee for strategic overview • Town Clerk for operational management • Committee for strategic overview • Town Clerk for operational management • Committee for strategic overview • Town Clerk for operational management
<p>5. Children and Young People</p> <p>5.1 Support public and community services and facilities for the young</p> <p>5.2 Co-ordinate the involvement of children and young people in decision making</p> <p>5.3 Support to children and young people in their communities</p>	<ul style="list-style-type: none"> • Committee within Policy and Budget • Committee within Policy and Budget • Committee within Policy and Budget
<p>6. Public Realm & Public Facilities</p> <p>6.1 Provision of litter receptacles, Litter Act 1983, S5&6</p> <p>6.2 Provision and maintenance of street furniture and signs</p> <p>6.3 Matters relating to street cleaning, litter, fly posting, graffiti, including fixed penalty notices (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005</p> <p>6.4 Power to provide & maintain public conveniences, Public Health Act 1936, s87, including partnerships for community provision.</p> <p>6.5 Power to provide baths & washhouses under Secs 221, 222, 223 & 227 of Public Health Act 1936</p> <p>6.6 To promote and support floral and planting Initiatives, Local Government Act 1972. s 144</p>	<ul style="list-style-type: none"> • Committee • Strategic overview within budget to Committee • Operational management to Town Clerk • Strategic overview to Committee • Operational management to Town Clerk • Strategic overview to Committee within budget & policy • Operational Management to Town Clerk • Committee for strategic overview • Town Clerk for operational management • Committee under the direction of Council • Operational management to Town Clerk
<p>7. Clocks</p> <p>7.1 Power to provide & contribute to public clocks, Parish Councils Act 1957, S2</p>	<ul style="list-style-type: none"> • Operational management to Town Clerk
<p>8. Heritage</p> <p>8.1 To directly or indirectly conserve the cultural heritage of the Town.</p> <p>8.2 To manage, preserve & promote the use of the Town's historic records, artefacts & treasures, Local Government (Records) Act 1962, ss1 and 4</p>	<ul style="list-style-type: none"> • Strategic overview to Committee within budget & policy • Operational Management to Town Clerk • Strategic overview to Committee within budget & policy • Operational Management to Town Clerk

9. To support home safety initiatives in the town	• Committee under the direction of Council
10. Flexible Community Fund 10.1 To administer the Council's Flexible Community Fund in accordance with Policy 10.2 To approve grants within the approved budget and Policy	• Committee • Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS IN BLOOM

WORKING GROUP

Adopted by the Council at its Meeting held on **2nd July 2018**

BOGNOR REGIS TOWN COUNCIL

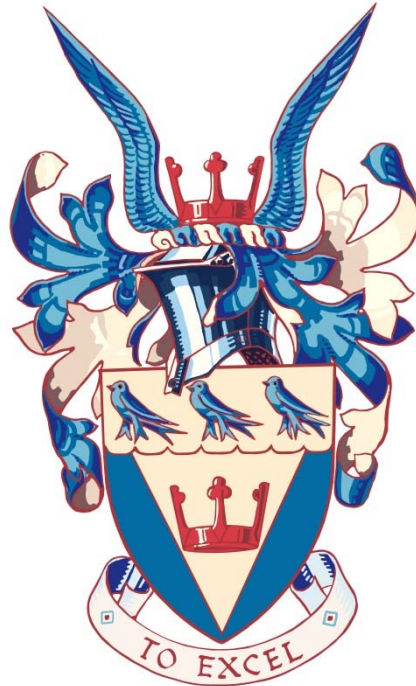
TERMS OF REFERENCE: BOGNOR REGIS IN BLOOM WORKING GROUP

This is a Working Group of the Community Engagement and Environment Committee

6 Members of the Authority and co-opted Members

Quorum = 3

Function of Working Group Column 1	Delegation of Functions Column 2
1	The In Bloom Working Group is responsible for the promotion and planning of the Bognor Regis in Bloom competition and the application including the portfolio, planning and promotion for Bognor Regis' entry to South and South East in Bloom.
2	The Working Group will deal under delegated powers with the following specific decision-making issues within the budget and policies approved by the Community Engagement and Environment Committee.
Bognor Regis In Bloom Competition (i) Promote the competition through the media and other methods (ii) Collate, plan and judge all entries received at the office (iii) Organise presentation evening, awards and certificates	<ul style="list-style-type: none"> • Working Group within Budget • Working Group within Budget • Working Group within Budget
South & South East in Bloom Competition (i) Collate material over the year for inclusion in the portfolio (ii) Complete application to competition and representatives of the Working Party to attend seminars and presentations (iii) Promote South & South East in bloom through media, schools and other organisations. (iv) Organise planting competitions (v) Liaise with BRTC and ADC on planting programs / projects planned for year (vi) Plan route and itinerary for judging day (vii) Organise planting displays at national events to promote the town of Bognor Regis	<ul style="list-style-type: none"> • Working Group within Budget • Working Group within Budget • Working Group within Budget • Working Group within Budget • Working Group within Budget • Working Party within Budget • Working Group within Budget



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BEACH ACCESS

TOPIC TEAM

Adopted by the Council at its Meeting held on **xxxx**

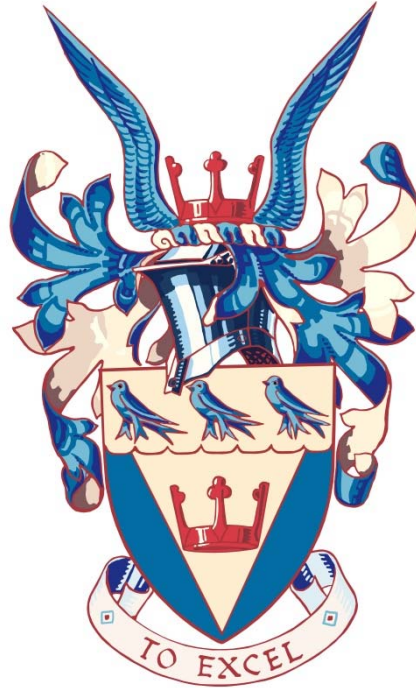
BOGNOR REGIS TOWN COUNCIL
TERMS OF REFERENCE: BEACH ACCESS TOPIC TEAM

This is a Topic Team of the Community Engagement and Environment Committee

Committee Membership: ~~Cllrs: P. Dillon, S. Goodheart, M. Smith and Mrs J. Warr, (to be appointed)~~
 Projects Officer, interested stakeholders and members of the public.

Quorum = n/a

Function of Working Group Column 1	Delegation of Functions Column 2
1.To investigate means of achieving pedestrian and ambient-disabled access over and/or through the stones to the sand and shoreline and to work with members of the community to bring about the same	Topic Team to make recommendations to Community Engagement and Environment Committee
2.To work with Arun District Council, Officers, Engineers and the Foreshore Office to determine the viability of any proposals	Topic Team to make recommendations to Community Engagement and Environment Committee
3.To investigate possible funding streams for installation of any successful proposal	Topic Team to make recommendations to Community Engagement and Environment Committee
4.To refer any programme and budgets to the Community Engagement and Environment Committee with a recommendation to the Policy and Resources Committee for any budget required to deliver the programme	Topic Team to make recommendations to Community Engagement and Environment Committee
5.To promote the potential benefits that can be gained through partnership collaboration to all the community, as well as the economic growth impact to the town and the enhancement of regeneration through a successful outcome	Topic Team to make recommendations to Community Engagement and Environment Committee



BOGNOR REGIS TOWN COUNCIL
TERMS OF REFERENCE

YOUTH WORKER
STEERING GROUP

Adopted by the Council at its Meeting held on 4th September 2017

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: YOUTH WORKER STEERING GROUP

This is a Steering Group reporting to the Community Engagement and Environment Committee

Membership: The Chairman of Bognor Regis Town Council Community Engagement and Environment Committee, Bognor Regis Town Council Projects Officer, Representatives from Sussex Clubs for Young People, Arun District Council, West Sussex County Council and the Bognor Regis Youth Worker

Quorum = n/a

Function of Working Group Column 1	Delegation of Functions Column 2
<p>1. To consult with young people and members of the local community about the need for universal and generic youth services or safe spaces for young people to meet and socialise.</p> <p>2. To manage and report on progression of the Youth Worker engagement project</p> <p>3. To receive reports and updates from the CREATE Management Committee</p> <p>3. To recruit young people to represent the widest possible views of their peers and participate in Steering Group meetings.</p> <p>4. To oversee and agree any press releases or publications relative to the project.</p> <p>5. To explore support and assist in the preparation of funding proposals for CREATE and recommendations for the continuance of the project. at the end of the 6-month trial period</p>	<ul style="list-style-type: none"> • Steering Group to make recommendations to Community Engagement and Environment Committee



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 25th MARCH 2019

PRESENT:

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

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
2 Councillors in the public gallery: Cllrs: J. Brooks
and P. Woodall
1 member of the press
2 members of the public

The Meeting opened at 6.32pm

104. **CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE**

In the absence of the Chairman, the Vice-Chairman, Cllr. Goodheart took the Chair.

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllr. Smith who was working. No apologies had been received from Cllrs. Cosgrove and Dillon.

The Projects Officer read the following statement:

"Members are invited to note that no apologies have been received from Cllr. Enticott. At the Full Council Meeting held on 11th March 2019, having received recommendations from an Assessment Panel Hearing into complaints made against Cllr. Enticott, Members resolved to suspend Cllr. Enticott from all Committees and Sub-Committees of the Council for the remainder of the term of this Administration. This will be reviewed again at the Annual Town Council Meeting."

105. **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

106. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 21st JANUARY 2019

The Minutes of the Meeting held on the 21st January 2019 were approved by the Committee as a correct record and were signed by the Chairman.

107. TO RECEIVE A PRESENTATION FROM THE WEST SUSSEX COUNTY COUNCIL'S COMMUNITY PARTNERSHIP AND COMMUNITIES TEAM OFFICER ON THE SPACEHIVE CROWDFUNDING INITIATIVE AND HOW IT WORKS

The Chairman welcomed the West Sussex County Council Communities Team Officer and invited her to address the Committee regarding the Spacehive Crowdfunding initiative.

The Chairman adjourned the Meeting at 6.36pm

The Chairman reconvened the Meeting at 7.01pm

The Chairman thanked the Officer for a very interesting and informative presentation, and it was noted that Members would discuss the issue further, later in the meeting, under Agenda item 8.

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

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 Chairman adjourned the Meeting at 7.02pm

The following items were raised:

A member of the public spoke about the recent Beach Access Topic Team Meeting, which he had attended. He had been encouraged by what had gone on in the meeting and hoped that this Committee would support the idea of having a ramp.

A member of the public spoke about the public toilets on the promenade and the fact that the summer season will soon be starting and there does not appear to be any urgency from Arun District Council to get the toilets re-opened. Is there anything the Town Council or the people can do to get the issue resolved as soon as possible?

Members discussed the issues raised and urged the District Councillors present to take this up directly with ADC. They also requested that the concerns over the toilets be an Agenda item for the next meeting.

The Chairman reconvened the Meeting at 7.16pm

109. **CLERK'S REPORT FROM PREVIOUS MINUTES**

109.1 Min. 96 - 21st January 2019 - Consideration of the Motion proposed by Cllr. Cosgrove, referred from the Council Meeting on the 7th January 2019 regarding ADC owned properties, also CE&E Min. 79 refers:

Members instructed the Projects Officer to write to ADC requesting they initiate an independent inquiry to ascertain the current condition of their properties, to ensure that in future, buildings are no longer allowed to fall into such level of disrepair that the only solution is demolition. Members NOTED that a response had been received from the ADC Director of Place confirming that the Council will not be initiating any inquiry into the matters listed.

110. CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION AND STATEMENTS TIME OF THE MEETING HELD ON THE 21st JANUARY 2019 - MIN. 85 REFERS

The Projects Officer's report was NOTED including the Notes from the public question and statements time of the meeting on the 21st January, as circulated to Members previously. There were no recommendations for future Agenda items.

111. CONSIDERATION OF WEST SUSSEX COUNTY COUNCIL'S SPACEHIVE CROWDFUNDING INITIATIVE AND HOW MEMBERS WOULD LIKE TO SUPPORT THIS

The Projects Officer's report was NOTED.

Members discussed the earlier presentation on the Spacehive initiative, which they found to be very helpful and informative. Members noted that it gave them a very good overview of how the initiative works and the advantages of the scheme.

Members AGREED to write a letter of thanks to the West Sussex County Council Officer for her professional presentation and will watch with interest how the initiative progresses.

112. TO RATIFY THE £25.00 VOUCHER FOR THE MAYOR'S CITIZEN AWARD FOR YOUNG PEOPLE

The Projects Officer's report was NOTED, and Members AGREED to RATIFY the £25.00 voucher for the Mayor's Citizen Award for Young People.

113. REPORT ON COUNCILLOR SURGERIES AND OPEN FORUMS INCLUDING UPDATE ON DROP-IN SURGERY HELD 21st FEBRUARY 2019

Members NOTED the Projects Officer's report.

Following discussion, Members felt that the feedback received from the Drop-In Surgery only represented a very small minority of the community. However, from the snapshot taken, social issues were the main areas of concern of those who engaged.

Members therefore AGREED that the report should be made available to the new Administration when considering the Corporate Strategy for the next four years.

114. YOUTH SERVICES PROVISION REVIEW AND TO RECEIVE THE NOTES OF THE YOUTH WORKER STEERING GROUP MEETING HELD ON 6th MARCH 2019 AND REPORT ON THE IPEH TASK AND FINISH GROUP MEETING HELD ON 15th MARCH 2019

Members NOTED **the Projects Officer's report including** the Notes from the Youth Worker Steering Group Meeting on the 6th March and the report on the IPEH Task and Finish Groups Meeting on the 15th March 2019, as circulated to Members previously.

The Projects Officer informed Members that an error had appeared on the Agenda and the correct date of the Youth Worker Steering Group Meeting was 6th March 2019 as shown on the Notes circulated.

Members NOTED the recommendation from the Youth Worker Steering Group and AGREED to write a letter to West Sussex County Council in support of the proposal from Sussex Clubs for Young People to take on the day to day management of the Phoenix Centre.

115. TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND

The Projects Officer's report was NOTED.

Members were concerned that some of the applications put forward did not really meet the original purpose of the Flexible Community Fund (FCF). It was noted that the current FCF application form closely mirrors the Grant Aid application form, which may cause confusion. Members were of the opinion that the FCF should be for small sums of money that are required urgently and in situations when it would not be feasible to wait for the Grant Aid process to begin.

Having reviewed the applications Members AGREED to APPROVE the application from Grandads Front Room for £800.00.

Members further AGREED to APPROVE the application from The 39 Club for £2,000.00.

Following online research by a Member at the meeting and further debate, Members REFUSED the application from the Capital Project Trust for £1,000.00.

Members AGREED for the remaining balance of £1,190.00 from the 2018/19 FCF Budget to be returned to General Reserves at the end of the current financial year.

Members also AGREED to RECOMMEND that a review of the application form and criteria of the Flexible Community Fund be undertaken by the new Administration so that the application process, criteria and purpose of the fund is easier to understand and apply for.

116. UPDATE ON MEETING OF THE COMMUNITY SPACE AUDIT TASK AND FINISH GROUP (MIN 86.1 REFERS) AND TO RECEIVE THE NOTES OF THE MEETING HELD ON 26th FEBRUARY 2019

The Projects Officer's report was NOTED including the Notes of the Community Space Audit Task and Finish Group Meeting held on the 26th February 2019 as previously circulated.

Following consideration, Members AGREED to RECOMMEND the following to Full Council:

- That the collated information be published on the Town Council website and made available to the public as a downloadable PDF;
- For hard copies to be available on collection from the office and any written request to be accompanied by a stamped addressed envelope;
- To invite Neighbouring Parish Councils to share the information on their websites;
- For the information to be checked and updated bi-annually but any new venues to be added immediately;
- That a nominal budget, to a maximum of £30.00, be identified to cover any printing costs.

Members further AGREED to disband the Community Engagement and Environment Community Space Audit Task and Finish Group.

117. UPDATE ON THE PROPOSAL FROM A MEMBER OF THE PUBLIC TO PRODUCE A HOMELESS STREET SHEET FOR THE BOGNOR REGIS AREA - MIN. 87 REFERS

The Projects Officer's report was NOTED and following on from Members' decision to award £800.00 to Grandads Front Room to produce a Homeless Street Sheet for Bognor Regis (Min. 115 refers), a draft design of the Street Sheet will now be commissioned and work on production commenced.

Furthermore, Members AGREED for Officers to support Grandads Front Room in the final delivery of the project.

118. FURTHER CONSIDERATION OF THE PROPOSAL TO TACKLE BEACH LITTER INCLUDING PRODUCTION OF POSTERS FUNDED FROM THE MARINE NORTH WARD 2018/19 WARD ALLOCATION - MIN. 93 REFERS

The Projects Officer's report was NOTED.

An updated version of the original poster was circulated to Members that included some additional wording and a slight amendment to the layout which Members APPROVED.

After considering the quotations which had been previously circulated Members AGREED to purchase the following:

Company A - 3 x A1 posters @ £17.00 each	£51.00
Company C1 - 1 x box of 20, A4 posters	£26.00
Total	£77.00

Members AGREED to fund the production of the posters from the Marine North Ward 2018/19 Ward Allocation Budget of £125.00 and further AGREED to earmark the remaining £48.00 for additional/replacement posters as and when required.

Following a brief discussion, Members AGREED to utilise the following sites to display the posters, subject to receipt of any relevant permissions:

- Seafront Shelters
- Poster site on Pier
- Seafront Kiosk and Shops
- Regis Centre
- Town Council Noticeboards

Members also asked for some printed copies of the poster to be displayed at the Mayor's Civic Reception.

119. TO RECEIVE AN UPDATE ON BEACH ACCESS TOPIC TEAM AND TO RECEIVE THE NOTES OF THE MEETING HELD ON 21ST MARCH 2019

The Projects Officer's report was NOTED, including the Notes of the Beach Access Topic Team Meeting held on 21st March 2019 as previously circulated. Cllr. Mrs. J. Warr, thanked Officers for the quick turnaround in getting these Notes completed and distributed to the group the day following the meeting.

Following discussion, Members AGREED to initiate a feasibility study into the possibility of installing a ramp with any expenditure funded from the 2019/20 Beach Access Topic Team Budget.

With regard to the historic S106 funding, Members received the spreadsheet as previously circulated and after due consideration, AGREED that due to the time elapsed and the small amount of funding that had remained, no further investigation should take place.

120. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING UPDATE ON ANY EXPENDITURE AND REMAINING BUDGET FOR 2018/19 AND TO NOTE AN OVERSPEND OF £131.00 FROM MARINE WARD

The Projects Officer's report was NOTED including the overspend of £131.00 from Marine Ward.

Members also acknowledged that the Victoria Road Car Park project was now complete and furthermore, NOTED that all the Ward Allocation funds for 2018/19 and any previous earmarked funds had now been utilised

except for the balance of £48.00 from Marine North Ward as noted under Min. 118 above.

121. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 12th MARCH 2019

The Projects Officer's report was NOTED including the Notes of the Bognor Regis in Bloom Working Group Meeting held on 12th March 2019 as previously circulated. Members subsequently AGREED to APPROVE the following Recommendations:

- To earmark the remaining £145.27 of the Competition Expenses budget for a new competition for 2019;
- To earmark any remaining balances from the Environmental Projects budget 2018/2019 to pay for four new trees, to replace those that had gone missing at various locations around the Town, with remaining monies to fund plans for further improvements at the Health Centre and Railway Station;
- To earmark the remaining balance of £128.62 from the Fundraising budget for use by the Working Group, as this was money that had been raised themselves at various In Bloom events throughout the year.

Members further AGREED to APPROVE the Recommendation to appoint a **Tree Warden for Bognor Regis, with a possible 'trial' period**, noting that this would be a voluntary position and although the post would be awarded by the Town Council, via the Bognor Regis in Bloom Working Group, West Sussex County Council would provide advice, training and support.

122. CONSIDERATION OF THE REFERRAL FROM THE PLANNING AND LICENSING COMMITTEE AT THEIR MEETING ON THE 29th JANUARY 2019 - MIN. 189 REFERS, ON THE VIABILITY OF REFORMING THE OLD TOWN WORKING GROUP AND TO NOTE THE COMMENTS FROM THE BID COMPANY IN RELATION TO THIS

The Projects Officer's report was NOTED.

Following discussion Members made the decision not to reform the Old Town Working Group at this time but to be minded that should an appropriate future project be forthcoming that they wished the Town Council to support, then this Committee would relook at reforming the Group then.

123. REPORT ON MEETING HELD 18th MARCH 2019 REGARDING THE CURRENT SITUATION RELATING TO ROUGH SLEEPERS IN THE TOWN CENTRE

The Projects Officer's report was NOTED.

Members were encouraged that a multi-agency action group had been appointed and would look forward to receiving information and guidance for tackling the homeless situation and to assist members of the public with the reporting of anti-social behaviour.

124. CONSIDERATION OF LOCALITY MEMBERSHIP RENEWAL FOR 2019/20

Members AGREED to renew the annual membership for Locality at a cost of £416.67+ VAT.

125. REPORTS:

a. To note financial reports, previously circulated

The reports were NOTED.

b. Any further reports

There were no further reports.

126. CORRESPONDENCE

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

Item 2 on the correspondence list, relating to the public toilets on the promenade, was highlighted to Members and it was noted that the Deputy Clerk was seeking an update on the situation from the ADC Facilities Manager.

Meeting closed at 8.30pm

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
20th MAY 2019

AGENDA ITEM 9 - CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION AND STATEMENTS TIME OF THE MEETING HELD ON THE 25th MARCH 2019, INCLUDING DISCUSSION REGARDING TOILET CLOSURE ON THE PROMENADE - MIN. 108 REFERS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION &
DECISION

The notes from the Public Question and Statements time of the Meeting held 25th March 2019 are attached 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.

Members are further asked to consider the recommendation to discuss the situation regarding the toilet closure on the Promenade and to advise how they wish to proceed.

DECISIONS

Do Members have any items for inclusion on a future agenda?

How do Members wish to proceed with regard to the comments made about toilet provision on the Promenade?

Notes from Public Questions and Statements Time 25th March 2019

(2 Members of Public at meeting + 2 Councillors)

The following items were raised with Members:

A member of the public spoke about the recent Beach Access Topic Team Meeting, which he had attended. He had been encouraged by what had gone on in the meeting and hoped that this Committee would support the idea of having a ramp.

A member of the public spoke about the public toilets on the promenade and the fact that the summer season will soon be starting and there does not appear to be any urgency from Arun District Council to get the toilets re-opened. Is there anything the Town Council or the people can do to get the issue resolved as soon as possible?

Members discussed the issues raised and urged the District Councillors present to take this up directly with ADC. They also requested that the concerns over the toilets be an Agenda item for the next meeting.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
20th MAY 2019

AGENDA ITEM 10 - YOUTH SERVICES UPDATE TO RECEIVE THE NOTES OF THE YOUTH WORKER STEERING GROUP MEETING HELD ON 24th APRIL 2019 AND REPORT ON THE IPEH PARTNERSHIP ADVISORY BOARD MEETING 1st MAY 2019 - MIN. 114 REFERS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Members are asked to receive the Notes of the Youth Worker Steering Group Meeting on the 24th April 2019 attached as APPENDIX 1. Members are also asked to note that the incorrect date for this meeting had been included on the Agenda as circulated.

Members are further asked to receive the Notes of the IPEH Task and Finish Group Meeting on the 1st May 2019 attached as APPENDIX 2.

At the last meeting of this Committee, Members agreed to write a letter to West Sussex County Council in support of the proposal from Sussex Clubs for Young People to take on the day to day management of the Phoenix Centre, as recommended by the Youth Worker Steering Group. A letter was duly sent to Cllr. Paul Marshall, the Cabinet Member for Children and Young People and Members are invited to note his response, a copy of which is attached as APPENDIX 3.

Bognor Regis Town Council (BRTC)
Youth Worker Steering Group
24th April 2019
Hotham Park Lodge

Present:

Jo Cooke (West Sussex County Council)
Keely Hardy (BRTC - Youth Worker)
Sheila Hodgson (Projects Officer - BRTC)

Notes of the Meeting 6th March 2019
Noted and AGREED

Update from SCYP including agreement on total monies to be transferred back to CREATE

As Chris Cook from Sussex Clubs for Young People (SCYP) was not at the meeting it was not possible to confirm the amount of money to be transferred back to CREATE. Sheila will contact Chris to action.

SCYP Structure:

SCYP have split their operation into 3 areas with the Team Managers noted as follows:

- Rural (formerly Horsham Matters area) - Team Manager: Jo Bell
- Mid Sussex - Team Manager: TBA
- Coastal - Team Manager: Keely Hardy

The following positions at SCYP were also noted:

- * Projects Officer (new role)
- * Funding Officer (commissioned based appointment)
- * Administrator

Other Updates:

Billingshurst Parish Council has recognised and commented on the successful work that has been undertaken in Bognor Regis.

Keely reported that Chris Cooke has received some positive feedback from his meeting with Cllr. Paul Marshall, the WSCC Cabinet Member for Start of Life, regarding the Phoenix Centre.

Update from Youth Worker CREATE and the Management Meeting 10th April 2019
The notes of the CREATE Management Meeting on the 6th March 2019 were received and noted.

The CREATE Drama Presentation Evening will be held on the 8th May 2019 at the Phoenix Centre. Invitations and flyers are currently being sent and circulated. Sheila, Keely and Suzi will meet to discuss final arrangements for the evening and design a programme. Sheila will liaise with the Phoenix Centre Manager regarding some storage space and equipment for the event.

An artist from Pallant House in Chichester is keen to get involved with CREATE. Keely to make contact.

Rewire, Inspire 3C CiC are giving a short talk to CREATE's members on mental health awareness and issues. Safe in Sussex are also being approached to deliver a session on healthy relationships

Recommendation to Community Engagement and Environment Committee Action Points

There were no recommendations .

Date of next meeting
To be confirmed.

Meeting of the IPEH Partnership Advisory Board
Wednesday 1st May 2019
University of Chichester - Bognor Regis Campus

At the meeting of the IPEH Partnership Advisory Board on the 1st May 2019 the following points were discussed:

Chair

Joy Bradbury-Ball stepped down from her role as Chairman. Chris Cooke from Sussex Clubs for Young People expressed an interest in the role. The roles and responsibilities of the position will be circulated. The Vice Chair will hold the position of Chair until a permanent member is appointed.

Governance and Challenge

A summary overview was given of the governance and challenge that is required by Ofsted, comments included:

- Completing three SEF's (self-evaluation forms) in the same quarter could be an onerous task – could they be split across the year
- Can we lighten the governance process?
- Don't want to be Ofsted focused – need to be children and family focused
- Review SEF's in specialist groups

A governance model was discussed with the initial areas of focus being:

0 - 5-year olds offer

5 -11-year olds offer

11-25-year olds offer

The governance model to be signed off at the next PAB meeting

Performance

A quarterly update report was presented.

Priority focus areas:

- To increase sustained engagement
- Increase registration to and engagement for children with disabilities
- Develop engagement strategies to develop relationships with the Eastern European community to improve access and use of services

It was noted that the current vacancy management protocol is starting to impact on services. The Board challenged the WSCC decision not to recruit to vacancies and felt that this could put children and families at risk. There are approx. 90 Social Worker vacancies across the County.

Mr Paul Marshall
Cabinet Member for Children and Young
People

03302 223841 (Direct)
paul.a.marshall@westsussex.gov.uk

West Wing
County Hall
Chichester
West Sussex
PO19 1RQ



www.westsussex.gov.uk

Sheila Hodgson
Bognor Regis Town Council,
The Town Hall,
Clarence Road,
Bognor Regis,
PO21 1LD

29 April 2019

Dear Sheila,

Thank you for your letter dated 9th April, and firstly can I thank you for your commitment to work in partnership to strengthen the support for young people in Bognor Regis. I am aware of the work that you have been doing with Sussex Clubs for Young People, and the partnership approach that is being taken in your local area to develop the youth offer through your Youth Worker.

I met with Chris Cook from Sussex Clubs for young people where we discussed the best ways to take forward youth provision across West Sussex, and it has been agreed that Chris will meet with our colleagues who are conducting a review to look at the ideas that Chris has.

I am also aware that you have spoken to Jim Bartlett, Hub System Lead for Arun, and he has explained the current position of the review of the Integrated Prevention and Earliest Help Service (IPEH). This review is considering what the future service offer will be, to ensure it is as efficient and effective as possible to meet the needs of the most vulnerable. As part of this review, we will also be considering our estate footprint and what premises we will need to deliver this offer. As I am sure you will understand, we will not be in a position to make any decisions on our future estate until the review has been completed.

Thank you again for your shared commitment to the young people in Bognor Regis, and we will of course be in contact with you again to ensure that we develop our future service in partnership with you.

Yours sincerely,

A handwritten signature in black ink that reads 'Paul Marshall'.

Paul Marshall
Cabinet Member for Children and Young People
West Sussex County Council

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
20th MAY 2019

AGENDA ITEM 11 - TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND AND TO REVIEW THE CURRENT APPLICATION AND CRITERIA FORM FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE - MIN. 115 REFERS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION &
DECISION

There are no current applications to determine.

The Flexible Community Fund is a small funding stream with an annual budget of £5,000 that sits under this Committee's remit. It is intended to fund local community groups and organisations for small sums of money from £25 plus, for items that are required immediately and cannot wait for the cycle of the Grant Aid Process.

At the previous Committee Meeting held 25th March 2019, the application process was discussed, and Members felt that the current application form for the fund was too similar to Grant Aid application and too detailed for such small amounts (Min. 115 refers). Therefore, a simplified shorter version has been drafted for Members consideration and this attached as APPENDIX 1.

Members are asked to amend/approve the draft and are further invited to make a recommendation to the Policy and Resources Committee that the new application form for the Flexible Community Fund be adopted.

DECISION

Members are invited to amend/approve the draft application form for the Flexible Community Fund and RECOMMEND to the Policy and Resources Committee the approval of the revised forms.



BOGNOR REGIS TOWN COUNCIL

FLEXIBLE COMMUNITY FUND

APPLICATION FOR YEAR

1st APRIL 2019 to 31st MARCH 2020

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

1. Name and address of your organisation

--

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

--

3. Does your Group/Organisation have a constitution or set of rules?
Please enclose a copy if applicable

Please tick	Yes	No
If no, please say why:		

4. Please tick the relevant information and supply the appropriate number

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

5. Please supply the following information:

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

6. Amount Applied for £.....

7. Description of what the funds are for (if the application is for new equipment that is over £100 in value, please supply at least two quotations)

--

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

--

9. Are current Bank Statements attached?

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

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

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

11. Please confirm the amount of unrestricted reserves that your organisation holds and an explanation as to why these cannot be used for the proposals/project

--

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

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

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

DATA PROTECTION: By making an application for funding from Bognor Regis Town Council, you agree that your contact details may be held and processed for the purpose of corresponding and assessing your funding application.

You may request access to the information we hold on you by emailing bognortc@bognorregis.gov.uk

You may request to be removed as a contact at any time bognortc@bognorregis.gov.uk

Bognor Regis Town Council's Privacy Notice may be viewed on our website. Alternatively, please email bognortc@bognorregis.gov.uk to request a copy

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

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

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

Please complete this form fully and return to:

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

Checklist

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

- Read the notes for applicants
- Answered all questions. It is not sufficient to simply attached documents in response to questions. Ensure you have entered the actual amount of grant requested
- Enclosed your most up-to-date bank statements all bank accounts or confirmed that these will be provided prior to payment or an explanation as to why not available.
- Provided a copy of your Policy Statement regarding Child Protection, (if applicable) or reason for absence
- Enclosed copy of your Constitution or Set of Rules.
- Included additional supporting material, e.g. cuttings, reviews etc. (optional)
- Enclosed copies of estimates for proposals/project

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

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
20th MAY 2019

AGENDA ITEM 12 - TO RECEIVE AN UPDATE ON BEACH ACCESS TOPIC TEAM AND DATE OF NEXT MEETING - MIN. 119 REFERS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

In September 2018, the Bognor Regis Town Council's Community Engagement and Environment Committee appointed a Topic Team to try and identify a way to overcome the problem of beach access to the foreshore for those within the community who are less abled.

The sand at the top of the beach is now entirely covered by stones. It is only at low tide when sand by the water's edge is revealed. The disabled, the elderly, toddlers, families with prams and pushchairs and even those considered able bodied have difficulty navigating the steep stones to gain access to the flatter sandier areas that are exposed at low tide. Climbing back up proves to be even more difficult.

At the last meeting of the Beach Access Topic Team, the group met with the Arun District Councils Engineering Service Manager and a recommendation was made to the Community Engagement and Environment Committee that a project be considered to build a DDA compliant timber ramp to provide access to the foreshore over the existing concrete ramp in the area at the bottom of West Street.

At the last meeting of this Committee, Members agreed to initiate a feasibility study into the possibility of installing such a ramp (Min. 119 refers).

The Projects Officer is currently scoping a report for this study which will be available for the next Beach Access Topic Team meeting. The previously scheduled date for this meeting was postponed due to the recent elections. The Projects Officer will circulate a new date in due course.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
20th MAY 2019

AGENDA ITEM 13 - CONSIDERATION OF FUTURE COUNCIL SURGERIES INCLUDING RECOMMENDATION FROM THE PLANNING AND LICENSING COMMITTEE AT THEIR MEETING 29th JANUARY 2019 (MIN. 189 REFERS), TO HOLD A SURGERY IN THE OLD TOWN AREA

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION &
DECISION

As part of the community engagement process, it has been the practise of this Committee to organise regular Councillor Drop-in Surgeries. These have been held in various venues and on different days and times. All Town Councillors are invited to attend. During the summer months the sessions are held outdoors in the London Road and historically these have shown to be the most well attended.

Members are asked to consider if they wish to continue holding these events and are further invited to consider the recommendation from the Planning and Licensing Committee (as above) to hold a Drop-in Surgery in the Old Town area.

The Drop-in Surgeries are an effective way for members of the public to speak with their elected Councillors outside the formal constraints of the Council Chamber. Whilst the issues raised often fall outside of this Council's remit it is still an opportunity to engage with the electorate and raise the profile of the Town Council.

Members are therefore asked to advise if they wish to continue with the Councillor Drop-in Surgeries, and if so, should the Old Town area be incorporated into the schedule.

DECISIONS

Do Members AGREE to continue holding the Councillor Drop-in surgeries?

Do Members AGREE to include the Old Town Area within the schedule?

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
20th MAY 2019

AGENDA ITEM 14 - WARD ALLOCATION ENVIRONMENTAL PROJECTS
BUDGET

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Members are asked to note the following allocations for the 2019/2020 Ward Allocation Budgets:

Hatherleigh Ward:	£125.00
Hotham Ward:	£500.00
Marine Ward:	£500.00
Orchard Ward:	£500.00
Pevensey Ward:	£375.00

A full breakdown of the administration procedure for the utilisation of the budgets will be tabled at the meeting.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
20th MAY 2019

AGENDA ITEM 15 - BOGNOR REGIS IN BLOOM WORKING GROUP -
CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND
REPORTS IN THE NOTES OF THE MEETING HELD ON 30th APRIL 2019

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION &
DECISION

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meeting held on 30th April 2019 (attached as APPENDIX 1).

As Members will note, this meeting was not quorate and therefore Members are asked to ratify the following decisions:

- That S. Hearn, M. Huntingdon, B. Jackson, P. Keane and D. Meagher continue to be Co-Opted Members of the Bognor Regis in Bloom Working Group;
- Expenditure of £428 plus VAT for 4 x trees from Barcham Trees

DECISION

Do Members AGREE to RATIFY the foregoing recommendations from the non-quorate meeting held 30th April 2019?

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council
Bognor Regis in Bloom Working Group
Tuesday 30th April 2019

PRESENT: Cllr. P. Woodall, also Mr. S. Hearn, Mrs. M. Huntingdon, Mr. B. Jackson, Ms. P. Keane, Mr. D. Meagher, 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 Cllr. P. Dillon, Cllr. K. Batley, Cllr. J. Warr, Mrs. J. Jackson and Mr. J. Jones-McFarland (ADC Parks Manager)

2. TO DISCUSS WHO WOULD LIKE TO REMAIN ON THE BOGNOR REGIS IN BLOOM WORKING GROUP

With the Annual Town Council Meeting due to take place on Monday 13th May, membership for the WG needed to be discussed. Co-opted members present, S. Hearn, M. Huntingdon, B. Jackson, P. Keane and D. Meagher would all like to remain on the Bognor Regis in Bloom Working Group. The CC shall contact J. Jackson, to confirm her continued involvement. Membership of Town Councillors will depend upon local elections.

Those present AGREED to RECOMMEND to the Community Engagement and Environment Committee the above Members remain on the Bognor Regis in Bloom Working Group.

3. APPROVAL OF THE NOTES OF THE MEETING HELD ON 12th MARCH 2019, AND ANY MATTERS ARISING THAT ARE NOT SEPARATE AGENDA ITEMS

The Notes were APPROVED.

4. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

- BRiB Annual Competition - Update if available
- Guides Competition - To decide upon judging date for entries and date for planting/award presentation
- Schools Competition - To decide upon judging criteria and who will judge
- Potential Railway Planting Competition - Update
- Rainbows Seed Planting 2019 - Update if available

BRiB Annual Competition - Update if available

The entry forms and covering letters are ready and will be sent out shortly. As there were no entries for Category 6: Best Licensed Premises, Café or Restaurant, the CC will send an entry form to all the appropriate businesses in the Town, inviting them to take part this year, which hopefully will see a few entries for this category for 2019.

Guides Competition - To decide upon judging date for entries and date for planting/award presentation

Entry forms are now steadily coming in and Members noted the extended closing date of Wednesday 15th May, as requested by the Girlguiding Commissioner, to allow for more time for entries after the Easter break. MH and PK expressed an interest in judging after the closing date has passed. The Mayor and Town Force members will also be invited to help choose a winner. A provisional date for judging of Friday 17th May at 10.30am was made and the CC will confirm this with Members by email.

Schools Competition - To decide upon judging criteria and who will judge

Members were very pleased to hear that 9 entries have been received, which is a record for this competition. Because the peas are an early variety, they will be able to be judged a little earlier than usual. The CC will contact the schools and nurseries with a view of booking a date/s for judging during the first couple of weeks of July.

Potential Railway Planting Competition - Update

The CC and SG have been in contact with the railway station manager, and the CC has arranged a meeting on Thursday 2nd May, which those present were invited to attend. Ideas will be discussed for the potential competition, open to members of the community to design planters for the concourse area of the railway station.

Those present discussed ideas the CC could take to the meeting, including how the competition could be promoted. Entry forms could be handed out from the ticket office, with forms also available to collect from the Town Hall, and advertisement made through social media platforms, the local papers and posters displayed at the station itself and on the Town Council noticeboards.

Members discussed the idea of having two planters (made from railway sleepers) with two categories for entrants - 15's & under and 16's & over. The winner from each category would have their design planted up for all to see.

Entry forms could be sent to local schools, the guides etc for the younger category, and dropped at various location such as the Laburnum Centre and Library for the adult category.

The CC will report back at the next meeting, but will email in the meantime, should any decision need to be made more pressingly.

Rainbows Seeds Planting 2019 – Update if available

JJM had kindly agreed that the area at Hotham Park where the Rainbows sowed seeds last year, can be made a permanent 'home' for Rainbows to plant, which members were happy to note. However, the CC has not been able to get in touch with the Rainbows leader, despite sending various emails, and JJM is keen that this area needs to be sewn soon, so it is not bare for the summer season. The CC and PW will keep trying to make contact.

Members also noted that JJM has plans for the area of land at the Regis Centre (discussed at the last meeting), with the current plan to remove the soil mound entirely, replacing with something that requires less maintenance. JJM will keep Members updated.

5. AREAS OF CONCERN/EYESORES IN THE TOWN FOR POSSIBLE IN BLOOM WORKING GROUP ATTENTION INCLUDING PLANTERS ON BALCONY OF THE TOWN HALL, CLARENCE ROAD

Balcony Planters - It was noted that Members of the Town Council are disappointed with the current state of the planters on the balcony of the Town Hall, which are the responsibility of ADC. WG Members were of the same opinion.

It was therefore AGREED the CC should contact JJM, who was not present at the meeting, to ask if these planters could be taken over by the Town Council, with a view to them being replanted and maintained by Town Force.

BT Site - Unfortunately, the BT Site has once again been allowed to become overgrown, despite numerous promises this was being managed sufficiently. The CC will again make contact with BT and report back at the next meeting.

London Road Ice House - The CC reported JJM's response to Members comments from the last meeting, including 'smartening up'. JJM had stated prior to the meeting that the structure is surrounded by trees with raised canopies with woodland floor vegetation, which reflects the heritage of the site, meaning it would never have been a highly maintained area. The site is litter picked daily and ADC have received no reports of anti-social behaviour here. The school have been approached in the past regarding taking ownership of the Ice House but haven't shown an interest. Future plans for the Ice House include getting a power source so it can be lit from the inside. This was NOTED.

6. GREAT BRITISH SPRING CLEAN - WASH UP OF EVENT AND POTENTIAL FOR ANOTHER LITTER PICK

More than 30 volunteers came together to take part in BRiB's beach clean, as part of the Great British Spring Clean 2019. Members were very pleased with the turn out and subsequent article in The Post

newspaper. A lot of the volunteers expressed an interest in taking part next time a litter pick is arranged.

In the meantime, the CC had been contacted by a local Scout leader, who are interested in doing a litter pick, for their badges. Members were pleased to hear of their enthusiasm and AGREED the CC should suggest the Bluebell Wood area between Butlins and the A250 roundabout, as this area is rife for litter. Once the Scouts had made arrangements for their litter pick, the CC will advertise through our social media platforms and Members would be happy to take part.

7. TO RATIFY COSTS OF REPLACEMENT WARD TREES, AS AGREED TO BE FUNDED AT THE PREVIOUS MEETING, FROM EARMARKED ENVIRONMENTAL PROJECTS BUDGET FOR 2018/19 AND TO DISCUSS HEALTH CENTRE ADDITIONAL TREES

The cost of £428 plus VAT for 4x trees from Barcham Trees was noted and as the meeting was not quorate, this expenditure was RECOMMENDED to the Community Engagement & Environment Committee for ratification.

These had now been delivered and Town Force have planted them at their various locations, along with chicken wire and thick stakes, as requested by the WG at the last meeting.

The CC will take photos to show Members at the next meeting.

It was reported there are a few discrepancies with the In Bloom budgets remaining, which have been reported at the last couple of meetings. The 'close down' for the financial year ending 31st March 2019, has not yet been completed and the CC shall bring accurate remaining balances (including EMR) to the next meeting, to enable Members to decide upon any further funding to be spent on Health Centre planters.

8. TO AGREE A BUDGET FOR PROVIDING REFRESHMENTS FOR VISITING FRENCH STUDENTS ON 15th MAY FOR THEIR BEACH CLEAN AND AWARENESS CAMPAIGN

It was noted that light refreshments needed to be provided for 65 students and 6 staff in total, as had been agreed by Members at subsequent meetings.

Any Members wanting to help with the serving of refreshments and greeting the students, following their beach clean, needs to be at the Pier by 4pm. SH and PW confirmed their attendance. The CC will email those not present.

Unfortunately, the CC is not able to be there on the day, and therefore, another Officer from BRTC will be present, along with Members of the WG.

Members AGREED biscuits, cakes and juice should be purchased, at a reasonable amount, with the expenditure to be ratified at the next meeting.

9. UPDATE ON APPOINTING A TREE WARDEN FOR BOGNOR REGIS, AFTER ENQUIRY FROM LOCAL RESIDENT

Following agreement from the Community Engagement and Environment Committee, for the appointment of a Tree Warden, the CC had contacted the interested party regarding arranging a meeting to discuss the role, but there had been no response, which Members were disappointed to hear.

However, as it had been decided that a Tree Warden could bring great benefit to the Town, Members present AGREED this voluntary role should be advertised between the Town and County Councils. The CC will keep Members updated on the process and any potential volunteers.

10. TO DISCUSS POSSIBLE ORNAMENTAL PLANTING IDEAS FOR STEYNE GARDENS, AS REQUESTED BY THE POLICY AND RESOURCES C'TTEE, FOLLOWING THE TOWN COUNCIL'S REQUEST FOR ADC TO ALLOW BRTC MORE INPUT IN THIS AREA, TO BETTER BENEFIT THE TOWN

The CC informed Members of the background to this item and it was noted that the planting area in Steyne Gardens has been reduced by around half in recent years. As JJM was not present, it was not possible to discuss ideas with him, as was requested, in the first instance, by ADC. Members present suggested a wooden sculpture of an anchor to commemorate '90 years of Bognor Regis', could be fitting. In terms of planting, Members AGREED to deliberate ideas to bring to the next meeting, for discussion with JJM.

11. TO CONSIDER SENDING EMAIL OF OBJECTION FOR PROPOSED STOPPING UP OF HIGHWAY AT 224 LONDON ROAD, BOGNOR REGIS, AS PART OF APPLICATION FOR NEW FLATS, WHICH MAY AFFECT TREES PLANTED BY IN BLOOM, AS PART OF NATIONAL TREE WEEK 2017

Members noted documents copied to them prior to the meeting regarding a draft Order proposed under the provisions of the Town and Country Planning Act 1990 - Section 247, for a proposed stopping up of Highway at 224 London Road, Bognor Regis, which has been objected to by the Town Council's Planning and Licensing C'ttee at their meeting of 23rd April 2019.

Member AGREED to support the Planning and Licensing C'ttee by sending their own letter of objection to the Stopping Up Order, on the grounds that it appears the highway to be stopped up encroaches onto

the southern end of the grassed area, which contains the trees planted by In Bloom in conjunction with BRTC and ADC. Members would be very upset if the trees were disrupted or removed, after planting them for a National Tree Week initiative in 2017. The CC shall therefore contact the relevant Officer and notify of the WG's objection.

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

Greener Bognor Network Community Orchard Project:

Members were pleased to hear that a plum tree which was bought as a commemoration has now been planted, along with a walnut tree. Unfortunately, however, trees are still being vandalised, something which appears to be an ongoing problem at the Orchard. Volunteers spend a lot of their time at the Orchard litter picking and have cleared around the trees as best they can, and regularly get around two bin bags full of litter each time and is especially bad around the benches. Knotweed is also resurfacing around the area.

Bognor Community Gardeners: Thousands of primroses have been donated and collected from Binsted Priory Garden, for community groups to use where they see fit. A lot have been planted at the railway, Hotham Park and the discovery garden - which volunteers noted, would be nice if it was open more often. A group of six volunteers have recently been clearing bindweed out of the Italian garden by the boating pool, which is being looked after by the Community Gardeners. Seedlings and weeds are being kept at bay. The planter outside the Unicorn has been filled with primroses and the long-debated Longford Road area has been cleared and made into a rockery.

13. CORRESPONDENCE

There was no correspondence.

14. DATE OF NEXT MEETING

As this had been a later meeting, the date and time for the next has been agreed as Thursday 27th June at 3.30pm.

The Meeting closed at 7.30pm

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
20th MAY 2019

AGENDA ITEM 16 - CONSIDERATION OF A REQUEST FROM THE BOGNOR COMMUNITY GARDENERS FOR TOWN FORCE ASSISTANCE WITH WATERING

REPORT BY THE PROJECTS OFFICER

FOR DECISION

The Bognor Community Gardeners are a group of gardeners, who voluntarily tend various community green spaces throughout Bognor Regis, such as the Sunken Gardens, Gloucester Road Gardens and Bedford Road alleyway to name a few. They work in association with Arun District Council's Parks and Greenspace department and the Town Council's Bognor Regis in Bloom Working Group.

There are areas in London Road that the Group is currently maintaining but have no access to water. Therefore, a request has been made to this Committee for assistance.

Members are asked to consider if they will agree to allow the Town Council's Town Force team to assist by incorporating the watering of these areas into their regular watering schedule. Town Force water three times per week during the summer season and inclusion of these areas would require approximately 30 mins of their time. This takes into account travel, set up and watering time. The Town Force Manager has confirmed that the resources are available.

DECISION

Do Members AGREE for Town Force to assist with the watering of the identified areas and incorporate them into their regular watering schedule?

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
20th MAY 2018
GENERAL CORRESPONDENCE

1. West Sussex county Council IPEH Stakeholder and Partner Newsletter
2. Letter: WSCC Cabinet Member for Safer Stronger communities re West Sussex Crowd – online crowdfunding initiative
3. Email: 39 Club – Letter of thanks for the FCF Grant
4. Email: St Wilfreds – Confirmation of presentation at July meeting
5. Email: GAGNE NEWS -Dept of Transport Consultation Paper – Government Green Paper re noise complaints Gatwick Airport
6. Email: Neighbourhood Alert – In The Know Surrey and Sussex – info on a new way to report crimes and information