



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 23rd SEPTEMBER 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 16th SEPTEMBER 2019

TOWN CLERK

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 15th July 2019
4. Adjournment for Presentation from the Fundraising and Business Development Manager of 4Sight Vision Support on their upcoming anniversary of 100 years of service to the visually impaired community of Bognor/West Sussex
5. Adjournment for Public Question Time and Statements extended to a maximum of 60 minutes in accordance with Standing Orders (S.O. 31.8)
6. **Clerk's report from** previous minutes
7. Consideration of the notes from the Public Question and Statements time of the Meeting held on the 15th July 2019 (Min. 24 refers) including: referral from Full Council at their Meeting held 1st July 2019 (Min. 70.4 refers), for this Committee to consider the issue of Climate Change Emergency as previously raised at the Annual Town Meeting of Electors held 18th March 2019 (Min. 11 refers)
8. Consideration of a **resident's** request for the Town Council to contact Arun District Council to erect notices discouraging the feeding of birds on the Promenade as previously raised at the Council Meeting held 2nd September 2019 (Min. 87 refers)
9. Beach Access Topic Team - Consideration of the Recommendations and Reports in the Notes of the Meeting held on 29th August 2019
10. Youth Services Update including to receive the notes of the Youth Worker Steering Group Meeting held on 14th August 2019
11. To note and determine any applications received for the Flexible Community Fund
12. Update on Council Surgeries
13. Ward Allocation Environmental Projects Budget for 2019/20
14. Bognor Regis In Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 29th August 2019
15. Reports:
 - a. To note Financial Reports, previously circulated
 - b. Any further reports
16. 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 15th JULY 2019

PRESENT: Cllr. W. Smith (Chairman); Cllrs. J. Barrett, J. Brooks,
Miss. C. Needs and Ms. A. Sharples

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

The Meeting opened at 6.30pm

20. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllrs. A. Cunard and Mrs. S. Staniforth who were on leave and Mrs. I. Erskine and H. Jones who had a clash of meetings.

21. DECLARATIONS OF INTEREST:

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

Members and Officers should declare an Interest by stating: -

- a) The item they have an Interest in
- b) whether it is a Disclosable Pecuniary or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their Interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of Interest to be accurately recorded in the Minutes.

Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

There were no declarations of Interest

22. TO APPROVE THE MINUTES OF THE MEETING HELD ON 20th MAY 2019

The Minutes of the Meeting held on the 20th May 2019 were approved by the Committee as a correct record and were signed by the Chairman.

23. ADJOURNMENT FOR PRESENTATION FROM ST WILFRID'S HOSPICE

The Chairman adjourned the Meeting at 6.34pm

A presentation was given by three Ambassadors of St Wilfrid's Hospice on their "Dying Matters" Campaign.

The Meeting was re-convened at 7.05pm

The Chairman thanked the Ambassadors on behalf of the Committee for their informative presentation.

24. 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 7.05pm

The Projects Officer read out the following statement:

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

A written statement had been received from a member of the public regarding a number of issues in the Market Street area. A Member of the Committee reported that they had already been in contact with the member of public and was looking into the problems.

The following items were raised with Members:

It is well known that there is a lack of funding at West Sussex County Council, but the state of the roads and verges are now seriously being neglected, not just in the Town Centre but across the District. Gutters and

drains are not being cleared and this will cause problems during the winter. The BID and community groups would welcome a conversation with the Town Council to see if Town Force can assist in anyway especially in the Queensway area.

The Bognor Community Gardeners are working with WSCC to find an alternative to the use of Glyphosate.

There are serious concerns regarding the decline of bees.

Could there be some talk with Town Force regarding the forced flowers that are used in the planters and bedding areas and the waste at the end of the season.

Will the Town Council look at cutting out single use plastic?

Reference was made to the Which report - enough is enough!

Beach Access - Members were urged to accept the recommendations made by the Beach Access Topic Team to help move the project forward.

Will the Town Council recognise that carbon emissions and global warming is a real threat and by 2100 Bognor Regis will be underwater?

Have the Councillors read the IPCC report?

Given the talk about the beaches, Southern Water have been fined £26m for misreporting and have not revealed where spillages have occurred. How can they be trusted with our waste?

Could Town Force be issued with re-fillable water containers?

Will the Town Council advise/give guidance on waste and the carbon footprint?

Can something be done about the fly tipping and the waste refuse area at King George Court?

Can we think outside the box regarding recycling - keep it local.

There should be more Councillor activity regarding these subjects.

The elderly and frail are vulnerable and forgotten. The little changes such as sorting out the bin situation at King George Court can make a huge difference to them - remember the people who ask for little things.

Can anything be done to keep the art on the hoardings at Waterloo Square when they come down and can something similar be done at the Royal Hotel?

The Meeting was reconvened at 7.44pm

25. CLERK'S REPORT FROM PREVIOUS MINUTES

25.1 25th March 2019 - Min. 116 - Community Space Audit

A recommendation was made by this Committee to Full Council to approve a nominal budget of £30.00 to cover any printing costs in relation to the Community Spaces information and this was approved at the Annual Town Council Meeting held 13th May 2019.

25.2 25th March 2019 - Min. 118 - Beach Litter posters

When the Minutes of the Community Engagement and Environment Committee Meeting held 25th March 2019 were received at the Annual Town Council Meeting on 13th May 2019, a Member expressed disappointment regarding the small size and roadside positioning of the poster to raise awareness to tackle Beach Access and asked for this Committee to look into the matter. Members are asked to note that at the

Committee Meeting on the 25th March, Members were given a number of options regarding posters sizes and where they should be displayed. It was agreed to purchase 3 x A1 posters and 20 x A4 posters and these have been printed and positioned as instructed. There is a remaining budget of £48.00 earmarked for additional and/or replacement posters and should Members wish to consider this further it would need to be made an Agenda item for the next meeting. Members NOTED the update and no further action was requested.

25.3 3rd June 2019 - Min. 8.1 - Update on Old Town Area

There was no update.

25.4 3rd June 2019 - Min. 17 - Update on "Beat the Street" Initiative

The Projects Officer gave a verbal update on the progress of the "Beat the Street" Initiative. Members were also encouraged to sign up and align themselves to CREATE to help them gain awards.

26. CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION AND STATEMENTS TIME OF THE MEETING HELD ON THE 20th MAY 2019 (MIN. 7 REFERS) INCLUDING:

The Projects Officer's report was NOTED.

26.1 Discussion on the Power to Change funding opportunities to help fund public ownership

Members AGREED to defer this item to allow for more research.

26.2 Discussion on applying for BognorCAN to be made an Asset of Community Value

It was reported that a community group had already made the nomination but are in the process of gathering evidence to support the application. Members AGREED to support this process where possible.

26.3 Discussion on raising funds from recycling and the possibility of starting a scheme in association with other community groups

Members noted that there was a lot of discussion regarding recycling, climate change and the need to address a variety of environmental issues during the public question and statement session. It was therefore AGREED that a forum be set up inviting all interested parties to participate to discuss these needs and requirements. Officers will make the necessary arrangements. There were no requests for any budgetary requirements.

26.4 Discussion on <http://www.hothampark.co.uk/> a website that appears on the top of a Google search for Hotham Park that is out of date

Following discussion, Members AGREED for Officers to undertake some investigation to see if the owners of the site would be willing to update it.

26.5 Members had no further items for inclusion on a future agenda.

27. BEACH ACCESS TOPIC TEAM INCLUDING: TO RECEIVE THE NOTES OF THE MEETING HELD ON THE 9th JULY 2019; TO RATIFY THE APPOINTMENT OF CLLR. MRS. S. STANIFORTH TO THE TOPIC TEAM; TO RECEIVE AN UPDATE ON BYELAWS AND REGULATIONS REGARDING DOGS ON THE BEACH - MIN. 12 REFERS

Members NOTED both the Projects Officer's initial report and the additional report including the Notes from the Beach Access Topic Team Meeting on the 9th July 2019, and considered the following recommendations:

27.1 To determine the level of support from Arun District Council and to secure written confirmation of any agreement

Members AGREED that a letter should be sent to ADC to determine the level of support and secure written confirmation of any agreement.

27.2 To seek permission from Arun District Council to be allowed to open a pedestrian access point for members of the public to use the Gloucester Road ramp when Jet Skiers are not present and to ask Bognor Regis Town Council to grant some Town Force man hours to keep the ramp clear of stones

Members AGREED that a letter should be sent to ADC to also seek permission to open a pedestrian access point at the Gloucester Road ramp. Should a favourable response be received from ADC then further consideration will need to be given to Town Force resources.

27.3 To look at the possibility of installing a Roller Track/Deck in the interim period to assist with access, and to further recommend that a budget of £3,000 is allocated to this part of the project

Members AGREED to make a RECOMMENDATION to the Policy and Resources Committee to allocate a budget from General Reserves of £3,000 to the project to install a Roller Track/Deck.

27.4 Members AGREED to RATIFY the appointment of Cllr. Mrs. S. Staniforth to the Beach Access Topic Team.

27.5 The Projects Officer read out a response from the ADC Group Head of Technical Services in response to a letter sent relating to the Byelaws and Regulations regarding dogs on the beach and in particular the area west of the dog zone, as follows:

"The ramp is close to the western extent of, but within, the seasonal dog-ban on the beach zone. I understand and accept that it would be useful for dog walkers to use the ramp to access the beach to the west of the ramp. No enforcement will take place in relation to use of the ramp for the purpose of accessing the beach to the west of the ramp.

A review of the dog controls giving rise to the seasonal dog ban on beach zones is due to be conducted by October 2020. This will include a public consultation. That review would appear to be a sensible opportunity to

revise the western extent of the Bognor seasonal dog-ban on beach zone to overcome the issue you have raised."

Members were pleased with the comments, NOTED the response and AGREED that no further action was required at the current time.

28. YOUTH SERVICES INCLUDING UPDATES ON CREATE AND THE SUMMER HOLIDAY PLAYDAY SESSIONS AS RECOMMENDED BY THIS COMMITTEE AT THE MEETING HELD 12th NOVEMBER 2018 - MIN. 78.3 REFERS

The Projects Officer's report was NOTED, and Members were pleased to hear that CREATE had been successful in its application for £10,000 of funding from National Lottery "Awards for All" Community Fund. It was noted that the ratification of the release of the Town Council's match funding would now be undertaken by the Policy and Resources Committee.

Members also noted the cost of the 10 Playday sessions over the school summer holidays of £3,500, as included in the 2019/20 budget, and this expenditure was RATIFIED.

29. TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND TOGETHER WITH:

- Consideration of letter of endorsement from this Committee regarding Bognor Rugby Club
- To receive an update regarding the previous application from Grandads Front Room - Min. 115, 25th March 2019 refers

The Projects Officer's report was NOTED, and Members were asked to consider the following applications for the Flexible Community Fund, noting also that a further two applications had been received since the Projects Officer's report had been published:

29.1 Bognor Rugby Academy - £500 to help fund young people from low income families to attend a rugby summer camp

Members AGREED to APPROVE this application. Members further AGREED to write a letter of endorsement in support of the Club and its aims which will be of assistance to them when applying for other funding.

29.2 Bognorphenia C.I.C. - £600 to facilitate three workshops for two to twelve year olds at their annual Our Generation event

Members AGREED to APPROVE this application.

29.3 Ecoswap C.I.C. - £380 to supply safe storage for material and equipment at the workshops they are running during the summer holidays

Members AGREED to APPROVE this application.

29.4 Grandads Front Room previous application

The Projects Officer's comments regarding the progress of the Street Sheet production were NOTED when receiving the report.

30. TO NOTE THE EXPIRATION OF FIVE-YEAR LISTING PERIOD FOR THE ALEXANDRA THEATRE AS AN ASSET OF COMMUNITY VALUE AND AGREE ANY ACTION

The Projects Officer's report was NOTED, including that notification had been received from Arun District Council that the current Asset of Community Value ACV39 - Alexandra Theatre, Belmont Street, Bognor Regis will reach the end of the five-year listing period on the 13th August 2019.

Following discussion, Members AGREED to resubmit a new nomination to list the Alexandra Theatre as an Asset of Community Value for a further five years.

31. UPDATE ON COUNCIL SURGERIES

The Projects Officer's report was NOTED and following discussion, Members AGREED to postpone any Drop-in Surgeries until after the summer holiday season. Officers will therefore make arrangements for a suitable date in September.

32. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET FOR 2019/20

The Projects Officer's report was NOTED.

Members were reminded that the written support of all Ward Members was required before any proposal would be progressed.

33. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 27th JUNE 2019

The Projects Officer's report was NOTED including the notes of the Bognor Regis in Bloom Working Group Meeting held on the 27th June 2019 as previously circulated.

Members AGREED to RATIFY the following recommendations from the non-quorate Meeting held 27th June 2019:

- 33.1 That Mr Earl is Co-opted onto the Bognor Regis in Bloom Working Group with the appropriate RECOMMENDATION to COUNCIL for ratification.
- 33.2 The costs of £20.70 for refreshments and £280.00 for plants for the Guides Competition to be funded from the current year's Competition Expenses budget.
- 33.3 The costs of £22.00 for refreshments for the visiting French Students Beach Clean to be funded from this year's Environmental Projects budget.

33.4 The recommendation to withdraw the objection of the Stopping Up Order at 224 London Road.

34. REPORTS:

a. To note Financial Reports, previously circulated

The reports were NOTED.

b. Any further reports

There were no further reports.

35. CORRESPONDENCE

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

The Meeting closed at 8.37pm

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
23rd SEPTEMBER 2019

AGENDA ITEM 7 - CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION AND STATEMENTS TIME OF THE MEETING HELD ON THE 15th JULY 2019 (MIN. 24 REFERS) INCLUDING:

- Referral from Full Council at their Meeting held 1st July 2019 (Min. 70.4 refers), for this Committee to consider the issue of Climate Change Emergency as previously raised at the Annual Town Meeting of Electors held 18th March 2019 (Min. 11 refers)

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION
& DECISION

The notes from the Public Question and Statements time of the Meeting held 15th July 2019 are attached to this report as APPENDIX 1.

At the Annual Town Meeting of Electors (ATMoE) held on the 18th March 2019, the Town Council was asked to consider declaring a climate emergency with an aim of becoming carbon neutral by 2030. Other considerations included facilities being made available in the Town to stop the use of single use plastics such as:

- The refilling of water bottles
- An outlet where members of the public can provide their own containers to fill up with dried foods, cleaners etc without the packaging
- The use of public transport, bicycles and footpaths
- Litter picking

At the Full Council Meeting held on the 1st July 2019, when receiving recommendations from the ATMoE, Members referred the item to the Community Engagement and Environment Committee for further consideration. Furthermore, during Public Questions and Statements at the Meeting of this Committee on the 15th July, the questions were raised again by a member of the public along with other green issues, as outlined in the accompanying Appendix.

DECISIONS

Do Members AGREE to RECOMMEND that the Town Council declare a Climate Emergency?

Do Members AGREE to include any items on a future agenda including those regarding efforts to become carbon neutral by 2030?

Notes from Public Questions and Statements Time 15th July 2019

(14 Members of Public at meeting)

The following items were raised with Members:

It is well known that there is a lack of funding at West Sussex County Council, but the state of the roads and verges are now seriously being neglected, not just in the Town Centre but across the District. Gutters and drains are not being cleared and this will cause problems during the winter. The BID and community groups would welcome a conversation with the Town Council to see if Town Force can assist in anyway especially in the Queensway area.

Members to advise how to proceed.

Could there be some talk with Town Force regarding the forced flowers that are used in the planters and bedding areas and the waste at the end of the season.

Will the Town Council look at cutting out single use plastic?

Could Town Force be issued with re-fillable water containers?

Will the Town Council advise/give guidance on waste and the carbon footprint?

Members to advise how to proceed.

Reference was made to the Which report (taken up by the Mail) - enough is enough!

The BID undertook some action when the Which report was first published, and the subject is on correspondence for the Events, Promotion and Leisure Committee

Beach Access - Members were urged to accept the recommendations made by the Beach Access Topic Team to help move the project forward.

Will the Town Council recognise that carbon emissions and global warming is a real threat and by 2100 Bognor Regis will be underwater?

Have the Councillors read the IPCC report?

Given the talk about the beaches, Southern Water have been fined £26m for misreporting and have not revealed where spillages have occurred. How can they be trusted with our waste?

The Bognor Community Gardeners are working with WSCC to find an alternative to the use of Glyphosate.

There are serious concerns regarding the decline of bees.

Members have agreed to hold a forum for greater discussion on these issues

Can something be done about the fly tipping and the waste refuse area at King George Court?

As a Ward Councillor for Hotham Ward - Cllr. Smith said he would visit King George Court to see if he could assist

Can we think outside the box regarding recycling - keep it local!

There should be more Councillor activity regarding these subjects.

The elderly and frail are vulnerable and forgotten. The little changes such as sorting out the bin situation at King George Court can make a huge difference to them - remember the people who ask for little things.

Can anything be done to keep the art on the hoardings at Waterloo Square when they come down and can something similar be done at the Royal Hotel?

Members to advise to proceed on the above items.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
23rd SEPTEMBER 2019

AGENDA ITEM 8 - CONSIDERATION OF A RESIDENT'S REQUEST FOR THE TOWN COUNCIL TO CONTACT ARUN DISTRICT COUNCIL TO ERECT NOTICES DISCOURAGING THE FEEDING OF BIRDS ON THE PROMENADE AS PREVIOUSLY RAISED AT THE COUNCIL MEETING HELD 2nd SEPTEMBER 2019 (MIN. 87 REFERS)

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION
& DECISION

At the meeting of the Town Council on 2nd September 2019, during Public Questions and Statements, a seafront resident expressed their concern in relation to people feeding birds on the Promenade, which causes a disturbance to caterers, encourages vermin, and causes pigeons to nest on the balconies of properties along The Esplanade. The resident asked that the Town Council contact Arun District Council to request that notices be displayed on the Promenade, to discourage the feeding of birds.

The item was referred to this Committee and Members are asked if they wish to write to Arun District Council regarding the concerns raised.

DECISION

Do Members AGREE to write to Arun District Council to request notices be displayed on the Promenade to discourage the feeding of birds?

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
23rd SEPTEMBER 2019

AGENDA ITEM 9 - BEACH ACCESS TOPIC TEAM - CONSIDERATION OF THE RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 29th AUGUST 2019

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION
& DECISION

Members are asked to receive the Notes of the Beach Access Topic Team Meeting held on 29th August 2019 (attached as APPENDIX 1) and to consider any Recommendations to this Committee.

The Beach Access Topic Team agreed to recommend to this Committee that the Community Engagement and Environment Committee make a recommendation to the Town Council's Policy and Resources Committee to earmark or set a budget for 2020/21 of £3,000 to enable the installation of a temporary ramp for the next season.

DECISIONS

Members are invited to NOTE receipt of the Notes from the Beach Access Topic Team Meeting held on the 29th August 2019.

Do Members AGREE to RECOMMEND to the Policy and Resources Committee that funds be earmarked or a budget set for 2020/21 of £3,000 to enable the installation of a temporary ramp for the next season?

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
BEACH ACCESS TOPIC TEAM
MEETING 29th AUGUST 2019

Attendees: Phillip King (Chairman), Patricia Clow, Kristina Kosovskaya, Clive Mott, Neil Rider, Marilyn Warner, and Cllr. Amanda Worne (ADC)

BRTC Cllrs: Jim Brooks and Alison Sharples

In Attendance: Sheila Hodgson - BRTC, Projects Officer and Clerk for the Meeting

The Meeting opened at 6.05pm

1. Chairman's Welcome and Introduction

The Chairman, Jan Malpas, had sent her apologies and in her absence, it was AGREED that Phillip King would act as Chairman for the Meeting.

2. To agree the Notes of the Meeting 9th July 2019

The Notes, having been previously circulated to all, were agreed.

3. Update on the recommendations to the Community Engagement and Environment Committee and how to proceed including:

- To determine the level of support from Arun District Council and to secure written confirmation of any agreement
(response will be tabled at the meeting)
- To seek permission from Arun District Council to be allowed to open a pedestrian access point for members of the public to use when the Jet Skiers are not present and to ask Bognor Regis Town Council to grant some Town Force man hours to keep the ramp clear of stones
(response to be tabled at the meeting)
- To look at the possibility of installing a Roller Track/Deck in the interim period to assist with access and to further recommend that a budget of £3k is allocated to this part of the project
(update to be tabled at meeting including the involvement of the Town Council's Policy and Resources Committee)

To determine the level of support from Arun District Council and to secure written confirmation of any agreement

A letter had been written to The Chief Executive of ADC and the response received from the ADC Director of Services on his behalf, was read out:

"The Council is keen to improve access to the beach for everyone. Therefore, we are supportive of the concept of carrying out a feasibility study into improved access, with supporting facilities.

To ensure that the feasibility study is effective, it is essential that the brief for the work is clearly defined, Arun District Council would therefore seek assurance that the experience and resources that we have on such matters is employed to ensure the brief is fully appropriate and compliant, before proceeding. I would request that a draft is sent to the Chief Executive for comment in due course."

It was agreed that the response was very positive with the majority of the Topic Team agreeing that it would be beneficial to draw on the experience and the resources of ADC when drafting a brief for the feasibility study.

Some members of the Team were concerned that ADC would be not be objective and therefore independent advice should be sought.

Cllr. Worne reported that she had already been speaking with the Chief Executive and the ADC Coastal Engineer and had arranged a meeting with them to discuss the project with them. The Beach Access Topic Team were concerned that separate meetings may cause confusion and blurred lines. Following discussion, it was agreed that Cllr. Worne would take the ideas of the Beach Access Topic Team to her meeting and report back via the Town Council office. She would also take the opportunity to invite the Chief Executive and the Coastal Engineer to the next Topic Team meeting.

To seek permission from Arun District Council to be allowed to open a pedestrian access point for members of the public to use when the Jet Skiers are not present and to ask Bognor Regis Town Council to grant some Town Force man hours to keep the ramp clear of stones

A letter had been written to ADC Director of Services and the response was read out:

"I have visited the jet ski ramp and the gradient is not suitable for wheelchair users. There is of course free access to the beach for pedestrians adjacent to the ramp.

In addition, there is a lease in place giving access to the ramp for jet ski users who would not mix well with wheelchair users, pushchairs and toddlers. However, officers at Arun District Council are reviewing the quotation provided by Jim Brooks for a temporary roll out track and we are working to provide assistance with this scheme.

In addition, our engineers continue to support Bognor Regis Town Council on the project to provide a permanent DDA compliant ramp."

Whilst members of the Topic Team were pleased with the positivity of the last paragraph and appreciated that the difficulties of having mixed usage of the ramp, they questioned why there were no restrictions placed on the ramp at Felpham. As far as they could see anyone can use that ramp which

is regularly used to launch boats and by pedestrians at the same time. Members asked for some clarification on this and asked Cllr. Worne to raise this issue at her forthcoming meeting.

To look at the possibility of installing a Roller Track/Deck in the interim period to assist with access and to further recommend that a budget of £3k is allocated to this part of the project

A member of the Topic Team had undertaken some research and received some quotations for this project. However, despite securing the relevant agreement and support from both Town and District Council, it unfortunately did not proceed.

The Beach Access Topic Team asked if the £3k funding agreed by the Town Council could be earmarked for next year to see if the project could be re-looked at for the next season.

4. Brief for next stage including brainstorming session to gather suggestions

A short brainstorming session took place for everyone to contribute their own "wish list" of what they would like to see included within the project along with other practical considerations.

These ideas will be collated and emailed to Cllr. Worne to take to her meeting. They will also be circulated to the Topic Team with the notes.

5. Recommendations to the Community Engagement and Environment Committee

The Topic Team asked for the following recommendation to be made to the Community Engagement and Environment Committee:

That the Community Engagement and Environment Committee make recommendation to the Town Council's Policy and Resources Committee to earmark or set a budget for 2020/21 of £3k to enable the installation of a temporary ramp for the next season.

6. Correspondence and items for future Agenda

No correspondence had been received.

A member of the team asked for an item to discuss levelling of the stones to be on a future Agenda.

7. Date of next meeting

The Date of the next meeting has been arranged for Thursday 10th October 2019 at 6.00pm at the Livability Centre.

The Meeting closed at 7.20pm

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
23rd SEPTEMBER 2019

AGENDA ITEM 10 - YOUTH SERVICES UPDATE INCLUDING TO RECEIVE THE NOTES OF THE YOUTH WORKER STEERING GROUP MEETING HELD ON 14th AUGUST 2019

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION
& DECISION

Members are asked to receive the Notes of the Youth Worker Steering Group Meeting on the 14th August 2019 attached as Appendix 1.

The Youth Worker Steering Group agreed to recommend to this Committee that the Community Engagement and Environment Committee make recommendation to the Town Council's Policy and Resources Committee to consider and agree in principle to provide match funding support specifically to CREATE for the next 3 years with an annual budget of £10,000.

DECISIONS

Members are invited to NOTE receipt of the Notes from the Youth Worker Steering Group Meeting on the 14th August 2019.

Do Members AGREE to make a recommendation to the Policy and Resources Committee to agree in principle to provide match funding support specifically to CREATE for the next 3 years with an annual budget of £10,000?

Bognor Regis Town Council (BRTC)
Youth Worker Steering Group
14th August 2019
Hotham Park Lodge

Present:

Jo Cooke (West Sussex County Council)
Keely Hardy (BRTC - Youth Worker)
Chris Cook (Sussex Clubs for Young People)
Julie Hoggart (Arun District Council)
Sheila Hodgson (Projects Officer - BRTC)

Notes of the Meeting 24th April 2019

Noted and AGREED

Update from Sussex Clubs for Young People (SCYP)

SCYP are looking at the opportunity of delivering some detached work in Bognor Regis in partnership with the ADC Community Team a part of a Government funded project .

After consideration SCYP have decided to withdraw the small grant application from Children in need for CREATE and the 39 Club and to wait until the spring to apply for the Children in Need Grand Fund. The sums available for this fund are £90k plus. A successful bid will secure a 3 year funding programme to deliver a bigger programme for the Bognor Regis area and include all the partnerships. CREATE would therefore like to approach Bognor Regis Town Council to consider offering the same level of support as previously given. A formal recommendation will be made to the Community Engagement and Environment Committee for their support in principle for continuance of match funding to the tune of £10k per annum.

There has been no further commitment or plan regarding the approach to WSCC regarding the Phoenix Centre or the Find it Out Centre but their feeling following a number of conversations is there is no expectation that anything will be finalised until October at the earliest.

Update from Youth Worker on CREATE

The planned summer activities are going well but some of the activities have been hindered by the bad weather.

Following a successful bid to the Police Crime Commissioners Safer in Sussex Community Fund, CREATE received an email from the PCC team to say that they thought the work being undertaken in Bognor Regis was brilliant and they would like to publicise it. CREATE were invited to join a walkabout with the PCC and were told that the PCC and District Commander would like to meet and interview the Youth Worker and some of the young people. BBC South News, were also invited to cover the event. As anticipated the young people were very excited to get involved but unfortunately were very disappointed. Whilst a lot of time was spent talking to the PCC there was no reference to CREATE on any of the media coverage or on the PCC social media platforms.

CREATE have secured further funding from Bersted Parish Council and Arun District Council to undertake some outreach work in Bersted.

The new CREATE Action Plan is in the final draft stages. A copy will be available for the next BRTC Community Engagement and Environment Committee meeting in September.

Update on CREATE AGM held on 29th May 2019 and the Board of Trustees Meeting held on the 3rd July 2019.

At the AGM Meeting held on the 29th May 2019 the Management Committee was disbanded and replaced by a Board of Trustees and duly appointed a Chairman, Secretary and Treasurer.

The first meeting of the Board was held on the 3rd July 2019. During this meeting it was agreed to implement an action plan for CREATE to focus on the priorities, partnership development, activities and assess risks and issues.

Update from Bognor Regis Town Council

BRTC have received a freedom of information request from a member of the public relating to CREATE. As many of the questions raised relate to information held by the Trustees/Management Committee of CREATE rather than the Town Council, the member of the public has been advised to contact CREATE directly.

Now that the Board of Trustees is in place and CREATE is fully operational, the Projects Officer of the Town Council will no longer be attending meetings but will receive updates and recommendations via the Youth Steering Group Meetings.

Recommendation to Community Engagement and Environment Committee Action Points

The Youth Worker Steering Group would like to make a recommendation to the Community Engagement and Environment Committee to consider and agree in principle to provide match funding support specifically to CREATE for the next 3 years with a budget of £10,000.

Date of next meeting

Wednesday 6th November 2019 at 12.00 noon.

BOGNOR REGIS TOWN COUNCIL
 COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
 23rd SEPTEMBER 2019

AGENDA ITEM 11 - TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND

REPORT BY THE PROJECTS OFFICER

FOR DECISION

FLEXIBLE COMMUNITY FUND 1st APRIL 2019 - 31st MARCH 2020

Balances

| | |
|------------------------|-----------|
| Opening Balance | £5,000.00 |
| Applications Approved | |
| • Bognorphenia | £600.00 |
| • Bognor Rugby Academy | £500.00 |
| • EcoSwap | £380.00 |
| Balance Available | £3,520.00 |

New Applications

Members are asked to consider an application from ROX for the amount of £2,340 to purchase equipment required for the ROX Halloween event on 2nd November 2019.

The application form and supporting documentation will be tabled at the Meeting. However, if Members would like to view any of the paperwork ahead of the Meeting, please contact the Office to make arrangements.

DECISION

Do Members APPROVE the application from ROX for funding of £2,340?

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
23rd SEPTEMBER 2019

AGENDA ITEM 12 - UPDATE ON COUNCIL SURGERIES

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION
& DECISION

As per previously circulated emails, Members are asked to note the dates booked for September Councillor Surgeries.

- Thursday 19th September outside the Unicorn Pub in the Old Town (will already have been held by meeting date)
- Thursday 26th September in the London Road

The sessions will be held between 11.00am and 3.00pm for both dates assuming there has been sufficient Councillor confirmation of attendance.

Members of the public have on occasions asked about weekend surgeries. This has been difficult to arrange due to Town Force hours for setting up the gazebo etc. However, if Members would like to consider this further it may be possible to link a date in with an event to which Town Force are already in attendance.

The ROX Halloween event is scheduled to be held in Hotham Park on 2nd November 2019 and as Town Force will already be working that weekend it would be possible for them to set up the gazebo for a Councillor Surgery in the London Road on the same day. Members are therefore asked if they would like to hold a weekend Councillor Drop-in surgery on that day and furthermore to confirm their attendance.

DECISIONS

Members are asked to NOTE the pre-planned surgery dates for the 19th and 26th September.

Members are asked if they AGREE to hold a weekend surgery in the London Road to coincide with the Rox Halloween Event on 2nd November?

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
23rd SEPTEMBER 2019

AGENDA ITEM 13 - WARD ALLOCATION ENVIRONMENTAL PROJECTS
BUDGET FOR 2019/20

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Remaining unallocated funds 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 |

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

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
23rd SEPTEMBER 2019

AGENDA ITEM 14 - BOGNOR REGIS IN BLOOM WORKING GROUP -
CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND
REPORTS IN THE NOTES OF THE MEETING HELD ON 29th AUGUST 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 29th August 2019 (attached as APPENDIX 1).

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

- Expenditure of £100 for new plants to be funded from the current year's Environmental Projects budget
- Expenditure of £24 for the "winner" plaques to be funded from the current year's Competition Expenses budget

DECISIONS

Members are invited to NOTE receipt of the Notes from the non-quorate meeting held 29th August 2019.

Members are further invited to RATIFY the expenditure as detailed above.

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council
Bognor Regis in Bloom Working Group
Thursday 29th August 2019

PRESENT: Cllr. P. Woodall, also, Mr. R. Earl, Mr E. Fane (newly appointed Tree Warden), Mr. S. Hearn, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mr D. Meagher and Mrs. R. Vervecken (Committee Clerk)

The Meeting opened at 3.30pm

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 Mrs. P. Keane.

2. APPROVAL OF THE NOTES OF THE MEETING HELD ON 12th MARCH 2019 AND THE NON-QUORATE NOTES OF THE 27th JUNE AND 30th APRIL 2019 AND ANY MATTERS ARISING THAT ARE NOT SEPARATE AGENDA ITEMS

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

MH raised a couple of discrepancies with the Notes of 27th June. The first being item 6: 'Balcony Planters - Following concerns raised at the previous meeting, Members are pleased with the newly planted balcony planters.' It should have been stated that this refers to the Town Hall planters. The Committee Clerk (CC) will amend the notes to clarify this.

The second amendment, also from item 6, under the heading: 'Weather Station Garden - Hotham Park'. The Weather Station Garden is at Waterloo Square, not Hotham Park, the CC shall again alter the Notes.

3. INTRODUCTION OF TREE WARDENS FOR BOGNOR REGIS

Following informal interviews, two Tree Wardens have been appointed on a trial basis and will be sharing the role. Unfortunately, Gillian was unable to attend the meeting, and so Members will meet her at another date. Edward, however, was present and introduced to Members. Edward gave an overview as to his experience in horticulture and gardening. Both are being sent induction packs from WSCC before settling into their roles. The Tree Wardens will provide regular updates

on their progress and activities at In Bloom meetings. Members thanked Edward for attending.

4. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

- BRiB Annual Competition - To ratify choice of venue and discuss finer details of Awards Evening, including Civic Award recipient for 2019
- Guides Competition - To ratify cost of 2019 'winner' plaque and replacement flowers for the mini golf flower bed, following the difficult weather
- Schools Competition - Wash-up of event
- Railway Planting Competition - Update and to agree way forward
- Rainbows Seed Planting 2019 - Update

BRiB Annual Competition - To ratify choice of venue and discuss finer details of Awards Evening, including Civic Award recipient for 2019

Since the last meeting, there had been various emails sent between the CC and Members, regarding a location for the Awards Evening. It had been decided, by email, to book 'Seasons' again this year, as Members and entrants alike had been very impressed with the Awards Evening last year, and felt it suited the tone of the evening well. They also have their own projector and screens to display the photos on and provide the opportunity to hire table linen, at a surcharge, which was felt were important aspects. Unlike other venues contacted, 'Seasons' also set up the room and clear table and chairs away at the conclusion. Member therefore RATIFIED the decision to host the Awards Evening 2019 at 'Seasons'.

Also clarified to Members via email was the remaining Competition Expenses budget, which, as it stands, is £492. Members AGREED to use this remaining budget to cover the costs of room hire, kitchen use, trophy engraving, photo and certificate printing for awards and winners plaques, as per last year, with any shortfall being funded from the £794 left in the 'fundraising' budget, which will likely go toward covering the cost of catering (around £300). Hopefully, some of those funds will be recouped on the night, with raffle sale money. This was RATIFIED.

Regarding catering, it was AGREED sandwich platters should be purchased from a supermarket (rather than staff making them, as they did last year). Other 'party' type food will be purchased, along with a plate of desserts, which will be served to each table, to save guests having to queue at the buffet twice.

MH (Chairman) informed Members that she had spent £50 of her own money on gardening related raffle prizes, to draw more entrants to the raffle. MH would like £25 back from the raffle money raised, with the further £25 being a donation from her. The Mayor, who is also an In

Bloom Member, kindly offered to reimburse MH the £25 from his Mayoral allowance, instead of it coming back from the raffle fund. Members thanked MH and the Mayor very much for their kind donations and were reminded to collect other prizes to add to those already purchased. The CC will also ask all category sponsors for any donations. PW and SH will be selling the raffle tickets and will source raffle ticket books. A recipient for the Civic Award was discussed and AGREED by Members. The CC will ensure they receive their invitation and that their winning of this prize is kept secret until the night. It was also AGREED to purchase 'winners' plaques for each category overall winner.

Members clarified the position of entries being received that could not be seen from the kerbside, and AGREED that these should, unfortunately, not be allowed entry into the competition. This was applicable for one entrant from this year's competition, but as it had already been judged, Members AGREED to allow it on this occasion, but to decline the entry for next year, should they enter again, due to the front garden not meeting criteria.

Guides Competition - To ratify cost of 2019 'winner' plaque and replacement flowers for the mini golf flower bed, following the difficult weather

Since the last meeting, the CC emailed all Members to explain that unfortunately, the strong winds recently experienced have killed off a lot of the flowers planted up as part of the Guides competition at the Mini Golf. Town Force immediately took out the worst of the flowers but all were in need of replacement. Mr Tiernan, who runs the mini golf raised concerns with the CC about the flowerbed being left empty, especially during their busiest period of the year. The spacecraft which Town Force created, at Members request to enhance the theme, has only recently been added to the display, and Mr Tiernan was keen for this to remain and to keep as much of the Guides theme as possible.

During email correspondence Members AGREED to therefore fund the replacement flowers, providing a large '50' was planted in the middle, with the spacecraft central, to replicate the theme as much as possible, whilst keeping new planting cost down and simple. The pansies chosen between Mr Tiernan and Town Force, will take the flowerbed into winter, allowing the display and the Guides winner's plaque to stay in place much longer. The plants cost £100. This, along with the £24.00 for the Guides 'winner' plaque was RATIFIED.

As the meeting was not quorate members AGREED to RECOMMEND to the Community Engagement and Environment Committee that the expenditure of £100 for new plants be funded from the current year's Environmental Projects budget and that £24 for the 'winner' plaque be funded from the current year's Competitions Expenses budget.

Schools Competition – Wash-up of event

The CC informed those who were not involved with the judging of the high quality of the entries received from the schools and nurseries. In the end, judges decided on joint winners- Edward Bryant School year 1 and Happytime Pre School, who both had grown fantastic pea plants, and provided brilliant photos of the process. A subsequent presentation had taken place, for both entrants, with the Mayor presenting certificates and vouchers to the winners and articles had been published in the local press and on Town Council social media pages. Members were pleased to note this and thanked those who were involved.

Railway Planting Competition - Update and to agree way forward

The CC was pleased to advise Members that the Station Partnership application had been accepted, and that the WG now had £500 to spend, however they liked, for this planting initiative.

Members AGREED the 2x planters should be built in the style of those at Felpham Way, which Town Force will make, with measurements taken from the concourse area. The benefits of this type of 'wooden box' timber planter include low maintenance, being very quick to build, and their ability to last for years without needing replacement. Town Force have estimated it will cost around £290 per planter, including labour and timber and Members were pleased to note these could be made to 'match' the café planters already in place at the station, in the style and colour.

Members discussed flowers to go in the planters on completion, bearing in mind we are coming into the winter months and AGREED these should be colourful, matching the hanging basket arrangements, if possible.

The CC also reported that since liaising with the Station staff regarding this project, she has been approached to enquire whether the WG would be willing to fund 3x 'buffer' planters at the end of the platform. Town Force have prepared an estimate for this at around £135 for all 3 planters. Members discussed the feasibility of this and AGREED to pay for this in principle, considering the WG would have £500 to put towards all projects at the Station, from the Station Partnership fund.

Members further AGREED to use the £500 funding to pay toward the building of the two main planters at the station and three buffer planters, with remaining funds coming from the Environmental projects fund for this year.

The CC shall keep Members updated as to when these will be built and installed, and invoices will of course be ratified in due course.

Rainbows Seeds Planting 2019 - Update if available

Unfortunately, not much progress had been made on this. The CC will continue to contact the Rainbows Leader, with a view of organising the planting at Hotham Park, in the next couple of months.

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

BT Site - It was noted that although the grass is fairly long again, the poppies and dandelions are very good for attracting insects and almost form a 'wild' garden. Members AGREED not to take any action in regard to asking BT to cut the grass again, as it looked presentable for the moment.

Victoria Drive - A Member raised issues with a mini roundabout at Victoria Drive, which contained very high weeds. Unfortunately, Members concluded that although it was unsightly, there was nothing the WG could do. This may be an issue for WSCC.

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

Greener Bognor Network Community Orchard Project:
Volunteers are working hard to keep the alleyways at the Orchard open and accessible, which requires continuous attention. As always, there is a lot of litter present, but the Orchard is generally still looking good, with apples and blackcurrants still growing.

Bognor Community Gardeners: Bindweed at Hotham Park is very rife and unfortunately killing plants. This has been worked on over the past year, but as of yet, not much improvement has been seen. This is an ongoing issue and WG Members will be kept updated on progress, if any. The Discovery Gardens however, are looking lovely.

7. CORRESPONDENCE

There was no correspondence.

8. DATE OF NEXT MEETING

The next meeting was arranged for Thursday 3rd October at 3.30pm.

The Meeting closed at 4.25pm

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
23rd SEPTEMBER 2019
GENERAL CORRESPONDENCE

1. Email Mental Health 2019 Conference - Achieving the Five-Year Forward View
2. Email - Thank you note from member of the public re: situation raised at PQT&S
3. Email - re: homeless situation solution
4. Email - Mental Health Workshops
5. Email - Plastic Bottle deposit scheme
6. Email - Free training courses on becoming self-employed
7. Email - Thank you note from member of public re: Playday event
8. Email - Thank you note from member of public re: Playday event
9. Email - Invitation to join GAGNE Aviation Town and Parish Council Forum
10. Email - Thank you note from member of public re: Playday event