



BOGNOR REGIS TOWN COUNCIL

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

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Dear Sir/Madam,

MEETING OF THE COMMUNITY ENGAGEMENT & ENVIRONMENT COMMITTEE

I hereby give you Notice that a Meeting of the Community Engagement and Environment Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **MONDAY 21st MAY 2018**

All Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the Business to be transacted, as set out hereunder. An opportunity will be afforded to **Members of the Public** to put **Questions** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

DATED this 14th MAY 2018

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 Council Meeting on the 14th May 2018
2. Chairman's Announcement and Apologies for Absence
3. Declarations of Interest:
Members and Officers are invited to make any declarations of Pecuniary 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

Members and Officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a 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 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. To consider Terms of Reference for the following Committees/Sub-Committees/Working Parties, including updates and amendments if required
 - a) Community Engagement and Environment Committee
 - b) Bognor Regis in Bloom Working Party
 - c) Youth Provision Review Topic Team
 - d) Playing Out Topic Team
5. To Approve the Minutes of the Meeting held on the 26th March 2018
6. Adjournment for Public Question Time extended to a maximum of 60 minutes in accordance with Standing Orders (S.O. 31.8)
7. Matters Arising from the Minutes which are not separate Agenda Items
8. 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) Youth Provision Review Topic Team
 - c) Playing Out Topic Team
9. Consideration of a proposal from a community leader regarding a Community 4 Community initiative
10. Consideration of item referred from public question time, regarding the Foreshore Office and Toilets on the Promenade - Min. 104 refers
11. To ratify payment for Renewal of Annual Membership of Locality of £416.67 + VAT
12. Consideration of proposal from Cllr. Enticott, regarding tackling social isolation among elderly residents and the possibility of starting a wellbeing group and the provision of community transport. Report by Cllr. Enticott
13. Consideration of proposal by Cllr. Enticott to utilise an existing initiative regarding dog bins in residential areas. Report by Cllr. Enticott
14. Consideration of how Members wish to proceed with the progression of becoming ambassadors for raising awareness to the issue of plastic and recruiting a bank of volunteer re-cycling champions - Min. 108 refers
15. Update on Councillor Surgeries and Community Open Forums including consideration of responses to letters sent to the Bognor Regis Sailing Club and Bognor Regis Football Club following the Community Engagement Forum at South Bersted School

16. Update on Youth Services Provision Review and to receive the notes of the Youth Worker Steering Group Meeting held on 10th April 2018
17. Consideration of participation in a consultation regarding West Sussex Fire and Rescue Services
18. Ward Allocation Environmental Projects Budget including: ratification of expenditure from Pevensey, Hatherleigh and Orchard Wards regarding a series of play day events for the summer; update on Victoria Road project; consideration of proposal from Cllr. Gardiner for a memorial bench in memory of Cllrs. Dougal and Jacquie Machonachie to be funded from Marine and Marine North Ward Allocation; to note the recommendation of the Policy and Resources Committee regarding the virement of undrawn Members Allowance to the Orchard Ward and Hatherleigh Wards Allocation Budget
19. To receive an update on Playing Out Topic Team - Min. 114 refers
20. Update on application to register the Town Hall as a Community Asset - Min. 115 refers
21. To note the decision of the Policy and Resources Committee at the meeting held on the 9th April 2018 - Min. 180 refers - regarding the Flexible Community Fund and to receive details of any application
22. To note the publication of a survey by Safer West Sussex Partnership designed to gain understanding, experience and access to support in relation to crime
23. Reports:
 - a. To note Financial Reports, previously circulated
 - b. Any further reports
24. 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
21st MAY 2018

AGENDA ITEM 4 - TO CONSIDER TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES/SUB-COMMITTEES/WORKING PARTIES, INCLUDING UPDATES AND AMENDMENTS IF REQUIRED: COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE; BOGNOR REGIS IN BLOOM WORKING PARTY; YOUTH PROVISION REVIEW TOPIC TEAM; PLAYING OUT TOPIC TEAM

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 Party, Youth Provision Review Topic Team and Playing Out Topic Team, Members are invited to review the Terms of Reference (attached as **Appendices 1 to 4**) amend 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 Committee, Working Group and Topic teams as noted above for **RECOMMENDATION** to the Policy and Resources Committee.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

COMMUNITY ENGAGEMENT & ENVIRONMENT COMMITTEE

Adopted by the Council at its Meeting held on 4th July 2016

Reviewed by the Council 3rd July 2017

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: COMMUNITY ENGAGEMENT & 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 & 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</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>Environment and Rural Communities Act 2006, s40</p>	
<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
<p>9. To support home safety initiatives in the town</p>	<ul style="list-style-type: none"> · Committee under the direction of Council
<p>10. Grant Aid Discretionary Fund</p> <p>10.1 To administer the Council's Grant Aid Discretionary Fund in accordance with Policy</p> <p>10.2 To approve grants within the approved budget and Policy</p>	<ul style="list-style-type: none"> · Committee · Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS IN BLOOM

WORKING GROUP

Adopted by the Council at its Meeting held on 5th September 2016

Reviewed by the Council 3rd July 2017

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: BOGNOR REGIS IN BLOOM WORKING GROUP

This is a Working Group of the Community Engagement & 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 & Environment Committee.	
<p>Bognor Regis In Bloom Competition</p> <p>(i) Promote the competition through the media and other methods</p> <p>(ii) Collate, plan and judge all entries received at the office</p> <p>(iii) Organise presentation evening, awards and certificates</p>	<ul style="list-style-type: none"> • Working Group within Budget • Working Group within Budget • Working Group within Budget
<p>South & South East in Bloom Competition</p> <p>(i) Collate material over the year for inclusion in the portfolio</p> <p>(ii) Complete application to competition and representatives of the Working Party to attend seminars and presentations</p> <p>(iii) Promote South & South East in bloom through media, schools and other organisations.</p> <p>(iv) Organise planting competitions</p> <p>(v) Liaise with BRTC and ADC on planting programs / projects planned for year</p> <p>(vi) Plan route and itinerary for judging day</p> <p>(vii) Organise planting displays at national events to promote the town of Bognor Regis</p>	<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

YOUTH SERVICES REVIEW

TOPIC TEAM

Adopted by the Council at its Meeting held on 6th March 2017

Reviewed by the Council 3rd July 2017

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: YOUTH SERVICES REVIEW TOPIC TEAM

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

Membership: Open but to include at least one Councillor at all times

Quorum = n/a

Function of Working Group Column 1	Delegation of Functions Column 2
<p>1. To engage with the wider community to identify areas in Youth Services that BRTC can support and to inform a feasibility study to be carried out.</p> <p>2. To identify possible projects within the feasibility study, including budget requirements, to assist in the delivery of any agreed programme.</p> <p>3. To refer any programme and budgets to the CE&E Committee with a recommendation to the Policy and Resources Committee for any budget required to deliver the programme.</p>	<ul style="list-style-type: none">· Topic Team to make recommendations to Community Engagement & Environment Committee · Topic Team to make recommendations to Community Engagement & Environment Committee · Topic Team to make recommendations to Community Engagement & Environment Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

PLAYING OUT PROJECT

TOPIC TEAM

Adopted by the Council at its Meeting held on 14th May 2018

BOGNOR REGIS TOWN COUNCIL
TERMS OF REFERENCE: PLAYING-OUT PROJECT

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

Membership: Open but to include at least one Councillor at all times

Quorum = n/a

Function of Working Group Column 1	Delegation of Functions Column 2
<p>1. To engage with the community to identify suitable residential areas within the 6 Wards of Bognor Regis that Bognor Regis Town Council can support and inform the Playing Out Project</p> <p>2. To work with the residents to take ownership of the project going forward to ensure long-term sustainability</p> <p>3. 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</p>	<ul style="list-style-type: none">· Topic Team to make recommendations to Community Engagement and Environment Committee · Topic Team to make recommendations to Community Engagement and Environment Committee · Topic Team to make recommendations to Community Engagement and Environment Committee



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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 26th MARCH 2018

- PRESENT:** Cllr. M. Smith (Chairman); Cllrs: J. Brooks, Mrs. S. Daniells, D. Enticott (from Min. 100), S. Goodheart and Mrs. J. Warr.
- IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)
1 member of the public

The Meeting opened at 6.31pm

100. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllr. P. Dillon due to being unwell and Cllr. P. Woodall who had a Mayoral engagement.

101. DECLARATIONS OF INTEREST

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

Members and Officers should declare an interest by stating: -

- a. The item they have an interest in
- b. Whether it is an Ordinary Interest and the nature of the interest
- c. Whether it is also a Disclosable Pecuniary Interest

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

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

Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

Cllr. Goodheart declared an Interest in anything related to re-generation or Rox

102. APPOINTMENT OF A VICE-CHAIRMAN FOR THIS MEETING ONLY FOLLOWING THE RESIGNATION FROM THE COMMITTEE OF CLLR. COSGROVE

Members were asked to elect a new Vice-Chairman for this meeting only. It was proposed and seconded that Cllr. S. Goodheart be nominated Vice-Chairman for the Meeting of the Community Engagement and Environment Committee. There being no other nominations, it was **RESOLVED** that Cllr. S. Goodheart be duly appointed.

103. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 22nd JANUARY 2018 AND THE EXTRAORDINARY MEETING HELD ON 14th MARCH 2018

The Minutes of the Meeting held on the 22nd January 2018 and the Extraordinary Meeting held on 14th March 2018 were approved by the Committee as a correct record and were signed by the Chairman.

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

The Chairman adjourned the Meeting at 6.40pm

The Projects Officer read out the following statement:

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

A member of the public spoke regarding the toilets and Foreshore Office on the Promenade. He understood from the ADC consultation plans that once the existing Foreshore Office is demolished, there would be provision made within the new toilet block for the Foreshore Officers, but that doesn't seem to be the case now.

After discussion Members **AGREED** to make this an agenda item for the next meeting and asked the Projects Officer to prepare a background report.

The member of public then further asked whether, in Councillors opinion, they felt that ADC were trying to make Bognor Regis a dormant Town or a thriving seaside Town?

The Chairman reconvened the Meeting at 6.55pm

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

105.1 Min 84.2 - 22nd January 2018 - Update on the Youth Services provision review

The Projects Officer reported that an application to have a stand prior to the next JWAAC meeting in June will be requested.

105.2 Min. 85 - 22nd January 2018 - Update on Community Forums and Councillor Surgeries

The Projects Officer reported that, to date, no response had been received from the Government Minister although there had been a response from Nick Gibb MP. Members asked for another letter to be sent to the Government Minister and to further ask Nick Gibb MP to take this matter up with him directly.

105.3 Min. 93 - 22nd January 2018 - Citizen's Award for Young People

The Projects Officer reported that Members of the Policy and Resources Committee at their meeting on 5th February 2018, Min. 162 refers, **RESOLVED** that a prize of £25 in vouchers be awarded to the recipient of the Citizen's Award for Young People, and the expenditure met through the Civic Fund.

105.4 Min. 94 - 22nd January 2018 - Funding for electric car charge points

The Projects Officer confirmed that a letter had been sent to the relevant Cabinet Member at ADC but to date no response had been received.

105.5 Min. 71 - 20th November 2017 - Interpretive Signage Board

There was no update to report.

106. CONSIDERATION OF A PROPOSAL FROM A COMMUNITY LEADER REGARDING THE LOCAL ASSISTANCE NETWORK (LAN) AND COMMUNITY 4 COMMUNITY

At the last Councillor surgery held at Grandads Front Room on 6th March 2018, a Community Leader expressed his concerns that Grandads Front Room and My Sisters House were not included on the Local Assistance Network sheet, that is issued by ADC. Both Grandads Front Room and

My Sisters House provide help and assistance to the homeless, vulnerable and those most at need and the work they undertake alleviates some of the pressure placed on ADC resources. Grandads Front Room is considering producing an alternative sheet called Community 4 Community and Members are asked to consider supporting this initiative.

Members asked if either of the organisations have a local connection scheme in place which may be the reason ADC do not include them on the LAN. (A local connection scheme would ensure that those who seek help have a connection with the wider Bognor Regis area).

Members **AGREED** for a letter to be written to ADC asking them for their policy on the local connection scheme and their reasons not to include Grandads Front Room and My Sisters House on the LAN.

Members further **AGREED** to invite the Community Leader to a future meeting to give Members more detail on the Community 4 Community initiative.

A Member raised the issue regarding homeless migration to the Town from other areas and understood that neighbouring districts were encouraging homeless and other vulnerable people to come to Bognor Regis. The Committee **AGREED** for a letter to be sent to West Sussex County Council to seek clarification on this. Members were also asked to lobby their County Councillors.

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

The Projects Officer's report was noted.

Members **AGREED** to **RECOMMEND** to Council to continue with the bi-monthly Community Open Forums.

Members **AGREED** to **RECOMMEND** to Council not to change the name of the Community Engagement and Environment Committee.

108. UPDATE ON COMMUNITY OPEN FORUM HELD AT SOUTH BERSTED SCHOOL ON 7th FEBRUARY 2018 AND CONSIDERATION OF AN ISSUE RAISED BY THE STUDENTS REGARDING PLASTIC AND RECYCLING

The Projects Officer reported on the individual items she had been able to address, and Members discussed the issue raised by students regarding plastic and recycling.

Members discussed the seriousness of plastic and recycling and were keen to promote awareness and lead by example. The Committee **AGREED** to look at the possibility of becoming ambassadors and to encourage the community to look at appointing and recruiting a bank of volunteer recycling champions. Members asked for this decision to be reported back to South Bersted School and to see if they would like to begin the process by appointing their own champions for the school. The issue would also be raised at forthcoming Open Forums to encourage other groups to be involved.

More research will be undertaken and reported back to the Committee to consider further. Members further **AGREED** that a copy of the notes from the South Bersted School Open Forum be forwarded to the relevant Cabinet Member at ADC for response.

Members discussed possible venues for the next Open Forum and **AGREED** to see if residents of Seaward Court would like to meet with Councillors for the April session. Cllr. Brooks offered to make the initial approach to Seaward Court. Another venue that was **AGREED** for a future Open Forum was the Bowls Club.

109. UPDATE ON MEETING WITH THE RIGHTS RESPECTING SCHOOL AMBASSADORS OF THE REGIS SCHOOL ON 5th MARCH 2018

The Projects Officer's report was noted.

Members were asked to consider if they would like to hold the June Open Forum meeting at the Regis School and if there were any issues or items they would like to discuss with the students.

Following discussion Members **AGREED** that they would like to meet with the students of the Regis School and would welcome their views on the Community Engagement and Environment Committee's idea to initiate a community bank of volunteer recycling champions; anti-social behaviour among young people and how they perceive the role of a Town Councillor.

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

The Projects Officer's reports were noted.

Members **AGREED** to recommence the drop-in events, to be held at various locations and times. One suggestion was for an event to be held in or near local schools and to promote the Playing Out Scheme to parents and guardians as they drop the children off at school. Members asked Officers to make the necessary arrangements. Members further **AGREED** that they would continue to attend the sessions at Grandads Front Room.

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

The Projects Officer's report was noted.

Members **AGREED** to support an external funding application for more hours for the Youth Worker.

112. TO RATIFY SECOND PAYMENT OF £15,000 TO ARUN DISTRICT COUNCIL FOR THE 2017/2018 PARTNERSHIP CONTRIBUTION FOR PUBLIC CONVENIENCES (REVENUE) AS AGREED IN THE SERVICE LEVEL AGREEMENT

Members **AGREED** to ratify the second payment of £15,000 to Arun District Council for the 2017/2018 partnership contribution for public conveniences (revenue) as agreed in the service level agreement.

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

The Projects Officer's report was noted.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to earmark the remaining Hotham Ward Allocation funds of £303.60 to fund some extra hours for the Youth Worker as part of the Town Council's Youth Provision Review.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to earmark the remaining Orchard Ward Allocation funds of

£436.00 for a series of play day events during the 2018 summer holidays.

Subsequent to the meeting it was confirmed that the sum remaining from the Orchard Ward Allocation was £305.00 rather than £436.00 as reported at the meeting. All members were notified of this via email

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to earmark the remaining Marine and Marine North Wards funds of £375.00 and £125.00 respectively to fund a sign for the parking area at Victoria Road subject to receipt of approval from the newly appointed Ward Member.

Members **AGREED** for Officers to make the necessary arrangements for play day events during the summer holidays.

Regarding the car parking at Victoria Road Members **AGREED** the following:

- To apply for a licence from SSE at a cost of £100
- The sign to be metal
- That Town Force should take the necessary measurements for the positioning and estimate costs for installation

Members further **AGREED** that the wording for the sign would be considered by Cllr. Brooks and the West End traders and would forward the details to the Projects Officer.

Members also noted that if a Certificate of Lawful Use or Development is required, the associated costs may affect the ability to proceed. Officers would monitor the situation.

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

The Chairman and the Projects Officer gave an update of the Playing Out Scheme Activator Day Workshop that they attended in February. The workshop gave a useful insight of how to set up a local scheme and provided some useful promotional tools and templates. One of the key points of advice was not to pick a street or road, but to promote the scheme through engagement and wait for the community to approach the Council for help. This method has proved to be the most successful and sustainable.

Following discussion Members **AGREED** for the Projects Officer to have delegated authority in liaison with the Chairman and Vice-Chairman to proceed with the setting up of the Playing Out Scheme.

115. UPDATE ON APPLICATION TO REGISTER THE TOWN HALL AS A COMMUNITY ASSET - MIN. 84.1 REFERS

The Projects Officer read out a reply received from VAAC supporting the Town Council's application to register the Town Hall as a community asset. Members felt that the ADC call for the Town Council to provide evidence of use by user groups was unwarranted as the Town Hall is undeniably a community asset.

Members **AGREED** to continue with gathering the evidence but asked for the Projects Officer to seek some advice from Locality regarding ADC's instruction.

116. BOGNOR IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 23rd JANUARY 2018 AND 20th MARCH 2018 (IF AVAILABLE)

Members received the notes of the Meetings held 23rd January and 20th March 2018.

Members **RESOLVED** to **APPROVE** that the £1,000 remaining in the Environmental Projects budget be earmarked for use at the Health Centre.

Members **RESOLVED** to **APPROVE** expenditure of £7.58 for refreshments for volunteers during National Tree Week.

Members **RESOLVED** to **APPROVE** expenditure of £18.75 for a plaque and £15.00 for a voucher funded from the current year's Competition Expenses budget for the Guides Competition Winner.

Members **RESOLVED** to **APPROVE** that the £126.00 remaining in the Fundraising budget be earmarked for use by the Bognor Regis in Bloom Working Group.

Members **RESOLVED** to **APPROVE** expenditure of £17.91 for cherry tomato seeds be funded from the current year's Competition Expenses budget for the school's competition.

Members **RESOLVED** to **APPROVE** expenditure of £25.00 for a donation to be made to the Sussex Wildlife Trust funded from the 2018/2019 Environmental Projects budget.

117. REPORTS:

a. To note financial reports, previously circulated
The reports were noted.

b. Any further reports
There were no further reports.

118. CORRESPONDENCE

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

Email sent from Cllr. Smith to WSCC Highways re potholes
Email from Blueprint 22 re speaking during public question time

The Meeting closed at 8:29pm

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st MAY 2018**

AGENDA ITEM 9 - CONSIDERATION OF A PROPOSAL FROM A COMMUNITY LEADER REGARDING A COMMUNITY 4 COMMUNITY INITIATIVE

REPORT BY THE PROJECTS OFFICER

FOR DECISION

A member of the community has asked to raise an issue during public question time regarding a new initiative called Community 4 Community.

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

DECISION

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

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st MAY 2018

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

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Background

During public question time at the last meeting of the Community Engagement and Environment Committee, a member of the public spoke regarding the toilets and Foreshore Office on the Promenade. The member of the public understood from the ADC consultation plans that once the existing Foreshore Office was demolished, there would be provision made within the new toilet block for the Foreshore Officers, but that now does not seem to be the case.

Members therefore asked for the issue to be placed on the agenda and for Officers to provide a report on the current situation.

Summary

The Planning Application number BR/194/17/PL TOILETS – SEAFRONT can be viewed on the ADC website <https://www.arun.gov.uk/weekly-lists>*

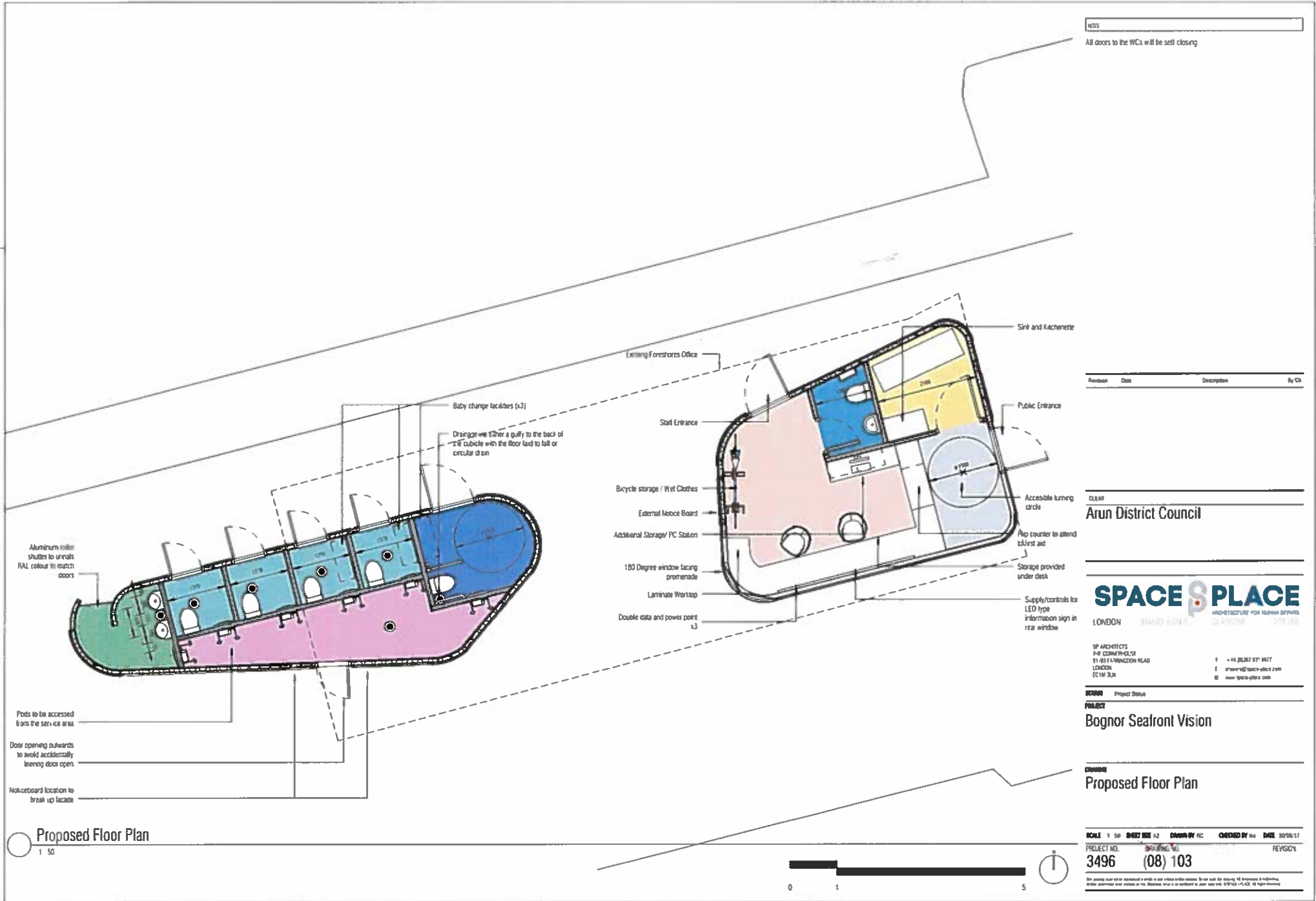
- Plans for 2 new buildings on old Foreshore Office site.
- Replacement Foreshore Office to the West – Toilets to the East.
- Planning permission granted for both.
- ADC have the funding in place for the toilets but not for the Foreshore Office. It will now be for the ADC Director of Services to decide if an approach is made to Council for Capital funding to complete the project.

a copy of the proposed floor plan is appended to this report as **Appendix 1.*

In the meantime, Foreshore Officers are working from the old deck chair kiosk and have a renovated office in the Town Hall as their main base. ADC are adamant that the services are unchanged. However, this does not reflect the reality as the kiosk does not provide a separate room for first aid provision, which is a requirement when conducting first aid procedures.

With regards to the toilets, following the demolition of the Foreshore Office, a base will be built and when the services are connected, the building will be craned into position. There are no specific dates for this, but ADC have assured they will be operational before the summer season.

In response to the question posed at the last Community Engagement and Environment Committee public question time, it has been clarified that there was never any provision for the Foreshore Office to have space within the toilet block.



NOTE
All doors to the WCs will be self closing

Revision	Date	Description	By
----------	------	-------------	----

Client
Arun District Council

SPACE PLACE
ARCHITECTURE FOR BUSINESS IMPROVEMENT
LONDON

SP ARCHITECTS
1st FLOOR
11-13 A WINDMILL ROAD
LONDON
EC1M 3UN
T +44 (0)20 7311 6677
I 020 7311 6677 ext 200
E www.space-place.com

STATUS Project Status

PROJECT
Bognor Seafont Vision

CONTRACT
Proposed Floor Plan

Proposed Floor Plan
1:50



SCALE 1:50	SHEET 08 OF 10	DRAWN BY HC	CHECKED BY	DATE 30/06/17
PROJECT NO. 3496	SP REF. NO. (08) 103			REVISION

We warrant that we have prepared a plan or other document in accordance with the requirements of the Building Act 2004, and that we are not aware of any other person who has prepared a plan or other document in accordance with the requirements of the Building Act 2004, and that we are not aware of any other person who has prepared a plan or other document in accordance with the requirements of the Building Act 2004.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st MAY 2018**

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

REPORT BY CLLR. ENTICOTT

FOR DECISION

A report for this item will be tabled at the meeting by Cllr. Enticott.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st MAY 2018**

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

REPORT BY CLLR. ENTICOTT

FOR DECISION

Members are invited to consider the following report from Cllr. Enticott and decide how they wish to proceed.

“Here are the key Points regarding the Dog Bins in Residential Areas initiative.

1. Dog messing continues to be a major environmental and Health & Safety issue in the Town, especially with the growing practice of people putting mess in black plastic bags and then leaving the bags for other people to clear up.
2. The Town Council should have a role in helping combat this problem by purchasing a number of 'Clear up your Mess' signs (see below) that local people could then purchase from the Town Council (costs to be worked out) to then display in their gardens or wherever appropriate to try and deter people abusing the dog mess issue.
3. Town Council to publicise this service via social media, radio and in local press”



For Decision:

Can Members please advise how they wish to proceed and to identify a budget for any associated costs

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st MAY 2018**

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

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the last meeting Members agreed to look at the possibility of becoming Ambassadors and to encourage the community to look at appointing and recruiting a bank of volunteer recycling champions.

Members are therefore asked how they wish to progress this decision.

DECISION

How do members wish to proceed with regard to Ambassadors for raising awareness to the issue of plastic?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st MAY 2018**

**AGENDA ITEM 15 - UPDATE ON COUNCILLOR SURGERIES AND COMMUNITY
OPEN FORUMS**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

A report will be given by the Projects Officer at the meeting.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st MAY 2018**

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

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Members are invited to receive the notes of the Steering Group Meeting held 10th April 2018, attached as **APPENDIX 1**.

The Youth Worker is actively continuing with the engagement process and has a number of young people who meet with her on a regular basis. They currently meet on a Thursday evening at the 39 Club and have called themselves CREATE. (please see notes in Appendix 1)

On the 26th April, two of the CREATE members attended an "Adopt a Youth Club Road Show" which was run in association with the Lions Club and Sussex Clubs for Young People. They successfully pitched for, and were awarded funding of £200 to put towards promotion of their group.

The Street Art Event that was scheduled to take place in the London Road Precinct on the 12th and 13th May had to be postponed as the premises has now been let. However, following discussions with WSCC Highways, they have kindly allowed CREATE to transfer the project to one of the subways. The project will take place on the 30th and 31st June at the Hotham Park Subway.

The 39 Club have asked how long the Youth Worker will need to use the club as a base, which leads to the assumption that they would prefer CREATE to now look at meeting elsewhere. It has always been the aim of the Steering Group to try and get some access to the Phoenix Club, as it would be an ideal location, but gaining permission has not been straight forward. However, following an email sent directly to Stephen Hillier, the West Sussex County Councillor Cabinet Member for Children & Young People, the Projects Officer and the Youth Worker were invited to view the premises with a view to using the facilities on a Wednesday evening. Negotiations are still ongoing, but it is hoped that the Projects Officer will have an update for Members at the meeting.

The Youth Worker has been invited to attend meetings with neighbouring parishes and will be giving an update at the next Steering Group Meeting.

Bognor Regis Town Council (BRTC)
Youth Worker Steering Group
Tuesday 10th April 2018
Hotham Park Lodge

Present:

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

Apologies:

Joanna Cooke (West Sussex County Council)

Notes of the Meeting 12th March 2018

Noted and **AGREED**

Action Points from previous meeting complete.

Update from Youth Worker

Keely has made initial contact with Felpham Community College and is liaising with a teaching assistant to help with engagement.

A meeting with the Regis School is scheduled for 8th May 2018.

The BR Library have offered the use of a room or their garden and free use of their games.

The leader of a local drama group has volunteered her time.

Residents of the Blakes Mead Resident Association are helping to raise Keely's profile via their social media forum.

There is regular support from 2 young people who are helping Keely with engagement. They have also been working on a name for the group and ideas for the forthcoming street art project in the precinct on the 12th and 13th May. The name they would like to call themselves is CREATE.

C - childhood, birth, awakening, blank page, new journey, path, etc

R- recognition, realisation etc

E- experiences, evolving, experimenting, etc

A- attitude to life, aspirations, achieving, aiming high, attainment, attribute, acknowledgement etc.

T- teens, transition (from child to teen)

testing, tribulations, tantrums, time to think. Etc

E- end result

I am now a lawyer, I am now a welder, I'm now at uni, I made it.... etc

Keely has a meeting on the Trees Estate with the Residents Association and ADC Community Officer on 11th April 2018. Keely is also attending the WSCC Event for Young People on 24th April 2018, the SCYP Adopt a Youth Club Road-show on the 26th April 2018 and Bognorphenia Young Generation Event on 28th April 2018.

Street Art Event 12th and 13th May – London Road Precinct

The street art project to paint the hoardings in London Road has been arranged for the 12th and 13th May. The artwork will be similar to that on the seafront and the group that Keely is working with have come up with some design ideas. The Traders Association have offered to donate £150.00 towards the project.

Update from SCYP

Contact has been made with Parish Councils as follows:

Aldwick PC – Keely to attend a Parish Council Meeting – date to be arranged

Bersted PC – Keely to attend the Parish Council Meeting on 10th April 2018

Felpham PC – No update

Middleton On Sea PC – No update

Pagham PC – Keely to attend a Parish Council Meeting on 29th May 2018

SCYP will be able to provide BRTC with an update of the Youth Workers utilised hours when they undertake their annual end of year review. It was recognised that some additional short- term funding may be required and a meeting to discuss this is scheduled for later in the week.

Update on response from West Sussex County Council re Phoenix Club

There had been no response to date to the email sent to WSCC.

Another request will be sent and will include a copy to the WSCC Cabinet Member for Children-Start of Life and local County Councillors asking for their support.

Recommendation to Community Engagement and Environment Committee

The Steering Group would recommend to the Community Engagement and Environment Committee to hold a meeting for the original Topic Team members to give an update on the progress of the project.

Date of next meeting - This will be a meeting for the Topic Team – date to be confirmed

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st MAY 2018**

**AGENDA ITEM 17 - CONSIDERATION OF PARTICIPATION OF A CONSULTATION
REGARDING WEST SUSSEX FIRE AND RESCUE SERVICES**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

West Sussex County Council is holding a public consultation on the future of the Fire & Rescue Service which runs until the 28th May 2018 and should Members wish to take part as an individual, the survey can be accessed via the link below.

<https://haveyoursay.westsussex.gov.uk/risk/west-sussex-fire-rescue-service-risk-management-pl/consultation/subpage.2016-06-12.6465234834/>

Members are also invited to note information that has been received from a group called West Sussex Fire & Rescue Stop the Cuts, urging Members to read and consider the viewpoint before completing the survey. The information can be accessed via the link below.

<https://www.facebook.com/groups/1468972996713053/>

Members may wish to share this information to encourage members of the public to take part in the survey.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st MAY 2018**

AGENDA ITEM 18 - WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING: RATIFICATION OF EXPENDITURE FROM PEVENSEY, HATHERLEIGH AND ORCHARD WARDS REGARDING A SERIES OF PLAY DAY EVENTS FOR THE SUMMER; UPDATE ON VICTORIA ROAD PROJECT; CONSIDERATION OF PROPOSAL FROM CLLR. GARDINER FOR A MEMORIAL BENCH IN MEMORY OF CLLRS. DOUGAL AND JACQUIE MACHONACHIE TO BE FUNDED FROM MARINE AND MARINE NORTH WARD ALLOCATION; TO NOTE THE RECOMMENDATION OF THE POLICY AND RESOURCES COMMITTEE THE VIREMENT OF UNDRAWN MEMBERS ALLOWANCE TO THE ORCHARD WARD AND HATHERLEIGH WARDS ALLOCATION BUDGET

REPORT BY THE PROJECTS OFFICER

FOR DECISION

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

Members are asked to **AGREE** the following expenditure:

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

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

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

Can Members please note that the Ward Allocation for the above three wards for 2018/19 is now fully utilised.

Update on Victoria Road Project:

Costs for this project will be met through 2017/18 earmarked ward allocation funds of £375.00 from Marine Ward and £125.00 from Hatherleigh Ward. However, Members are advised that there is an estimated shortfall in the funding of £25.00 which they may wish to consider funding from the 2018/19 ward allocation allowance.

An application has been made to Southern Water for a licence to erect a sign in the Victoria Road area that is used for parking. Once the licence has been issued the sign can be installed.

Remaining Unallocated Funds for 2018/19:

Hotham Ward	£500
Marine Ward	£375
Marine Ward North	£125

Cllr. Gardiner has asked Members to consider a proposal to purchase a memorial bench in memory of Dougal and Jacque Maconachie. Members are asked to liaise with Cllr. Gardiner if they wish to support and progress this proposal.

DECISION

Members are asked to **AGREE** the following expenditure:

Orchard Ward – to utilise the unallocated funds of **£1005.00** from the 2018/19 ward allocation fund to fund a series of playday events

Pevensey Ward – to utilise the unallocated funds of **£375.00** from the 2018/19 ward allocation to fund a series of playday events

Hatherleigh Ward – to utilise the unallocated funds of **£630.00** from the 2018/19 ward allocation to fund a series of playday events

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st MAY 2018**

AGENDA ITEM 19 - TO NOTE THE TERMS OF REFERENCE AND RECEIVE AND UPDATE ON PLAYING OUT TOPIC TEAM - MIN. 114 REFERS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Promotion of the Playing Out scheme is underway. The following schools have all received an information pack, which includes a leaflet detailing the scheme and how it could work and a chalk challenge. Copies of the literature will be available at the meeting.

Nyewood Infants	270
Southway	630
Edward Bryant	600
South Bersted	208
St Mary's	300

The Chalk Challenge is a bag containing a piece of chalk for children to draw a picture on the path in their street, take a photo and email in to win a prize.

Other planned promotion includes:

- A press release to the Bognor Post and the Bognor Regis Observer
- Leaflet distribution to parents at the school gates of St Mary's school
- Facebook Post

Whilst feedback is positive with the majority of people saying what a great idea it is, to date there has not been any approach made to the Town Council.

There are plans to have a stand at the Book Day Event to promote the project further and information will also be available at all Councillor Surgeries and Open Forums.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st MAY 2018**

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

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Following Members decision to nominate Bognor Regis Town Hall as an Asset of Community Value, Arun District Council have advised that following its appraisal of the nomination they have decided that the property should be listed as an asset and have therefore approved the nomination and issued the following statement:

"The property has been added to the list of Assets of Community Value held by the Council with effect from 20th April 2018. The property will remain on the list for a period of five years from this date and a charge will be placed on the Local Land Charges Register as well as at Land Registry."

Members are asked to note the decision.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st MAY 2018**

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

REPORT BY THE PROJECTS OFFICER

FOR RATIFICATION

At the Policy and Resources Committee meeting on the 9th April 2018, regarding revised guidelines/criteria and application form for the Flexible Community Fund; Members agreed to the recommendations of this Committee except for a clause referring to smaller amounts which now reads:

On receipt of applications for small amounts of £100 or less, approval will be delegated to the Town Clerk in liaison with the Chairman and Vice-chairman of the Community Engagement and Environment Committee with their decision ratified at the next scheduled Committee Meeting of the Community Engagement and Environment Committee.

Members are therefore asked to note this decision and further invited to consider any applications, details of which will be available at the meeting.

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st MAY 2018**

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

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

The Safer West Sussex Partnership (SWSP) is asking West Sussex residents and businesses for their understanding, experiences and access to support in relation to crime through an online survey.

Developed on behalf of the SWSP by the Community Safety and Wellbeing Team, the survey is designed to fulfil one of the key statutory responsibilities of the Partnership to consult residents annually on its priorities.

In a change to the usual annual consultation, the team will be conducting short themed surveys spread across the year which are aimed at gathering more detailed information regarding the views and experiences of respondents.

The focus for this survey is Child Sexual Exploitation, Preventing Extremism and Radicalisation, 'Cuckooing' and Modern Slavery.

The Partnership is focusing on these priorities as they have been identified through a combination of national and local evidence and are often seen as 'hidden crimes' due to their signs and indicators being harder to spot.

The aim of the survey is to inform residents on the types and nature of these threats whilst at the same time gathering valuable community intelligence in order to target activity and resources effectively.

Members are able to take part in the survey as an individual and are asked to encourage as many people as possible to take part in the SWSP survey.

<https://haveyoursay.westsussex.gov.uk/communities-public-protection/safer-west-sussex-partnership-survey-2018/>

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
21st MAY 2018
GENERAL CORRESPONDENCE

Email: Housing Communities and Local Government Committee – Long-term funding of adult social care

Email: On behalf of CS Talk to Us – New West Sussex County Council Crowd Funding Initiative

Email: Smart Wheelie – Speed awareness wheelie bin stickers

Email: My Sisters House - #Rescue MSH – re notice to quit new premises

Letter: Copy of letter from CADC Cabinet Member of Community Services sent to South Bersted School

Email: West Sussex County Council Operation Watershed – Notification of continuance of Activities Fund

Email: Principle Community Officer West Sussex (Arun) Partnerships and Communities Team – Littlehampton Proposed Arts Project

Email: SSALC – Council Newsletter article re Action for Deafness