



# 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 20<sup>th</sup> JANUARY 2020**

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 13<sup>th</sup> JANUARY 2020**

**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 18<sup>th</sup> November 2019
4. Adjournment for Public Question Time and Statements extended to a maximum of 60 minutes in accordance with Standing Orders (S.O. 31.8)
5. Clerk's Report from previous minutes
6. Consideration of the notes from the Public Question Time and Statements of the Meeting held on the 18<sup>th</sup> November 2019 - Min. 55 refers
7. To note the decision regarding the re-listing of the Alexandra Theatre as an Asset of Community Value - Min. 56.3 refers
8. Community Engagement and Environment Topic Team for Climate Change including:
  - appointment of Members to sit on the Team
  - to note the date of the first meeting of the Topic Team scheduled for 29<sup>th</sup> January 2020 - Min. 57 refers
9. Councillor Surgeries including:
  - further consideration of a recording booth and associated costs
  - to consider earmarking any remaining funds from the 2019/20 Councillor Surgery and Open Forum Budget
  - to note the date of the next surgery - Min. 61 refers
10. Further consideration of the West Sussex County Council Initiative around Community Improvements - Min. 65 refers
11. Youth Services Update including:
  - to receive the Notes from the Early Help (PAB) meeting held on the 17<sup>th</sup> December 2019
  - to note the date of the next Youth Worker Steering Group Meeting scheduled for 22<sup>nd</sup> January 2020
  - consideration of change of name for this Topic Team
12. To note and determine any applications received for the Flexible Community Fund
13. Ward Allocation Environmental Projects Budget for 2019/20
14. To consider nominations for the Mayor's Good Citizen Award
15. To consider nominations for the Mayor's Citizen Award for Young People
16. Consideration of a proposal by Cllr. Goodheart, to invite Parkvision 2020 to give a presentation to this Committee and to invite members of the Bognor Regis In Bloom Working Group and the Tree Wardens to attend
17. 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 18<sup>th</sup> NOVEMBER 2019**

**PRESENT:** Cllr. W. Smith (Chairman); Cllrs. J. Barrett, J. Brooks,  
Mrs. I. Erskine and Ms. A. Sharples

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

*The Meeting opened at 6.33pm*

### **52. 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: Miss. C. Needs, due to personal reasons and Mrs. S. Staniforth due to a family illness. No apologies had been received from Cllrs. A. Cunard or H. Jones.

### **53. 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*

**54. TO APPROVE THE MINUTES OF THE MEETING HELD ON 23<sup>rd</sup> SEPTEMBER 2019**

The Minutes of the Meeting held on the 23<sup>rd</sup> September 2019 were approved by the Committee as a correct record and were signed by the Chairman.

**55. 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 6.36pm*

The Projects Officer read out the following statement:

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

The following items were raised with Members:

Will we receive a response tonight into how the Town Council see it supporting itself and the community moving forward in working towards the goals for the parish and building a vehicle to attach themselves to regarding the issues raised?

Arun District Council are appointing a Climate Change Officer.

Grandads Front Room (GFR) are looking to create a community space by the Cinema and have put in an offer take over the lease and open a community café. The current lease requires a personal guarantor, which is something that GFR cannot offer so they would like to ask for Councillors help in waiving this.

Every plan is moving forward so fast it is not dealing with what is left behind, such as the homeless. The Town Centre is embarrassing. Stonepillow do an amazing job but can't do it overnight and some of the homeless do not want to use their facilities. Why is the Council not working with them? There should be designated areas for the homeless - give them a place. Developers should be given a brief to include a footprint in planning.

The Community Street Sheet has been a success and West Sussex County Council Officers are taking it to County.

*The Meeting was reconvened at 7.04pm*

## **56. CLERK'S REPORT FROM PREVIOUS MINUTES**

### **56.1 20<sup>th</sup> May 2019 - Min. 8.1 - Update on Old Town Area**

There is no update at this stage.

### **56.2 23<sup>rd</sup> September 2019 - Min. 41.3 - Update on Street Sheet in partnership with GFR**

The Community Street Sheet has been produced and circulated and the feedback has been very positive. Since production more organisations have expressed a wish to be included. As some of the original funding has been ringfenced for a future print run, preparations are underway for an updated version to be produced.

### **56.3 23<sup>rd</sup> September 2019 - Min. 41.4 - Update on re-listing the Alexandra Theatre as an Asset of Community Value**

Confirmation has been received from ADC that the nomination has been accepted and the Council now has an eight-week period in which to make a decision on the application i.e. by 27<sup>th</sup> December 2019.

During this period the Council will:

- notify all other parties (as determined by the Council) of the nomination. These will include the owner of the property, any lessees or persons with an interest in the property, Ward Members and Town and Parish Council if applicable;
- assess the nomination, requesting further information if necessary;
- make a decision within eight weeks and notify the decision within nine weeks from the date of confirmation.

### **56.4 23<sup>rd</sup> September 2019 - Min. 42 - Update on the Recommendation to Council that Bognor Regis Town Council declare a Climate Emergency**

At the Council Meeting on the 4<sup>th</sup> November 2019 Members agreed that Bognor Regis Town Council should declare a Climate Emergency. This matter will be discussed later in the Meeting under Agenda item 6.

**56.5 30<sup>th</sup> September 2019 Policy and Resources Committee - Min. 63 - Referral from Policy and Resources Committee Meeting**

During Public Questions Time and Statements, at the Policy and Resources Committee Meeting on the 30<sup>th</sup> September 2019, a member of the public asked whether there had been any progress between ADC and the BID regarding signposting from the seafront, with a suggestion that the existing monoliths be adapted for these purposes.

It is understood that a Councillor raised this matter directly with Arun District Council on the 7<sup>th</sup> October and was informed of the following:

*Since the signs have been installed, the sightlines towards the town centre have been significantly opened up by the removal of the mounds in Place St Maur. This means that the shops are now clearly visible from the seafront, making it more intuitive to walk towards them if you are looking for shops and the town centre regardless of the sign.*

*When we undertake a full review of the town-wide signage we can reconsider if anything more is required to sign people towards the town centre.*

At the BID Meeting on the 14<sup>th</sup> November 2019, the BID agreed to install signage from the Promenade to the Town Centre utilising existing signposts.

**57. CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION TIME AND STATEMENTS OF THE MEETING HELD ON THE 23<sup>rd</sup> SEPTEMBER 2019 (MIN. 40 REFERS) INCLUDING CONSIDERATION OF THE NOTES AND RECOMMENDATIONS FROM THE OPEN FORUM HELD 17<sup>th</sup> OCTOBER 2019 ON CLIMATE CHANGE AND GREEN ISSUES AND THE ADDITIONAL COMMENTS RECEIVED POST MEETING**

The Projects Officer's report, including the Notes from the Public Question Time and Statements of the meeting 23<sup>rd</sup> September 2019, the Notes and Recommendations from the Open Forum held 17<sup>th</sup> September 2019 and the additional comments received post meeting, were **NOTED**.

Members noted that at the Council Meeting held 4<sup>th</sup> November 2019 (Min. 130.1 refers), Members approved this Committee's recommendation that Bognor Regis Town Council declare a Climate Emergency.

As a result of the Council's decision, discussion turned to the Climate Change and Green Issues, and a Member proposed that a Topic Team be appointed with representatives from Council, Environment Groups and Officers for cross party individual thinking on how to progress. Other suggestions included actively gathering real data and thoughts ahead of the first Topic Team meeting and to set up a social media site to collate information. Officers requested that any meeting be postponed until the

New Year, however some Members felt that as the name "Climate Emergency" would suggest, the topic should be dealt with urgently.

Following discussion Members **AGREED** the following:

- To set up a Climate Emergency Topic Team and to schedule the first meeting of the group in the New Year;
- To set up a new dedicated Town Council Email address, i.e. [climateemergency@bognorregis.gov.uk](mailto:climateemergency@bognorregis.gov.uk) and a social media platform ahead of the meeting to collate information and ideas on how to tackle Climate Change;
- To immediately address the issue relating to car idling (leaving the engine running whilst stationary) by sending a letter to local schools to ask them if they would, in principle, be willing to display a banner/sign advising that idling was an offence and could incur a fine if the engine was not switched off when asked to do so;
- To fund the production of any banners from the Flexible Community Fund or Ward Allocation Budget (subject to receipt of any relevant applications);
- To write to Arun District Council to ask Traffic Wardens to police car idling and issue fines where necessary to discourage future offences.

58. **BEACH ACCESS TOPIC TEAM - CONSIDERATION OF THE RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 10<sup>th</sup> OCTOBER 2019**

The Projects Officer's report, including the Notes of the Beach Access Topic Team Meeting held on 10<sup>th</sup> October 2019, was **NOTED**.

Members considered the recommendations from the Beach Access Topic Team and **AGREED** the following:

- That a letter be sent to Arun District Council to seek assurances that the proposed Beach Access Project would be progressed at the earliest opportunity and to ask for some indication as to when the matter would be raised with ADC Councillors. They would also like assurances from ADC that the Beach Access Topic Team will be involved in the progress of the project and consulted wherever appropriate;
- That the Town Council officially lobby County Councillors and following the General Election in December, to write to the newly elected MP for their support of the project and assistance wherever necessary to ensure delivery;
- To suspend the Beach Access Topic Team but keep a watching brief and receive regular updates to ensure the project does not fall off the radar;

- For dual hatted Town Councillors to lobby their fellow ADC Councillors to support the project and press for an early progression.

**59. YOUTH SERVICES UPDATE INCLUDING TO RECEIVE THE NOTES AND RECOMMENDATIONS OF THE YOUTH WORKER STEERING GROUP MEETING HELD ON 6<sup>th</sup> NOVEMBER 2019**

The Projects Officer's report, including the Notes of the Youth Worker Steering Group Meeting held on the 6<sup>th</sup> November 2019, was **NOTED**.

Members considered the recommendations and **AGREED** the following:

- To invite a wider range of Youth Service providers to the Steering Group Meetings;
- To appoint a reserve representative from the Committee to attend future meetings should the Chairman be unable to attend. Members **AGREED** to appoint Cllr. Ms. Sharples as the representative and appoint Cllr. Mrs. Erskine as second reserve.

**60. TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND INCLUDING RATIFICATION OF THE £90.00 PAID TO CREATE AS AGREED BY THE TOWN CLERK, THE CHAIRMAN AND VICE-CHAIRMAN UNDER DELEGATED AUTHORITY**

The Projects Officer's report was **NOTED**.

Members **AGREED** to **RATIFY** the payment of £90.00 to CREATE from the Flexible Community Fund to fund a 1-day training course for 2 young people as part of their mentoring programme, as approved by the Town Clerk in liaison with the Chairman and Vice-Chairman of the Community Engagement and Environment Committee under delegated authority.

Members further **NOTED** the remaining balance of £1,630.00.

**61. COUNCILLOR SURGERIES INCLUDING UPDATE ON ROCK GARDENS AND OTHER ISSUES RAISED**

The Projects Officer's report was **NOTED**.

Members felt it important to hold the surgeries and **AGREED** for another session to be arranged in the New Year in London Road.

Members further considered an idea to have a facility that would allow members of the public to "let off steam" by recording their views and opinions. A Member of the Committee is able to supply the recording equipment required and it may be possible for Town Force to construct some sort of booth. Following discussion, Members **AGREED** to trial this idea and



asked Officers to work with the Councillor to see if this can be organised for a future surgery, with details of costs referred back to this Committee for consideration.

**62. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET FOR 2019/20**

The Projects Officer's report was **NOTED**.

A Member confirmed that all the money for the defibrillator in the West End had been raised and it would be installed soon. A Member felt that all Councillors should be fully trained on how to operate a defibrillator and asked for this to be referred to Council for consideration.

A Member asked if the budgets were transferrable between Wards, for example; could the Orchard Ward fund be used to support a project in Pevensey Ward? Members were advised that if there was no pending proposal and that **all** Ward Members agreed, this would be possible.

**63. UPDATE ON CONSIDERATION TO ERECT NOTICES DISCOURAGING THE FEEDING OF BIRDS ON THE PROMENADE - MIN. 43 REFERS**

The Projects Officer's report was **NOTED**.

Following discussion, Members **AGREED** to take up the offer from ADC for their Graphic Design Team to come up with a poster as suggested in the report. Officers will make the necessary arrangements and report back at a future meeting.

A Member requested that ADC be asked to make arrangements for extra poster sites to be made available to accommodate these new posters as the current sites were already being utilised.

**64. CONSIDERATION OF A REQUEST TO RE-LOOK AT THE PLAYING OUT SCHEME - MIN. 47 REFERS**

The Projects Officer's report, including details of the extensive work that was undertaken in 2018 to try and launch this initiative, was **NOTED**.

Following discussion, Members **AGREED** not to revisit the Playing Out scheme at this time.

**65. WEST SUSSEX COUNTY COUNCIL INITIATIVE AROUND COMMUNITY IMPROVEMENTS**

The Projects Officer's report, including the literature provided by WSCC on the initiative, was **NOTED**.

As this initiative is being considered by the Planning and Licensing Committee in the first instance, Members **AGREED** that the item be referred to a future Agenda for the consideration of any community element. Members further **AGREED** to familiarise themselves with the initiative in preparation as detailed in the WSCC literature.

**66. CONSIDERATION OF AN INITIATIVE BEING PROMOTED BY ARUN DISTRICT COUNCIL CALLED ACCESSABLE, AN ORGANISATION THAT PROVIDE INFORMATION TO DISABLED PEOPLE ABOUT ACCESSIBILITY, INCLUDING; A PROPOSAL TO RECEIVE A PRESENTATION FROM AN ACCESSABLE REPRESENTATIVE AND ANY RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE FOR ANY BUDGETARY REQUIREMENTS FOR ASSOCIATED COSTS**

The Projects Officer's report, including the information provided by ADC's Group Head of Policy, was **NOTED**.

Following discussion Members **AGREED** to receive a presentation from AccessAbility in the New Year and noted that any financial commitment would need to be deferred to the 2021/22 budget.

Members further asked that Arun District Council be updated with this decision.

**67. PROPOSALS AND REQUIRED BUDGETS FOR 2020 INCLUDING: FLEXIBLE COMMUNITY FUND, YOUTH PROVISION, PLAYDAYS, WARD ALLOCATION, SURGERIES AND OPEN FORUMS, AND THE BOGNOR REGIS IN BLOOM WORKING GROUP**

**67.1 Flexible Community Fund - Current Budget £5,000**

Members **NOTED** that a budget for the financial year 2020/21 of £5,000 has been allocated as part of the recommendations to the Policy and Resources Committee.

**67.2 Youth Provision - Current Budget £10,000 (for match funding opportunities)**

Members **NOTED** that a budget for the financial year 2020/21 of £10,000 has been allocated as part of the recommendations to the Policy and Resources Committee.

**67.3 Playdays - Current Budget £3,500**

Members **NOTED** that a budget for the financial year 2020/21 of £3,500 has been allocated as part of the recommendations to the Policy and Resources Committee.

**67.4 Ward Allocation - Current Budget £2,000 equating to £125 per Member**

Members **NOTED** that a budget for the financial year 2020/21 of £3,200 (equating to an increased sum of £200 per Member) has been allocated as part of the recommendations to the Policy and Resources Committee.

**67.5 Community Engagement - Current Budget £1,000**

Members **NOTED** that a budget for the financial year 2020/21 of £1,000 has been allocated as part of the recommendations to the Policy and Resources Committee.

**67.6 Bognor Regis in Bloom - Current Budget £1,750 - (Competition Expenses £750 & Environmental Projects £1,000)**

Members **NOTED** that a budget for the financial year 2020/21 of £1,750 has been allocated as part of the recommendations to the Policy and Resources Committee.

**68. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 3<sup>rd</sup> OCTOBER 2019**

The Projects Officer's report, including the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 3<sup>rd</sup> October 2019, was **NOTED**.

Members considered the recommendations from the Bognor Regis in Bloom Working Group and **AGREED** to **RATIFY** the following:

- Expenditure of £86.00 for trophy engraving to be funded from the current year's Competition Expenses;
- Expenditure of £35.00 for Gift Vouchers to be funded from the current year's Competition Expenses;
- The appointment of the new Tree Wardens, Gillian Edom and Edward Fane as co-opted members of the Bognor Regis in Bloom Working Group.

**69. CORRESPONDENCE**

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

*The Meeting closed at 8.29pm*

## AGENDA ITEM 6

### BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 20<sup>th</sup> JANUARY 2020

#### AGENDA ITEM 6 - CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION TIME AND STATEMENTS OF THE MEETING HELD ON THE 18<sup>th</sup> NOVEMBER 2019 - MIN. 55 REFERS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION  
& DECISION

The notes from the Public Question Time and Statements of the Meeting held 18<sup>th</sup> November 2019 are attached to this report as **APPENDIX 1**.

Members are asked to consider the comments and recommendations as recorded in the Appendix and advise how they wish to proceed.

#### **DECISION**

Members are asked to advise how they wish to proceed.

## Notes from Public Questions and Statements Time 18<sup>th</sup> November 2019

### (3 Members of Public at meeting)

The following items were raised with Members:

Will we receive a response tonight into how the Town Council see it supporting itself and the community moving forward in working towards the goals for the parish and building a vehicle to attach themselves to regarding the issues raised?

Arun District Council are appointing a Climate Change Officer.

**This position has not yet been formally appointed.**

Grandads Front Room (GFR) are looking to create a community space by the Cinema and have put in an offer take over the lease and open a community café. The current lease requires a personal guarantor, which is something that GFR cannot offer so they would like to ask for Councillors help in waiving this.

**This item is contractual and will be discussed under confidential business at the appropriate meeting.**

Every plan is moving forward so fast it is not dealing with what is left behind, such as the homeless. The Town Centre is embarrassing. Stonepillow do an amazing job but can't do it overnight and some of the homeless do not want to use their facilities. Why is the Council not working with them? There should be designated areas for the homeless - give them a place. Developers should be given a brief to include a footprint in planning.

The Community Street Sheet has been a success and West Sussex County Council Officers are taking it to County.

**AGENDA ITEM 7**

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE  
20<sup>th</sup> JANUARY 2020**

**AGENDA ITEM 7 - TO NOTE THE DECISION REGARDING THE RE-LISTING OF THE ALEXANDRA THEATRE AS AN ASSET OF COMMUNITY VALUE - MIN. 56.3 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR INFORMATION**

The application to nominate the Alexandra Theatre as an Asset of Community Value has been approved. The Alexandra Theatre will remain on the Asset Register for a period of 5years from 20<sup>th</sup> December 2019 - 20<sup>th</sup> December 2024.

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE  
20<sup>th</sup> JANUARY 2020**

**AGENDA ITEM 8 - COMMUNITY ENGAGEMENT AND ENVIRONMENT TOPIC TEAM FOR CLIMATE CHANGE INCLUDING APPOINTMENT OF MEMBERS TO SIT ON THE TEAM AND TO NOTE THE DATE OF THE FIRST MEETING OF THE TOPIC TEAM SCHEDULED FOR 29<sup>th</sup> JANUARY 2020 - MIN. 57 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR INFORMATION  
& DECISION**

At the last meeting Members agreed to appoint a Topic Team to look at Climate Change. Whilst all Members of the Town Council will be invited to attend the meetings, a number of Members from this Committee should be formally appointed to sit on the Topic Team. Therefore, Members are invited to consider how many formal places they wish to appoint, and which Members will take these places.

As previously circulated, Members are also asked to Note that the first meeting for the Climate Emergency Topic Team has been scheduled for **Wednesday 29<sup>th</sup> January 2020** and will be held at the Regis Centre, Studio 3 at 6.00pm.

As requested at the last meeting, a separate Email address has been set up and has received a number of comments from members of the public which will be taken to the meeting and are also appended to this report as **Appendix 1**. Those who have made contact via this email have also been invited to attend the first Topic Team meeting.

The idea of the Topic Team is to have a small group of interested parties who can make positive realistic suggestions and make recommendation to the Town Council via this Committee.

The first meeting will primarily be the setting up of the Team including the election of a Chairman and setting out the Terms of Reference. With other Topic Teams it has proved useful in the first instance to invite as many stakeholders and interested parties as possible and to get the ball rolling by holding an open "brainstorming" session. In this way everyone has a chance to put across their views and ideas in a fairly short time. It is usual that after the initial meeting, numbers can dwindle. However, the ideas from the brainstorming session can provide a useful blueprint for setting objectives and mapping out how the project should evolve.

**DECISIONS**

Can Members please advise how many Members of this Committee they wish to formally appoint to the Climate Change Topic Team?

Can Members please advise which Members will sit on the Topic Team?

Members are also asked to **NOTE** the date of the first scheduled meeting of the Climate Change Topic Team on Wednesday 29<sup>th</sup> January 2020.

Can Members please advise if they **AGREE** to the suggested format for the first meeting?

## **Comments and Suggestions received on the Climate Change Email address:**

One of the 1st things is surely to make solar panels (with battery storage) & rainwater harvesting mandatory on all new builds, bulk buying will bring costs down.

Personally, I am installing solar battery storage & retro fitting a rainwater harvesting system that will supply the toilet & washing machine.

Perhaps education would help, special classes at school on energy saving techniques, for example, demonstrations how much energy is wasted on leaving electrical equipment on standby. Install more charging points for electric vehicles (I believe lampposts can be modified) promote where you can fill up water bottles. Work with local supermarkets to use best before food for homeless kitchen. Promote meat free days and healthy cooking on a shoestring, as healthier population use the NHS less. Start with one small step & work up to a jog.

My biggest concern is where does the recycling actually go?

At the Arcade we have communal business bins three are for recycling. However, the rubbish collector empties it all into the same truck. At home my recycling is collected separately, and I understand it is sorted locally. However, where does it go from there? My support goes towards a commercial composting facility where PLA cups and take away containers can be composted. Breaking down rather than being recycled. Have a look at [https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fvegware.co.uk&c=E,1,-\\_kwUu4sOP6Opfv\\_aM3\\_OQVKf6MYHcCOfE6L6u6JB0Gcu0xUsZ2PW1x\\_heQYLwa6vKN81Ke75MPmk8AxxVJaFcn2MTvWdBhTyVcIOKQ-7AQ,&typo=1](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fvegware.co.uk&c=E,1,-_kwUu4sOP6Opfv_aM3_OQVKf6MYHcCOfE6L6u6JB0Gcu0xUsZ2PW1x_heQYLwa6vKN81Ke75MPmk8AxxVJaFcn2MTvWdBhTyVcIOKQ-7AQ,&typo=1) for their progress. It's literally food for thought

We need recycling bins emptied once a week, so large families don't have to throw away recycling in with normal rubbish that won't fit in the recycling bins

I'm sending you my thoughts about the climate change crisis and how the town council could be engaged. The following four points are connected.

**Within Bognor Town, and the surrounding parishes, there are individuals and groups/organisations coming together on a voluntary basis to try and achieve the same aims.**

Several of them overlap, of course. Can I suggest that you provide an opportunity (or two) for these people to come together to share their aims, knowledge and achievements with the purpose of maximising their resources and input and so avoid constantly reinventing the wheel?



Some are also engaged in providing support to those in need, but it's very difficult to disconnect the issues of climate change and social need.

It seems to me that there are swathes of the local population who are disconnected from the fact that there is a climate emergency and so carry on with their normal lives as though nothing is happening. There may be good reasons for this, but one reason that could be overcome is a general lack of awareness and connection with what's going on in the world. I think education and engagement of the local population is essential in order to make anything else work. Holding the odd event is not sufficient because only a fraction of the people will come, and it will be heavy on time and resources. Something needs to be taken to the people where they are. A strolling minstrel comes to mind, but you might be able to think of something more appropriate. It's got to be different to the normal approach which requires a particular type of attention and has now become rather repetitive.

**I think we need to try and remove some of the cars off the road.**

This means providing more local facilities, so people don't have to keep driving out of town. It might be useful to do some sort of travel survey to see where people are going and why (perhaps on a couple of really busy routes). Encourage the availability of locally made/grown goods at an affordable price. Campaign for more buses on more routes.

**Build stronger communities**

which means identifying the communities within the community and working with and supporting them, as well as building up resilience in the face of unforeseen outcomes as a result of climate change and even a gradual breakdown of society.

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE  
20<sup>th</sup> JANUARY 2020**

**AGENDA ITEM 9 - COUNCILLOR SURGERIES INCLUDING FURTHER CONSIDERATION OF A RECORDING BOOTH AND ASSOCIATED COSTS, TO CONSIDER EARMARKING ANY REMAINING FUNDS FROM THE 2019/20 COUNCILLOR SURGERY AND OPEN FORUM BUDGET AND TO NOTE THE DATE OF THE NEXT SURGERY - MIN. 61 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR INFORMATION  
& DECISION**

At the last meeting Members considered a proposal to have a recording booth in situ at Councillor Surgeries as a quirky addition to the event. Members of the public would be encouraged not only to record their suggestions and comments, but also take the opportunity to record any memories or stories they may have about Bognor Regis that could be kept, thus preserving social history that may be lost in time.

Councillor Brooks has indicated that he would be able to provide the recording equipment at no cost. and Town Force are able to build a booth. Associated costs for the booth are as follows:

5no 4 x 2 timber - 4.2m long	£31.25
4 sheets ½" ply	£87.00
Screws, Brushes and paint from stock	£10.00
<b>Total Cost</b>	<b>£128.25+VAT</b>

The Town Clerk has confirmed that there are sufficient funds remaining in the Councillor Surgery budget for 2019/20 to cover the production costs.

Members are therefore asked if they **AGREE** to proceed with the proposal of producing a booth for use at future Councillor Surgeries utilising recording equipment donated by Cllr Brooks.

Members are also invited to consider earmarking any remaining fund from the 2019/20 Councillor Surgery Budget. The final balance will be made available at the meeting.

Members are also asked to note the date of the next surgery scheduled for Thursday 30<sup>th</sup> January 202 in the London Road between 11.00am and 2.00pm and confirm their attendance to the Projects Officer.

**DECISIONS**

Do Members **AGREE** to proceed with the proposal to have a recording booth at future Councillor Surgeries?

Do Members further **AGREE** to meet the associated costs for the production of the booth of £128.25+VAT from the remaining Councillor Surgery budget for 2019/20?

Do Members wish to earmark the remaining funds from the 2019/20 Councillor Surgery Budget?

Members are asked to **NOTE** the date of the next Councillor Surgery on 30<sup>th</sup> January 2020 and confirm their attendance?

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE  
20<sup>th</sup> JANUARY 2020**

**AGENDA ITEM 10 - FURTHER CONSIDERATION OF THE WEST SUSSEX  
COUNTY COUNCIL INITIATIVE AROUND COMMUNITY IMPROVEMENTS -  
MIN. 65 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR INFORMATION  
& DECISION**

At the last meeting Members agreed to defer this item to allow time to consider the West Sussex County Council booklet, that was circulated with the Agenda for the previous meeting, in more detail. The matter was also considered at the meeting of the Planning and Licensing Committee on the 19<sup>th</sup> November 2019, Min. 144 refers, and was duly referred back to this Committee.

West Sussex County Council gave a presentation regarding this subject at an ADALC meeting held on the 31<sup>st</sup> October 2019. The BRTC representative who attended this meeting has been asked for a briefing update which will be circulated on receipt.

Members are asked to advise how they wish to proceed.

**DECISION**

Can Members please advise how they wish to proceed.

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE  
20<sup>th</sup> JANUARY 2020**

**AGENDA ITEM 11 - YOUTH SERVICES UPDATE INCLUDING:**

- TO RECEIVE THE NOTES FROM THE EARLY HELP (PAB) MEETING HELD ON THE 17<sup>TH</sup> DECEMBER 2019
- TO NOTE THE DATE OF THE NEXT YOUTH WORKER STEERING GROUP MEETING SCHEDULED FOR 22<sup>ND</sup> JANUARY 2020
- CONSIDERATION OF CHANGE OF NAME FOR THIS TOPIC TEAM

**REPORT BY THE PROJECTS OFFICER**

**FOR INFORMATION  
& DECISION**

**Early Help - Arun Partnership Advisory Board (PAB) 17<sup>th</sup> December 2019:**

The WSCC Hub Systems Manager gave a quarterly update. A copy of her report will be circulated at the meeting. However, a copy is available from the office should any Member wish to view it prior to the meeting. It was also reported that the Early Help service is tasked with saving another £1.7m over the next 2 years. The team are actively looking at how this can be managed but are mindful that it may further impact on the services provided. At the time of the meeting the expected Commissioners Report\* following the poor Ofsted evaluations was still awaited, however it was expected to be particularly brutal and damning.

*\*this report has since been published and can be found on the following link [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/851765/Children\\_s\\_Services\\_in\\_West\\_Sussex\\_County\\_Council.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/851765/Children_s_Services_in_West_Sussex_County_Council.pdf)*

**Youth Worker Steering Group:**

The next meeting of the Youth Worker Steering Group is scheduled for 22<sup>nd</sup> January 2020 and a full report and update will be available at the March Meeting.

At the last meeting, Members agreed that a wider range of organisations should be invited to attend the Youth Worker Steering Group meetings and not just solely concentrate on CREATE. Therefore, Members may like to consider changing the name of the Youth Worker Steering Group to something more appropriate such as the Youth Provision Steering Group.

**DECISION**

Do Members **AGREE** to change the name of the Youth Worker Steering Group to Youth Provision Steering Group?

BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE  
20<sup>th</sup> JANUARY 2020

AGENDA ITEM 12 - TO NOTE AND DETERMINE ANY APPLICATIONS  
RECEIVED FOR THE FLEXIBLE COMMUNITY FUND

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION  
& DECISION

FLEXIBLE COMMUNITY FUND 1<sup>st</sup> APRIL 2019 - 31<sup>st</sup> MARCH 2020

Opening Balance £5,000.00

Approved Applications:

Bognorphenia	£ 600.00
Bognor Rugby Academy	£ 500.00
EcoSwap	£380.00
ROX	£1,800.00
CREATE	£90.00

**Balance** **£1,630.00**

Members are invited to consider the following applications to the Flexible Community Fund

4sight Vision Support for the amount of £490.00

U Can Spray CIO for the amount of £120.00

Making Theatre Gaining Skills CIC for the amount of £535.00

The Committee Chairman has considered the application forms and they will be available for Members to view at the meeting.

**DECISIONS**

Do Members **AGREE** to support the application from 4sight Vision Support for the sum of £490.00?

Do Members **AGREE** to support the application from U CAN Spray CIO for the amount of £120.00

Do Members **AGREE** to support the application from Making Theatre Gaining Skills CIC for the amount of £535.00

BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE  
18<sup>th</sup> NOVEMBER 2019

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

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION  
& DECISION

Remaining unallocated funds for the 2019/2020 Ward Allocation Budgets:

Hatherleigh Ward:	£125.00
Hotham Ward:	£500.00
Marine Ward:	Nil
Orchard Ward:	£500.00
Pevensy Ward:	£375.00

Members are respectfully reminded that there is only one more Committee Meeting left for this financial year to allow for the ratification of any spend. Any unused allocation following the March meeting will be returned to General Reserves.

**DECISION**

Members are asked to **NOTE** the unspent Ward Allocations and that the deadline for ratification is the next meeting of the Community Engagement and Environment Committee.

**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE**

**AGENDA ITEM 14 - TO CONSIDER NOMINATIONS FOR THE MAYOR'S  
GOOD CITIZEN AWARD**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

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

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

**DECISION**

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



**BOGNOR REGIS TOWN COUNCIL  
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE  
20 JANUARY 2020**

**AGENDA ITEM 15 - TO CONSIDER NOMINATIONS FOR THE MAYOR'S  
AWARD FOR YOUNG PEOPLE**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

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

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

**DECISION**

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

**COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE  
20<sup>th</sup> JANUARY 2020  
GENERAL CORRESPONDENCE**

Email: SALCC - November Edition of Sussex Uncovered