



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 an Online Meeting of the Community Engagement and Environment Committee of Bognor Regis Town Council will be held at 6.30pm on MONDAY 22nd JUNE 2020 in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

All Members of the Community Engagement and Environment Committee are HEREBY SUMMONED to attend for the purpose of considering and resolving upon the Business to be transacted, as set out hereunder.

The public will not be permitted to speak during the Meeting. However, an opportunity will be afforded to Members of the Public to have Questions put, or make Statements to, the Committee during an adjournment shortly after the meeting has commenced.

NB: All Questions and Statements MUST be submitted in writing (preferably by email) and MUST be received by the Town Clerk before 9am on Monday 22nd June 2020.

Online access to the Meeting will be via ZOOM. Please email the Town Clerk using the [email address](#) given above to receive the access code and link for the meeting.

DATED this 16th JUNE 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 20th January 2020
 4. Consideration of proposal to hold an online Open Forum for members of the public in place of the usual extended 60-minute Public Questions and Statement Time
 5. Adjournment for the Chairman to read public questions and statements submitted in accordance with the requirements noted above
 6. **Clerk's** Report from previous Minutes
 7. Consideration of the notes from the Public Question Time and Statements of the Meeting held on the 20th January 2020 - Min. 73 refers
 8. Update on the action points from the Notes of the September Public Question Time and Statements regarding car idling - Min. 74.4 refers
 9. To receive the Notes from the Climate Change Topic Team Meetings held on the 29th January 2020 and the 26th February 2020 including:
 - consideration of any recommendations from the Topic Team
 - to Ratify the appointment of Cllr. Mrs. J. Warr as an appointed representative to the Climate Change Topic Team
 10. To receive the Notes of the Youth Provision Steering Group Meeting held on the 22nd January 2020 including:
 - Update on CREATE and to note the re-allocation of BRTC funding for 2019/20
 - Consider a request from 39 Club for a Town Council Representative to sit on their Committee and make recommendation to Council
 11. To note and determine any applications received for the Flexible Community Fund and to consider the utilisation of any remaining balance of the 2019/20 budget
 12. Ward Allocation Environmental Projects Budget including ratification of any spend
 13. Bognor Regis in Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 16th January 2020
 14. Correspondence

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY



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

MINUTES OF THE MEETING OF THE
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
HELD ON MONDAY 20th JANUARY 2020

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

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)
5 members of the public
1 Councillor in the public gallery: Cllr. S. Goodheart
(from Min. 73)

The Meeting opened at 6.30pm

70. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllr: Mrs. J. Warr who was out of the area. No apologies had been received from Cllrs. A. Cunard or Miss. C. Needs.

71. 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.

Cllr. Brooks declared an Ordinary Interest in Agenda item 7 as a volunteer member of the Regis Centre and also in item 12 as a volunteer reader for 4Sight Vision Support

72. TO APPROVE THE MINUTES OF THE MEETING HELD ON 18th NOVEMBER 2019

The Minutes of the Meeting held on the 18th November 2019 were approved by the Committee as a correct record and were signed by the Chairman.

73. 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 by members of the public:

Reference was made to Agenda item 8 regarding appointment of Members to sit on the Topic Team. Will members of the public also be given the opportunity to sit on the Topic Team? There are a number of community members who have a wealth of expertise in this field or is this going to be just another Sub-Committee for Councillors?

Have any reserves been set aside by the Town Council for climate issues?
Is there a budget?

Another member of the public endorsed these comments.

A member of the public read out a list of 10 minor changes that could be implemented to combat Climate Change and suggested it could be distributed via school bags:

- When making just one cup of tea don't fill the kettle, you will save water and energy
- Change your light bulbs to LED's
- Try not to leave lights on in unoccupied rooms
- Use a glass of water when cleaning your teeth instead of leaving the tap running
- When throwing something away ask yourself, could this be used by someone else less fortunate than you?
- Teach your children to take their litter home and recycle it
- Ask yourself, do I need the car or shall I walk to the shop? Save fuel and get fit
- Switch to a green energy provider
- Grow your own vegetables
- Lobby your MP about the urgency to get on with it.

One of the main concerns is flooding. Since the last bad flood in the Chichester Road area, nothing has been done. There is no enforcement of planning regulations regarding SUDS (Sustainable Urban Drainage System). Although it can be complicated and intensive, urban flooding can be addressed via planting.

A Councillor in the public gallery gave a report regarding storage for community groups. There is currently some discussion and engagement being undertaken with ADC and when the suggestion goes to planning would the Town Council lend their support.

The Meeting was reconvened at 6.57pm

Members asked for the issues raised regarding Climate Change be taken to the Topic Team Meeting on the 29th January 2020.

With regard to the issue raised about storage for community groups, Members asked for this item to be placed on the next Agenda for further discussion.

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

- 74.1 20th May 2019 - Update on Old Town Area - Min. 8.1 refers
There was no update.

74.2 18th November 2019 - Update on Street Sheet in partnership with GFR - Min. 56.2 refers

The second print run has been commissioned and includes several updates and new entries. Re-issue of the Street Sheet will continue to be produced until the funding has been exhausted. Members AGREED for this item to now be removed from the updates.

74.3 18th November 2019 - Update on installation of signage from the Promenade to Town Centre by the BID - Min. 56.5 refers

At the last meeting it was reported that the BID had agreed to install the signage, and this has been actioned. A Member mentioned that the "East End" shops were disappointed that there was no signage to that area and asked if in the first instance a request could be made to the BID to see if they would be willing to erect some additional signs there.

74.4 18th November 2019 - Update on the action points from the Notes of the September Public Question Time and Statements - Min. 57 refers

To set up a Climate Emergency Topic Team and to schedule the first meeting of the group in the New Year. *Update: the date for this has been arranged for 29th January 2020.*

To set up a new dedicated Town Council Email address, i.e. climateemergency@bognorregis.gov.uk and a social media platform ahead of the meeting to collate information and ideas on how to tackle Climate Change. *Update: action completed.*

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. *Update : dependant on response from ADC regarding enforcement.*

To fund the production of any banners from the Flexible Community Fund or Ward Allocation Budget (subject to receipt of any relevant applications). *Update : for future consideration.*

To write to Arun District Council to ask Traffic Wardens to police car idling and issue fines where necessary to discourage future offences. *Update : a letter had been sent to the Outdoor Service Manager on 28th November 2019 and a response is awaited.*

74.5 18th November 2019 - Update on Beach Access - Min. 58 refers

At the last meeting Members asked for a letter to be sent to the ADC Chief Executive requesting information on when they could expect the project to be progressed and for the matter to be raised with District Councillors. A response was received on the 17th January 2020 but as there had not been

time to circulate before the meeting this was read out by the Projects Officer and is appended to these minutes as Appendix 1.

A dual-hatted Member stated that he was gaining support from fellow ADC Councillors and felt that as the project is expensive, consideration should be given to pursuing the idea of including the project within the ongoing two regeneration sites which could secure financial support from developers.

74.6 18th November 2019 - Update on Councillor Training for the use of defibrillators - Min. 62 refers

Cllr. Smith reported that he is an accredited First Aider and is willing to deliver the training at no cost to the Town Council. He will provide the necessary paperwork to the Office for arrangements to be made.

Cllr. Brooks informed Members that there was to be an official opening for the defibrillator that has been recently installed in Aldwick Road and was supported by Ward Allocation Funding from Marine Ward. The event will be held on Friday 24th January 2020 at 3.30pm outside Woods Travel if any Members could attend.

74.7 18th November 2019 - Update on consideration to erect notices discouraging the feeding of birds on the Promenade - Min. 63 refers
Officers at ADC are liaising with their graphic design team for some posters.

74.8 18th November 2019 - Update on consideration of receiving a presentation from AccessAble - Min. 66 refers

An invitation has been extended to AccessAble via ADC but no response has been received to date.

75. CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION TIME AND STATEMENTS OF THE MEETING HELD ON THE 18th NOVEMBER 2019 - MIN. 55 REFERS

The Projects Officer's report, including the updates contained therein, was NOTED.

Although ADC are yet to appoint a Climate Change Officer, Members felt it important for all tiers of Local Government to pool their resources and keep the pressure on to form links and work together towards a better outcome.

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

The Projects Officer's report was NOTED, and Members were pleased to hear that the re-listing of the Alexandra Theatre had been approved for a further 5 years.

77. COMMUNITY ENGAGEMENT AND ENVIRONMENT TOPIC TEAM FOR CLIMATE CHANGE INCLUDING:

The Projects Officer's report, including the comments and suggestions already received on the Climate Change email address, was NOTED.

77.1 Appointment of Members to sit on the Team

Members AGREED that three Members should be appointed and furthermore that Cllrs: Brooks, Mrs. Erskine and Ms. Sharples be formally appointed to the Climate Change Topic Team.

77.2 To note the date of the first meeting of the Topic Team scheduled for 29th January 2020 - Min. 57 refers

Members NOTED the date of the first meeting of the Climate Change Topic Team as the 29th January 2020. The meeting will be held in Studio 3 of the Regis Centre and will commence at 6.00pm.

Members AGREED to the suggested format for the first meeting which will be the setting up of the Topic Team including the election of a Chairman and setting out the Terms of Reference and a brainstorming session. Members asked for the Terms of Reference to reflect that the Topic Team would only require one appointed Councillor to be quorate.

Members further AGREED that the suggestions received via the new Climate Change email address will also be taken to the Topic Team Meeting for consideration as part of the brainstorming session.

Members asked Officers to include in any press release details of the agreed format for the first session to manage public expectation.

The Projects Officer reported on an email received by an organisation called Power for the People requesting that the Town Council pass a Motion in support of the Local Electricity Bill aimed at establishing a Right to Local Supply. Members AGREED to refer this item to Full Council for consideration.

78. COUNCILLOR SURGERIES INCLUDING:

The Projects Officer's report was NOTED.

78.1 Further consideration of a recording booth and associated costs

Following discussion Members felt that an acoustic hood rather than a booth may work best in a Town Centre environment when recording and AGREED to undertake further research into the costs for an acoustic hood with a report to the next meeting. It was also AGREED that some thought should be given as to how any recordings could be transcribed and edited, who gets to hear them and how stored and as to whether the hood/booth could become a permanent fixture if a suitable location can be found.

Members asked for their thanks to be relayed to Town Force for the work they had undertaken designing a booth.

78.2 To consider earmarking any remaining funds from the 2019/20 Councillor Surgery and Open Forum Budget

Members AGREED to earmark any remaining funds from the 2019/20 Councillor Surgery and Open Forum Budget for use in 2020/21 towards additional costs relating to both the regular surgeries but also the Climate Change Topic Team Meetings.

78.3 To note the date of the next Surgery - Min. 61 refers

Members NOTED the date of the next Councillor Drop-in Surgery which will be held in London Road between 11.00am and 2.00pm on Thursday 30th January 2020. Cllrs: Brooks, Mrs. Erskine and Ms. Sharples confirmed their attendance. All Councillors will be invited to attend.

79. FURTHER CONSIDERATION OF THE WEST SUSSEX COUNTY COUNCIL INITIATIVE AROUND COMMUNITY IMPROVEMENTS - MIN. 65 REFERS

The Projects Officer's report was NOTED.

The Chairman allowed Cllr. Goodheart to speak from the public gallery and he gave a verbal report on a meeting he had attended, as a representative of Bognor Regis Town Council, regarding this Agenda item.

Following discussion, it was AGREED that Officers be requested to write to West Sussex County Council to request further clarification on how the scheme works, including the Town Council's expected liability and for information on case studies.

80. YOUTH SERVICES UPDATE INCLUDING:

The Projects Officer's report was NOTED.

80.1 To receive the notes from the Early Help (PAB) Meeting held on the 17th December 2019

Members received the notes from the meeting held in December.

80.2 To note the date of the next Youth Worker Steering Group meeting scheduled for 22nd January 2020

Members NOTED the date of the next Youth Worker Steering Group Meeting on 22nd January and the Chairman confirmed his attendance.

80.3 Consideration of change of name for this Topic Team

Following the decision at the last meeting to open the Topic Team to a wider range of youth service providers (Min. 59 refers), Members AGREED to change the name to the Youth Provision Steering Group.

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

The Projects Officer's report was NOTED.

The Chairman confirmed that he had held a preliminary meeting with the Projects Officer to determine if the necessary paperwork had been received and whether the applications met the Flexible Community Fund Criteria.

Following discussion, Members AGREED the following:

- 81.1 To APPROVE the application from 4Sight Vision Support for the sum of £490.00.
- 81.2 To APPROVE the application from UCan Spray CIO for the sum of £120.00 and to further APPROVE an additional £30.00 to provide refreshments for the young people taking part in the project (£150.00 in total).
- 81.3 Members REJECTED the application from Making Theatre Gaining Skills as it did not meet the required criteria.

82. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET FOR 2019/20

The Projects Officer's report was NOTED, in which Members were reminded that any unspent Ward Allocation Budget as at 31st March 2020 would be returned to General Reserves.

83. TO CONSIDER NOMINATIONS FOR THE MAYOR'S GOOD CITIZEN AWARD

The Projects Officer's report was NOTED.

Members RESOLVED to AGREE the nomination for the Mayor's Good Citizen Award.

84. TO CONSIDER NOMINATIONS FOR THE MAYOR'S CITIZEN AWARD FOR YOUNG PEOPLE

The Projects Officer's report was NOTED.

Members RESOLVED to AGREE the nomination for the Mayor's Citizen Award for Young People.

85. 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

Members AGREED to receive a presentation from ParkVision 2020, and arrangements will be made to invite them to a future meeting and furthermore, that an invitation be extended to members of Bognor Regis in Bloom and the Tree Wardens.

86. Members RESOLVED to vary the order of business to take the additional Agenda item at this point.

87. CONSIDERATION OF EXPIRY OF FIVE-YEAR LISTING PERIOD FOR THE BOGNOR REGIS PIER AS AN ASSET OF COMMUNITY VALUE

Members noted the expiry of the five-year listing for the Pier as an Asset of Community Value.

The Projects Officer confirmed that the Pier had originally been nominated by Bognor Pier Trust CIC who at the time were working with Bognor Pier Leisure Ltd on a plan for the refurbishment and restoration of the Pier. Members noted that whilst it was doubtful that the Pier Trust will re-submit a nomination, Bognor Regis Pier Watch Group may decide to do so.

Following a brief discussion, Members AGREED to support Bognor Regis Pier Watch should they decide to submit an application and assist where possible.

88. CORRESPONDENCE

The Committee NOTED receipt of the correspondence list, previously circulated together with the following additional items:

- ACT Arun Community Transport
- MIND news update
- West Sussex County Council - Introducing Waste Prevention Team
- West Sussex County Council - Consultation on Schools Admissions

The Meeting closed at 8.20pm

BOGNOR REGIS TOWN COUNCIL
ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT
COMMITTEE MEETING - 22nd JUNE 2020

AGENDA ITEM 4 - CONSIDERATION OF PROPOSAL TO HOLD AN ONLINE OPEN FORUM FOR MEMBERS OF THE PUBLIC IN PLACE OF THE USUAL EXTENDED 60-MINUTE PUBLIC QUESTIONS AND STATEMENT TIME

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members will be aware from the Full Council Meeting held on the 8th June, that online meetings take longer to execute as each Councillor is required to respond individually to each item. As there is already a number of items on the Agenda for this meeting an extended Public Question and Statements Time for up to 60 minutes has the potential to make this a very long meeting.

Members are therefore invited to consider the proposal to hold a separate online Open Forum to accommodate the engagement element. This will allow more members of the public to participate and could last longer if necessary. There is also the potential to hold a series of meetings at various times to allow greater public participation. It is suggested that the first of these Forums be held within the next two weeks.

If Members wish to hold an online Open Forum, the Projects Officer will liaise by email with Members to make the necessary arrangements.

DECISION

Do Members AGREE to hold Open Forums in place of the extended 60-minute Public Questions and Statements Time whilst online meetings are operational?

BOGNOR REGIS TOWN COUNCIL
ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT
COMMITTEE MEETING - 22nd JUNE 2020

AGENDA ITEM 7 - CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION TIME AND STATEMENTS OF THE MEETING HELD ON THE 20th JANUARY 2020 - MIN. 73 REFERS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION
& DECISION

The notes from the Public Question Time and Statements of the Meeting held 20th January 2020 are attached to this report as APPENDIX 1.

Members are asked to note that the item regarding 20 Top Tips is a recommendation coming from the Climate Change Topic Team meeting on 26th February and will be further addressed under Agenda item 9.

Do Members wish to further consider any of the remaining items at a future meeting?

DECISION

Do Members wish to further consider any of the remaining items at a future meeting?

Notes from Public Questions and Statements Time 20th January
2020
(5 Members of the Public at meeting)

Reference was made to Agenda item 8 regarding appointment of Members to sit on the Topic Team. Will members of the public also be given the opportunity to sit on the Topic Team? There are a number of community members who have a wealth of expertise in this field or is this going to be just another Sub-Committee for Councillors?

Have any reserves been set aside by the Town Council for climate issues?
Is there a budget?

Another member of the public endorsed these comments.

A member of the public read out a list of 10 minor changes that could be implemented to combat Climate Change and suggested it could be distributed via school bags:

- When making just one cup of tea don't fill the kettle, you will save water and energy
- Change your light bulbs to LED's
- Try not to leave lights on in unoccupied rooms
- Use a glass of water when cleaning your teeth instead of leaving the tap running
- When throwing something away ask yourself, could this be used by someone else less fortunate than you?
- Teach your children to take their litter home and recycle it
- Ask yourself, do I need the car or shall I walk to the shop? Save fuel and get fit
- Switch to a green energy provider
- Grow your own vegetables
- Lobby your MP about the urgency to get on with it.

One of the main concerns is flooding. Since the last bad flood in the Chichester Road area, nothing has been done. There is no enforcement of planning regulations regarding SUDS (Sustainable Urban Drainage System). Although it can be complicated and intensive, urban flooding can be addressed via planting.

A Councillor in the public gallery gave a report regarding storage for community groups. There is currently some discussion and engagement being undertaken with ADC and when the suggestion goes to planning would the Town Council lend their support.

BOGNOR REGIS TOWN COUNCIL
ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT
COMMITTEE MEETING - 22nd JUNE 2020

AGENDA ITEM 8 - UPDATE ON THE ACTION POINTS FROM THE NOTES OF THE SEPTEMBER PUBLIC QUESTION TIME AND STATEMENTS REGARDING CAR IDLING - MIN. 74.4 REFERS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Following Members instruction for a letter to be sent to ADC regarding the issue of car idling and to request the assistance of Wardens and possible enforcement, a response has now been received from the ADC Customer and Parking Services Manager, which is attached to this report (Appendix 1).

Members are invited to note the response from ADC.

DECISION

Members to NOTE the response from ADC.

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex, BN17 5LF

Tel: 01903 737500
Fax: 01903 730442
DX: 57406 Littlehampton
Minicom: 01903 732765
e-mail: nat.slade@arun.gov.uk



Ms S Hodgson
Projects Officer
Bognor Regis Town Council
The Town Hall
Clarence Road
Bognor Regis
West Sussex PO21 1LD

10 January 2020

Your Ref:

Please ask for:
Calvin Baylis
Parking Services Manager
Direct Dial: 01903 737649

Our Ref: NS/chn

Dear Ms Hodgson

Thank you for your letting of 28 November and I apologise for the delay in responding.

After discussing this matter with the Group Head of Environmental Health I can provide the following response.

Stationary idling of car engines is of concern to the Council, particularly around schools where children, who are some of the most vulnerable to poor air quality are exposed on a regular basis. Unfortunately, there is limited research on whether anti idling campaigns significantly improve air quality in such areas, however they are thought to be important in terms of raising awareness of air quality issues in general.

Stationary idling is an offence under section 42 of the Road Traffic Act 1988, The Act enforces rule 123 of the Highway Code, which states: "You must not leave a vehicle's engine running unnecessarily while that vehicle is stationary on a public road." The legislation is enforced by the Police rather than the Local Authority. As far as I am aware, more recent legislation which relates to fixed penalty notices - The Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002 only applies in designated areas where an Air Quality Management Area (AQMA) has been declared for poor air quality. There are no AQMA's in Arun District.

Sussex Air is an organisation made up of Sussex local authorities with responsibility for air quality and they have recently run a number of projects involving anti idling at schools, unfortunately this didn't include any in Arun as we do not have any AQMA's and the DEFRA funding is always aimed at AQMA's. However the project officer Jeanette Brown may be able to offer some advice on working with schools and she can be contacted on Jeanette.Brown@eastsussex.gov.uk

I have also provided some links below to an anti-idling banner and a link to Sustrans and living streets who were involved with the Sussex Air projects and offer programmes and resources to increase physical activity, reduce congestion and improve safety around schools which may be of interest to you.

<https://airqualitynews.com/2019/11/21/rac-selling-anti-idling-banners-for-schools/>

<https://www.sustrans.org.uk/for-professionals/education/>

<https://www.livingstreets.org.uk/products-and-services/projects>

Unfortunately, I cannot agree to your request for the direct involvement by the Civil Enforcement Officers as the Agency Agreement we have with the West Sussex County Council is limited to parking enforcement. The Officers do patrol outside Schools when children are being picked up or dropped off, but their sole focus is to ensure that vehicles are not parking on restrictions which create health and safety issues and put children and parents at risk.

Yours sincerely

Calvin Baylis
Customer & Parking Services Manager

BOGNOR REGIS TOWN COUNCIL
ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT
COMMITTEE MEETING - 22nd JUNE 2020

AGENDA ITEM 9 - TO RECEIVE THE NOTES FROM THE CLIMATE CHANGE TOPIC TEAM MEETINGS HELD ON THE 29th JANUARY 2020 AND THE 26th FEBRUARY 2020 INCLUDING:

- CONSIDERATION OF ANY RECOMMENDATIONS FROM THE TOPIC TEAM
- TO RATIFY THE APPOINTMENT OF CLLR. MRS. J. WARR AS AN APPOINTED REPRESENTATIVE TO THE CLIMATE CHANGE TOPIC TEAM

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION
& DECISION

Members are asked to receive the Notes from the Climate Change Topic Team Meetings held on the 29th January 2020 (Appendix 1) and the 26th February 2020 (Appendix 2).

Members are further invited to consider the following recommendations from the Climate Change Topic Team Meetings as follows:

- To recommend the draft Terms of Reference
- For the Town Council to consider setting up an Award for Businesses who can demonstrate good practice with regard to recycling and green issues - criteria to be agreed
- To set up a separate Facebook group for the Climate Change Topic Team
- To consider producing a leaflet with 20 Top Tips of things to do to help combat climate change
- To consider the installation of living roofs on bus shelters, including costs, installation, permissions and ongoing maintenance
- To consider investigating the condition of the existing water fountains in the Town to establish if they are suitable for use and to further consider the installation of new fountains

To Agree the proposed Draft Terms of Reference:

Members are asked to agree to recommend to the Policy and Resources Committee the Terms of Reference as proposed for the Climate Change Topic Team (Appendix 3).

DECISION

Do Members AGREE to RECOMMEND the proposed draft Terms of Reference to the Policy and Resources Committee?

To consider setting up an Award for Businesses who can demonstrate good practice with regard to recycling and green issues:

At the January meeting of the Topic Team, during the brainstorming session, it became apparent that more needed to be done to encourage businesses to adopt good practice with regard to recycling and green issues. The Topic Team would like the Committee to consider setting up some sort of initiative to champion this which would ultimately lead to businesses gaining some sort of recognition or reward for achieving various levels of good practice.

However, since the January meeting there has been the outbreak of Coronavirus and lockdown which has had a massive impact on local businesses. Whilst green issues are still a paramount concern it is doubtful that this type of project will be a priority for many businesses at the moment and to have any impact or chance of success it would require buy-in from them. Members may therefore wish to consider postponing this item to a future Agenda.

However, should Members wish to continue to initiate such an award they are asked to consider the following points:

- The criteria - *aims, goals, categories etc.*
- The type of award - *is it annual or one off, what is the prize/prizes and how will these be funded*
- How to monitor - *can it be removed if good practices slip*
- Resources - *who will invigilate*
- Ownership - *Town Council or in association with partners i.e. District, BID*
- Costs - *identify budget and associated costs*

Members are invited to consider the above points and advise how they wish to proceed.

DECISIONS

Do Members AGREE to postpone this item to a future Agenda?

If Members do not wish to postpone this item, do they AGREE to initiate an award for business who can demonstrate good practice with regard to recycling and green issues?

If so, Members are invited to AGREE what form the award will take and consider the points listed within the report.

To set up a separate Facebook group for the Climate Change Topic Team:

This was a recommendation made by the Climate Change Topic Team at the January meeting. However, at the meeting in February, the Topic Team agreed to initiate this via the community links and a Facebook Group called Bognor Regis Climate Change has now been set up.

To consider producing a leaflet with 20 Top Tips of things to do to help combat climate change:

Whilst reviewing the suggestions from the initial brainstorming session, it was suggested by the Topic Team that a number of the “quick fix”/immediate goals could be crafted into a 20 Top Tips list and a leaflet produced. The leaflet could be a useful educational tool and if distributed via school bags could not only prompt people to take small individual steps towards helping to combat climate change, but also initiate conversations between parents and children.

Members may like to note that it was the intention to include a scaled down version of the leaflet in the Town Council's Annual Newsletter. However, due to the current situation the publication of the Newsletter has been postponed.

Once again, the current situation will not allow for leaflets to be distributed at this time and Members may wish to defer this item to a future Agenda. However, since the January meeting a member of the public has been working on producing a downloadable PDF leaflet which can be shared on social media sites, and a draft copy is appended to this report (Appendix 4). Whilst it is not practical to produce a leaflet at the moment, Members may wish to consider promoting the 20 Top Tips on the Town Council's social media sites.

DECISIONS

Do Members AGREE to defer the decision to produce a 20 Top Tips leaflet to a future meeting?

Do Members AGREE to promote the 20 Top Tips on the Town Council's social media sites?

To consider the installation of living roofs on bus shelters, including costs, installation, permissions and ongoing maintenance:

The Topic Team discussed a number of ways to offset carbon emissions created by the buses and other vehicles in the Town. One of the suggestions was to look at installing “living roofs” on the Town Centre bus shelters. Some initial research was undertaken by the Projects Officer in preparation for this meeting who contacted ADC regarding permissions. The response from the ADC Property, Estates & Facilities Manager is detailed below:

“The bus shelters and maintenance sit with our contractor in exchange for the right to advertise so we are not in direct control and would not have a right to install a green roof. That said these shelters and their structure and material used have not been designed to take the load of or be used with a green roof, accordingly I would deem this suggestion as entirely inappropriate. I have some experience of green roofs and if they are designed as part of an original installation / structure then you can plan to combat the issues they cause for structures including increased load and rot / rust caused by water / growing medium. Retro fit green roofs are far more problematic and would not be

something I would support from a maintenance perspective unless suitable funding was available and this was provided to deal with the issues these cause including potentially shortening the lifespan of the supporting structure / facility. You will appreciate also that without any specific details it is difficult to make any firm commitment or comment either way."

DECISION

Members are invited to NOTE the response from ADC.

To consider investigating the condition of the existing water fountains in the Town to establish if they are suitable for use and to further consider the installation of new fountains:

Some preliminary research has been undertaken which has highlighted three drinking water fountains in the Town. They are located on the Promenade, by the Methodist Church, and in Hotham Park but it is unclear if they are working and who has ownership. The Topic Team would like the Committee to agree for further research to be undertaken to see if the fountains could be restored to working order to encourage people to reuse/refill water bottles and to further look at the possibility of installing more.

Once again, the current situation does not make this a viable project to proceed with at this time, as communal drinking places would be a risk for COVID-19 transmission. Members are therefore asked if they wish to defer this item to a future Agenda.

DECISION

Do Members AGREE to defer this item to a future Agenda?

To Ratify the appointment of Cllr. Mrs. J. Warr as an appointed representative to the Climate Change Topic Team:

Members are asked to AGREE to RATIFY Cllr. Mrs. J. Warr as an appointed representative of this Committee to the Climate Change Topic Team. If agreed the Terms of Reference will be amended to reflect this.

DECISION

Do Members AGREE to RATIFY the appointment of Cllr. Mrs. J. Warr as a representative of this Committee to the Climate Change Topic Team?

Some of the Topic Team Members have requested that an online meeting be arranged, and Members are asked if they would like to proceed with this. In a normal situation a Topic Team Meeting would be open to all members of the public.

However, it may be more practicable for the first meeting to be open to existing Topic Team Members only, to allow an opportunity to monitor how best to manage going forward.

DECISIONS

Do Members AGREE to hold an online Climate Change Topic Team Meeting?

Do Members further AGREE to limit attendance to current Topic Team Members for at least the first meeting?

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
CLIMATE CHANGE TOPIC TEAM
MEETING 29th JANUARY 2020

Attendees:

Caitlin Baker, Sue Baker, Kim Davis, Gill Edom, John Hawkins, Liz McCallum, Jo Millen, Clive Mott and Craig Pinkney

Bognor Regis Town Councillors: (BRTC)

Cllrs: John Barrett, Jim Brooks, Inna Erskine, Steve Goodheart, Alison Sharples, Samantha-Jayne Staniforth and Matt Stanley

In Attendance:

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

1. Appointment of Chairman

Cllr. Samantha-Jayne Staniforth was appointed Chairman for the Climate Change Topic Team.

Caitlin Baker was appointed Vice-Chairman for the Climate Change Topic Team.

2. Chairman's Welcome and Introduction

The Chairman opened the Meeting at 6.07pm, welcomed those present and invited them to introduce themselves.

3. To set the Terms of Reference for the Climate Change Topic Team

The Chairman asked the Committee Clerk to read a previously prepared draft of the Terms of Reference for the Topic Team to consider.

After discussion and some minor amendments, Members of the Topic Team approved the draft for recommendation to the Town Council's Community Engagement and Environment Committee (Appendix 1).

4. Breakout brainstorming session to agree realistic and achievable immediate, short, medium and long-term goals and objectives

Members of the Topic Team were invited for their comments and suggestions regarding realistic and achievable objectives for immediate (quick fix), short, medium and long-term goals.

The collated list will be considered at the next meeting for the Topic Team to select which objectives they wish to set as goals and to further consider how these can be progressed for a timely delivery (Appendix 2).

5. Recommendations to the Community Engagement and Environment Committee

The Topic Team agreed to make the following recommendations to the Community Engagement and Environment Committee:

- To recommend the amended draft Terms of Reference
- For the Town Council to consider setting up an Award for Businesses who can demonstrate good practice with regard to recycling and green issues - criteria to be agreed
- To set up a separate Facebook group for the Climate Change Topic Team.

6. Date of next Meeting

The date of the next meeting has been scheduled for Wednesday 26th February @ 6.30pm. The venue will be confirmed.

The Meeting closed at 7.36pm



BOGNOR REGIS TOWN COUNCIL

DRAFT

TERMS OF REFERENCE

CLIMATE CHANGE TOPIC TEAM

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

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: BEACH ACCESS TOPIC TEAM

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

Committee Membership: Cllrs: Brooks, Erskine and Sharples, Bognor Regis Town Council Projects Officer, interested stakeholders and members of the public.

Quorum = 1 Committee Cllr

Function of Working Group Column 1	Delegation of Functions Column 2
1.To investigate means of tackling Climate Change within the 5 wards of Bognor Regis	Topic Team to make recommendations to Community Engagement and Environment Committee
2.To work with all tiers of Government, Businesses , Stakeholders and Members of the Public towards achieving short, medium and long-term goals and objectives	Topic Team to make recommendations to Community Engagement and Environment Committee
3.To investigate possible funding streams for the delivery of any successful proposal	Topic Team to make recommendations to Community Engagement and Environment Committee
4.To refer any programme and budgets to the Community Engagement and Environment Committee with a recommendation to the Policy and Resources Committee for any budget required to deliver the programme	Topic Team to make recommendations to Community Engagement and Environment Committee

APPENDIX 2

IMMEDIATE - QUICK FIX

Re-agree/revisit BRTC Neighbourhood Plan so it has clout at ADC Planning Meetings

Pass on sapling trees to Tree Wardens

Ensure we are using energy efficient lightbulbs

Create a list to let people know who and how to talk to

Contact with groups and how to get to BRTC web site

Connect with all local initiatives - all inclusive

Half fill the kettle when making one cup of tea

Use a glass of water for cleaning teeth - not leave tap running

Turn off lights in unoccupied rooms

Switch to a green energy supplier

Grow your own vegetables

Educate children and adults to take litter home and recycle

Ask schools to provide a bin bag or container during snack/lunch times so that crisp packets can be recycled

Walk, bike or bus rather than drive wherever possible

Don't throw away - recycle wherever possible

Use recycling products - Post-it notes aren't recyclable

Publicise and pass on good climate change initiatives

Use poster sites to display items that can help - like planting trees

Create a list of 20 things that will help save power, water etc to hand out

Email - don't print

Suggestion Boxes

Form street groups to encourage good practice with residents

Create a Facebook group

Engage with Schools

Recycle Food Waste

Find out what we mean by Climate Change

SHORT TERM

Fine car drivers who idle

Set up an information stall/hub to provide education

Start to invest more in alternative energy

Engage with schools, colleges, churches in tree planting on available ground

Greenspace – use and develop

Encourage cup recycling at cafes

Divestment of pensions funds away from fossil fuels

Education – engagement with youth

Identify/compile a list of potential tree planting sites across the area

Ensure local branches/franchises of major businesses are following practices already agreed by their Head Office but are not always carried out locally

Education get the public to get involved and committed to changing habits

Environment Champions set “green business” criteria and then actively promoting those that meet them

Introduce Climate Change Practice badges for uniformed groups

Local compost station for commercial businesses

Allotments – look at composting for local businesses

Link projects – joint funding

Water butts on as many civic/private buildings for community gardeners and Town Force to tap into

Beach/park cleans

Allotment food farm

Agree a timeline of achievement

Community upcycling

Seed bomb workshops – get families planting their gardens

Re-wilding verges

Community tree planting

ParkVision 2020 pop up stall

Identify community spaces for bringing people together and for activities to take place

Lobby supermarkets to find alternatives to black plastic containers that end up in landfill – refuse to buy it

Encourage businesses to recycle – lots of information but not targeted at businesses

MEDIUM TERM

Education in schools

Refill schemes

Soil improvements

Cycle friendly

Engagement – schools, businesses, councils, groups, charities etc

Advertise this group on Spirit FM, Radio Respect, BRTC Homepage

Identify other areas apart from verges for rewilding

Carbon offset events

Other bins

Sustainable planting everywhere

Ensure all events are plastic free

Energy use – sustainable resources

Improve public transport – bring down price and improve reliability

Plant living roofs on bus shelters

Encourage cycling improve cycle paths and parking

Ensure all new builds are eco-friendly

Food recycling service for Arun/West Sussex

Town-wide aims: to assist/inspire businesses in restricting single use plastic and to sell good eco-friendly products

Introduce plastic bottle return scheme

More recycling points around the town

Encourage businesses to discontinue using plastic straws and single use plastic cups

Reduce reliance on cars

Adopt an Area

Educate adults through their children

Solar panels on public buildings

Support refilleries – avoid plastic packaging

Green walls

LONG TERM

Return water management to public ownership

Air purifying filters – Brighton & Hove have them

Sea defences – more rocks – get expert advice

Improve local transport

Community Energy Company (solar/wind)

Planning – Eco building requirements

Community buses

School buses

Commercial composting site

Tree planting – expansion of woodland

Food forest – create to improve soil and grow food

Rewilding of parkland and waste ground

Offshore wind farms

Massive community compost sites

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
CLIMATE CHANGE TOPIC TEAM
MEETING 26th FEBRUARY 2020

Attendees:

Caitlin Baker (Vice-Chairman), Kevin Antonia, Adam Bell, Kim Davis, Gill Edom, Suzi Finlayson, John Hawkins, Jo Millen, Clive Mott, Ian Palot, Craig Pinkney and Rosemary Warren

Bognor Regis Town Councillors: (BRTC)

Cllrs: John Barrett, Jim Brooks, Inna Erskine, Steve Goodheart, Alison Sharples and Matt Stanley

In Attendance:

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

1. Chairman's Welcome and Introduction

In the absence of the Chairman, it was AGREED that the Vice Chairman take the Chair for this meeting only.

The Chairman opened the Meeting at 6.07pm, welcomed those present and invited them to introduce themselves.

2. To Approve the Notes from the Meeting 29th January 2020

Approved.

3. Review of the collated list of objectives from the last meeting and consideration of which goals to select for progression and delivery
One of the items on the Immediate Quick Fix list was to set up a Facebook group. At the last meeting it was agreed that this be a recommendation to the Town Council's Community Engagement and Environment Committee (CE&E) to action. However, following discussion and to avoid delay, it was AGREED for a member of the Topic Team to set up and administer a Facebook site for the group. The Committee Clerk will now remove this recommendation from the list to CE&E and reminded Councillors that any post they make would need to be as individuals and not on behalf of the Town Council.

A Member of the Topic Team had produced a draft leaflet called "20 Things To Do". It lists 20 Top Tips that individuals can do to help combat climate change and includes a number of the items on the Immediate Quick Fix list. After discussion it was AGREED that a recommendation be made to the CE&E Committee to consider producing the leaflets.

During the discussions the following items were raised:

- The importance of reducing the reliance on cars and tackling carbon emissions

- House building increasing in the area but no local jobs, so people are forced to drive to work
- Cycle paths to be included in planning
- Donkey bike scheme
- Walk to Work challenge
- Car Free Day
- Street tree planting
- Hire a Golf Cart for the day – new business
- Are Council investments being placed with green investments companies?
- Are Councils using 100% green power providers?
- Focus should be on local projects – people like to see things being done
- Charge for cups for takeaway drinks to encourage bring your own

The Chairman suggested that Agenda items 4 and 5 may cover the Medium-Term objectives and it was agreed to move on to those items.

4. Consideration of a proposal regarding the installation of living roofs on bus shelters including costs, installation, permissions and ongoing maintenance

A member of the Topic Team proposed that the team consider looking at the possibility of installing living roofs on bus shelters. Following discussion, the Topic Team AGREED to recommend this to the CE&E Committee for further investigation into viability, costs and permissions.

5. Consideration of a proposal regarding the utilisation of existing water fountains in the Town and on the Promenade

There are three drinking water fountains in the Town. They are located on the Promenade, by the Methodist Church, and in Hotham Park but it is unclear as to whether they are in working order and who has ownership. Discussion followed around local businesses providing “fill-up” facilities, but it was established that some insurance companies are advising against this unless provision can be made for individuals to fill their own bottles. It was AGREED that a recommendation be made to the CE&E Committee for further research to be undertaken regarding the existing water fountains and the possibility of providing more.

6. Recommendations to the Community Engagement and Environment Committee

The Topic Team agreed to make the following recommendations to the Community Engagement and Environment Committee:

- To consider producing a leaflet with 20 Top Tips of things to do to help combat climate change
- To consider the installation of living roofs on bus shelters, including costs, installation, permissions and ongoing maintenance

- To consider investigating the condition of the existing water fountains in the Town to establish if they are suitable for use and to further consider the installation of new fountains

The Committee Clerk also reminded the Topic Team of the recommendations from the January meeting that will also be taken to the CE&E Committee at the meeting on 23rd March 2020:

- To recommend the Terms of Reference
- For the Town Council to consider setting up an Award for Businesses who can demonstrate good practice with regard to recycling and green issues.

7. Items for Future Agenda

To consider organising a point score competition/guide to show/highlight individuals that they are making steps in the right direction with regard to climate change and how it makes a difference to them. During this item a number of "dates for diaries" and new initiatives/projects were shared as follows:

Dates for Diaries:

- Arun District Council Tree Planting Event 17th March 2020 in Hotham Park with funding from Hotham Park Heritage Trust and support from Parkvision 2020
- Ecoswap Shop Opening in High Street Saturday 29th February 2020@ 10.00am
- Mother Earth Day 22nd April 2020.

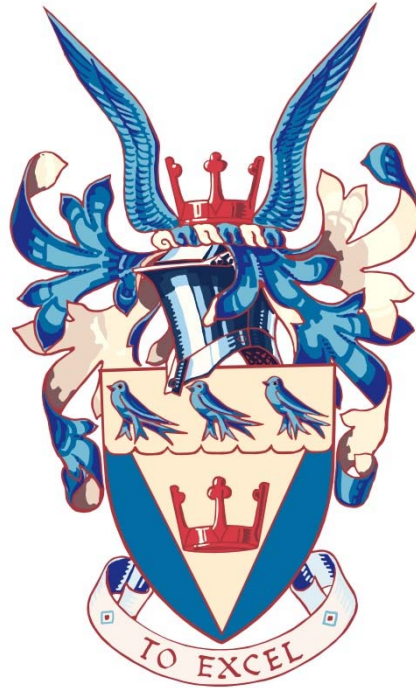
New initiatives/projects:

- Bognor Community Gardeners are creating a Living Wall in the area by Morrissions
- Bognor Regis BID in association with Eyebright are rolling out an initiative to work with businesses to look at cost effective utility usage and suppliers
- Bognor Regis BID having positive talks with ADC regarding possible alternative use of the Fitzleet Car Park rooftop level.

8. Date of next Meeting

The date of the next meeting has been scheduled for Wednesday 1st April 2020 @ 6.30pm. The venue will be confirmed.

The Meeting closed at 8.05pm



BOGNOR REGIS TOWN COUNCIL

DRAFT

TERMS OF REFERENCE

CLIMATE CHANGE TOPIC TEAM

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

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: CLIMATE CHANGE TOPIC TEAM

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

Committee Membership: Cllrs: Brooks, Mrs. Erskine and Ms. Sharples (as appointed representatives of the Community Engagement and Environment Committee), Other Councillors, Bognor Regis Town Council Projects Officer, interested stakeholders and members of the public.

Quorum = 1 Committee Cllr

Function of Working Group Column 1	Delegation of Functions Column 2
1.To investigate means of tackling Climate Change within the 5 wards of Bognor Regis	Topic Team to make recommendations to Community Engagement and Environment Committee
2.To work with all tiers of Government, Businesses, Stakeholders and Members of the Public towards achieving short, medium and long-term goals and objectives	Topic Team to make recommendations to Community Engagement and Environment Committee
3.To investigate possible funding streams for the delivery of any successful proposal	Topic Team to make recommendations to Community Engagement and Environment Committee
4.To refer any programme and budgets to the Community Engagement and Environment Committee with a recommendation to the Policy and Resources Committee for any budget required to deliver the programme	Topic Team to make recommendations to Community Engagement and Environment Committee

Twenty ways we can all help the environment and reduce our carbon footprint



1. Don't overfill the kettle when making just one cup of tea.
2. Change your tungsten light bulbs to L.E.Ds.
3. Try not to leave lights on in unoccupied rooms.
4. Switch to a 100% green energy provider.
5. Have a shower instead of a bath saving water and energy.
6. Use a glass of water when cleaning your teeth instead of leaving the tap running.
7. Pressurise supermarkets to stop using non recyclable plastic bags and packaging.
8. Take used batteries to recycling bins found in tips, supermarkets, charity shops etc.
9. Teach your children to take their litter home and recycle it.
10. Make a composting bin in your garden. As well as garden waste, food waste can be composted too.
11. Collect rainwater to conserve tap water.
12. When throwing something away ask yourself if someone else less fortunate could use it.
13. Run your washing machine at a lower temperature.
14. Only run your dishwasher when it is full, saving water and energy.
15. If you have an idea to help the environment share it on social media, and with your friends.
16. Make sure your car tyres are correctly inflated: they will last longer, give better mileage, and save fuel.
17. Avoid unnecessary packaging. Buy loose vegetables and fruit.
18. Remove bottle tops & pump dispenser tops when recycling empty plastic containers.
19. Discuss climate change with family and friends.
20. Ask yourself, do I need the car or shall I walk or cycle to the shop? Save fuel and get fit.

BOGNOR REGIS TOWN COUNCIL
ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT
COMMITTEE MEETING - 22nd JUNE 2020

AGENDA ITEM 10 - TO RECEIVE THE NOTES OF THE YOUTH PROVISION STEERING GROUP MEETING HELD ON THE 22nd JANUARY 2020 INCLUDING:

- UPDATE ON CREATE AND TO NOTE THE RE-ALLOCATION OF BRTC FUNDING FOR 2019/20
- CONSIDER A REQUEST FROM 39 CLUB FOR A TOWN COUNCIL REPRESENTATIVE TO SIT ON THEIR COMMITTEE AND MAKE RECOMMENDATION TO COUNCIL

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to receive the Notes of the Youth Provision Steering Group Meeting held on 22nd January 2020 (APPENDIX 1).

CREATE UPDATE

Sussex Clubs for Young People (SCYP) who provide the Youth Worker provision for CREATE, have split their coastal area into two groups, Bognor Regis & Chichester, and Worthing, Lancing & Portslade. This has made it easier for the Coastal Team Managers to administer the areas and there is currently one lead worker and one support worker in place at CREATE who are further supported by volunteers.

CREATE are concentrating on four projects:

- The Young People Drop In
- Art
- Music & Dance
- Detached

The organisation, Bognorphenia Young Generation, secured some funding to undertake a music project in association with CREATE and there was a Launch/Open Day Event planned at the Phoenix Centre on Saturday 28th March 2020 but this was obviously cancelled due to the lockdown.

An application has also been made on behalf of CREATE for £6.5k to further the Music, Art and Dance project.

Some recent detached work undertaken by SCYP within Bognor Regis Town Centre led to some of the young people engaged with, now attending CREATE on a weekly basis. This has required some careful integration work with existing members but is proving successful.

Following discussions with the CREATE Board of Trustees and SCYP it was agreed that going forward, the governance and overall running of CREATE be handed to SCYP. The CREATE Board of Trustees has now been disbanded which means that any past funding remaining unused as of 31st March 2020, has been returned to

fundings with a request to re-distribute to SCYP. Provision will continue to function under the name CREATE, but all organisation and funding will now be administered directly by SCYP.

Members may recall that Bognor Regis Town Council were instrumental in setting up CREATE and continued to support it by providing match funding to the tune of £10,000 for the last financial year. As a result of the recent changes this means that an amount of £5,169.06 would be required to be returned to the Town Council. Members are asked to note that this has been done and the sum has been re-allocated to SCYP for them to continue to provide Youth Workers for the weekly CREATE sessions.

During lockdown Youth Workers were furloughed. However, SCYP have now re-deployed their staff and some outreach work in the Bognor Regis area has begun. Contact with the members of CREATE has been established and some online meetings and activities are beginning to take place.

DECISION

Members are asked to NOTE the re-allocation of the amount of £5,169.06 to SCYP to continue to provide Youth Provision in Bognor Regis.

TO CONSIDER A REQUEST FROM 39 CLUB FOR A TOWN COUNCILLOR REPRESENTATIVE TO SIT ON THEIR COMMITTEE AND MAKE RECOMMENDATION TO COUNCIL:

A request has been made to this Committee by the 39 Club, inviting a Town Councillor to sit on their Committee. There is currently representation from Bersted Parish Council and, as 39 Club operates within the Wards of Bognor Regis, they would like a Town Councillor to be involved. The Committee meet every 2 months on a Tuesday evening. Can Members please advise if any of them would like to take up this position?

DECISION

Members are invited to RECOMMEND to COUNCIL a Town Councillor to sit on the Committee of the 39 Club.

Bognor Regis Town Council (BRTC)
Youth Provision Steering Group
22nd January 2020
Bognor Regis Town Council

Present: Cllr. Wayne Smith, Chairman - WS (Bognor Regis Town Council), Sarah Butler - SB (Salvation Army), Irene Campbell - IC (CREATE), Chris Cook - CC (Sussex Clubs for Young People), Jo Cooke - JC (West Sussex County Council), Sarah Gillings – SG (Ucan Spray), Keely Hardy - KH (Youth Worker), Vicky Hennesey - VH (39 Club), Julie Hoggart - JH (Arun District Council), Cllr. Rob Outen - RO (Bersted Parish Council, Bognor Rugby Academy and 39 Club)

Apologies: Nick Dury (The Shore Community)

In Attendance: Sheila Hodgson - SH (Bognor Regis Town Council)

Welcome and Introductions

The Chairman welcomed everyone to the meeting and asked them to introduce themselves.

To Note the notes of the Youth Worker Steering Group meeting held 6th November 2019

Noted

Brief Overview/update from individual organisations regarding their offer for Youth Provision

SH explained that the Town Council's Community Engagement and Environment Committee (CE&E) initially formed the Youth Worker Steering Group to oversee the progress of the work being undertaken by the then, newly appointed Youth Worker funded by the Town Council. This led to the formation of CREATE, a club for young people, which is now well established and operating under the governance of Sussex Clubs for Young People. At the last meeting of the CE&E Committee Members agreed to change the name of the Youth Worker Steering Group to the Youth Provision Steering Group and invite members of all Bognor Regis based providers of youth provision to attend.

VH – Chairman of 39 Club

The 39 Club meet every Tuesday between 4.00pm and 6.00pm at the Find it Out Centre, Church Path, Bognor Regis. The current age group is 11yr – 14yr and there are 7 to 8 boys that attend on a regular basis. It is hoped to start a second session for older groups. The 39 Club is supported by Sussex Clubs for Young People.

RO – Bersted Parish Councillor, Bognor Rugby Acadamey and recently joining the Board of 39 Club

In his role of Councillor, RO has been tasked with looking at youth provision and what can be done to help in the Bersted area.

He is also a board member of the Bognor Rugby Academy who meet every Sunday in Hampshire Avenue between 9.30am and 2.00pm for ages 5yrs – 18yrs. There is also a girls squad. Family memberships are £80.00 per annum but there is a budget for disadvantaged young people.

RO - has recently joined the board of the 39 Club

JC – Partnership and Communities Team West Sussex County Council

Jo has a wealth of experience in community partnerships and can offer valuable advice on funding eligibility, and assessing criteria.

CC – Sussex Clubs for Young People (SCYP)

SCYP support over 130 youth clubs and organisations in Sussex and have been operating in Bognor Regis for the last two and a half years. They have been assisting CREATE and 39 Club by supplying youth workers and building evidence of need for funding applications. They are also undertaking some detached work in the Town Centre.

KH – Coastal Team Manager SCYP

Originally funded by the Town Council through SCYP, KH started CREATE in June 2018. It now has a regular attendance of 30 plus. CREATE meet every Wednesday between 5.00pm – 7.00pm at the Phoenix Centre, Westloats Lane. The age range is 11yr – 19yrs although they have had young people as young as 9yrs turn up which they try and signpost to the 39 Club. Numbers continue to increase on the back of the detached work being undertaken in the Town Centre. There are plans to work with Bognorphenia Our Generation Young People on a joint music project that will commence in March.

SG – Ucan Spray

Ucan Spray is a Street Art Charity founded by SG, that has recently secured some funding to develop a long term art project in Bognor Regis working with NEETS and young people in the criminal justice system. Through workshops and projects young people will have the opportunity to work towards a recognised accreditation.

SB – Salvation Army

The Salvation Army have a youth group that meet every Friday between 6.30pm – 8.15pm for 11yrs – 16yrs at their community hall in Canada Grove, Bognor Regis. The group has a faith based perspective and young people have their own dedicated youth room where they can do activities or just hang-out. There is a £2.00 charge which provides refreshments.

JH – Arun District Council Community Team

JH can assist with sign posting and works closely with the Anti-Social Behaviour Team and is a former Trustee of CREATE

IC – Chairman of CREATE

IC is Chairman and works in liaison with KH and CC

Objectives and expectations for the Steering Group going forward

An open session and some of the following points were raised during discussion:

- Can we do more to work together collectively
- Sustainability – all very well going for funds on a month to month basis but is this sustainable
- How about a Partnership Bid for larger funding streams
- Bognor Regis now in the top 10% worst areas of deprivation in the Country
- Sharing resources and evidence & evaluation
- Develop a databank to assist with funding
- Adopt a social enterprise way of thinking for sustainability
- Volunteers – how can this area be developed
- Volunteer bank
- Recruitment
- Invite VAAC (Voluntry Action Arun and Chichester)
- Invite representatives from WSCC Children Services
- Young people mentoring
- Young people volunteers through Duke of Edinburgh Awards
- Invite local business and BID
- Involve young people in fundraising
- Co-ordinated approach
- Young leader training course through SCYP
- What is the problem we are trying to solve

Members of the Steering Group agreed they all face the same challenges and felt that adopting a more collaborative and joined up approach would be beneficial. The key is how to put this into practise to ensure the Steering Group does not become another talking shop.

RO agreed to undertake some research into the possibility of sourcing young people volunteers through the Duke of Edinburgh Awards.

VAAC will be invited to attend the next meeting.

Bognorphenia Young Generation will be invited to attend the next meeting.

A representative from WSCC Childrens Services will be invited to attend the next meeting.

Recommendation to Community Engagement and Environment Committee Action Points

There were no recommendations to the Community Engagement and Environment Committee

Date of next meeting

The next meeting will be held in March – date and venue to be advised.

BOGNOR REGIS TOWN COUNCIL
ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT
COMMITTEE MEETING - 22nd JUNE 2020

AGENDA ITEM 11 - TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND AND TO CONSIDER THE UTILISATION OF ANY REMAINING BALANCE OF THE 2019/20 BUDGET

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the time of publishing, no applications for the Flexible Community Fund had been received.

Members are asked to ratify the grant to EcoSwap for £699 which was approved under the Delegated process following consultation with Members via Email.

DECISION

Members are invited to RATIFY the grant to Ecoswap of £699.

Members are invited to NOTE the breakdown of the balances for the Flexible Community Fund Allocation for 2019/20 and 2020/21 as appended to this report (Appendix 1).

It is usual for any unspent allocation to be returned to reserves at the end of every financial year. However, as there has been no opportunity for Members to consider how the remaining balance from the 2019/20 budget could be utilised, this amount has been carried forward to 2020/21.

Members may also like to NOTE that at the Meeting of 23rd September 2019 (Min. 46.1 refers) it was agreed to consider donating any residual funds to ROX at the end of the financial year. Members are therefore now asked to consider if they AGREE to donate the remaining balance of £490 from the 2019/20 Flexible Community Fund budget to ROX or alternatively AGREE that the funds should be Earmarked and carried forward to the 2020/21 budget.

DECISION

Do Members AGREE to donate the remaining balance of £490 from the 2019/20 Flexible Community Fund budget to ROX?

Or

Do Members AGREE that the remaining funds of £490 should be carried forward to the 2020/21 budget?

FLEXIBLE COMMUNITY FUND APRIL 2019 - MARCH 2020

Opening Balance	£5,000.00
Less	
Bognorphenia	£600.00
Bognor Rugby Club	£500.00
EcoSwap	£380.00
ROX	£1,800.00
CREATE	£90.00
4Sight	£490.00
Ucan Spray	£150.00
GFR	£500.00
Closing Balance C/Fwd	£490.00 *

FLEXIBLE COMMUNITY FUND APRIL 2020 - MARCH 2021

Opening Balance B/Fwd	£490.00 *
2020/21 Allocation	£5,000.00
Total Funds Available	£5,490.00
Less	
Ecoswap	£699.00
Total to date	£4,791.00

**Please note that as the Committee were unable to meet in March to consider the utilisation of the remaining funds this has been carried forward to 2020/21 and Members are asked at this meeting to agree how this will be allocated.*

BOGNOR REGIS TOWN COUNCIL
ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT
COMMITTEE MEETING - 22nd JUNE 2020

AGENDA ITEM 12 - WARD ALLOCATION ENVIRONMENTAL PROJECTS
BUDGET INCLUDING RATIFICATION OF ANY SPEND

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Members are invited to Note the breakdown of the balances for the Ward Allocation budgets for 2019/20 and 2020/21 as appended to this report (Appendix 1).

It is usual for any unspent allocation to be returned to reserves at the end of every financial year. However, as there has been no opportunity for Members to consider how the remaining balances from the 2019/20 budget could be utilised, this amount has been carried forward to 2020/21.

As the Playranger days scheduled for August have been cancelled, the budgeted previously Earmarked funds from Pevensey Ward for 2019/20 of £375.00 will be carried forward to the 2020/21 budget.

WARD ALLOCATION

FUNDS	HOTHAM	MARI NE	ORCHARD	PEVENSEY	HATHERLEIGH
Allowance 2019/20	£500.00	£500.00	£500.00	£375.00	£125.00
Earmarked funds B/fwd from 2018/19*	NIL	NIL	NIL	NIL	NIL
Sub Total	£500.00	£500.00	£500.00	£375.00	£125.00
Unallocated Funds available	£500.00	£500.00	£500.00	£375.00	£125.00
Less	£415.00 Donated to the ParkVision 2020 project	£500.00 Donated to Aldwick Road Defibrillator		£375.00 Previously Earmarked for summer holiday 2020 Playranger days	
Total C/Fwd	£85.00	Nil	£500.00	£375.00	£125.00

**£48.00 Earmarked from the old Marine North Ward to purchase more beach litter posters.*

FUNDS	HOTHAM	MARI NE	ORCHARD	PEVENSEY	HATHERLEIGH
Allowance 2020/21	£500.00	£500.00	£500.00	£375.00	£125.00
Funds B/fwd from 2019/20	£85.00	NIL	£500.00	£375.00	£125.00
Sub Total	£585.00	£500.00	£500.00	£750.00	£250.00
Less					
Total Available	£585.00	£500.00	£1,000.00	£750.00	£250.00

**£48.00 Earmarked from the old Marine North Ward to purchase more beach litter posters.*

BOGNOR REGIS TOWN COUNCIL
ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT
COMMITTEE MEETING - 22nd JUNE 2020

AGENDA ITEM 13 - BOGNOR REGIS IN BLOOM WORKING GROUP -
CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND
REPORTS IN THE NOTES OF THE MEETING HELD ON 16th JANUARY 2020

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meeting held on 16th January 2020 (APPENDIX 1).

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

- The expenditure totalling £300.50 for the annual Awards Evening hosted in October 2019 to be funded from the current year's Competition Expenses
- The expenditure of £301.36 to provide the buffet for the annual Awards Evening to be funded from the Earmarked Reserves Fund Raising budget
- Outstanding costs for the two planters for the Railway Project of £144.67 to be funded from the current year's Environmental Projects budget
- The cost of £15.00 for a ticket to the South East Tree Warden Forum 2019 plus £10.00 petrol contribution to be funded from the current year's Environmental Projects budget

DECISION

Do Member AGREE to RATIFY the Recommendations as detailed above?

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council
Bognor Regis in Bloom Working Group
Thursday 16th January 2020

PRESENT: Cllrs. S. Goodheart and P. Woodall, also, Ms. G. Edom, Mr. S. Hearn, Mrs. M. Huntingdon, Mr. J. Jones-McFarland (ADC Parks Manager), Mr. B. Jackson, Mrs. J. Jackson, Ms. P. Keane Mr. D. Meagher, Mr. B. Whiffin (WSSC Area Highway Manager) and Mrs. R. Vervecken (Committee Clerk)

The Meeting opened at 3.30pm

It was noted that the meeting was non-quorate and that any decisions would need to be made as Recommendations to the Community Engagement and Environment Committee

1. APOLOGIES FOR ABSENCE

Apologies had been received from Mr. R. Earl.

2. APPROVAL OF THE NOTES OF THE MEETING HELD ON 12th MARCH 2019 AND THE NON - QUORATE NOTES OF THE 30th APRIL, 27th JUNE, 29th AUGUST AND 3rd OCTOBER 2019 AND ANY MATTERS ARISING THAT ARE NOT SEPARATE AGENDA ITEMS

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

The Committee Clerk (CC) read to Members a letter received from an In Bloom entrant, who could not attend the Awards Evening, thanking the Working Group (WG) for her certificate, which she was overjoyed to receive in the post. Members were pleased to note this.

The CC also informed that a Twitter and Instagram page have been set up for Bognor Regis in Bloom, to enable more information and photos of the WG's projects to be shared.

3. TO NOTE REMAINING BALANCES OF 2019/2020 FUNDING, AND BUDGETS FOR THE COMING YEAR

Earmarked Reserves:

Competition Expenses balance outstanding £987.75

Environmental Project balance outstanding £1,643

Fundraising balance £493.57

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

Competition Expenses £121
Environmental Projects £732
Fundraising £128

Members were informed that balances as stated above, included ratification of costs to come later in the meeting, including £301.36 for the Awards Evening buffet, funded from the ear-marked reserves Fundraising budget. The ear marked-reserves (EMR) in the Environmental Projects were put aside by Members at a previous meeting, for projects at the Health Centre and Railway Station, and any future expenditure for either of these, should be funded from this EMR budget in the first instance. This was NOTED.

4. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

- BRiB Annual Competition - Consideration of any changes and way forward for 2020. Also, to ratify costs from the 2019 In Bloom Awards Evening, including: buffet, certificate, venue hire, flowers and winners' signs
- Guides competition - Suggestions for 2020 Competition
- Schools Competition - Suggestions for 2020 Competition
- Any other Competitions for 2020

BRiB Annual Competition - Consideration of any changes and way forward for 2020. Also, to ratify costs from the 2019 In Bloom Awards Evening, including: buffet, certificate, venue hire, flowers and winners' signs

The CC reminded Members that due to the sponsorship agreement, signed by all current sponsors of the BRiB Annual Competition, which includes the 2020 competition, no major changes can be made to the current criteria or categories. Any possible changes to the Awards Evening, can be made nearer the time and this will be re-examined in a later meeting.

Members noted the costs of the annual Awards Evening, hosted in October 2019 as; £19.25 for the certificate and photo printing, £187.50 for 'Seasons' venue hire and kitchen use, £13.75 for flowers for the tables, and £80 for 'winner' plaques. Members AGREED to RECOMMEND to the Community Engagement and Environment Committee that these expenditures, totalling £300.50 be funded from the current year's Competition Expenses budget.

As under Agenda item 3, Members further noted the £301.36 cost of providing the buffet for the Awards Evening and AGREED to RECOMMEND to the Community Engagement and Environment Committee that £301.36 be funded from ear-marked reserves Fundraising budget (as agreed at the In Bloom Meeting of 29th August 2019).

Guides competition - Suggestions for 2020 Competition

Members discussed last year's competition and after needing to replace a lot of the display at the BR Mini Golf Club, due to the inclement weather, it was felt perhaps a new, less exposed, location for this year's planting should be investigated. Members asked the CC to thank Mr. Tiernan for allowing planting at his site over recent years, and to inform him of the WG's decision. This was AGREED.

Various new locations were discussed, including Hotham Park, the grassy area by the library and the corner of High Street and Gloucester Road. Ben Whiffin (BW), WSCC Area Highway Manager for the Arun District, will investigate the feasibility of using the area by the library, after which, a final decision will be made by Members.

It was AGREED the theme for this year's planting will be celebrating 100 years of the Picturedrome Cinema and further AGREED that if the location chosen allowed, there should be two winners for this competition; one from Rainbows/Brownies and one from Guides/Rangers and therefore two flowerbeds planted up. This would allow the younger children a better chance of winning, without having to compete with children considerably older than them.

Schools Competition - Suggestions for 2020 Competition

WG Members who partook in judging of last year's competition commented on how nice it was to see the children try the peas straight from the pod and the consensus was that a fruit/vegetable that can be picked and eaten straight away, should be chosen for this year's competition. After discussion, Members AGREED on two vegetables; cucumbers and runner beans. Schools and nurseries will be sent seeds for both and given the choice to enter and be judged on either one or both vegetables, when the time comes in July. The importance of getting the seeds sent early was reiterated, to enable children to plant their seeds, before the Easter holidays. The CC will therefore order and send the seeds, early March and costs will be ratified at the next meeting.

Any other Competitions for 2020

Members decided not to plan any additional competitions, for the time being.

5. TO DISCUSS VERGES IN AND AROUND THE TOWN WITH BEN WHIFFIN (WSCC), FOLLOWING REQUEST AT THE PREVIOUS MEETING OF 3rd OCTOBER 2019

General Maintenance

Ben Whiffin informed Members of the Cabinet Members decision to reverse cutting back on weed spraying on WSCC owned highways land (including verges). The glyphosate weed spray, used by the County Council for the last 20 years, will therefore be used far more regularly

and hopefully keep overgrown areas at bay for longer. SG asked for more information on the weed spray used.

BW also updated Members present on the plans to reduce the number of grass cuts urban areas will be receiving, as from March 2020, from seven per year to five. As well as funding, this is partly due to the other schedules of 'works' going on, only one 'obstruction' is allowed on each route at any one time. If any specific areas are vastly overgrown and causing an obstruction, these can be reported on an individual basis for cutting, on the WSCC Highways website. MH commented that in the case of overgrown verges, sometimes only a small part needs to be trimmed back, to allow for better visibility.

Rural areas are usually left for the first two cuts and then in line with urban areas for the remaining cuts of the year.

Nyewood Lane/Hawthorn Road

A specific area mentioned at the previous meeting was the grassy area on the junction of Nyewood Lane/Hawthorn Road. BW confirmed this area is owned by WSCC and is only scheduled for five grass cuts per year in the growing season. The problem with starting the cuts earlier in the year, if the weather is good, would be that the last cut would be scheduled earlier, meaning a long period toward the end of the year without cutting, making the area overgrown.

Potholes

Members raised concerns regarding potholes on main roads in the Town. BW explained that these can always be reported online or via the WSCC app. When commenting on the quality of any repair works carried out, he reiterated that these should be good enough to be a permanent fix. If this is not the case, in any instance, they should be re-reported, via the app, at which point the contractor will have to fix at their own cost. BW informed that a lot of roads in the Town do need replacing, and this can sometimes be the reason potholes are harder to remedy.

Cycle Paths

MH advised that a lot of the cycle paths in Bognor Regis need re-marking, to make clear to cyclists and pedestrians alike. BW took these comments on board and will report back on any plans.

Tree Planting

Gillian Edom (GE), new Tree Warden for Bognor Regis, asked for clarification from BW on where new trees could be planted. BW explained WSCC's usual procedure, which sees a donation made to the County Council, in return for the agreed species of tree to be maintained at County level. GE suggested getting members of the public to 'sponsor' a tree and help maintain. BW advised this is what

the public are asked to do in urban areas, where a pipe is put into a new tree and residents asked to keep an eye on the watering.

If Gillian or any other Members has a specific area in mind, these can be emailed to BW, to check on space, feasibility etc. Every site is reviewed on its own merit and any potential fruit drop, trees roots etc need to be considered. It should be noted that WSCC areas of land are in general small, and therefore smaller species are usually more appropriate.

Members suggested an 'audit' of sorts, to allow spotting of areas able to accommodate new trees, without the need to continuously contact WSCC with a specific area, which may not be feasible. BW suggested the CC look into the Parish Online system, which allows a layer for looking at tree coverage.

BW suggested it may be useful for Gillian (and Edward) to meet with WSCC's Arboriculturist, to discuss tree planting further.

General Planting

BW state he would be happy to consider issuing the Town Council a 'licence to plant', for WSCC owned areas around the Town, including bulb and wildflower planting. The CC will investigate any implications of this including maintenance and any costs involved and will report back to Members, at the next meeting.

Members thanked Ben Whiffin for attending, and look forward to receiving further information, where required.

6. UPDATE ON RAILWAY PROJECT, INCLUDING GO AHEAD FOR STATION BUFFER PLANTERS

Members complimented the new station planters and press coverage received from the official unveiling which took place with the Mayor, In Bloom Members, Arun Valley Line representatives and station staff in November 2019.

Town Force have planted sustainable shrubs in the middle of both planters, which will stay all year round, with the bee friendly plant, bellis (winter bedding) around the outside. The bellis will be replaced with summer bedding plants in the beginning of June.

With all invoices relating to the two planters now received, along with the £500 contribution from the Station Partnership fund, Members noted the outstanding cost of £144.67, for this project and AGREED to RECOMMEND to the Community Engagement and Environment Committee that this expenditure be funded from the current year's Environmental Projects budget. Members were also asked to note the 79.25 hours of Town Force time, these took to build, install and plant.

With the station planters complete and beginning to flower, works on the three buffer planters can now be considered. The Town Force team had prepared an estimate of £130.50 to build them (excluding labour and plants). Members AGREED these should be completed and installed as soon as possible, and in the same style as the new planters in situ, including the wood stain colour if possible. Members further AGREED they should contain colourful bedding plants in the first instance, (due to limited availability of other varieties of plants at this time of year), with the consideration of more sustainable, long term planting, in the summer months. The CC will keep Members updated on progress, including a possible press opportunity.

7. TO CONSIDER REPLACING PLANTERS AT THE HEALTH CENTRE, FOLLOWING INFORMATION FROM TOWN FORCE ON THEIR CURRENT STATE

Following the installation by the WG of the Health Centre planters in 2018, Town Force had brought to the CC's attention, their current disrepair. The CC reminded Members that these planters were over twenty years old and had been acquired by the WG from The Regis Centre, when they were no longer needed at that location. Town Force had prepared a quote for rebuilding the four planters in situ, at a cost to the WG of £560 (plus labour).

One Member commented on the 'makeover' the Health Centre is currently undergoing and queried whether replacing the planters could be looked at as part of this, with a possible contribution to the cost of the planters, coming from the Health Centre itself. Members AGREED the CC should contact the Health Centre Manager to ascertain whether they firstly wanted the planters rebuilt and secondly, if any contribution could be made from the Health Centre. The CC will report back at the next meeting.

8. TO LOOK AT POSSIBILITY OF BRIB SOWING WILD POPPIES IN TIME FOR VE DAY EVENT ON FRIDAY 8th MAY 2020

Those present were doubtful that poppies planted imminently would be in flower by this event in May. However, the ADC Parks Manager was hopeful a space could be found in Hotham Park, where the VE Day event is being held. Members therefore AGREED poppy seeds should be planted, with the hope some may flower in time. The CC shall liaise with JJM regarding this.

9. TO LOOK AT WORKING WITH THE TOWN FORCE TEAM, TO HAVE MORE WILD PLANTING IN THE TOWN, ESPECIALLY THOSE THAT ARE BEE AND BUTTERFLY FRIENDLY, FOLLOWING REQUEST FROM POLICY AND RESOURCES COMMITTEE MEETING ON 30th SEPTEMBER

The Town Force Manager has plans in place to produce more pollinator friendly planting in its displays around the Town, from summer this year. The CC read a list of the types of plants this will entail, and the WG AGREED to follow this example for any planting projects that may

arise through In Bloom, including to continue with sustainable planting in the Station project.

10. TO UPDATE MEMBERS ON DECISION MADE BY THE POLICY AND RESOURCES COMMITTEE AT THEIR MEETING ON 30th SEPTEMBER 2019, ON THE POTENTIAL ORNAMENTAL PLANTING AT STEYNE GARDENS (AS DISCUSSED BY IN BLOOM AT THEIR MEETING OF 27th JUNE 2019)

The CC reported the following statement from the Policy and Resources Committee Meeting Minutes (30th September 2019 - Min. 75 refers):

*'The Deputy Clerk's report was **NOTED** and following discussion it was **AGREED** that no contribution would be made to ADC for their planting at Steyne Gardens, as the opportunity to take over planting of this area was not available.'*

Members present noted the decision. JJM explained ADC plans to spend around £4,000 this winter, to restore the Gardens. This will include getting the tarmacked area repaired and resurfaced, a three-year phased refurbishment of the hedge, replacing the existing with griselinia shrubs. Provisional plans include transforming the four small bedding areas into two long herbaceous bedding areas and planting good quality lavender plants into other bedding areas in the Gardens. Members noted ADC's vision of trying to create the Gardens in an easier to maintain model, whilst keeping the 'simpler' displays to a higher quality, all year round.

The Parks Manager also informed of the intention to get the water fountain plumbed in, so it can be used for its original purpose. JJM queried whether the Town Council may be interested in contributing toward the fountain as an item of historic importance. This will be discussed further, if relevant, in due course.

11. TO RECEIVE REPORTS FROM TREE WARDENS, FOLLOWING ATTENDANCE AT THE SOUTH EAST TREE WARDEN FORUM 2019 AND TO AGREE INITIAL ACTIONS IN THE ROLE, FOR 2020. ALSO, TO RATIFY COST OF FORUM AND ASSOCIATED TRAVEL EXPENSES

Following GE's attendance at the above Forum, Members were pleased to hear how useful it was, as an introduction to the role of a Tree Warden. The Forum included various talks from special guests, including the CEO and Director of The Tree Council, President of the Sussex Wildlife Trust, Sir William Worsley - National Tree Champion, to name a few. Gillian was pleased to have met so many like minded people, and to engage with other Tree Wardens, who had already gained much experience. With Gillian's permission, the CC shall forward the report in full, to Members.

Members noted the cost of £15 for a ticket to the forum and £10 as a petrol contribution. It was therefore AGREED to RECOMMEND to the

Community Engagement and Environment Committee that the expenditure of £15 and £10 be funded from the current year's Environmental Projects budget.

Since the last In Bloom Meeting, both Gillian and Edward have met to discuss their various interests within the role and steps for moving forward. Members heard how between them, they plan to 'help promote the advantages of tree health, maintenance and planting', to 'provide suitable material in the way of cuttings and seedlings'. Also set as a priority was the need to increase the number of trees planted in the Town, a subject which is at the forefront of current environmental issues. Ideally, whilst involving and educating the community. Trees could be planted on junctions and verges, and a list of 'valuable trees' in the Discovery Park, Hotham Park, should be made (if this does not already exist). The ADC parks Manager informed those present of the new tree mapping system (I - Tree) created to see the percentage of tree coverage in areas in the District. ADC have set a percentage target for tree coverage in each Town and Parish, which will assist when looking at how many new trees ideally need to be planted.

Gillian and JJM shared information on the 'ParkVision 2020' project, which although still in its early stages, hopes to become a national event, where interested groups, charities and professional bodies will be invited to an event at Hotham Park, to discuss the 'global need for more trees', and what local people can do to save their planet. Members AGREED they would like to be kept updated with this project, which is also being discussed through the Town Council's Community Engagement and Environment Committee, as well as heavy involvement from ADC Parks. This would be particularly relevant to the Tree Wardens. Members AGREED this should be an Agenda item, for further discussion at the next meeting.

In summary, initial activities AGREED were:

- Planting more trees, especially at junctions and on verges, possibly roundabouts also (in liaison with BW).
- Raising trees from seeds
- List the valuable trees in the Discovery Garden at Hotham Park, care for them and increase the number of Tree Preservation Orders (in liaison with ADC).
- Get involved in the 'ParkVision 2020' Project.

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

Victoria Road Car Park – A Member asked BW whether In Bloom could place any planting on this strip of land, which was mentioned at a meeting a couple of years ago, but never came to fruition. BW confirmed he had no objection to this, but as the land is WSCC owned, there is no guarantee that any planting wouldn't be removed at some point in the future. This was NOTED and no further action was discussed at this time.

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

Greener Bognor Network Community Orchard Project: Not much activity has occurred at the Orchard in recent months, due to the inclement weather. However, PK advised that the new Parks Officer is interested in helping at the Orchard, and a meet would be arranged very soon. Gillian also expressed an interest in attending to look around and assess the trees present, all of which will be helpful in getting to know trees in the Town, as well as other volunteers, with similar interests. PK will keep Members updated.

Bognor Community Gardeners: The Morrisons alleyway has recently been cut back and bulbs planted here, as well as the lodge garden.

14. CORRESPONDENCE

There was no correspondence.

15. DATE OF NEXT MEETING

The next meeting was arranged for Thursday 19th March 2020 at 3.30pm.

The Meeting closed at 5.30pm

ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT
COMMITTEE - 22nd JUNE 2020

GENERAL CORRESPONDENCE

1. Email: Keep Britain Tidy - Fed Up with Dog Fouling
2. Email: West Sussex County Council - News Release re Ten Year Climate Change Plan