



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 ONLINE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 12th OCTOBER 2020

PRESENT ONLINE:

Cllr. W. Smith (Chairman); Cllrs. J. Barrett,
J. Brooks, A. Cunard, H. Jones, Ms. A. Sharples
and Mrs. J. Warr

IN ATTENDANCE ONLINE:

Mrs. S. Hodgson (Projects Officer)
Mrs. J. Davis (Hosting the Meeting)
Mrs G. Frost (Town Clerk)
2 members of the public
2 Councillors: Mrs. S. Daniells and S. Goodheart

The Meeting opened at 6.32pm

103. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, streamed live on Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

Apologies for absence had been received from Cllrs. Mrs. Erskine, for personal reasons and Miss. Needs who was on annual leave.

104. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question

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.

Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

There were no declarations of Interest

105. TO APPROVE THE MINUTES OF THE ONLINE MEETING HELD ON 22nd JUNE 2020

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 22nd June 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 22nd June 2020 as an accurate record of the proceedings and the Chairman duly signed them.

106. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

No correspondence had been received from members of the public.

107. CLERK'S REPORT FROM PREVIOUS MINUTES**107.1 20th May 2019 - Update on Old Town Area - Min. 8.1 refers**

There was no update on the Old Town Area.

A Member asked why this item is reported on as he believed the Old Town Working Group had been disbanded. The Clerk informed the Member that he was correct but reminded him that this is a regular item on the Clerk's Report as instructed by this Committee. The Clerk said she would locate the relevant Minute for Members which is now detailed below:

Community Engagement and Environment Committee 20th May 2019 Min. 8.1 Refers:

At the Events, Promotions and Leisure Meeting on the 15th April 2019 – Min. 101 refers, Members requested that a watching brief be kept on the Old Town and for a regular update to be reported to the Community Engagement and Environment Committee. Therefore, this will be a regular item on the Clerks Report, and should any action be required it will be placed on the Agenda for consideration.

107.2 22nd June 2020 - Min. 99.1 - Update from EcoSwap

The following update has been received from EcoSwap in relation to the Flexible Community Fund grant awarded by this Committee:

"We are now well underway with our environmental workshops, feedback is great so far! With the world in chaos we are looking to increase the number of sessions per week we offer for free, utilising the funding provided by BRTC. We are currently offering three free eco sessions per week which would take us up to the end of March, but are going to increase this to six free sessions per week whilst guidelines allow to include three sessions of creative arts & crafts looking at repurposing, recycling and reusing."

107.3 20th January 2020 - Min. 78.1 refers - Further Consideration of a recording booth and associated costs -

Members are asked to **NOTE** that this item will remain deferred until a suitable future agenda.

107.4 20th January 2020 - Min. 79 refers - Further Consideration of the WSCC Initiative around Community Improvements -

Members are asked to **NOTE** that this item will remain deferred until a suitable future agenda.

107.5 Update from the Bognor Regis In Bloom Working Group

Whilst no meetings of the Working Group have been held, judging for the main competition has taken place. Certificates with covering letters, photos and score sheets have been posted out to all entrants as due to the Covid-19 restrictions, it will not be possible to hold an Awards Evening this year. Trophies will be hand delivered by the Mayor in the coming weeks.

107.6 Climate Change Topic Team and Online Open Forum Meetings

Members are asked to note that due to the increased workload generated from the additional meeting of the Events, Promotion and Leisure Committee Meeting, it has not been possible to arrange a date for the meeting of the Climate Change Topic Team in September as scheduled or another Online Open Forum as requested. Having liaised with the Town Clerk and the Chairman of the Climate Change Topic Team, these meetings will be arranged as soon as possible.

A Member asked why an additional meeting of the Events, Promotion and Leisure Committee would cause a postponement of the Climate Change Topic Team Meeting and the Online Forum Meeting as Online Zoom meetings appeared to be more efficient. The Clerk reminded Members that whilst Zoom meetings were indeed an efficient way of holding meetings, it creates an increased workload for Officers. There is the addition of a script to be prepared, greater detail is required in the reports and additional staff are required to be in attendance. This has an impact on the normal workload and resources.

108. TO RECEIVE THE NOTES FROM THE ONLINE CLIMATE CHANGE TOPIC TEAM MEETING HELD ON THE 15th JULY 2020 INCLUDING: CONSIDERATION OF ANY RECOMMENDATIONS FROM THE TOPIC TEAM AND UPDATE ON RESPONSES TO THE QUESTIONS RAISED DURING PUBLIC QUESTIONS AND STATEMENTS TO THIS COMMITTEE AT THE MEETING OF THE 22nd JUNE 2020 THAT WERE SUBSEQUENTLY REFERRED TO THE CLIMATE CHANGE TOPIC TEAM

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

108.1 To receive the Notes from the Online Climate Change Topic Team Meeting held on the 15th July 2020

Members received and **NOTED** the notes from the Meeting held on the 15th July 2020.

108.2 Consideration of any recommendations from the Climate Change Topic Team

108.2.1 For a request to be made to ADC that any new or replacement bus shelters should be specifically suitable for the installation of living roofs

Following discussion, it was **AGREED** for a request to be made to ADC.

108.2.2 For a request to ADC to allow the LED screens located by bus shelters to display reminders to people about climate change issues

During discussion, a Member felt that there was "information overload" at the moment and people were getting tired of being told what to do. Another Member felt that the area would be better suited for posters and promotion.

It was **AGREED** for a request to be made to ADC.

108.2.3 To ask ADC to address the matter of car idling with specific reference to an illegally parked ice-cream van that is idling in a residential area for up to 4 ½ hours at a time

During the discussion, a Member felt that it was important to do whatever was possible to stop car idling and the pollution that goes with it. The Member went on to say that it was also against the law and should be enforced. Another Member felt there was also a number of other associated issues to take into consideration such as noise pollution and encouraging obesity in young people.

It was unanimously **AGREED** that ADC be asked to address this matter.

108.2.4 To write to WSCC Highways to find out more about the possible installation of cameras to tackle car idling and motorists driving in pedestrianised areas

Following a brief discussion, it was unanimously **AGREED** to write to WSCC Highways on this matter.

108.2.5 No other items were identified from within the Notes for discussion at a future meeting.

109. UPDATE ON YOUTH PROVISION

The Projects Officer's report was **NOTED** and there were no comments.

110. ONLINE COMMUNITY OPEN FORUM HELD 12th AUGUST 2020 INCLUDING: TO RECEIVE THE NOTES FROM THE MEETING AND CONSIDERATION OF THE ITEMS REFERRED TO THIS COMMITTEE FOR FURTHER DISCUSSION

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

110.1 To receive the Notes from the Online Community Open Forum Meeting held on the 12th August 2020

Members received and **NOTED** the Notes from the Meeting held on the 12th August 2020.

110.2 Consideration of the items referred to this Committee for further discussion

As a result of the Online Open Forum Meeting, a Member asked for the issue of street drinking to be placed on a future Agenda. Following discussion Members **AGREED** unanimously to this proposal.

111. FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND; TO NOTE THE DECISION RATIFIED AT COUNCIL ON THE 10th AUGUST 2020 - MIN. 251 REFERS REGARDING THE

APPLICATION FROM MY SISTERS HOUSE AS DETERMINED UNDER THE AGREED DELEGATED AUTHORITY AND TO CONSIDER THE UTILISATION OF ANY REMAINING BALANCE OF THE 2020/21 BUDGET

The Projects Officer's report was **NOTED** and it was confirmed there were no updates to the report as circulated and no further applications had been received.

111.1 Members **NOTED** the decision ratified at Full Council (Min. 252 refers) regarding the application from My Sister House as determined under the agreed Delegated powers.

111.2 Members **NOTED** the remaining balances for the 2020/21 Flexible Community Fund.

112. **WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY REMAINING FUNDS**

The Projects Officer's report was **NOTED** and it was confirmed that there were no updates to the report as circulated and no further proposals for utilisation of the available funds had been received.

A Member suggested that she would like to propose that any unspent funds at the end of the financial year be carried forward to the 2021/22 budget. This will be an item for discussion at the next meeting.

Members unanimously **AGREED** to **RATIFY** the expenditure as detailed in the Projects Officer's report and **NOTED** the remaining balances.

113. **FURTHER CONSIDERATION ON PRODUCING A LEAFLET WITH 20 TOP TIPS OF THINGS TO DO TO HELP COMBAT CLIMATE CHANGE - MIN. 97.2.4 REFERS**

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

A Member felt that before the Town Council distributed any leaflets telling the public how to combat climate change it should look at its own practises first. He also felt that printing a large number of leaflets was not good eco-friendly practice.

Another Member felt that this was not the right time to be distributing leaflets.

Following discussion Members unanimously **AGREED** to defer this item to a later date when current restrictions are eased.

114. CONSIDERATION OF A PROPOSAL FROM CLLR. MS. SHARPLES REGARDING ELECTRIC SCOOTERS AND BIKE SHARING WITHIN BOGNOR REGIS

Cllr. Ms. Sharples has been approached by a company regarding the possibility of setting up a small-scale trial of a limited number of docked and speed limited scooters in Bognor Regis and had requested further information for Members to consider. Members were keen in principle to consider this proposal further. However, the additional information had not been received in time to ensure all Members had sufficient time to read this prior to the Meeting and, therefore, Members unanimously **AGREED** to defer this item to the next meeting.

115. PROPOSALS AND REQUIRED BUDGET FOR 2021/22 INCLUDING: FLEXIBLE COMMUNITY FUND, YOUTH PROVISION, PLAYDAYS, WARD ALLOCATION, SURGERIES AND OPEN FORUMS, CLIMATE CHANGE TOPIC TEAMS AND THE BOGNOR REGIS IN BLOOM WORKING GROUP

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

Members were asked to consider the proposed budget allocations for 2021/22 as per the Projects Officer's report and make recommendations to the Policy and Resources Committee.

A Member suggested that the proposed Ward Allocation Budget should be increased for 2021/22 as he did not feel that the current amounts were sufficient to deliver anything of substance and would like to see an increase of up to £500 per Councillor.

Another Member felt that as shown in previous years Members did not utilise the current allocation and would not support an increase.

Following discussion, a proposal was made and seconded to increase the Ward Allocation up to £500 per Councillor for the 2021/22 budget.

Members subsequently **AGREED** to **RECOMMEND** to the Policy and Resources Committee that the allowance for the 2021/22 **Ward Allocation** be raised by an increase of up to £500 per Councillor a budget of £8,000 for the 2021/22 financial year.

As there were no objections to the remaining proposed budgets Members unanimously **NOTED** and **AGREED** to make the following recommendations to the Policy and Resources Committee:

Flexible Community Fund: that a budget of £5,000 be allocated for the financial year 2021/22.

Youth Provision: that a budget of £10,000 be allocated for the financial year 2021/22 for match funding opportunities.

Playdays: that a budget of £3,500 be allocated for the 2021/22 financial year.

Surgeries and Open Forums: that a budget of £1,000 be allocated for the 2021/22 financial year.

Bognor Regis In Bloom: that a budget of £1,750 (Competition Expenses £750 and Environmental Projects £1,000) be allocated for the 2021/22 financial year.

116. CONSIDERATION OF THE APPOINTMENT OF A MEMBER REPRESENTATIVE FROM BOGNOR REGIS TOWN COUNCIL REGARDING INITIAL PROPOSALS FOR A POTENTIAL EXPANSION OF THE RAMPION OFFSHORE WIND FARM, TO BE KNOWN AS "RAMPION 2" AND MAKE RECOMMENDATION TO COUNCIL

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

Members felt it important to have representation and be part of the proposed Project Liaison Group. Following discussion, it was proposed and seconded that Cllr. Ms. Sharples be elected as the Town Council Representative and unanimously **AGREED** to **RECOMMEND** her appointment to Council.

117. CORRESPONDENCE

The Projects Officer confirmed that there were no updates to the report as circulated and if Members required a copy of any of the listed items to email her.

The Meeting closed at 7.32pm