



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 13th JUNE 2022

PRESENT:

Cllr. W. Smith (Chairman); Cllrs. J. Barrett,
J. Brooks, M. Stanley, Miss. C. Needs,
Mrs. S. Staniforth and Mrs. J. Warr

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Mrs. J. Fogarty-Smith (Committee & Event Support
Officer)
Cllr. D. Edwards (Arun District Council) in the
public gallery
2 members of the public in the public gallery

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING ON THE 9th MAY 2022

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

It was **NOTED** that Cllr. W. Smith was elected Chairman and Cllr. J. Brooks was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on the 9th May 2022.

2. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement.

Apologies for absence were given by the Projects Officer, on behalf of Cllr. Mrs. S. Daniells who was on annual leave. No apologies were received from Cllr. H. Jones.

3. DECLARATIONS OF INTEREST

The Chairman addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable 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 or Other Registrable 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 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.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable 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

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11th APRIL 2022 AND THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 19th APRIL 2022

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 11th April 2022 and the Extraordinary Meeting held on 19th April 2022.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 11th April 2022 and the Minutes of the Extraordinary Meeting held on 19th April 2022, as an accurate record of the proceedings and the Chairman duly signed them.

5. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.33pm

No public questions or statements had been received or were asked during the meeting.

The Chairman reconvened the Meeting at 6.34pm

6. CLERK'S REPORT

6.1 11th April 2022 – Min. 79 refers – Adjournment for Public Questions and Statements

At the Community Engagement and Environment Committee Meeting held on 11th of April 2022, a Member requested the Projects Officer make contact with Arun District Council to see when the reception area at Bognor Regis Town Hall will resume to 'business as usual'. Arun District Council have confirmed that there is not the intention to return to drop-in appointments, and their aim is to offer pre-planned appointments. Should customers wish to make appointments they can do so via the Arun District Council website, or by contacting the relevant service area by phone, or email. The current services include electoral services, land charges, wellbeing, taxi licensing, about to go live housing options, lifeline and they shall be looking to add revenues and benefits in the future.

6.2 11th April 2022 – Min. 88 refers – To ratify Locality Subscription renewal for 2022/23

Following the Community Engagement and Environment Committee Meeting held on 11th of April 2022 the Town Clerk was able to cancel the Direct Debit with Locality for the annual renewal of the Council's membership subscription. The Projects Officer has since made contact with Locality to understand what the benefits are of the new free entry-level Network package, and an update will be given to this Committee as soon as more information is available.

6.3 11th April 2022 - Min. 89 refers – To consider purchasing a hedgehog highway box, and identify a budget

At the Community Engagement and Environment Committee Meeting held on 11th of April 2022, Members agreed to purchase a hedgehog highway box from Hedgehogs R Us containing 50 Hedgehog Highway surrounds and leaflets and donate these to Brent Lodge Wildlife Hospital. A cheque in payment has now been received by Hedgehogs R Us and the Town Council are awaiting delivery of the box, which shall be sent onto Brent Lodge Wildlife Hospital shortly. Once this is actioned advertising of this initiative will be done via social media and by press release to further aid the work of Brent Lodge Wildlife Hospital as agreed at the last meeting.

6.4 4th October 2021 - Min. 40 refers – Flexible Community Fund

At the Community Engagement and Environment Committee Meeting held on 4th of October an application for Flexible Community Funds from Bognor Regis Money was considered with Members agreeing to award £350.00 to support the application.

With the money having subsequently been paid to Bognor Regis Money, the Town Clerk has since been contacted by the applicant to advise that, whilst the funds were very much appreciated, the business is taking a much wider view for the future and that the grant is no longer applicable to any plans that they may have going forward.

£350.00 has been returned to the Town Council, from Bognor Regis Money, and as these funds were allocated from the 2021/22 budget they will go into General Reserves.

7. APPOINTMENT OF SUB-COMMITTEES, WORKING GROUPS AND TOPIC TEAMS: BOGNOR REGIS IN BLOOM WORKING GROUP INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION, BEACH & SEA ACCESS TOPIC TEAM, YOUTH PROVISION STEERING GROUP, CLIMATE EMERGENCY FOCUS GROUP

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

- 7.1** Members **AGREED** to the appointment of the Bognor Regis in Bloom Working Group including, Cllrs. S. Goodheart, Mrs. S. Staniforth, Mrs. J. Warr and P. Woodall.
- 7.2** Members **AGREED** to **RECOMMEND** to Council the appointment of the Co-Opted Members Mr. P. Dillon, Mrs. G. Edom, Mr. E. Fane, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane and a representative from the Arun District Council Parks and Greenspace department to the Bognor Regis in Bloom Working Group.
- 7.3** Members **AGREED** Cllrs. J. Barrett, J. Brooks and Mrs J. Warr, as the three nominated Members of the Community Engagement and Environment Committee be appointed to the Beach & Sea Access Topic Team.
- 7.4** Members **AGREED** that the Chairman of the Community Engagement and Environment Committee be appointed to the Youth Provision Steering Group.
- 7.5** Members **AGREED** Cllrs. J. Barrett, J. Brooks and M. Stanley, as the three nominated Members of the Community Engagement and Environment Committee be appointed to the Climate Emergency Focus Group.

8. TO CONSIDER TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES, WORKING GROUPS AND TOPIC TEAMS INCLUDING UPDATES AND AMENDMENTS IF REQUIRED

The Projects Officer's report, including the related appendices, detailing the Terms of Reference were **NOTED**.

8.1 Community Engagement and Environment Committee

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Community Engagement and Environment Committee with no amendments.

8.2 Bognor Regis In Bloom Working Group

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Bognor Regis In Bloom Working Group with no amendments.

8.3 Beach & Sea Access Topic Team

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Beach & Sea Access Topic Team with no amendments.

8.4 Youth Provision Steering Group

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Youth Provision Steering Group with no amendments.

8.5 Climate Emergency Focus Group

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Climate Emergency Focus Group with no amendments.

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

Members **NOTED** the Projects Officer's report, including the related appendix.

10. FLEXIBLE COMMUNITY FUND INCLUDING: - TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND; TO REVIEW THE CURRENT APPLICATION AND CRITERIA FORM FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE; TO RATIFY THE DECISION TO AWARD £750.00 TO THE BOGNOR AMATEUR BOXING CLUB

The Project Officer's report, including the related appendices, were **NOTED**.

Members **RATIFIED** the decision not to support the application from Lifecentre for £504 to fund the counsellor sessions.

Members **RATIFIED** the decision not to support the application from Shared Headspace Ltd for £500 to hire an event space, branded workwear, creation of business stationery, training, and website hosting.

A Member wanted to clarify that as the Committee did not approve the applications from Lifecentre and Shared Headspace Ltd, this did not mean that they didn't support the nature of the applications and that other Town Council funding methods may be more appropriate for these organisations to apply for.

In beginning to review the current application form for the Flexible Community Fund, and with numerous suggested amendments discussed, Members **AGREED** to **DEFER** the review until the next Committee Meeting to allow for more time, before recommending to the Policy and Resources Committee. Members also asked the Projects Officer to provide a report at the next meeting detailing application requests to date and how the funds applied for, and subsequently awarded, were used.

Members **RATIFIED** the decision to award £750.00 to Bognor Regis Amateur Boxing Club for the purchase of a defibrillator. The Chairman also stated that when the defibrillator is installed, he would be in attendance and therefore further publicity to the wider community of Bognor Regis would be achieved.

11. TO RECEIVE AN UPDATE IN RELATION TO ONLINE COMMUNITY OPEN FORUM MEETING INCLUDING: - CONSIDERATION OF ANY ITEMS FOR A FUTURE AGENDA - ARRANGEMENTS FOR THE NEXT MEETING

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

Members discussed introducing an agenda for a future Online Community Open Forum Meeting and whether having specific topics set for each meeting may encourage or perhaps discourage members of the public to participate.

Comment was made about promoting Town Council meetings and events on a wider variety of social media platforms and websites in order to attract a wider audience. The Chairman advised that all meetings are advertised on the Town Council's website and linked social media platforms and that he would do his part to promote upcoming meetings via social media.

Members then questioned whether the Online Meetings will at some point be replaced by the Councillor Drop-In Surgeries and, if so, where these might be located in order to maximise the attendees. The Chairman advised that Councillor Drop-In Surgeries would return and that these would be on alternate months.

In response to a request from a Member, the Chairman advised that he and the Projects Officer would give as much notice as possible of the Councillor Drop-In Surgeries and that every effort would be made to ensure locations were accessible to all.

Members **DISAGREED** that the next Online Community Open Forum should be held on Wednesday 15th June 2022 at 3pm but **AGREED** to postpone until Wednesday 22nd June 2022 at 3pm.

12. TO RECEIVE AN UPDATE IN RELATION TO YOUTH PROVISION MEETINGS INCLUDING: - UPDATE ON WEST SUSSEX COUNTY COUNCIL'S DECISION TO CLOSE THE PHOENIX AND FIND IT OUT CENTRES (IF AVAILABLE); UPDATE ON BOGNOR REGIS YOUTH AND COMMUNITY CENTRE FROM CLLRS. W. SMITH AND MRS. S. STANIFORTH

The Projects Officer's report was **NOTED**, including the update from Chris Cook on the current position with the Phoenix and Find It Out Centres.

Cllr. Mrs. Staniforth advised the Committee that, as the Town Council appointed Representative, she has attended two meetings with the trustees and staff at the Bognor Regis Youth & Community Centre (BRYCC). She reported that work is progressing in the hope for an Autumn Term opening, however this is not yet confirmed. The Chairman advised that there were several reasons for the delayed opening including the need to address several inherited issues, to ensure that DBS checks are carried out, and that fire assessments, including any other building regulations, are performed ahead of the re-opening of BRYCC.

The Chairman and Cllr. Mrs Staniforth took the opportunity to commend all the tireless work being carried out by BRYCC staff, trustees and wanted to express thanks to members of the public and businesses for the part they had played in donating materials and labour to enable the project.

The Chairman explained that the release of the first part of the £5,000 that the Committee awarded to BRYCC at the Extraordinary Community Engagement and Environment Committee Meeting held on 19th April 2022 (Min. 100 refers), is still waiting for the DBS checks to be completed but once this is done the first instalment will be released to BRYCC.

The final comment came from a Member who wanted clarification on the update provided by Chris Cook CEO of Sussex Clubs for Young People when mentioning "*United Learning submitted their plans with our input on 29th May for Phoenix Centre*". The Chairman advised that he would contact Chris Cook to ask for more information on this matter and report back at the next meeting. Another Member asked if the Projects Officers could provide an update at the next meeting on the West Sussex County Council business case regarding Phoenix and Find It Out Centres.

13. TO RECEIVE THE NOTES FROM THE BEACH & SEA ACCESS TOPIC TEAM MEETING HELD ON THE 27th APRIL 2022 AND CONSIDERATION OF ANY RECOMMENDATIONS

The Projects Officer's report, including the Notes of the Beach & Sea Access Topic Team Meeting held on 27th April 2022, were **NOTED**.

14. TO RECEIVE THE NOTES FROM THE CLIMATE EMERGENCY FOCUS GROUP MEETING HELD ON 13th APRIL 2022 AND CONSIDERATION OF ANY RECOMMENDATIONS

The Projects Officer's report, including the Notes of the Climate Emergency Focus Group Meeting held on 13th April 2022, were **NOTED**.

15. BOGNOR REGIS IN BLOOM WORKING GROUP – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 19th MAY 2022

The Projects Officer's report including the Notes of the Bognor Regis in Bloom Working Group Meeting held on 19th May 2022, were **NOTED**.

It was noted that the first two decisions as detailed in the report had already been dealt with under Agenda item 7 (Mins. 7.1 and 7.2 above refers).

Members **AGREED** to **RATIFY** the expenditure of £4 for French Bean seeds sent to participating schools from the competition expenses budget for 2022/23.

Members **AGREED** to **RATIFY** the expenditure of a donation of £25 to the Town Council's stationery fund, from the Environmental Projects budget, for the printing of the flyers and leaflets for the Open Day.

16. TO FURTHER CONSIDER SETTING UP AN AWARD FOR BUSINESSES WHO CAN DEMONSTRATE GOOD PRACTICE WITH REGARD TO RECYCLING AND GREEN ISSUES: - 11th APRIL 2022 – MIN. 93 REFERS

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

Having **DISAGREED** to **DEFER** this item, Members discussed potential ways in which to award businesses demonstrating good practice regarding recycling and green issues. Some Members stated that as this Agenda item came through the Town Council's Climate Emergency Focus Group, offering any financial incentive did not feel in keeping with the theme of this award.

Members suggested that the process would be that businesses submit an application to the Committee, to consider and vote upon, outlining how they have shown good practice. It was suggested by a Member to award

businesses an annual trophy or plaque for 1st, 2nd and 3rd place businesses, which could be presented at the Mayor's Civic Reception.

As a result of the discussion, it was **AGREED** that an award should be set up for businesses demonstrating good practice with regards to recycling and green issues. Members furthermore **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that a budget of £300, for the purchase of plaques and trophies, be funded from an appropriate budget.

17. TO FURTHER 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 – 11th APRIL 2022 – MIN. 94 REFERS

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

The Chairman extended his welcome to two members of the public in the gallery, representing Bognor Regis Community Cleans CIC, who had contacted the Chair prior to the meeting stating that they would like to assist in the maintenance of the existing water fountains. The Chairman asked that the Projects Officer contact Bognor Regis Community Cleans with details of the location of the existing water fountains.

Members discussed the current condition, lack of signposting and physical and practical usage of the existing fountains and water sources. Members felt that this did not align with the Town Council's Climate Change status. Several Members spoke of locations within the UK that had successfully implemented easily accessible water bottle filling stations with clear signposting, and of the global impetus of Climate Change.

Members **AGREED** that the Projects Officer should send a letter to Arun District Council to make preliminary enquiries into the Town Council taking on ownership of the water fountains. Once it has been ascertained whether Arun would be agreeable to such a proposal then further consideration will need to be given by Members at a future meeting into the costs involved with owning and maintaining these water fountains, for example.

18. FURTHER CONSIDERATION OF THE WSCC INITIATIVE AROUND COMMUNITY IMPROVEMENTS – 11th APRIL 2022 – MIN. 95 REFERS

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

Members **AGREED** to **DEFER** this item to the next meeting to allow for a site visit from a Senior Staff Member of West Sussex County Council.

19. CORRESPONDENCE

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

The Meeting closed at 7.53pm