



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 11th APRIL 2022

PRESENT:

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

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Mrs. G. Frost (Town Clerk) in the public gallery
Cllr. S. Goodheart in the public gallery
5 members of the public in the public gallery

The Meeting opened at 6.33pm

76. 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. Staniforth who was on annual leave. No apologies were received from Cllrs. H. Jones and A. Cunard.

77. 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 no were declarations of Interest

78. TO APPROVE THE MINUTES OF THE MEETING HELD ON 7th FEBRUARY 2022

Members were asked if there were any objections to the Minutes of the last Committee meeting, held on the 7th February 2022.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 7th February 2022 as an accurate record of the proceedings and the Chairman duly signed them.

Cllr. M. Stanley had been absent from the meeting held on 7th February 2022 and, therefore, abstained from voting.

79. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.36pm

The Chairman invited members of the public an opportunity to raise any questions or statements they wished to make.

A member of the public who is the organiser of Bognor Regis Community Cleans, introduced themselves to Members and showed their enthusiasm for working with the Town Council with a special interest in environmental aspects. The Chairman showed his admiration for the great work that this organisation is currently doing and urged the Town Council to work with them in the future.

The Chair of the Beach and Sea Access Topic Team was seated in the public gallery and advised Members that the Topic Team had met and are eager to start work. In addition, the Chair advised that the first Bognor Regis

Beach Access Working Party will be held at 9.30am on 9th May 2022, whereby Arun District Councillors will be in attendance. The Chair ended by giving her views that there needs to be a sense of urgency to ensure that access is provided for all to the beach and sea of Bognor Regis.

A member of the public raised their concerns about the lack of staff presence from Arun District Council staff in the reception area at Bognor Regis Town Hall, and that there is no ability for members of the public to talk to Members or Officers. The same member of the public also made comments on increasing levels of crime in Bognor Regis Town based on statistics from Bognor Regis BID, and the growing frustrations felt by shopkeepers who do not feel supported. There is a feeling that less is being done to recover stolen goods despite the rise in crime figures. The final comment made from the member of the public was regarding an apparent lack of engagement from the newly appointed Business Warden, and that it would be useful if the Bognor Regis BID were contacted to address this matter. The Chairman stated that he or a Member of this Committee would follow up on this issue.

Cllrs. Barrett and Mrs. Warr gave apologies and left the Meeting

A Member seated in the public gallery wanted to raise several comments on Agenda item 19 – 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 – 22nd June 2020 – Min. 74.5 refers. The Member asked if it would be possible to explore further opportunities for water fountains in Place St Maur, Hotham Park and The Sunken Gardens as well as providing some maintenance to other water fountains situated in Bognor Regis Town. The Member also asked for information pertaining to the notice board request for the Glenwood Estate. The final point the Member wished to raise was regarding Ward Allocations, to which the Chairman stated he would provide answers to these questions during the relevant Agenda items.

A member of the public made reference to the Victorian water fountain on the promenade, which currently leaks and asked whether this could be rectified.

A Member wished to acknowledge the member of public from Bognor Regis Community Cleans and the work being done through the different topic teams and groups associated with Bognor Regis Town Council and hoped that they would complement each other. The Member also stated that as businesses are now getting back to business as usual, he felt that Arun District Council staff could potentially do this in Bognor Regis Town Hall reception area and asked whether a letter could be sent to Arun District Council for an update as to when this might occur. Members requested that the Projects Officer follow this up.

The Chairman reconvened the Meeting at 6.52pm

80. CLERK'S REPORT**80.1 4th October 2021 - Min. 40 refers – Flexible Community Fund**

At the Community Engagement and Environment Committee Meeting held on the 4th of October an application for Flexible Community Funds from Mancave Movement Limited was considered with Members agreeing to award £500 to support the application.

With the money having subsequently been paid to Mancave Movement Limited, 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.

£500 has been returned to the Town Council, from Mancave, and as these funds were allocated from the 2021/22 budget they will go into General Reserves.

80.2 7th February 2022 - Min. 66.4 refers - Update on the 'Seaside Gardens'

Following discussion, it was agreed at the last meeting to defer the item to allow Members to make further enquiries and bring it back to a future agenda. It was also suggested that Members talk to community gardeners, residents and the Town Council's Town Force team to see what has worked well in the past. At this time, no further information has been provided by Members and this item is still, therefore, outstanding until further information is supplied to enable further consideration to be given as to how this might be progressed.

80.3 7th February 2022 - Min. 66.5 refers - Climate Emergency Focus Group

Arrangements have been made for a Climate Emergency Focus Group Meeting to take place, in the Council Chamber, on Wednesday the 13th of April at 6pm.

81. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING; TO NOTE THE OPENING BALANCES FOR 2022/23, RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY REMAINING FUNDS

The Projects Officer's report, including the related appendix, detailing the Ward Allocations balances for 2022/23 were **NOTED**.

There was no spend or utilisation of any remaining funds that needed to be ratified by Members.

The Chairman took the opportunity to explain to Members, that Ward allocation does not have to be decided by this Committee but are the

responsibility of the individual Ward Councillors to determine where they wish to allocate the funds and advise the Projects Officer accordingly.

The Chairman allowed a Member in the public gallery to enquire as to the progress of Ward allocation on the Glenwood Estate. The Projects Officer advised he would copy the Member into the recent status of this project via email.

82. FLEXIBLE COMMUNITY FUND INCLUDING; TO NOTE THE OPENING BALANCES FOR 2022/23, TO NOTE AND DETERMINE ANY APPLICATIONS

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

Members further **NOTED** the opening balance for 2022/23 and that there were no new applications to be considered at this time.

83. TO RECEIVE THE NOTES FROM THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON THE 21st FEBRUARY 2022 INCLUDING; CONSIDERATION OF ANY ITEMS FOR A FUTURE AGENDA AND ARRANGEMENTS FOR THE NEXT MEETING

The Projects Officer's report was **NOTED**, including the notes of the Online Community Open Forum Meeting held on 21st February 2022.

Members considered the following items that were discussed during the Online Community Open Forum Meeting, with the suggested Committees to address the items identified.

Item	Committee
Burnt down Seafront Beach Hotel site development	Planning & Licensing Committee
Utilisation of the Seafront Bandstand	Events, Promotion and Leisure Committee
Tourist Information boards	Events, Promotion and Leisure Committee
A letter to Southern Water regarding raw sewage	Community Engagement & Environment Committee
The effectiveness of The Business Warden	BID / Policy and Resources Committee
Anti-Social Behaviour and Crime in Bognor Regis Town	Policy and Resources Committee

The Town Clerk advised the Chairman that actions in relation to the various items identified would need to be referred to the relevant committee as an agenda item for further consideration and decision on any resulting actions.

Members did not discuss a date or time to host a daytime Online Community Open Forum Meeting, so the Projects Officer will contact Members via email with suggested dates.

84. YOUTH PROVISION INCLUDING; TO RECEIVE THE NOTES OF THE YOUTH PROVISION STEERING GROUP MEETING HELD ON 2nd MARCH 2022, UPDATE ON THE WEST SUSSEX COUNTY COUNCIL DECISION TO CLOSE THE PHOENIX AND FIND IT OUT CENTRES (IF AVAILABLE)

The Projects Officer's report, including the notes of the Youth Provision Steering Group Meeting held on 2nd March 2022, were **NOTED**.

A Member made comment on the makeup of the Youth Provision Steering Group and felt that it would be beneficial to see a more diverse set of members including young people, sports groups, West Sussex County Council staff and other schools involved. The Projects Officer stated that invitations were sent to West Sussex County Council Youth Services and other youth providers such as Sports Clubs and Religious Groups in the area but unfortunately those contacts were not able to make the meeting.

Another Member asked if, when reaching out to young people, it would be possible to include those with disabilities, mental health issues, different nationalities, race etc to ensure inclusivity. The Chairman advised that the Youth Provision Steering Group are reaching out to schools and local organisations and shall be listening to the views from everyone to ensure the right provision for young people in Bognor Regis and that this will be presented at the next Youth Provision Steering Group.

The Chairman suspended Standing Orders

A Member seated in the public gallery stated their admiration for the work that is already taking shape from this group since West Sussex County Council's decision to withdraw youth services in Bognor Regis.

The Chairman reinstated Standing Orders

85. TO RECEIVE THE NOTES FROM THE BEACH & SEA ACCESS TOPIC TEAM HELD ON THE 3rd MARCH 2022 AND CONSIDERATION OF ANY RECOMMENDATIONS

The Projects Officer's report, including the notes of the Beach & Sea Access Topic Team Meeting held on 3rd March 2022, were **NOTED**.

86. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 8th MARCH 2022

The Projects Officer's report, including the notes of the non-quorate Meeting of the Bognor Regis in Bloom Working Group held on 8th March 2022, were **NOTED**.

A Member was disappointed to hear that only two schools had expressed an interest in taking part and was keen to hear what plans Bognor Regis in Bloom Working Group have to create more engagement next year. The Projects Officer advised that he would reach out to the Committee Clerk and feedback at the next Community Engagement and Environment Committee Meeting to be held on 16th May 2022.

87. TO RATIFY ARRANGEMENTS OF PLAYRANGER PLAY DAYS EVENT FOR AUGUST 2022

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

Members **AGREED** to **RATIFY** the arrangements made to hold a week-long Play Day event commencing week beginning 25th July 2022 along with the total cost of £4,500.

88. TO RATIFY LOCALITY MEMBERSHIP SUBSCRIPTION RENEWAL FOR 2022/23

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

Several Members questioned the benefits of the Membership. The Town Clerk advised that this was an annual renewal paid by Direct Debit and should Members choose not to renew, she would try to stop the payment if it was not already too late. Following some discussion, Members **AGREED** not to renew the Town Council's Membership of Locality for 2022/23.

Should it not be possible to cancel the Direct Debit, then Members **AGREED** to **RATIFY** the renewal of the Town Council's Membership of Locality for 2022/23 at a cost of £500 + VAT, with the caveat it would be cancelled for 2023/24.

89. TO CONSIDER PURCHASING A HEDGEHOG HIGHWAY BOX, AND IDENTIFY A BUDGET

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

Members discussed this item, as to the pros and cons of where to sell, at what cost and who to sell the hedgehog highway boxes to and were

conscious not to waste not only this product but the opportunity to conserve a beloved part of the English Wildlife.

A member of the public stated that a local charity, Brent Lodge Wildlife Hospital in Sidlesham are the second largest hedgehog sanctuary in the Southeast.

Following further discussion, Members **AGREED** to purchase 1 box from Hedgehogs R Us at the cost of £157.50 and to donate these as a gift from Bognor Regis Town Council to Brent Lodge Wildlife Hospital, and that profits made would continue to aid Brent Lodge in caring for hedgehogs.

Members also stated that they would like to advertise this via social media and a press release to further aid the work of Brent Lodge Wildlife Hospital.

90. TO CONSIDER THE CONTINUATION OF THE RECYCLING AND REDISTRIBUTION OF POPPY WREATHS – MIN. 66.1 REFERS

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

Members **AGREED** to continue the recycling and redistribution of poppy wreaths with the assistance of Sarah Boote-Cook.

91. UPDATE ON COUNCILLOR TRAINING FOR THE USE OF DEFIBRILLATORS – 22nd JUNE 2020 – MIN. 74.1 REFERS (LAST CONSIDERED 7th FEBRUARY 2022)

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

The Chairman gave an update to Members on the usage of defibrillators and that there is no recognised qualification.

A Member asked if there would be the option to learn CPR or other First-Aid training, to which the Chairman stated he could go through the basics of this, but should Members wish to receive a formal qualification then this would come at a cost and require formal training for a period up to three days and would need to be put before this Committee as a future Agenda item for further consideration.

Councillors **AGREED** to contact Cllr. Smith directly to receive Defibrillator training.

92. UPDATE ON CONSIDERATION OF RECEIVING A PRESENTATION FROM ACCESSABLE – 22nd JUNE 2020 - MIN. 74.3 REFERS (LAST CONSIDERED 7th FEBRUARY 2022)

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

A Member and the Chairman stated that as Bognor Regis Town Council have access needs for only one building, they did not feel that this is an area to pursue at this time.

Members **AGREED** not to pursue this item at this time, but they could potentially revisit this at a later date.

93. TO CONSIDER SETTING UP AN AWARD FOR BUSINESSES WHO CAN DEMONSTRATE GOOD PRACTICE WITH REGARD TO RECYCLING AND GREEN ISSUES: - 22nd JUNE 2020 - MIN. 74.4 REFERS (LAST CONSIDERED 7th FEBRUARY 2022)

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

Members commented on the complexities of this item and how to implement the award system. This became apparent when discussing how businesses would demonstrate good recycling and green practices and how this would be validated.

Several Members spoke of partnering with Arun District Council, WEST (West End Shops & Traders), Chamber of Commerce and Bognor Regis BID to see if they thought this was a feasible opportunity and it was **AGREED** for the Projects Officer to make contact and report back to this Committee.

The Chairman asked if Members could email him directly with their suggestions so that Members could collaborate on this item and bring back to a future meeting.

94. 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 – 22nd JUNE 2020 – MIN. 74.5 REFERS (LAST CONSIDERED 7th FEBRUARY 2022)

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

Members discussed the potential opportunities to restore existing fountains as well as additional sites situated on the Esplanade, Butlin's, Sunken Gardens, Place St Maur etc that are accessible to all. However, due to work already being carried out by Arun District Council a Member commented that it would be too late to add Place St Maur to this, the Member also stated that whoever owns the water fountains may not feel that renovation is a high priority at this time.

Members **AGREED** for further research to be undertaken by the Projects Officer to see if the existing three fountains in the Town could be restored to working order, to encourage people to reuse/refill water bottles, with a report being brought back to a future meeting.

95. FURTHER CONSIDERATION OF THE WSCC INITIATIVE AROUND COMMUNITY IMPROVEMENTS - 12th OCTOBER 2020 - MIN. 74.7 REFERS (LAST CONSIDERED 7th FEBRUARY 2022)

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

Members were advised that the current Projects Officer will take this forward and 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, with a report made back to this Committee in due course.

96. CORRESPONDENCE

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

A Member requested a copy of the email regarding FuturForm Recycled Outdoor Seating to be sent, which the Projects Officer agreed to do.

The Meeting closed at 7.51pm