



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 8th AUGUST 2022

PRESENT:

Cllr. W. Smith (Chairman); Cllrs. J. Barrett,
J. Brooks, H. Jones, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Cllr. S. Goodheart in the public gallery
4 members of the public in the public gallery

The Meeting opened at 6.30pm

20. 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. Miss. C. Needs who was on annual leave and Cllr. Mrs. S. Staniforth due to personal circumstances. No apologies were received from Cllr. Mrs. S. Daniells.

21. 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.

Cllr. Stanley declared an Ordinary Interest in Agenda item 7 as he has been involved with BR Community Cleans CIC in an upcoming project with the organisation

22. TO APPROVE THE MINUTES OF THE MEETING HELD ON 13th JUNE 2022

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 13th June 2022.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 13th June 2022, as an accurate record of the proceedings and the Chairman duly signed them.

23. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.34pm

A member of the public, who had previously been the interim, voluntary appointed Secretary for the Bognor Regis Youth and Community Centre, spoke of personal concerns he presently had in relation to the Centre.

The Chairman stated that any conflict, as had been suggested by the member of the public were between the Trustees of the Bognor Regis Youth and Community Centre, was not an issue that the Committee could act upon. The Chairman also advised that he had been in close communication with the Trustees and Management of the Centre and advised the Committee that any concerns would be reported to this Committee.

The Projects Officer asked the member of the public to email the Town Clerk, as the Responsible Financial Officer, if he had cause for concern in relation to any funding provided by the Town Council to the Youth Centre.

A Member seated in the public gallery asked that when discussing Agenda item 14, that the Committee consider the potential of building reservoirs to protect the Town and District in the future, given the ever-changing climate.

The Chairman reconvened the Meeting at 6.54pm

24. CLERK'S REPORT

24.1 11th April 2022 – Min. 88 refers – To ratify Locality Subscription renewal for 2022/23

Following the Community Engagement and Environment Committee Meeting held on the 11th of April 2022, the Town Clerk successfully was able to cancel the Direct Debit with Locality for full Membership. The new free entry-level Network package, to which the Town Council are enrolled allows for Monthly newsletters, Members' only Facebook group and Members directory.

24.2 11th April 2022 - Min. 89 refers – To consider purchasing a hedgehog highway box, and identify a budget

On the 28th of June, The Town Mayor, the Projects Officer and the Committee and Events Support Officer welcomed two members of staff from Brent Lodge Wildlife Hospital. After a successful handover of the hedgehog highway box, the Town Mayor was invited to open the new Brent Lodge facility based on the outskirts of Chichester.

24.3 13th June 2022 – Min. 17 refers – 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

At the Community Engagement and Environment Committee Meeting held on the 13th of June 2022, 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. Despite several attempts via email and telephone there has yet to be a response from Arun District Council on this matter. The Projects Officer will continue to pursue this to provide a response at the next Committee Meeting.

Whilst the Committee await a response from Arun District Council, the Projects Officer has emailed this Committee with details of an organisation called Refill. Through the creation of a free-to-download app, residents and tourists of Bognor Regis can locate water refilling stations already signed up to the app such as Greggs, Costa, William Hardwick and EcoSwap CIC, as well as the water fountains situated within the Town and along the Esplanade. Furthermore, the Projects Officer could liaise with the BID to further promote this scheme to create further refill stations in Bognor Regis.

24.4 13th June 2022 – Min. 18 refers – Further consideration of the WSCC initiative around community improvements

Following the Community Engagement and Environment Committee Meeting held on the 13th of June 2022, the Projects Officer contacted a Senior Staff Member of West Sussex County Council to set up a meeting to gain further insight into the initiative. On the 4th August 2022, a response was received and a meeting shall take place with a report from the Projects Officer to be given at the Community Engagement and Environment Committee Meeting to be held on 3rd October 2022.

24.5 Southern Rail Community Improvement Grant

Southern Rail's improvement fund seeks to support local communities focusing on causes that are important to Govia Thameslink, one of which is environment and sustainability. With the support of Arun District Council, Bognor Regis Town Council have submitted an application for funding of £4,302 to install three public bike repair stands and pumps in the Town, with a view to encouraging cycling. Other parishes along the rail route, such as Littlehampton and Angmering were also encouraged by ADC to submit an application with a view to strengthening the cycling infrastructure in the district. The applications window closed on the 30th of July with the outcomes known in early 2023. If successful, then funding will be received in April 2023 and must be spent and fully committed by the 31st of March 2024.

25. 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.

26. FLEXIBLE COMMUNITY FUND INCLUDING: - TO REVIEW THE CURRENT APPLICATION AND CRITERIA FORM FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE; TO RATIFY THE DECISION TO AWARD/NOT AWARD £276.38 TO BR COMMUNITY CLEANS CIC AND £717.00 SOUTH COAST SPORTS

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

26.1 Members discussed the current application form and **AGREED TO RECOMMEND** to the Policy and Resources Committee the following amendments and subject to agreement that the application and criteria form for the Flexible Community Fund as amended be adopted: -

Question 4. Please tick the relevant information and supply the appropriate number.

Members discussed Limited Companies as part of the application and that they have many lines of credit. The purpose of the Flexible Community Fund

is to provide solutions for local community businesses where appropriate and that Limited do not fall under this category.

Recommendation to remove: Company Ltd. By Guarantee

Question 14. The Town Council is keen to hear about the impact and benefits arising from the Flexible Community Fund. Therefore, if your application is successful, the Town Council will be in touch with you to request feedback. Please indicate below whether you anticipate your event/project will be completed within 6, or 12 months of the funds being awarded, so that you are contacted at the appropriate time.

Recommended amendments to Question 14. (in line with same question on Grant Aid Form)

The Town Council is keen to hear about the impact and benefits arising from the Flexible Community Fund. Therefore, if your application is successful, the Town Council will require a commitment from you to promote the support that you have received from the Town Council by including the logo that will be supplied to you in any promotional material that you produce of which you are required to provide the Town Council with electronic or hard copies. We will also be in touch with you, in due course, to request the following: feedback on the success of the event/initiative; a breakdown of the budget; the provision of photographs showcasing events and initiatives that the Town Council can share on their social media platforms. Please indicate below whether you anticipate that your event/initiative will be completed within 6 or 12 months of the funds being awarded, so that you are contacted at the appropriate time.

26.2 Members **RATIFIED** the decision not to support the application from BR Community Cleans CIC for £276.38 to fund Public Liability Insurance.

Members **RATIFIED** the decision not to support the application from South Coast Sports for £717.00 for reusable yogurt pots.

27. TO RECEIVE THE NOTES OF THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON 6th JULY 2022 AND TO AGREE ARRANGEMENTS FOR THE NEXT MEETING

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

Members **AGREED** that an Online Community Open Forum Meeting should be arranged for 6.30pm on Monday 15th August 2022.

Members further **AGREED** that the Projects Officer should take the necessary steps to arrange a Councillor Drop-In Surgery in September 2022.

The Projects Officer confirmed he would investigate any costs or necessary applications in order for the Committee to offer the aforementioned Councillor Drop-In Surgery.

28. TO RECEIVE THE NOTES OF THE YOUTH PROVISION STEERING GROUP MEETING HELD ON 18th JULY 2022 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 CLLR. W. SMITH; APPOINTING A MEMBER OF THE COMMUNITY ENGAGEMENT COMMITTEE AS A NON-PARTICIPATING OBSERVER OF THE BOGNOR REGIS YOUTH & COMMUNITY CENTRE BOARD

The Projects Officer's report, including the update from Chris Cook on the current position with the Phoenix and Find It Out Centres and the Notes of the Youth Provision Steering Group Meeting held on 18th July 2022, were **NOTED**.

The Projects Officer advised the Committee that West Sussex County Council has confirmed that Sussex Clubs for Young People have been accepted, subject to terms, as the 25-year lessee. It is expected that the umbrella organisation for The Regis School, United Learning will be accepted as the preferred lessee for the Phoenix Centre.

The Chairman updated the Committee Members with the current progress of the maintenance and repairs at the Bognor Regis Youth and Community Centre building, which is being carried out by volunteers, except for regulated works which have been carried out by professional trades workers, all in the hope that the Centre will be opened by October 2022.

A Member commented on the objectives of the Youth Provision Steering Group, and that there is a perceived lack of engagement from key stakeholders, in particular schools as well as the voice of young people. The Member also stated that he was unsure of the direction Youth Provision should take, namely classroom-based group work or drop-in type of activities and that the representatives of the Youth Provision Steering Group should be evenly represented to give an even view from each group. The Member asked for some clarification surrounding the circumstances which led to the previously appointed Member of the Committee stepping down as a non-participating observer of the Bognor Regis Youth and Community Centre Board.

The final comment from the Member sought clarity over the decision this Committee made regarding the allocation of funding to Sussex Clubs for Young People and that he understood that the Committee agreed in principle to the proposal from Chris Cook, CEO of the organisation.

The Chairman advised that the Committee Member made the decision to step down from Bognor Regis Youth and Community Centre due to

potential conflict of interest due to their involvement with negotiations to operate a community café at the Youth Centre.

The Chairman understood that the £10,000 to Sussex Clubs for Young People (SCYP) had been agreed, and it has been held in order for SCYP to explore match-funding. The Chairman asked that the Projects Officer confirm to the Committee via email the decision that had been made regarding funding to SCYP.

The Projects Officer updated Committee Members that staff from The Regis School were invited to the Youth Provision Steering Group, however due to the fact the meetings were held during school hours and staff were on leave, they were unable to attend. The Governor of the school shall also be invited to future meetings.

The Chairman suggested that to address the concerns raised by the Member earlier that presentations, including a progress update and how the funds will be utilised from SCYP and BRYCC could be arranged. The Projects Officer suggested to the Chairman that the next Youth Provision Steering Group Meeting could be held in the evening to accommodate Members of this Committee to receive the presentations, which was **AGREED** by all.

Members **AGREED** the appointment of Cllr. Smith, as the Member of the Community Engagement and Environment Committee as a non-participating observer of the Bognor Regis Youth and Community Centre Board.

29. TO RECEIVE AN UPDATE ON THE BEACH & SEA ACCESS TOPIC TEAM

With no meeting having recently been held there was no update from the Beach and Sea Access Topic Team. However, a dual-hatted Councillor who is a member of the Topic Team and sits on Arun's Bognor Regis Beach Access Working Party was able to give a verbal update following the Party's Meeting held 6th July 2022. 588 responses to Arun's Beach Access online survey were received, which are currently being analysed with further information to be put to the next meeting held on 13th September 2022. The Member advised that BRBAWP are very supportive of this project and are looking into both small and large projects to provide access but that further funding may need to be sourced to implement.

The Chairman allowed a Councillor seated in the public gallery to speak, who asked if the ramp situated near Butlin's would be considered for access need. The dual-hatted Councillor, who had given the verbal update, advised that there is a concession which will be taking on the responsibility of this ramp, as well as clearing the shingle. However, they wanted to note that the ramp is not DDA compliant to allow for the use of wheelchairs.

A Member asked that the Projects Officer write a letter of thanks to Mr. Spencer, who was the Engineering Services Manager at Arun District Council who would soon be retiring, thanking him for his work relating to Beach Access. This was **AGREED** by Members.

30. TO RECEIVE THE NOTES FROM THE CLIMATE EMERGENCY FOCUS GROUP MEETING HELD ON 27th JULY 2022 AND CONSIDERATION OF ANY RECOMMENDATIONS

The Projects Officer's report, including the appended Notes of the Climate Emergency Focus Group Meeting held on 27th July 2022 were **NOTED**.

There were no recommendations to the Community Engagement and Environment Committee.

31. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 23rd JUNE 2022 AND 28th JULY 2022 (IF AVAILABLE)

The Projects Officer's report including the appended Notes of the non-quorate meetings of the Bognor Regis in Bloom Working Group held on 23rd June and 28th July 2022, were **NOTED**.

Members **RATIFIED** the cost of the two winners' plaques at a total cost of £18.00, the total cost of plants at £195.00, and the cost of winners' vouchers at a total cost of £30.00 for the Guides competition.

Members **RATIFIED** the final cost of £400.00 for the temporary floral display at the seafront beacon.

Members **RATIFIED** the donation of £100.00 to Bognor Community Gardeners for plants at Victoria Road South car park.

32. TO RECEIVE AN UPDATE RE: SETTING UP AN AWARD FOR BUSINESSES WHO CAN DEMONSTRATE GOOD PRACTICE WITH REGARD TO RECYCLING AND GREEN ISSUES: - 13th JUNE 2022 - MIN. 16 REFERS

Members discussed that the onus is on businesses to self-nominate in order to be considered for demonstrating good practice with regards to recycling and green issues, and that the Community Engagement and Environment Committee will decide an appropriate award, such as a diploma printed on recycled paper.

Members also discussed that while it may not be possible for a clinical waste business to recycle waste materials, Members stated that there may be alternatives to show good green practices, such as paper-free office

working, carpooling, electric vehicles, donating waste material, food, supplies to charity.

Members **AGREED** that the matter be **REFERRED** back to the Policy and Resources Committee with the **RECOMMENDATION** that a budget of £150.00, for the purchase of an award, be funded from an appropriate budget.

33. TO CONSIDER WRITING A LETTER TO SOUTHERN WATER REGARDING RAW SEWAGE, AS REFERRED BY THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE – MIN. 83 OF THE MEETING HELD 11th APRIL 2022 REFERS

Members **AGREED** that a letter should be sent to Southern Water, on behalf of Bognor Regis Town Council, in relation to the pumping of raw sewage into our waters.

34. CORRESPONDENCE

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

The Meeting closed at 7.49pm