



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 6th FEBRUARY 2023

PRESENT: Cllr. W. Smith (Chairman); Cllrs. J. Barrett,
J. Brooks, Mrs. S. Daniells, M. Stanley and
B. Waterhouse

IN ATTENDANCE: Mr. M. Hall (Projects Officer)
Cllr. S. Goodheart in the public gallery
1 member of the public in the gallery

The Meeting opened at 6.31pm

67. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement, with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders in relation to public question time.

Apologies for absence were given by the Projects Officer, on behalf of Cllrs. Miss. C. Needs and Mrs. S. Staniforth due to personal reasons, and Mrs. J. Warr due to illness. No apologies were received from Cllr. H. Jones.

A Member suggested to vary the order of business and move Agenda items 8 and 9 to Confidential Business.

68. 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

69. TO APPROVE THE MINUTES OF THE MEETING HELD ON 5th DECEMBER 2022

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 5th December 2022.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 5th December 2022, as an accurate record of the proceedings and the Chairman duly signed them.

70. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.33pm

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

A member of the public stated that three out of five of the toilets (one being a disabled toilet), in the new toilet block on the Esplanade were out of use. He also commented that the Bandstand railings are starting to rust, which due to the expensive paint is disappointing.

A Member said she was made aware of the toilet issue and had contacted the Leader of Arun District Council who stated that the toilets were blocked and the matter was rectified the same day. A Member seated in the public gallery added that this is an ongoing issue and that he regularly monitors

the toilets and stated his dissatisfaction regarding the state of the public toilets.

The Member seated in the public gallery asked if it would be possible to get further information regarding the West Sussex County Council's Initiative for Community Improvement and what it may cover. The Projects Officer advised that Kim Davis from the Climate Emergency Focus Group and Bognor Community Gardeners had been working on this initiative with staff from West Sussex County Council. Sadly, Kim had recently passed away so the Projects Officer will be in contact with West Sussex County Council and report back at a future meeting.

A Member stated that she would like the Council to write a letter to Arun District Council, on behalf of the residents of Bognor Regis regarding the public toilets on the Esplanade, and requested that this be a future Agenda item for this Committee to consider.

The Chairman reconvened the Meeting at 6.38pm

71. CLERK'S REPORT

There were no updates to report.

72. 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.

A Member asked on behalf of a Member from the Hatherleigh Ward whether their Ward Allocation could be used for grass cutting. The Chairman stated that the Member would need to email in this request and the funds can then be released.

The Member also asked if some of the Pevensey Ward Allocation could be used towards King George's Court, which is a sheltered block. They need funds to rejuvenate their lounge area and outdoors, where they would usually rely on fundraising to help fund the works. It was confirmed that, once agreed with her fellow Ward Councillors, the Member would need to email the suggestion in.

Several Members stated that they would consider how to use their remaining Ward Allocation before it expires on the 31st March 2023.

73. FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND

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

The Projects Officer advised the Committee that there were no new applications to be considered at this time.

The Chairman provided Members with feedback on the defibrillator installed outside the Bogor Regis Amateur Boxing Club, which was funded by the Flexible Community Fund and is accessible to the public. The Chairman was involved in a photo opportunity with the Club and Plumbase who were also involved in the project. He wanted to express that providing the public with lifesaving equipment was a fantastic and great gesture to the community and thanked the Members for granting this.

74. It was **RESOLVED** to vary the order of business and move Agenda items 8 and 9 to Confidential Business.

75. FEEDBACK FROM COUNCILLOR DROP-IN SURGERY HELD ON 31st JANUARY 2023 INCLUDING: ANY ITEMS FOR A FUTURE AGENDA AND TO AGREE THE ARRANGEMENTS FOR THE NEXT MEETING

The Projects Officer's report on the Councillor Drop-in Surgery, was **NOTED**.

A Councillor Drop-In Surgery was held on the 31st January 2023 in The Regis Centre. Members of the public had the opportunity to ask Bognor Regis Town Councillors any questions they had regarding any local issues, and invited to enquire about what it takes to stand as a Town Councillor for Bognor Regis.

A Member asked if bus accessibility to Arun Leisure Centre, from North Bersted/Town Centre to Sainsbury's/Shripney could be added to the next Agenda for this Committee, which Members **AGREED**.

Another Member said that many of the issues raised at the Drop-In Surgery were not necessarily Bognor Regis Town Council matters, but Councillors were actively signposting members of the public to the relevant Council bodies and that when appropriate BRTC Members would write in support of any issues.

A Member said she spoke at length to a member of the public about pigeons in the Town Centre causing damage to the environment. Several potential ideas were discussed to tackle the issue and Members ultimately **AGREED** to add this to the next meeting Agenda.

Members **AGREED** to schedule the next Online Open Forum meeting for 28th March 2023 at 6pm.

Following the meeting, it was realised that this date clashed with the Mayor's Civic Reception, therefore the Projects Officer will liaise with the Chairmen and send out invitations for an alternate date.

As the Open Forum takes questions from Facebook, a Member suggested taking questions from Facebook for all Committee Meetings, the Chairman stated as the Online Open Forum is not an official Council Meeting this is possible, however this is not the case in formal Meetings due to Standing Orders.

Members **RESOLVED** to **RATIFY** the expenditure of £59.00 for the hire cost and refreshments for booking of The Regis Centre for the Drop-In Surgery.

76. AN UPDATE ON YOUTH PROVISION

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

The Projects Officer has made initial contact with key staff members of both The Regis School and Felpham Community College to engage with students. An invitation had been extended to the Projects Officer to attend a Listening Campaign with The Regis School and Sussex Clubs for Young People, however this was to a small group of students already involved with youth clubs and therefore the Projects Officer stated that he was working with The Regis School to conduct a survey to hear from all students.

A Member stated that the Listening Campaign would not satisfy the Motion, which he elaborated was to hear from students who are not currently involved in youth groups. The Projects Officer echoed this, and stated that the survey was to hear from a whole year or school, not just a select group who may already be attending out of school groups.

A Member suggested that liaison only be undertaken with The Regis School, to enable engagement with students that fall into the Bognor Regis Town Council Wards. The Chairman disagreed, as he felt the feedback would be useful regardless of where the children live. He said the aim is not to just help those within the Wards, but to get an understanding of the youths needs as a whole.

A Member also stated that it would be more beneficial to work with one school to do the job well, than to work with more schools and not be able to collate the feedback well due to the sheer number of responses. The Projects Officer confirmed that liaison would initially be with The Regis School, and once successful, contact can then be made with Felpham Community College.

77. TO DEVELOP A STANDARD APPLICATION PROCESS FOR THE YOUTH PROVISION FUND

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

A Member provided background as to how this application process could be useful following the recent requests for funding for Youth Provision received by the Town Council.

The Member spoke of creating a standard application process for the Youth Provision Fund, as this will ensure everyone is treated fairly in the application process and there will be transparency in the process for the public. He suggested a form, similar to the Grant Aid form, is produced for providers who are looking to apply for the Youth Provision funds. The form will include questions about relevant safety checks and financial information, which will allow Members to make a balanced decision based on the information provided. He pointed out it may be best to remove the Vulnerable Adult Policy and replace with Enhanced DBS checks.

A Member asked for clarification on whether the Town Council asks for sight of the completed DBS check or whether the organisation stated they have completed one and this is taken as confirmation. A Member said there is no standard procedure in place for this, hence this being added to the application.

At the invitation of the Chairman, Cllr. Goodheart seated in the public gallery asked for clarity as to whether this application would follow a similar feel to the Grant Aid calendar or more in-keeping with Flexible Community Fund and which entities can apply for this fund.

The Chairman stated it is neither, the Youth Provision Fund will be a pot of money allocated for Youth Provision which once the application is approved, the monies would be released. Monies will be set aside each year from the Policy and Resources Committee (for 2023/2024 of £14,000) for Youth Provision and there is not a specific window for an application to be considered. Another Member stated that in previous years monies were awarded to organisations that came forward and asked for funding, however, there has not been a formal application process.

Two Members stated that working with The Regis School and Felpham Community College, the Town Council may be able to better understand what youth activities are needed and align the funds to those requirements. Members felt that if the relevant supporting information is not provided then they would not be supportive of that application considering the impact that this could have when dealing with young people.

Members **AGREED** that a draft copy of the application form for Youth Provision funding be produced by the Projects Officer for the next Committee Meeting to consider.

78. TO NOTE THE DATE OF THE NEXT CLIMATE EMERGENCY FOCUS GROUP – MIN. 54.2

The Projects Officer's report advising that the meeting will be held on Monday 20th February 2023 at 4.00pm was **NOTED**.

79. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 14th DECEMBER 2022

The Projects Officer's report, and the related appendices were **NOTED**.

- 79.1** Members were asked to **RATIFY** the expenditure of £4,455.72 for the Queen's Platinum Jubilee tree planting project to be funded from the Rolling Capital Programme's capital budget, as provided by the Policy and Resources Committee at its meeting on 22nd November 2021 (Min. 86.7 refers).

Members were unsure of not only the high price of the trees, but whether this project had been completed. It was confirmed to go ahead at the end of February 2023 as part of the Jubilee Celebration. The Projects Officer confirmed there were 9 x 2-2.5 metres trees which were well established.

After some discussion, the Committee **RESOLVED** to **RATIFY** the expenditure of £4,455.72 for the Queen's Platinum Jubilee tree planting project to be funded from the Rolling Capital Programme budget.

The Projects Officer advised he would gather further information from the In Bloom Sub-Committee Clerk regarding the project including the location of these trees and report back at the next Committee Meeting.

- 79.2** Members **AGREED** to **RECOMMEND** to Council the appointment of the following Co-opted members to the Bognor Regis in Bloom Working Group: Ms. T. Burrington, Mrs. S. Hamilton Jones, Mr. J. Hawkins, Ms. L. Macullam and Ms. L. McAllister, for the remainder of the Municipal year.

A Member asked the Projects Officer if he had an update on the possibility of combining the In Bloom and Allotment awards to one event. The Projects Officer did not have an update on the matter and will report back at the next Committee Meeting.

80. UPDATE ON THE PROPOSAL TO JOIN ARUN DISTRICT COUNCIL AS A CONTRIBUTING PARTNER TO THE REFILL CAMPAIGN – MIN. 62 REFERS

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

The Projects Officer stated that he had no additional correspondence from Arun District Council on this Agenda item. A Member stated that essentially West Sussex County Councillor, Gary Markwell has agreed that Georgina Smith from Bognor Community Cleans would champion this campaign.

Members felt that working with Arun District Council on this was not necessary and Members **AGREED** that Georgina Smith from Bognor Community Cleans will take the lead on the project.

A Member showed his dissatisfaction when seeking updates from Arun District Council. Therefore, it was asked if this could be brought up at the next liaison meeting, to which another Member stated that there has not been a meeting in over a year. A final comment was made by a Member, who is a WSALC representative in relation to a forthcoming Parish Liaison meeting with Arun District Council whereby this could be raised on how to improve communication between Town, Parish and District Councils.

81. UPDATE ON THE PROPOSAL FROM A MEMBER OF THE PUBLIC IN RELATION TO INSTALLING A FISH SCULPTURE ON THE SEAFRONT TO RAISE AWARENESS OF PLASTIC POLLUTION – MIN. 65 REFERS

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

A Member felt this item might prove costly both at the outlay but also with regards to emptying and maintenance. He suggested some alternative ways to encourage members of the public to recycle and tackle plastic pollution, such as chutes to the unused underground toilets which could house a can crusher. Another Member stated the short-term option may be a better quick win, but asked if Arun District Council would have to be approached regarding any licencing.

The Chairman suggested using private land to avoid gaining permission from Arun District Council, which will only delay the process further. The Member also suggested adding a QR code by the sculpture for the public to enter prize draws, to generate more interest. A Member asked if the Projects Officer could make contact with Arun District Council to enquire whether the large bin, in the shape of a life-ring, situated on the Promenade acts as an effective method to encourage recycling.

Members discussed several potential locations for the sculpture such as the Fishermen's Hut, decking areas on the seafront, and a suitable location that sits on the border of Pevensy and Hotham Wards.

The Chairman suggested to the Committee that he and another Member seated in the public gallery would speak to two other Town Councillors as to whether they would be supportive of using some of their remaining Ward Allocation to fund this project so that this could be implemented for May/June of 2023.

Members **RESOLVED** to **AGREE** the short-term hire for the summer season, at a cost of approximately £300 plus VAT, provided that Hotham Ward Councillors would be able to cover the cost.

Members **AGREED** to **DEFER** the location of the fish sculpture to the next meeting.

82. TO NOTE THAT THE CURRENT 5-YEAR LISTING OF BOGNOR REGIS TOWN HALL, AS AN ASSET OF COMMUNITY VALUE, IS TO EXPIRE ON 20th APRIL 2023, AND TO CONSIDER MAKING AN APPLICATION FOR ITS CONTINUATION

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

A Member felt that this may be an unnecessary task given that, to prove that the Town Hall is an Asset of Community Value requires significant evidence, this only allows the community an additional six month moratorium to raise the funds to purchase the building should Arun District Council chose to sell it.

Cllr. M. Stanley left the Meeting at 7.33pm

A Member believed that should the Town Council choose not to apply for the building to be listed as an Asset of Community Value, then the community would still have the chance to purchase it.

Cllr. M. Stanley returned to the Meeting at 7.34pm

The Member also said, given that much of the interior and exterior of the building is Listed, that it would be highly unlikely for any developer to build on. Another Member felt that although this was a valid point, it would be unfortunate if the time came to sell the building, if the community were unable to raise the funds to buy the building.

Cllr. W. Smith left the Meeting at 7.43pm

Cllr. W. Smith returned to the Meeting at 7.44pm

The Chairman and a Member stated it would be prudent to apply for the Town Hall to be listed as an Asset of Community Value, given that Arun District Council may choose to sell at any given time without any notice required.

Members ultimately **AGREED** to proceed with the re-application for the Town Hall to be listed as an Asset of Community Value.

Members then discussed how to support the application and considered writing to groups who use the building, such as Voluntary Action Arun & Chichester and those who might show advocacy in this application such as the Business Improvement District, Youth Provision Steering Group. Due to the short time frame, Members **AGREED** to email in any suggestions to support the application, along with possible survey questions, which a Member asked if they could be written in plain English to encourage positive responses. The Projects Officer was asked to forward the survey used for the previous application to the Members.

83. CORRESPONDENCE

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

84. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d)

The Committee **RESOLVED** that due to the requirement to keep the recipients of the awards confidential at this time, it is advisable in the public interest that the public be excluded, and they are instructed to withdraw.

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

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

Following some discussion, Members **RESOLVED** to **AGREE** the nomination for the Mayor's Good Citizen Award.

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

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

Following some discussion, Members **RESOLVED** to **AGREE** the nomination for the Mayor's Citizen Award for Young People.

The Meeting closed at 8.18pm