



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON TUESDAY 11th APRIL 2023

PRESENT: Cllrs. J. Barrett, J. Brooks, Miss. C. Needs and
M. Stanley

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

The Meeting opened at 6.31pm

87. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

In the absence of the Chairman of the Committee, Cllr. Smith, the Vice-Chairman, Cllr. Brooks took the chair. 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 Cllr. Smith, due to work commitments and Cllr. Mrs. Warr for personal reasons. No apologies were received from Cllr. Mrs. Daniells, Cllr. H. Jones and Cllr. Mrs. S. Staniforth.

88. 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

89. TO APPROVE THE MINUTES OF THE MEETING HELD ON 6th FEBRUARY 2023

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 6th February 2023.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 6th February 2023, as an accurate record of the proceedings and the Chairman duly signed them.

90. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.34pm

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

A Member seated in the public gallery, who is a trustee of 'Friends of Hotham Park' asked if it would be possible for any activities or events that are being organised within the park to be communicated to the 'Friends of Hotham Park'. The Member explained that this would allow the noticeboards within the park to display accurate information. The Member asked whether the Projects Officer would be happy to have his email address passed onto the secretary of the 'Friends of Hotham Park', which he stated he was.

The Chairman reconvened the Meeting at 6.38pm

91. CLERK'S REPORT

91.1 6th February 2023 – Min. 70. refers – Adjournment for public questions and statements

At the Community Engagement and Environment Committee Meeting held on 6th February 2023, 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. The Projects Officer has contacted Arun District Council regarding this issue and has been advised that the toilets are currently open, however this is only the eastern two. Arun District Council shall be implementing further signposting to the Regis Toilets.

The member of the public also commented that the Bandstand railings are starting to rust, which due to the expensive paint is disappointing. The Projects Officer has contacted Arun District Council who are aware of the rust bleeding through the paint. The cast iron metal work was sandblasted back to bare metal prior to repainting. There are approximately 8 layers of specialist marine paint on the Bandstand, which will undergo decoration every 2 years, the next of which will occur in late 2024.

A 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 attended an online meeting with two Officers from West Sussex County Council regarding the initiative. During the meeting the three areas of the initiative were discussed: 'Community Highways Partnerships' which is a variety of maintenance activities on the public highway by signing up to a simple agency agreement with West Sussex County Council; 'Community Led Improvement' where communities can raise concerns about highways issues within their area and put forward an application for funding through the County Council's Annual Works Programme; 'Community Action' is to support and enable various opportunities for communities and volunteer groups to work on enhancing their neighbourhood through a variety of activities. The Projects Officer asked for examples of specific projects that other Town and Parish Councils have delivered and was advised of the 'Pollinator Highways' with project partners including Lancing Parish Council and Selsey Town Council. The Projects Officer will add this item to the agenda for the next Meeting on the 12th June 2023 to allow for further consideration.

91.2 6th February 2023 – Min 79.1 refers – Bognor Regis in Bloom Working Group

At the meeting Members were unsure of not only the high price of the trees, but whether this project had been completed. Members asked the Projects Officer to 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. The Projects Officer can confirm that the cordyline trees have been planted at the western boundary of Waterloo Square Gardens.

92. 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.

Members **AGREED** to **RATIFY** the sum of £2,377.00 from Ward Allocation's to support the Town Council's Play Days/Hampshire Avenue Fun Week, the hire of a giant Fish Sculpture, the Bognor Regis Foodbank, Grandad's Front Room and The Samaritans.

Members **NOTED** that any expenditure not utilised as of 31st March 2023 will be returned to General Reserves.

93. FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE AND DETERMINE ANY FINAL 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 and the remaining 2022/23 budget of £4,198, as detailed on the appendix, would therefore be returned to General Reserves.

94. PUBLIC TRANSPORT BUS ACCESSIBILITY IN BOGNOR REGIS – MIN. 75 REFERS

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

The Projects Officer advised that this Agenda item came from the Councillor Drop-In Surgery held on the 31st January 2023. The Chairman explained that there are issues getting from the Town Centre to North Bersted and Sainsbury's.

A Member commented that he was aware Parish Council's can help subsidising bus fares and explained that there is support also available from the Chamber of Commerce and Compass Travel. It was suggested that the big stores in the retail park by Sainsbury's and the Regeneration Board may also wish to contribute to fund additional bus services or by subsidising bus fares.

Another Member mentioned that previously the smaller buses were more frequent and were far more accessible to the elderly and disabled people. The Member also stated her disappointment of the poor advertising of the bus times.

Members **AGREED** for the Projects Officer to make further enquiries regarding any subsidising bus fares and prepare a report for the next committee meeting.

95. TO CONSIDER ANY ENVIRONMENTAL EFFECT REGARDING PIGEONS IN THE TOWN CENTRE – MIN. 75 REFERS

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

The Chairman advised the Committee that Arun District Council's Environmental Health Officer has confirmed that they have engaged with businesses in London Road regarding the matter, but it is not always possible to stop the public from feeding the pigeons. A Member stated that he felt that the Town Council should be mindful to not put-up signs advising members of the public of numerous things that they cannot do and that it maybe more beneficial to highlight the issue to the Business Warden.

The Chairman stated that he had been in contact with the Sussex Ornithological Society who have a specialist Peregrine Group that could look into the possibility of introducing nest boxes on the top of Fitzleet House to discourage the pigeon population in the Town Centre.

Members **AGREED** that the Projects Officer make enquiries with the Sussex Ornithological Society and prepare a report for the next committee meeting.

96. TO REVIEW THE DRAFT YOUTH PROVISION FUND APPLICATION FORM

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

Members reviewed and **APPROVED** the draft Youth Provision Fund Application Form.

97. UPDATE ON YOUTH PROVISION

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

97.1 Update on the Motion proposed by Cllr. M. Stanley in relation to engagement with young people about what they would like to see regarding youth provision within the Town

The Project's Officer advised Members that the Town Council had received completed surveys from students of both The Regis School (500) and Felpham Community College (200), which are being compiled and analysed. A meeting is being arranged with a wide range of youth providers within the Bognor Regis area to gain further insight from specialists as to the type of activities or events young people may wish to see in Bognor Regis. Information from that meeting as well as the data

gathered from the survey shall be presented back to the Committee at the next meeting.

A Member gave praise to the Officers for the 700 responses from the surveys and was hopeful that the data would show a clear indication as to the type of services young people are looking for.

97.2 Request from Sussex Clubs for Young People (SCYP) to release the remaining funding

Members discussed the evidence from Sussex Clubs for Young People of the match-funding which has been awarded to The 39 Club from The National Lottery and not Sussex Clubs for Young People specifically.

A Member commented that at the Community Engagement and Environment Committee Meeting held on 6th December 2021 Members unanimously resolved to agree in principle to exploring possibilities and further opportunities to support youth provision for Bognor Regis – Min. 53 refers. The Member stated that at no meeting he was aware of was it agreed that the entire £10,000 Youth & Young Persons Budget would be awarded to Sussex Clubs for Young People. From the evidence provided the Member felt there was no clarification as to what the funds were going to be used for and considering the large amount of money being requested, he stated that it wouldn't be appropriate to award this money when other organisations must adhere to the guidelines as stipulated within the Town Council's Grant Aid application form. Finally, the Member stated that the Town Council have awarded £2,500 to Sussex Clubs for Young People and £2,500 to Bognor Regis Youth and Community Centre, and therefore he believed £5,000 is remaining in the budget. The Projects Officer confirmed that the funds awarded to the Bognor Regis Youth and Community Centre were from the 2021/22 budget underspends and did not affect the remaining Youth & Young Persons Budget from 2022/23.

Following further discussion, Members **RESOLVED** to **DISAGREE** that any further funding in support of youth provision in Bognor Regis should be released to Sussex Clubs for Young People at this time.

Members further **RESOLVED** to hold the remaining £7,500 from the 2022/23 Youth & Young Persons Budget in Earmarked Reserves. This would allow applications for funding from this remaining budget from organisations such as Sussex Clubs for Young People to be made using the newly adopted Youth & Young Persons Budget Application Form going forward, providing a better understanding of what the funds are to be used for.

Note: at the time of the meeting Members had not stipulated whether the remaining £7,500 from the 2022/23 Youth & Young Persons Budget being placed in Earmarked Reserves would require this to be match-funded by SCYP, if they should apply. This decision will be presented to Members at the Meeting to be held on 12th June 2023 for consideration.

97.3 Request for funding from The Regis School in collaboration with Sussex Clubs for Young People and The 39 Club

Members **RESOLVED** to **AGREE** to support the request from The Regis School for £500 expenditure from the Youth & Young Persons Budget 2023/2024, towards the cost of venue hire to host a community day.

97.4 Update on the request for funding from Bognor Regis Community Centre

Members **AGREED** to the Bognor Regis Youth and Community Centre being given an extension of 3 months to allow time to ensure all the statutory obligations are met, in relation to the building including Health & Safety, Fire Safety, Risk Assessments, and Environmental Health, provided that the remaining balance of £2,500 would come from the previously mentioned 2021/22 budget underspends.

98. 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 FEBRUARY AND 22nd MARCH 2023

The Projects Officer's report, including the Notes of the non-quorate Bognor Regis In Bloom Working Group Meetings held on 8th February and 22nd March 2023 as previously circulated, were **NOTED**.

Members **AGREED** to **RATIFY** the following recommendations: -

- The cost of the Christmas Tree at Bognor Regis Railway Station of £246.88 to be funded from the 2022/23 Environmental Projects Budget - (Notes of 8th February 2023 refer).
- The appointment of Ms. S. Teverson as a Co-opted Member of the Bognor Regis in Bloom Working Group, for the remainder of the Municipal year - (Notes of 8th February 2023 refer).
- Expenditure of £8.00 for the pea seeds to be funded from the 2022/23 Competition Expenses Budget - (Notes of 22nd March 2023 refer).
- The cost of £36.95 for hedging whips for the Servite Cemetery to be funded from the 2022/23 Environmental Projects Budget - (Notes of 22nd March 2023 refer).

A Member asked if the Projects Officer could enquire through the Bognor Regis Business Improvement District as to their plans for Christmas for 2023. The Projects Officer stated that he believed 2022 was the final year of their contract but he would make enquires and feedback when available.

99. TO RATIFY THE VOUCHERS FOR THE MAYOR'S GOOD CITIZEN AWARD FOR YOUNG PEOPLE

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

Members **AGREED** to **RATIFY** the 2 x £25 gift cards for the recipients of the Mayor's Citizen Award for Young People.

100. TO RECEIVE AN UPDATE ON THE INSTALLATION OF A FISH SCULPTURE ON THE SEAFRONT TO RAISE AWARENESS OF PLASTIC POLLUTION – MIN. 81 REFERS

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

The Chairman stated that Hotham Ward Councillors confirmed that they have agreed to utilise £300 from their Ward Allocation to pay for the temporary hire of the fish sculpture.

Members stated that they were frustrated that Arun District Council have not responded to not only this issue but also other instances where there has not been a response to queries from Bognor Regis Town Council.

A Member asked if the owner of the pier might want to host the sculpture outside the forecourt, as most other locations will most likely require permission from Arun District Council. Members along with the Chairman asked whether the decking owned by the Town Council, the turning point of the train or the bullnose would be suitable locations.

The Projects Officer proposed that he could provide all the suggestions to Arun District Council, alongside the dimensions of the fish sculpture and seek their guidance for the best suitable location and present the response back at the next meeting.

101. TO RECEIVE AN UPDATE ON THE LISTING OF BOGNOR REGIS TOWN HALL AS AN ASSET OF COMMUNITY VALUE – MIN. 82 REFERS

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

The Chairman stated that the listing of the Town Hall was mentioned in the Bognor Regis Observer, which caused some alarm to the public, who mistakenly believed that the Town Hall was being sold. The Chairman confirmed this is not the case and Bognor Regis Town Council are supportive of keeping the Town Hall as an Asset of Community Value.

The Projects Officer stated that the application with supporting information was submitted on 27th March 2023 to Arun District Council for consideration. Surveys asking people for their opinions about the Town Hall are available at The Regis Centre, Picturedrome, the Town Hall as well as on the Town Council's website and Facebook page. Councillors who wished to provide any supporting information were invited to email this to the Projects Officer within the next 6 weeks.

102. TO RATIFY ARRANGEMENTS OF HAMPSHIRE AVENUE FUN WEEK EVENT FOR JULY 2023

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

A Member asked whether this should be an event as part of the Town Council's list of events and be a regular event and budgeted for each year to ensure it continues successfully. The Chairman enquired and volunteered himself to ask members of the public how they heard about the event to ensure the event is promoted sufficiently.

Members **AGREED** to **RATIFY** the arrangements made to hold a week-long Hampshire Avenue 'Fun Week' commencing week beginning 24th July 2023 along with the total cost of £5,327.

103. CORRESPONDENCE

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

The Meeting closed at 7.58pm