



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 12th JUNE 2023

PRESENT:

Cllrs. J. Barrett (Chairman), J. Brooks, D. Dawes,
Miss. C. Needs, N. Smith, Mrs. J. Warr,
B. Waterhouse and Mrs. G. Yeates

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Mrs. S. Miah (Committee Administrator)
Cllr. S. Goodheart in the public gallery
2 members of the public in the gallery

The Meeting opened at 6.32pm

1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL MEETING ON 22nd MAY 2023

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

Members **NOTED** that Cllr. J. Barrett had been appointed Chairman and Cllr. N. Smith appointed Vice-Chairman of the Community Engagement and Environment Committee at the Annual Town Council Meeting on 22nd May 2023, for the 2023/24 municipal year.

2. 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.

No apologies were received from Cllr. F. Oppler.

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.

Cllr. Dawes declared an Ordinary Interest in Agenda item 12 as he works collaboratively with Bognor Regis Youth & Community Centre and Bognorphenia CIC

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11th APRIL 2023

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 11th April 2023.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 11th April 2023, 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 6.35pm

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

A member of the public expressed his concerns about West Sussex County Council's reduction in Youth Services within Bognor Regis and made specific reference to The 39 Club. He asked Members to consider the £7,500 held in Earmarked Reserve from the Youth & Young Persons Budget to be awarded to Sussex Clubs for Young People who operate in The 39 Club's building. A Member seated in the public gallery expressed his support of the suggestion and hoped for the Council to work together in supporting the youth club. The Clerk advised this will be discussed under Agenda item 12.

Another member of the public drew attention to the lack of 2-hour free parking at the southern part of the Town and suggested introducing free parking at The Regis Centre Car Park, which he felt might increase footfall to that area of the Town. A Member agreed with the suggestion and commented that the east end of the Town is usually full. The Clerk stated liaison would need to be undertaken with Arun District Council (ADC) regarding this. The Member also suggested gaining support from the BID, as they manage the scheme, and suggested that should ADC not agree to including The Regis Centre Car Park in the scheme then it may be worth considering alternative options.

A Member seated in the public gallery asked for an update with regards to Beach Access. A Member who sits on the ADC Beach Access Working Party said that there is a scheduled Environment Committee Meeting next week where he will seek an update. Disappointment was expressed about the lack of progress since the last meeting.

Cllr. Needs declared an Ordinary Interest as she used to be a Member of Arun District Council's Beach Access Working Party

A member of the public advised he had done a recent survey in the local Parish Council. He found basic democracy had declined, and there were less voted for Councillors. He felt a large amount of money is spent on Councillors, and therefore it is important to know what the public want, so that changes, if any, can be made to the system. He will be addressing this with Full Council, but expressed it was important to bring this to the attention of this Committee as it involved Community Engagement.

The Chairman reconvened the Meeting at 6.49pm

6. CLERK'S REPORT

There were no updates to report.

7. APPOINTMENT OF SUB-COMMITTEES, WORKING GROUPS AND TOPIC TEAMS

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

Members **RESOLVED** to appoint the Bognor Regis in Bloom Working Group, Beach and Sea Access Topic Team, Youth Provision Steering Group and the Climate Emergency Focus Group for the 2023/24 Municipal Year.

7.1 Bognor Regis in Bloom Working Group including consideration of recommendations to Council of co-options for ratification

Members **AGREED** that Cllrs. Goodheart, Smith, Mrs. Warr, Woodall and Mrs. Yeates be appointed to the Bognor Regis in Bloom Working Group. It was noted that a vacancy remains for a member of the Community Engagement and Environment Committee to be appointed to the Working Group.

Members **AGREED** the appointment of Mr. P. Dillon, Ms. G. Edom, Mr. E. Fane, Mrs. S. Hamilton Jones, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mr. J. Jones-McFarland, Ms. P. Keane and Mrs. S. Teverson to the Bognor Regis in Bloom Working Group and **RESOLVED** to **RECOMMEND** these appointments to Council.

7.2 Beach and Sea Access Topic Team

Members **AGREED** that Cllrs. Brooks, Miss. Needs and Waterhouse be appointed to the Beach and Sea Access Topic Team.

7.3 Youth Provision Steering Group

Members **AGREED** that the Chairman of the Community Engagement and Environment Committee, Cllr. Barrett, be appointed to the Youth Provision Steering Group.

7.4 Climate Emergency Focus Group

Members **AGREED** that Cllrs. Barrett, Brooks and Dawes be appointed to the Climate Emergency Focus Group, with Cllr. Mrs. Yeates appointed as a Reserve.

8. TO NOTE THE TERMS OF REFERENCE FOR THE FOLLOWING:

- a) Community Engagement and Environment Committee**
- b) Bognor Regis in Bloom Working Group**
- c) Beach and Sea Access Topic Team**
- d) Youth Provision Steering Group**
- e) Climate Emergency Focus Group**

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

Members **NOTED** the Terms of Reference for the Community Engagement and Environment Committee, Bognor Regis in Bloom Working Group, Beach and Sea Access Topic Team, Youth Provision Steering Group, and Climate Emergency Focus Group as detailed in the report.

9. TO CONSIDER THE NEXT STEPS IN RELATION TO WEST SUSSEX COUNTY COUNCIL'S INITIATIVE FOR COMMUNITY IMPROVEMENT – MIN. 91.1 REFERS

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

A Member stated that whilst the Town Council are already working with West Sussex County Council (WSSC), there are further avenues to explore which he believed brought financial gain, listing a few areas such as strimming, cleaning road signs and weed spraying. Discussion included the current workload of Town Force and whether there would be capacity for them to take on any further work resulting from the WSSC initiatives, and whether volunteers within the community could offer their services to work alongside Town Force on a project. A Member suggested that the Town Council could join forces with other parish councils and community groups, all coming together to focus on specific areas in the Town.

Comment was made about overgrown areas in Bognor Regis, particularly at approaches to roundabouts, with mention also made about an area behind the railway bridge. With Members disappointed that work to clear these areas was not being carried out satisfactorily, a Member asked whether these concerns could be raised with the responsible authority (WSSC). The Vice-Chairman advised that the Town Clerk shall be writing a letter to WSSC regarding the matter as agreed at the Policy and Resources Committee Meeting held on 5th June 2023 (Min. 13 refers).

The Committee **AGREED** to set up a Working Group, reporting back to this Committee, on which Cllr. Dawes would lead, to consider whether there were any WSSC Community Improvement initiatives that the Council could adopt, with which Town Force, or local community groups, could potentially be involved.

NOTE:

Subsequent to the meeting, the Town Clerk has advised that appointments to the Working Group will need to be agreed at the next meeting along with Terms of Reference prior to any meeting of this new Working Group being held. Close liaison with the Town Force Manager prior to any involvement of the Town Force team will also need to be undertaken to ensure they have the capacity within their current workload to assist in any WSSC Community Improvement initiatives.

10. TO RECEIVE AN UPDATE IN RELATION TO PIGEONS IN THE TOWN CENTRE – MIN. 95 REFERS

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

A Member reported that two food outlets in London Road had stated that they were not affected by the pigeons and did not believe their presence had an impact on trade.

After discussing several suggestions on how to proceed, which included feeding locations, Environmental Police, educating the public, engaging with businesses in the Town Centre and contacting wildlife experts, Members **AGREED** to write to the Bognor Regis BID to ask them to explore ways to deter pigeon feeding in the Town.

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

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

A Member stated that a meeting between staff and Members of BRTC and ADC Officers shall be taking place shortly and suggested this item could be discussed at that meeting.

The Chairman suspended Standing Orders

Cllr. Goodheart, seated in the public gallery, suggested that the Bognor Fishermen's Association be approached as they may be able to accommodate the fish sculpture, which he felt would be relevant to them as the sculpture related to fish and marine pollution.

The Chairman reinstated Standing Orders

A question was raised about who would empty the fish sculpture to which the Clerk responded that he would provide this information at the next meeting.

Members **AGREED** to **DEFER** this item until the meeting with ADC had taken place, at which discussions about potential locations for the sculpture will be included, with a report brought back to the Committee at the next Meeting.

Members further **AGREED** that the Projects Officer would contact the owner of Bognor Regis Pier to enquire whether it would be possible for the fish sculpture to be situated on the Pier.

12. UPDATE ON YOUTH PROVISION INCLUDING: –

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

12.1 To note the change of name from Youth Provision Fund Application to Youth & Young Persons Budget Application – Min. 96 refers

Members **NOTED** the change of name from Youth Provision Fund Application to Youth & Young Persons Budget Application.

12.2 To agree on the aims and objectives for applications to the Youth & Young Persons Budget and to consider adopting a Guidelines/Criteria and Check List, and a Monitoring Form

The Projects Officer advised Members in previous years requests for funding from the Youth & Young Persons Budget had not followed a formal application process, such as Grant Aid. He added that to streamline the process and aid Members with their decision-making, an application form was approved at the Community Engagement and Environment Committee Meeting held 11th April 2023 – Min. 96 refers.

To supplement the application form, the Projects Officer invited Members to consider any aims and objectives, alongside a set of Guidelines/Criteria and Check List, and a Monitoring Form.

Comment was made about whether applicants are asked to indicate when a bid writer has been used and, if so, whether any of the funding requested would cover any associated costs.

The Projects Officer advised the Committee that applicants should detail their breakdown of costs and applications that adhere to the checklist/guidance, and this would be presented to the Committee before any decision to award money is made. A Member queried whether applications will be made available to the Committee prior to formal consideration at a meeting as has been done before. The Projects Officer stated the same process would be followed as with the annual Grant Aid process.

Members **AGREED** to consider a set of Guidelines/Criteria and Check List to be issued to applicants requesting funding from the Town Council's Youth & Young Persons Budget.

A Member suggested that the aims and objectives might fall automatically under the Town Council's Corporate Strategy and within the Terms of Reference of this Committee and that the feedback from the Youth Provision Surveys might aid guide this decision.

In beginning to consider the aims and objectives of the Youth & Young Persons Budget, Members **AGREED** that it would be beneficial to receive the feedback from the Youth Provision Surveys beforehand.

12.3 To receive feedback from Youth Provision Surveys completed by students from The Regis School and Felpham Community College and agree any next steps – Min. 59 refers

The Projects Officer provided Members with the feedback from the 750 completed surveys carried out by students from The Regis School and Felpham Community College. He highlighted and that there was a clear indication that 93% of students wanted activities during term time and not during their school breaks.

Following a lively debate regarding this topic, a Member suggested that when reviewing applications to the Youth & Young Persons Budget, that Members could review the results of the survey when approving applications, to which Members **AGREED**.

It was suggested and **AGREED** by Members that one of the aims of this budget would be to target hard-to-reach young people and those not currently engaging either at school or in youth activities, with further aims and objectives to be modelled on Terms of Reference.

Members **AGREED** to **ADOPT** in addition to the previously agreed application form, a Guidelines/Criteria and Check List, and a Monitoring Form in relation to the Youth & Young Persons Budget.

12.4 To consider whether the remaining £7,500 from the 2022/23 Youth & Young Persons Budget placed in Earmarked Reserves would require match funding in the event of an application being received by Sussex Clubs for Young People – Min. 97.2 refers

Members **RESOLVED** that in the event of an application being received from Sussex Clubs for Young People for funding from the remaining £7,500 from the 2022/23 Youth & Young Persons Budget currently held in Earmarked Reserves, that it would not be a requirement for this to be match-funded. Members are asked to note, that this would however be subject to receipt of a completed application form being received.

13. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 26th APRIL 2023

The Project Officer's report, including the Notes of the non-quorate Bognor Regis In Bloom Working Group Meeting held on 26th April 2023 as previously circulated, were **NOTED**.

A Member gave praise to the idea of turning the largest planter in front of the train station into a raised stage for public performances, as mentioned in the notes.

Members **NOTED** that there were no further recommendations to consider, whilst noting that the one in relation to membership of the Working Group, had been dealt with earlier in the meeting.

14. CONSIDERATION OF DATES OF FUTURE ONLINE COMMUNITY OPEN FORUMS AND COUNCILLOR DROP-IN SURGERIES

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

Members **AGREED** to host an Online Community Open Forum Meeting for 6.30pm on Monday 26th June 2023.

Members further **AGREED** for the Projects Officer to make arrangements and gain permission from West Sussex County Council for the use of a gazebo to be situated in London Road to hold a Councillor Drop-In Surgery from 11am on Tuesday 25th July 2023.

15. CORRESPONDENCE

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

The Meeting closed at 8.08pm