



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 2nd OCTOBER 2023

PRESENT:

Cllr. J. Barrett (Chair); Cllrs. J. Brooks, D. Dawes,
Miss. C. Needs, F. Oppler, Mrs. J. Warr,
B. Waterhouse and Mrs. G. Yeates

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Mrs. S. Miah (Committee Administrator)
2 Members seated in the public gallery
2 members of the public in the gallery
2 representatives from Boom Community Bank (part
of the meeting)

Prior to the Meeting, Members received a presentation from the Boom Community Bank

The Meeting opened at 6.40pm

33. WELCOME BY CHAIR

The Chair 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.

34. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllr. Smith, with the Clerk recommending that the reason given was acceptable. This absence was **APPROVED** by Members.

35. DECLARATIONS OF INTEREST

The Chair 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 Chair 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

36. TO APPROVE THE MINUTES OF THE MEETING HELD ON 7th AUGUST 2023

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 7th August 2023.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 7th August 2023, as an accurate record of the proceedings and the Chair duly signed them.

Cllrs. Brooks and Oppler had been absent from the meeting held on 7th August 2023 and, therefore, abstained from voting.

37. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.43pm

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

A Director of the recently formed Bognor Fun Bus CIC took the opportunity to share with Members her background and belief of how a bus could benefit

the young people of Bognor Regis and surrounding area, and hoped that would support their application to the Youth & Young Persons Budget.

A Member seated in the public gallery asked whether the bench identified in Agenda item 12 could be repositioned nearer to the Promenade Bandstand and, where the funding for maintenance of trees and planters would be coming from with regards to Agenda item 8. The Clerk stated that he would liaise with the Bognor Regis In Bloom Officer and report back at the next meeting regarding the ongoing costings for planters and trees.

The final question from the public gallery, was by a Member who stated that he was pleased to hear of the promotion of defibrillators by Arun District Council, but informed the Committee that the new box situated outside the Town Hall does not currently house a defibrillator, the Clerk stated that he would liaise with Arun District Council and report back to the Committee.

The Chair reconvened the Meeting at 6.52pm

38. CLERK'S REPORT

There were no updates to report.

39. TO NOTE THE PRESENTATION RECEIVED FROM BOOM COMMUNITY BANK PRIOR TO THE MEETING AND CONSIDER ANY FURTHER ACTION

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

Members **NOTED** the presentation from Boom Community Bank, which was delivered to Members prior to the Community Engagement and Environment Committee Meeting.

Members **AGREED** to **REFER** this Agenda item to the Policy and Resources Committee for further consideration.

40. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 23rd AUGUST 2023 AND THE NON-QUORATE MEETING HELD ON THE 20th SEPTEMBER 2023 (IF AVAILABLE)

The Projects Officer's report, including the Notes of the Bognor Regis in Bloom Working Group Meeting held on 23rd August 2023 and the non-quorate meeting held on 20th September 2023, were **NOTED**.

Concern was expressed in relation to the Christmas tree referenced within the Notes of the 20th September 2023. However, there appeared to be misunderstanding as a Member believed that this was the large tree to be located outside the station, on Station Square, which will be in place this

year. The In Bloom Working Group had discussed a smaller tree, inside the station, on the concourse.

Members **RESOLVED** to **RATIFY** the following **RECOMMENDATIONS**: -

- The cost of £269.34 for the bedding plants used in the winning display to be funded from the 2023/24 Environmental Projects Budget, together with £10 for the winner's plaque and £40 for the gift vouchers presented to the winner and runners up, both to be funded from the 2023/24 Competition Expenses Budget.
- The remaining Environmental Projects Earmarked Reserves of £2,955 be used towards the planting of 4 'Wild Service' trees, a Beech and a Monterey Pine as succession planting at the Town Cemetery.
- When discussing budgets for 2024/25, an increase to the In Bloom budget be considered to address the overspend of approximately £200, for the past 2 years, in relation to the Bognor Regis In Bloom Annual Awards Evening.
- The remaining Competition Expenses budget be used to fund the In Bloom share of the Awards Evening, including room hire, catering and the winners' plaques, and that any overspend (exact figure to be confirmed in due course), be funded from the Competition Expenses Earmarked Reserves.
- Mrs. M. Stanley be appointed as a co-opted Member of the In Bloom Working Group.

41. PROPOSALS AND REQUIRED BUDGETS FOR 2024/2025 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE INCLUDING: YOUTH PROVISION, HAMPSHIRE AVENUE FUN WEEK (PLAYDAYS), SURGERIES, OPEN FORUMS AND TOPIC TEAMS, AND THE BOGNOR REGIS IN BLOOM WORKING GROUP

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

Members felt that as the Draft Budget had not been set by the Policy and Resources Committee, Members **AGREED** to **DEFER** this item to the next meeting.

NOTE: *As per the recommendations from the Bognor Regis In Bloom Working Group, an increase of £200 for the 2024/25 budget was **AGREED** to address the overspend for the past 2 years, in relation to the Bognor Regis In Bloom Annual Awards Evening. This will therefore be **RECOMMENDED** to the Policy and Resources Committee.*

42. TO CONSIDER THE ADOPTION OF ANY AVAILABLE RED PHONE KIOSKS IN BOGNOR REGIS AND TO AGREE FOR WHAT PURPOSE

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

Members raised concerns as to who would be liable for any damages, its contents, ongoing maintenance, Public Liability Insurance requirements of adopting a kiosk. Another Member asked whether BT could provide a list of those in Bognor Regis. The Clerk stated that BT are not able to provide a list of the kiosks, but he would make enquiries regarding maintenance, liability, and report back at the next meeting.

It was suggested by a Member that the Clerk could contact Bosham Parish Council, as they have recently adopted a kiosk to ascertain further details about the process and report back to the Committee, to which Members **AGREED**.

Members also **AGREED** that the Clerk create a public appeal to be shared on Facebook, website, E-Bulletin, noticeboards etc asking if residents know of any kiosks in their street and, if so, to let the Town Council know.

43. TO CONSIDER A REQUEST FROM ARUN DISTRICT COUNCIL FOR SUPPORT IN PROMOTING THE IMPORTANCE OF DEFIBRILLATORS AND A 'CALL TO ACTION' TO ENSURE THAT ANY WITHIN OUR DISTRICT ARE REGISTERED ON 'THE CIRCUIT'

The Projects Officer's report was **NOTED** and the related appendix detailing defibrillators in the vicinity of Bognor Regis.

A Member spoke of a £1 million Community Automated External Defibrillators Fund which he felt would be something that the Town Council should be looking to apply for.

This will be added to the next Committee Meeting for Members to consider their next steps, with a report provided.

Members **NOTED** the list of current defibrillators registered in Arun, as attached to the report.

44. TO PROVIDE FEEDBACK TO THE BOGNOR REGIS BID ON THE POTENTIAL REPOSITIONING OF A STREET BENCH, WITH ASSOCIATED ANTI-SOCIAL BEHAVIOUR, FROM THE EAST END OF BOGNOR REGIS HIGH STREET TO YORK ROAD

The Projects Officer's report was **NOTED** including the Bognor Regis BID report attached as Appendix 1.

Comment was made by a Member that he felt that anti-social behaviour, falls under the remit of the Police and was concerned that moving a bench would not eradicate the unwanted behaviour.

Another Member provided a long list of anti-social behaviour occurring at the bench in question, and stated that he had visited 19 businesses in the locality of the bench, the majority of which agreed that they would benefit from the bench being moved.

After much discussion, Members **AGREED** that the bench from the east end of Bognor Regis High Street should be moved to York Road and this would be reported back to Bognor Regis BID.

Cllr. Brooks DISAGREED, and Cllrs. Oppler and Mrs. Warr abstained and requested that this be Noted in the Minutes

Members also **AGREED** that the Town Clerk write a letter to Sussex Police stating that the Town Council have taken this decision, and that should similar behaviour appear, the Town Council would ask that the Police support addressing anti-social behaviour by enforcing with remedial action.

45. TO RECEIVE AN UPDATE ON THE 5-YEAR LISTING OF BOGNOR REGIS TOWN HALL, AS AN ASSET OF COMMUNITY VALUE – MIN. 22 REFERS

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

A Member thanked the Clerk and the Committee Administrator for their efforts to ensure that the Town Hall met the requirement to be relisted again successfully.

Members **NOTED** that Bognor Regis Town Hall has been registered as an Asset of Community Value with effect from 6th September 2023, for a maximum period of five years from this date, with a charge placed on the Local Land Charges Register as well as at Land Registry.

46. TO CONSIDER THE NEXT STEPS IN RELATION TO WEST SUSSEX COUNTY COUNCIL'S INITIATIVE FOR COMMUNITY IMPROVEMENT – MIN. 27 REFERS

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

Cllr. Dawes provided feedback to the Committee, that Community Groups put forward the suggested name 'Volunteer Force' and that a group had already conducted an extensive clean along east end of Bognor Regis High Street. A Member asked what the Terms of Reference were for the Working Group. The Clerk stated that the Working Group should agree the Terms of Reference at the first meeting.

46.1 To agree upon the name of the Working Group

Members **AGREED** the name 'Volunteer Force' for the Working Group for which the Clerk would liaise with Cllr. Dawes to arrange the first meeting.

47. TO RECEIVE AN UPDATE WITH REGARDS TO THE LEVELS OF SEWAGE IN BOGNOR REGIS SEA (IF AVAILABLE) – MIN. 31 REFERS

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

The Clerk updated the Committee and confirmed that he had reached out numerous times to Southern Water and advised they are liaising with their stakeholders for a response, once this is received it will be circulated to the Committee.

Members **AGREED** to wait for any feedback at the next meeting. Should no response be received then further action will be taken.

48. FEEDBACK FROM ONLINE COMMUNITY OPEN FORUM HELD ON THE 29th AUGUST 2023 AND COUNCILLOR DROP-IN SURGERY HELD ON THE 26th SEPTEMBER 2023 (IF AVAILABLE) INCLUDING: -

The Projects Officer's report, including the Notes from the Online Community Open Forum Meeting held on 29th August 2023 and from the Councillor Drop-In Surgery held on 26th September 2023, were **NOTED**.

48.1 Any items for a future Agenda

Members **AGREED** to add anything that is within the remit of this Committee, raised by members of the public at the Online Community Open Forum or Councillor Drop-In Surgery, as an Agenda item for the next Community Engagement and Environment Committee Meeting.

48.2 To agree the arrangements for the next Online Community Forum and Councillor Drop-in Surgery

Members **AGREED** to host the next Online Community Open Forum Meeting on Monday 16th October 2023 at 6.30pm.

A Member stated that he felt that the Officer, Town Force and Councillor time for the Drop-In Surgeries could be better utilised by hosting the surgeries at the Town Hall.

Therefore, Members **AGREED** that the next Councillor Drop-In Surgery would take place 30 minutes before the next Full Council Meeting on 30th October 2023.

NOTE: *Following the meeting, the Clerk was advised that there is a Twinning Association presentation due to be delivered to Members ahead of the next Full Council Meeting to be held on the 30th October 2023, and therefore the Councillor Drop-In Surgery will not be possible. A new date for the Councillor Drop-In Surgery will be presented for Members consideration at the*

Community Engagement and Environment Committee Meeting to be held on the 4th December 2023.

49. UPDATE ON YOUTH PROVISION INCLUDING: -

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

49.1 To Note the date of the next Youth Provision Steering Group Meeting to be held on 4th October 2023

Members **NOTED** that the next meeting of the Youth Provision Steering Group will take place in the Council Chamber at Bognor Regis Town Hall at 10.00am on Wednesday 4th October 2023.

49.2 To Note the release of £500 for The Regis School and 4 x Amazon Gift Cards to students from The Regis School and Felpham Community College for participating in the Youth Surveys – Min. 97.3 and Min. 25 refers

Members **NOTED** the release of £500 for The Regis School, and 4 x £25 Amazon gift cards to students from The Regis School and Felpham Community College for participating in the Youth Provision Surveys, all funded from the Youth & Young Persons Budget.

50. TO CONSIDER YOUTH & YOUNG PERSONS BUDGET APPLICATIONS INCLUDING: -

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

50.1 To further consider the funding request from The Bognor Fun Bus CIC – Min. 26 refers

Members **AGREED** to **DEFER** the funding request from Bognor Fun Bus CIC, for the purchase of a bus, from the 2023/24 Youth & Young Persons Budget to the meeting to be held on 4th December 2023, so that all applications for the remaining Youth & Young Persons Budget could be considered en-bloc.

50.2 To consider a funding request from The 39 Club

Cllr. Oppler declared a Personal Interest, as a Committee Member of the 39 Youth Club

Members **RESOLVED** to **AGREE** to the request from 39 Youth Club, for match-funding of up to £7,500, from the 2022/23 Youth & Young Persons Budget currently held in Earmarked Reserves, to support the Community Asset Transfer.

50.3 To note new applications received from Bognorphenia CIC, Bognor Regis Youth and Community Centre

The applications from Bognorphenia CIC and Bognor Regis Youth and Community Centre were **NOTED**.

Members **AGREED** that these two applications, the application from The Fun Bus CIC, and any additional applications received at least one week before the meeting on the 4th December 2023, would be considered at this time to give all organisations a fair opportunity to apply to the Youth & Young Persons Budget.

51. TO RECEIVE THE NOTES FROM THE BEACH & SEA ACCESS TOPIC TEAM MEETING HELD ON THE 25th SEPTEMBER 2023 AND CONSIDERATION OF ANY RECOMMENDATIONS (IF AVAILABLE)

The Projects Officer's report, including the Notes from the Beach & Sea Access Topic Team Meeting held on the 25th September 2023 was **NOTED**.

52. TO NOTE THE DATE OF THE NEXT CLIMATE EMERGENCY FOCUS GROUP MEETING TO BE HELD ON THE 17th OCTOBER 2023

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

Members **NOTED** that the next Climate Emergency Focus Group Meeting will be held on Tuesday 17th October 2023 at 10.00am.

53. CORRESPONDENCE

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

The Meeting closed at 8.10pm