



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 22<sup>nd</sup> JANUARY 2018**

- PRESENT:** Cllr. M. Smith (Chairman); Cllrs: J. Brooks, J. Cosgrove (from Min. 82), Mrs. S Daniells, S. Goodheart (from Min. 82) and P. Woodall (from Min. 82)
- IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)  
1 member of the public

*The Meeting opened at 6.31pm*

### **79. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllr P. Dillon due to a medical appointment and Mrs. J. Warr who was on annual leave.

### **80. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating:-

- a) The item they have an interest in
- b) Whether it is an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the

Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

***There were no declarations of Interest***

**81. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 20<sup>th</sup> NOVEMBER 2017**

The Minutes of the Meeting held on the 20<sup>th</sup> November 2017 were approved by the Committee as a correct record and were signed by the Chairman.

**82. TO INTRODUCE AND WELCOME THE NEW YOUTH WORKER FOR BOGNOR REGIS**

The Chairman introduced the new Youth Worker for Bognor Regis and adjourned the meeting from 6.36pm to 6.45pm to enable the Youth Worker to give a brief overview of her background together with plans on how she will develop and deliver her role over the coming months.

Questions from Members were taken following the presentation and the Chairman thanked the Youth Worker for attending.

**83. ADJOURNMENT FOR PUBLIC QUESTION TIME, EXTENDED TO A MAXIMUM OF 60 MINUTES IN ACCORDANCE WITH STANDING ORDERS (S.O. 31.8)**

***The Chairman adjourned the Meeting at 6.46pm***

The Projects Officer read out the following statement:

*During this time members of the public will be allowed to direct questions to the Committee or comment on any appropriate topic. Please note, during this session Councillors will not be able to make any decisions on any of the topics discussed and no Minutes will be documented. However, brief notes will be taken and any item that the Committee would like to debate or requires a decision will be made an agenda item for the following Community Engagement and Environment Meeting.*

A member of the public spoke regarding subjects including implications for the Sir Richard Hotham Project should the new Linear Park proceed and the distribution of Councillors across Wards.

***The Chairman reconvened the Meeting at 6.55pm***

**84. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS**

**84.1 Min. 45 - 11<sup>th</sup> September 2017 - Application to register the Town Hall as a community asset**

The Projects Officer gave an update on the number of responses received to date and asked Members how long they wished to continue with the survey. Following discussion, it was **AGREED** to continue with the evidence gathering for another week and then submit the application. Members also asked for some emphasis to be given to user groups of the Town Hall within the submission.

**84.2 Min. 62 - 11<sup>th</sup> September 2017 - Consideration of My Sisters House as a Topic Team project**

Members had asked for letters of support to be sent to Nick Gibb MP, together with the District and County Councils and to urge ADC to consider offering match funding for My Sisters House. The Projects Officer read out the responses she had received.

**84.3 Min. 63 - 11<sup>th</sup> September 2017 - Update on the Youth Services Provision Review**

Members had asked to have one of the stands that are available prior to JWAAC meetings to showcase relevant projects. Officers have been informed that the County Council are planning a pre-event for the February meeting about a new approach to Community Funding and it would therefore not be appropriate to have a youth update stand as well. It was noted, however, that it may be possible to have a stand before the meeting in June and Officers will therefore monitor the situation. Youth Services is included on the JWAAC Progress Statement and the Projects Officer confirmed that a report is submitted to JWAAC ahead of all meetings for inclusion.

**85. UPDATE ON COMMUNITY FORUMS AND COUNCILLOR SURGERIES INCLUDING; RECOMMENDATIONS FOR THE 2018 PROGRAMME, AN INVITATION TO ATTEND AN ENGAGEMENT SESSION AT GRANDAD'S FRONT ROOM AND CONSIDERATION OF A MEMBER'S PROPOSAL TO INVITE THE GOVERNMENT MINISTER FOR HOUSING AND PLANNING TO VISIT BOGNOR REGIS**

The Projects Officer asked Members to note an error in the report stating that the next Community Forum is in March. The next scheduled Community Forum will be February.

Following discussion Members **AGREED** the following:

- The 2018 Community Forums would be held in specific community venues and will adopt a more structured process. South Bersted

School have expressed an interest in Community Engagement with the Council and as this will also tie in with the Youth Service Review that is being undertaken by the Committee, arrangements will be made to see if the February forum can be held there.

- Councillor Surgeries would link in with the drop-in events being held at Grandad's Front Room and Councillors would attend these sessions. The regular Friday sessions at the Regis School of Music would also continue.
- When the better weather arrives, drop-in surgeries will recommence, and the gazebo will be taken to various locations within the Wards.
- An invitation be extended to the Government Minister for Housing and Planning to visit Bognor Regis to witness the impact housing in the neighbouring parishes is having on Bognor Regis and the wider Bognor area. Members also requested that an invitation to Nick Gibb MP to join the Government Minister, should also be extended.

Members also felt that the Annual Electors Meeting should include more scope for public engagement during the early part of the meeting and would like to see less public speakers and more emphasis on letting the community have a say and therefore **AGREED** to **RECOMMEND** to the Policy and Resources Committee to consider this proposal.

## **86. CONSIDERATION OF A MEMBER'S PROPOSAL FOR A NEW TOPIC TEAM PROJECT**

The Projects Officer's report was noted.

Following discussion Members **AGREED** with the proposal for a new Topic Team project to develop a Playing Out Scheme for the Town. In order to begin the process Members were asked to identify any suitable residential roads or streets in their Wards that could be included in the scheme. Members further **AGREED** that the Chairman should attend a workshop in Bristol in February as an approved duty and that the Projects Officer should accompany him.

Members were further asked to consider drafting Terms of Reference for the new Topic Team and requested that Officers draw up a draft on their behalf for submission to the Policy and Resources Committee for approval.

**87. YOUTH SERVICES PROVISION REVIEW INCLUDING UPDATE FROM THE YOUTH WORKER STEERING GROUP MEETING HELD ON THE 9<sup>th</sup> JANUARY 2018**

The Projects Officer's report was noted and Members expressed relief that concerns regarding the future of Sussex Clubs for Young People were unfounded.

**88. CONSIDERATION OF THE CRITERIA, PROCEDURES AND NAME FOR THE GRANT AID DISCRETIONARY FUND - POLICY AND RESOURCES COMMITTEE 4<sup>th</sup> DECEMBER 2017 MIN. 138 REFERS**

Members discussed their own suggestions and proposals and debated the subject at length including reference to issues such as the timing of the grants, the amount that may be claimed at any one time, the restriction on the use of the grant to fund salaries, the flexibility of the criteria to be met and ease of application.

Following discussion, it was **AGREED** that the Projects Officer would draft the objectives for the initiative based on the discussions and re-draft the existing criteria in a less rigid format. The draft documents will then be emailed to Members for consideration and comments. An Extraordinary Meeting of the Committee will be called to agree the proposals once Members agree a final draft, for recommendation to the Policy and Resources Committee. Members will also give some thought to an appropriate name for the initiative and this will also be agreed at the Extraordinary Meeting.

**89. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING UPDATE ON EXPENDITURE AND REMAINING 2017/18 BUDGET**

The Projects Officer's report was noted and a verbal update given that there had not been any response from the Members of Marine Ward following a Member's proposal and that without their approval, no initiative could progress.

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

The Committee considered the nomination by the Town Mayor for this year's award and **AGREED** to support this. Details of the recipient would not be released until the award is made.

**91. UPDATE ON COLLABORATIVE STREET ART PROJECT - MIN. 52 REFERS**

The Projects Officer confirmed that The Bognor Regis Trust CIC had joined the project via the Bognor Regis Heritage Partnership Board and they had been able to provide the shortfall in funding that allowed the project to be completed. There has been a lot of positive feedback and the project has received good coverage in the press.

**92. CONSIDERATION FOR A MEMORIAL PLAQUE/GARDEN TO HONOUR NOTED RESIDENTS OF THE TOWN - MIN. 72 REFERS**

The Projects Officer's report was noted and, following discussion, Members **AGREED** not to proceed with this initiative. However, a new proposal was put forward and this will be an agenda item for another meeting.

**93. CITIZENS AWARD FOR YOUNG PEOPLE INCLUDING; CONSIDERATION OF THE NOMINATION/SELECTION PROCESS, TO AGREE THE TYPE OF AWARD/TROPHY/CERTIFICATE TO BE PRESENTED AND TO DETERMINE ANY REQUIRED BUDGET AND MAKE ANY NECESSARY RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE - MIN. 75 REFERS**

The Projects Officer's report was noted.

Following discussion, Members **AGREED** that the nominee would be the Mayor's choice and be chosen from the young people he had met during his time in Office. It was further **AGREED** to **RECOMMEND** that the recipient be awarded a certificate and a cash prize of £100 and referred this decision to the Policy and Resources Committee for approval and to identify a budget.

**94. FUNDING FOR ELECTRIC CAR CHARGED POINTS UNUSED BY COUNCILS. REPORT FROM CLLR. COSGROVE**

Cllr. Cosgrove reported that there is a substantial amount of Grant Funding available for charging points for electric cars that is not being applied for by Councils and would like to urge Arun District Council to take advantage of this opportunity to maximise the use of the grants. A Member of the Council, who also serves on the District Council, reported that ADC are fully aware of the grants and are currently taking steps to ensure that, going forward, there will be sufficient charging points throughout the District. It was therefore **AGREED** to write to ADC to request a progress update.

**95. REPORTS:**

a) to note financial reports, previously circulated  
The reports were noted

b) any further reports  
There were no further reports

**96. CORRESPONDENCE**

The Committee noted receipt of the correspondence list, previously circulated including the following additional items:

Email: Chair West Sussex Cycle Forum – regarding the uncovering of No Cycling markings on the Prom and requesting they be permanently covered.

Email: West Sussex County Council – Young Peoples Event Tuesday 24<sup>th</sup> April 2018

***The Meeting closed at 9.03pm***