



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 26th MARCH 2018

- PRESENT:** Cllr. M. Smith (Chairman); Cllrs: J. Brooks, Mrs. S. Daniells, D. Enticott (from Min. 100), S. Goodheart and Mrs. J. Warr.
- IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)
1 member of the public

The Meeting opened at 6.31pm

100. 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 being unwell and Cllr. P. Woodall who had a Mayoral engagement.

101. 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.

Cllr. Goodheart declared an Interest in anything related to re-generation or Rox

102. APPOINTMENT OF A VICE-CHAIRMAN FOR THIS MEETING ONLY FOLLOWING THE RESIGNATION FROM THE COMMITTEE OF CLLR. COSGROVE

Members were asked to elect a new Vice-Chairman for this meeting only. It was proposed and seconded that Cllr. S. Goodheart be nominated Vice-Chairman for the Meeting of the Community Engagement and Environment Committee. There being no other nominations, it was **RESOLVED** that Cllr. S. Goodheart be duly appointed.

103. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 22nd JANUARY 2018 AND THE EXTRAORDINARY MEETING HELD ON 14th MARCH 2018

The Minutes of the Meeting held on the 22nd January 2018 and the Extraordinary Meeting held on 14th March 2018 were approved by the Committee as a correct record and were signed by the Chairman.

104. 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 6.40pm

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 the toilets and Foreshore Office on the Promenade. He understood from the ADC consultation plans that once the existing Foreshore Office is demolished, there would be provision made within the new toilet block for the Foreshore Officers, but that doesn't seem to be the case now.

After discussion Members **AGREED** to make this an agenda item for the next meeting and asked the Projects Officer to prepare a background report.

The member of public then further asked whether, in Councillors opinion, they felt that ADC were trying to make Bognor Regis a dormant Town or a thriving seaside Town?

The Chairman reconvened the Meeting at 6.55pm

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

105.1 Min 84.2 - 22nd January 2018 - Update on the Youth Services provision review

The Projects Officer reported that an application to have a stand prior to the next JWAAC meeting in June will be requested.

105.2 Min. 85 - 22nd January 2018 - Update on Community Forums and Councillor Surgeries

The Projects Officer reported that, to date, no response had been received from the Government Minister although there had been a response from Nick Gibb MP. Members asked for another letter to be sent to the Government Minister and to further ask Nick Gibb MP to take this matter up with him directly.

105.3 Min. 93 - 22nd January 2018 - Citizen's Award for Young People

The Projects Officer reported that Members of the Policy and Resources Committee at their meeting on 5th February 2018, Min. 162 refers, **RESOLVED** that a prize of £25 in vouchers be awarded to the recipient of the Citizen's Award for Young People, and the expenditure met through the Civic Fund.

105.4 Min. 94 - 22nd January 2018 - Funding for electric car charge points

The Projects Officer confirmed that a letter had been sent to the relevant Cabinet Member at ADC but to date no response had been received.

105.5 Min. 71 - 20th November 2017 - Interpretive Signage Board

There was no update to report.

106. CONSIDERATION OF A PROPOSAL FROM A COMMUNITY LEADER REGARDING THE LOCAL ASSISTANCE NETWORK (LAN) AND COMMUNITY 4 COMMUNITY

At the last Councillor surgery held at Grandads Front Room on 6th March 2018, a Community Leader expressed his concerns that Grandads Front Room and My Sisters House were not included on the Local Assistance Network sheet, that is issued by ADC. Both Grandads Front Room and

My Sisters House provide help and assistance to the homeless, vulnerable and those most at need and the work they undertake alleviates some of the pressure placed on ADC resources. Grandads Front Room is considering producing an alternative sheet called Community 4 Community and Members are asked to consider supporting this initiative.

Members asked if either of the organisations have a local connection scheme in place which may be the reason ADC do not include them on the LAN. (A local connection scheme would ensure that those who seek help have a connection with the wider Bognor Regis area).

Members **AGREED** for a letter to be written to ADC asking them for their policy on the local connection scheme and their reasons not to include Grandads Front Room and My Sisters House on the LAN.

Members further **AGREED** to invite the Community Leader to a future meeting to give Members more detail on the Community 4 Community initiative.

A Member raised the issue regarding homeless migration to the Town from other areas and understood that neighbouring districts were encouraging homeless and other vulnerable people to come to Bognor Regis. The Committee **AGREED** for a letter to be sent to West Sussex County Council to seek clarification on this. Members were also asked to lobby their County Councillors.

107. TO REVIEW THE FORMATION OF THE COMMUNITY ENGAGEMENT FORUMS AND ANY AMENDMENT TO THE TITLE OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE AND MAKE RECOMMENDATION TO COUNCIL ACCORDINGLY - MIN. 80 COUNCIL MEETING 4th SEPTEMBER 2017 AND MIN. 139 COUNCIL MEETING 9th JANUARY 2017 REFERS

The Projects Officer's report was noted.

Members **AGREED** to **RECOMMEND** to Council to continue with the bi-monthly Community Open Forums.

Members **AGREED** to **RECOMMEND** to Council not to change the name of the Community Engagement and Environment Committee.

108. UPDATE ON COMMUNITY OPEN FORUM HELD AT SOUTH BERSTED SCHOOL ON 7th FEBRUARY 2018 AND CONSIDERATION OF AN ISSUE RAISED BY THE STUDENTS REGARDING PLASTIC AND RECYCLING

The Projects Officer reported on the individual items she had been able to address, and Members discussed the issue raised by students regarding plastic and recycling.

Members discussed the seriousness of plastic and recycling and were keen to promote awareness and lead by example. The Committee **AGREED** to look at the possibility of becoming ambassadors and to encourage the community to look at appointing and recruiting a bank of volunteer recycling champions. Members asked for this decision to be reported back to South Bersted School and to see if they would like to begin the process by appointing their own champions for the school. The issue would also be raised at forthcoming Open Forums to encourage other groups to be involved.

More research will be undertaken and reported back to the Committee to consider further. Members further **AGREED** that a copy of the notes from the South Bersted School Open Forum be forwarded to the relevant Cabinet Member at ADC for response.

Members discussed possible venues for the next Open Forum and **AGREED** to see if residents of Seaward Court would like to meet with Councillors for the April session. Cllr. Brooks offered to make the initial approach to Seaward Court. Another venue that was **AGREED** for a future Open Forum was the Bowls Club.

109. UPDATE ON MEETING WITH THE RIGHTS RESPECTING SCHOOL AMBASSADORS OF THE REGIS SCHOOL ON 5th MARCH 2018

The Projects Officer's report was noted.

Members were asked to consider if they would like to hold the June Open Forum meeting at the Regis School and if there were any issues or items they would like to discuss with the students.

Following discussion Members **AGREED** that they would like to meet with the students of the Regis School and would welcome their views on the Community Engagement and Environment Committee's idea to initiate a community bank of volunteer recycling champions; anti-social behaviour among young people and how they perceive the role of a Town Councillor.

110. UPDATE ON COUNCILLOR SURGERIES HELD 6th FEBRUARY 2018 AND 6th MARCH 2018 AT GRANDADS FRONT ROOM AND CONSIDERATION OF THE RECOMMENCEMENT OF THE DROP-IN EVENTS

The Projects Officer's reports were noted.

Members **AGREED** to recommence the drop-in events, to be held at various locations and times. One suggestion was for an event to be held in or near local schools and to promote the Playing Out Scheme to parents and guardians as they drop the children off at school. Members asked Officers to make the necessary arrangements. Members further **AGREED** that they would continue to attend the sessions at Grandads Front Room.

111. UPDATE ON YOUTH SERVICES PROVISION REVIEW AND TO RECEIVE THE NOTES OF THE YOUTH WORKER STEERING GROUP MEETINGS HELD ON THE 6th FEBRUARY 2018 AND 12th MARCH 2018

The Projects Officer's report was noted.

Members **AGREED** to support an external funding application for more hours for the Youth Worker.

112. TO RATIFY SECOND PAYMENT OF £15,000 TO ARUN DISTRICT COUNCIL FOR THE 2017/2018 PARTNERSHIP CONTRIBUTION FOR PUBLIC CONVENIENCES (REVENUE) AS AGREED IN THE SERVICE LEVEL AGREEMENT

Members **AGREED** to ratify the second payment of £15,000 to Arun District Council for the 2017/2018 partnership contribution for public conveniences (revenue) as agreed in the service level agreement.

113. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING: EXPENDITURE OF REMAINING 2017/18 BUDGET; TO EARMARK FUNDS FOR THE VICTORIA ROAD CAR PARK PROJECT AND PLAY RANGERS EVENT AND TO NOTE THE PROGRESS REPORTS

The Projects Officer's report was noted.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to earmark the remaining Hotham Ward Allocation funds of £303.60 to fund some extra hours for the Youth Worker as part of the Town Council's Youth Provision Review.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to earmark the remaining Orchard Ward Allocation funds of

£436.00 for a series of play day events during the 2018 summer holidays.

Subsequent to the meeting it was confirmed that the sum remaining from the Orchard Ward Allocation was £305.00 rather than £436.00 as reported at the meeting. All members were notified of this via email

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to earmark the remaining Marine and Marine North Wards funds of £375.00 and £125.00 respectively to fund a sign for the parking area at Victoria Road subject to receipt of approval from the newly appointed Ward Member.

Members **AGREED** for Officers to make the necessary arrangements for play day events during the summer holidays.

Regarding the car parking at Victoria Road Members **AGREED** the following:

- To apply for a licence from SSE at a cost of £100
- The sign to be metal
- That Town Force should take the necessary measurements for the positioning and estimate costs for installation

Members further **AGREED** that the wording for the sign would be considered by Cllr. Brooks and the West End traders and would forward the details to the Projects Officer.

Members also noted that if a Certificate of Lawful Use or Development is required, the associated costs may affect the ability to proceed. Officers would monitor the situation.

114. PLAYING OUT TOPIC TEAM - MIN. 86 REFERS INCLUDING; UPDATE ON ATTENDANCE AT ACTIVATOR DAY EVENT AND CONSIDERATION OF WAY FORWARD

The Chairman and the Projects Officer gave an update of the Playing Out Scheme Activator Day Workshop that they attended in February. The workshop gave a useful insight of how to set up a local scheme and provided some useful promotional tools and templates. One of the key points of advice was not to pick a street or road, but to promote the scheme through engagement and wait for the community to approach the Council for help. This method has proved to be the most successful and sustainable.

Following discussion Members **AGREED** for the Projects Officer to have delegated authority in liaison with the Chairman and Vice-Chairman to proceed with the setting up of the Playing Out Scheme.

115. UPDATE ON APPLICATION TO REGISTER THE TOWN HALL AS A COMMUNITY ASSET - MIN. 84.1 REFERS

The Projects Officer read out a reply received from VAAC supporting the Town Council's application to register the Town Hall as a community asset. Members felt that the ADC call for the Town Council to provide evidence of use by user groups was unwarranted as the Town Hall is undeniably a community asset.

Members **AGREED** to continue with gathering the evidence but asked for the Projects Officer to seek some advice from Locality regarding ADC's instruction.

116. BOGNOR IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 23rd JANUARY 2018 AND 20th MARCH 2018 (IF AVAILABLE)

Members received the notes of the Meetings held 23rd January and 20th March 2018.

Members **RESOLVED** to **APPROVE** that the £1,000 remaining in the Environmental Projects budget be earmarked for use at the Health Centre.

Members **RESOLVED** to **APPROVE** expenditure of £7.58 for refreshments for volunteers during National Tree Week.

Members **RESOLVED** to **APPROVE** expenditure of £18.75 for a plaque and £15.00 for a voucher funded from the current year's Competition Expenses budget for the Guides Competition Winner.

Members **RESOLVED** to **APPROVE** that the £126.00 remaining in the Fundraising budget be earmarked for use by the Bognor Regis in Bloom Working Group.

Members **RESOLVED** to **APPROVE** expenditure of £17.91 for cherry tomato seeds be funded from the current year's Competition Expenses budget for the school's competition.

Members **RESOLVED** to **APPROVE** expenditure of £25.00 for a donation to be made to the Sussex Wildlife Trust funded from the 2018/2019 Environmental Projects budget.

117. REPORTS:

a. To note financial reports, previously circulated
The reports were noted.

b. Any further reports
There were no further reports.

118. CORRESPONDENCE

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

Email sent from Cllr. Smith to WSCC Highways re potholes
Email from Blueprint 22 re speaking during public question time

The Meeting closed at 8:29pm