



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 25th MARCH 2019

PRESENT:

Cllr. S. Goodheart (Vice-Chairman);
Cllrs: Mrs. S. Daniells and Mrs. J. Warr

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
2 Councillors in the public gallery: Cllrs: J. Brooks
and P. Woodall
1 member of the press
2 members of the public

The Meeting opened at 6.32pm

104. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

In the absence of the Chairman, the Vice-Chairman, Cllr. Goodheart took the Chair.

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllr. Smith who was working. No apologies had been received from Cllrs. Cosgrove and Dillon.

The Projects Officer read the following statement:

"Members are invited to note that no apologies have been received from Cllr. Enticott. At the Full Council Meeting held on 11th March 2019, having received recommendations from an Assessment Panel Hearing into complaints made against Cllr. Enticott, Members resolved to suspend Cllr. Enticott from all Committees and Sub-Committees of the Council for the remainder of the term of this Administration. This will be reviewed again at the Annual Town Council Meeting."

105. 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

- a) the item they have an Interest in
- b) whether it is a Disclosable Pecuniary or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote

- e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room 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.

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 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

106. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 21st JANUARY 2019

The Minutes of the Meeting held on the 21st January 2019 were approved by the Committee as a correct record and were signed by the Chairman.

107. TO RECEIVE A PRESENTATION FROM THE WEST SUSSEX COUNTY COUNCIL'S COMMUNITY PARTNERSHIP AND COMMUNITIES TEAM OFFICER ON THE SPACEHIVE CROWDFUNDING INITIATIVE AND HOW IT WORKS

The Chairman welcomed the West Sussex County Council Communities Team Officer and invited her to address the Committee regarding the Spacehive Crowdfunding initiative.

The Chairman adjourned the Meeting at 6.36pm

The Chairman reconvened the Meeting at 7.01pm

The Chairman thanked the Officer for a very interesting and informative presentation, and it was noted that Members would discuss the issue further, later in the meeting, under Agenda item 8.

108. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS EXTENDED TO A MAXIMUM OF 60 MINUTES IN ACCORDANCE WITH STANDING ORDERS (S.O. 31.8)

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.

The Chairman adjourned the Meeting at 7.02pm

The following items were raised:

A member of the public spoke about the recent Beach Access Topic Team Meeting, which he had attended. He had been encouraged by what had gone on in the meeting and hoped that this Committee would support the idea of having a ramp.

A member of the public spoke about the public toilets on the promenade and the fact that the summer season will soon be starting and there does not appear to be any urgency from Arun District Council to get the toilets re-opened. Is there anything the Town Council or the people can do to get the issue resolved as soon as possible?

Members discussed the issues raised and urged the District Councillors present to take this up directly with ADC. They also requested that the concerns over the toilets be an Agenda item for the next meeting.

The Chairman reconvened the Meeting at 7.16pm

109. CLERK'S REPORT FROM PREVIOUS MINUTES

109.1 Min. 96 - 21st January 2019 - Consideration of the Motion proposed by Cllr. Cosgrove, referred from the Council Meeting on the 7th January 2019 regarding ADC owned properties, also CE&E Min. 79 refers:

Members instructed the Projects Officer to write to ADC requesting they initiate an independent inquiry to ascertain the current condition of their properties, to ensure that in future, buildings are no longer allowed to fall into such level of disrepair that the only solution is demolition. Members **NOTED** that a response had been received from the ADC Director of Place confirming that the Council will not be initiating any inquiry into the matters listed.

110. CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION AND STATEMENTS TIME OF THE MEETING HELD ON THE 21st JANUARY 2019 - MIN. 85 REFERS

The Projects Officer's report was **NOTED** including the Notes from the public question and statements time of the meeting on the 21st January, as circulated to Members previously. There were no recommendations for future Agenda items.

111. CONSIDERATION OF WEST SUSSEX COUNTY COUNCIL'S SPACEHIVE CROWDFUNDING INITIATIVE AND HOW MEMBERS WOULD LIKE TO SUPPORT THIS

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

Members discussed the earlier presentation on the Spacehive initiative, which they found to be very helpful and informative. Members noted that it gave them a very good overview of how the initiative works and the advantages of the scheme.

Members **AGREED** to write a letter of thanks to the West Sussex County Council Officer for her professional presentation and will watch with interest how the initiative progresses.

112. TO RATIFY THE £25.00 VOUCHER FOR THE MAYOR'S CITIZEN AWARD FOR YOUNG PEOPLE

The Projects Officer's report was **NOTED**, and Members **AGREED** to **RATIFY** the £25.00 voucher for the Mayor's Citizen Award for Young People.

113. REPORT ON COUNCILLOR SURGERIES AND OPEN FORUMS INCLUDING UPDATE ON DROP-IN SURGERY HELD 21st FEBRUARY 2019

Members **NOTED** the Projects Officer's report.

Following discussion, Members felt that the feedback received from the Drop-In Surgery only represented a very small minority of the community. However, from the snapshot taken, social issues were the main areas of concern of those who engaged.

Members therefore **AGREED** that the report should be made available to the new Administration when considering the Corporate Strategy for the next four years.

114. YOUTH SERVICES PROVISION REVIEW AND TO RECEIVE THE NOTES OF THE YOUTH WORKER STEERING GROUP MEETING HELD ON 6th MARCH 2019 AND REPORT ON THE IPEH TASK AND FINISH GROUP MEETING HELD ON 15th MARCH 2019

Members **NOTED** the Projects Officer's report including the Notes from the Youth Worker Steering Group Meeting on the 6th March and the report on the IPEH Task and Finish Groups Meeting on the 15th March 2019, as circulated to Members previously.

The Projects Officer informed Members that an error had appeared on the Agenda and the correct date of the Youth Worker Steering Group Meeting was 6th March 2019 as shown on the Notes circulated.

Members **NOTED** the recommendation from the Youth Worker Steering Group and **AGREED** to write a letter to West Sussex County Council in support of the proposal from Sussex Clubs for Young People to take on the day to day management of the Phoenix Centre.

115. TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND

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

Members were concerned that some of the applications put forward did not really meet the original purpose of the Flexible Community Fund (FCF). It was noted that the current FCF application form closely mirrors the Grant Aid application form, which may cause confusion. Members were of the opinion that the FCF should be for small sums of money that are required urgently and in situations when it would not be feasible to wait for the Grant Aid process to begin.

Having reviewed the applications Members **AGREED** to **APPROVE** the application from Grandads Front Room for £800.00.

Members further **AGREED** to **APPROVE** the application from The 39 Club for £2,000.00.

Following online research by a Member at the meeting and further debate, Members **REFUSED** the application from the Capital Project Trust for £1,000.00.

Members **AGREED** for the remaining balance of £1,190.00 from the 2018/19 FCF Budget to be returned to General Reserves at the end of the current financial year.

Members also **AGREED** to **RECOMMEND** that a review of the application form and criteria of the Flexible Community Fund be undertaken by the new Administration so that the application process, criteria and purpose of the fund is easier to understand and apply for.

116. UPDATE ON MEETING OF THE COMMUNITY SPACE AUDIT TASK AND FINISH GROUP (MIN 86.1 REFERS) AND TO RECEIVE THE NOTES OF THE MEETING HELD ON 26th FEBRUARY 2019

The Projects Officer's report was **NOTED** including the Notes of the Community Space Audit Task and Finish Group Meeting held on the 26th February 2019 as previously circulated.

Following consideration, Members **AGREED** to **RECOMMEND** the following to Full Council:

- That the collated information be published on the Town Council website and made available to the public as a downloadable PDF;
- For hard copies to be available on collection from the office and any written request to be accompanied by a stamped addressed envelope;
- To invite Neighbouring Parish Councils to share the information on their websites;
- For the information to be checked and updated bi-annually but any new venues to be added immediately;
- That a nominal budget, to a maximum of £30.00, be identified to cover any printing costs.

Members further **AGREED** to disband the Community Engagement and Environment Community Space Audit Task and Finish Group.

117. UPDATE ON THE PROPOSAL FROM A MEMBER OF THE PUBLIC TO PRODUCE A HOMELESS STREET SHEET FOR THE BOGNOR REGIS AREA - MIN. 87 REFERS

The Projects Officer's report was **NOTED** and following on from Members' decision to award £800.00 to Grandads Front Room to produce a Homeless Street Sheet for Bognor Regis (Min. 115 refers), a draft design of the Street Sheet will now be commissioned and work on production commenced.

Furthermore, Members **AGREED** for Officers to support Grandads Front Room in the final delivery of the project.

118. FURTHER CONSIDERATION OF THE PROPOSAL TO TACKLE BEACH LITTER INCLUDING PRODUCTION OF POSTERS FUNDED FROM THE MARINE NORTH WARD 2018/19 WARD ALLOCATION - MIN. 93 REFERS

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

An updated version of the original poster was circulated to Members that included some additional wording and a slight amendment to the layout which Members **APPROVED**.

After considering the quotations which had been previously circulated Members **AGREED** to purchase the following:

Company A - 3 x A1 posters @ £17.00 each	£51.00
Company C1 - 1 x box of 20, A4 posters	£26.00
Total	£77.00

Members **AGREED** to fund the production of the posters from the Marine North Ward 2018/19 Ward Allocation Budget of £125.00 and further **AGREED** to earmark the remaining £48.00 for additional/replacement posters as and when required.

Following a brief discussion, Members **AGREED** to utilise the following sites to display the posters, subject to receipt of any relevant permissions:

Seafront Shelters
 Poster site on Pier
 Seafront Kiosk and Shops
 Regis Centre
 Town Council Noticeboards

Members also asked for some printed copies of the poster to be displayed at the Mayor's Civic Reception.

119. TO RECEIVE AN UPDATE ON BEACH ACCESS TOPIC TEAM AND TO RECEIVE THE NOTES OF THE MEETING HELD ON 21st MARCH 2019

The Projects Officer's report was **NOTED**, including the Notes of the Beach Access Topic Team Meeting held on 21st March 2019 as previously circulated. Cllr. Mrs. J. Warr, thanked Officers for the quick turnaround in getting these Notes completed and distributed to the group the day following the meeting.

Following discussion, Members **AGREED** to initiate a feasibility study into the possibility of installing a ramp with any expenditure funded from the 2019/20 Beach Access Topic Team Budget.

With regard to the historic S106 funding, Members received the spreadsheet as previously circulated and after due consideration, **AGREED** that due to the time elapsed and the small amount of funding that had remained, no further investigation should take place.

120. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING UPDATE ON ANY EXPENDITURE AND REMAINING BUDGET FOR 2018/19 AND TO NOTE AN OVERSPEND OF £131.00 FROM MARINE WARD

The Projects Officer's report was **NOTED** including the overspend of £131.00 from Marine Ward.

Members also acknowledged that the Victoria Road Car Park project was now complete and furthermore, **NOTED** that all the Ward Allocation funds for 2018/19 and any previous earmarked funds had now been utilised

except for the balance of £48.00 from Marine North Ward as noted under Min. 118 above.

121. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 12th MARCH 2019

The Projects Officer's report was **NOTED** including the Notes of the Bognor Regis in Bloom Working Group Meeting held on 12th March 2019 as previously circulated. Members subsequently **AGREED** to **APPROVE** the following Recommendations:

- To earmark the remaining £145.27 of the Competition Expenses budget for a new competition for 2019;
- To earmark any remaining balances from the Environmental Projects budget 2018/2019 to pay for four new trees, to replace those that had gone missing at various locations around the Town, with remaining monies to fund plans for further improvements at the Health Centre and Railway Station;
- To earmark the remaining balance of £128.62 from the Fundraising budget for use by the Working Group, as this was money that had been raised themselves at various In Bloom events throughout the year.

Members further **AGREED** to **APPROVE** the Recommendation to appoint a Tree Warden for Bognor Regis, with a possible 'trial' period, noting that this would be a voluntary position and although the post would be awarded by the Town Council, via the Bognor Regis in Bloom Working Group, West Sussex County Council would provide advice, training and support.

122. CONSIDERATION OF THE REFERRAL FROM THE PLANNING AND LICENSING COMMITTEE AT THEIR MEETING ON THE 29th JANUARY 2019 - MIN. 189 REFERS, ON THE VIABILITY OF REFORMING THE OLD TOWN WORKING GROUP AND TO NOTE THE COMMENTS FROM THE BID COMPANY IN RELATION TO THIS

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

Following discussion Members made the decision not to reform the Old Town Working Group at this time but to be minded that should an appropriate future project be forthcoming that they wished the Town Council to support, then this Committee would relook at reforming the Group then.

123. REPORT ON MEETING HELD 18th MARCH 2019 REGARDING THE CURRENT SITUATION RELATING TO ROUGH SLEEPERS IN THE TOWN CENTRE

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

Members were encouraged that a multi-agency action group had been appointed and would look forward to receiving information and guidance for tackling the homeless situation and to assist members of the public with the reporting of anti-social behaviour.

124. CONSIDERATION OF LOCALITY MEMBERSHIP RENEWAL FOR 2019/20

Members **AGREED** to renew the annual membership for Locality at a cost of £416.67+ VAT.

125. REPORTS:

- a. To note financial reports, previously circulated

The reports were **NOTED**.

- b. Any further reports

There were no further reports.

126. CORRESPONDENCE

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

Item 2 on the correspondence list, relating to the public toilets on the promenade, was highlighted to Members and it was noted that the Deputy Clerk was seeking an update on the situation from the ADC Facilities Manager.

Meeting closed at 8.30pm