



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 20th JANUARY 2020

PRESENT: Cllr. W. Smith (Chairman); Cllrs. J. Barrett, J. Brooks,
Mrs. I. Erskine, H. Jones and Ms. A. Sharples

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)
5 members of the public
1 Councillor in the public gallery: Cllr. S. Goodheart
(from Min. 73)

The Meeting opened at 6.30pm

70. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllr: Mrs. J. Warr who was out of the area. No apologies had been received from Cllrs. A. Cunard or Miss. C. Needs.

71. 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 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, not already recorded on their Register of Interests Form, within 28 days.

Cllr. Brooks declared an Ordinary Interest in Agenda item 7 as a volunteer member of the Regis Centre and also in item 12 as a volunteer reader for 4Sight Vision Support

72. TO APPROVE THE MINUTES OF THE MEETING HELD ON 18th NOVEMBER 2019

The Minutes of the Meeting held on the 18th November 2019 were approved by the Committee as a correct record and were signed by the Chairman.

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

The Chairman adjourned the Meeting at 6.36pm

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 following items were raised by members of the public:

Reference was made to Agenda item 8 regarding appointment of Members to sit on the Topic Team. Will members of the public also be given the opportunity to sit on the Topic Team? There are a number of community members who have a wealth of expertise in this field or is this going to be just another Sub-Committee for Councillors?

Have any reserves been set aside by the Town Council for climate issues?
Is there a budget?

Another member of the public endorsed these comments.

A member of the public read out a list of 10 minor changes that could be implemented to combat Climate Change and suggested it could be distributed via school bags:

- When making just one cup of tea don't fill the kettle, you will save water and energy
- Change your light bulbs to LED's
- Try not to leave lights on in unoccupied rooms
- Use a glass of water when cleaning your teeth instead of leaving the tap running
- When throwing something away ask yourself, could this be used by someone else less fortunate than you?
- Teach your children to take their litter home and recycle it
- Ask yourself, do I need the car or shall I walk to the shop? Save fuel and get fit
- Switch to a green energy provider
- Grow your own vegetables
- Lobby your MP about the urgency to get on with it.

One of the main concerns is flooding. Since the last bad flood in the Chichester Road area, nothing has been done. There is no enforcement of planning regulations regarding SUDS (Sustainable Urban Drainage System). Although it can be complicated and intensive, urban flooding can be addressed via planting.

A Councillor in the public gallery gave a report regarding storage for community groups. There is currently some discussion and engagement being undertaken with ADC and when the suggestion goes to planning would the Town Council lend their support.

The Meeting was reconvened at 6.57pm

Members asked for the issues raised regarding Climate Change be taken to the Topic Team Meeting on the 29th January 2020.

With regard to the issue raised about storage for community groups, Members asked for this item to be placed on the next Agenda for further discussion.

74. CLERK'S REPORT FROM PREVIOUS MINUTES

- 74.1 20th May 2019 - Update on Old Town Area - Min. 8.1 refers**
There was no update.

74.2 18th November 2019 - Update on Street Sheet in partnership with GFR - Min. 56.2 refers

The second print run has been commissioned and includes several updates and new entries. Re-issue of the Street Sheet will continue to be produced until the funding has been exhausted. Members **AGREED** for this item to now be removed from the updates.

74.3 18th November 2019 - Update on installation of signage from the Promenade to Town Centre by the BID - Min. 56.5 refers

At the last meeting it was reported that the BID had agreed to install the signage, and this has been actioned. A Member mentioned that the "East End" shops were disappointed that there was no signage to that area and asked if in the first instance a request could be made to the BID to see if they would be willing to erect some additional signs there.

74.4 18th November 2019 - Update on the action points from the Notes of the September Public Question Time and Statements - Min. 57 refers

To set up a Climate Emergency Topic Team and to schedule the first meeting of the group in the New Year. *Update: the date for this has been arranged for 29th January 2020.*

To set up a new dedicated Town Council Email address, i.e. climateemergency@bognorregis.gov.uk and a social media platform ahead of the meeting to collate information and ideas on how to tackle Climate Change. *Update: action completed.*

To immediately address the issue relating to car idling (leaving the engine running whilst stationary) by sending a letter to local schools to ask them if they would, in principle, be willing to display a banner/sign advising that idling was an offence and could incur a fine if the engine was not switched off when asked to do so. *Update : dependant on response from ADC regarding enforcement.*

To fund the production of any banners from the Flexible Community Fund or Ward Allocation Budget (subject to receipt of any relevant applications). *Update : for future consideration.*

To write to Arun District Council to ask Traffic Wardens to police car idling and issue fines where necessary to discourage future offences. *Update : a letter had been sent to the Outdoor Service Manager on 28th November 2019 and a response is awaited.*

74.5 18th November 2019 - Update on Beach Access - Min. 58 refers

At the last meeting Members asked for a letter to be sent to the ADC Chief Executive requesting information on when they could expect the project to be progressed and for the matter to be raised with District Councillors. A response was received on the 17th January 2020 but as there had not been

time to circulate before the meeting this was read out by the Projects Officer and is appended to these minutes as **Appendix 1**.

A dual-hatted Member stated that he was gaining support from fellow ADC Councillors and felt that as the project is expensive, consideration should be given to pursuing the idea of including the project within the ongoing two regeneration sites which could secure financial support from developers.

74.6 18th November 2019 - Update on Councillor Training for the use of defibrillators - Min. 62 refers

Cllr. Smith reported that he is an accredited First Aider and is willing to deliver the training at no cost to the Town Council. He will provide the necessary paperwork to the Office for arrangements to be made.

Cllr. Brooks informed Members that there was to be an official opening for the defibrillator that has been recently installed in Aldwick Road and was supported by Ward Allocation Funding from Marine Ward. The event will be held on Friday 24th January 2020 at 3.30pm outside Woods Travel if any Members could attend.

74.7 18th November 2019 - Update on consideration to erect notices discouraging the feeding of birds on the Promenade - Min. 63 refers

Officers at ADC are liaising with their graphic design team for some posters.

74.8 18th November 2019 - Update on consideration of receiving a presentation from AccessAble - Min. 66 refers

An invitation has been extended to AccessAble via ADC but no response has been received to date.

75. CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION TIME AND STATEMENTS OF THE MEETING HELD ON THE 18th NOVEMBER 2019 - MIN. 55 REFERS

The Projects Officer's report, including the updates contained therein, was **NOTED**.

Although ADC are yet to appoint a Climate Change Officer, Members felt it important for all tiers of Local Government to pool their resources and keep the pressure on to form links and work together towards a better outcome.

76. TO NOTE THE DECISION REGARDING THE RE-LISTING OF THE ALEXANDRA THEATRE AS AN ASSET OF COMMUNITY VALUE - MIN. 56.3 REFERS

The Projects Officer's report was **NOTED**, and Members were pleased to hear that the re-listing of the Alexandra Theatre had been approved for a further 5 years.

77. COMMUNITY ENGAGEMENT AND ENVIRONMENT TOPIC TEAM FOR CLIMATE CHANGE INCLUDING:

The Projects Officer's report, including the comments and suggestions already received on the Climate Change email address, was **NOTED**.

77.1 Appointment of Members to sit on the Team

Members **AGREED** that three Members should be appointed and furthermore that Cllrs: Brooks, Mrs. Erskine and Ms. Sharples be formally appointed to the Climate Change Topic Team.

77.2 To note the date of the first meeting of the Topic Team scheduled for 29th January 2020 - Min. 57 refers

Members **NOTED** the date of the first meeting of the Climate Change Topic Team as the 29th January 2020. The meeting will be held in Studio 3 of the Regis Centre and will commence at 6.00pm.

Members **AGREED** to the suggested format for the first meeting which will be the setting up of the Topic Team including the election of a Chairman and setting out the Terms of Reference and a brainstorming session. Members asked for the Terms of Reference to reflect that the Topic Team would only require one appointed Councillor to be quorate.

Members further **AGREED** that the suggestions received via the new Climate Change email address will also be taken to the Topic Team Meeting for consideration as part of the brainstorming session.

Members asked Officers to include in any press release details of the agreed format for the first session to manage public expectation.

The Projects Officer reported on an email received by an organisation called Power for the People requesting that the Town Council pass a Motion in support of the Local Electricity Bill aimed at establishing a Right to Local Supply. Members **AGREED** to refer this item to Full Council for consideration.

78. COUNCILLOR SURGERIES INCLUDING:

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

78.1 Further consideration of a recording booth and associated costs

Following discussion Members felt that an acoustic hood rather than a booth may work best in a Town Centre environment when recording and **AGREED** to undertake further research into the costs for an acoustic hood with a report to the next meeting. It was also **AGREED** that some thought should be given as to how any recordings could be transcribed and edited, who gets to hear them and how stored and as to whether the hood/booth could become a permanent fixture if a suitable location can be found.

Members asked for their thanks to be relayed to Town Force for the work they had undertaken designing a booth.

78.2 To consider earmarking any remaining funds from the 2019/20 Councillor Surgery and Open Forum Budget

Members **AGREED** to earmark any remaining funds from the 2019/20 Councillor Surgery and Open Forum Budget for use in 2020/21 towards additional costs relating to both the regular surgeries but also the Climate Change Topic Team Meetings.

78.3 To note the date of the next Surgery - Min. 61 refers

Members **NOTED** the date of the next Councillor Drop-in Surgery which will be held in London Road between 11.00am and 2.00pm on Thursday 30th January 2020. Cllrs: Brooks, Mrs. Erskine and Ms. Sharples confirmed their attendance. All Councillors will be invited to attend.

79. FURTHER CONSIDERATION OF THE WEST SUSSEX COUNTY COUNCIL INITIATIVE AROUND COMMUNITY IMPROVEMENTS - MIN. 65 REFERS

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

The Chairman allowed Cllr. Goodheart to speak from the public gallery and he gave a verbal report on a meeting he had attended, as a representative of Bognor Regis Town Council, regarding this Agenda item.

Following discussion, it was **AGREED** that Officers be requested to write to West Sussex County Council to request further clarification on how the scheme works, including the Town Council's expected liability and for information on case studies.

80. YOUTH SERVICES UPDATE INCLUDING:

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

80.1 To receive the notes from the Early Help (PAB) Meeting held on the 17th December 2019

Members received the notes from the meeting held in December.

80.2 To note the date of the next Youth Worker Steering Group meeting scheduled for 22nd January 2020

Members **NOTED** the date of the next Youth Worker Steering Group Meeting on 22nd January and the Chairman confirmed his attendance.

80.3 Consideration of change of name for this Topic Team

Following the decision at the last meeting to open the Topic Team to a wider range of youth service providers (Min. 59 refers), Members **AGREED** to change the name to the Youth Provision Steering Group.

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

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

The Chairman confirmed that he had held a preliminary meeting with the Projects Officer to determine if the necessary paperwork had been received and whether the applications met the Flexible Community Fund Criteria.

Following discussion, Members **AGREED** the following:

- 81.1** To **APPROVE** the application from 4Sight Vision Support for the sum of £490.00.
- 81.2** To **APPROVE** the application from UCan Spray CIO for the sum of £120.00 and to further **APPROVE** an additional £30.00 to provide refreshments for the young people taking part in the project (£150.00 in total).
- 81.3** Members **REJECTED** the application from Making Theatre Gaining Skills as it did not meet the required criteria.

82. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET FOR 2019/20

The Projects Officer's report was **NOTED**, in which Members were reminded that any unspent Ward Allocation Budget as at 31st March 2020 would be returned to General Reserves.

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

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

Members **RESOLVED** to **AGREE** the nomination for the Mayor's Good Citizen Award.

84. TO CONSIDER NOMINATIONS FOR THE MAYOR'S CITIZEN AWARD FOR YOUNG PEOPLE

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

Members **RESOLVED** to **AGREE** the nomination for the Mayor's Citizen Award for Young People.

85. CONSIDERATION OF A PROPOSAL BY CLLR. GOODHEART, TO INVITE PARKVISION 2020 TO GIVE A PRESENTATION TO THIS COMMITTEE AND TO INVITE MEMBERS OF THE BOGNOR REGIS IN BLOOM WORKING GROUP AND THE TREE WARDENS TO ATTEND

Members **AGREED** to receive a presentation from ParkVision 2020, and arrangements will be made to invite them to a future meeting and furthermore, that an invitation be extended to members of Bognor Regis in Bloom and the Tree Wardens.

86. Members **RESOLVED** to vary the order of business to take the additional Agenda item at this point.

87. CONSIDERATION OF EXPIRY OF FIVE-YEAR LISTING PERIOD FOR THE BOGNOR REGIS PIER AS AN ASSET OF COMMUNITY VALUE

Members noted the expiry of the five-year listing for the Pier as an Asset of Community Value.

The Projects Officer confirmed that the Pier had originally been nominated by Bognor Pier Trust CIC who at the time were working with Bognor Pier Leisure Ltd on a plan for the refurbishment and restoration of the Pier. Members noted that whilst it was doubtful that the Pier Trust will re-submit a nomination, Bognor Regis Pier Watch Group may decide to do so.

Following a brief discussion, Members **AGREED** to support Bognor Regis Pier Watch should they decide to submit an application and assist where possible.

88. CORRESPONDENCE

The Committee **NOTED** receipt of the correspondence list, previously circulated together with the following additional items:

- ACT Arun Community Transport
- MIND news update
- West Sussex County Council - Introducing Waste Prevention Team
- West Sussex County Council - Consultation on Schools Admissions

The Meeting closed at 8.20pm



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17 January 2020

Please ask for:
Mr Nigel Lynn
01903 737600

Sheila Hodgson
Projects Officer
Bognor Regis Town Council
The Town Hall
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Our Ref: NL/gls

Dear Sheila

Thank you for your letter of 18 December 2019 regarding the beach access project. For the avoidance of doubt, this is the major structure that we are suggesting might best placed around the West Street area and not the temporary 'Trackway' proposal from Cllr Brooks.

This Council is yet to formally consider the issue but from previous discussions, I understand that the arrangements would be that we would prepare a Project Initiation Document (PID) before the end of this financial year. This would outline what procedures, processes and approvals would be necessary (and their timescales and costs).

From that PID, we would look to develop outline cost estimates, which would feed into the Council's financial planning and budget preparation for next financial year (around calendar year end). If we got the necessary financial commitment from this Council and other funders (capital and revenue commitments), then we would arrange for the detailed design and tender documents to be prepared in 2021/22 in anticipation of a construction start in 2022/23. I must stress that we (officers) feel it is a good project to progress, it is however, very much reliant upon funding and given our anticipated financial position for 2022/23, I cannot give any hard and fast commitment for this scheme.

With regard to project teams, I fully agree that, as this would be very much a community benefit scheme, stakeholder involvement will be important. The level of input and when that input is given will be dependent upon a number of factors and so a Project Team will indeed need to be formed, with composition and terms of reference agreed at an early date. I fully anticipate that the PID mentioned above will put forward proposals for such a Team. From your Council's earlier indications, I would think that the Town Council would feature either as part of the Team or in a stakeholder group. It would be useful if you could provide some indication of what your Council's involvement might be – e.g. capital funding, revenue funding or and/or day-to-day operation of the facility.

Yours sincerely

Mr Nigel Lynn
Chief Executive