



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE ONLINE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 22<sup>nd</sup> JUNE 2020**

### **PRESENT ONLINE:**

Cllr. W. Smith (Chairman); Cllrs. J. Barrett,  
J. Brooks, Mrs. I. Erskine, Miss. C. Needs,  
Ms. A. Sharples and Mrs. J. Warr

### **IN ATTENDANCE ONLINE:**

Mrs. S. Hodgson (Projects Officer)  
Mrs. J. Davis (Hosting the Meeting)  
2 members of the public  
2 Councillors: Cllr. Mrs. S. Daniells and S.  
Goodheart

***The Meeting opened at 6.30pm***

### **89. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

No apologies for absence had been received from Cllrs. Cunard or Jones.

### **90. DECLARATIONS OF INTEREST**

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

Members and Officers should make their declaration by stating:

- a) the item they have the 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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary 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

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.

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.

***Cllr. Brooks declared an Ordinary Interest in Agenda item 11 as his company on occasion tenders to ROX***

**91. TO APPROVE THE MINUTES OF THE MEETING HELD ON 20<sup>th</sup> JANUARY 2020**

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 20<sup>th</sup> January 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Meeting held on 20<sup>th</sup> January 2020 as an accurate record of the proceedings and the Chairman duly signed them.

**92. CONSIDERATION OF PROPOSAL TO HOLD AN ONLINE OPEN FORUM FOR MEMBERS OF THE PUBLIC IN PLACE OF THE USUAL EXTENDED 60-MINUTE PUBLIC QUESTIONS AND STATEMENT TIME**

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

Members considered whether to hold an online forum for Members of the Public in place of the usual extended Public Question and Statements Time.

Members unanimously **AGREED** to hold an online open forum and Officers will make the necessary arrangements in liaison with Committee Members.

**93. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS**

***The Chairman adjourned the meeting at 6.41pm to read out correspondence received from members of the public***

*Q.1 What representation has been made to the District Council with regard to putting into place measures to tackle the climate emergency and biodiversity loss ?*

*Q.2 What has been said to the County Council regarding the allocation of funds for the street widening / cycle lanes initiative in Bognor?*

*Q.3 With regard to biodiversity loss, what has been done with regard to the spraying of verges with herbicides, and leaving verges and roundabouts to be left unmown for a certain period (see the National Trust No Mow May initiative)?*

The Chairman advised that these questions will be referred to the Climate Change Topic Team for consideration.

***The Chairman re-convened the meeting at 6.46pm***

**94. CLERK'S REPORT FROM PREVIOUS MINUTES**

**94.1 20<sup>th</sup> May 2019 - Update on Old Town Area - Min. 8.1 refers**

There was no update.

**94.2 20<sup>th</sup> January 2020 - Update on installation of signage from the Promenade to Town Centre by the BID - Min. 74.3 refers**

At the last meeting, a Member asked for a request to be made to the BID to see if any additional signage for the "East End" shops could be erected.

The Projects Officer has spoken with the BID Co-ordinator who advised that as part of the BID proposals for 2020, the BID area has been split into zones and each zone will have a budget to spend on any improvements that the businesses there would like to see implemented which may well include signage.

**94.3 20<sup>th</sup> January 2020 - Update on Councillor Training for the use of Defibrillators - Min. 74.6 refers**

The Chairman, as an accredited First Aider, will give a presentation on this at a future meeting.

**94.4 20<sup>th</sup> January 2020 - Update on consideration to erect notices discouraging the feeding of birds on the Promenade - Min. 74.7 refers**

There is no further update at this stage however, Officers will continue to liaise.

**94.5 20<sup>th</sup> January 2020 - Update on consideration of receiving a presentation from AccessAble - Min. 74.8 refers**

As it is currently not possible to proceed with a presentation, this item will be deferred for further consideration at a later date.

**94.6 20<sup>th</sup> January 2020 - Councillor Surgeries - Min. 78.3 refers**

Members are asked to note that Councillor Drop-in Surgeries will be postponed while social distancing restrictions remain in force.

**95. CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION TIME AND STATEMENTS OF THE MEETING HELD ON THE 20<sup>th</sup> JANUARY 2020 - MIN. 73 REFERS**

The Projects Officer's report was **NOTED** including the notes from Public Questions and Statements Time from the meeting 20<sup>th</sup> January 2020.

There were no requests by Members for any further items from the Public Question and Statements Time held at the meeting on the 20<sup>th</sup> January 2020 to be added to a future Agenda.

**96. UPDATE ON THE ACTION POINTS FROM THE NOTES OF THE SEPTEMBER PUBLIC QUESTION TIME AND STATEMENTS REGARDING CAR IDLING - MIN. 74.4 REFERS**

Members were disappointed by the response from the ADC Parking Services Manager and felt more should be done by ADC to help tackle car idling.

Members **NOTED** the response with the exception of Cllr. Mrs. I. Erskine who lost internet connection for this item and was therefore not part of the discussion.

**97. TO RECEIVE THE NOTES FROM THE CLIMATE CHANGE TOPIC TEAM MEETINGS HELD ON THE 29<sup>th</sup> JANUARY 2020 AND THE 26<sup>th</sup> FEBRUARY 2020 INCLUDING: CONSIDERATION OF ANY RECOMMENDATIONS FROM THE TOPIC TEAM; TO RATIFY THE APPOINTMENT OF CLLR. MRS. J. WARR AS AN APPOINTED REPRESENTATIVE TO THE CLIMATE CHANGE TOPIC TEAM**

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

**97.1 To receive the notes from the Climate Change Topic Team Meetings held on the 29<sup>th</sup> January 2020 and the 26<sup>th</sup> February 2020**

Members received and **NOTED** the notes from the meetings held in January and February.

**97.2 Consideration of any recommendations from the Topic Team**

**97.2.1**

**To Agree the proposed Draft Terms of Reference:**

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the draft Terms of Reference as proposed for the Climate Change Topic Team.

**97.2.2**

**To set up a separate Facebook group for the Climate Change Topic Team:**

Members unanimously **NOTED** that this item had already been actioned by a member of the Climate Change Topic Team and therefore no further action was required.

**97.2.3**

**To consider setting up an Award for Businesses who can demonstrate good practice with regard to recycling and green issues:**

A Member felt that the urgency to continue tackling climate change was just as important now as ever and would not like to delay moving forward with any new ideas or projects that could have a positive effect and would be in favour of continuing with this project.

Other Members agreed but felt that the current demands on businesses whilst trying to re-open would make it difficult to get their support. It was therefore **AGREED** that this item will be deferred to a future Agenda.

**97.2.4**

**To consider producing a leaflet with 20 Top Tips of things to do to help combat climate change:**

In view of the current situation, which does not currently allow for leaflets to be distributed, Members were asked if they wished to defer this item to a future Agenda.

Following comments, Members voted unanimously to **DISAGREE** with the recommendation to defer and further **AGREED** for the item to be placed on the next Agenda for further discussion regarding production, identifying any associated budget and distribution.

Members were further asked to consider if they wished to promote, on the Town Council's social media platforms, a downloadable PDF version that a member of the Climate Change Topic Team had produced. This was unanimously **AGREED**.

#### 97.2.5

**To consider the installation of living roofs on bus shelters, including costs, installation, permissions, and ongoing maintenance:**

In preparation for the meeting some initial research had been undertaken regarding permissions from ADC. The response from the ADC Property, Estates & Facilities Manager was that the bus shelters in the Town Centre were not of a suitable specification to enable this sort of project. Members **NOTED** the response.

#### 97.2.6

**To consider investigating the condition of the existing water fountains in the Town to establish if they are suitable for use and to further consider the installation of new fountains:**

In view of the current situation regarding Covid-19 communal drinking places are considered a transmission risk. Therefore, the recommendation was to defer this item to a future Agenda.

Following comments Members **AGREED** that this item will be deferred to a future Agenda.

#### 97.3 To Ratify the Appointment of Cllr. Mrs. J. Warr as an Appointed Representative to the Climate Change Topic Team:

Members **AGREED** unanimously to the appointment of Cllr. Mrs. J. Warr as an appointed representative to the Climate Change Topic Team.

#### 97.4 Consideration to hold an online Climate Change Topic Team Meeting and whether to limit attendance to the current Topic Team members for at least the first meeting

Some of the members of the Climate Change Topic Team have requested that the group continue to meet via an online meeting. Members of this Committee are therefore asked to consider this request. Members are further asked to consider a recommendation for the first meeting to be limited to the current Topic Team Members to allow the opportunity to monitor how best to manage online open meetings going forward.

Following comments Members unanimously **AGREED** to hold an online meeting of the Climate Change Topic Team. Officers will now make the necessary arrangements.

Members further voted and **DISAGREED** to limit attendance to current Topic Team members. Therefore, the meeting will be open to all members of the public.

**98. TO RECEIVE THE NOTES OF THE YOUTH PROVISION STEERING GROUP MEETING HELD ON THE 22<sup>nd</sup> JANUARY 2020 INCLUDING: UPDATE ON CREATE AND TO NOTE THE RE-ALLOCATION OF BRTC FUNDING FOR 2019/20; CONSIDER A REQUEST FROM 39 CLUB FOR A TOWN COUNCIL REPRESENTATIVE TO SIT ON THEIR COMMITTEE AND MAKE RECOMMENDATION TO COUNCIL**

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

**98.1 To receive the Notes from the Youth Provision Steering Group Meeting held on the 22<sup>nd</sup> January 2020:**

Members received the Notes from the meeting held in January.

**98.2 Update on CREATE and to Note the re-allocation of BRTC Funding for 2019/20:**

Members **NOTED** the re-allocation of BRTC Funding for 2019/20 as per the Projects Officer's report.

**98.3 To consider a request from 39 Club for a Town Council Representative to sit on their committee and make recommendation to Council:**

Cllrs. Ms. A. Sharples and Cllr. Mrs. J. Warr both offered to represent the Town Council on the 39 Club Committee. However, as only one representative is required, Cllr. Mrs. Warr stepped aside in favour of Cllr. Ms. Sharples.

Members **AGREED** unanimously to make recommendation to Council to appoint a representative to the committee of the 39 Club.

Members further **AGREED** to **RECOMMEND** to Council for Cllr. Ms. Sharples to be considered as the Appointed Representative.

**99. TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND AND TO CONSIDER THE UTILISATION OF ANY REMAINING BALANCE OF THE 2019/20 BUDGET**

The Projects Officer confirmed there were no changes to the report as circulated and no further applications had been received.

A Member suggested that when considering a budget for the production of a leaflet as referred to previously under Minute 97.2.4, Members may like to consider utilising the Flexible Community Fund.

**99.1** Following comment, Members unanimously **AGREED** to **RATIFY** the grant to EcoSwap for £699, which was approved under the Delegated process following consultation with Members via Email.

**99.2** Members further **NOTED** the breakdown of balances for the 2019/20 and 2020/21 Flexible Community Fund.

**99.3** Members were asked to note that at the meeting of 23<sup>rd</sup> September 2019, (Min. 46.1 refers), Members **AGREED** to donate any residual funds at the end of the 2019/20 financial year to ROX.

Following comments, Members were asked to vote as to whether they would like to donate the remaining funds from the 2019/20 Flexible Community Fund of £490 to ROX or to carry the amount forward.

Members **AGREED** the remaining balance of £490 would be donated to ROX.

**100. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET v INCLUDING RATIFICATION OF ANY SPEND**

The Projects Officer confirmed there were no changes to the report as circulated.

A Member asked if the Playranger Event was not going to proceed due to the current restrictions, was it possible to investigate whether the event provider was able to provide an alternative type of entertainment, which adheres to the current guidelines, as it is a much needed resource for the residents of Pevensey Ward. The Projects Officer will undertake some research and report back and confirmed that the previously allocated funds would be available.

Members **NOTED** the breakdown of balances for the Ward Allocation budgets 2019/20 and 2020/21.

**101. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 16<sup>th</sup> JANUARY 2020**

It was proposed that when taking the vote to ratify the expenditure, that all four decisions be taken en bloc. The Chairman asked if there were any objections, that Members make this known during the debate.

A Member asked for it to be noted that he was happy to take the decision en bloc but would like to comment that he was disappointed to see more space was being taken up by planters at the station as detailed within the Bognor Regis in Bloom report.

Members unanimously **AGREED** to **RATIFY** the expenditure as detailed in the report.



**102. CORRESPONDENCE**

The Projects Officer confirmed there were no changes to the report as circulated and if Members required a copy of any of the listed items to email her.

***The Meeting closed at 7.37pm***