



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744 E-mail: [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

Dear Sir/Madam,

## **ONLINE MEETING OF THE POLICY AND RESOURCES COMMITTEE**

I hereby give you Notice that an Online Meeting of the Policy and Resources Committee of the Bognor Regis Town Council will be held at **6.30pm on MONDAY 26<sup>th</sup> OCTOBER 2020**

All Members of the Policy and Resources Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

The public will not be permitted to speak during the Meeting. However, an opportunity will be afforded to **Members of the Public** to have **Questions** put, or make **Statements** to, the Committee during an adjournment shortly after the meeting has commenced.

**NB: All Questions and Statements MUST be submitted in writing (preferably by email) and MUST be received by the Town Clerk before 9am on 26<sup>th</sup> October 2020.**

Online access to the Meeting will be via ZOOM using the following Meeting ID: [830-2771-6346](https://zoom.us/j/83027716346). The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

**DATED this 19<sup>th</sup> day of OCTOBER 2020**

**TOWN CLERK**

## **AGENDA AND BUSINESS**

1. Welcome by Chairman and Apologies for Absence
2. Declarations of Interest  
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.  
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 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
3. To Approve the Minutes of the Online Meeting held on 6<sup>th</sup> July 2020
  4. Adjournment for the Chairman to read public questions and statements submitted in accordance with the requirements noted above
  5. To receive the Clerk's report
  6. To receive the Town Force Report
  7. To receive the notes of the Online Heritage Partnership Board Meeting held on 10<sup>th</sup> September 2020
  8. Report from the Projects Officer on Town Centre Issues including any reports on meetings with the BID Management Board and further consideration of matters relating to the previous decisions taken regarding the Queensway planter replacement - Min. 144 refers
  9. To receive an update on roundabout maintenance and agree how to proceed - Min. 147 refers
  10. Councillor Training including review of training undertaken so far this year together with ratification of required expenditure; postponement of NALC Spring Conference (Min. 129 refers); and to consider suggestions from Cllrs. Brooks and Goodheart regarding future training to be provided
  11. To receive recommendations from the Online Meeting of the Events, Promotion and Leisure Committee held on 14<sup>th</sup> September 2020
  12. To consider the outcome of the COVID Seminar and agree next steps
  13. Rolling Capital Programme - to ratify expenditure of £1,117 plus VAT for Dell Latitude 15 Laptops
  14. To consider and if acceptable recommend to Council a change to the Standing Orders to enable members of the public to read their questions direct to Members if in attendance at the Zoom meeting
  15. To review the distribution and content of the 2020 Town Newsletter, following delay in publication due to COVID-19 pandemic, noting previous consideration by this Committee at the Meeting held on 25<sup>th</sup> November 2019 (Min. 99 refers)
  16. To note Earmarked Reserves as at 31<sup>st</sup> March 2020
  17. To consider a proposal for a grant to the West End Traders for Christmas lighting and agree any virement of funds
  18. To ratify release of the 2020-2021 2<sup>nd</sup> quarter grant to SCYP
  19. To receive request from Regis School of Music (RSM) to keep the proportion of the 2020 Grant Aid allocated to the RSM Summer Festival for the 2021 event
  20. Financial Reports including:
    - 
    - To note Committee I&E Reports for the month of August 2020 – previously copied to Councillors. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk/BR-Town-Council> (follow the link, click on Councillors, Strategic Documents and then the monthly I&E Reports can be accessed by clicking the appropriate box on the right of the page)
    - To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of June, July, August and September 2020, undertaken by the Chairman of

the Policy and Resources Committee in line with the Council's Financial Regulations

21. Correspondence
22. To resolve to move to Confidential Business (S.O. 3.d) - (contractual)
23. Town Force: Note of outstanding debtors
24. To consider the recommendations arising from the Joint Consultative Sub-Committee (Staffing) Meeting held on 15<sup>th</sup> September 2020

Agenda item **23** and **24** will contain confidential items and require a resolution to exclude public & press.

**ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY**



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## **MINUTES OF THE ONLINE POLICY AND RESOURCES COMMITTEE MEETING**

**HELD ON MONDAY 6<sup>th</sup> JULY 2020**

### **PRESENT ONLINE:**

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, A. Cunard, J. Erskine, S. Goodheart (part of meeting), H. Jones, Ms. A. Sharples, Mrs. J. Warr and P. Woodall (from Min. 140)

### **IN ATTENDANCE ONLINE:**

Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Deputy Clerk)  
Mrs. J. Davis (Civic & Office Manager and Meeting Host)  
1 member of the public (Online for part of the meeting)

*The Meeting opened at 6.30pm*

### **139. WELCOME BY CHAIRMAN 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, live streamed via Facebook 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.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

There were no apologies for absence from Cllr. Woodall.

### **140. 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 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. Cunard declared an Ordinary Interest in Agenda item 8 as the owner of Post Newspapers, a previous sponsor of a roundabout***

***Cllr. Goodheart declared an Ordinary Interest in Agenda item 13 due to his involvement with Rox***

***Cllr. Woodall joined the Meeting and apologised for being late***

**141. TO APPROVE THE MINUTES OF THE MEETING HELD ON 3<sup>rd</sup> FEBRUARY 2020**

Members noted that Cllr. Mrs. Warr abstained from the vote as she was not present at the previous meeting.

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 3<sup>rd</sup> February 2020 and these were signed by the Chairman.

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

The Chairman informed Members that there had been no correspondence received from members of the public regarding items on the Agenda.

However, it was noted that questions had been received from a Councillor not on this Committee and the Chairman stated that, as he had notified to all Members previously, he would be responding to the Member by email, copied to all.

For transparency, the questions received were as follows: -

Does the Chairman agree that many of the items on this evening's Agenda, particularly Item 7 - BID proposals, should first be discussed by our E,P&L Committee which has responsibility under its Terms of Reference which include: -

Promotion and protection of the Brand image including advertising campaigns  
Working in partnership with others to promote the Bognor Regis Brand  
Determining the Town Council's Events Strategy

and that a meeting of E, P&L should be arranged quickly so that items which fall under the E,P&L Committee's Terms of Reference can be properly discussed by Members and recommendations made?

Also, is the Chairman aware that there is a Town Council policy in place for the colour of all our street furniture and which, following successful negotiation, was also adopted by WSCC for all its lampposts throughout our Wards and beyond. If changes are to be made to the colour of planters or other items of street furniture owned by us, then shouldn't this policy first be reviewed?

Regarding Agenda Item 5.

Is the Chairman aware that the previous Council agreed that all our roundabout, verge and planter signs, whilst unsponsored, would carry signage promoting our 2 Hour Free Parking Scheme and will he now look at why this has not happened, and how we can make it happen, given the importance of promoting businesses in our Town at this time?

Regarding Item 7.

Is the Chairman aware that an enormous amount of work was done on the actual cost to Arun of the 2 Hour Free Parking Scheme. This included installing meters in two car parks which are still operational. With the data collected we showed that Arun Council had grossly overestimated its costs in lost ticket sales which in turn saved our Town Council around £90,000 over 5 years before BID took over responsibility for the scheme.

Given it is a BID priority to extend free parking and it has recently been awarded £57,000 of extra Government funding to boost business during Covid19, is the Chairman satisfied that a contribution of £3,250 from Town Council funds is both justified, and based on actual likely parking ticket losses, properly negotiated with Arun Council?

**143.** The Chairman proposed, and Members **AGREED**, in accordance with Standing Order 10(a)(vi), to change the order of business for this Meeting and take Agenda item 7 next, to enable the planters situation to be resolved prior to discussing West Street as referred to in the Town Force report.

**144. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD AND RATIFICATION OF CONTRIBUTION TO EXTENSION OF CAR PARKING DISC SCHEME**

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

Prior to moving to the numerous decisions detailed in the report, the Chairman invited Members to speak on the proposals within the scoping report from the BID, with the following comments made:

- What other locations for the grey planters had been considered and, if the Community Gardeners had not already been approached, could these be used by them at the Sunken Gardens?
- The colour scheme of the planters is out of keeping with the rest of the Town and does not align with the Victorian or green themes;
- It was confirmed that it was the BID's proposal to change the planters and the cost would not fall to the Town Council;
- The use of banners in Queensway should be seen as a way of promoting opportunities and events;
- Members questioned the number of hanging baskets in Queensway that would be replaced by banners, as the report referred to "some". Furthermore, it was suggested that 50% would be an appropriate amount.

**144.1** Members **AGREED** the proposal that the BID replace the existing BRTC owned grey plastic planters in the Queensway.

**144.2** Having agreed to the replacement of the planters Members further **AGREED** that the new planters are "gifted" to the Town Council to replace the existing ones with the BID covering the full cost of purchase, delivery and installation of the new planters and for BRTC to continue to plant and maintain as per the existing Baseline Service Agreement.

- 144.3** With regard to the future of the grey planters Members **AGREED** that these should be relocated within the Town with re-siting costs covered by the BID.
- 144.4** Members unanimously **AGREED** the proposal to work with the BID to produce banners on a seasonal rotation throughout the Town.
- 144.5** Having agreed to work with the BID to produce banners on rotation, Members further **AGREED** to fund the Gateway Banner sites at a projected cost of £1,210 plus VAT. It was further **AGREED** that this should be funded through the use of the Promotions Earmarked Reserves.
- 144.6** Members **AGREED** the proposal to replace up to 50% of the hanging baskets in the Queensway with Banners and furthermore, **AGREED** that this should be executed by the BID under the Town Council's current Third-Party Agreement with SSE.
- 144.7** Members unanimously **AGREED** that Officers should liaise with the BID regarding a contract with them to reflect these decisions.
- 144.8** With regard to the ratification of the contribution to extend the Parking Scheme from 2 to 3 hours, the Town Clerk updated Members that just before the meeting, an email had been received from the BID Administrator to notify that ADC had rejected the proposal to extend the scheme. However, as the decision had already been taken via email, the ratification would proceed so that, in the event that circumstances change, any decision could still be implemented.

A Member also queried how this would be funded and, after a brief debate, it was confirmed that, as stated in the original email to Committee Members and also in the report, it was intended to fund this through the unused Events 2020 budgets.

Members **RATIFIED** the contribution of £3,250 from the Town Council for the extension of the Parking Scheme, with the decision having been taken via email due to the urgency of the decision.

**145. TO RECEIVE THE TOWN FORCE REPORT**

The Town Force Manager's report was **NOTED**.

Prior to moving to the decisions detailed in the report, the Chairman invited Members to speak, with the following comments made:

- With regard to a discount to sponsors, this could assist local businesses and promote loyalty to the Council;
- Graffiti is a big issue that needs addressing;



- The Town Council's Corporate Strategy includes a desire to improve civic pride and graffiti has an impact on this;
- The planters in West Street could brighten the area, gain sponsorship income and assist local residents with the issue of parking on pavements.

**145.1** Following discussion Members unanimously **AGREED** to revisit, and therefore reinstate, the "Clear All" approach for graffiti.

**145.2** Members **AGREED** the consideration of a discount for planting sponsors in light of the COVID pandemic and furthermore, **AGREED** that this should equate to one quarter or three months charges.

**145.3** With regard to the possibility of planters located in West Street, Members unanimously **AGREED** that WSCC should be approached regarding permission and furthermore, Members **AGREED** that the planters should be filled with shrubs with the Accountant asked to identify funding to meet any additional costs.

**146. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD ON 5<sup>th</sup> FEBRUARY 2020 AND A REPORT FROM THE ONLINE MEETING HELD ON 10<sup>th</sup> JUNE 2020**

The Deputy Clerk's report, which included the notes and recommendations from the Heritage Partnership Board Meeting held 5<sup>th</sup> February 2020 and the report from the Online Meeting held on 10<sup>th</sup> June, was **NOTED**.

**146.1** Members unanimously **AGREED** that the Town Council should initially set up a Twitter and Instagram account on behalf of the BRHPB and pass administration to them for the day to day running.

**146.2** Members unanimously **AGREED** that a decision regarding an Ambassador Scheme be deferred due to the ongoing COVID restrictions.

**147. TO RECEIVE A REPORT ON CHANGES TO THE SPONSORSHIP OF THE ROUNDABOUTS AND AGREE HOW TO PROCEED**

The Town Force Manager's report was **NOTED**.

Prior to moving to the decisions detailed in the report, the Chairman invited Members to speak, with the following comments made:

- The loss of the roundabout sponsorship is a major blow for the Town and may have serious impacts on the budgets;
- That sponsorship is increasingly difficult to secure and the impact of COVID-19 may make this more problematic;

- That an alternative for costly planting could be for only undertaking required grass cutting to ensure the roundabouts are safe with wildflower seeds sown;
- With regard to the Billy Bulb mascot, caution was urged about how much should be spent on this;
- The mascot is very popular with locals and visitors;
- An alternative home may be difficult to find and what would happen until another location is secured as he has to be kept under cover.

**147.1** Members fully debated the issue of the changes to the roundabout sponsorship arrangement with WSCC and subsequently **AGREED** to Option 1: namely to continue maintaining the same, high standard of the roundabouts without changing Town Force practices (fortnightly grass cutting in the growing season, less frequent cuts for the rest of the year, grass collected and disposed of as green waste) with the Town Council funding any shortfall.

**147.2** With regard to the storage of Billy Bulb, Members **REJECTED** the proposal for the continuation of storage at the current location at a cost of £1,036 plus VAT. It was noted that the matter would now be referred to the Events, Promotion and Leisure Committee at the next meeting for a decision to be taken as to the future storage of the mascot.

**148. TO APPROVE THE SIGNING OF THE HEALTH & SAFETY POLICY STATEMENT FOLLOWING THE ANNUAL HEALTH & SAFETY INSPECTION BY ELLIS WHITTAM, THE ACTION PLANS FROM WHICH WERE RECEIVED BY THIS COMMITTEE AT THE MEETING HELD ON 25<sup>th</sup> NOVEMBER 2019 - MIN. 104 REFERS**

The Deputy Clerk's report, including the Policy Statement, was **NOTED** and Members subsequently **NOTED** that this would be signed by the Chairman of the Policy and Resources Committee.

**149. TO RATIFY RELEASE OF 2020-2021 PARTNERSHIP FUNDING FOR CCTV, BOGNOR REGIS SEAFRONT LIGHTS (YEAR 3 OF 3), BUSINESS WARDENS, SCYP GRANT 1<sup>st</sup> QUARTER AND TO CONSIDER REQUEST FROM BOGNOR REGIS SEAFRONT LIGHTS TO CONTINUE THE PARTNERSHIP FUNDING FOR A FURTHER 3 YEARS**

*Cllr. Mrs. Warr declared an Ordinary Interest as a member of the Bognor Regis Seafront Lights Committee (BRSFL)*

The Deputy Clerk's report was **NOTED**.

Prior to moving to the decisions detailed in the report, the Chairman invited Members to speak, with the following comments made:

- The current arrangement with BRSFL had worked well but should the Committee consider increasing the annual grant to keep pace with inflation. The organisers are providing a service to the Town and that without them the burden would likely fall to the Town Council;
- Other community organisations have not benefitted from a longer-term agreement and maybe the Committee should consider these groups before offering a new agreement to BRSFL;
- A Member stated the importance of seafront lights and how they demonstrated that the Town is “open for business”. It was therefore suggested that, as had been mentioned at previous meetings, BRSFL organisers be asked once again to consider leaving the lights on for longer during the winter. However, caution was urged by a Member on continuing to push this point as they have, on numerous occasions, rejected the proposal;
- A suggestion was made that a one-off additional grant of £5,000 be made to the BRSFL;
- It was confirmed by the Town Clerk that the request from BRSFL stated that they were looking for “ ...exactly the same terms, and conditions for the same amount”.

**149.1** Members **RATIFIED** the contribution of £2,000 for CCTV.

**149.2** Members **RATIFIED** the contribution of £9,000 to Bognor Regis Seafront Lights (BRSFL), noting that this was the final payment of the 3-year agreement.

**149.3** Members **RATIFIED** the contribution of £10,000 for Business Wardens.

**149.4** Members **RATIFIED** the contribution of £2,500 as the first quarter payment to Sussex Clubs for Young People towards CREATE activities.

**149.5** Having noted that the payment made to BRSFL was the final of a 3-year agreement, Members **AGREED** to the request from BRSFL for the continuance of their previous agreement for a further 3 years on the same terms and conditions, with Cllr. Mrs. Warr abstaining from the vote due to her previously declared Interest.

**150. ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE OF £1,580 PLUS VAT FOR 3 LAPTOPS AND A MONITOR AND £1,856.23 PLUS VAT FOR A MOBILE TOWER UNIT**

The Town Clerk’s report was **NOTED**.

**150.1** Members unanimously **AGREED** to **RATIFY** expenditure of £1,580 plus VAT for 3 laptops and a monitor.

**150.2** Members unanimously **AGREED** to **RATIFY** expenditure of £1,856.23 plus VAT for a Mobile Tower Unit, the purchase of which was agreed at the Committee Meeting held on 3<sup>rd</sup> February 2020 (Min. 121.2 refers).

**151. TERMS OF REFERENCE CLIMATE CHANGE TOPIC TEAM RECOMMENDATION FROM CE&E MEETING 22<sup>nd</sup> JUNE 2020, MIN 97.2.1 REFERS**

The Town Clerk's report, which included the circulated Terms of Reference for the Climate Change Topic Team, was **NOTED** and Members subsequently unanimously **AGREED** to **RECOMMEND** the Terms of Reference to Council.

*Cllr. Goodheart having previously declared an Ordinary Interest in the following item, restated his Interest and left the Meeting for the following item*

**152. ROX GRANT - REQUEST FOR CHANGE OF USE OF FUNDS AWARDED THROUGH GRANT AID**

The Town Clerk's report was **NOTED**.

Having discussed the issue, Members **REJECTED** the request from ROX to retain their Grant Aid 2020 funding. However, it was **AGREED** that terms be offered to ROX such as those afforded to other recipients and as agreed at the Town Council Meeting held on 8<sup>th</sup> June 2020 (Min. 227 refers) namely:

- i) That the funds may be earmarked for release in 2021, without the need for resubmission of a full application but would instead be subject to receipt of written confirmation that the event/project would be going ahead in 2021, together with confirmation of the procedures to be adopted in line with any COVID-19 related Government guidelines in place at that time;
- ii) If they were able to schedule an event/project before April 2021, they would be able to access their funding upon request to the Town Clerk.

**Note:** Subsequent to the Meeting it was noted that the cheque sent to ROX for their Grant Aid 2020 award had not been received and the re-issue of a replacement was being held until the above decision had been made, with the ROX organisers aware of the situation.

*Cllr. Goodheart rejoined the Meeting*

**153. FINANCIAL REPORTS INCLUDING:-**

**153.1 To note Committee I&E Reports for the month of May 2020 - previously copied to Councillors**

The Town Clerk's report, including the highlighting of where details of the unused Events Budget for 2020/21 could be found, was **NOTED**.

Members **NOTED** receipt of the financial reports for the month of May 2020.

- 153.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January, February, March, April and May 2020, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations**

The verification of bank reconciliations as detailed was **NOTED**.

- 154. CORRESPONDENCE**

The Committee **NOTED** receipt of correspondence as detailed in the lists.

- 155. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) - (CONTRACTUAL)**

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw with broadcasting live to Zoom and social media streaming also terminated (S.O. 3d) - Agenda item 17 (contractual).

- 156. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS**

The Committee **NOTED** the list (confidential) and the update as provided by the Town Clerk.

***The Meeting closed at 8.21pm***

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE - 26<sup>th</sup> OCTOBER 2020**

**AGENDA ITEM 6 - TO RECEIVE THE TOWN FORCE REPORT**

**REPORT BY TOWN FORCE MANAGER**

**FOR INFORMATION  
& DECISION**

**Removal of weeds from Highway land**

A request has been received from a member of the public to remove weeds from the paved splitter islands along the A29, namely the Squareabout and Orchard Way roundabout, which are within the Town Council's area. WSCC Highways, the landowners, had already been contacted and concluded that the vegetation, whilst unsightly, is not presenting a safety hazard and therefore will not be cleared. Town Force will carry out a one-off weed clearance, but Members may wish to consider tasking Town Force with regular visits to keep on top of the problem.

**DECISION**

Do Members **AGREE** for Town Force to undertake regular clearance of weeds from the paved splitter islands around the Squareabout and Orchard Way roundabout? If Members are minded to **AGREE** then a suitable budget will need to be identified.

**Queensway planters**

Town Force moved the grey planters out of Queensway in preparation for arrival of the new coloured pots and assisted the BID with subsequent installation and planting. Due to the new pots arriving earlier than anticipated and with extremely short notice, the grey planters had to be moved to a temporary location in Bedford Street. An onsite meeting with the Chairman of P&R will be scheduled to discuss relocation of some of the grey planters to West Street as it is believed there may be some resistance from the businesses there. The Health Centre has also expressed an interest in having 4 of the grey planters, replacing the 4 wooden ones currently there which are in poor condition.

Regrettably, there have already been two incidents of the coloured planter pots being pushed over despite each pot weighing nearly a ton. The BID Coordinator is following this up with the Police.

**Town Force vehicles**

All vehicles have been serviced.

The Ford Transit had a door repaired and ignition switch replaced.

The Escort and cherry picker passed their MOTs. Some advisories came up for the cherry picker and these will be dealt with next week.

The cherry picker has also passed its 6 monthly LOLER inspection.

**Town Force unit**

The Town Force Manager has met with the newly appointed Managing Agents at the unit. Concerns were raised about the padlocked fire exit and other outstanding matters which the Managing Agent gave assurances would now be dealt with.

A problem occurred with the burglar alarm a few weeks ago which led to the discovery of vandalism of the security lights in the alleyway behind the yard. At the same time, it was noticed that there was a new combination padlock on the gates. This was of concern as the alleyway is a designated fire exit. Contact was made with the Managing Agents and neighbouring units and it turned out that nobody knew where the padlock had come from or what the code was. Together with the vandalised lights, this seemed suspicious but luckily there were no signs of attempted break-ins or thefts. Town Force were successful at their attempts to open the combination padlock, so the code was changed and shared with the relevant parties. The padlock will remain in-situ until the Managing Agent arranges installation of a fire escape complaint mechanism.

### **Seafront showers (x 5)**

As no specific instructions had been received from Arun DC as to enhanced cleaning of the showers during the pandemic, three showers were eventually turned on.

There has been no further progress on re-connecting water supply to the two showers by the Pier, but Members might wish to note that there have been no complaints from the public. Town Force found out that the Seafront Concessions do have running water from the mains and our proposal to tap into this water supply has been put to Arun DC.

### **Seafront decking**

To date no licence has been received and the matter will continue to be raised with the relevant Officers at ADC together with licences for the Beacon and the seafront showers.

### **Planting**

Plant changeover went smoothly and winter bedding as well as bulbs have been planted in all areas. Winter hanging baskets will be going up at the Station shortly. The summer baskets in Queensway and Aldwick Road and the troughs along the seafront will remain in-situ for as long as possible.

### **Sponsored planters**

1 Year Renewals: Unique Promotions, and Extra Mech Services.

3 Year Renewals: AC Lettings and Henry Adams (now merged).

New Sponsorship: AC Lettings and Henry Adams x 2 planters, Southernbrook Lettings x 2 planters, Enticott Plumbing x 1 planter, Hart Plumbing x 1 planter, Wes Building & Landscaping Solutions Ltd x 1 planter.

Mays Estate Agents have moved from Butlin's roundabout to Upper Bognor Road planter.

WSCC Highways instructed us to remove the Southern Cross Planter to allow for construction of a cycle path to commence in September. Following detailed talks with Highways and Wiley (the sponsor) about an alternative location for the planter, regrettably, there was no suitable site nearby that would satisfy Highways as well as Wileys. Town Force ended up removing the planter and storing it at the yard until Highways give permission to install the planter on the northbound side of Felpham Way, just before the Leisure Centre roundabout. Wileys have been refunded.

F&G Transport sign will be moved from Rowan Way roundabout to the Shripney Road Central Reservation on the next planned maintenance visit.

Vacant planters: 2 x A29 / Orchard Way planters, 2 x Durban Road planters.

### **Travis Perkins**

Annual contract for grass cutting and weed spraying has been secured.

### **Graffiti Agreement with Arun DC**

The Agreement, worth £1,600, was finalised in August and lasts until the end of the financial year. A review will be undertaken in January.

### **Odd Jobs for 3<sup>rd</sup> parties (extra revenue)**

Members may wish to note that despite the lockdown, year on year income from Town Force activities has increased.

- \* South Bersted Primary school – Major works to the play equipment;
- \* Felpham Parish Council – Topcoat to seafront lamp posts, painting of solar lamp posts, repairs and painting of two bus shelters;
- \* Arun DC – Inspection of Arcade hanging baskets using the mobile scaffold tower / adjusting the irrigation system / spacing out good hanging baskets, removal of graffiti from various sites;
- \* Middleton-On-Sea Parish Council – Weekly tree watering, graffiti removal and misc. work on Shrubbs Field;
- \* Picturedrome Cinema – Removal of weeds;
- \* Bognor Pier Company Ltd - Weekly inspections of vacant premises, site set up for the canopy glass contractor, roof inspection, gutter clearance and several minor jobs.

### **Examples of other jobs**

In addition to the routine jobs, Town Force have installed various posters to the Seafront Shelters, fixed wreaths to the War Memorial after VJ Day ceremony, delivered scripts to Members (and continue to do so), had cheques signed (and continue to do so), installed / removed various sponsor signs, dealt with a range of graffiti and flyposting and completed odd jobs at the allotments.



**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE - 26<sup>th</sup> OCTOBER 2020**

**AGENDA ITEM 7 - TO RECEIVE THE NOTES OF THE ONLINE HERITAGE  
PARTNERSHIP BOARD MEETING HELD ON 10<sup>th</sup> SEPTEMBER 2020**

**REPORT BY DEPUTY CLERK**

**FOR INFORMATION**

The Notes of the online meeting of the Heritage Partnership Board held on 10<sup>th</sup> September 2020 are attached as **Appendix 1**.

Members are asked to note the following intentions of the Board as referred to in the notes:

- i) Launch an online version of the booklet for the Novels that refer to Bognor Regis
- ii) That approaches will be made to invite two new members onto the BRHPB and, if accepted, then make recommendation for their appointment
- iii) That the BRHPB will request to utilise available Seafront Poster sites to promote the Heritage Trails and make a request to BRTC through the appropriate channels

**DECISION**

Members are asked to **NOTE** the notes of the Meeting held on 10<sup>th</sup> September together with their intended actions.

**ONLINE MEETING OF THE**  
**BOGNOR REGIS HERITAGE PARTNERSHIP BOARD**  
**ON 10<sup>th</sup> SEPTEMBER 2020**

**Present:**

Ken Blamires (KB) - Chairman, Irene Campbell (IC) - Community Volunteer, Cllr. Sandra Daniells (SD) - BRTC, Sylvia Endacott (SE) - Local Historian, Cllr. Steve Goodheart (SG) – BRTC from Item 4, Margaret Murphy (MM) - ADC Tourist and Development and Cllr. Wayne Smith (WS) BRTC

**In Attendance:** Sheila Hodgson (SH) - BRTC  
Glenna Frost (GF) - BRTC

**Apologies:**

Howard Dicks (Bognor Regis Museum), Martyn White (ADC Conservation Officer) and Paul Wells (Bognor Pier Trust)

*Meeting opened at 2.30pm*

**1. CHAIRMAN'S INTRODUCTION AND WELCOME**

The Chairman welcomed everyone to the meeting.

The Chairman reported that unfortunately Sue Harris had resigned from the Board due to personal reasons. Sue had been a much-valued member of the Board and will be missed. The Chairman has sent a letter to Sue thanking her for all her hard work, input and contribution to all the projects undertaken.

**2. TO APPROVE THE MINUTES OF THE PARTNERSHIP BOARD MEETING HELD ON THE 5<sup>th</sup> FEBRUARY 2020**

The Notes of the meeting held on 5<sup>th</sup> February 2020 were accepted as a true record.

**3. MATTERS ARISING**

**Item 5**

At the informal online meeting of the BRHPB on the 10<sup>th</sup> June 2020, it was agreed to defer the unveiling of the Blue Plaque for Mary Wheatland until 2021. It was suggested that an appropriate alternative date of 1<sup>st</sup> June 2021 be considered when making arrangements.

**Item 6**

At the informal online meeting of the BRHPB on the 10<sup>th</sup> June 2020, it was agreed to cancel the plans to take part in the Heritage Open Day Event, which included holding a Literary Festival. The event was due to take place during September 2020 but due to the COVID-19 restrictions, only online exhibitions are permitted.

**Item 7**

SH reported that she was still chasing permissions from Arun District Council to install the additional Interpretive Signage Board on the Promenade.

## **Item 9**

Following recommendation to the Town Council's Policy and Resources Committee, it has been agreed that the Town Council will set up an Instagram Account on behalf of the BRHPB and pass administration to the BRHPB for the day to day running.

Following recommendation to the Town Council's Policy and Resources Committee to consider administering an Ambassador Scheme, it was agreed that this item be deferred due to the current COVID-19 restrictions.

### **4. UPDATE ON FICTION NOVELS THAT REFER TO BOGNOR REGIS**

KB reported that Vinco Marketing have begun work on developing a PDF booklet suitable for online publication. He asked if anyone was able to assist sourcing two high resolution photographs, one of Birdman and one of the Pier that included the 1960's train. SE is able to supply these and will forward.

The BRHPB were asked if they wished to commit funds to producing a hard copy version of the booklet at this time, at a cost of £1,500 for two thousand booklets. Following discussion, it was agreed to launch an online version of the booklet in the first instance and to look at promoting this via poster sites. It was further agreed to have hard copies available when it is possible to re-schedule the proposed Literary Festival and to also look at obtaining cheaper quotes for producing the booklets when the time comes.

### **5. UPDATE ON PROMOTIONAL VIDEO FOR TRAILS**

MM showed a short promotional video she had produced with IC and KB which she has uploaded to YouTube. Currently the post is unlisted and not in the public domain. The promotional video highlights the heritage of Bognor Regis. It lasts for 1 minute 41 seconds and directs the viewer to the Heritage Partnership Board Website. SD confirmed that the video does not contravene any copyright regulations and can be promoted to a wider audience. Further videos will be produced of the Blue Plaques and other trails in due course to continue the promotion of the Heritage Partnership and the Trails.

MM reported that the number of Facebook followers has risen from 108 to 283. It was agreed that the Facebook page should stay focused on heritage and not get sidetracked.

### **6. REVIEW OF BUDGETS AND ANY FUNDING REQUIREMENTS GOING FORWARD**

Members of the BRHPB **NOTED** the remaining balance of £4,205.48.

Following discussion, it was agreed that there was no requirement for additional funds at this stage and funding opportunities would be considered as appropriate to any new projects.

### **7. RECRUITMENT**

With the resignation of Sue Harris, the Chairman asked if it would be pertinent to consider expanding Membership of the Board. A couple of names were put forward and SH was asked to make a formal approach to them on behalf of the

BRHPB. In future, when the BRHPB consider any new project, others with relevant skills and knowledge will be approached to join.

## **8. RECOMMENDATIONS TO THE BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE**

The Bognor Regis Town Council's Policy and Resources Committee are asked to note the BRHPB's intentions:

1. To launch an online version of the booklet for the Novels that refer to Bognor Regis
2. That approaches will be made to invite two new members onto the BRHPB and if accepted then make recommendation for their appointment
3. That the BRHPB will request to utilise available Seafront Poster sites to promote the Heritage Trails and make a request to BRTC through the appropriate channels

## **9. ITEMS FOR FUTURE AGENDA**

Items for future Agenda included:

Consideration of involvement of project related to the Picturedrome

Virtual Walking Festival

Promotion of the BRHPB and Logo

## **10. DATE AND TIME OF NEXT MEETING**

A meeting will be scheduled in November in liaison with the Chairman. SH will circulate the details.

*Meeting closed at 3.55pm*

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE - 26<sup>th</sup> OCTOBER 2020**

**AGENDA ITEM 8 - REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD AND FURTHER CONSIDERATION OF MATTERS RELATING TO THE PREVIOUS DECISIONS TAKEN REGARDING THE QUEENSWAY PLANTER REPLACEMENT - MIN. 144 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

**BID Board Meeting**

A BID Board Meeting was held on the 8<sup>th</sup> October 2020 and the following issues were discussed:

**BCRP Update**

A report was circulated detailing BCRP incidents, crime reporting figures from DISC for September and a Police/Local issues update.

**Space To Campaign**

This has now been delivered and considered to be successful. The campaign was a focussed response to the decimating effect of Covid-19 on the High Street that was launched at the height of the summer with the aim of responsibly attracting visitors to Bognor Regis.

**Halloween**

In response to the current Covid situation, the BID has developed a strong online campaign with an environmental message. The campaign points to 21 different types of businesses and tags specific businesses in Bognor Regis within each type.

**Fiver Fest**

This will be the second Fiver Fest for Bognor Regis in 2020 and part of a national campaign. The campaign runs 10<sup>th</sup> - 24<sup>th</sup> October 2020.

**Christmas**

Key elements of the campaign were circulated but the overall message is to deliver a memorable experience in the town centre whatever Covid-19 restrictions are in place and it is imperative that the community still see the town centre as a relevant place to go.

**BRindies (Bognor Regis Independents)**

A new campaign inspired by an initiative from Reading BID. It's about the story behind the businesses and encouraging partnerships between the independents. The Halloween campaign will serve as an indicator with the intention of working on a long-term project to go live in January 2021.

## **General Market**

The market continues to operate within the Covid Assessment and legislation with 8 stalls allowed as a maximum. Concern was raised over peddlers who are breaching the Covid rules and the fact that there appears to be little enforcement by the Police.

## **Welcoming Town**

The new planters have been installed in the Queensway and the initial feedback has been predominantly positive. There has been some backlash on social media sites aimed at the recent acts of vandalism. The perceived lack of interest by the Police to try and identify the culprits was criticised by the BID Directors especially as a large sum of public money was recently spent on upgrading the CCTV in the area and that it appears no one can be bothered to look at it. Other projects relating to the Welcoming Town are in hand.

## **Bognor Regis Place Branding**

There was a great deal of positivity around this. Although the stewardship is still to be determined the BID are keen to work closely with the Bognor Regis Regeneration Board and other compatible thinking stakeholders to make this work. Butlin's have already given their support to the project. This item will be discussed in greater detail at the next Director's Meeting to ensure greater understanding and that the BID objectives align with the shared values.

## **Footfall**

Whilst footfall figures show a decrease compared to previous years, Bognor Regis continues to be less affected than other comparison locations. In the two months of the "Space To" campaign, Bognor Regis saw 6% less of a drop than the High Street Indices for coastal towns.

## **Administration**

The team continue to send out regular information and updates to businesses in relation to Covid-19 and the BID remain in regular contact with ADC. With the demise of the Post newspaper, E-newsletters for public and businesses are created on a regular basis and shared on a variety of social media channels.

The next full board meeting is scheduled for the 3<sup>rd</sup> December 2020.

## **Queensway Planters**

Members will recall that at the previous meeting, having received and considered a Scoping Report from the BID, it was agreed to work in partnership with them on replacing the planters in Queensway (Min. 144 refers).

The original timescale was for delivery in October, but on 9<sup>th</sup> September the BID advised that unfortunately, despite their explicit instructions, the delivery was being brought forward to September. The Town Force team assisted in every way possible and rearranged their work to facilitate the siting and planting up of the new pots. However, this change in the timescale resulted in the agreement between the BID and BRTC not being confirmed and signed off before the installation took place. This was clearly not an ideal situation but unfortunately was unavoidable due to the delivery of the new planters being completely out of the Town Council's (and the BID's) control.

However, the BID Administrator has been advised that no commitment of work should be made regarding the other proposals in the Scoping Report that Members took decisions on, until the Agreements for those projects has been signed off by the Town Clerk.

Discussions on the Queensway Planters Agreement is continuing but this situation has thrown up several issues, including those shown below, which Members need to consider:

#### Relocation of Grey Planters and charges for removal

As Members will recall it was agreed at the July Committee Meeting that the old grey planters should be relocated within the Town with re-siting costs covered by the BID (Min. 144.3 refers). Subsequently, the Committee also agreed that planters should be located in West Street (Min. 145.3). Details of this decision by way of an extract of the Minutes of the meeting were forwarded to the BID on Friday 10<sup>th</sup> July 2020 by email.

Discussions were already underway about the possibility of some of the grey planters being relocated to the Health Centre and other suggestions around the Town had also come forward. Unfortunately, due to the shorter timescale it was not possible to coordinate the relocation to the new proposed sites with the delivery and installation of the new planters. The BID therefore arranged for the old grey planters to be temporarily housed on private land in Bedford Street. The BID has therefore been charged for the Town Force time for the installation of the new planters and relocation of the grey planters to Bedford Street. However, the BID has queried the second element of the invoice, in relation to the Bedford Street re-siting, as they do not feel that they are liable for the costs of the grey planter relocation if they are not to take ownership of these old planters.

Members are referred to Section 7 of the Scoping Report (attached as **Appendix 1**). The BID Administrator has advised that the reference in paragraph 1 to "The BID would cover the costs of transportation of the grey planters from their existing location to the proposed location" only applies if the ownership of the grey planters is transferred to the BID.

The decision taken at the previous Meeting as a result of the Scoping Report, whilst stating that the grey planters should be relocated within the Town, did not address the future ownership (Min. 144.3 refers).

It should be noted that had the Town Council been able to coordinate the re-siting with the delivery of the new planters, this element would not have been charged to the BID. Furthermore, as and when the relocation to the new sites is confirmed and implemented, the BID will not be charged for the time to relocate again.

#### Alternative proposal for some or all of the 11 grey planters

The following communications have been received from the BID Administrator with suggestions and comments regarding sites for relocation of the old grey planters:

Email: 11<sup>th</sup> September 2020

The BID Administrator advised that the owner of the land in Bedford Street, where the grey planters have been relocated to, had given open ended permission for them to stay there, and the Community Gardeners are really keen to work with them. The Administrator stated that personally she would love to see them enhanced artistically, working with local artists and groups, before they're replanted or relocated. This would also present an amazing opportunity to incorporate some of the core values from the Place Branding for Bognor Regis. The Town Clerk responded that this proposal would need to come before this Committee and requested further details, which were provided by email on 17<sup>th</sup> September, a summary of which is attached as **Appendix 2**.

Members are also asked to note the comments in the summary (as underlined) regarding opposition to the relocation of some planters to West Street, as agreed at the previous meeting.

Email: 23<sup>rd</sup> September 2020

Several businesses in upper London Road have asked whether the BID could do anything to both a) make it more attractive and b) stop people parking on the pavement. As a two-for-one solution, would it be possible to explore siting some of the grey (or decorated) planters in that area, please? It is appreciated that it will need WSCC permission but would be much appreciated by the indie businesses up there!

Whilst the discussions about the details about the agreement continue, there are several matters that Members need to give consideration to as follows: -

**DECISIONS**

With regard to the 11 grey planters currently located in Bedford Street (3 concrete and 8 plastic), and the Committee's previous decision that these should be relocated around the Town, how do Members **AGREE** to proceed, considering the various proposals that have been either previously agreed or are now suggested by the BID Administrator:

- a) Number and type for West Street (under ownership of BRTC) - with Town Force to do all future maintenance etc;
- b) Number and type for the Health Centre (under ownership of BRTC) - with Town Force to do all future maintenance etc;
- c) Number, type and whether grey or decorated as per the BID Administrator's email, for upper London Road (subject to WSCC approval and under ownership of BRTC) - with Town Force to do all future maintenance etc;
- e) Number and type to remain in Bedford Street (under ownership of the BID) - with future maintenance, usage and decoration to be organised and funded by the BID.

Do Members **AGREE** to make any comment or decision regarding the charges invoiced to the BID regarding the relocation of the grey planters to Bedford Street?



BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE - 26<sup>th</sup> OCTOBER 2020

AGENDA ITEM 8 - UPDATE TO REPORT REGARDING PLANTERS

REPORT BY THE DEPUTY CLERK

FOR DECISION

As Members will have read in the previously circulated report, decisions need to be taken regarding the utilisation of the planters that were removed from Queensway which included 3 green concrete ones and 8 grey plastic ones. Furthermore, Members will have noted that the BID has asked for any unwanted ones to remain in Bedford Street.

Further investigations have now identified the following regarding the West Street, Health Centre and upper London Road locations.

West Street

This Committee has already agreed that planters should be placed in West Street and it has now been confirmed that it would be appropriate to install 3 at this location. It is therefore recommended that the three concrete ones are installed here. This would also be in accordance with the proposal from the BID.

Health Centre

It has been the intention to replace the 4 wooden ones currently in this location which are in a state of disrepair and therefore, the recommendation is to use 4 grey plastic planters at this location.

London Road - upper end

Subject to WSCC permission, in the opinion of the Town Force Manager, it is possible to site all of the 4 remaining plastic planters in this area and this is therefore recommended to the Committee.

The distributions as stated above are in accordance with the Committee's previous decision that the planters should be relocated within the Town (Meeting held 6<sup>th</sup> July 2020 - Min. 144.3 refers) but does result in no planters being retained in Bedford Street.

Therefore, the amended decision to be taken at the Meeting is whether to accept the recommendations above.

Members should note that a decision regarding working with the BID on an arts project to decorate all of or some of these 11 planters will still need to be considered at the Meeting.

**UPDATED DECISION**

Do Members **AGREE** with the recommended utilisation of the 11 planters at the sites as detailed above?



## Bognor Regis BID – Scoping Paper Queensway Zone Enhancement: Replacement Planters

*Produced by Heather Allen, Bognor Regis BID, February 2019, for consideration by BRTC In Bloom Working Group, and EP&L Committee*

### 1: Overview of Proposal

The BID's plans for 2020, as outlined at the Regeneration Sub-Committee in February 2020 include visibly enhancing different "zones" within the town centre.



One suggestion for Queensway is the introduction of taller, brightly coloured planters that resemble flowerpots, as shown below. A further suggestion is that these planters be planted with taller perennials that can survive the harsh conditions at Queensway. All purchase, delivery and installation costs of the proposed planters (circa £3,000) would be met by the Bognor Regis BID. BRTC would continue baseline service delivery for planting and maintenance of the proposed planters. Suggestions are put forward as to uses for the existing grey planters.

### 2: Rationale

In line with recommendations to regenerate town centres as places for people to gather, socialise, learn and experience, the innovative design of the planters introduces an element of public art – a thread that is woven through all of the BID Team's proposals for Zone Enhancement.

The proposed planters are highly visible, brightly coloured and will draw the eye up Queensway from the junction with High Street, and down Queensway from Canada Grove, encouraging footfall into different areas of the town.

Any increase in footfall has the potential to benefit businesses located in Queensway, which is geographically disconnected from the main shopping precinct in and around London Road.

Queensway is not licenced for performance, so cannot *directly* benefit from BID Levy investment into events. The provision of attractive "public art" is a visibly bold statement confirming that those businesses have not been forgotten by the BID, and a powerful incentive for people to visit.

The bright colours of the planters will add vibrancy to Queensway, visually enhancing this unique street in Bognor Regis. Bright colours make people feel happy. When people feel positive about their environment, they say nicer things on Facebook. However, as with any change, the BID Recognises that it is highly likely that some people will say how much they hate them in capital letters. The BID Team enjoy creating talking points.



### 3: Background

The proposal is for a like-for-like replacement of the 11 existing planters, in locations where permission has already been granted by WSCC to BRTC.

The current planters are distributed in a cluster of three (concrete) at the junction with High Street, with three (plastic) planters at intervals on the eastern side and five at intervals on the western side of Queensway.

- The current grey, planters were purchased by BRTC in 2015\* (TBC), and are, therefore, less than 5 years old. They are in good condition.
- The current planters (plastic and concrete) have an external diameter of 130cm.
- The dimensions of the proposed planters are: 104cm high, 120cm diameter.
- The dimensions of the proposed planters will not, therefore, restrict the public walkway any more than the current planters.

Seasonal planting in containers and maintenance carried out by Town Force Team at Queensway is listed as a baseline service in the BID's Business Plan. (Responsibility for provision of the physical planters is not detailed.)

Queensway planters are available for sponsorship by local businesses at a cost of £50 per annum. At present, none of the 8 plastic planters are sponsored. (Source: E. Adams, BRTC)

If the proposal is accepted, the BR BID would appreciate their logo featuring on all 8 planters for the remaining period of its first term (ie: until 31<sup>st</sup> March 2023), at no charge to the BR BID.

The low, grey planters are subject to damage from people sitting on them, and using them as receptacles for rubbish and cigarette butts. A more hazardous problem is the needles frequently abandoned in the planters, which, because of their height, could be accidentally handled by children.

(Source: Town Force Team, BRTC)

At 1m high, the taller planters proposed by the BID would eliminate the problem of people trying to sit on them, and reduce the risk of needle accidents, but issues of littering would still need to be addressed.

#### 4: Amateur attempt at Artist's Impression (NB: For guide only – different colours would be chosen)



#### 5: Proposals for planting

Subject to professional horticultural advice, the BID suggests planting the bright planters with tall, perennial plants, such as robust, ornamental grasses that would not require seasonal planting. This would provide Queensway with greenery for 365 days of the year.

However, the BID recognises that Queensway is a “wind tunnel”, and that any plants must be resilient to both the effects of direct coastal wind and salty conditions.

#### 6: Legislative and Agency Considerations

The BID has sought advice from Ben Whiffin, WSCC Highways, regarding any legislative considerations for the increased height of both planters and plants proposed. Mr Whiffin confirmed in an email on 22.01.20 that there are no specific height restrictions, but consideration should be given to “visibility splays at junctions”. As the proposed planters replace existing planter sites, and even with additional height would not negatively affect visibility at the Queensway / High Street junction, this is not perceived to be an issue.

The BID's remit specifies that the BID deliver *additional* services over and above the existing provision. Similarly, WSCC cannot grant permission to the BID to host planters, as it is not a fully constituted group. This means that, whilst we really want this to happen, we cannot do it on our own account.

It is therefore proposed that BID purchase the bright coloured flower pots outright and “gift them” to BRTC to host in their approved sites on Queensway. The BR BID would cover the full cost of the purchase, delivery and installation of the proposed planters at the outset, and BRTC would continue to deliver their baseline service for planting and maintenance of the planters on Queensway.

## **7: Options for the existing grey planters**

The BID would be happy to “exchange” the proposed planters for the existing grey planters, which they would then gift to the Bognor Regis Community Gardeners for a separate project. The BID would cover the costs of transportation of the grey planters from their existing location to the proposed location.

However, if BRTC have an alternative use in mind, such as relocating the planters to an alternative site, BR BID recognises that this is their right, and also appreciates that BRTC incur additional costs for planting and maintenance at the secondary site.

**Submitted to the BRTC In Bloom Working Party and EP&L Committee for consideration, 17<sup>th</sup> February 2020.**

## **Email from BID Administrator 17<sup>th</sup> September 2020**

### **Title : Planters Update**

I appreciate that BRTC have plans to relocate the grey planters to other areas of the town, but, cunningly, what I'm proposing would work wherever they are located if Councillors like the arts project idea!

### **Relocation of Planters**

Whilst this does not relate specifically to the arts project, there's something I would like to bring to Councillors' attention. There has been a suggestion that one of the proposed new locations for some of the grey planters is on west Street, replacing the existing green wooden planters that are coming to the end of their lifespan. I must advise you that this proposal would not be met positively by the businesses operating in this road, as the strongly held feeling is that the modern design and material conflict with its designation within the Conservation Area. My assessment of business sentiment is that this proposal would be met with vociferous objection if it were pursued. However, as I like to present solutions – the businesses would be happy with the concrete planters, given a lick of paint! There is a beautiful dark green in the shared values which seems to be extremely close to that already used on the planters.

All of the BRTC planters – grey and concrete – are currently sited on private land at the southern end of Bedford Street. The owner / tenant of this land has given open ended permission for the planters to stay there. The Community Gardeners are excited to have the opportunity to replant (when current flowers die) and take care of the planters for all the time they're in that location. Having the planters at this site has instantly added colour and interest to this important road through the town centre, used heavily by pedestrians and vehicles alike. In terms of their effect on the appearance of Bedford Street, the BID would welcome as many planters as are available staying in that location!

### **The Proposed Planter transformation project:**

Essentially the project involves working with local artists / young people to transform the appearance of the grey planters using colour, and word art. I've attached some examples of the transformation that can be achieved, without suggesting these be the basis of the design choices for Bognor Regis

### **The arts project idea for the grey planters has multiple outcomes:**

- Providing a creative arts opportunity working with and showcasing the talents of local artists and / or young people
- Practical demonstration of upcycling and sustainability
- Opportunity to incorporate shapes / colours / messages consistent with recently released shared values imaging suggestions for Bognor Regis

- Opportunity to visually enhance the chosen planter location within the town centre
- Timely intervention: It would not take more than 1 month to deliver the project from engagement to finished product
- Cost effective intervention : the project requires the application of an appropriate primer (eg: Zinsser) to prepare the plastic for painting, and appropriate materials (eg: spray paints / stencils), plus the participation of local; youth groups / arts students / willing local artists. (NB: Costs logically increase if working with established organisations eg: UCanSpray, or if fully commissioning the design with a professional artist. )
- Proving positive engagement opportunities with young people in the town centre – as evidenced in the work UCan Spray completed with disaffected young people in London Road
- Creates “something new and different” for Bognor Regis that’s entirely consistent with the shared values

### **Who could deliver?**

The BID isn’t precious about who delivers the project – we see it as a really good opportunity to engage with young people and create something positive and interesting for the town centre through the introduction of art in previously unseen places.

I understand that Town Councillors have expressed an interest in developing arts opportunities through pop up workshops and exhibitions, and to continue to engage with young people from the community, and we’d be delighted for you to pursue this idea solely under the Town Council’s banner. Having said that, the BID would equally welcome the opportunity to carry out the transformations using your planters as a partnership arrangement or, subject to your agreement, complete the project ourselves, giving credit to BRTC for the use of the planters! The most important thing is that something is done, by someone, to bring about a sense of positive change and optimism to Bognor Regis in these bleak times.

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE - 26<sup>th</sup> OCTOBER 2020**

**AGENDA ITEM 9 - TO RECEIVE AN UPDATE ON ROUNDABOUT  
MAINTENANCE AND AGREE HOW TO PROCEED**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

As Members will recall, at the previous meeting the Committee was advised that WSCC had decided to take back the sponsorship opportunities on the roundabouts within the Town that had previously been maintained by Town Force.

The decision taken at that meeting was that the Town Council would continue the same, high standard of maintenance of the roundabouts without changing Town Force practices (fortnightly grass cutting in the growing season, less frequent cuts for the rest of the year, grass collected and disposed of as green waste) with the Town Council funding any shortfall.

However, Members did suggest that WSCC permit some signage on the roundabouts to acknowledge the work undertaken by the Town Council's Town Force and the contribution not only to improving the environment for residents and visitors but also that the high level of maintenance assists WSCC in their ability to attract sponsors.

WSCC have now confirmed that they would only permit signs that they supply and fit and the cost per sign would be £200 plus VAT, a total of £1,000 for all five roundabouts. If Members wish to proceed with expenditure for this, it will be necessary to identify a budget to fund this exercise.

**DECISIONS**

Do Members **AGREE** to purchase signs for the roundabouts from WSCC at a cost of £200 plus VAT per sign?

If Members are minded to proceed, Members are asked to identify the roundabouts on which the signage should be installed and furthermore, confirm the budget to fund this exercise.



**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE - 26<sup>th</sup> OCTOBER 2020**

**AGENDA ITEM 10 - COUNCILLOR TRAINING INCLUDING REVIEW OF TRAINING UNDERTAKEN SO FAR THIS YEAR TOGETHER WITH RATIFICATION OF REQUIRED EXPENDITURE; POSTPONEMENT OF NALC SPRING CONFERENCE (MIN. 129 REFERS); AND TO CONSIDER SUGGESTIONS FROM CLLRS. BROOKS AND GOODHEART REGARDING FUTURE TRAINING TO BE PROVIDED**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

Councillor training undertaken this year

The following training has been booked for Councillors during this year and Members are invited to ratify the appropriate expenditure: -

Cllr. Mrs. Staniforth

Course : Chairmanship, Governance & Meetings  
Date : 27<sup>th</sup> February 2020  
Costs : £90 plus VAT

Attended

Cllr. Goodheart

Course : Essential Social Media (undertaken virtually due to COVID restrictions)  
Date : 19<sup>th</sup> August 2020  
Costs : £30 plus VAT

Attended

Course : Public Speaking Skills (undertaken virtually due to COVID restrictions)  
Date : 27<sup>th</sup> August 2020  
Costs : £30 plus VAT

Attended

Course : Don't Feed the Trolls (undertaken virtually due to COVID restrictions)  
Date : 3<sup>rd</sup> September 2020  
Costs : £30 plus VAT

Attended

Course : Get in Front of The Camera (undertaken virtually due to COVID restrictions)  
Date : 17<sup>th</sup> September 2020  
Costs : £30 plus VAT

Attended

Course : Managing Pressure & Stress Workshop (undertaken virtually due to COVID restrictions)  
Date : 22<sup>nd</sup> September 2020  
Costs : £30 plus VAT

Did not attend

Course : Maintaining Your Wellbeing While Working from Home (undertaken virtually due to COVID restrictions)  
Date : 30<sup>th</sup> September 2020  
Costs : £30 plus VAT

Did not attend

Course : Chairing a Virtual Meeting (undertaken virtually due to COVID restrictions)  
Date : 7<sup>th</sup> October 2020  
Costs : £30 plus VAT

Did not attend

Cllr. Mrs. Warr

Course : Managing Pressure & Stress Workshop (undertaken virtually due to COVID restrictions)  
Date : 22<sup>nd</sup> September 2020  
Costs : £30 plus VAT

Did not attend

Course : Maintaining Your Wellbeing While Working from Home (undertaken virtually due to COVID restrictions)  
Date : 30<sup>th</sup> September 2020  
Costs : £30 plus VAT

Did not attend

**DECISION**

Do Members **AGREE** to **RATIFY** the expenditure for the courses identified?

NALC Spring Conference

Members are asked to note the postponement of the NALC Spring Conference scheduled for 17<sup>th</sup> March 2020 at which Cllr. S. Goodheart was to attend (Min. 129 refers).

The event was due to be held in the Auditorium of the Aviva City of London office and NALC advised that Aviva had taken the responsible decision, given its size, to cancel for the foreseeable future all internal and external events at Aviva due to the risk of Coronavirus.

The event will take place at a later date and NALC will provide more details when a new date for the Conference is known.

## **DECISION**

Members are asked to **NOTE** the postponement of the NALC Spring Conference.

### Future Training Suggestions

Two Members have put forward suggestions for training to be provided as follows: -

#### Courses on Promotion Issues

Cllr. Brooks has suggested that courses on this topic are sourced for Members of the Events, Promotion and Leisure Committee and associated Officers.

#### Public Speaking

Cllr. Goodheart, having attended a session organised through Breakthrough Communications, has suggested training in this area be provided, and has already made contact with Breakthrough about facilitating a session.

#### Facebook Live

Cllr. Goodheart has suggested that training on the use of Facebook Live be offered to all Councillors as he feels that this is a fabulous vehicle to use, as an example, where points on issues can be made by Councillors, which could be used to engage with the community - not necessarily on council business but community-based subjects.

## **DECISIONS**

Do Members **AGREE** that training on Promotion Issues should be explored with details referred back to this Committee for further consideration?

Do Members **AGREE** that training in public speaking be explored, potentially facilitated by Breakthrough Communications, with details referred back to this Committee for further consideration?

Do Members **AGREE** that training in Facebook Live be explored with details referred back to this Committee for further consideration?

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE - 26<sup>th</sup> OCTOBER 2020**

**AGENDA ITEM 11 - TO RECEIVE RECOMMENDATIONS FROM THE ONLINE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON 14<sup>th</sup> SEPTEMBER 2020**

**REPORT BY TOWN CLERK**

**FOR DECISION**

The following recommendations were made at the Online Meeting of the Events, Promotion and Leisure Committee held 14<sup>th</sup> September 2020: -

**Min. 90 - Update on Events Programme for 2020 including: ratification of decisions where required; changes/cancellations to the events timetable; budgets including reallocation of unspent funds**

With regard to the Christmas projection in the Town Centre, it was agreed to recommend to this Committee that the required additional funds of £6,500 plus a contingency amount of £2,000 be vired from the unused 2020/21 Events Budget, totalling £8,500 towards the costs of the projection display.

**DECISION**

Do Members **APPROVE** the recommended virement of a sum of £6,500 plus a contingency amount of £2,000, giving a total of £8,500 from the unused 2020/21 Events Budget towards the costs of the Christmas projection display?

**Min. 91 - Consideration of Events programme for 2021 including required Budget**

The recommendations that were made by the Committee will be referred to the Policy and Resources Committee Budget Meeting on 30<sup>th</sup> November 2020 for consideration.

**Min. 92 - To receive and agree a process for the utilisation of the 12 poster sites on the Seafront Promenade - deferred from meeting of the 10<sup>th</sup> February 2020 and to note the draft policy**

Members are asked to receive, and if acceptable approve, the recommended Seafront Promenade Shelter Poster Site Policy.

However, Members should note that amendments are proposed to this Policy and therefore may be minded to defer this to a future Agenda when the outcome of the debate on the proposed amendments is known.

## **DECISION**

Do Members **APPROVE** the recommended Seafront Promenade Shelter Poster Site Policy noting that it is subject to amendment;

OR

Do Members **AGREE** to defer the approval of the recommended policy until a future Agenda after the proposed amendments have been considered by the Events, Promotion and Leisure Committee?

## **Min. 93 - Update on the lamp post banner sites (Upper Bognor Road and High Street by Hotham Park) - Min. 55.2 refers**

With the estimated costs in year 1 being £4,201.34, the Committee recommended to allocate funding from the Promotions Earmarked Reserves to meet the costs of this exercise. Furthermore, Members agreed to recommend that an allowance of £2,000 per annum be made in future budgets for the costs of the annual stress testing that will be required.

## **DECISION**

Do Members **APPROVE** the recommendation that £4,201.34 be funded from the Promotions Earmarked Reserves to meet the total estimated costs of this exercise in 2020/21?

Do Members **APPROVE** the recommendation that an allowance of £2,000 per annum be made in future budgets for the costs of the annual stress testing that will be required?

## **Min. 98 - Review of Event Charging Policy for recommendation to the Policy and Resources Committee for adoption**

The Committee agreed to recommend the draft Event Charging Policy to this Committee for adoption.

## **DECISION**

Do Members **APPROVE** the recommended Event Charging Policy?

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE - 26<sup>th</sup> OCTOBER 2020**

**AGENDA ITEM 12 - TO CONSIDER THE OUTCOME OF THE COVID SEMINAR AND AGREE NEXT STEPS**

**REPORT BY TOWN CLERK**

**FOR DECISION**

As Members will recall, a COVID 19 Seminar was held virtually on 3<sup>rd</sup> September 2020 to consider the impact of the pandemic on the Town Council's activities and services and agree any resulting action that may be necessary.

The Seminar was facilitated by Mr. G. Chambers of EQH Ltd and the notes from the session are attached as **Appendix 1**.

As Members will recall the agreed next steps were: -

- i) Matter to be referred to this Committee for Working Group(s) to be set up and Terms of Reference, structure, scope, project plan and timeline agreed.
- ii) Creation of Impact statements to inform Members of the effects on existing services.

**DECISION**

How do Members **AGREE** to proceed?

Notes from BRTC COVID 19 Seminar

3<sup>rd</sup> September 2020

In attendance :

Cllrs: John Barrett, Jim Brooks, Adam Cunard, Sandra Daniells, John Erskine, Steve Goodheart, Henry Jones, Claire Needs, Matt Stanley, Alison Sharples, Jeanette Warr and Phil Woodall (Chairman)

Officers: Glenna Frost (Town Clerk), Sarah Norman (Deputy Clerk) and Jo Davis (Civic & Office Manager)

Invitee: Glyn Chambers (EQH Ltd)

Apologies:

Cllrs: Kenton Batley, Inna Erskine, Wayne Smith and Samantha Staniforth

Session open : 7.30pm

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## 1. Introduction and scope of seminar

The Chairman welcomed everyone and thanked Glyn Chambers (GC) for joining Members.

The Motion, as agreed at the Council Meeting on 10<sup>th</sup> August, was read out and before opening the discussion, it was suggested that Members agree the scope and how the findings of this Seminar would be progressed.

As detailed on the Agenda as circulated to all, in all cases recommendations from Working Groups and similar bodies including considerations from Seminars, are reported to the appropriate Committee prior to recommendation to Council. Members were therefore strongly advised to follow this procedure and that the findings of this session be reported via the Policy and Resources Committee for further action, prior to any recommendation to Full Council. Members voted on this and the action was unanimously agreed.

Members noted that several Members had circulated comments to all and GC referred specifically to that circulated by Steve Goodheart (SG) which focused on Members feeling idle during the current pandemic situations and the need to identify what they can do to help the electorate.

GC highlighted the relevance of the Corporate Strategy to the outcomes of the Seminar and urged Members to think strategically rather than focus on minute details - What does BRTC want to do for its community?

Discussion opened on the scope with a summary of points below:

- Do we need to act at all? Or do we need to radically overhaul our plan? Many of us feel idle at the present and would like to use this time to prepare on how we can help our residents?
- Plan what? Some other councils have developed own Grant schemes to help residents, some have set up funding streams. What is your priority focus? In a minute will go into individual reflections from Members. Focus on parts of the community in greatest needs i.e. elderly, deprivation, or on businesses? Decide what focus is and then consider how to develop those aspirations.

- Felt that priorities needed to be revisited. Are our priorities i.e. events, fitting for the current times? Urge Members not to navel gaze on Council procedure but focus on what the Community care about.
- Priorities are Budgetary, Priorities, Staffing, Structure as per the Motion. Need further meetings for finer details. May need to look at structure i.e. may need to take on things like weeding, litter and expand Town Force. Format of online meetings is a priority.
- Evident how broad people's objectives are with regards to this meeting. Considers that the Council's role is to improve the standard of living for the residents that it looks after. Therefore, what do our residents want? If we get together to talk about these things, then should be about what we think we can do for them. There is not much interest from the public in how we operate/do things. Some social issues need some time and money spent on them i.e. donating, volunteering, promoting them. Organisations are planning for a 2<sup>nd</sup> wave later this year so would urge caution in physical meetings. Look at places like Crimsham Farm, My Sister's House who can react quickly when needed.
- Looking at Corporate Strategy, think we need to decide how does this change any of our main priorities or how do we need to address these priorities? Any talk of returning to physical meetings is very dangerous. Online meetings reaching numerous public far outweighs the need to meet physically. What BRTC can deliver is very different to the perception of the public in what we should be delivering. One of BRTC's main things has been events. With those not happening, should our monies be redirected elsewhere. Good idea to ask staff of their experiences - some have thrived whilst others have struggled. May be an opportunity for fewer staff in the office and more remote working. In much the same way as inviting views from staff, should also invite views from residents. Only part way through this and don't yet know if this is the new normal.
- Must think about going back to basics. We should have an idea of what public want already - caution over consultation fatigue. Need to look at where people are falling through the cracks.
- Make meetings as normal as possible including PQT.
- Hold more of the Online Community Forums. Suggested that there could be a theme a month.
- Importance of utilising technology such as Facebook Live. Has many uses; from staying in touch with community to promoting Government guidelines.
- Drafting of Impact Papers to assess how Council operations and services have been affected.
- Should we be reviewing Committees and ToR to check that they are suitable for the new way we are living in?

GC summed up that the issues that appeared to be looked at are 'what impact has COVID had on priorities and services?', 'What are local needs?', 'What is the impact of COVID 19 on Councillors and workers?', 'What are Councillors experiences in relation to the pandemic and what they want to do to help their community?'

A suggestion was to hold, smaller meetings, with topics linking into different comments made by Members. Task and Finish Agenda - for end goal in six months that would result in a policy that the Council could follow. Allow for all Members of the Council to have an input.

Glenna Frost (GF), Town Clerk, cautioned that the difficulty with holding too small meetings was that you don't get a consensus of the whole Council.

GC commented that whilst Members can, of course, meet informally, there must be a robust structure to make recommendations through the appropriate committee and suggested that



each member is asked for their own comments (as per item 2 on the Agenda) to get thoughts and concerns from all and then bring this all together to discuss priorities and objectives.

**2. Perceived Impact of COVID-19 on Council Services. Opportunity for each Member to share their experiences and ideas following the outbreak of the pandemic**

The Chairman proceeded to invite Members to each give their view on this item.

- John Barrett - Should be doing more than we are now. Opportunity to get our act together.
- Jim Brooks - Disappointed that there was no response that we set up a Community Chest - going to have a hole in our budget. Great to hear that Community Open Forums could be monthly but what good if Council don't meet every month? We can change Standing Orders - let's have more meetings. Take on board what people want and remind Ward members that we should be heading them off at the pass, shouldn't even get back to Council.
- Adam Cunard - Don't think we should be impulsive and change everything. Things need to settle down and see where we're heading. Only statutory duty we have is Allotments. Unsure where blackhole in budget is coming from? Think BRTC could actually have a large underspend so could be looking at how we distribute that. What little things we can do. Town Clerk does very well in what she's bringing out and with the staff team. Lots of comments on Facebook are not questions but could be quickly answered by a kind of Live Chat. Not asking Officers to put out opinions but rather point people in the direction of things already in place, answer questions that are known. As a Parish Council we have to act as a Corporate Body; individual Councillors do not have individual powers under legislation.
- Sandra Daniells - Whilst events not running could look at staycations, promote BR, getting publicity locally, 'Bognor Apprentices'. Would like to review what we've done recently, done differently. Don't think we can make any major changes until things return to some sort of normality. Wouldn't like to see us make any fundamental changes. Bring businesses in, promote businesses locally.
- John Erskine - Would agree with comment on finances with surplus money not being spent on events or Grant Aid. Should be looking at spending surplus in a way that benefits our residents the most and ways in which it fits in which our priorities. Need to think about the bigger picture as a whole group and then push out the power to the smaller Committees.
- Steve Goodheart - Should be looking at creating a Working Group to start putting things together, on the back of the P&R Committee, should be on the Agenda for the next P&R Meeting as to how we can facilitate this request. Members in Working Party, divided into smaller elements, would allow all Members to have an input.
- Henry Jones - Brilliant that we're discussing this. Two timescales to think of - long term changing of Council Structure i.e. ToR, Committee structure. Short term looking at COVID being around for the next year or two - manage the things most affected by COVID i.e. events. Supportive of Working Parties working under Committees.
- Claire Needs - Main concern seems to be how we're reaching out and engaging with constituents. Learnt through COVID that there is good technology that can assist us doing our jobs to the best of our ability. If people want to engage with residents better, then we need to make the most of Live Streaming and Live Videos on Facebook. As a

Council should be setting up a signposting system for residents to get hold of their Councillors.

- Alison Sharples - One of the most important meetings will be on the budget about how we reallocate events money whilst looking at events that can be put on – so many ideas out there. Need to use poster sites to promote Town and would like monthly meetings.
- Matt Stanley - Council has done a fantastic job over the last few months, especially when compared to other Councils and need to be proud of achievements. Vast difference between our online meetings compared to others - well organised, slick, took time in order to get there but that allowed for excellent execution. Agree with AC – don't think now is the time for internal tweaking. Community aren't concerned about committee structures and ToR. If we have Working Parties and informal discussions, and ensure meetings are chaired well, then does not see a need for more meetings. Likes the "Bognor Apprentice" idea. Does not believe community want to see us in more meetings, want to see us out there, doing things. Budget is looking extremely good so not sure where budgetary concerns are coming from. Allotments are the only thing we're involved in so good chance to look at things holistically. ADC are responsible for promotion and work well with the BID, shouldn't replicate what others are doing. Would our events money be spent better by supporting community event organisers? Day spent with SprayCan, for children with challenging upbringings, was very rewarding having donated a bit of money - would like to see more involvement with things like this.
- Jeanette Warr - interesting to hear thoughts and ideas and lovely to see enthusiasm. Agrees that the process should be structured. Not sure that more meetings would help us, especially those that wear more than one hat. Public come to us and that gives us the opportunity to do our best and help them - we need to understand that the public can sometimes focus on just a few areas such as regeneration. Public involvement in meetings is limited be that via Zoom, or any other format.
- Phil Woodall - Officers have been brilliant and working really hard from home. Don't see a need for further meetings and difficult when on more than one Council. Agree could get out into Wards - maybe leaflet drops? Reiterate that BRTC Councillors are here to help - lots of lonely people out there that could do with a chat. Not aware of any shortages in the Council budget nor will there be in the future.

### 3. Developing Objectives

GC summed up and acknowledged that there were a lot of thoughts and ideas.

The general consensus seems to be to set up a Working Group(s) that would report into the P&R Committee to take forward and progress. Would urge Members to view this as a project with tangible ways in which to manage the project. Before any strategic decisions are made, consider the impact these might have on council structure and procedures. Also be aware of when talking about structures that staff can be sensitive to fearing that job losses are a threat. Get a structure in place for a Working Group and ask Officers to assist with researching and putting reports together. Objective from tonight - go forward into a Working Group (will need own ToR, Scope, Project Plan with Timeline).

Comments on these objectives included

- A good starting point would be to look at what we were doing with events and Grant Aid and ask how we can change those in a changing situation - would give Officers in their existing job roles focus. How can we obtain the same result but done differently? Do smaller things that people can see when they're out and about - competitions in

place etc. Realistically, we have to talk about things that we can't do, and the subsequent changes needed.

- A Member would be organising meetings of Members to discuss more detail, notes made and copied to all Councillors, to be brought forward. When any Group gets together, circulate to everyone out of courtesy. More Council Meetings is absolute necessity.
- Adaptation of events is important and see how things could change (to be run online/differently). Need to address IT for staff where they have had problems to ensure that they have correct resources.
- Jobs evolve and there is a requirement for everyone to adapt. Only recently the E, P&L Committee had the opportunity to feed into the events for next year, but all opted not to submit changes but rather leave the programme as is. The idea of drawing up some Plan B ideas for events is a good one. Council needs to be looking outwards, rather than internally. Lots of vulnerable people out there, on whom our focus should be on.

#### **4. Summing Up & Next Steps**

GC summed up the actions to be taken as :

- i) Matter to be referred to the Policy and Resources Committee for Working Group(s) to be set up and Terms of Reference, Structure, Scope, Project Plan and Timeline agreed.
- ii) Creation of Impact Assessment to inform Members of the effects on existing services.

The Chairman thanked everyone for attending and before ending the session, GC left Members with the thought that incremental change rather than big change can be more effective. The need for change should come from a business case and a feasibility study.

Session Ended 9.03pm

**AGENDA ITEM 13**

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE - 26<sup>th</sup> OCTOBER 2020**

**AGENDA ITEM 13 - ROLLING CAPITAL PROGRAMME - TO RATIFY  
EXPENDITURE OF £1,117.00 PLUS VAT FOR DELL LATITUDE 15  
LAPTOPS**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

Members are invited to ratify the following expenditure: -

- £1,117.00 plus VAT For the purchase of 2no laptops to enable home working during the COVID pandemic.

**DECISION**

The Committee is therefore invited to **RATIFY** expenditure for the items noted above.

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE - 26<sup>th</sup> OCTOBER 2020**

**AGENDA ITEM 14 - TO CONSIDER AND IF ACCEPTABLE RECOMMEND  
TO COUNCIL A CHANGE TO THE STANDING ORDERS TO ENABLE  
MEMBERS OF THE PUBLIC TO READ THEIR QUESTIONS DIRECT TO  
MEMBERS IF IN ATTENDANCE AT THE ZOOM MEETING**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

As Members will recall, when the Town Council moved to virtual meetings it was necessary to amend the Standing Orders to enable questions from the public to be read out by the Mayor as the advice from the National Association of Local Councils and Zoom at that time was to restrict public involvement in the meetings due to concerns regarding security.

As the Officers and Members have now become more comfortable with the virtual format and with improved security, Members may, if they wish, revert to the public reading their own questions as part of the meeting. To facilitate this in a controlled manner the following should be noted: -

- i) Only members of the public using the code as published on the Agenda to access the Zoom meeting may pose questions to Members. Interaction with the meeting for those watching the live stream on Facebook will not be facilitated.
- ii) Members of the public will still be asked, wherever possible, to submit questions in writing in advance, and as has always been the case, priority will be given to those that have done this.
- iii) There will be no requirement for the Mayor, Chairman, or Members to offer a response and, as before, there will be no debate by Members on matters raised under the public question time item.

**DECISION**

Do Members **AGREE** to **RECOMMEND** to Council an amendment to the Standing Orders to permit questions/statements to be read by Members of the public, in attendance at the Zoom Meeting, under the specific public speaking Agenda item?

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE - 26<sup>th</sup> OCTOBER 2020**

**AGENDA ITEM 15 - TO REVIEW THE DISTRIBUTION AND CONTENT OF THE 2020 TOWN NEWSLETTER, FOLLOWING DELAY IN PUBLICATION DUE TO COVID 19 PANDEMIC, NOTING PREVIOUS CONSIDERATION BY THIS COMMITTEE AT THE MEETING HELD ON 25<sup>th</sup> NOVEMBER 2019 (MIN. 99 REFERS)**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

The content of the 2020 Newsletter, originally due for distribution in March/April was agreed at the November 2019 Meeting of this Committee and the relevant extracts of the Minutes of that meeting are as follows:

*Min.99 - Members were also reminded that the format of 8-page, A4, matte finish had been agreed at the previous meeting as was the decision that a photograph competition be run with the winning photo being used as the front cover (Min. 74 refers).*

*A Member circulated a draft design of a possible cover for the Newsletter, based on an old-style, period newspaper. Members discussed the proposal and it was felt that the whilst the design could work, it would be dependent upon the winning photo in the front cover competition. It was therefore AGREED that when the winning photo is known, the design of the front cover is reconsidered as part of the proof circulation via email, with two alternatives drafted; an old-style, period design together with a contemporary similar to the 2019 edition.*

*With regard to the other content Members AGREED with the suggestions as previously circulated and that the final content of the 2020 Town Newsletter would include:*

- Message from the Mayor, including a focus on the Mayor's Charities*
- Report from Chairman of the P&R Committee*
- Illustrated breakdown of Budget for coming year*
- Parking Disc Scheme*
- Events diary*
- 'Your Councillors' article similar to the 2018 edition together with photo and contact details for each Town Councillor, with Ward map. This article was well received, and is considered important for inclusion in the 2020 Newsletter given the new Administration*
- VE Day and VJ Day - focus on local celebrations, at the end of World War II, on the 75th anniversary of VE and VJ Day, featuring stories of local people who fought and those back at home in Bognor Regis*
- Picturedrome*
- Climate*
- Arts and Music*
- Heritage*

- *Inclusion and Accessibility*
- *Town Force*
- *New Tree Wardens*

At the Online Council Meeting held on 8<sup>th</sup> June, the decision taken to postpone the 2020 Newsletter due to the pandemic was ratified and Members also noted that the timescale for the issue of the postponed publication would be looked at in liaison with the appropriate Chairmen and the Town Mayor (Min. 223 refers).

Following this liaison, distribution before Christmas was considered appropriate when it was hoped restrictions would be more relaxed, but this has unfortunately not come to pass. It has therefore been decided that the matter should be referred back to this Committee to consider the timing of any distribution, the format (hard or electronic) and a review of the content. For example, there is now no need to refer to the events programme as this has been cancelled for 2020 but reference to the Christmas projections could be made. Furthermore, the articles relating to VE and VJ day will no longer be appropriate and will need to be removed.

Alternatively, Members may decide that they wish to cancel the 2020 issue and instead make the usual issue in March/April 2021 using the content for the 2020 issue (including winning over photo) updated for 2021. If Members are minded to choose this option, the Committee is asked to agree if there are any additional subjects that they would like covered to replace any that need to be removed.

## **DECISION**

Do Members **AGREE** to publish the 2020 Newsletter before Christmas? If so, do Members wish this to be in hard or electronic format and are any changes to the content required other than those already highlighted above?

OR

Do Members **AGREE** to cancel the 2020 Newsletter and use the content (updated and articles no longer appropriate removed) as the basis for the 2021 issue, to be distributed to each household within the 5 Wards in March/April 2021? If so, do Members **AGREE** any additional subjects for inclusion in the 2021 issue?

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE - 26<sup>th</sup> OCTOBER 2020**

**AGENDA ITEM 16 - TO NOTE EARMARKED RESERVES AS AT 31<sup>st</sup>  
MARCH 2020**

**REPORT BY TOWN CLERK**

**FOR INFORMATION**

Members are asked to note the summary of Earmarked Reserves as at 31<sup>st</sup> March 2020 attached as **Appendix 1**.

**DECISION**

Members are invited to **NOTE** the Earmarked Reserves as at 31<sup>st</sup> March 2020.



**EAR MARKED RESERVES AS AT 31<sup>st</sup> MARCH 2020**

<b>Rolling Capital Programme (315)</b>	80,140.31
<b>Economic Development (320)</b>	298,000.00
<b>Civic Fund (321)</b>	5,407.00
<b>Election Fund (322)</b>	3,187.10
<b>Millennium Fund (323)</b>	655.00
<b>Allotments (325)</b>	576.00
<b>Promotions &amp; Publicity Committee (326)</b>	6,804.00
<b>P&amp;R Projects (330)</b>	500.00
<b>E&amp;L Projects (331)</b>	8,561.00
<b>P&amp;R Grant Aid (Museum &amp; Birdman) (333)</b>	8,860.41
<b>Tourism &amp; Events Support (334)</b>	1,328.00
<b>Parking Scheme (335)</b>	12,161.00
<b>South East in Bloom (337)</b>	3,373.40
<b>Events Sponsorship (339)</b>	1,922.00
<b>BRTC funding of SRB (340)</b>	964.56
<b>SRB WSCC Contribution (341)</b>	500.00
<b>Street Scene Budget savings (342)</b>	33,757.25
<b>Decking Areas Maintenance (343)</b>	4,378.58
<b>Ward Allocations - Orchard (345)</b>	500.00
<b>Ward Allocations - Marine (346)</b>	49.00
<b>Ward Allocations - Hotham (347)</b>	85.00
<b>Ward Allocations - Pevensey/Hatherleigh (348)</b>	500.00
<b>Website (349)</b>	1,476.50
<b>Councillor Training (350)</b>	2,145.00
<b>BR Heritage Vision Partnership (357)</b>	4,205.48
<b>Our Place Project (358)</b>	1,728.57
<b>Staff Training (361)</b>	3,941.00
<b>Town Crier (362)</b>	3,322.00

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE - 26<sup>th</sup> OCTOBER 2020**

**AGENDA ITEM 17 - TO CONSIDER A PROPOSAL FOR A GRANT TO THE WEST END TRADERS FOR CHRISTMAS LIGHTING AND AGREE ANY VIREMENT OF FUNDS**

**REPORT BY TOWN CLERK**

**FOR DECISION**

Members may be aware of a proposal by Cllr. Brooks regarding a Town Council contribution towards lit Christmas Trees for the businesses in Aldwick Road. For ease, the following is the relevant extract from Cllr. Brooks' email:

*Cllr. Sharples and myself visited traders in Aldwick Road, our 'West End' and found that whilst most wished to continue the display of small lit Christmas trees in the road, many could not afford them this year.*

*Although it is too late for a formal motion at Monday's EP&L meeting, I would like to find a way to help and make the following points.*

*We have not 'upgraded' the 7 light lamppost display in Aldwick Road since they were installed years ago.*

*Traders cannot now hold a Christmas event due to Covid19.*

*We continue to upgrade the Christmas Lights in the Town Centre and have given £10k towards a one-off projection display - jolly good too as there will be no Switch-On event this year.*

*There are 80 odd businesses in West End which tend to be forgotten and deserve support, especially now.*

*The small Christmas trees are installed with all regulations and insurances met by Festive Illuminations, so there is no requirement for us to do anything. They also remove them after the Christmas period and recycle them.*

*The trees cost £90 each and I expect a discount if we order a decent number.*

*Some funding will also come from WEST and Marine Ward allocations, and perhaps some from other unused allocations.*

*However, to ensure a decent display, I would like to propose that £5k, half the money already given to the extra projection event in the Town Centre, be allocated, earmarked whatever can be done, in time to ensure a decent display for the West End and show they are not 'forgotten'.*

*The trees must be ordered before the end of the month.*

Further information has been sought from Cllr. Brooks and Festive Illuminations but at the time of publishing is not yet available.

If Members wish to make a contribution to fund this exercise, then a suitable Budget would need to be identified from where the monies can be vired.

## **DECISION**

How do Members **AGREE** to proceed regarding a contribution to lit Christmas trees for businesses in Aldwick Road?

## AGENDA ITEM 18

### BOGNOR REGIS TOWN COUNCIL ONLINE POLICY AND RESOURCES COMMITTEE - 26<sup>th</sup> OCTOBER 2020

#### AGENDA ITEM 18 - TO RATIFY RELEASE OF THE 2020-2021 2<sup>nd</sup> QUARTER GRANT TO SCYP

##### REPORT BY THE DEPUTY CLERK

##### FOR DECISION

Provision has been made by the Town Council in the 2020/2021 budget for the following revenue partnership contribution: -

Sussex Clubs for Young People (CREATE)  
£2,500 (second quarter).

The Committee is therefore asked to ratify the release of the second instalment of this partnership contribution.

##### **DECISION**

The Committee is invited to **RATIFY** the release of the second quarter payment of the 2020-2021 Partnership Funding for SCYP (CREATE) as detailed above, as part of the Town Council's budget provision for the current financial year.

## AGENDA ITEM 19

### BOGNOR REGIS TOWN COUNCIL ONLINE POLICY AND RESOURCES COMMITTEE - 26<sup>th</sup> OCTOBER 2020

#### AGENDA ITEM 19 - TO RECEIVE REQUEST FROM REGIS SCHOOL OF MUSIC (RSM) TO KEEP THE PROPORTION OF THE 2020 GRANT AID ALLOCATED TO THE RSM SUMMER FESTIVAL FOR THE 2021 EVENT

#### REPORT BY THE DEPUTY CLERK

#### FOR DECISION

The Regis School of Music has submitted the following request to the Town Council:

*The Regis School of Music has for many years enjoyed the support of the Town Council and received a Grant Aid for 2020.*

*Since the School had to stop public events from March 2020, among the cancelled performances was our Summer Festival. We would like to ask your permission to keep the proportion of the Grant allocated to the RSM Summer Festival for 2021, provided the lockdown will be lifted.*

*We would like to thank the Town Council for their continuing and much valued support of the Regis School of Music.*

The total Grant awarded was £1,500 with the amount relating to just the Summer Festival being £600.

Members are reminded that for the majority of event organisers, it was decided that the funds should be returned and Earmarked to be used for the 2021 event. However, Council did decide that the organisers of the Illuminations Gala could retain their 2020 Grant Aid and return only if the 2021 event did not go ahead. For Members information, reference to these decisions can be found at Mins. 227 and 260 of Online Council Meetings held 8<sup>th</sup> June 2020 and 10<sup>th</sup> August respectively and Min. 152 of the Online Policy and Resources Committee Meeting held 6<sup>th</sup> July 2020.

#### DECISION

How do Members **AGREE** to proceed with regard to the request by the Regis School of Music to retain the proportion of the Grant allocated to their Summer Festival (£600), for use in 2021?

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE - 26<sup>th</sup> OCTOBER 2020**

**AGENDA ITEM 20 - FINANCIAL REPORTS INCLUDING: -**

**REPORT BY TOWN CLERK**

**FOR DECISION**

- **TO NOTE COMMITTEE, I&E REPORTS FOR THE MONTH OF AUGUST 2020 - PREVIOUSLY COPIED TO COUNCILLORS**

The financial reports for the month of August 2020 have been copied to Councillors under separate cover. Members are asked to **NOTE** receipt of these.

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT AND MAYOR'S CHARITY ACCOUNT FOR THE MONTHS OF JUNE, JULY, AUGUST AND SEPTEMBER 2020, UNDERTAKEN BY THE CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS**

**BACKGROUND**

As part of the Council's Financial Regulations under the Accounting and Audit (Internal and External) heading it states as follows:

*'On a monthly basis and at each financial year end, the Chairman or Vice-Chairman of the Finance Committee shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions and noted by the Finance Committee.'*

In line with this requirement, the Chairman of the Policy and Resources Committee has previously verified the bank reconciliations with all of the Town Council's bank accounts for the months of June, July, August and September 2020.

**DECISIONS**

To **NOTE** receipt of the financial reports for the month of August 2020.

To **NOTE** verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of June, July, August and September 2020, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations.

**BOGNOR REGIS ONLINE TOWN COUNCIL POLICY & RESOURCES  
MEETING  
26<sup>th</sup> OCTOBER 2020**

**AGENDA ITEM 21 - CORRESPONDENCE**

**FOR INFORMATION**

- 1. Bognor Regis Regeneration Board - PRESS RELEASE: Board Welcomes ADC Regeneration Move**
2. Arun and Chichester CAB Fuel Voucher Scheme, 3 weeks remaining, hurry!
3. Voluntary Action Arun & Chichester Annual General Meeting (AGM)
4. WSCC - Your Town and Parish Council News - September 2020
5. WSCC - Your Town and Parish Council News - September 2020 - circulated to Councillors
6. Neighbourhood Alert - Auto Fraud Advice from Get Safe Online 02/09/2020 - circulated to Councillors and on social media
7. Auditing Solutions Ltd - Internal audit services
8. VAAC - Weekly Updates - circulated to Councillors and on Social Media
9. West Sussex County Council news release: Road and footway improvements worth more than £19million planned in next six months - circulated to Councillors
10. Neighbourhood Alert -Arun District Weekly Bulletin 03/09/2020 circulated to Councillors
11. Storrington & Sullington Parish Council - RE: Letter from West Sussex ALC
12. Felpham Parish Council - RE: Letter from West Sussex ALC
13. Clerk to North Mundham Parish Council - RE: Letter from West Sussex ALC
14. Lindfield Parish Council - RE: Letter from West Sussex ALC
15. Town & Parish Briefing - 2 September Issue 23 - circulated to Councillors
16. Our September Our News Newsletter Is Out - Read It Here 03/09/2020 - circulated to Councillors and on social media
17. Duncton Parish Council - RE: Letter from West Sussex ALC
18. NALC - Chief Executives Bulletin
19. Proud to Care - Careers In Care
20. Housing, Communities and Local Government Committee - Evidence session on English devolution of health and financial devolution
21. SALC - Pavement parking - options for change
22. NALC - Rebuilding Communities
23. The Office of Sussex Police and Crime Commissioner - 31% rise in attacks on emergency workers - circulated to Councillors
24. Voluntary Action Arun & Chichester Annual General Meeting (AGM) - circulated to Councillors
25. CAGNE - September update
26. WSCC - Cabinet - 15 September 2020 - agenda
27. Emails regarding - Letter from West Sussex ALC from Lindfield Parish Council, Felpham Parish Council and Storrington Parish Council
28. St Wilfred's Hospice - 2 newsletters
29. VAAC - Life after Lockdown - are your policies complaint? - circulated to Councillors and on social media
30. Missing person poster - circulated on social media
31. WSCC - Share a Poem of Hope with West Sussex Libraries - circulated to Councillors

32. Household Waste Recycling Sites are opening more fully
33. SSALC Training Programme - new topics/dates added
34. BR BID Newsletter: Hope for the best, prepare for the worst.
35. Arun District Council - Town & Parish Briefing - 9 September Issue 24 - circulated to Councillors
36. NALC - Rebuilding Communities
37. WSCC - Cabinet -15 September 2020 - To Follow Item
38. Neighbourhood Alert - Weekly Bulletin 09/09/2020 - circulated to Councillors and on Social Media
39. Email from a member of the public sent to Stonepillow - Re Stonepillow Ellasdale Road branch and copied to various including the Town Council
40. West Sussex County Council news release: More than £500,000 invested in new crossings for families' walk to six schools – and for pedestrians generally
41. SSALC Strategy Review Update - important message from Trevor Leggo, CEO
42. Arun District Council - looking for information for an article for Arun Times
43. Sussex by the Sea September Update - Kick Starting Tourism Package and Area in Action B2B Portal - circulated to Councillors
44. West Sussex County Council news release: A change ahead for concessionary travel in West Sussex - circulated to Councillors
45. Thanks from the BR BID - circulated to Councillors
46. NALC - Chief Executives Bulletin
47. West Sussex County Council news release: Pop-up cycleways update: Worthing's is open and work is set to start on Horsham's next week
48. The Office of the Sussex Police and Crime Commissioner - Celebrating Emergency Services Day - circulated to Councillors
49. Sussex by the Sea September Update #2 FW: TSE Update | Covid-19 - 'Rule of Six' & NHS Test and Trace Information
50. News from West Sussex County Council - 11 September 2020
51. Neighbourhood Alert - We Are Supporting Project Edward 14/09/2020 - circulated to Councillors and on Social Media
52. News from West Sussex County Council COVID 19 - 11 September 2020 - circulated to Councillors
53. NALC - REBUILDING COMMUNITIES
54. NALC & SALC - Coronavirus Update
55. VAAC - Organised Crime and County Lines Briefing
56. Citizens Advice Bureau - Fuel Voucher Scheme ends in less than 2 weeks
57. Storrington Parish Council - Letter from West Sussex ALC
58. Hunston Parish Council - RE: Letter from West Sussex ALC
59. Neighbourhood Alert - Arun District Weekly Bulletin 15/09/2020 - circulated to Councillors and on Social Media
60. Lindfield Parish Council - Re: Letter from West Sussex ALC
61. Bognor Regis Herald - eLetter 16 September 2020
62. Arun District Council: New event available - Arun District Design Guide SPD Regulation 12b Public participation – 16th September to 5pm on 14th October 2020
63. Cloudy IT marketing information
64. Parish Online Newsletter
65. Sussex by the Sea September Update #3: Register for the NEW Tourism and SME Grants available from Coast 2 Capital Growth Hub AND the NHS Track & Trace app QR Code
66. Storrington Parish Council Clerk - RE: Letter from West Sussex ALC
67. Good News about the M23 16/09/2020 - M23 open from 16<sup>th</sup> September



68. VAAC Weekly Updates - circulated to Councillors and on social media
69. JWAAC - 10 November 2020 - CANCELLED
70. Clerk at Storrington Parish Council RE: Letter from West Sussex ALC and responses from Clerks at Lockwood, Pulborough, Lindfield, Slaugham, Billingshurst, Felpham, Haywards Heath and Rudgewick Parish Council Clerks
71. West Sussex County Council news release: Steady progress in £23million key transport scheme
72. SSALC Chairs Networking Forum Invitation
73. ADC - T & P Briefing - circulated to Councillors
74. Joint Western Arun Area Committee – 10 November 2020 – meeting cancelled
75. Arun District Council - Travellers Update - Travellers in Brighton - circulated to Councillors
76. West Sussex Mind - New Autumn courses for parents, carers and school staff
77. The Regis School Newsletter
78. NALC - Chief Executive's bulletin
79. Car Parking Discs - Expression of Interest 2021
80. The Office of the Sussex Police and Crime Commissioner - Cracking down on irresponsible driving - circulated to Councillors
81. Neighbourhood Alert - Changing Young Peoples Lives For the Better - circulated to Councillors and on social media
82. Sussex by the Sea September Update #4- New Regulations For Hospitality Businesses And Venues To Enforce The Rule Of 6; NHS QR Code Posters And Contact Logs
83. Urgent and Important Government update on your business's responsibility in test and track
84. Arun District Council - Test and Trace - QR Codes
85. CAGNE - Gatwick 360 unsustainable future
86. Citizens Advice Chichester to re-open for appointment service - circulated to Councillors
87. NALC - Coronavirus Update
88. WSCC - Over 400 babies born during pandemic still to be registered - circulated to Councillors
89. SALC - Coronavirus Update
90. Bognor BID - Halloween and Fiver Fest Fortnight
91. Ordnance Survey - Register for our webinar - OS Data Hub for members
92. Parish Online News: Public Map Launch
93. Clerk - Felpham Parish Council - emails ref WSALC also responses from Clerks at Cuckfield, Slaugham, Bolney, Billingshurst, Boxgrove and Rudgewick Parish Councils
94. Southern Coop - Focus on local during British Food Fortnight
95. The latest from the UK's largest Public Sector Network
96. Latest news from Carers Support West Sussex
97. Neighbourhood Alert - Weekly Bulletin - 14 September - 20 September - circulated to Councillors and on social media
98. Sussex Police - enquiry regarding CCTV footage access
99. Neighbourhood Alert - NHS Covid-19 App Now Available In England and Wales - circulated to Councillors and on social media
100. West Sussex County Council news release: A259 major improvement scheme: first main phase of works starts soon - circulated to Councillors
101. VAAC - Weekly Updates - circulated to Councillors and on social media
102. Ordnance Survey - Reduced access to OS Orders, Download, PMCL & Pay-OS
103. News from West Sussex County Council - 24 September 2020

104. Neighbourhood Alert - Neighbour of the Year Award 2020 Now Open - circulated to Councillors and on social media
105. Arun District Council - This week's Briefing - circulated to Councillors
106. Clerk at Felpham PC 3 emails re WSALC FOI request and response from WSALC
107. Sussex by the Sea September Update #6 NHS QR Code Posters, REALLY HELPFUL & FREE Masterclasses, Tourism Recovery Campaign and more Industry Support from Experience West Sussex
108. CCLA - Public Sector Deposit Fund contract note(s) for 24/09/2020
109. St Wilfrid's Hospice eNews September 2020
110. SALC - Register for our Data Protection Webinar for Town and Parish Councils
111. NALC - Chief Executives Bulletin
112. Arun and Chichester CAB - Stakeholders Notice: Change to our service
113. Clerk at Felpham PC re WSALC FOI request plus notification that he has reported WSALC to ICO - further responses from Aldingbourne, Birdham, Lindfield, Steyning, Storrington and Sullington, Bersted and East Grinstead Parish Councils
114. The Office of the Sussex Police and Crime Commissioner - Virtual road safety panel meeting - circulated to Councillors
115. CAGNE - Survey closes soon - have your say
116. Email enquiry from a member of the public about the phone box in front of the museum and the Arun Conservation Officers response
117. Email from a member of the public Re: Long-term investment in Bognor Regis may already be too late - with regard to rising sea levels and flooding
118. Local Council's Update Issue 244 October 2020
119. Sussex Snowdrop Trust - Autumn 2020
120. Citizens Advice online AGM: Save The Date 20/10/2020
121. Whitstable Designs Marketing information on web designs
122. My Parish Council Marketing Information on web designs
123. Understand the OS Data Hub & the new Premium products, plus your PSGA updates
124. West Sussex County Council news release: Crawley's trial, pop-up cycleway is open: cycleways in Shoreham, East Grinstead and Horsham set to be finished soon
125. Neighbourhood Alert - National Road Safety Survey - circulated to Councillors and on Social Media
126. Bognor Regis BID - Fiver Fest, Car Parking Discs + Sussex Police Questionnaire
127. NALC - Rebuilding Communities
128. ADC - Town Parish Council Covid-19 Briefing 29.9.20 - circulated to Councillors
129. ADALC Note for Information - circulated to Councillors
130. News from West Sussex County Council COVID19 - 24 September 2020 - circulated to Councillors
131. School admissions starting school September 2021 - Your assistance please - circulated to Councillors and on Social Media
132. The Office of Sussex Police and Crime Commissioner - Last chance to have your say - circulated to Councillors
133. Southeast Communities Rail Partnership - GTR message to station partners
134. VAAC - Weekly Updates - circulated to Councillors and on Social Media
135. NALC - Rebuilding Communities
136. Funding Focus - October 2020 Edition of VAAC's monthly fundraising newsletter - circulated to Councillors and on Social Media
137. WSCC - Update for our Suppliers
138. October's free business webinars from BT Skills for Tomorrow
139. Leading Cities - World Economic Forum Opportunity

140. Sussex by the Sea Tourism Update October 2020 - Invite to a Zoom Network Chat tomorrow! Dates for your Diary; Industry and Business Fund Support
141. WSCC - Your Town and Parish Council News - October 2020
142. Neighbourhood Alert - Neighbourhood Watch October Our News Newsletter Is Here 01/10/2020 - circulated to Councillors and on social media
143. MHCLG / NALC Right to Contest Snapshot Online Survey
144. The Regis School Newsletter
145. NALC - Chief Executive's Bulletin
146. VAAC Funding Surgery
147. The Office of Sussex Police and Crime Commissioner - New 21st century detectives
148. WSCC - All West Sussex's trial pop-up cycleways now open
149. What 3 Words - information on the service - and second email on what3words
150. NALC - How to support mental health in your community
151. NALC - What are the health challenges post COVID-19?
152. SALC - West Sussex Clerks Forum - further date added
153. NALC - How do the tiers of local government collaborate?
154. Bognor Regis BID - October Campaigns & Be part of the RE-Generation! Halloween Celebration of BID Businesses
155. Arun District Council - Town and Parish Briefing
156. Neighbourhood Alert - Fantastic Home Security Offer from Our Partner Era & second email with corrected link to Era site
157. VAAC - Weekly Updates
158. NALC - Find out how to recognise hidden disabilities
159. Neighbourhood Alert - Free Webinars about Staying Safe Online
160. WSCC - FW: Get Safe Online
161. CCLA - FW: Public Sector Deposit Fund - UK domiciled Qualifying Money Market Fund
162. WSALC AGM Save the Date
163. NALC - Chief Executive's Bulletin
164. Neighbourhood Alert - Arun District Weekly Bulletin 09/10/2020
165. The Office of Sussex Police and Crime Commissioner - 196% increase in neighbourhood disputes
166. WSCC - Latest on the coronavirus in West Sussex
167. Neighbourhood Alert - Derek Pratt MBE 09/10/2020
168. Neighbourhood Alert - Back To Basics Online Security Advice - circulated to Councillors and on Social Media
169. Neighbourhood Alert - Tackling Modern Slavery In Sussex - circulated to Councillors and on Social Media
170. SSALC - Advanced Social Media Skills Webinar - last chance to book!
171. WSCC - Latest on the coronavirus in West Sussex - 9th October 2020 - circulated to Councillors
172. WSCC - Cabinet – 20 October 2020 - agenda
173. Making Theatre - Invitation for Councillor
174. WSCC - Cabinet to discuss Children's Trust for West Sussex
175. NALC - How do the tiers of local government collaborate?
176. Email from a member of the public with concerns regarding a local hospitality business
177. Neighbourhood Alert - Get Safe Online Back To Basics - circulated to Councillors and on Social Media
178. NALC - Find out how to recognise hidden disabilities
179. ADC - Town & Parish Briefing - 14 October Issue 30 - circulated to Councillors

- 180.** VAAC weekly updates - circulated to Councillors and on social media
- 181.** NALC - How to support mental health in your community
- 182.** WSCC - News Statement re today's Highways England A27 Arundel Bypass preferred route announcement - circulated to Councillors
- 183.** Highways England - A27 Arundel Bypass Preferred Route Announcement - circulated to Councillors
- 184.** NALC Magazine LCR - Summer 2020
- 185.** Neighbourhood Alert - Arun District Weekly Bulletin 15/10/2020 - circulated to Councillors and on social media
- 186.** WSCC - On-street parking charges review - circulated to Councillors
- 187.** ADC - Sussex by the Sea Update - October #3
- 188.** Neighbourhood Alert - Police and Local Authorities Sign Pledge To End Slavery In Sussex 16/10/2020 - circulated to Councillors and on social media
- 189.** Southern Co-op - News: Help is available for local causes across the south
- 190.** The Regis School Newsletter
- 191.** NALC - Chief Executive's Bulletin
- 192.** The Office of the Sussex Police and Crime Commissioner - Hate crime rises locally in lockdown - circulated to Councillors
- 193.** WSCC - COVID-19 alert level is Medium for West Sussex - circulated to Councillors
- 194.** what3words information
- 195.** SSALC - Children's Play Equipment available
- 196.** NALC - Rebuilding Communities - challenges post COVID-19?
- 197.** NALC - LCR Magazine
- 198.** SSALC Representatives Meeting with Sussex Police
- 199.** Citizens Advice LIVE AGM:
- 200.** NALC - Rebuilding Communities - How do the tiers of local government collaborate? - circulated to Councillors
- 201.** WSCC - We're making sure we're winter ready
- 202.** Proud to Care Xmas Recruitment Campaign
- 203.** Request from a member of the public for a memorial bench on the seafront
- 204.** West Sussex Fire and Rescue Service - Show some respect this Fireworks Night - circulated to Councillors
- 205.** Invitation to the first of the Experience West Sussex Partnership Autumn 2020 webinars: Building Resilience – Seasonal Solutions for Tourism Businesses - circulated to Councillors