



# BOGNOR REGIS TOWN COUNCIL

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

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Dear Sir/Madam,

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

I hereby give you Notice that an Extraordinary Meeting of the Policy and Resources Committee of the Bognor Regis Town Council will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on WEDNESDAY 29<sup>th</sup> JUNE 2022.**

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. An opportunity will be afforded to those **members of the public** who have pre-booked a place to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee.) Any written question received by 9am on Wednesday 29<sup>th</sup> June from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

**CHAIRMAN OF COMMITTEE**

**TOWN CLERK**

**DATED this 20<sup>th</sup> day of JUNE 2022**

### **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, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare 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, Other Registrable 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 or Other Registrable 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. Adjournment for public question time and statements
  4. To consider proposal for Community Warden scheme in Bognor Regis, as a joint initiative between the town and district councils

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED**

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 29<sup>th</sup> JUNE 2022**

**AGENDA ITEM 4 - TO CONSIDER PROPOSAL FOR COMMUNITY WARDEN SCHEME IN BOGNOR REGIS, AS A JOINT INITIATIVE BETWEEN THE TOWN AND DISTRICT COUNCILS**

**REPORT BY TOWN CLERK**

**FOR DECISION**

In early May 2022, an approach was made by Arun District Council to tentatively discuss a proposal that they wished to put to the Town Council for a Community Warden Scheme in Bognor Regis, following a very successful pilot project in Littlehampton. Talks took place between representatives of Arun's Community Safety Team and the Town Clerk, with the Assistant Clerk also in attendance.

Following these discussions, it was agreed that an Extraordinary Meeting of the Policy and Resources Committee would be arranged with Dax O'Connor and Robin Wickham from Arun's Community Wellbeing Team in attendance, whereby Members would be invited to consider the proposal. Heather Allen, from the Bognor Regis BID, has also been invited to attend and be on hand to answer any questions about how the proposed Community Warden Scheme might fit with the current Business Warden role, to which the Town Council have committed to making a financial contribution towards the cost of.

Ahead of this Extraordinary Meeting, the report attached as **Appendix 1**, and the associated **appendices A and B**, have been provided by Arun.

The cost of the scheme for Bognor Regis would total £140,000 per annum. This accounts for 3 full-time Community Wardens plus an operational budget for things such as uniform and PPE, training, promotion, and community engagement events. As stated at 1.1. of the attached report, the proposal would be for the District and Town Councils to each match fund this. Therefore, the implication for Bognor Regis Town Council (BRTC) is £70,000 per annum.

If Members are minded to proceed with the proposal in the current financial year, the District Council has committed its share of the required funding for the scheme to be implemented for the 6 months until the end of March 2023, should the same be available from the Town Council (i.e. £35,000).

**DECISIONS**

Do Members **AGREE** to partner with Arun District Council in creating a Bognor Regis Community Warden scheme?

If so, do Members **AGREE** for implementation of the scheme from October 2022 until the end of March 2023 with match-funding of £35,000, and identify where this could be funded from?

Or

Do Members **AGREE** for implementation of the scheme from April 2023 with match-funding of £70,000 budgeted for in the 2023/24 financial year?

Finally, should Members be minded to support this proposal then they are invited to consider on what basis the Town Council would commit funding in terms of how long the scheme would run for and **AGREE** whether this would be a fixed term pilot or permanent.

# ARUN DISTRICT COUNCIL

## REPORT TO BOGNOR REGIS TOWN COUNCIL POLICY & RESOURCES COMMITTEE ON 29 JUNE 2022

### REPORT

**SUBJECT: Community Wardens**

**REPORT AUTHOR:** Dax O'Connor, Community Safety Officer, Arun District Council

**DATE:** 8 June 2022

**EXTN:** 37834

**AREA:** Community Wellbeing

#### **EXECUTIVE SUMMARY:**

This report presents information about a proposed Community Warden scheme in Bognor Regis, as a joint initiative between the town and district councils.

Background information is provided as to why this proposal is being explored and details on how the scheme can benefit the town. Reflection on the performance of a similar scheme that is currently operating in Littlehampton is also provided for the committee's consideration.

#### **1. BACKGROUND:**

- 1.1. Arun District Council has authorised the Group Head of Community Wellbeing to scope the viability of introducing a Community Warden scheme in Bognor Regis. It is proposed that the scheme is based on both the town and district councils providing match-funding.
- 1.2. Community Wardens were introduced to Littlehampton in April 2020 as an initial 18 month pilot project. This scheme has been extended beyond the pilot period due to the positive impact it has had in the local community.
- 1.3. The purpose of Community Wardens is to provide resilience, reassurance, and confidence to local communities. Community Wardens are not a replacement for Police resources or responsibilities; they do provide a valuable role in sharing intelligence and witness statements to help Police in tackling crime. They do not have powers of arrest.
- 1.4. Community Wardens do enforce the Public Spaces Protection Order in line with the Council's directions, as well as carrying out anti-social behaviour interventions. They do not have extensive enforcement responsibilities and do not replace Police resources in directly tackling crime.

#### **2. SERVICE DELIVERY**

- 2.1. The current service delivery model in Littlehampton provides for three full-time officers, employed by the district council on permanent contracts. Management

of the scheme is provided by Arun's Community Safety team. This allows officers to liaise closely with anti-social behaviour caseworkers, and to build on the established relationships with our partners.

- 2.2. Three full time Wardens gives the team capacity to patrol a wide range of locations across the town on a regular basis. Use of three team members also ensures service continues when annual leave and sickness occur.
- 2.3. Community Wardens work 37 hours per week, operating flexibly between 7.30am to 6.00pm Monday to Friday. Work outside of these hours is carried out where a need is identified. For example, where reports of regular anti-social behaviour are identified at a weekend or evenings, the team will respond as needed. The team also attend town events which often fall beyond standard operational times and days.
- 2.4. Community Wardens are highly visible in the communities they serve. From the outset, the team have ensured that they undertake extensive foot patrols across all town wards and that they are accessible providing 'drop ins' in community facilities and as well as formal community engagement.
- 2.5. Community Safety Accreditation Scheme (CSAS) status has been awarded to the Council by Sussex Police. This was a direct result of the Community Warden scheme being set up. Low level enforcement powers have been given and relevant training completed by officers.
- 2.6. It is important to note that Community Wardens are not a replacement for Police resources in addressing crime.
- 2.7. For the committee's information, a link to the Community Warden's webpage is provided in the Background Papers section of this report. This provides further information on the role of Community Wardens, plus contains monthly reports illustrating their activity.

### **3. FINANCIAL IMPLICATIONS**

- 3.1. The cost of the scheme for Bognor Regis would total £140,000 per annum. This accounts for 3 full-time Community Wardens plus an operational budget for things such as uniform and PPE, training, promotion, and community engagement events.
- 3.2. As stated at 1.1. of this report, the proposal would be for the district and town councils to each match fund this. Therefore, the implication for Bognor Regis Town Council (BRTC) is £70,000 per annum.
- 3.3. If Bognor Regis Town Council is minded to proceed with the proposal in the current financial year, the district council has committed its share of the required funding for the scheme to be implemented for the 6 months until the end of March 2023, should the same be available from the town council (i.e. £35,000).

### **PROPOSAL(S):**

It is proposed that Bognor Regis Town Council consider:

1. Whether they wish to partner with Arun District Council in creating a Bognor Regis Community Warden scheme.

2. If match-funding is available:
  - a. for implementation of the scheme from October 2022; or
  - b. for implementation of the scheme from April 2023.
3. On what basis BRTC would commit funding in terms of how long the scheme would run for i.e. a fixed term pilot or permanent.

**BACKGROUND PAPERS:**

**Appendix A** Littlehampton Community Wardens performance data and examples of engagement activity

**Appendix B** Community Warden job description

[Community wardens | Arun District Council](#) – inc. links to monthly performance reports

The following links are previous reports made to the district council's Housing and Wellbeing committee in relation to the Littlehampton Community Warden scheme and the proposal to extend to Bognor Regis:

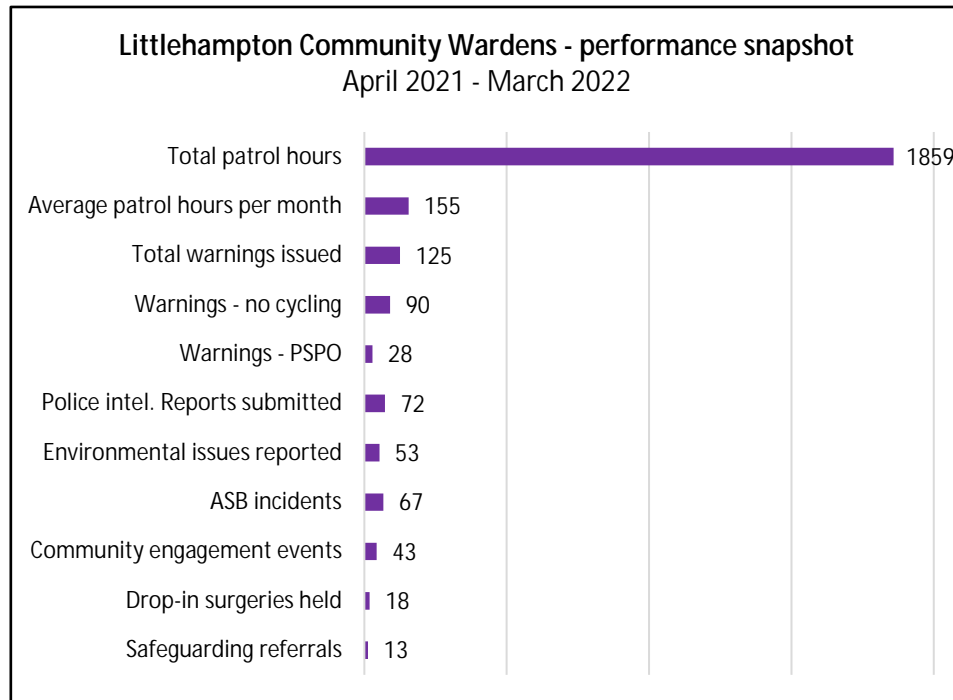
[Housing & Wellbeing committee 17.03.2022](#)

[Housing & Wellbeing committee 24.01.2022](#)

## Littlehampton Community Wardens

### Performance data

Below is a snapshot of recorded activity carried out by the Community Wardens to end of March 2022.



### Examples of public engagement activities

- ÿ Organised litter pick in Wick, in partnership with the Council's Housing team and Morrisons Community Champion.
- ÿ Fire safety and community engagement events with the local fire station.
- ÿ Fly-tipping 'amnesty' in Wick after Christmas - provision of a waste collection truck allowing residents to get rid of various bulky items.
- ÿ Attendance at primary school assemblies (YRs 5 and 6) to engage with pupils about emerging anti-social behaviour trends.
- ÿ Regular public drop-in sessions.
- ÿ Family Halloween event in Wick including children's fancy dress and pumpkin carving competitions.
- ÿ Engagement with young people, including close working with Arun Youth Projects and participation in their organised youth activities. Additional one-to-one early interventions with young people.
- ÿ Digital inclusion workshops at Age UK.



- Attendance at public events including the Town Show, Screen on the Green, Sandcastle competition, Skate Jam (opening of the new skate park), and the town centre Christmas light switch-on.

### **Purpose of the Community Warden scheme**

Key principles of the scheme are to:

- provide a highly visible presence and regular foot patrols across all wards of the town.
- form close working relationships with the neighbourhood policing team and community groups to identify and reduce anti-social and nuisance behaviour.
- work to address the fear of crime.
- share intelligence with relevant partner agencies, including the Police, and provide witness statements where necessary.
- offer support to young people and establish suitable activities and signposting to youth groups/services.
- identify at risk people, communities and groups and work closely with agencies to address concerns.
- offer crime prevention and fire safety advice.
- actively enforce the Public Spaces Protection Order.
- develop and deliver community development activities and participate at local events.

By engaging with the public and community groups Community Wardens are able to answer queries about a range of local issues at first point of contact. They also signpost people to relevant local services, receive and action reports of community concerns, and respond to real-time incidents.

Opportunities to engage with the community also include the hosting of drop-in sessions, allowing the team to speak directly with members of the public. These have been held at Morrisons, The Wave, and the library.

Due to their presence across Littlehampton, they often become aware of community tensions, hotspot locations, and individuals engaging in nuisance behaviour at an early stage. They then share intelligence with appropriate agencies, helping to shape local responses, preventing situations escalating into more serious and widespread problems.

These steps have embedded the principles of the scheme into the community and the consciousness of partner agencies. There is an expectation that the scheme further progresses to deliver activities and initiatives that provide reassurance to the wider community. This is a function that the team are developing at pace with a range of ideas and subject matter being considered. The priority being that initiatives must deliver for the good of Littlehampton.

**ARUN DISTRICT COUNCIL**  
**JOB DESCRIPTION**

Designation:	Community Warden (Littlehampton)
Grade:	7
Department:	Community Wellbeing
Section:	Community Safety Team
Location:	Arun Civic Centre
Responsible to:	Senior Community Warden
Hours of Duty:	37

**Background:**

This post sits within the Community Safety team, part of the Community Wellbeing department at Arun District Council.

The role of the Community Warden is to strengthen and increase resilience of local communities in Littlehampton. You will provide a highly visible presence and engage with communities and partner agencies to bring about a sense of confidence to local residents, businesses and visitors that the area is safe and welcoming. You will develop and, at times, lead community based initiatives that address issues affecting the lives of communities and empower them to bring about change and improvements to the quality of life in their local area.

This position will involve some evening and weekend working and is subject to both an enhanced Disclosure and Barring Service (DBS) check and Sussex Police vetting in accordance with obtaining the required Community Safety Accreditation Scheme (CSAS) authorisation.

**Purpose of job:**

- a) Provide a dynamic and proactive community-based Warden service to promote community cohesion and resilience.
- b) Undertake highly visible foot patrols within the boundary of Littlehampton to provide a reassuring presence and to deter crime and anti-social behaviour,

working in close partnership with Sussex Police and the Council's Anti-social Behaviour team.

- c) Provide intelligence and evidence to appropriate agencies for the purposes of both community development and tackling crime, providing witness statements and attending Court when required.
- d) Develop effective working relationships with local stakeholders and members of the wider community to identify and reduce the fear of crime by offering support and advocating social inclusion across the parish.
- e) Support the community by providing guidance to young people and establishing suitable activities or signposting to other groups and services.
- f) Establish community development activities helping the community to have access to appropriate service provision, both locally and nationally.
- g) Offer support and safety advice to residents, especially where vulnerability (through age, disability, etc.) and hard to reach groups are identified and referring to other agencies as necessary.
- h) Actively enforce the Council's Public Spaces Protection Order.

**Duties and responsibilities:**

Under the direction of the Senior Community Warden:-

1. Assist the department to achieve its target of reducing the perception and fear of crime and anti-social behaviour.
2. Working a shift pattern to provide the best and most comprehensive service possible during peak times which will include some evenings and weekends.
3. Identify areas where communities are at risk and in need of support and assist the Senior Community Warden to deliver initiatives that improve community engagement and confidence.
4. Participate in community-based events and proactively seek to achieve strong working relationships with partners and key stakeholders.
5. Maintain accurate, comprehensive and timely records of all interactions, incidents and daily activities.
6. To support the Safer Arun Partnership, Littlehampton Town Council and Arun District Council to achieve their respective strategic priorities in relation to achieving a safer and stronger community.

7. To be responsible for complying with all the Council's policies, procedures, regulations and initiatives including Equality and Diversity, Health and Safety, Lone Working and Safeguarding.
8. To positively represent and promote both Arun District Council and Littlehampton Town Council within the community through excellent interaction with customers and timely action.
9. To take personal responsibility for self-development and professional enhancement.
10. To undertake such other duties appropriate to the grade and character of work as may be reasonably required, including the specific duties of similar or lesser graded posts.

The duties within the Job Description are intended as a guideline only and may be amended from time to time, following consultation with the Postholder.

Signature of

Postholder: .....

Date: .....

Signed: .....

Manager