

Committee Manager : Erica Keegan (Ext 37547)

25 January 2017

## **CABINET**

A meeting of the Cabinet will be held in Committee Room 1 (Pink Room) at the Arun Civic Centre, Maltravers Road, Littlehampton, on the **6th February 2017 at 5.00 pm** and you are requested to attend.

Members : Councillors Mrs Brown (Chairman), Wensley (Vice-Chairman), Bence, Bower, Chapman, Dendle and Wotherspoon.

## **A G E N D A**

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating :

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial interest
- d) if it is a prejudicial interest, whether you will be exercising your right to speak under Question Time

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

3. QUESTION TIME

- a) Questions from the public (for a period of up to 15 minutes).
- b) Questions from Members with prejudicial interests (for a period of up to 15 minutes).

4. MINUTES

To approve as a correct record the Minutes of the meeting held on 16 January 2017 (previously circulated).

5. LITTLEHAMPTON HEALTH SERVICES UPDATE BY COASTAL WEST SUSSEX CLINICAL COMMISSIONING GROUP

A briefing by the Chairman and interim Finance Director of the Coastal West Sussex CCG on various health service issues in the 'Arun locality' i.e the area east of the River Arun and south of the A27. There will be an opportunity for Members of Cabinet to ask questions of the Chairman, Kieran Stigant, and the interim Finance Director, Neil Cook. There are no papers for this item.

6. \*COUNCIL BUDGET 2017/18

This report sets out the Council's Capital, Housing Revenue and General Fund Revenue Budgets for 2017/18 including Council Tax and rent levels.

7. \*DEVELOPMENT OF A BUSINESS IMPROVEMENT DISTRICT (BID) FROM BOGNOR REGIS

The Town Centre Manager is tasked with developing a BID proposal for Bognor Regis. This report and presentation will introduce Members to the BID concept, highlight issues identified by businesses for improvement and will outline the Council's role in this initiative.

8. \*LITTLEHAMPTON ECONOMIC GROWTH AREA (LEGA) - WEST BANK

The aim of the report is to seek Member approval for the Council, as Landowner, to agree to enter into a Memorandum of Understanding with other relevant landowners on the West Bank to seek to jointly address the delivery of this strategic housing allocation and provide evidence that can enable the LEGA policy to be found sound at the resumed Local Plan examination.

9. \*JOINT FUNDING TO ESTABLISH A SINGLE, COUNTYWIDE TEAM TO RESPOND TO ISSUES CONCERNING IMMIGRATION, ASYLUM-SEEKING AND REFUGEES

This report concerns this Council's contribution to the funding of a countywide team to respond to issues concerning immigration, asylum-seeking and refugees.

10. JOINT AREA COMMITTEES

To consider and note the Minutes of the meetings of the Joint Arun Area Committees as follows:-

- (a) Joint Eastern Arun Area Committee – 29 November 2016
- (b) Joint Downland Area Committee – 21 November 2016
- (c) Joint Western Arun Area Committee – 30 November 2016

## ITEMS PUT FORWARD BY THE OVERVIEW SELECT COMMITTEE / WORKING GROUPS

### 11. OVERVIEW SELECT COMMITTEE

To consider the recommendations to Cabinet contained in the Minutes of the meeting of the Overview Select Committee held on 24 January 2017 (will be circulated under separate cover)

Note : \*Indicates report is attached for all Members of the Council only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager).

Note : Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant Director in advance of the meeting.

**AGENDA ITEM NO.6****ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET  
ON 6<sup>th</sup> FEBRUARY 2017****PART A : REPORT**

<b>SUBJECT:</b> Arun District Council Budget 2017/18
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<b>REPORT AUTHOR:</b> Alan Peach, Head of Finance and Property	<b>DATE:</b> January 2017
<b>EXTN:</b> 37558	

<b>EXECUTIVE SUMMARY:</b> The report sets out the Revenue and Capital Budgets for 2017/18 for both the General Fund and the Housing Revenue Account.
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**RECOMMENDATIONS**

The recommendations are contained within section 10 of the Budget report in **Appendix A**.

Cabinet is requested to note that the Head of Finance and Property, in consultation with the Deputy Leader of the Council and Cabinet member for Corporate Governance, has approved a Council Tax base of 59,456 for 2017/18.

Cabinet is requested to recommend to Full Council that:

- i. The General Fund Revenue budget as set out in **Appendix 1** is approved.
- ii. Arun's band D council tax for 2017/18 is set at £171.27, an increase of 2.98%.
- iii. Arun's Council Tax Requirement for 2017/18, based on a Band D Council Tax of £171.27, is set at £10,183,029 plus parish precepts as demanded, to be transferred to the General Fund in accordance with statutory requirements.
- iv. The HRA budget as set out in **Appendix 2** is approved.
- v. The HRA rents for 2017/18 are set at 1% below the current year's level in accordance with the provisions of the Welfare Reform and Work Bill.
- vi. HRA garage rents are increased by 5% to give a standard charge of £10.63 per week (excluding VAT), and heating and water/sewerage charges increased on a scheme by scheme basis, with a view to balancing costs with income.
- vii. The Capital budget as set out in **Appendix 3** is approved.

<b>1. BACKGROUND:</b>		
Prior to the start of each financial year, the Council sets its budget, Council Tax levels and housing rent levels for the year.		
<b>2. PROPOSAL(S):</b>		
The Cabinet is requested to consider the report and to approve the recommendations.		
<b>3. OPTIONS:</b>		
None		
<b>4. CONSULTATION:</b>		
Has consultation been undertaken with:		
	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify) Overview Select Committee	✓	
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>		
Financial	✓	
Legal		✓
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓
<b>6. IMPLICATIONS:</b>		
The budget will form the main reference point for financial decisions made in 2017/18.		

<b>7. REASON FOR THE DECISION:</b>
To ensure that the council has a firm financial basis for conducting its business in 2017/18.

<b>8. BACKGROUND PAPERS:</b>
Correspondence from the DCLG (Department of Communities and Local Government) and Department for Work and Pensions. Budget Working Papers (held by Accountancy) <a href="#">Draft Budget 2017-2018</a>

**APPENDIX A****ARUN DISTRICT COUNCIL BUDGET 2017/18****REPORT BY THE HEAD OF FINANCE AND  
PROPERTY****1.0 Introduction**

1.1 This report sets out the Capital, Housing Revenue and General Fund Revenue budget for 2017/18. These budgets have been prepared taking account of the following:

- The Medium Term Financial Strategy 2016/17 to 2021/22 considered at Cabinet 17<sup>th</sup> October 2016.
- The provisional Local Government Finance settlement issued by the Department of Communities and Local Government (DCLG) in December 2016.
- Housing Revenue Account business plan (currently under review).

1.2 The Local Government Act 2003 requires the Chief Financial Officer to report on the robustness of the estimates made for the purposes of calculating Council Tax and housing rent levels, and the adequacy of the proposed financial balances. I am satisfied that the estimates, as presented in the draft budget, are sufficiently robust and that the reserve balances proposed for 2017/18 are adequate.

**2.0 Local Government Finance Settlement and Council Tax**

2.1 The Council accepted the four-year settlement that was announced last year. The funding encompasses: Revenue Support Grant; Transition Grant; and Top-ups and Tariffs related to Retained Business Rates.

2.2 The Business Rate Retention scheme was introduced in April 2013. The scheme focuses on promoting economic growth through the local retention of business rates. Currently half of the rates revenue is retained locally with the local share being split between Arun (80%) and West Sussex County Council (20%).

2.3 The Business Rates Retention scheme has transferred a considerable risk to the council by linking DCLG support directly to the local economy. This is a strong incentive for the Council to ensure that the business ratings list is fully inclusive and to encourage a buoyant local economy. It is also important to note any significant negative changes in the value of the ratings list will directly reduce the level of funding received in future, such as valuation appeals which can be backdated. There is an additional level of uncertainty for business rates income for 2017/18 as

the new ratings list comes into effect from April 2017 and this is likely to lead to a significant number of new appeals.

- 2.4 The 2015 Spending Review announced a number of significant changes in the way Local Government will be funded in the future. The announcements made confirmed the proposal for the 100% business rate retention by 2020. However, the announcement on the outcome of the technical consultation on retained business rates has been delayed until 2018. There is anticipated to be a shift between the tiers of local government and the potential of transferring extra responsibility (and cost) to Local Government.
- 2.5 The New Homes Bonus (NHB) was introduced in 2011/12. The aim of the grant is to create an incentive which rewards local authorities that deliver sustainable housing growth in their areas. The basis of the grant is that for each new housing unit delivered an annual bonus of £1,530 (band D equivalent) is payable. In addition, a £350 bonus is also paid for each additional unit of affordable housing. The NHB is shared between Arun (80%) and WSCC (20%).
- 2.6 It should be noted that the Government is also considering withholding NHB from Local Authorities that are not planning effectively by making positive decisions on planning applications and delivering housing growth. From 2018/19 NHB may be withheld for homes that have been built following appeal. The government will not introduce the proposal to withhold NHB payments for areas without a Local Plan in 2017/18 but may consider doing this in the future following consultation.
- 2.7 The New Homes Bonus for 2017/18 is £3.677m (reduction of £337k). This includes an affordable homes premium of £13k. The allocation for 2017/18 was subject to a 0.4 percent baseline or deadweight adjustment for growth deemed to have happened anyway. The grant will be paid for 5 years for 2017/18 and then drop to 4 years. The level of NHB is summarised in the table below:

NHB Payment relating to:	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
2011/12	509	509	509	509	509	509	0
2012/13		556	556	556	556	556	0
2013/14			1,000	1,000	1,000	1,000	1,000
2014/15				484	484	484	484
2015/16					539	539	539
2016/17						926	926
2017/18							728
<b>Total</b>	<b>509</b>	<b>1,065</b>	<b>2,065</b>	<b>2,549</b>	<b>3,088</b>	<b>4,014</b>	<b>3,677</b>

2.8 The changes in Government grant funding are summarised in the table below:

<b>Non-Ringfenced Grant Income</b>	<b>2016/17</b>	<b>2017/18</b>	<b>Change</b>
	<b>£`000</b>	<b>£`000</b>	<b>£`000</b>
Business rates retention*	3,183	5,048	1,865
Revenue Support Grant (RSG)	1,666	750	(916)
<b>Total Formula Grant:</b>	<b>4,849</b>	<b>5,798</b>	<b>949</b>
<b>New Homes Bonus:</b>	<b>4,014</b>	<b>3,677</b>	<b>(337)</b>
<b>Other non-ringfenced grants:</b>			
Housing Benefits Administration Grant	524	503	(21)
Localising Council Tax Support Administration Grant	157	198	41
Transition Grant**		81	81
Business rates collection allowance	174	174	0
<b>Total Other Non-ringfenced grants:</b>	<b>855</b>	<b>956</b>	<b>101</b>
<b>Total non-ringfenced grant income</b>	<b>9,718</b>	<b>10,431</b>	<b>713</b>
*including s31 grants, Tariff and Levy			
** 2016/17 Transition Grant £82k			

2.9 The difference in budget for Retained Business rates is mainly due to the phasing of income (a result of the way the Government has set up the system).

2.10 The Council Tax income figure of £10.183m for Arun (excluding Parish/town Councils) referred to in the General Fund Summary (appendix 1) is based on an Arun Band D Council Tax of £171.27, which represents an increase of £4.95 or 2.98% (£4.95 or 3.07% 2016/17). This has started to redress the reduction, in real terms, of the Council Tax Income Base which was frozen for 5 years. Arun's tax base for 2017/18 shows a significant increase over 2016/17 (from 57,803 to 59,456). This is chiefly due to the completion of new dwellings in the District. The government's calculation of the Council's spending power is based on a £5 increase on a band D Council Tax.

### 3.0 Budget Assumptions

3.1 The budget for 2017/18 includes provision for a 1.0% pay award. As in previous years, no provision has been made for price increases in goods, services and contracts except where there is clear evidence of the need for it.

3.2 With regard to fees and charges, increases have been applied either in accordance with statutory provisions, or, where the Council has discretion by inflation, having regard to specific service circumstances.

3.3 HRA rents have been set at 1% below the 2015/16 current year's level in accordance with statutory provisions (Welfare Reform and Work Bill).



## 4.0 General Fund Revenue Budget

- 4.1 A summary of the General Fund Revenue budget showing 2016/17 Original Budget and 2017/18 proposed budget, summarised by Service Portfolio is shown in **Appendix 1**. A summary of the projected movement on General Fund Reserve is shown in the table below:

<b>General Fund Reserve Movement</b>	<b>Original Budget</b>	<b>Current Budget</b>	<b>2017/18 Budget</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Net Budget Requirement</b>	23,974	24,854	24,700
<b>Financed by:</b>			
Government Grants and Retained Business Rates	(9,718)	(10,033)	(10,431)
Council Tax (including collection fund surplus)	(13,537)	(13,537)	(14,255)
<b>Taken From / (Added to) Balances</b>	<b>719</b>	<b>1,284</b>	<b>14</b>
General Fund Balance 1 April	10,161	10,161	8,005
Supplementary Estimates*		(1,264)	
Change in Financing of Arun Leisure Centre improvements		(1,004)	
Outturn on General Fund	(719)	(719)	(14)
Current Budget Variation Estimated Outturn 2016/17**		831	
<b>Total Taken From Balances</b>	<b>(719)</b>	<b>(2,156)</b>	<b>(14)</b>
General Fund Balance 31 March 2018	9,442	8,005	7,991

\* includes £699k requested pending approval \*\* November 2016

- 4.2 The current budget amount taken from balance of £1.284m includes approved supplementary estimates totalling £565k (November 2016). The estimated outturn for 2016/17 includes a further £699k for a number of supplementary estimates that are known but still require Council approval resulting in a total of £1.264m. When the budget for 2016/17 was prepared the precise nature of the works at the Arun Leisure Centre was unknown. These works are mainly revenue in nature and therefore cannot be financed as capital expenditure. It should be noted that the costs of these works are effectively borne by the Council's leisure management provider in the form of increased annual revenue contributions. The net effect of the ALC works is £1.004m in 2016/17. The total anticipated draw down from reserves is therefore £2.156m for 2016/17 resulting in a GF balance of approximately £8m at 31 March 2017 subject to the current budget variation continuing.
- 4.3 The Council is anticipating the receipt of significant s106 sums for maintenance in perpetuity in respect of a number of sites and these sums will enhance the forecast level of General Fund balance. However, the receipt of these sums will also lead to the requirement for additional revenue expenditure in respect of maintaining the relevant sites. These sums are not included in the budget for 2017/18 or the estimated outturn for 2016/17 as the timing of the receipts is not certain.

4.4 The proposed 2017/18 budget draws £14k from reserves, a change of (£705k) from the 2016/17 original budget. The £14k proposed draw down General Fund reserve for 2017/18 includes a £2.0m contribution to fund the revenue expenditure for the Littlehampton Leisure Centre.

4.5 A summary of headline changes is given below:

<b>General Fund Budget 2017/18</b>	<b>Changes +/- £ 50k</b>	<b>£'000</b>
<b>Service changes:</b>		
Pay award		128
Senior Management Restructure		152
Establishment Savings (deleted posts)		(251)
Spinal Column Point changes (net)		88
Grants to Joint Arun Area Committees		(75)
Rent Allowances		(190)
Major Contracts Saving		(998)
Homelessness net		54
Increase in income		(138)
HRA recharge		(151)
Change in required Contingencies		(359)
Parish grant taper		(144)
Change in Earmarked Reserve financing		3,100
Capital expenditure financed from revenue fall out of 2016/17 programme		(1,870)
Capital expenditure financed from revenue 2017/18 programme		1,111
Council Tax Income increase		(569)
Change in Retained Business Rates		(1,865)
Reduction in RSG		916
Reduction in New Homes Bonus		337
Other non-ringfenced grants		(101)
Other changes <£50k		120
<b>Net change in budgeted reserve movement</b>		<b>(705)</b>
Reserve 2016/17 budgeted draw down		(719)
Reserve 2017/18 budgeted draw down		(14)
<b>Net reserve change</b>		<b>705</b>

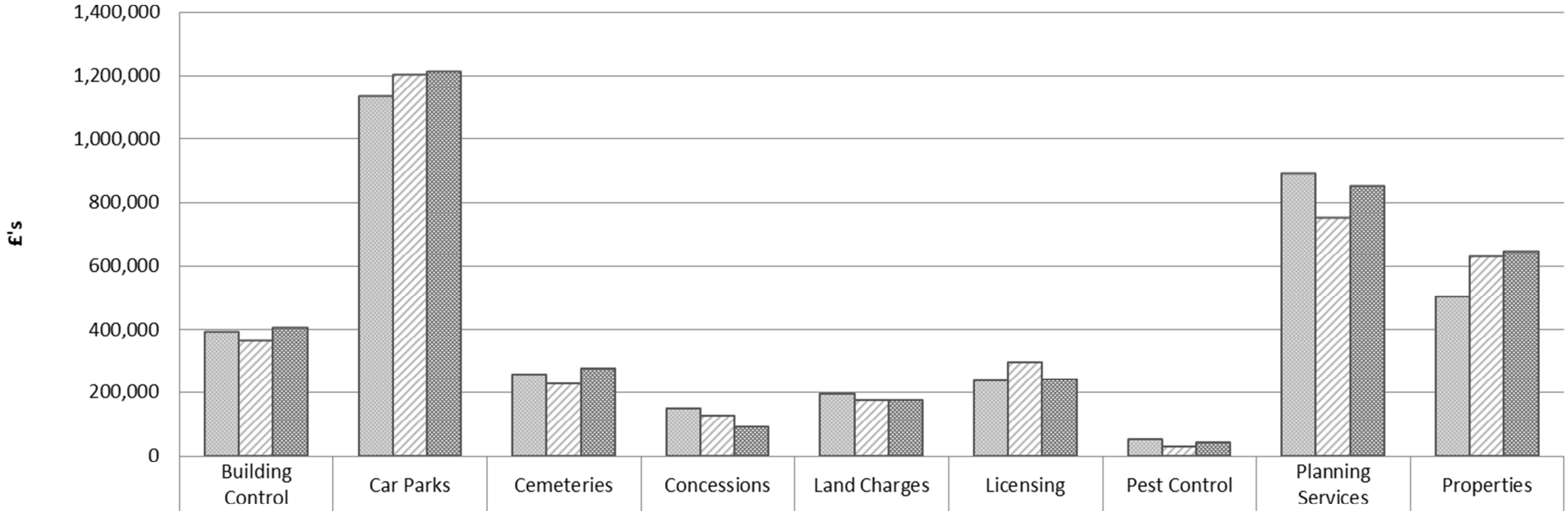
4.6 The outcome of the triennial revaluation of the pension fund has resulted in an increase in the amount paid as a lump sum and a corresponding reduction in the amount paid as an oncost to salary budgets. This has led to a reduction in service expenditure and an increase in corporate costs. This is due to a change in the way that pension contributions are calculated and presented. The total amount included in the budget for 2017/18 is broadly similar to what was included in 2016/17.

4.7 The establishment budget has been increased by £152k for the Senior Management restructure. Work on restructuring the new groups to achieve the required savings has begun and will continue when the new Group Heads formally take on their roles in April 2017. A significant saving has been achieved from posts that have been cut out of the establishment (£251k). Other pressures on the establishment budget

include the introduction of the Apprentice scheme levy which is a 0.5 percent charge on employers of the total pay bill (minus a £15k levy allowance) the budgeted net cost of the scheme is £29k for 2017/18.

- 4.8 The budget assumes a (£190k) reduction in net expenditure for Rent Allowances. It should be noted that the prediction is based on trends relating to the number and type of claims remaining stable as changes in the type of claims can result in significant variances
- 4.9 The budget for Homelessness Bed and Breakfast provision has been under significant pressure from an increase in the number of people presenting as homeless, cost pressure from providers and a freeze in Housing Benefit resulting in a request for a supplementary estimate in 2016/17 and an increase in the budget of £54k in 2017/18.
- 4.10 The renewal of the Green Space Management contract and Combined Cleansing contracts during 2016/17 resulted in significant savings to the council (£178k) and (£363) respectively. 2017/18 is also the first year that the Council benefits from the full effect of the retendering of the Leisure Management Contract which has resulted in a further budget to budget reduction of (£424k).
- 4.11 The Contingencies and Special Items budget is assessed each year as a provision for known possible service changes that have not been sufficiently developed to fully cost into the budget. The budget includes £250k for the Community Flood Fund (paragraph 8.4) which is not capital by definition and cannot be included in the capital programme; £400k for work related to the Local Plan; and £155k for Vision 2020 related restructure costs. The budget also makes allowance for a post targeted at improving the quality of the Council's recycling and waste minimisation. This area could have significant financial implications for the future if recycling rates and waste minimisation is not improved. As reported above the retendering of the Combined Waste Contract has resulted in significant saving in the revenue budget, which includes the addition of a fixed term post.
- 4.12 Income from fees, charges and rents are included within net cost of service. In total this amounts to overall financing of £3.95m (£3.81m 2016/17). Income is a key risk area to the budget as it is predominantly externally influenced, without a direct link to service cost and each source is unique. Total income has increased by (£140k). The main increase relates to Development Control, where the budget has been increased by (£100k) to more closely align with recent outturns and Cemeteries income (£47k) as included in the Vision 2020 savings. The graph below shows income by source and value, and demonstrates trend. The income estimates included in 2017/18 appear robust.

### Income 2017-18



	Building Control	Car Parks	Cemeteries	Concessions	Land Charges	Licensing	Pest Control	Planning Services	Properties
Actual 2015-16	395,695	1,134,683	258,437	150,855	194,782	239,623	54,300	890,822	505,658
Budget 2016-17	365,500	1,201,320	230,010	127,650	177,750	297,000	31,500	751,200	630,770
Budget 2017-18	405,500	1,211,140	277,510	92,600	177,750	242,000	44,000	851,200	648,660

## 5.0 Earmarked Reserves

Earmarked Reserves are amounts of money specifically identified for operational purposes and held alongside the General Fund for drawdown as required. The total value of earmarked reserves at the end of 2016/17 financial year was £13.177m (£11.458m previous year), with approved in-year virements of £6.015m during 2016/17. The carry forward balance into 2017/18 will therefore be a minimum of £7.162m, depending upon the amount of budget variation during 2016/17. Budget expenditure relating to these reserves is isolated from the cost of service for General Fund financing purposes. Earmarked reserves are drawn down into the budget as required through the virement approval process.

## 6.0 Risk analysis

- 6.1 Corporate and Operational risk registers have been reviewed for financial implications as part of the budget process on the criteria of probability of occurrence and materiality of impact upon balances.
- 6.2 The senior management restructure was completed during 2016/17 with new Group Heads appointed from 1<sup>st</sup> April 2017. At this point in time it is not possible to estimate the likely cost of the next phase of the transformation programme with any degree of accuracy. A further report is due to go to Council to outline the required cuts and the potential costs associated with the changes which are likely to require a supplementary estimate during 2017/18.
- 6.3 The level of New Homes Bonus (NHB) has been relatively buoyant but this could easily change if the level of house building tailed off in the District and this is closely monitored on a monthly basis.
- 6.4 The proposed levy re the sale of high value dwellings has been postponed by the government.
- 6.5 The Council has gained substantial benefit from business rate growth, particularly due to the opening of new supermarkets in the district. However, under the business rate retention scheme Arun carries a significant share of the risks associated with business rate appeals and these risks could increase as a result of the new rating list coming into effect from April 2017.
- 6.6 No further significant risks have been identified relating to 2017/18. However, some lesser risks are inherent within the overall budget. These are discussed below.
- 6.7 Income: the budget includes £3.95m from fees, charges and rents; these have been set on the basis of achievement of the level of predicted income and previous outturn, including known changes in environment. A potential risk could be a poor summer resulting in lower car park income. A review of income has been undertaken and it is considered to be achievable.

- 6.8 The vacancy management factor continues to be set at £450k. The target is subject to increased uncertainty in 2017/18 due to the requirement to restructure the new service groups to meet the Council's 2020 vision targets.
- 6.9 Homelessness: The budget for 2017/18 has been increased. The number of people presenting as homeless is increasing, resulting in financial pressures on the Council. The mitigation is to ensure strict application of the eligibility criteria, sign posting to other more appropriate organisations and getting people onto Housing Benefit as soon as possible. The Homelessness Reduction Bill could have significant implications for the Homelessness budget.

## 7.0 Housing Revenue Account Budget

- 7.1 A summary of the Housing Revenue Account (HRA) budget, including Major Repairs Reserve, is shown at Appendix 2.
- 7.2 A complete reappraisal of the current year's HRA was undertaken as part of the budgetary process. The financing of the acquisition/new build programme (enhanced by the supplementary estimate of £691,000) was reassessed in the light of the available level of "1 for 1" receipts and a number of savings in supervision and management costs identified. These changes are reflected in the opening HRA balance for 2017/18.
- 7.3 The budget for 2017/18 has been prepared on the basis of rents being reduced by a further 1% in accordance with the provisions of the Welfare reform and Work Bill.
- 7.4 The Government has confirmed that the "pay-to-stay" policy, under which higher-earning tenants are charged a higher rent, will not be mandatory, though local authorities are able to introduce the policy on a voluntary basis. The Government has also confirmed that there will be no levy in respect of the sale of higher value dwellings until 2018/19 at the earliest.
- 7.5 The 2017/18 HRA budget is broadly in line with the current HRA financial model. However, the HRA Business Plan is currently being updated and the financial model will need to reflect the policies and priorities of the new Plan. In particular decisions will need to be made with regard to the utilisation of the Council's "1 for 1" receipts.

## 8.0 Capital, Asset Management and other projects Budget

- 8.1 A summary of the Capital, Asset Management and other projects budget is shown at appendix 3
- 8.2 The new capital programme for 2017/18, together with the proposed method of financing, is set out in the table below. The programme includes the third stage of the major investment programme approved by Cabinet at its October 2016 meeting.

<b>2017/18 Capital Programme</b>	
<b>General Fund :</b>	<b>£'000</b>
New Investment Programme (Phase 3)	520
Littlehampton Leisure Centre New Build	15,095
Asset Management	691
Disabled Facilities Grants	1,000
<b>Total General Fund</b>	<b>17,306</b>
<b>Housing Revenue Account :</b>	
Improvements (including Decent Homes)	2,222
<b>Total Housing Revenue Account</b>	<b>2,222</b>
<b>Total programme</b>	<b>19,528</b>
<b>Financed by :</b>	
Capital Grants (Disabled Facilities Grant)	1,000
Capital Receipts	9,100
Charge to General Fund (RCCO)	1,111
Charge to Housing Revenue Account	2,222
<b>Total Financing</b>	<b>13,433</b>
<b>Unfinanced:</b>	<b>6,095</b>
Funded from General Fund Earmarked Reserves	2,805
Unfunded	<b>3,290</b>

- 8.3 The most significant scheme for 2017/18 is the new Littlehampton Leisure Centre. The capital element of the scheme will be financed from a variety of sources including Capital Receipts, Capital Grants, Prudential Borrowing and Revenue Finance. The budget for 2017/18 includes a £2.0m contribution to fund the revenue expenditure associated with the scheme (4.4 above). The Council has applied for a capital grant from the Sports Council towards the project but as this source of funding is uncertain it has not been included in the budget for 2017/18. If the Council is unsuccessful in its bid for the capital grant it will have to finance the balance of £3.290m (based on the current estimated cost). The actual financing will be determined by the nature of the expenditure incurred (capital or revenue) and the availability of the various funding sources. The Council has committed itself to closing the funding gap through the use of any one-off income/savings with the remainder financed through prudential borrowing. The council's policy is to minimise the borrowing as it impacts on the revenue account and the Vision 2020 savings already made.
- 8.4 The enhanced new investment programme for 2017/18 includes a contribution to the Community Flood Fund, which has been included in the Contingency and Special Items budget (4.11 above) to be vired to service when further detail is known. The table below shows the budgets for 2017/18. The budgets for 2018/19 and 2019/20 are also included, however, it should be noted that these budgets will be subject to annual appraisal and approval.

<b>2017/18 New Investment Programme</b>			
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
Beach Huts	<b>120</b>		
Public Toilets (phase 3 to 5)	<b>200</b>	200	200
Play Area Investment (phase 3 to 5)	<b>100</b>	100	100
RSL Housing Programme (phase 4 to 5)	<b>100</b>	100	
Littlehampton Leisure Centre (Balance)	<b>15,095</b>		
Community Flood Fund (phase 2 to 3)*	<b>250</b>	250	
Future Schemes			700
<b>Total</b>	<b>15,865</b>	<b>650</b>	<b>1,000</b>

\* In contingency for 2017/18

## 9.0 Conclusion

9.1 The General Fund revenue budget and Capital budgets are set robustly within the medium term financial strategy.

## 10.0 Recommendations:

10.1 Cabinet is requested to note that the Head of Finance and Property, in consultation with the Deputy Leader of the Council and Cabinet member for Corporate Governance, has approved a Council Tax base of 59,456 for 2017/18.

10.2 Cabinet is requested to recommend to Full Council that:

- viii. The General Fund Revenue budget as set out in **Appendix 1** is approved.
- ix. Arun's band D council tax for 2017/18 is set at £171.27, an increase of 2.98%.
- x. Arun's Council Tax Requirement for 2017/18, based on a Band D Council Tax of £171.27, is set at £10,183,029 plus parish precepts as demanded, to be transferred to the General Fund in accordance with statutory requirements.
- xi. The HRA budget as set out in **Appendix 2** is approved.
- xii. The HRA rents for 2017/18 are set at 1% below the current year's level in accordance with the provisions of the Welfare Reform and Work Bill.
- xiii. HRA garage rents are increased by 5% to give a standard charge of £10.63 per week (excluding VAT), and heating and water/sewerage charges increased on a scheme by scheme basis, with a view to balancing costs with income.
- xiv. The Capital budget as set out in **Appendix 3** is approved.



General Fund Revenue Budget Summary			Appendix 1
Actual 2015-16 £'000	Description	Budget 2016-17 £'000	Budget 2017-18 £'000
	<b>Cost of Service</b>		
721	Community Services	778	620
1,571	Corporate Governance	2,074	1,931
353	Council Strategy	445	429
1,829	Environmental Services	1,831	1,865
938	Housing	1,001	1,068
5,490	Leisure and Amenities	3,997	3,051
1,197	Planning & Infrastructure	1,229	1,080
8,252	Support Services	8,423	8,334
0	Vacancy Management	(450)	(450)
(1,196)	Recharges to Housing Revenue Account	(1,136)	(1,287)
<b>19,155</b>	<b>Total Cost of Service:</b>	<b>18,192</b>	<b>16,641</b>
	<b>Corporate Cost</b>		
3,589	Parish Precepts	3,783	3,900
287	Grant payments to parishes	144	0
253	Other precepts and levies	210	168
(589)	Interest & investment income	(470)	(472)
13	Contingencies / miscellaneous	1,264	905
1,719	Contribution to/(from) earmarked reserves	(2,208)	892
246	Capital expenditure finance from revenue	1,870	1,111
1,321	Pension deficit contributions	1,189	1,555
<b>6,839</b>	<b>Total Corporate Cost:</b>	<b>5,782</b>	<b>8,059</b>
<b>25,994</b>	<b>Total Net Budget Requirement</b>	<b>23,974</b>	<b>24,700</b>
	<b>Financed By</b>		
(4,041)	Retained Business Rates	(3,183)	(5,048)
(2,716)	Revenue Support Grant	(1,666)	(750)
(3,088)	New Homes Bonus	(4,014)	(3,677)
(1,466)	Other non ringfenced grants	(855)	(956)
(9,160)	Council Tax Income - Arun Excluding Parishes	(9,614)	(10,183)
(3,589)	Council Tax Income - Town & Parish Councils	(3,783)	(3,900)
(60)	Collection Fund deficit/(surplus)	(140)	(172)
<b>(24,120)</b>	<b>Total External Finance:</b>	<b>(23,255)</b>	<b>(24,686)</b>
<b>1,874</b>	<b>Transfer (to) / from General Fund Reserve</b>	<b>719</b>	<b>14</b>

## Appendix 2

## Housing Revenue Account Budget Summary

<b>Actual 2015-16 £'000</b>	<b>Description</b>	<b>Budget 2016-17 £'000</b>	<b>Budget 2017-18 £'000</b>
<b>Expenditure</b>			
4,468	Supervision and management	4,991	4,971
3,789	Repairs and maintenance	4,434	4,567
2,096	Financing of capital expenditure	2,255	2,222
5,250	Net loan charges	5,250	5,140
<b>15,603</b>	<b>Total Expenditure:</b>	<b>16,930</b>	<b>16,900</b>
<b>Income</b>			
(16,362)	Rents (dwellings, garages, hostels, other property)	(16,092)	(15,859)
(729)	Charges for services and facilities	(631)	(650)
(74)	Interest on balance	(92)	(60)
<b>(17,165)</b>	<b>Total Income:</b>	<b>(16,815)</b>	<b>(16,569)</b>
<b>(1,562)</b>	<b>HRA (surplus) / deficit</b>	<b>115</b>	<b>331</b>
(6,378)	Balance brought forward	(5,478)	(6,431)
<b>(7,940)</b>	<b>Balance carried forward</b>	<b>(5,363)</b>	<b>(6,100)</b>

## Appendix 3

## Capital, Asset Management and other projects Budget Summary

Actual 2015-16 £'000	Description	Budget 2016-17 £'000	Budget 2017-18 £'000
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## Capital expenditure by portfolio

	Corporate Governance		
1,354	Asset Management	1,450	1,011
781	IT	170	0
394	Council Strategy	0	0
590	Environmental Services	100	100
2,908	Housing	3,055	3,222
18	Leisure & Amenities	1,913	15,095
148	Planning & Infrastructure	100	100

<b>6,193</b>	<b>Total Expenditure:</b>	<b>6,788</b>	<b>19,528</b>
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## Summary

3,844	General Fund	4,533	17,306
2,349	Housing Revenue Account	2,255	2,222
<b>6,193</b>	<b>Total Expenditure</b>	<b>6,788</b>	<b>19,528</b>



**AGENDA ITEM NO. 7****ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET  
ON 6<sup>h</sup> February 2017****PART A : REPORT****SUBJECT: Bognor Regis Business Improvement District Proposal****REPORT AUTHOR:** John Edjvet **DATE:** 24 Jan. 17 **EXTN:** 37856**EXECUTIVE SUMMARY:**

This report is to inform Cabinet of a proposal by Bognor Regis Town Centre Management to conduct a ballot to establish a Business Improvement District (BID) in Bognor Regis. The BID, if established, will raise a minimum of £750,000 over a 5 year BID term to reinvest into Bognor Regis town centre initiatives and management. The report also describes Arun District Council's statutory obligations in regard to the BID proposal; this being as Billing Authority and as Ballot Holder. The report asks Cabinet to consider the financial liability in regards to carrying out its statutory duties and also as a BID levy payer.

**RECOMMENDATIONS:**

1. That Council supports and accepts the Bognor Regis BID proposal, and thereby accepts its statutory functions as Billing Authority and Ballot Holder.
2. That Council agrees to post a Notice of Ballot in the week commencing 2<sup>nd</sup> May 2017 pursuant to the Business Improvement District (England) regulations 2004.
3. That Cabinet agrees the level of recharge of a maximum of £8,000 per annum to the BID on recoverable costs incurred to ADC in its statutory function of Ballot Holder and Billing Authority.
4. That Cabinet approves the inclusion in the budgets for each year of the BID of the cost (estimated at £3,697.50) of the BID levy in respect of Arun's properties in the BID area.

**1. BACKGROUND:****BOGNOR REGIS BUSINESS IMPROVEMENT DISTRICT PROPOSAL**

The Bognor Regis Town Centre Management (BRTCM) has proposed to establish a Business Improvement District in Bognor Regis.

The BRTCM is currently funded primarily from S106 funding. This runs out in October 2018. The new BID offers the opportunity lever in a minimum of £750,000 of mainly private sector funding over a period of 5 years to expand the activities and services of the BRTCM. This figure does not include any potential income that the BID will likely generate in addition to the levy, e.g. markets and promotions.

1.1 A **Business Improvement District (BID)** is a defined area in which a levy is charged on business rate payers in addition to the business rates bill. This levy is used to develop projects, activities and provide town centre management resources that will benefit businesses in the BID area. A BID is established through a legally binding postal ballot of business rate payers eligible to vote. The BID has to achieve over 50% support (number of businesses) of those that vote and

over 50% aggregate rateable value of those that vote. A positive vote compels all those eligible to vote (whether they voted or not) to pay a levy for the length of the BID period, for a maximum of 5 years in accordance with BID regulations 2004. At the end of a BID term, the BID has the option of going to a renewal ballot.

1.2 The BID Proposer (the BRTCM) has set out the priorities of the BID in a BID Business Plan (see attached draft). The Business Plan describes the BID arrangements on how it will be managed and operated. The Business Plan includes a draft map of the BID area and description of the eligible ratepayers. Only those eligible to vote will be liable for the levy. There are currently 291 eligible hereditaments in the BID area representing 262 organisations. Some businesses and organisations (e.g. ADC) have multiple hereditaments in the BID area and therefore multiple votes and BID levy liabilities.

**Note that the Business Plan and BID Map are in draft form and are subject to further revisions ahead of the BID Ballot taking place. A BID Proposal document will be produced from information contained within the Business Plan. The BID Proposal will be sent to all eligible voters ahead of the BID Ballot.**

1.3 An Operating Agreement (OA) is entered into between a BID and their local authority governing how the BID levy monies are collected, administered and passed over to the BID.

1.4 BIDs have to notify the Secretary of State of their intention to hold a BID ballot. This then triggers a number of statutory deadlines as set out below:

- Notification to the local authority and the Secretary of State by the BID proposer (minimum of 84 days prior to submitting proposals to the local authority)
- Notice of Ballot – notifying voters (minimum of 42 days before the ballot day)
- Ballot period (minimum of 28 days)
- Ballot day (must be a working day and finish at 5pm)
- Count and announcement (as soon as practicable after the ballot day)

#### **Arun District Council Statutory Responsibilities**

1.5 Arun District Council (ADC) has two statutory roles in regards to BIDs; namely as **Billing Authority** and as **Ballot Holder**. The local authority is obliged to accept the BID proposal, with the right of veto only in circumstances where the BID may conflict with existing local authority policy, or where ADC may conclude that the consultation on the BID has been inadequate.

1.6 As Billing Authority, ADC is required to supply the BID with ratings information that will inform the BID ballot. ADC will also have the responsibility for collecting the BID levy on behalf of the BID on terms agreed with the BID proposer. BIDs charge a levy expressed as a percentage of the rateable value of each hereditament (taxable property) included in the BID. All eligible voters are informed of their BID liability ahead of the Ballot.

1.7 The BRTCM has the statutory right to instruct ADC to conduct the ballot on behalf of the BID. The BID has responsibility of providing a BID Business Plan and details of consultation undertaken. Legislation allows for the Ballot Holder to commission an external agency to conduct the ballot if they wish to.

#### **Bognor Regis BID Proposal**

1.8 Arun District Council has been advised by the Bognor Regis Town Centre Manager, Toyubur Rahman, of the intention to establish a BID in Bognor Regis. The Bognor Regis BID through levies of 1.5% of the rateable value of the eligible hereditaments will invest over £150,000 per

annum into Bognor Regis town centre initiatives and management. It will also attract further funding through voluntary contributions and income generation initiatives.

### Consultation

1.9 The Bognor Regis BID Proposal is a key objective of the BRTCM. It has been in discussion for the past two years ahead of putting together a formal BID Business Plan to be submitted to Arun District Council. During June and July of 2016, a survey was undertaken of town centre businesses. Of the 444 businesses canvassed, there were 101 responses.

A majority of survey respondents (56%) supported the principle of having a BID. Almost a quarter were undecided (24%) with just 13% of respondents unsupportive. Details of the consultation can be found in the attached draft BID Business Plan

### Governance

1.10 The BRTCM is responsible for agreeing the content of the BID Business Plan. Following a successful BID ballot, a BID Company and new BID Board will be established. The BID Company will be responsible for the delivery of the BID projects as set out in the BID Business Plan and for planning the future beyond the initial five-year BID term.

Board membership will be open to nomination and election from all businesses, organisations and individuals contributing through the BID levy or voluntary contributions. Arun District Council will be a full member of the BID Board with voting rights. The new BID Board will meet regularly and invite businesses from across the town to take part in meetings. All businesses will be invited to public meetings including the BID AGM.

### Timetable

1.11 The BID Proposer (BRTCM) has been working to the timetable as per attached appendix 1 (Bognor Regis BID timetable).

The key dates for ADC in respect to the ballot are:

- Week commencing 2<sup>nd</sup> May. Notice of Ballot (notifying voters a minimum of 42 days before the ballot day)
- Week commencing 22<sup>nd</sup> May. Despatch of ballot papers. The ballot period will be a minimum of 28 days.
- Week commencing 3<sup>rd</sup> July. Ballot Day. The close of ballot must be a working day and finish at 5pm.

1.12 If the Council chooses not to support the BID, the opportunity to lever in (mainly) private sector investment of a minimum of £750,000 over the BID term will be lost. Furthermore, the current Town Centre Management funding will cease in October 2018. The BRTCM currently delivers a number of vital activities in the town centre such as promotion, marketing, events, helping to reduce empty properties, working with stakeholders taking forward regeneration and public realm improvements.

1.13 The Council has no statutory obligations to fund or deliver town centre management and the activities and functions as described in section 1.12 above will be lost. It is the view of officers that the Bognor Regis BID potentially represents good value for money and will make a material and positive contribution to the local economy.

## **BID Arrangements**

### BID Levy Costs

1.14 The BID Proposer has included a number of Arun District Council hereditaments within the BID. The BID levy has been set at 1.5% of the rateable value (RV) for properties of £6,000 RV and above. ADC's estimated BID levy obligation will be £3,697.50 pa.

Full Property Address	RV	1.5%Levy
Council Offices, Belmont Street	54500	817.50
Hothampton Car Park, Queensway	42000	630.00
Car Park Next To Town Hall, Belmont Street	58000	870.00
Multi-Storey Car Park, Queensway	26000	390.00
Car Park, Gloucester Road	54500	817.50
1/2, Place St Maur Des Fosses	11500	172.50
<b>ADC BID Levy Liability Total per annum</b>		<b>£3,697.50</b>

### Voting

1.15 ADC will have a vote for each eligible hereditament (taxable property) included in the BID. The voting process, including on proxy voting, is detailed in the BID Business Plan.

### Revenues

1.16 As Billing Authority, the key expenditure for ADC's revenues department will be in collecting the BID levy on behalf of the BID. Specialist BID software will need to be purchased in order to support this of £10,000 one-off set up costs in the first year and £2,000 maintenance per annum. The estimated costs for ADC officer time in administering the BID has been estimated by Revenues at £3,000 per annum.

The BID levy will be invoiced as an addition to the annual non-domestic rates billing. A separate ADC revenue account will be set up for the purposes of BID levy collection and transfer of funds to the BID.

### Electoral Services

1.17 The Ballot Holder (ADC) will be responsible for conducting or outsourcing the BID ballot. If outsourced, the Ballot Holder will still have legal responsibilities for the conduct and management of the ballot. There will still be a requirement by ADC as Ballot Holder to ensure the coordination of all ratings information (which are liable to change throughout the build-up to and through the ballot period).

1.18 The BID Proposer is required to provide evidence to the Ballot Holder that it has sufficient funds to cover the BID ballot. The local authority has statutory right to reclaim the Ballot costs should the BID fail to reach a positive result and achieve less than 20% voting turnout.

### Summary of Costs

1.19 In addition to the non-recoverable costs of the BID levy (see section 1.14), there are a number of recoverable costs incurred by Arun District Council in respect to its statutory functions as Ballot Holder and Billing Authority.

1 <sup>st</sup> Year recoverable costs to ADC*	
BID software purchase	£10,000 (maximum)
Software support and maintenance	£2,000
BID Ballot	£5,000 (maximum)
Revenues officer time	£3,000 (maximum)

\*The above doesn't include returning officer costs (to be assessed).

2<sup>nd</sup> to 5<sup>th</sup> Year total costs to ADC



BID Software maintenance Revenues	£8,000 (£2k per annum)	
	£12,000 (£3k per annum)	
Total	£40,000	
This will be recharged to the BID at £8,000 per annum		
<u>Legal Implications</u>		
1.20 There are a number of statutory documents regarding the BID. The BID proposer can ask the Council and other service providers for a Baseline Services Agreement. The intention is to ensure that the service provider <b>does not reduce</b> the amount of services delivered to the BID area. The Baseline Services Agreement will detail the process of consultation required to any proposed changes to level of services. It will also describe the process of arbitration to any dispute that may arise in respect to the agreement.		
<b>2. PROPOSAL(S):</b>		
1. That Council supports and accepts the Bognor Regis BID proposal, and thereby accepts its statutory functions as Billing Authority and Ballot Holder		
2. That Council agrees to post a Notice of Ballot on week commencing 2 <sup>nd</sup> May pursuant to the Business Improvement District (England) regulations 2004.		
3. That Cabinet agrees the level of recharge of a maximum of £8,000 per annum to the BID on recoverable costs incurred to ADC in its statutory function of Ballot Holder and Billing Authority.		
4. That Cabinet approves the inclusion in the budgets for each year of the BID of the cost (estimated at £3,697.50) of the BID levy in respect of Arun's properties in the BID area.		
<b>3. OPTIONS:</b>		
3.1 Support the Bognor Regis BID Proposal agreeing arrangements as described in the report regarding ADC's statutory roles as Ballot Holder and Billing Authority. Agree officer recommendations regarding levels of re-charge to the BID as a maximum of £8,000 per annum.		
3.2 Reject the Bognor Regis BID Proposal. The current town centre management arrangements will cease to operate on October 2018, with ADC having no statutory obligations or allocated budget to deliver a town centre management function in Bognor Regis.		
<b>4. CONSULTATION:</b>		
Consultation arrangements.		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council		No
Relevant District Ward Councillors		No
Other groups/persons (please specify)	Yes	
Extensive consultation has been carried out with all eligible BID levy payers/ voters.		
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial	Yes	
Legal	Yes	

Human Rights/Equality Impact Assessment		N
Community Safety including Section 17 of Crime & Disorder Act		N
Sustainability		N
Asset Management/Property/Land		N
Technology		N
Safeguarding		N
Other (please explain)		

**6. IMPLICATIONS:**

Financial:

The Council will incur costs relating to the BID. The non-recoverable costs will be incurred by the Council in regards to being a BID levy payer at £3,697.50 per annum. Over the 5 year term of the BID the recoverable operational costs are estimated as a maximum of £10,000 for BID Software, plus £2,000 per annum for maintenance, £5,000 maximum for the BID Ballot and £3,000 per annum for revenues officer hours, totalling £40,000. This will be recovered in an annual re-charge to the BID of £8,000.

Legal:

The arrangements between the BID and the Council will be described in a legally binding BID Operating Agreement.

**7. REASON FOR THE DECISION:** To enable establishing a new Business Improvement District in Bognor Regis Town Centre by April 2018, leveraging in over £750,000 of private sector funds over a five year period to improve and promote the town centre in Bognor Regis.

**8. BACKGROUND PAPERS:**

BID Business Plan – Appendix (draft)

BID Timetable – Appendix 1

## Cabinet Report Arun District Council - 6 Feb 2017

## Appendix 1

## Bognor Regis Business Improvement District Timetable

<b><u>Item</u></b>	<b><u>Details</u></b>	<b><u>Date</u></b>
<u>Feasibility Study</u>	<u>Survey, Costs, RV, Hereditaments</u>	<u>July/September 2016</u>
<u>Project Support</u>	<u>Project Team, BID Task Group, Communications &amp; Design Support</u>	<u>Aug/October 2016</u>
<u>Consultation</u>	<u>Factsheet, Surveys, Face to Face, Business Meetings, Newsletters, Alteration Proposals</u>	<u>Sept 16/Oct 2016</u>
<u>Draft Business Plan</u>	<u>Full Consultation</u>	<u>Jan 2017</u>
<u>Key Documents</u>	<u>Operating Agreement, Baselines, Delivery Model, Full Business Plan</u>	<u>Feb/March 2017</u>
<u>Campaign</u>	<u>Campaign Rollout</u>	<u>March/May 2017</u>
<b><u>Ballot Period</u></b>	<b><u>Notice of Ballot/ Postal Vote</u></b>	<b><u>May to July 2017</u></b>
<u>Launch BID</u>	<u>Set Up Period</u>	<u>April 2018</u>

# **Bognor Regis Business Improvement District**



## **Draft Business Plan 2017 – 2022**

**For consultation with all National Non-Domestic  
Rate payers & wider stakeholders in the Bognor  
Regis Town Centre area**

**Contents:****Foreword****Executive Summary**

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Section 5	Geographical Area
Section 6	Properties Included in the BID Levy
Section 7	Liability and Collection <ul style="list-style-type: none"> <li>• Rating List and Rateable values to be used in the BID:</li> <li>• Financial year</li> <li>• The Levy Multiplier &amp; Charge</li> <li>• Procedural Arrangements</li> <li>• Recovery &amp; Enforcement</li> </ul>
Section 8	Relief / Exemptions from the BID Levy
Section 9	BID Operational Costs
Section 10	Period of the BID
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Section 12	Operational and Financial Management of the BID
	Appendix 1: List of Roads and Map
	Appendix 2: Baseline Information
	Appendix 3: Financial Projections

## Foreword

This Business Plan is for all businesses, agencies or other organisations that normally pay National Non-Domestic Rates (NNDR), commonly known as Business Rates, on properties within Bognor Regis Town Centre and who would benefit from the establishment of a Business Improvement District (BID). It is also intended for those organisations that may wish to make voluntary contributions towards the activities of the proposed Business Improvement District.

This Business Plan has been prepared by Bognor Regis Town Centre Management and summarises its proposals for the first term of the Bognor Regis Business Improvement District, which if successful at a formal ballot would run from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2023.

## Executive Summary

A Business Improvement District (BID) is a precisely defined geographical area of a town, city or any other commercial district where ratepayers have voted in a formal ballot to invest collectively in the local improvements in addition to those already delivered by the Local Authority and other statutory bodies.

Chris Heaps, Heaps of PCs & Chairman of the Bognor Regis Traders Association Town Centre Initiative was asked why he thinks a BID is a good idea:-

*“Bognor Regis is a town that has so much potential and it is time that potential is realised, reversing decades of decline and building on recent improvements. The town has the basic ingredients of a great shopping environment, and some key cultural attractions and a relatively clean and safe environment, but this can be improved to encourage more visitors to come and explore the town. Not many towns can boast a Seaside Award winning beach literally a stone’s throw from the centre. The town is on the up and the BID can help to keep the momentum going. If businesses work together in partnership with other stakeholders this can be achieved and Bognor Regis can become a more thriving, vibrant and exciting town centre.”*

It is a very exciting time for Bognor Regis with so much development, taking place in and around the town centre with Sainsburys, M&S and Rolls Royce Motorcars setting up home in the wider town. New businesses in the town centre have opened such as Mountain Warehouse, Sports Direct, CEX and many independent retailers such as the award winning Tonsorial Parlour. The public realm has vastly improved with new paving, street furniture and lighting making the town more welcoming.

The enhanced public realm has generated an estimated £3M worth of private sector investment, upgrading the external appearance of shops, also the quality of internal fittings and offer. Shop fronts are cleaner and have better window displays, indicating more pride in the town’s businesses. Major innovative events have held in the new precinct, prompting record turnover with businesses, with high quality food and Craft markets as well as the unique Aerial Birdman event drawing new people into the town. Free award-winning customer service training was given to retailers as well digital skills training. Footfall and the numbers of people coming into can now be measured showing a weekly average of 94,000<sup>1</sup> counted people walking through London Rd, whilst overall there is an average of, 9,800 per day/ 68,600<sup>2</sup> non-local visitors (irregular/regional/tourism) per week

Based on evidence from other BIDs; the BID will continue to raise the profile of Bognor Regis and attract visitors from inside our normal catchment, whilst promoting the town further afield, particularly regionally and areas within an hour’s drive from Bognor Regis. Bognor Regis aspires

<sup>1</sup> Based on 2015/16 weekly totals of people walking a past a Springboard sensor camera

<sup>2</sup> Based on 2016/17 mobile phone signal monitoring since installation provided by Noggin

to be a place where people want to work, live and conduct business. The objectives of the BID will complement the work that is already being undertaken by town, local and county councils on the infrastructure and promoting inward investment into the town.

To establish a BID, all eligible business rate payers will be given a formal vote to decide if it is right for them. The Local Authority (Arun District Council) is the ballot holder and will manage the voting process between May and July with the last day for voting being 3rd July 2017. The work is likely to be out-sourced to Electoral Reform Services. If the Vote is YES the BID term will start on 1st April 2018 and will continue for a period of 5 years. The BID levy will appear on the Non Domestic Rates bill and will be collected by the Arun District Council. The levy will then be transferred to the Bognor Regis BID Company.

A YES vote is measured by:

- 1) At least 50% of those voting must vote in favour
- 2) Those voting in favour must represent a greater total rateable value than those voting against

A 1.5% BID levy on every eligible business in the core retail and commercial areas whose Rateable Value is £6000 or more, will generate about £151,800 each year and this will be spent specifically within the BID area on the priorities identified by the businesses. The BID will operate for 5 years and at the end of this period, a re-ballot will take place to see if the business community wish to continue as a Business Improvement District.

The key objectives identified by businesses through consultation are:

1. A well-known Town Centre: To help improve the perception and image of Bognor Regis
2. A welcoming town centre: To help reduce crime & anti-social behaviour
3. An active town centre at night: To help stimulate the evening & night time economy
4. An accessible town centre: Focusing on parking

## Section 1: Introduction

### Town Centre Management

Bognor Regis Town Centre Management (BRTCM) is the BID proposer and will lead on the development of the BID. Town Centre Management was introduced into Bognor Regis in May 2014. BRTCM is a partnership made up of University of Chichester, Bognor Regis Traders Association, Bognor Regis Town Council, Butlins, Arun District Council and Bognor Regis Chamber of Commerce.

BRTCM is currently an unincorporated partnership with clear terms of reference; it was established following recommendations from Bognor Regis Regeneration Board, which brings together leading representatives from the key public, private and community stakeholders in Bognor Regis. Recognising that only a collective and cohesive approach would generate and secure the economic benefits sought by those who live and work in the Town.

The partnership has created an extremely strong foundation on which significant investment and growth has already been initiated demonstrating how the Town's stakeholders have been prepared to use their own resources and skills to progress their vision. This has generated predominantly private sector investment, without the traditional reliance on external and public funding support.

It is a very exciting time for Bognor Regis with so much development, taking place in and around the town centre. The public realm has vastly improved with £2M of upgrades in new paving, street furniture and lighting making the town more welcoming. The enhanced public realm has generated an estimated £3M worth of private sector investment, upgrading the external appearance of shops, the quality of internal fittings and offer. Shop fronts are cleaner and more presentable, indicating more pride in the town's businesses.

There has been a reduction in the number of empty properties with a vacancy rate of 9% from a high of 14% in 2012. New businesses in the town centre include Mountain Warehouse, Sports Direct, CEX and many independent retailers such as the award winning Tonsorial Parlour.

Major innovative events have held in the new precinct, prompting record turnover with businesses, with high quality food and Craft markets as well as the unique Aerial Birdman event drawing new people into the town. Businesses have received training in numerous areas to improve their performance in areas such customer service, digital skills and dementia awareness. These quality events, promotion, marketing and training has seen the profile of the town to increase, with more positive stories in the media.

In the wider town centre significant strategic investments have taken place with Sainsburys, M&S and Rolls Royce Motorcars setting up home. Other recent investments include the £39M rebuild of the Regis School; £35M investment at the University of Chichester for a new Science, Digital and Engineering Institute; £55M invested by Butlins in three new hotels and attractions.

Footfall and the numbers of people coming into can now be measured for the first time showing a weekly average of 94,000 counted people walking through London Rd, whilst overall there is an average of, 9,800 per day/ 68,600 non-local visitors (irregular/regional/tourism) per week

All are very positive steps in improving economic and social activity in the town and indicates the confidence that both the public and private sector have shown in the town. In that context, it is important that the current opportunity to keep the momentum going and regenerate Bognor Regis is grasped and is not lost for another generation.



BRTCM is the formal proposer to establish a Business Improvement District. Following a successful vote, a Bognor Regis BID Company will be established to continue to manage, operate and deliver services through the BID Company, on behalf of, and for the benefit of business ratepayers in Bognor Regis.

If successful, the BID Company would be responsible for BID activities. The principles that will govern the Bognor Regis BID Company are:

- Committed to improving Bognor Regis
- Work in partnership with key stakeholder groups to ensure that Bognor Regis BID works for and benefits levy paying members
- All eligible business ratepayers within the BID area will be members
- Publicly accountable - The Company will publish annual accounts, hold annual general meetings and consult with members over BID activities

### **Background to Business Improvement Districts**

A Business Improvement District (BID) is a precisely defined geographical area of a town, city or any other commercial district where ratepayers have voted to invest collectively in the local improvements in addition to those already delivered by the local authority and other bodies.

BIDs have been operating successfully in the USA for over 40 years. BIDs are an exciting means for businesses to work together to improve their local trading environment. A BID allows the businesses to decide on the services and projects to be implemented near to their premises.

To establish a BID all eligible businesses will be given a formal vote to decide if it is right for them. The local authority (Arun District Council) is the ballot holder and will manage the voting process between May and July with the last day for voting being 3<sup>rd</sup> July 2017. The work is likely to be out-sourced to Electoral Reform Services and independent election organisation. If the Vote is YES the BID term will start on 1<sup>st</sup> April 2018 and will continue for a period of 5 years. The BID levy will appear on the Non-Domestic Rates bill and will be collected by the Arun District Council. The levy will then be transferred to The Bognor Regis BID Company.

A YES vote is measured by:

- 1) At least 50% of those voting must vote in favour
- 2) Those voting in favour must represent a greater total rateable value than those voting against

Contributions to the BID will be raised by means of a supplementary rate of 1.5p for each £1 of rateable value for any business in the BID area with a rateable value of more than £6000.

### **Why should Bognor Regis become a Business Improvement District?**

Bognor Regis has been experiencing stiff competition from neighbouring town centres, out-of-town retail parks, low cost foreign holidays, and of course the internet. Visitors and shoppers are looking for more when coming into town, an experience worth having, in a clean safe environment that offers a wide variety of attractions, amenities and shops. Visitors and shoppers have the world of choice at their finger-tips and nearby towns offering greater attractions are just as easy to visit. Furthermore, towns such as Portsmouth, Brighton, Horsham, Chichester, Worthing and Crawley are marketing in Bognor Regis to attract visitors to their towns. Worthing, Brighton, and Chichester have well established and successful BIDs. Chichester has just renewed its BID for a

further five-year term until 2022 and all of these towns will be marketing to attract Bognor Regis shoppers to their centres.

Shopping centres and out of town shopping centres charge a service levy to all their tenants and so monies are available to offer security teams, a clean environment and lots of marketing. Many town centres are struggling to compete with the rapidly changing retail sector and the internet, but BIDs can change this. By establishing a BID in Bognor Regis, the town can become more attractive and welcoming to visitors and investors.

Surveys, interviews, newspaper articles and social media comments suggest that customers and residents would like to see the following things in the town centre to make it even more special.

- Cleaner & Safer
- More welcoming
- Better parking
- More cultural, arts and sports activities and events
- More and better restaurants
- A good quality market
- A department store
- High end fashion outlets

### **How we got here: Consultation and Research Undertaken**

During summer 2016, a survey was carried out to see if Bognor Regis town centre businesses are keen on the BIDs model and if it were something, they would support. The survey was sent to 538 hereditaments, representing 444 organisations in the wider town centre area. The survey ran from 7th June to 15th July 2016. 102 responses were received, representing a response rate of 18.8%.

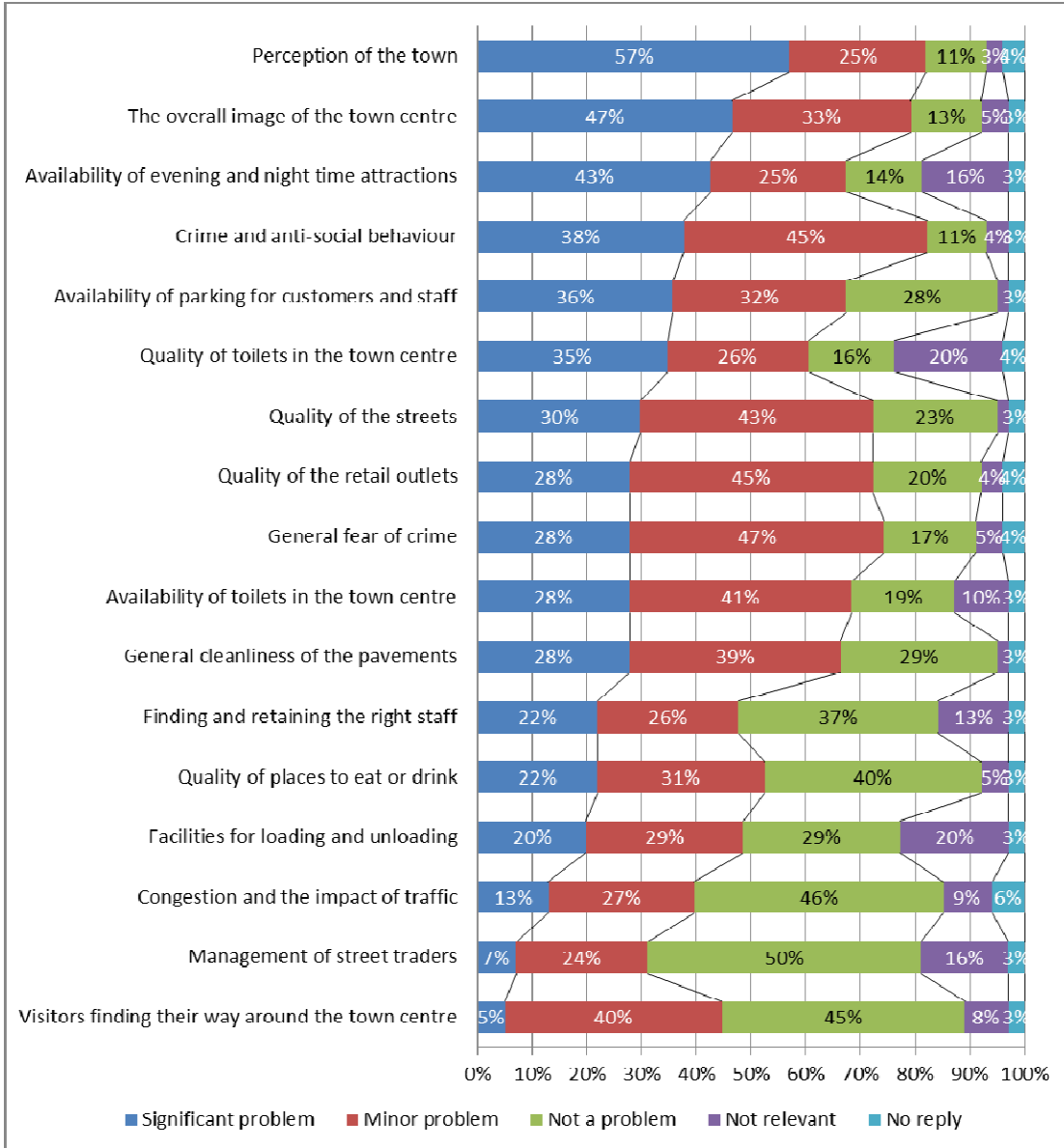
More than half of survey respondents (55%) feel that a BID is a good idea, with a further quarter (24%) undecided. Just one in eight (13%) do not think it a good idea

Respondents feel the main problems facing Bognor Regis town centre that a successful BID could look to address are 'the perception of the town'; 'the overall image of the town centre'; 'a perception of crime and anti-social behaviour'; 'availability of car parking'; 'quality and availability of public toilets'; and 'cleanliness of pavements.'

The main problems for local businesses to address appear to be: 'a lack of evening and night-time attractions'; and 'the quality of retail outlets'.

'Cheaper parking'; and a 'co-ordinated marketing strategy positively promoting the town centre'; are each seen by more than half of town centre businesses who responded as changes that would help "a lot". The next five most helpful factors are: 'special events to attract higher spending customers'; 'more parking'; 'uniformed patrolling service to reduce shoplifting and anti-social behaviour'; 'improvements to public spaces'; and 'improved street cleanliness'.

Asked if there is one specific initiative that would really benefit their business, 'parking' drew the most comment. Other initiatives mentioned include: tackling crime and anti-social behaviour; staging events around the town to attract customers (especially higher spending ones) and to improve the quality of the retail offering.



Full details of the feasibility survey is available on request

### Consultation workshops

A series of workshops were conducted with businesses to provide the opportunity for them to learn more about BIDs, what the implications are for them and help develop the business plan to ensure their ideas are represented.

Over 40 people attended who worked through various exercises to paint a picture of what kind of town they would like to see in the future. On the key issues of perception, crime, evening economy and parking they came up with ideas that they wanted to see implemented to tackle them. Below are some of the results from the workshop:

#### Exercise: Post card from the future:

*Hi, well the advert on the telly said Bognor was "Back in Business" but I hadn't realised just how good it would be! Stayed in a lovely B&B, a short walk from the newly improved High Street which has loads of excellent shops, including quite a few little independents. Went to the pier which was great and did some sunbathing. Just a lovely place to visit.  
Phil Barnes, HSBC*

*You must come to Bognor Regis, I can hardly believe how much it has changed in the last few years, thanks to the input of local businesses and residents. The town centre and surrounding areas is so well maintained and it is now one whole town instead of "Bits and Pieces" such as Queensway and The Old Town out on a limb. This general improvement has brought more people back into town and well-known brands, visitor numbers are up, Bognor is well and truly up. Karen Baker – Parsons Sons & Basley*

## Section 2: Proposed BID Activity

Regulation 4 (1) of the Local Government Act 2003, states that: “BID proposals.....shall include “a statement of the works or services to be provided, the name of who will provide them and the type of body the provider is”

Using the consultation information, and also looking at what is achievable with the level of funding the BID would generate, the vision and objectives of the BID were approved by the BRTCM/Shadow BID Board in August 2016

Bognor Regis Town Centre Management (BRTCM) is the implementing agent to establish the Bognor Regis BID Company, which will manage all of the works and services set out in this section. If successful following the ballot. The Bognor Regis BID Company will be set up to implement and operate a Business Improvement District in the specified area of Bognor Regis (see map in Appendix 1) and to ensure that activity takes place to tackle the key objectives.

The works and services will be provided by The Bognor Regis BID Company, which will be incorporated. Various options are being investigated as to which type of company will be set up for example, Community Interest Company or Company Limited by Guarantee. This will be decided following the ballot, subject to a “Yes” vote. The works or services will all meet one or more of the following agreed vision & objectives:

### The Bognor Regis BID: Vision & Objectives

#### Vision

To undertake activities that will help to tackle business issues and create a more viable trading environment for them by working with partners and delivering action.

**Key objectives** for the BID to deliver are:

1. A well-known Town Centre: To help improve the perception and image of Bognor Regis
2. A welcoming town centre: To help reduce crime & anti-social behaviour
3. An active town centre at night: To help stimulate the evening & night time economy
4. An accessible town centre: focusing on parking

The priorities within each objective are set out below in this BID Business Plan, following the consultation with businesses and an analysis of the key issues and opportunities in the town centre.

### What will the Bognor Regis BID do?

#### Projects and Services Plan

##### 1. A well-known town centre: To help improve the perception and image of Bognor Regis

Enhanced communications, marketing, quality promotions and events are what businesses have asked for to help improve the perception and image of Bognor Regis.

We have to be proud of the best that Bognor Regis currently offers and the work we will be doing to enhance it. It is essential to bring more people on board to continue the work that is already

taking place, communicate and to engage with local people and the wider public. We cannot control everything, but we can control the messages, pictures and videos we put out.

Bognor Regis is positioned high in Arun District Council's shopping hierarchy in terms of multiple retailer representation, but considerably below larger neighbouring centres such as Chichester, Worthing, Brighton, Horsham, Havant, Portsmouth in West Sussex and Hampshire. We have significant leakage of comparison goods expenditure to Chichester and Portsmouth.

There has been significant improvement in the reputation of Bognor Regis as a place to do business among major retail operators such as Next, Sainsbury's and M&S food, and these need to be replicated in an improved offering within the town centre.

The current offer in the core retail area is a value shopping offer serving the existing customer base. What we need to ensure is that this offer is the best quality it can be for the existing shoppers, and aim to attract higher quality businesses to the town. The dichotomy is that there is a mismatch between the current retail and leisure offer and the requirements of the more affluent residents and increasingly newer residents who commute out of Bognor Regis for work, shopping and leisure.

This is also true of some visitors, tourists and students; and non-resident workers who commute into Bognor Regis and who do not stay in the evening. The challenge for the BID is to stimulate and encourage a mix which:

- Provides for the needs of long-standing local residents both affluent and deprived, Butlin's visitors and students
- Convince newer residents that the town centre has something for them in terms of retail, events, leisure, dining and entertainment
- Is attractive enough to make workers in the town centre want to stay on and linger after work
- Attract people from a wider regional catchment who currently are unaware of what Bognor Regis has to offer and have not visited the town or Butlin's for a long time
- Attract investment from a wider regional and national catchment

Events and activities in the town centre using its public spaces, buildings, streets and squares is what sets it apart from the internet and out of town shopping centres experiences. Bognor Regis town centre has a limited but vital cultural offer including Bognor Regis Museum, the Picturedrome, The Regis Centre Theatre, the Pier, the architectural heritage, ROX festival, South Downs Folk Festival, Bognorphenia, the seafront illuminations and many other cultural and sporting organisations events.

They provide glimpses of the wider cultural and creative energy that exists in Bognor Regis. Much more could and should be done to harness this energy and co-ordinate events to make the town centre more attractive to existing and newer residents and to visitors from further afield. We need to maximise the cultural offering in the town centre and develop the annual programme of events, special occasions and markets to raise the quality, increase visitor numbers and dwell time and begin to change perceptions of the town.

BID activity on this objective could include but not limited to:

- Marketing to towns within an hour's drive e.g. Horsham, Crawley, etc.
- Town Centre Loyalty scheme
- Marketing campaigns at places like London Victoria
- Public events both large and small
- Sea front entertainment and star attractions

- Offer a residents pass/rate to Butlins or more offers targeted at residents to use Butlins facilities (bars, restaurants, room hire). This will help to change the perception for locals, who can then feel prouder of the biggest leisure attraction in their town and help spread the word
- Customer service training
- Food & drinks guide
- Empty units – arts exhibitions, photos, museum, pop up shops,
- More use of marketing infrastructure e.g. banners on fly-over and precinct, window vinyls,
- Focussed social media campaign
- Concentrate on delivering quality events to improve the cultural offer in the town centre; support and piggy back off existing events and bring more activities into the town centre
- Promote the town centre as a family-friendly, value shopping offer to existing residents, students and Butlin’s visitors.
- Promote the town to more affluent residents through strategic events and encourage higher value retailers, restaurants and bars to invest in the town
- Carry out promotional activity and publicity stunts
- Undertake a place branding exercise to establish the brand of the town centre going forward
- Use all available communication channels to shift perceptions about Bognor Regis, increasing awareness of the range and the best of what Bognor Regis has on offer
- Deliver events to drive footfall and publicity for the Town e.g. Aerial Birdman
- Develop and deliver marketing campaigns to attract people into Bognor Regis Town Centre
- Use local radio more, such as events, show from the high street, local bands, etc.
- Offer individual businesses opportunities to promote themselves e.g. Pocket Guide & Food and Drink Guide
- Regular Press Releases and comments to raise awareness of what Bognor Regis has to offer

## **2. A welcoming town centre: To help reduce crime & anti-social behaviour**

A welcoming town centre that is safe with low crime, low anti-social behaviour, clean and well maintained is a key priority for businesses, shoppers and visitors. Although the feedback from users and traders is that the town centre is on an upward trajectory following recent public realm works, there remain significant issues with the overall levels of crime and anti-social behaviour, quality of the built environment, both public and privately owned.

Tackling these residual problems is critical to providing the existing customer base who has continued to support the town, with a better shopping & social environment. It will also help in attracting a wider range of people to the centre who will dwell for longer. Overall standards have to be raised to ensure the town centre is clean, safe, well maintained and welcoming. Crime levels are low compared to national levels and in general, people do feel safe during the daytime. However, crime levels are relatively high compared to neighbouring towns of a similar size in Sussex.

Furthermore, the presence of street drinkers and homeless people make for an intimidating experience, which adds to the fear of crime and negative perceptions of the town. Street drinkers often congregate outside shop fronts, alleyways and parks where families are trying to take leisure with small children. In addition, some of the popular retailers are targeted for low level and bulk shoplifting mainly to fund drug habits and supplement low income levels. The main retailer to be targeted is Morrisons for their alcohol and meat; Boots, Superdrug, Wilkinsons and Poundland are also routinely targeted for their products as well.

BID activity on this objective could include but not limited to:

- Provide a uniformed presence in the form of security wardens/ambassadors
- Encourage the creation of an alcohol free zone with clear signage
- Encourage more effective CCTV cameras and signage
- Promote and support the town security radio scheme
- Provide security training and target hardening advice
- Work with public and private stakeholders to improve the cleaning and maintenance of the town centre
- Encourage owners and agents to make permanent and temporary improvements to vacant properties which will improve the appearance of the town centre to make it more attractive to shoppers and reduce the impact of any long-term vacancies
- We will liaise with relevant Councils, landlords, businesses, Sussex Police to ensure the town centre is a safer place to be
- Support the Community Safety Partnership to continue the reduction in crime and anti-social behaviour in the day and evenings and reduce fear of crime
- Patrols of the town to identify maintenance issues and report to the relevant authority for action

### **3. An active town centre at night: To help stimulate the evening & nighttime economy**

Improving the evening and night-time economy is a key priority for businesses. During the evening and late night the town quickly becomes deserted, providing an unnerving, oppressive maybe even a threatening feeling due to the low numbers of people, poor lighting, few businesses open and the presence of groups of people that could be viewed as intimidating. There are concerns about safety in the evening, although this is in line with other town centres. However, there is significant scope to further improve how people feel after dark and this will be an important reason to develop the evening economy to make the town a more welcoming, inclusive and inviting place.

BID activity on this objective could include but not limited to:

- Undertake a review of the evening and night time economy & environment and put in place an action plan to improve it
- Encourage more branded or quality restaurants
- Encourage more restaurants by the train station
- Put on occasional entertainment in Station Square
- Encourage more comfortable and safe spaces at night
- Work with local stakeholders to provide more arts, cultural and music events in the evening
- Encourage late night shopping and activity all year round to provide consistency and not just at Christmas
- Work with local stakeholders to provide more evening events e.g. markets, fairgrounds, ice rink, fashion shows, street theatre
- Target grey £ and 40+ and encourage them to take back their town at night and use it
- Work with cultural attractions such the Regis Centre and Picturedrome to offer Theatre deals with local restaurants
- Work with tourism and hotel industry to raise standard of local accommodation, encourage a branded hotel
- We will liaise with relevant Councils, landlords, businesses, Sussex Police to ensure the town centre is a safer place to be at night



- Support the Pub Watch initiative

#### **4. An accessible town centre: focusing on parking**

A more accessible town centre with improved parking is a priority for businesses; making the Town Centre a more attractive proposition for residents, visitors, businesses and investors will be helped if the town was more accessible through the ease and availability of parking.

Parking and access is one of the main negative perceptions of the town. However, one of the strongest competitive advantages that Bognor Regis has in relation to other town centres is the ready availability of affordable parking. Bognor Regis Town Centre currently has 843 off-street parking and 62 disabled spaces in the town centre area. The impact of traffic and parking fundamentally affects the viability of the town centre as a leisure and shopping environment, and its management is key for future investment. There is currently a “2 hour free parking” scheme operating in three car parks, which has greatly increased the attractiveness of the town to shoppers.

Furthermore, other methods of improving accessibility and exploring the wider town will be encouraged such as cycling and walking. This will enhance the overall visitor experience and increase dwell time.

BID activity on this objective could include but not limited to:

- Actively promote the “2 hour free” parking scheme
- Encourage the extension of the “2 hour free” parking scheme to other car parks
- Encourage the extension of the “2 hour free parking scheme to 3-4 hours
- Encourage the use of a Free Parking app which sends visitors, alerts notifying them of free parking spaces when driving into town
- Work with stakeholders to see how to improve car parking facilities and to improve the ease of parking
- Encourage the use of the cycling and walking to move around the town

### Section 3: BID Arrangements

The “Local Government Act 2003” and “The Business Improvement Districts (England) Regulations 2004” detail a number of regulations and guidelines for any organisation that intends to establish a BID. The organisation that proposes to establish a BID must produce a “BID Proposal” that incorporates arrangements, which will determine where, when and how the BID operates, what the BID intends to do, who will be responsible and how they will be accountable to their electorate.

#### Governance

A BID company with a board of directors will be set up to manage the BID and its finances. The Board will be made up of local businesses and key stakeholders. Updates on the BID activities will be sent out to all BID levy payers and invitations to attend the AGM and stand for election to the board will also be circulated.

### Bognor Regis BID Shadow Board Membership

#### Members (provisional only)

Name	Business /Organisation	Category
Dave Cooper	University of Chichester	Independent Chair
Chris Heaps	Heaps of PCs/ Chair of Trader’s	Business Representative
Jeremey Pardey	Butlins	Leisure, culture & tourism
Sandy Longley	Boots	Multi National Retail
Mark Hall	Wilkinsons	Multi National Retail
Shaun Schofield	Morrisons	Multi National Retail
Matthew Reynolds	Reynolds	Independent Retail
Adam Cunard	Chamber of Commerce	Business Representative
Adam Cunard/Jim Brooks	Bognor Regis Town	Public Sector
Carl Rixon	Condor Blinds	Independent Retail
Paul Wells	Unique Printing	Independent Retail
Alan Firth*	William Hardwicke	Food & drink
Denise Vine	Arun District Council	Public sector
Gary Kellaway*	Dream Fitness	Leisure, culture & tourism
David Meyers	Bognor Regis Regeneration Board	Public/ Private Partnership

Toyubur Rahman, Bognor Regis Town Centre Manager

## **The BID area**

The proposed BID area will include the following roads in the key retail and commercial areas of the town: London Rd, High Street, Queensway, Bedford Street, Belmont Street, The Esplanade, Station Road, Linden Road. A full list of the streets that are included, can be found in Appendix 1

## **BID Levy, exceptions and billing**

After looking at the cost of collecting the levy, balloting businesses and the BID objectives it was agreed that businesses with a rateable value of more than £6000 would be included in the BID. This will include all charities with a retail arm operating the town.

## **Baselines: How the BID will work with existing service providers**

The services provided by a BID are over and above those provided by local councils and other statutory providers. BIDs enter into baseline agreements with the local authority and other service providers, which demonstrate the level of service provision in the area. These arrangements ensure that any services the BID provides are truly additional.

The BID will establish Baseline Service Statements with Arun District Council, Bogor Regis Town Council and West Sussex County Council for the proposed BID area on the following:

- Highways maintenance
- Street lighting
- Licensing & enforcement
- Street cleansing
- Car & coach parking
- Tourism
- Community safety & CCTV

Statutory services have to be provided by the relevant authorities; however, both statutory and discretionary services are subject to resource constraints and the BID will work with the providers to minimise the impact of such pressures. These arrangements will be subject to annual review.

Details of the Baseline Statements from Arun District Council, Bogor Regis Town Council and West Sussex County Council can be found in Appendix 2 once finalised.

## **BID Ballot**

### **Who is entitled to vote?**

Those eligible to vote in the ballot will be those non-domestic ratepayers listed on the Council's database for each eligible hereditament (business premises) situated within the geographical area of the proposed BID, with a rateable value of £6,000 or more.

Each person entitled to vote has one vote for each occupied hereditament or (if empty) owned by him or her in the geographical area of the proposed BID. Some businesses may be receiving multiple forms where they occupy/own more than one eligible property in the BID area.

Any ratepayer business that has not yet notified us of the name of the person to whom the ballot paper should be sent is encouraged to do so as soon as possible.

### Appointing someone else to vote (a proxy)

The person entitled to vote in the BID ballot may appoint someone else to vote on his or her behalf (a proxy), e.g. if that person is ill in hospital, living abroad or going to be away at the time of the ballot. The Government's Regulations state that a ballot paper cannot be sent outside England, so any BID voter with a registered address outside England must designate another person to vote on his/her behalf as a proxy from an address in England.

Proxy forms can be requested by e-mail from the Electoral Services Office: [elections@arun.gov.uk](mailto:elections@arun.gov.uk)/ ERS heading the e-mail " BID Ballot-Proxy Form request". A proxy form will be e-mailed to complete and return. The last day that a proxy may be appointed is no later than 5pm Friday 23<sup>rd</sup> June 2017.

### Proposed Timetable:

Day	Action	Date
76	ERS to Receive Mailing List, Wording for all Documents	Tuesday 18 April 2017
62	Notification of Ballot	Tuesday 2 May 2017
42	Despatch of Ballot Papers	Monday 22 May 2017
10	Latest Date to Appoint Proxy	Friday 23 June 2017
5	Latest Date to Cancel Proxy	Wednesday 28 June 2017
4	Issue Of Replacements	Tuesday 27 June 2017
0	Close of Ballot	Monday 3 July 2017
-1	Issue of Result by 5pm	Tuesday 4 July 2017
	Start of first billing period	1 <sup>st</sup> April 2018

### Communication with the Business Community

Engagement with businesses will be vital for the success of the BID. Each levy payer will be a member of BID and communication will be crucial to ensure the BID delivers what it said it would do.

The proposed BID will be an independently run organisation, having a visible clear brand identity. It is important that the BID is and seen to be independent and operating for the benefit of all levy payers and the wider business community. How a BID creates an identity that is separate and distinct from the local authority and indeed any other involved organisation is crucial to supporting the practical objectives of the BID. It is vital that BID levy payers understand who is making the improvements and who to vote for when renewal comes around to continue the success of a BID

As part of the communications process there will be regular newsletters, website and social media channels, to ensure that businesses are kept informed on BID activities. Businesses are encouraged to feedback ideas and local initiatives so that the BID Board can consider these.

### Continuation of Baseline Services

The existing level of service provided to the area by Bognor Regis Town Council, Arun District Council, West Sussex County Council are outlined in Appendix 2 (To be provided)

### **Performance Measurement**

The following performance measurements will be in place and reviewed quarterly at the Bognor Regis BID Board.

1. Dwell Time
2. Store Performance Data
3. Vacancy Rates
4. Business Engagement
5. Complaints / Compliments

## **Section 4: Baseline Services**

1(1)(b) of the Local Government Act 2003, requires, “a statement of existing baseline services (if any) provided by the relevant billing authority or other public authority”

Baseline agreements will be sought from Arun District Council, Bognor Regis Town Council and West Sussex County Council. These can be found in Appendix 2, once they are finalised.

## **Section 5: Geographical Area of the BID**

1(1)(c) of the Local Government Act 2003, requires, “a description of the geographical area (including a map showing that area) in which the proposed BID arrangements are to have effect”

Streets in the proposed Bognor Regis BID area, along with a map are shown in Appendix 1

Details of the rateable value and BID levy for each business included in the BID area are available from Bognor Regis Town Centre Management. All eligible businesses will receive a formal letter to be advised of this information.

The list of liable hereditaments is altered and updated on an annual basis to reflect changes in the billing authority’s database of liable non-domestic ratepayers and relevant hereditaments. Any new, refurbished or reconstituted hereditaments subsequently entered into the rating list after the BID commencement date shall additionally also become liable to the BID levy so long as other relevant criteria within this document are also met.

## **Section 6: Properties included in the BID levy**

1(1)(d) of the Local Government Act 2003 requires, “a statement of whether all non-domestic ratepayers in the geographical area or a specific class of them are to be liable to the BID levy, an explanation of how the amount of the BID levy to be levied is to be calculated and an explanation of whether any of the costs incurred in developing the BID proposals, holding the ballot or implementing the BID are to be recovered through the BID levy.....”

Only properties in the Local Rating List will be liable to pay the BID levy.

All non-domestic ratepayers, either occupying the property, or if unoccupied owning the property, in the BID area as defined above in response to point 1(1)(c) of Schedule 1 of the BID regulations, and having a Rateable Value of £6000 or above, will be liable to the BID levy daily charge.

## **Section 7: Liability and Collection**

The BID levy is binding on all eligible business within this proposal if it is a “Yes” vote. All bills issued will be due and payable, irrespective of whether or not the liable person voted for the BID levy.

Persons liable to pay the levy will be any “Rate Payer” as set out in section 59 of the Local Government Act 2003, [Interpretation of Part 4]. Section 59 clarifies the meaning by stating “non-domestic ratepayer, in relation to any area, means a person subject to a non-domestic rate under section 43 or 45 of the Local Government Finance Act, 1988 (c.41) (liability to non-domestic rates) because he is the owner or occupier of a hereditament situated in that area.”

For the purposes of non-domestic rating, Arun District Council interprets the owner of a hereditament or land as per the definition in section 65(1) of the Local Government Finance Act 1988. This states that “the owner of a hereditament or land is the person entitled to possession of it”. A similar definition exists in Schedule 4A of the Local Government Finance Act 1988 at paragraph 10(b) for unoccupied properties.

The list of Liable Rate Payers a time of ballot is held by Bognor Regis Town Centre Management but, note that this list will be updated annually with any changes to the billing authority's rating list and that any new, refurbished or reconstituted hereditaments subsequently entered into the rating list after the BID commencement date shall additionally also become liable to the BID levy so long as other relevant criteria within this document are also met.

#### **Rating List and Rateable values to be used in the BID:**

For the purposes of the BID, the rateable value shown by Arun District Council on the 1<sup>st</sup> April each year will be the figure used for the BID levy calculation for each liable ratepayer. The liability for the BID levy will lie with the responsible party for the Non Domestic Rates as shown by Arun District Council.

#### **Financial year**

For the purposes of the BID, a financial year is a period of 365 days (or 366 days in a leap year), commencing 1st of April and ending 31st of March inclusive.

#### **The Levy Multiplier & Charge**

For the financial year 2018/19 the BID levy multiplier will be 1.5p in the pound and this will continue for the 5 years of the BID. No inflation will be added to the levy and will stay at the same level throughout the term of the BID.

Rateable Value	Levy Rate	Annual	This equates to: Weekly
0-£5999	1.5%	Zero	Zero
£6,000	1.5%	90	£1.70
£12,000	1.5%	180	£3.40
£25,000	1.5%	375	£7.20
£50,000	1.5%	750	£14.40
£100,000	1.5%	1500	£28.80
£200,000	1.5%	3000	£57.70
£500,000	1.5%	7500	£144.20
£1,000,000	1.5%	15000	£288.50
£2,000,000	1.5%	30000	£577.00

#### **Procedural Arrangements**

The BID charge is an annual fee based on rateable value. It is to be paid in full and in advance. The due payment date being the 1st of April of the relevant financial year.

**VAT:** VAT will not be charged on the BID levy

#### **Recovery & Enforcement**

The non-payment of the BID charge will be strongly pursued via all available enforcement options. This will include the issuing of summonses the use of bailiffs and committal action.

All of the actions may incur additional costs for which the BID levy payer will be liable.

The BID Levy will be collected as follows:

- The BID levy is binding on all business within this proposal. All bills issued will be due and payable, irrespective of whether or not the liable person voted for the BID levy.
- For the first financial year of the BID, commencing 1 April 2018, the bill will be raised in the March immediately preceding the year of the charge to the liable person.
- The definition of the liable person is that shown in 'Liability –Additional Clarification' above.
- The full amount will be due and payable in one lump sum, on 1st April and is non-refundable. If a business changes during the year, a refund will not be due.
- New businesses coming into the BID area will be charged at the start of the next financial year
- Empty properties, those undergoing refurbishment or being demolished will be liable for the BID levy via the property owner/registered business ratepayer with no void period.
- A reminder notice will be issued, before the end of the month, stating the amount required to be paid.

#### **Stages of Recovery:**

- If the BID payer fails to pay within 7 days of service of the Final Reminder Notice, the unpaid balance shall become payable at the end of a further period of 7 days
- This would be a Final Notice which states that the right to pay by instalments has been withdrawn and the full balance is due within 7 days.
- Summons – If the amount is not paid in full a complaint will be laid before the Magistrates Court and an application for Summons will be made. This will require the BID payer to attend Court and show why payment has not been made. The summons must be served at least 14 days before the hearing. The cost of application will be recoverable from the debtor.
- Liability Order Hearing – If the amount is not paid prior to the hearing an application for a Liability Order will be made on the scheduled date. If no valid defence is offered an order will be granted and further costs incurred.
- Distress – If any amount remains unpaid the Billing Authority may levy the appropriate amount by way of distress and sale of goods. Distress may only be levied by a certificated Bailiff and the costs incurred are regulated.
- Committal – If sufficient goods are not available to Bailiffs to clear the debt the Local Authority may apply for the debtor's committal to prison, again costs are regulated. Committal proceedings can only be instigated against an individual not a company
- In certain situations where the debt remains unpaid and exceeds £750 a petition may be made for bankruptcy, or winding up in the case of a company. These cases will be considered, and a decision made, on an individual basis by the Bognor Regis BID Board and the Local Authority as the charges incurred are high and may be irrecoverable.

#### **Deceased Ratepayers**

If the BID payer dies the executor or administrator is liable to pay the charge and may deduct the amount out of the assets and effects of the deceased. Deceased ratepayers will be considered and a decision made on the appropriate action by the Bognor Regis Town Centre board



## Section 8: Relief / Exemptions from the BID Levy

1(1)(e) of the Local Government Act 2003 requires, “ a statement of the specified class of non-domestic ratepayer [if any] for which and the level at which relief from the BID levy is to apply”

No relief is to be given to any class of non-domestic ratepayer irrespective of whatever relief or exemption they may currently enjoy in respect of Non Domestic (or Business) Rates. All types of property within the BID area specified are to be subjected to the full levy. Furthermore there is to be no distinction made between occupied or unoccupied hereditaments, either occupancy status attracting the full BID levy.

### Exceptions:

- Property with a rateable value of less than £6000.
- The following categories are to be exempt – ambulance stations, cemeteries, community centres, schools, fire stations, hospitals, public conveniences, places of worship, Non retail charities with no trading income, arm or facilities.

## Section 9: BID Operational Costs

Costs Incurred in Developing BID Proposals, Holding Ballot and Implementing the BID:

The BID levy charge will only be used to fund the improvement programmes from April 2018 - March 2023, as set out in this proposal.

The costs to individual businesses will be calculated at a levy of 0.015 (or 1.5p for every £1.00 of rateable value) and is estimated to raise about £151,800

Costs that will be met by the levy will include:

- The cost of the software necessary to operate the scheme
- All costs associated with the demand and collection of the charge
- The cost of a BID Manager
- The cost of running the office. Admin, telephone, internet, equipment, post, etc.
- An minimum contingency of 3% for possible changes in rateable value
- An allowance of 6% for non-collection and refunds
- Cost of re-ballot in fifth year

## Section 10: Period of the BID

1(1)(g) of the Local Government Act 2003 requires, “ a statement of the duration of the BID arrangements”

The BID arrangements will apply for a total period of 5 years.

1(1)(h) of the Local Government Act 2003 requires, “ a statement of the commencement date of the BID arrangements”.

The commencement date of the BID arrangements will be 1st April 2018.

The time between the ballot day on 3<sup>rd</sup> July and the implementation of the BID will be used to ensure that:

- Billing systems at Arun District Council are updated ready for the launch date on 1<sup>st</sup> April 2018.
- BID Company is set up
- Company Board is appointed
- Administration and secretariat processes are implemented
- Staff are recruited

## **Section 11 – Alteration of BID arrangements**

1(1)(f) of the Local Government Act 2003 requires, “a statement of whether the BID arrangements may be altered without an alteration ballot and if so, which aspects of the BID arrangements may be altered in this way”

The BID arrangements may be altered without an alteration ballot in the following instances:

- The streets and hereditaments to be included in said BID area may change due to changes in the relevant billing authority’s local list. Hereditaments may be additionally included if their rateable value, at any time during the BID period, exceeds £6000 or they are newly added to the local list and the rateable value threshold criteria [as set out in the above response to point 1(1)(d) of schedule 1 of the BID regulations] is exceeded.
- Hereditaments may also be excluded from the BID area and BID levy charge in cases where the billing authority amends the local list and either removes hereditaments from the list or alters the rateable value to below £6000. Where this occurs, such amendments will either be effected as per the date on the billing authority’s schedule, or if this date predates the beginning of the financial year in which the change is being made, the 1st of April of the relevant financial year in which the billing authority implements the change.

## **Section 12: Operational and Financial Management of the BID**

This is the outline of the Bognor Regis BID Operational and Financial Management Arrangements:

The Operating Agreement in place between Bognor Regis BID and Arun District Council will be reviewed and updated. This Operating Agreement sets out how the BID levy is collected and administered by Arun District Council for the BID services. It also specifies how the collection of the levy and the BID programmes will be monitored through regular meetings between representatives of the Bognor Regis BID Board and representatives of Arun District Council.

The Bognor Regis BID Board will approve in advance an annual budget for the Bognor Regis BID for each financial year.

The Bognor Regis BID will not be able to operate in deficit or incur liabilities that come into effect after the operational period e.g. after 31<sup>st</sup> March 2023

The Bognor Regis BID will provide information on its finances to the Billing Authority on a half yearly basis, or less frequently, according to the demands of the Billing Authority. This shall be provided at the ‘Monitoring Group Meetings’, to be set up as specified in the Operating Agreement.

The Bognor Regis BID will produce annual accounts for each financial year that are independently audited and publicly available to all BID levy payers and the Billing Authority. These will be presented at the Bognor Regis BID Annual General Meeting.

At the end of each financial year, any surplus or unspent income is to be rolled over to the next financial year to provide an approved contingency reserve for that financial year. Any amount that remains in addition to that amount will be used to provide enhanced or additional services in the Bognor Regis BID area in the next financial year. How this money should be allocated will be discussed by BID members at the AGM (all BID levy payers are automatically members).

All expenditure budgets to include a minimum of 3% contingency reserve to take into account of any unexpected shortfall.

A redistribution of funds among projects that amounts to more than 10% of total annual programme budget will require full Bognor Regis Bid Board approval.

A "Slippage Rate" – that takes into account potential fluctuations in Rateable Values that come about due to appeals, deletions from the rating list etc., requires the Bognor Regis BID to budget for this contingency. BRTCM with help from Arun District Council has determined that a 6% contingency is therefore built into the BID levy rateable value base, which affects BID levy income projections.

Arun District Council's Business Rates Division has the role of Billing Authority for the Bognor Regis BID and will be responsible for Bognor Regis Business Improvement District billing and collection (including legal enforcement) of the BID levy. The Local Authority does not set the BID levy; it collects and administers it for the Bognor Regis BID Board. This service is governed by an "Operating Agreement" and paid for at the agreed rate from the BID levy income.

The estimated collection rate of the BID levy is 94%. The billing authority will use its full legal powers provided by legislation to enforce payment. If necessary, the billing authority shall instigate Court action as required at its own expense.

The Operating Agreement between Bognor Regis BID and Arun District Council will outline the collection and payment timescales of funds collected for the BID Company.

Operating Agreements will be agreed and issued to all those who deliver services on behalf of Bognor Regis BID. The Operating Agreement will establish a baseline and detail improvements or performance indicators that the contractor will be required to meet.

Negotiations are taking place with various bodies including other public bodies, developers, landowners and businesses who would not be liable for the BID levy, but who may wish to make a voluntary contribution to enhance the BID levies. Levels of funding and actual commitments will be confirmed in the annual accounts

Financial Projections Sheet see Appendix 3

The Management Arrangements will be as follows:-

**Composition of Board:**

The current BRTCM Board/Shadow BID Board will continue in the role following the ballot. If it is a "Yes" vote, a BID company will be set and a board of directors will be elected/recruited. The BRTCM Board/Shadow BID Board will be invited to become Board Directors of the new BID Company. Every BID levy payer is a member of the company and eligible to vote at Annual General Meetings and stand for election to the board. Board representation will also include representatives from the Local Authority, Town Council, Chamber of Commerce, Traders Association, Butlins, and University of Chichester

**Staff:**

The BID will employ a BID Manager whose main responsibility will be the BID operations and delivery of the BID Business Plan.

External Contracts will be entered into where appropriate.

The legal status of The Bognor Regis BID is being investigated in terms of which type of company will be set up for example, a Community Interest Company or Company Limited by Guarantee. This will be decided following the ballot, subject to a "Yes" vote.

In the event of the closure of the Bognor Regis BID Company, either:

- a. at the end of its five-year mandate, should a further mandate not be sought or approved; or
- b. prematurely, for whatever reason,

all assets etc. will be realised and disposed of as agreed by the BID contributors at an AGM or EGM.

### Appendix 1 – List of Roads and Map

Proposed BID Area:

Total Rateable Value: £ 10,125,650 (based on 2017/18 draft rateable value)

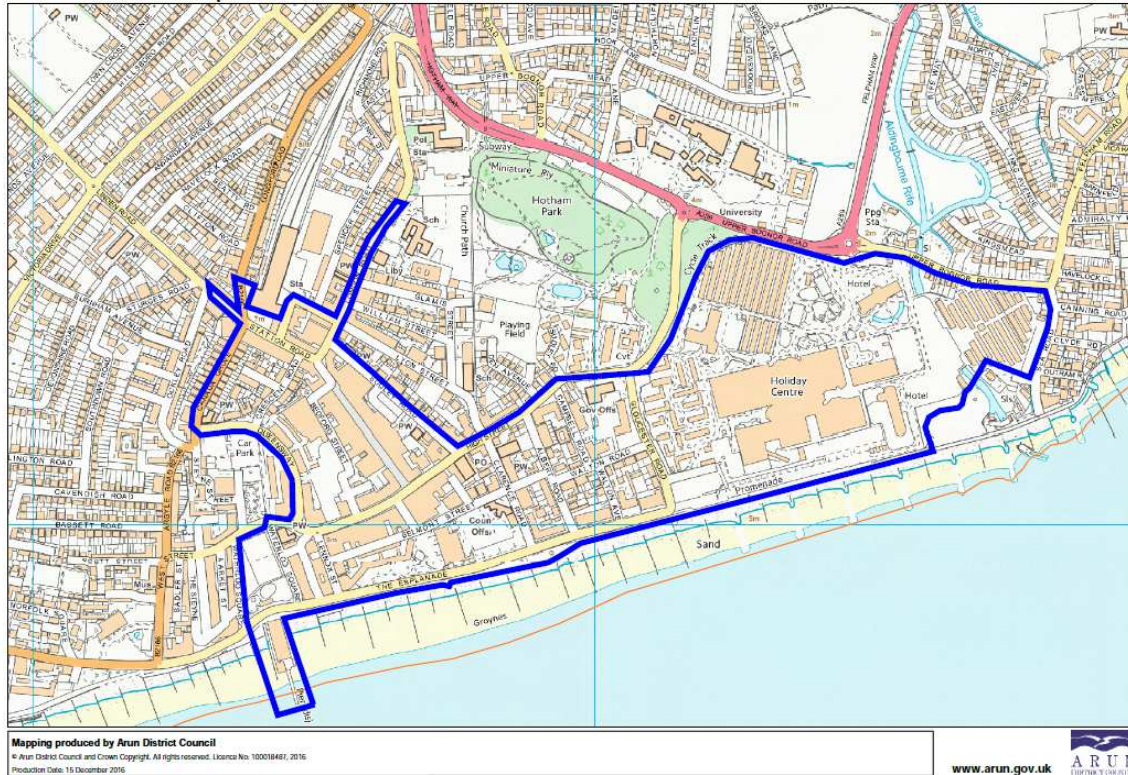
1.5% Levy £151,800

The following streets are included in the Bognor Regis Town Centre Business Improvement District Area, either in whole or in part:

Street
Arcade Chambers
Bedford Street
Belmont Street
Canada Grove
Central Buildings
Clock Walk High Street
Crescent Road
Fitzleet House Queensway
Gloucester Road
Harfield Court High Street
High Street
Lennox Street
Linden Road
London Road
Longford Road
Place St Maur Des Fosses
Queensway
Richmond Road
Sudley Road
The Arcade
The Esplanade
Upper Bognor Road
Waterloo Square
Water Tower Building
York Road

All eligible businesses in these streets will contribute if the BID is approved. If you are unsure whether your business falls within the boundary or want to know how much you will pay, please contact us.

## Arun District Council Maps



### Why this area?

The Business Improvement District for Bognor Regis Town Centre covers the heart of the centre and contains the main retail, leisure and commercial areas. The area was defined through consultation with businesses to identify the commonality of the issues that affect their environment

**Appendix 2 – Baseline Information**

**To be added once Baseline statements have been received from stakeholders**

## Appendix 3 – Financial Projections

### Income and Expenditure

Bognor Regis BID 2018 -2023 Financial Projections						
BUDGET YEAR TO 31 MARCH 2015						
	2018/19	2019/20	2020/21	2021/22	2022/23	Totals
	Budget	Budget	Budget	Budget	Budget	
<b>INCOME</b>						
<b>BID Levy Income</b>	151,800	151,800	151,800	151,800	151,800	759,000
Grants/Sponsorship/Revenue	10,000	10,000	10,000	10,000	10,000	50,000
<b>TOTAL INCOME</b>	<b>161,800</b>	<b>161,800</b>	<b>161,800</b>	<b>161,800</b>	<b>161800</b>	<b>809,000</b>
<b>EXPENDITURE</b>						
<b>Collection/Ballot Costs</b>	8,000	8,000	8,000	8,000	8,000	40,000
<b>Non BID Levy collection contingency @ 6%</b>	9,708	9,708	9,708	9,708	9,708	48,540
<b>Renewal Process</b>					40,000	40,000
<b>Total Costs</b>	<b>17,708</b>	<b>17,708</b>	<b>17,708</b>	<b>17,708</b>	<b>57,708</b>	<b>128,540</b>
<b>Available Revenue</b>	<b>144,092</b>	<b>144,092</b>	<b>144,092</b>	<b>144,092</b>	<b>104,092</b>	<b>680,460</b>
<b>Expenditure*</b>						
<b>A well-known town</b>	44,700	44,700	44,700	44,700	34,700	213,500
<b>A welcoming town</b>	55,000	55,000	55,000	55,000	45,000	265,000
<b>An active town at night</b>	20,000	20,000	20,000	20,000	10,000	90,000
<b>An accessible town</b>	20,000	20,000	20,000	20,000	11,000	91,000
<b>Contingency @ 3%</b>	4,323	4,323	4,323	4,323	3,123	20,414
<b>Total expenditure</b>	<b>144,023</b>	<b>144,023</b>	<b>144,023</b>	<b>144,023</b>	<b>103822.8</b>	<b>679,914</b>
<b>*staffing, office, admin, management costs contained within this expenditure</b>						



**AGENDA ITEM NO.8****ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET  
ON 6 February 2017****PART A : REPORT**

<b>SUBJECT: Littlehampton Economic Growth Area (LEGA) –West Bank</b>
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<b>REPORT AUTHOR:</b> Paul Broggi <b>DATE:</b> 11 January 2017 <b>EXTN:</b> 37506
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**EXECUTIVE SUMMARY:**

The aim of the report is to seek Member approval for the Council, as Landowner, to agree to enter into a Memorandum of Understanding with other relevant landowners on the West Bank to seek to jointly address the delivery of this strategic housing allocation and provide evidence that can enable the LEGA policy to be found sound at the resumed Local Plan examination.

Agreement between the main parties with an interest in the relevant land should give the Planning Inspector confidence that LEGA-West Bank, site allocation will support the emerging ADC Local Plan, as a key location to deliver in the region of 1000 homes, together with supporting employment uses.

The Council as one of the main landowners on the West Bank will have an important role to help facilitate land assembly and agreement, to deliver a significant contribution to the strategic housing allocations in the District.

**RECOMMENDATIONS:**

Members to agree in principle to negotiate the terms of and enter into a Memorandum of Understanding with the other major landowners/stakeholders that form the West Bank land/site allocation as identified in the LEGA report. Delegated authority be given to the Head of Finance and Property or the most senior officer for property matters in consultation with the Cabinet Member for Corporate Governance to negotiate the terms of the Memorandum of Understanding.

**1. BACKGROUND:**

The concept of redeveloping the West Bank of the River Arun, in Littlehampton was first established in the Littlehampton vision document 2004 and further explored through studies in 2010 and 2012.

The West Bank Study 2004 was the first study to investigate future development options for the West Bank. The purpose of the 2010 report looked at the feasibility and viability of West Bank redevelopment and the 2012 study was commissioned by Arun and the three main landowners, Mr David Fynamore, Mr Robert Boyce and Mr and Mrs John Baird.

The report sets out how the proposed scheme can potentially be translated into a

deliverable regeneration programme.

The LEGA – West Bank site is characterised by previously developed land and further agricultural land to the west. The River Arun defines the eastern boundary and part of the Climping Strategic Gap the western boundary, with low lying farmland to the west of and outside the LEGA boundary.

The West Bank regeneration area and strategic housing site area is not in a single land ownership, but is a large number of separate ownerships and this will have implications in relation to how the development vision for this area is delivered.

A delivery structure will therefore be required which solves the issues raised by the current land ownership/interest situation, and enable a comprehensive approach to delivery of development to be taken.

The key objectives for the Memorandum of Understanding are to:

- Provide a single clear vision for the West Bank land assembly and delivery
- Provide comfort for the Planning Inspector that the owners of the relevant interests in land are working together as a coalition of the willing
- Outline the agreed project plan for achieving land assembly, statutory consents, funding and construction of the works
- Provide a mechanism for achieving an equitable balance to be agreed between the landowners and other interested parties in relation to inputs/risks and outputs/rewards
- Provide a mechanism for the parties to discuss and resolve disputes between the the parties to ensure that these do not frustrate the implementation of the development

## 2. PROPOSAL(S):

Members to agree, in principle, to enter into a Memorandum of Understanding between the major land owners,(Arun District Council is a major freehold owner) and stakeholders that make up the proposed Littlehampton Economic Growth Area (LEGA) –West Bank strategic allocation. This area will shortly be considered by the planning inspector to enable him to determine whether the Local Plan is sound and should be adopted. Since the publication of the Inspector's comments in 2015 the Objectively Assessed Housing Need figure has been revised. This area, if brought forward, will need to deliver in the region of 1000 homes, together with associated employment uses over the period of the Local Plan.

## 3. OPTIONS:

1. To proceed to agree to enter into a Memorandum of Understanding with the major landowners/stakeholders of the West Bank site allocation.**(Recommended)**
2. Do not proceed to agree to enter into a Memorandum of Understanding with the major landowners of the West Bank site allocation. **(Not recommended)**

## 4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		No

Relevant District Ward Councillors		No
Other groups/persons (please specify) Ongoing Stakeholder engagement has been undertaken by the project team with a number of organisations, landowners and parties with a significant interest in parts of the land forming the LEGA site	Yes	
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial		No
Legal	Yes	
Human Rights/Equality Impact Assessment		No
Community Safety including Section 17 of Crime & Disorder Act		No
Sustainability		
Asset Management/Property/Land	Yes	
Technology		No
Safeguarding		No
Other (please explain)		No
<b>6. IMPLICATIONS:</b>		
<b>Legal-</b> Property and Estates are in consultation with Legal Services regarding the drafting of the Memorandum of Understanding (MoU). In house Legal Services will be used to advise and comment on any draft MoU.		
<b>Property-</b> Land in our freehold ownership under lease.		

**7. REASON FOR THE DECISION:**

To proceed to agree to negotiate and if agreed enter into a Memorandum of Understanding will facilitate in bringing forward the site allocation, and assist the Planning Inspector by providing evidence that can enable the LEGA policy to be found sound at the recommencement of Local Plan examination later in 2017.

Full economic potential of the area will only be achieved through a comprehensive approach, providing much needed housing and regeneration benefits, including employment related activities, and improving the tourism offer of the area.

**8. BACKGROUND PAPERS: None**

**AGENDA ITEM NO.9****ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET  
ON 6 FEBRUARY 2017****PART A : REPORT**

<p><b>SUBJECT: JOINT FUNDING TO ESTABLISH A SINGLE, COUNTYWIDE TEAM TO RESPOND TO ISSUES CONCERNING IMMIGRATION, ASYLUM-SEEKING AND REFUGEES</b></p>
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<p><b>REPORT AUTHOR:</b> Nigel Lynn, Chief Executive <b>DATE:</b> January 2017 <b>EXTN:</b> 37600</p>
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**EXECUTIVE SUMMARY:**

This report concerns this Council's contribution to the funding of a countywide team to respond to issues concerning immigration, asylum-seeking and refugees.

**RECOMMENDATIONS:**

Cabinet are requested to:-

1. Approve the proposal that this Council commits the sum of £10,000 per annum towards the funding of a countywide team to respond to issues concerning immigration, asylum-seeking and refugees.

**1. BACKGROUND:**

- 1.1 At their meeting on 9 December 2016, County Joint Leaders received a report from the Chief Executive at West Sussex County Council (WSSCC) concerning a countywide co-ordination approach to immigration and asylum.
- 1.2 The report referred to a number of requests made by the Home Officer, and of discussions at a previous County Joint Leaders meeting on 28 September 2016.
- 1.3 Local authorities are being asked to support the national government's response to the increasing pressures of immigration, which, as a county, has been responded to in various ways.
- 1.4 In addition to this, there is also an impact from immigration and asylum-seeking that comes via other routes such as spontaneous arrivals, family reunifications, spousal visas etc.
- 1.5 The implication of this is an increased service demand for a cohort of customers that have complex needs as a result of their vulnerability, language barriers, and varying rights to receive support.
- 1.6 It has been proposed by WSSCC that, in partnership with District and Borough Councils, a team of officers is developed who will respond to the growing demands and responsibilities being placed on all authorities in West Sussex by

immigration, asylum-seekers and refugees.

- 1.7 The team would tackle key challenges such as support and training for intervention teams; secure accommodation; liaison with the Home Officer, Police, Community Teams etc; development subject matter expertise of the entitlements and responsibilities of refugees/asylum-seekers which can be shared countywide; harness and direct community support; produce communications aimed at informing the community; working with Police and Community Safety teams to identify, understand and improve community tension issues; and to report and work to the Immigration and Asylum Governance Board.
- 1.8 The team would be hosted and staffed by WSCC and take the form of a team manager and an administrator. Other team members would likely be employed on a seconded, rotational or virtual basis.
- 1.9 It was proposed that the costs be divided between WSCC and the district/borough councils on a 60/40 basis. The total annual cost is likely to be c£160k, with WSCC funding 60% (£90k), therefore equating to an individual contribution of £10k per district/borough.
- 1.10 If there is agreement to this course of action, the Immigration and Asylum Governance Board will start the necessary work to develop the team and these proposals.
- 1.11 At the meeting of all West Sussex Leaders on 9 December 2016, there was unanimous support for the proposal.

## 2. PROPOSAL(S):

1. That Cabinet approve the proposal that this Council commits the sum of £10,000 per annum towards the funding of a countywide team to respond to issues concerning immigration, asylum-seeking and refugees.

## 3. OPTIONS:

1. Cabinet approve the proposal that this Council commits the sum of £10,000 per annum towards the funding of a countywide team to respond to issues concerning immigration, asylum-seeking and refugees.
2. Cabinet do not approve the proposal that this Council commits the sum of £10,000 per annum towards the funding of a countywide team to respond to issues concerning immigration, asylum-seeking and refugees.

## 4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO</b>	<b>YES</b>	<b>NO</b>

<b>THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>		
Financial	✓	
Legal		✓
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Safeguarding		✓
Other (please explain)		✓
<b>6. IMPLICATIONS:</b>		
Finance have confirmed that funds are available to commit to this project. In 2016/17, the funds will come from corporate underspend. Future contributions will be within the revenue budget (from 2017/18 onwards).		

**7. REASON FOR THE DECISION:**

To support the proposal to contribute to funding for a countywide Immigration, Asylum-Seeking and Refugee Co-ordination team. This would have a positive impact on service demand across the county, and ensure a consistent and co-ordinated approach to these issues. District & Borough Councils would also benefit from the learning on these specialist issues which would be shared by the team across the county.

**8. BACKGROUND PAPERS:**

[Report from County Joint Leaders meeting 9.12.16](#)

Unconfirmed minutes

**Joint Eastern Arun Area Committee**

29 November 2016, – At a meeting of the Committee held at 7 pm at The Millennium Chamber, Manor House, Littlehampton.

Present:

West Sussex County Council            Mr Tyler (Chairman), Mr Evans, Mr Peters, Mrs Urquhart and Mr Buckland .

Arun District Council                Councillors Mr Bower, Mr Elkins, Mr Cates, Mrs Neno and Mr Wensley.

Town / Parish Council representatives    Councillors Mrs Francis (Angmering), Mr Duijf (East Preston), Mr Squires (Littlehampton), Mrs Cooper (Rustington), Mrs Robertson (Ferring) and Mrs Walker (Kingston).

In attendance:

West Sussex County Council: Monique Smart (Democratic Services Officer), Tracey Light (Principal Community Officer)

Arun District Council: Paul Warters (Director, Customer Services)

**Chairman's Welcome**

64. The Chairman welcomed everyone to the meeting.

65. Apologies had been received from Councillors Dr Walsh, Mr Gammon and Mr Bicknell. The Chairman welcomed substitute Member Councillor Mr Wensley

**Declarations of interest**

66. The following personal interests were declared:

- Mr Buckland as a Member of Arun District Council and Littlehampton Town Council
- Cllr Mrs Francis in relation to agenda item 11 as the applicant for nomination.

**Minutes**

67. **Resolved** that the minutes of the Joint Eastern Arun Area Committee, held on 6 September 2016 be confirmed as a correct record and that they be signed by the Chairman.

**Progress Statement**

68. The Progress statement was noted.

## **'Talk with Us' – Public Questions**

69. The Chairman invited questions from members of the public. Questions were asked to which responses were given (in italics), including those set out below:

- A local resident asked for an update on his request for bus shelters in Station Road, Angmering. He explained that he had been in touch with Angmering Parish Council but had been told that no S106 money was available for this purpose and that it would not fit the criteria for JEAAC funding. *The Chairman of Angmering Parish Council, Mrs Susan Francis responded stating that a recent report to the Parish Council has identified the need for 26 bus shelters in the Parish and the Council therefore need to consider a way forward. She explained that each shelter would cost £2300 so the main issue was funding. Other Members suggested approaching the bus companies or advertising companies.*

## **Community Police Issues**

70. The Chairman welcomed Sergeant Thomas who provided an update on neighbourhood policing in the JEAAC area. A Number of issues were discussed including these set out below:

- The Local Policing Plan was working well with less border restrictions locally, bigger hubs and the ability to allocate resources where and when required.
- Anti-Social Behaviour Orders have successfully been issued for street drinkers and beggars.
- There will be an increase in visibility in the Town Centres in the lead up to Christmas.
- Concerns were raised about the reported crime numbers for Ham and River wards. Sergeant Thomas assured Members that the crimes are reviewed weekly and resources are deployed where required. He did also confirm that reporting of crimes has changed and residents are encouraged to report all crimes.

## **Littlehampton Town Centre Public Realm Proposals**

71. The Chairman welcomed Phil Graham, Economic Regeneration Officer, Arun District Council who provided a verbal update on the proposals for a Littlehampton Public Realm improvement scheme.

72. Mr Graham explained that it was an ambitious scheme that had the support of all three tiers of government locally and included traffic calming, street furniture and solutions on how the Town Centre, Seafront and Riverside should connect more fluidly, improve the overall pedestrian experience and stimulate economic regeneration.

73. The Council have now submitted an application to the Coastal Communities Fund to try and secure the necessary external funding to help deliver the scheme. This bid was successful at stage 1. The stage 2 application would be submitted on 5 December and the outcome would be known in spring 2017.

74. Members thanks Mr Graham for the update and reinforced their support for the scheme.



## Highways and Transport Sub Group

75. The Chairman referred Members to the notes from the last meeting of the Highways and Transport (H&T) Sub Group (appended to the signed minutes). The report was noted with the following questions being raised:

- Cllr Mr Bower confirmed that the Local Enterprise partnership (LEP) had today confirmed the funding for the A259 improvements and accepted the need for the project to be separated from the Lyminster Bypass scheme. Members welcomed this news.
- It was confirmed that a proposed scheme for Sea Lane Ferring had meet the scoring criteria to progress and Mr Evans and Highways Officers would discuss further with Ferring Parish Council.

## Community Initiative Funding

76. The Committee considered a report by the Director of Law, Assurance and Strategy, West Sussex County Council (copy appended to the signed minutes), which sought decisions from the County Council Members of the Committee on the applications received under the CIF scheme.

77. **Resolved** that the County Council Members of the Committee considered the CIF applications and allocated funding as follows:

The following application was approved: -

**1072/JEAAC** - Girlguiding Littlehampton and Arundel and 1st Arundel (Earl of Arundel's Own) Scouts, £750, towards camping equipment to host an international camp

The following application was declined: -

**1095/JEAAC** - Littlehampton Shopmobility, £1,435.60, towards replacement CCTV. This was declined as the organisation has received funds in previous years and it is not the purpose of CIF to provide on-going support.

## Nominations of Authority School Governors

78. The Committee considered a report by the Executive Director Care, Wellbeing and Education (copy attached to the signed minutes).

79. Resolved –That the County Council Members of the Committee approves the following nominations under the 2012 Regulations: -

- Mrs S Francis to St Margaret's CE Primary School for a 4 year term

## Items to be raised by Town and Parish Council representatives

80. None

**Items for future meetings.**

81. The following items were agreed for consideration at future meetings:

- Updates on A259/A284 – via H&T Sub group

**Date of next meeting**

82. The Chairman reminded Members that the next meeting of the Committee would be held on 7 March 2016 at the John De Bohun Room, Woodlands centre, Rustinton. Members wishing to place an item on the agenda should notify Monique Smart via e-mail: [monique.smart@westsussex.gov.uk](mailto:monique.smart@westsussex.gov.uk) or on 033022022540.

The meeting closed at 7.45pm

Chairman

**Unconfirmed minutes****Joint Downland Area Committee**

21 November 2016– At a meeting of the Committee held at 7.00 p.m. at The White Swan Hotel, Arundel.

Present:

West Sussex County Council: Mr Peters (Chairman), Mrs Urquhart and Mrs Phillips

Arun District Council: Councillors: Mr Charles, Mr Dingemans, Mr Ambler, Mr Wensley

Town/Parish Council representatives: Councillors: Mr Beaton (Aldingbourne), Mrs Standing (Arundel), Mr Oldfeild (Angmering), Mr Phillips (Barnham), Mr Burrell (Clymping), Mr Goldsworthy (Findon), Mr Ford (Ford), Mr Hulmes (Lyminster & Crossbush), Mrs Brimblecombe (Slindon), Mrs Wallsgrove (Walberton) and Mr Brown (Warningcamp)

Officers: Karl Roberts, Director (ADC), Monique Smart, Democratic Services Officer (WSCC) and Tracey Light, Principal Community Officer (WSCC)

**Chairman's Welcome**

51. The Chairman welcomed everyone to the meeting.

52. Apologies had been received from Councillors: Mr Whittington, Mr Philips, Mr Brown, Mr Tompkins, Mr Goldsworthy and Mr Wensley. Substitute Cllrs Mrs Mackrill and Mr Smith were welcomed.

**Declarations of Interest**

53. The following personal interests were declared:

- Monique Smart, Democratic Services Officer, declared an interest in the Community initiative Application from Arundel Guides as her daughter is a member of the Guide group.

**Minutes**

54. Resolved – that the minutes of the Joint Downland Area Committee (JDAC) held on 26 September 2016 are confirmed as a correct record and are signed by the Chairman.

**Progress Statement**

55. Members requested a map showing the boundaries and parishes within the two new joint Area Committees. Monique Smart explained that a new one was being produced and would be circulated soon.

56. Cllr Mrs Wallsgrove referred to an Operation Watershed application for Eastergate lane and asked if a response could be chased. Monique Smart undertook to contact the responsible officer at the County Council and come back to Cllr Mrs Wallsgrove.

## Talk with us – public question time

57. The Chairman invited questions from members of the public. Questions were asked to which responses were given, including those set out below (responses in italic):

- Mr Gaylor thanked Mrs Urquhart for contacting Nick Herbert MP about funding for the Hammpertot drainage scheme and confirmed he had received a response from Mr Herbert. It stated that the scheme was still in Highways England's forward programme but unlikely to be carried out until the 2017/18 financial year.

## Community Policing Update

58. The Chairman welcomed Christian Thomas who provided an update on Neighbourhood Policing in the JDAC area. A number of issues were discussed including those set out below:

- The new processes for recording crimes have resulted in more crimes being recorded.
- For the Ford and Arundel area Members asked for a break down to see crimes those associated with Ford Prison. Sergeant Thomas said he would find out if this was available.

## Area Action Plan

60. The Chairman referred Members to the Area Action Plan previously circulated. The Committee noted the Action Plan and the following points were made:

- Cllr Mr Dendle asked if any funds from housing developments in the area could be used to bring forward improved parking at Ford Station or a cycle path from Arundel to Ford Station. Mr Karl Roberts confirmed that this is included in the Arun Local Plan so once approved there could be opportunities to secure funding.
- It was confirmed that the planning application for the Lyminster Bypass will be resubmitted. The issues with Southern Water are being worked on with a study of the area due to be concluded in January. That will set out how the foul water issues will be dealt with.
- Cllr Mr Beaton expressed disappointment that the main action following the JDAC Seminar on Flooding and Draining in March 2016 had still not been completed and there was no strategic overview or responsibility. Mr Karl Roberts responded stating that many of the issues will be dealt with through the local plan process and JDAC will be updated on that in the New Year. With regard to an agreed statement by all agencies following the seminar, this was being finalised and should be sent to Parish Councils before Christmas to invite them to sign up. Cllr Mr Beaton was pleased to hear the statement was being finalised but questioned why Parish Councils would sign it when they have no statutory responsibility for the issues. It was also requested that a link to the Strategic Flood risk Assessments be added to the Area Action Plan.

## Community Initiative Funding

61. The Committee considered a report by the Director of Law, Assurance and Strategy, West Sussex County Council (copy appended to the signed minutes), which sought a decision from the County Council Members of the Committee on the applications received under the Community Initiative Funding (CIF) scheme. The Committee debated the respective merits of the projects for which funding was sought.

62. The County Councillors on the Committee resolved that Community Initiative Funding be allocated as follows:

The following applications were approved: -

**1073/JDAC** - Girlguiding Littlehampton and Arundel and 1st Arundel (Earl of Arundel's Own) Scouts £1,750 towards camping equipment.

**1079/JDAC** - The Pudding Club – Slindon, £1,000.00, to purchase 2 defibrillators.

## Community Grant Applications

63. The Committee considered a report by Director, Arun District Council (copy appended to the signed minutes), which sought a decision from the Committee on the applications received under the Community Grant Fund.

64. The Committee resolved that Community Grant be allocated as follows:

£25,000 to Arundel Lido towards the cost of completing stage 1 of Project LEAP (Lido Extended Activities Plan) subject to match funding being available of £25,000.

65. The Committee also agreed to a 12 month extension for the Victoria Institute, Arundel. This was in relation to the grant for £8,500 in September 2015 to repair the frontage of the building. The grant was set aside to be released once charitable status and written confirmation is received that The Victoria Institute is a Charity that has a full repairing and insuring lease.) The Victoria Institute have advised that they have still not heard about their Charity status. The Committee also agreed that if the matter has not resolved itself during the extended 12 months, then it is recommended that the liaison meeting that takes place between Arun District Council and Arundel Town Council should be invited to determine what happens next.

66. Mr Karl Roberts confirmed that the fund had around £15,000 remaining for allocation at the last meeting of JDAC in February 2017. He stated that a number of applications had already been received.

## **An Introduction to Section 106 Agreements in the Arun Area**

67. The Committee welcomed the information report by Director, Planning & Economic Regeneration Services, Arun District Council (copy appended to the signed minutes). Mr Karl Roberts introduced the report following which a number of issues were discussed including those set out below:

- Community Infrastructure Levy (CIL) will be worked on following the approved Local Plan.
- Mr Roberts encouraged Parish Councils to work develop plans. He stated that the District council would be happy to help Parish Councils do so.
- Cllr Mr Beaton suggested that Arun District Council create a log of Parish needs and write to them each year to update it. He understood that Chichester District Council did this. Mr Roberts stated that if resources allowed after the Local Plan then he would look into this. However in the meantime if Parishes had ideas be encouraged them to develop and inform the District Council.
- Cllr Mr Dendle suggested that the Parishes also contact their District Councillor to champion schemes for S106.
- With regard to local health facilities it was suggested that GP provision could be included by Parishes but that the NHS would identify if bigger facilities such as hospitals where required and would seek funding from government rather than local S106 or CIL.

## **Nominations to School and Academy Governing Bodies**

68. The Chairman confirmed there were no nominations for Authority Governors but asked the Committee to note the vacancies in the area and encourage anyone suitable to apply.

## **Items to be raised by Town and Parish Council representatives.**

69. Cllr Mr Humphris raised concern about the noticeable increase in traffic on the A259 since the opening of the Felpham relief road. He said that it was making the junctions on A259 in Clymping and Middleton much more difficult to traverse at peak times and asked how the traffic flows today compare to those before the opening. Secondly given current Local Plan considerations and increases in new housing in the area of Clymping and the neighbouring Parishes, Cllr Mr Humphris asked if West Sussex County Council and Arun District Council are working together to address the needs to upgrade the A259 as a major East West route that is being used as alternative to A27 through the JDAC area.

70. The Chairman confirmed that recent studies have shown a 15 – 20% increase in traffic flows at the new Flansham roundabout. He also confirmed that West Sussex County Council and Arun District Council are working together. Mr Karl Roberts expanded by stating that a transport study was being undertaken as part of the local plan process and this included a number of identified improvements' to the A259. He said that solutions and funding are still to be explored but he would be happy to share the study with JADC once it was approved.

71. Cllr Mr Humphris also asked that given the proposal to have the A27 Arundel bypass consultation as an agenda item at a future meeting, Clymping parish Council are also keen to initiate JDAC consideration of a northerly link from A259 to a new Arundel bypass to relieve the pressure on A259.

72. Cllr Mr Beaton asked if Mr Karl Roberts would circulate the legal advice recently given as part of the planning appeal against Aldingbourne Neighbourhood plan. Mr Roberts undertook to do so.

### **Items for Future Meetings**

73. The following items were agreed for consideration at future meetings:

- WSCC Cycling & Walking Strategy Update – March 2017
- A27 (public consultation for Arundel expected spring/summer 2017)

### **Date of Next Meeting**

74. The Chairman confirmed that the next meeting of the Committee would take place on Monday 27 February 2017 at the White Swan Hotel, Arundel.

The meeting closed at 8.30pm

Unconfirmed minutes

**Joint Western Arun Area Committee**

30 November 2016– At a meeting of the Committee held at 7.00 p.m. at The University of Chichester, Bognor Regis Campus.

Present:

West Sussex County Council: Mr Jones, Mrs Rapnik, Mr Patel, Mr Sutcliffe and Mrs Phillips.

Arun District Council: Councillors Mr English, Mr Bence, Mr Maconachie, Mr Dillon, Mrs Pendleton and Mr Wotherspoon.

Town/Parish Council representatives: Councillors Mrs Richardson (Aldwick), Mr Knight (Bersted), Mr Goodheart (Bognor Regis), Ms Piedot (Felpham), Mr Allsopp (Middleton)

Officers: Monique Smart, Democratic Services Officer (WSCC), Ben Whiffin, Highways Manager (WSCC) and Nick Burrell, Senior Advisor (WSCC).

**Chairman's Welcome**

50. The Chairman welcomed everyone to the meeting.

51. Apologies had been received from Councillors Mr Radmall and Mr Cunard. Substitute Member Mr Goodheart was welcomed.

**Declarations of Interest**

52. No Interests were declared.

**Minutes**

53. Resolved – that the minutes of the Joint Western Arun Area Committee (JWAAC) held on 28 September 2016 are confirmed as a correct record and that they are signed by the Chairman.

**Progress Statement**

54. The Progress Statement was noted.

**Talk with us – public question time**

55. The Chairman invited questions from members of the public. A number of issues were discussed including those set out below (responses in italics):

- Mr Jan Cosgrove updated the Committee on the JWAAC area Youth Services project and confirmed that a consultation was due to be launched soon. *The Chairman thanked Mr Cosgrove for the update and looked forward to hearing more about the consultation.*



- Mr Hugh Coster asked The Leader of West Sussex County Council, Louise Goldsmith, to reverse the decision to change the boundaries of the Joint Area Committees as the new JWAAC will be too big and not meet often enough. He also asked for them to have more powers. *Mrs Goldsmith responded stating the decision was not an easy one to make but it will be implemented as planned. She stated that as with all new processes there would be an opportunity for review but suggested that should be after a full year.*
- Mr Paul Wells reported that the problems associated with Willows Edge are still not resolved. The main problem being that the developer does not respond to reported faults and the County Council will not adopt the roads until all issues are resolved. *The Chairman confirmed that JWAAC had previously written to the developer about this but Mr Graham Jones undertook to follow up again with the assistance of the Area Highways Manager, Ben Whiffin.*
- A local resident asked who was responsible for applying for S106 funds from developers and made particular reference to the proposed development of 13 homes by West Sussex County Council at Middleton. *The Area Highways Manager, Ben Whiffin, stated that S106 is dependent on the size of a development and such a small development would not trigger S106. Members and residents raised concern that multiple small developments could increase traffic significantly but no S106 money would be sought. Mr Jones confirmed that this could be discussed further at an H&T Sub Group meeting.*
- Mr Jones from Jeneses Community Centre informed the Committee that he had been told they need to pay £15,000 in business rates. Resident, Mr Hugh Coster informed them that if they set up as a Charity or not for profit organisations then Arun District Council are able to waive business rates.

## Devolution

56. The Chairman welcomed the Leader of West Sussex County Council, Louise Goldsmith, who provided a [presentation](#) (attached to the signed minutes) and update on the Three Southern Counties (3SC) devolution proposals. She explained that it was a highly complex project but was progressing well. All 26 authorities are engaged and work stream areas include Housing and Planning, Infrastructure, Skills and Governance. She was encouraged by the level of interest by the Parish and Town Councils in the JWAAC area.

57. Following the presentation a number of issues were discussed including those set out below:

- Concern was raised about the level of housing needed in the area and lack of infrastructure. A Member asked if infrastructure can come prior to housing. Mrs Goldsmith stated that West Sussex County Council had made representation to Government about this issue but unfortunately at present that was planning law.
- A Member asked why a Northern Bypass option was not considered in the recent A27 consultation. Mrs Goldsmith confirmed that was a decision for Highways England. She did also explain that part of the 3SC proposal was to take over some responsibilities from Highways England.
- Some concern was raised that the concept and proposals were prior to Brexit and therefore changes needed to be considered. There was also fear that proposals would be costly. Mrs Goldsmith confirmed that there was no

management organisation or new building to fund and that the existing authorities were working together with existing resources. She stated that Brexit made it even more important to work together and with businesses to boost the local economy.

### Community Police Update

58. The Chairman welcomed Sergeant Christian Thomas who provided an update on Neighbourhood Policing in the JWAAC area. A number of issues were discussed including those set out below:

- The Local Policing Plan was working well with less border restrictions locally, bigger hubs and the ability to allocate resources where and when required.
- There will be an increase in visibility in the Town Centres in the lead up to Christmas.
- It was confirmed that untaxed vehicles should be reported via Operation Crackdown <http://www.operationcrackdown.org/> or directly to the DVLA.
- Cllr Mr Knight stated problems with drug use near the Willow Pond in Bersted but also problems with the 101 number to report it. Sergeant Thomas acknowledged the problems with 101 but stated it was being addressed. He did also inform members that they can email reports to : [arunandchichester.localteam@sussex.pnn.police.uk](mailto:arunandchichester.localteam@sussex.pnn.police.uk)
- The increase in crimes for Bersted was associated with the Shripney Road Retail parks and the Police confirmed they are working with Business Wardens to address it.

### Highways and Transport Sub Group

59. The Chairman referred Members to the minutes of the last meeting of the Highways and Transport Sub Group (copy attached to the signed minutes). The minutes were noted.

60. Mr Jones, Chairman of JWAAC Highways and Transport Sub Group welcomed Mr Bob Lanzer, Cabinet Member for Highways and Transport, West Sussex County Council. Mr Lanzer thanked the Committee for the opportunity to come and listen to issues of local importance. He explained that he had been in post since 21 October so may not have all the answers but was happy to take issues away for consideration. A number of issues were discussed including those set out below:

- A resident from Middleton asked for a review of parking arrangements at the Eastern end of the village. A suggestion had been put to the local Member, Joan Phillips.
- Mr Hugh Coster asked 2 questions. The first was about on street car parking charges and asked why Bognor Regis was the only Town in the Arun District to have such charges. He asked if 2 hours free on street car parking could be considered. *Mr Lanzer responded stating that there are a number of free on street parking spaces in Bognor and the reason for some being chargeable is to ensure turnover of spaces and avoid commuter parking.* Mr Coster's second question was asking if the numerous faded lines and markings in the Town could be repainted. *Mr Lanzer confirmed he would work with the Highways Area Manager, Ben Whiffin, to look at this.*

- Mr Tony Dixon referred to his request to Mr Lanzer's predecessor to drive the A259 between 8.15am and 8.45am and also between 5.15pm and 5.45pm each day for a two week period, and asked if Mr Lanzer would do this? *Mr Lanzer confirmed that he lived in the Crawley so this would neither be practical nor best use of resources. However he would look at the data for the peak times for both junctions of concern.*
- Cllr Mr Allsopp stressed the need for improvements to Comet Corner and raised concern about further development in the area and the need to secure funding for improvements ahead of more housing. *Mr Lanzer confirmed that improvements to Comet Corner are planned for the New Year that seeks to make the junction safer and reduce driver error. He asked Mr Allsopp to allow time for those improvements to be accessed.*
- Cllr Mr Goodheart asked Mr Lanzer to consider diverting buses away from the High Street and implementing a one way system for the Town Centre. Area Highways Manager, Ben Whiffin, explained that this proposal had been looked into before but for various reasons including bus access in some streets it was not progressed. However both Mr Whiffin and Mr Lanzer stated that it could be looked at again as part of any future development or regeneration of the Town Centre.
- Cllr Mr Bence made reference to the A27 consultation and disappointment that it took pressure from Bognor Councillors for a consultation event to added for the JWAAC area. He urged the County Council to consider the west of Chichester. Mr Goodheart raised the issue of the Northern Bypass. *Mr Graham Jones confirmed that the County Council is a statutory consultee and supported local councillors in lobbying Highways England for a consultation event in the JWAAC area. Mr Jones did also state that the Environmental & Community Services Select Committee did recommend that the County Council response to HE consultation should ask them to re-evaluate the northern bypass option.*

61. The Chairman thanked Mr Lanzer for taking the time to come to JWAAC and listen to issues of local concern and importance.

### **Community Initiative Funding**

62. The Committee considered a report by the Director of Law, Assurance & Strategy, West Sussex County Council (copy appended to the signed minutes), which sought a decision from the County Council Members of the Committee on the applications received under the Community Initiative Funding (CIF) scheme.

63. RESOLVED that the County Councillors on the Committee allocate Community Initiative Funding as follows:

#### **The following applications were approved:-**

**1088/JWAAC**- Bognor Regis Swimming Club, £1,000.00, towards the cost of training a level 2 coach.

**1089/JWAAC**-Armed Forces Day Committee, £1,000.00, for the cost of marquee and stage hire.

**1090/JWAAC** - Willowhale Community Association, £2,000.00, towards replacing radiators and hot water cylinder and upgrade lighting.

**1091/JWAAC** - RAFA Branch 381, £395.00, to manufacture a memorial plaque.

**1096/JWAAC** – Clowns International, £2,000.00, for funding towards International Clown Festival.

**1099/JWAAC** – Bognor Community Action Network (CAN), £1,000.00, towards 'Young Ones' multisport project for children.

**1100/JWAAC** - Bognor Community Action Network (CAN), £1,750.00, towards 'Older and Boulder' variety of Arts drop in.

**1107/JWAAC** - Bognor Parkrun, £1,392.00, towards the purchase and mounting of a defibrillator in Hotham Park.

**The following application was declined:-**

**1019/JWAAC** - The Base SkatePark Community Interest Group, £2,486.96, to cover cooling fan installation, as well as purchase replacement foam for the training pit. Members agreed that the organisation had already received significant funding from the County Council and it was not the purpose of CIF to provide on-going support.

**Nominations to School and Academy Governing Bodies**

64. The Committee considered a report by the Executive Director of Care, Wellbeing and Education (copy attached to the minutes).

65. Resolved that the County Council Members of the Committee approved the following nomination for appointment under the 2012 Regulations: -

- Mrs D Norris to Bartons Infant School for a 4 year term.

**Items to be raised by Town and Parish Council representatives.**

66. The Chairman invited questions from Town and Parish representatives on the Committee. The following issues were discussed:

- It was suggested that the new Parishes set to join JWAAC in May 2017 be invited to attend the next JWAAC and observe.
- It was confirmed that discussions would take place with the new Parishes about joining the JWAAC H&T Sub Group.

**Items for Future Meetings**

67. The following items were agreed for consideration at future meetings:

- Evaluation on Public Realm Improvement - 2017

**Date of Next Meeting**

68. The Chairman confirmed that the next scheduled meeting of the Committee was due to be on Wednesday 15 March 2017.

The meeting closed at 9.08pm

Chairman