



Public Document Pack

Arun District Council
Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

Tel: (01903 737500)
Fax: (01903) 730442
DX: 57406 Littlehampton
Minicom: 01903 732765

e-mail: committees@arun.gov.uk

Committee Manager - Jane Fulton (Ext 37611)

5 November 2020

CABINET

A virtual meeting of the Cabinet will be held on **Monday 16 November 2020 at 5.00 pm** and you are requested to attend.

Members: Councillors Dr Walsh (Chairman), Oppler (Vice-Chair), Coster, Mrs Gregory, Lury, Stanley, Mrs Staniforth and Mrs Yeates

PLEASE NOTE: *This meeting will be a 'virtual meeting' and any member of the press and public may listen-in and view the proceedings via a weblink which will be publicised on the Council website at least 24 hours before the meeting.*

Different meeting arrangements are in place for the period running from 4 April 2020 to 7 May 2021 from the provisions of the Coronavirus Act 2020 and the meeting regulations 2020, to allow formal 'virtual meetings'.

This Council's revised Rules of Procedures for 'virtual meetings' can be found by clicking on this link: <https://www.arun.gov.uk/constitution>

Any members of the public wishing to address the Cabinet meeting during Public Question Time, will need to email Committees@arun.gov.uk by 5.15 pm on Friday, 6 November 2020 in line with current Procedure Rules. It will be at the Chief Executive's/Chairman's discretion if any questions received after this deadline are considered.

For further information on the items to be discussed, please contact: committees@arun.gov.uk

AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

Members and officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may

have in relation to items on the agenda, and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial interest
- c) the nature of the interest
- d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question Time

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 up to 15 minutes).

4. URGENT BUSINESS

The Cabinet may consider items of an urgent nature on functions falling within their responsibilities where special circumstances apply. Where the item relates to a key decision, the agreement of the Chairman of the Overview Select Committee must have been sought on both the subject of the decision and the reasons for the urgency. Such decisions shall not be subject to the call-in procedure as set out in the Scrutiny Procedure Rules at Part 6 of the Council's Constitution.

5. MINUTES

(Pages 1 - 16)

To approve as a correct record the Minutes of the Cabinet meeting held on 19 October 2020 (as *attached*).

6. BUDGET VARIATION REPORTS

To consider any reports from the Head of Corporate Support.

7. THE COUNCIL'S RESPONSE TO THE COVID-19 PANDEMIC SITUATION

(Pages 17 - 24)

This report updates Cabinet on the Council's response to the pandemic situation and possible proposals for economic recovery.

8. COVID-19 RECOVERY WORKING PARTY - KEY OUTCOMES FROM CABINET

(Pages 25 - 32)

This report prioritise the recommendations from the Covid-19 Recovery Working Party that were approved by Cabinet at its meeting held on 21 September 2020 and identifies any associated costs.

9. BUDGET MONITORING REPORT TO 30 SEPTEMBER 2020 (Pages 33 - 54)
The Budget Monitoring report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of September 2020
10. FOOD WASTE COLLECTION SERVICE TRIAL (Pages 55 - 64)
This report sets out proposals to work in partnership with West Sussex County Council to deliver a twelve-month Food Waste and Absorbent Hygiene Products (AHP) collection service trial across approximately 1,150 properties in Arun.
11. BEACH ACCESS, BOGNOR REGIS (Pages 65 - 80)
The report considers the options available to achieve access to the beach for those with limited mobility.
12. PLACE ST MAUR - BOGNOR REGIS (Pages 81 - 90)
This report provides an update on the Place St Maur scheme and seeks approval for the delivery plan and project funding.
13. SUNKEN GARDENS , BOGNOR REGIS (Pages 91 - 102)
This report seeks approval to progress the Sunken Gardens scheme, including its scope, delivery and project funding.
14. KINGLEY GATE DEVELOPMENT, LITTLEHAMPTON - COMMUNITY FACILITIES AND SECTION 106 FUNDING (Pages 103 - 108)
This report seeks authority to draw down S106 contributions from the Kingley Gate development – ref LU/355/10.

These sums are provided for the management and maintenance of the community facilities including changing facilities, sports pitches, play areas and public open space provided on site and as a contribution for a community building to be delivered by Littlehampton Town Council at Eldon Way, Wick, Littlehampton.
15. ESTABLISHMENT OF A PLANNING REVIEW WORKING PARTY (Pages 109 - 112)
This report seeks the Cabinet's permission to establish a cross-party Working Party to consider the recommendations from the forthcoming presentation on the Planning Review by

Sean Hannaby (of Hannaby Planning Solutions Ltd) which will take place shortly.

ITEMS PUT FORWARD BY THE OVERVIEW SELECT COMMITTEE AND WORKING GROUPS

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.

Note : Filming, Photography and Recording at Council Meetings - The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link – Filming Policy - [The Policy](#)

Public Document Pack Agenda Item 5

Subject to approval at the next Cabinet meeting

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CABINET

19 October 2020 at 5.00 pm

Present: Councillors Dr Walsh (Chairman), Oppler (Vice-Chairman), Coster, Mrs Gregory, Lury, Stanley, Mrs Staniforth and Mrs Yeates

Councillors Bennett, Bower, Chapman, Charles, Clayden, Mrs Cooper, Cooper, Dendle, Dixon, Edwards, English, Gunner, Roberts and Tilbrook were also in attendance for all or part of the meeting.

249. WELCOME

The Chairman welcomed Members, members of the public and Officers to what was the sixth virtual meeting of Cabinet. He provided a brief summary of how the meeting would be conducted and the protocol that would be followed and how any break in the proceedings due to technical difficulties would be managed.

250. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

251. QUESTION TIME

The Chairman confirmed that no questions had been submitted for this meeting.

252. URGENT BUSINESS

The Chairman confirmed that there were no items for this meeting.

253. MINUTES

The minutes from the meeting of Cabinet held on 21 September 2020 were approved as a correct by Cabinet. The Chairman confirmed that these would be signed at the earliest opportunity to him.

254. BUDGET VARIATION REPORTS

There were no items for this meeting.

255. THE COUNCIL'S FUTURE FINANCIAL ISSUES

The Leader of the Council introduced this report outlining that the Council's 151 Officer had provided various reports over recent months highlighting the Council's current financial position and the scale of its financial issues for the future. Whilst acknowledging the lack of clarity, due to a variety of uncertainties, this report provided

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an update on possible financial measures, proposed by Officers, for Cabinet to consider helping anticipated future deficits, particularly from 2022/23. Although Cabinet had received regular updates on the Strategic Targets, this report provided an update following the Coronavirus Pandemic Lockdown, which had commenced on 23 March 2020, the detail of which had been set out in Appendix A to the report.

The Chairman stated that the Council's Corporate Management Team, had been working with Group Heads of services examining possible changes to service delivery that would assist the Council's Budget. These proposals had been set out in Appendix B to this report. The Chairman then invited the Chief Executive to work through the first part of the report and Appendix A. He reminded Councillors that the Council had agreed the ten Strategic Targets in 2019, long before the Council had any idea of the financial troubles lying ahead of it. Appendix A provided a target and timescale update for each of the targets listed. Members were reminded of the fact that for the last eight months; Officers have been tied up with the Coronavirus pandemic. However, it was appropriate, currently, for Cabinet to consider each target and its appropriateness in the current climate and the estimated revised timescales.

The Chairman firstly invited debate on the first part of the report and the strategic targets as set out in Appendix A.

Cabinet was very much of the view that Officer's focus had rightly been in responding to the demands of Covid-19 and it was accepted that this had had an impact on targets. However, Cabinet confirmed that it felt that all of the targets were still very relevant and revised timescales were noted.

The Cabinet Member for Technical Services, Councillor Stanley, made reference to strategic target (8) [Public Engagement Strategy] stating that this had been one of the targets that had been rapidly progressed and as a result of the pandemic as it had been vital for the Council to engage better with the public through better digital channels. He referred to the last Cabinet meeting where funding had been recommended for an enhanced webcasting service and that significant improvements were being made to the Council's web site in terms of design and content to make information clearer and easier to find, especially in relation to the top transactional services. Work had also progressed in looking at call handling and introducing web chats at a time when the public wanted to engage with the Council in different ways and were demanding to do this too. There was now an expectation through places like Amazon and Netflix that people should be able to communicate with larger organisations in different ways. This was right and the Council was responding to this and as it had become not just a personal preference from the customer prospective but a necessity to be able to contact and engage with the Council in different ways. Councillor Stanley stated that had been a lot of success and engagement around social media activity, with the introduction of the Leader of the Council's social media broadcasts and so this was a target that had progressed very well.

The Cabinet Member for Housing, Councillor Mrs Gregory, praised the work on housing [target 7] and confirmed some good news items against the target set. She stated that there were now 90 new housing units in the pipeline and that there would be

another 22 progressing further by the end of this month. The Council had also secured 2 temporary accommodation units of family size. There were also schemes where terms had already been agreed providing a more accurate reflection on progress. Looking at this, a scheme in Bognor Regis had been proposed for extension to provide a further two properties.

The Cabinet Member for Commercial and Business Development, Councillor Coster, acknowledged the distractions brought about by Covid-19 and stated that despite this much progress had been made in pushing forward the strategic targets. Examples were the change in governance [target 5] and the Public Engagement Strategy. Even regeneration issues were pushing forward, the details of which would be reported through soon.

The Chairman echoed the positives raised by Cabinet Members and re-emphasised that Covid-19 had been a huge and all-consuming distraction, nationally and locally for the Council and that Officers had battled to undertake this challenge whilst at the same time having to also complete the day job. The result of this was that Arun continued to see one of the lowest incidents of Covid in the country and he paid tribute to Arun's residents who had adhered to the relevant protocols.

The Chairman then alerted Councillors to Appendix B to the report. He stated that according to the Institute of Fiscal Studies, there had been a near decade of austerity within Local Government finance, with an average budget reduction for Districts of 40% and a decline in spend by the population of 23%. The medium-term financial outlook did not look good, particularly as the Government's own most recent figures referred to a reduction in growth of 5% nationally. The pressure on Districts was larger as they moved towards a Government "levelling up" through the Business Rate reset and the Fair Funding Review, which were still scheduled to happen in April 2021. The Institute of Fiscal Studies estimated that whilst the forthcoming unfunded financial pressures on County Councils would be around 1.5%, for Districts it would be around 8%, largely because of the nature in how Districts obtained their finances.

It had to be accepted that the Coronavirus pandemic had put additional pressure onto the Council to find new, and innovative ways, of balancing the books. In 2018, the Council's Vision 2020 programme saved the Council £3m pa on its revenue costs, which had helped to put the Council into a stronger position. But now the Council needed to consider more ways to balance its budget.

The Chairman drew Members' attention to Appendix B of the report which provided a list of possible avenues the Council could embark upon and which asked Cabinet to provide guidance to Officers on each of the items listed. Some of the items on the list had already been achieved, some were ongoing, whilst the remainder needed Cabinet support. Depending upon the steer from Cabinet, Officers would then move these projects forward in an appropriate way.

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The Chief Executive then explained the varying sections in Appendix B and alerted Cabinet to the Officer comments showing the areas that the Council's Corporate Management Team were keen to progress. In total there were 35 items for Cabinet to consider and prioritise and it was outlined that in response to whatever Cabinet instructed Officers to do, further reports would be forthcoming.

In debating this item, Cabinet was of the view that in looking at the Council's current financial situation and the possible financial measures that could be taken to help future deficits, attention needed to be given to looking at investments not just about making savings. Examples provided were Proposals 7 [introduce solar panels for car parks] and 11 [electric charging points] which would be investments in commercial activities which would bring environmental benefits which could also produce an income stream. The recruitment of a Commercial Manager was supported and seen as vital to progressing many of the proposals outlined. It was acknowledged that the Council would have to make difficult decisions and choices but that some potential schemes were not negotiable and were too important to not progress. These were highlighted and it was stated that they were already budgeted for, being the replacement roof for the Littlehampton Chapel as a cost of £250k. Another important priority was that of accessibility and making Bognor Regis beach accessible to all, this was confirmed as another priority which would be budgeted for in next year's budget. This was why the recruitment of a Commercial Manager was vital so that investments could be made to protect the lifestyles of Arun's community. All the 35 proposals were supported by Cabinet and it confirmed that they should be pushed forward to maintain the very high level of customer satisfaction in Arun.

A non-Cabinet Member stated that this was a long 'to do' list and involved a lot of work if all proposals were agreed. How would non-Cabinet Councillors be kept updated on progress. Would this be via individual Cabinet Member monthly reports or would a working document be sent out with timeframes and an update on progress?

In response, the Chairman and the Chief Executive explained that before any of the projects listed in Appendix B were progressed, update reports would be submitted to Cabinet or the appropriate Committee for approval. In some cases, some of the proposals would be automatically progressed by Officers. There would also be regular updates provided to Members through the normal channels, this was a starting point by asking Cabinet to confirm how it wished to proceed with each of the proposals listed.

The Cabinet

RESOLVED

The report be noted, and Officers be instructed to proceed with each proposal.

The Cabinet confirmed its decision as per Decision Notice C/018/191020, a copy of which is attached to the signed copy of the Minutes.

256. RESPONSE TO THE PLANNING WHITE PAPER - PLANNING FOR THE FUTURE

The Cabinet Member for Planning, Councillor Lury, introduced this report stating that it set out a summary of the fundamental changes being consulted upon on the Government's Planning White Paper – Planning for the Future. These changes, if implemented, would result in significant changes to the planning system and the way in which the Council would have to operate. Councillor Lury outlined his observations – these have been summarised below:

- looking at binding house numbers and the top down approach – he could not find any reference on how to replace duty to co-operate and he had concerns about who would be the arbiter of constraints in an area, would the infrastructure deficit that Arun had, be accepted as a constraint?
- He had concerns about the extension of permitted development rights – where would a resident go to object and then where would be the quality control?
- On the Infrastructure Levy, Councils could borrow to provide up front infrastructure, but for large projects this would be a huge risk
- He had concerns on the idea that the public could get involved at stage 1, when there would be no details
- On the stripping back of local plans – this sounded like a good idea going from 7 years to 30 months, but was this workable?
- The new White Paper was not all negative – the new design code was great but how would you be able to get builders to build beautiful homes – how would this work in practice?

Councillor Lury stated that the Council's planned responses to the consultation questions had been set out in Appendix 1 to the report and that Cabinet was being asked to agree these. He then invited the Group Head of Planning to outline some of the main changes proposed.

The Group Head of Planning confirmed that the White Paper presented the most fundamental changes to the planning system in a generation. It was seeking to streamline and modernise the planning system by introducing 24 proposals which would be implemented by the end of 2024. This led to 26 consultation questions being asked and Officers had drafted responses for Cabinet to agree.

The Group Head of Planning then talked about the main proposals. The main thrust to the changes would be how Local Plans would be produced in terms of their content in that they would only designate three different types of land uses. Growth areas that would automatically benefit from outline planning permission, renewals for smaller scale developments, and protected areas where there would be stringent controls such as areas of countryside and areas of outstanding natural beauty. The timetable to produce plans would be reduced to 30 months. The standard housing methodology would be binding on Local authorities and plans produced would have to make provision to meet this by law. There would be more emphasis on design quality and a new proposal called "fast track to beauty". In terms of decision making, there would be a greater

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emphasis on digitalisation and more standard planning statements. There was also the potential for the automatic refund on fees if applications were not determined in time.

There were a lot of proposals to be welcomed, but there were also many questions that remained unanswered. The main issues were the distinct lack of opportunity taken to address climate change. The Government had made some positive statements but had not followed these through in the White Paper. The simplification to Local Plans were welcomed but timescales need to be realistic. There were also issues around public engagement which needed to be ironed out because there was potential for less public involvement in the process and short timescales to get involved at various stages. There were also questions around strategic planning and joint working with potential implications on income in terms of performance and numerous issues around additional resourcing. The Group Head of Planning outlined that the Council would have to wait to see what type of detail might come through and the likely amount of income that could be received if there was the need to create posts around design. Another missed opportunity had been to not address the issue of developers building without permissions and them receiving penalties for doing so.

The Chairman commenced debate and referred to question 8a. He referred to infrastructure capacity stating that although the Government had said that they would move to a system of funding it by Government up front, then recovering from the developer later, he was not sure how this would work and who would initiate and agree it. Looking at highways, the frequent answer that the Council received from WSCC, as Highways Authority, was in relation to the size of developments proposed which would only make a small incremental adjustment to traffic on a particular stretch of road, the accumulative effect of development did not seem to be addressed.

The Group Head of Planning confirmed that there were more questions than answers and that there was the need to consider Community Infrastructure Levy (CIL) now and not just Section 106 monies. Large items that were not delivered through strategic allocations would have to come forward from CIL and would be down to the Council to determine how to spend these funds when received on an annual basis. There would be different reports being submitted for Member consideration later. On cumulative impacts, these were taken into account in terms of looking at what was committed through transport assessments, but these might not always be able to include small windfall sites. The issue of forward funding projects through proposals in the white paper would be a decision that the Council would need to take in terms of the amount of risk it might wish to expose itself to and the long-term issue of then recouping money back through the CIL process.

The Chairman then raised a concern over 9a [Do you agree that there should be automatic outline permission for areas for substantial development (Growth Areas) with faster routes for detailed consent? There was a caveat there in terms of who and how these decisions would be made, local residents would have less and less say over routine permissions than at current. The Group Head of Planning confirmed that the White Paper had that potential, though there were professionals who saw it very differently and saw public engagement being more front loaded. There was a big issue around outline or permission in principles from whether a site or area was defined for

growth in that who prepared that evidence to justify an allocation in a plan – there was a whole new level of detail that the Council currently prepared evidence base for. It was outlined that if this burden should fall on the Council then the burden should fall on the developers to do this, though nothing had been detailed in the White Paper that explained this.

Other Cabinet Members spoke thanking the Group Head of Planning for a most comprehensive report and for drafting some excellent responses. They confirmed that infrastructure was a huge issue that needed to be addressed and needed to be specifically linked to development in that it should not happen without the infrastructure being in place first such as highways, doctors and dentist surgeries and that the development of these should be the responsibility for the developer.

The Group Head of Planning in response confirmed that he was noting the comments made and that if Cabinet wanted to add wording or strengthen any of the responses supplied, would they be happy to delegate this authority for him to sort in consultation with the Cabinet Member for Planning. Cabinet confirmed that it would be happy for this action to take place.

Other comments made saw Cabinet confirming that it was happy that a more efficient and simplified planning system would follow the White Paper but that this could not come at the cost of local democracy. Some of the proposals presented were felt to be long overdue but that they missed some integral points, the main one being the climate change agenda and delegation on planning permissions i.e. building out. There was concern expressed over the large amounts of applications that were not moving forward making land supply worse. It was felt that the situation around infrastructure should be tied more with the developers and that highways were a big issue as were schools and GP surgeries, just to name a few from a very long list. The ability to have more input with large development was mentioned, as with a significant amount of small developments it was the accumulative effect that was causing concern, who then made the decision and stepped in, in relation to infrastructure and smaller development.

The Chairman then invited non-Cabinet Members to ask questions.

It was stated that historically, the District's infrastructure deficit had restricted Arun's ability to attract inward investment to improve the local economy and employment opportunities, this was why the existing local plan had sought to address north/south connectivity, it was felt that this area of planning needed to be included in the white paper as part of Arun's response. The Duty to Co-operate was introduced to ensure cross border and strategic matters would be addressed in areas without returning to the County structure plan rather than removing the Duty to Co-operate. It was felt that this should be extended to include infrastructure providers who had a responsibility. The removal of Section 106 and CIL was felt to be significant and would influence the delivery of infrastructure and so needed to be addressed in the Council's response.

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Others spoke confirming that they were delighted to see that the Council's priorities were sustainability, climate change and affordable housing. Concerns were expressed as to how authorities would respond to the remaining constraints evidence and in view of the District's unique location. Concern was also expressed over-growth and renewal areas. Overall, it was agreed that the responses provided formed a robust series of responses on these issues. It was outlined that a firm response needed to be added to ensure that the District's farmland was retained. Agreement was given to the idea of requisitioning land previous offered for landowners up rather than taking it from them. Any proportion on growth and renewal zones?

The Cabinet

RESOLVED

To note the contents, of and proposals, within the White Paper, and agree to the responses to the consultation questions contained within Appendix 1, with the comments raised at the meeting being added to the responses by the Group Head of Planning in consultation with the Cabinet Member for Planning.

The Cabinet confirmed its decision as per Decision Notice C/019/191020, a copy of which is attached to the signed copy of the Minutes.

257. ENGINEERING SERVICES ANNUAL REVIEW

The Cabinet Member for Technical Services, Councillor Stanley, introduced the Engineering Services Annual Review for 2020 confirming that this covered all aspects of the Engineering Service for the past year as well as identifying the issues lying ahead.

Councillor Stanley stated that there were several issues that involved consideration of significant financial sums and he invited the Group Head of Technical Services and the Engineering Services Manager to highlight the most important issues and to answer questions from Members.

The Engineering Services Manager explained that the report looked at the Council's engineering services operations looking both backwards and forwards. He referred to the Community Flood Fund which had benefited a range of schemes on the coast and inland worth around £10m across the District. The report sought a modest top up to that fund which would enable the Council to continue to bring forward much needed works by the Council and its partners. Turning to Pagham, the report set out how the Council had managed the situation following the natural breach and regrowth of the spit which was the underlying problem in the area. The Council was continuing with the adaptive management approach but outlined that it should be noted that the

current method of reducing risk to life and property relied very heavily on there being a reliable source of shingle and other various constraints. Accordingly, the Council was looking at all other options with its partners and outlined that the recently announced Innovative Flood and Coastal Resilience Fund would be explored. Regarding the Coastal Change Management Area, this was an investigatory way forward and it was outlined that the Council was not proposing a (CCMA) at this time, as this was not a straightforward process. The Engineering Services Manager then mentioned the other aspects of the section's work being internal drainage boards and issues surrounding the River Arun IDB.

The Chairman invited Cabinet debate. Cabinet welcomed the report and although had heard that a CCMA would not be introduced at this time, felt that the Council needed to investigate this with some urgency in view of climate change emergency measures.

Points raised by non-Cabinet Councillors related to Climping and a further update was requested. The Chairman reminded Councillors that the Climping frontage was the responsibility of the Environment Agency (EA) and not the Council, though the Council was in constant dialogue with the EA in terms of pushing forward a resolution to this matter. The Engineering Services Manager outlined that work behind the scenes had explored all ways that the Littlehampton Economic Growth Area (LEGA) scheme could contribute and that other methods of providing the defence in terms of a 'mini Medmerry', similar to that at Selsey was being investigated, although the Climping topography was not favourable in that respect. The Council was also looking to see if the Innovative Flood and Coastal Resilience Programme could assist.

Questions were also asked about Elmer and whether the provision of boulders over the years had improved the situation.

Following further discussion,

The Cabinet

RESOLVED – That

- (1) The report be noted;
- (2) The contributions from the Community Flood Fund at Paragraph 1.4.3 of the report be approved;
- (3) A £50,000 'top' up to the Community Flood Fund in the 2021/22 Budget be endorsed;

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- (4) Support be given to the Council making a bid to the DEFA/EA Innovative Flood and Coastal Resilience Programme;
- (5) The inclusion of £50,000 in each of 2021/22 and 2022/23 to be available for the purpose of beach material recycling at Pagham beach be endorsed;
- (6) Approval be given to the use of the Community Flood Fund to supplement the Coast Protection revenue budget, subject to approval in accordance with the scheme of delegation, not to exceed a total of £50,000 per annum;
- (7) Authorisation be given to the Engineering Services Manager to undertake the necessary preparatory work relating to the three new schemes shown within Appendix 1 to the report, and to make funding applications to the Environment Agency; and
- (8) Authorisation be given to Officers to enter discussions regarding new arrangements relating to the River Arun Internal Drainage Board in accordance with Paragraph 1.10.5 of the report.

The Cabinet also

RECOMMEND TO FULL COUNCIL

That a supplementary estimate be approved for a sum of £30,000 (which equates to a Band D Council Tax equivalent of £0.48) with underspends carried forward to future financial years, to investigate the introduction of a Coastal Change Management Area.

The Cabinet confirmed its decision as per Decision Notice C/020/191020, a copy of which is attached to the signed copy of the Minutes.

258. PUBLIC SPACE PROTECTION ORDER (PSPO) - DOG CONTROLS

The Cabinet Member for Technical Services, Councillor Stanley, introduced this report stating that Dog Controls in Arun transferred into Public Space Protection Orders, or PSPOs, in October 2017 and would expire after three years. In deciding whether to replace them and in what form, the Council had taken account of feedback received over the three year period and so minor amendments were proposed which had been subject to a comprehensive public consultation exercise which demonstrated support for the amended PSPOs being adopted.

The Group Head of Technical Services then outlined the main amendments proposed which had been set out in Appendix A of the report, the Proposed Public Space Protection Orders.

The Cabinet

RESOLVED – That

- (1) The proposed Public Space Protection Order, to be effective from 6 November 2020 be adopted; and
- (2) The proposed Public Space Protection Orders as shown in Appendix A of the report be:
 - The Fouling of Land by Dogs
 - Dogs on Leads by Direction
 - Dogs Exclusion
 - Dogs on Leads

The Cabinet confirmed its decision as per Decision Notice C/021/191020, a copy of which is attached to the signed copy of the Minutes.

259. RENEWAL OF THE MAINTENANCE CONTRACT FOR THE HR/PAYROLL IT SYSTEM

The Deputy Leader of the Council and Cabinet Member for Corporate Support. Councillor Oppler, introduced this item confirming that Cabinet was being asked to approve the renewal of the HR/Payroll system.

The Financial Services Manager confirmed that the Council had the option of agreeing an ongoing maintenance contract without undertaking a tender process as permitted by Regulation 32(2)(b) of the Public Contract regulations 2015 and that Cabinet approval was sought to agree to the renewal of the maintenance contract subject to the procurement requirements being met.

Non-Cabinet Councillors asked questions. As this contract exceeded the EU threshold, it should be required to go through the normal tender process but that the Council had chosen not to go out to tender because of intellectual property rights to the system, meaning that it was unlikely that there would be any other providers who could maintain this system. It was felt that other providers should be investigated and pursued as the contract amount, nearly £190k was a large sum of money. It was felt that the renewal of this maintenance contract required further scrutiny before any decision to proceed in approving the recommendation was taken.

The Financial Services Manager explained that the annual cost was around £40k which benchmarked as being reasonable anything else would cost more as the Council would have to incur all costs of implementing a new system. This was the most economical way, to the renew the Contract with a capped increase in costs of 1% per annum for the life of the contract.

Further questions were asked which were responded to at the meeting.

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The Cabinet, then

RESOLVED – That

- (1) Agreement be given to the renewal of the maintenance contract for the HR/Payroll/IT system with SumTotal, on an 'Evergreen' basis, subject to the procurement requirements being met, as set out below; and
- (2) Delegated authority be given to the Group Head of Corporate Support to sign and enter into the renewal contract on behalf of the Council.

The Cabinet confirmed its decision as per Decision Notice C/022/191020, a copy of which is attached to the signed copy of the Minutes.

260. SUPPLEMENTARY ESTIMATE FOR THE PROCUREMENT AND AWARD OF A NEW HOUSING MANAGEMENT IT SYSTEM

The Cabinet Member for Residential Services, Councillor Mrs Gregory, introduced this item stating that it updated Cabinet and sought approval in respect of the procurement and award of a new Integrated Housing Management IT System with some of the associated project costs being met from within the Housing Revenue Account (HRA) budget. The new system would provide greater accessibility to services for tenants and leaseholders.

The Group Head of Residential Services provided some further background. She explained that the Council had been running the existing system since 2014 and that the current contract was due to expire in November 2021. The Covid-19 pandemic and the necessity to work from home had highlighted a number of system limitations, the conclusion being that the current system was not fit to meet future needs. The new system would provide the opportunity to implement cloud hosting; a modern customer self-service portal; contractor portal and an integrated document management system. This would result in a reduction of paper used with manual processes being replaced by electronic billing and integrated processes reducing the need for the customer to have to physically visit the Civic Centre. To start the procurement process, it was confirmed that Full Council would be asked to approve a Housing Revenue Account supplementary estimate of £160k.

The Cabinet Member for Residential Services confirmed that the new system would be a positive for tenants as it would provide them with self-service opportunities that they did not have now. Cabinet fully supported the procurement and award of the new integrated Housing Management IT System.

Non-Cabinet Councillors outlined that although they were pleased to see advances in technology, they had concerns about investing significant sums into a new system when the existing system had only been procured back in 2014. There was also concern that the request to approve funding for this scheme seemed to have come

out of nowhere and a request was made for the finances to be re-explained as what had been set in the report was confusing.

The Group Head of Residential Services explained the figures involved. She outlined that the current contract expired in November 2021 and so work was progressing twelve months in advance of that date to provide time to implement the new system, so this was a planned process. In terms of the total project cost this was explained by the Group Head of Residential Services and the Financial Services Manager. Having received this explanation, there were non-Cabinet Councillors who insisted to know what the outcomes from this investment would be. It was explained that there would be greater efficiencies in terms of transactional costs and that the self-service opportunities would provide tenants and leaseholders with a service seven days a week twenty-four hours a day. Until the system had been running for a period of time, it would not be possible to confirm what tangible savings could be made in respect of staff time and in terms of service delivery.

Further questions were asked about the business case for the new system and that sight of this was needed to see the full detail of the project and to ascertain benefits versus costs that would accrue and where would savings be made. It was agreed that the business case for the system as presented to the Arun Improvement Programme Board would be sent to those Councillors who requested it.

Following further discussion,

The Cabinet

RECOMMEND TO FULL COUNCIL

(1) That a Housing Revenue Account (HRA) supplementary estimate of £160k [which equates to a weekly rent of 92p per dwelling] be approved for the costs associated with the procurement and implementation of a new integrated housing management IT system

The Cabinet also

RESOLVED – That

- (1) The virement of £240k from within existing budgets be approved - £140k from capital budget x25 and £100k from revenue contingency underspend;
- (2) Approvement be given to the procurement and awards of a 2+1+1 contract to a total value of £500k (inclusive of maintenance and support costs) of a new Integrated Housing Management System, subject to Full Council approving the supplementary estimate in Recommendation (1) above; and

Cabinet - 19.10.20

- (3) The ongoing maintenance and support costs for the new system of £50k of which £15k is accounted for within existing budgets be noted.

The Cabinet confirmed its decision as per Decision Notice C/023/191020, a copy of which is attached to the signed copy of the Minutes.

261. THE COUNCIL'S RESPONSE TO THE COVID-19 PANDEMIC SITUATION

The Leader of the Council, Councillor Dr Walsh, introduced this item confirming that this was another of the Chief Executive's regular updates to Cabinet and had been based on the weekly updates sent to all Councillors and partners.

The Chairman stated that unfortunately, only a few weeks ago, it had been thought that we were coming out of this dreadful pandemic, but things had since changed dramatically. Whilst the prevalence of the virus remained low across West Sussex, there were some peaks around and outside of the District that the Council needed to watch carefully.

The Chief Executive then guided Cabinet through some of the essential detail in the update report. He confirmed that the Council's Environmental Health team continued to support local businesses and workplaces regarding the new restrictions in place and that Central Government had allocated £75k in additional resources to assist this work. Also, funding had been provided to meet the £500 payment for those having to self-isolate. The Council was already administering this money to these in need, with this latest payment scheme being up and running quickly from 12 October 2020. Overall, in relation to Covid-19, the points made earlier about savings and income generating ideas, Officers would continue to work with Cabinet Members to reduce additional costs and raise additional income. Every effort was being made to try to keep Covid-19 costs to a minimum.

Before inviting Cabinet Members to discuss the report, the Chairman confirmed that he wished to have placed on record his tribute to staff who were keeping everything going in addition to managing the extra work as a result of Covid-19.

Cabinet echoed these comments and congratulations were extended also to the Council's Revenues and Benefits team who were actively now administering the £500 paid for those having to self-isolate. Staff had managed to set up the payment scheme through the Northgate system very quickly and were very thoroughly scrutinising application received as the first two received had been fraudulent and picked up and dealt with by Officers.

Other question asked by Non-Cabinet Members were around Test and Trace as it was understood that this would become a Local Authority responsibility. Could any update be provided on this in terms of costings as it had been suggested that the company responsible to date had been charging for the service. The Chief Executive confirmed that WSCC would be administering this and that he was awaiting a response back in terms of costings. It was agreed that once this response had been received, it would be included in the weekly briefings that he and the Leader of the Council

provided to Councillors. The Chief executive was asked how much support Arun might need to give and it was agreed that the response to this would be provided in the weekly briefing.

A further question was asked in relation to Test and Trace and the support to be given to local communities. The question related to local secondary schools where cases had been reported that there were several year groups precluded from going to school. The concern was that some of these students were out and about in the community when they should be at home isolating. Did the Council have a plan to support local schools and how was it undertaking tracing these young people and preventing them from being out. The Chairman responded stating that this was a WSCC function as the Local Education Authority. The Chief Executive added to this stating that he had been in discussion with WSCC, from an enforcement perspective. The £75k grant paid to the Council was to be used to assist with enforcement and the 75k would be used for environmental health teams to be going out and working in the community. In terms of the issues raised about young people, part of the enforcement work would cover this type of enforcement.

Following some discussion, the Cabinet

RESOLVED – That

- (1) The actions taken to date be noted; and
- (2) It be noted that following the discussion at Cabinet on 21 September 2020 in relation to the recommendations from the Covid-19 Recovery Working Party held on 8 September 2020, the Chief Executive will present a report to Cabinet on 16 November 2020 which will prioritise the recommendations and identify any costs.

The Cabinet confirmed its decision as per Decision Notice C/024/191020, a copy of which is attached to the signed copy of the Minutes.

262. STANDARDS COMMITTEE - 24 SEPTEMBER 2020 - NEW SOCIAL MEDIA GUIDANCE FOR COUNCILLORS

The Deputy Leader of the Council and Cabinet Member for Corporate Support, Councillor Oppler, presented the Minutes from the meeting of the Standards Committee held on 24 September 2020, which had been circulated separately to the agenda.

Councillor Oppler alerted Cabinet to recommendations at Minute 226 [New Social Media Guidance for Councillors] which set out a new Social Media Guidance for Councillors which Cabinet was being asked to endorse.

In discussing this guidance, Cabinet broadly supported it.

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Non-Cabinet Councillors then asked a series of questions and raised some concerns around what the Policy recommended Councillors should not do.

Following a lengthy discussion, the Chairman proposed that the Policy be referred back to the Standards Committee for further discussion and to allow that Committee to fully review the list of recommendations that Councillors should not undertake. This was seconded by Councillor Coster.

The Cabinet then

RESOLVED

That the new Social Media Guidance for Councillors be referred back to the next meeting of the Standards Committee for further discussion and debate.

The Cabinet confirmed its decision as per Decision Notice C/025/19102020, a copy of which is attached to the signed copy of the Minutes.

263. OVERVIEW SELECT COMMITTEE - 6 OCTOBER 2020

There were no items to be reported to Cabinet from this meeting.

(The meeting concluded at 7.56 pm)

ARUN DISTRICT COUNCIL

REPORT TO CABINET ON 16 NOVEMBER 2020

SUBJECT: THE COUNCIL'S RESPONSE TO THE COVID-19 PANDEMIC SITUATION

REPORT AUTHOR: Nigel Lynn, Chief Executive
DATE: 3 November 2020
EXTN: 37600
PORTFOLIO AREA: Corporate Support

EXECUTIVE SUMMARY: This report updates Cabinet on the Council's response to the pandemic situation and possible proposals for economic recovery.

RECOMMENDATIONS:

Cabinet is requested to resolve to:

- (1) note the actions taken to date.

1. BACKGROUND:

- 1.1 This report provides an update on progress since the last Cabinet report of 19 October 2020 in relation to the Covid-19 response by the Council. Members are asked to note that due to the report being written in advance of the Cabinet meeting, the actual date range that this update is for, is from 22 September 2020 (the date of writing the report to Cabinet on 19 October 2020) to 3 November 2020 (the date of finalising this report).
- 1.2 From Thursday 5 November until Wednesday 2 December, the Government is requiring people to stay at home, except for specific purposes. In terms of the direct impact on the Council:
 - Staff will continue to work from home, unless they are unable to do so and they will be permitted to work from the Council offices. Further information is given on this under item 1.7.
 - We are on track to close our leisure centres and leisure facilities such as adventure golf as required by government.
 - Play areas will remain open.
 - There is no official shielding however we are providing support to Clinically Extremely Vulnerable (CEV) people in conjunction with WSCC via the community hub.

- We will be working with partners such as Stonepillow and Turning tides over rough sleepers.
- Business premises forced to close in England are to receive grants worth up to £3,000 per month under the Local Restrictions Support Grant and £1.1bn is being given to Local Authorities, distributed on the basis of £20 per head, for one-off payments to enable them to support businesses more broadly. The Council awaits further details of our funding allocation and officers will work to implement the scheme.

Covid-19 update on the Council's response since the last Cabinet report on 19 October 2020

Communications

- 1.3 Contact via social media continues to be a popular means of gathering information. Weekly reminders of our news bulletins and social media posts are issued including regular reminders about social distancing, avoiding busy places and considerate use of our beaches and town centres. The public are being kept well informed of all key messages.
- 1.4 Councillors, Partners of Arun and the Town and Parish Councils have been updated with new information from partners, other authorities and Government bodies via emailed briefing notes from the Leader of the Council and the Chief Executive since the start of the pandemic in March 2020. These moved to fortnightly briefings from mid-September however quickly changed back to weekly publications due to the rise in Covid-19 cases.
- 1.5 The Council is a member of the Greater Brighton Economic Board (GBEB). At a GBEB meeting on 19 October 2020, an update was given on the impact of Covid-19 on the area. Details given were as follows and a separate report will be presented to Cabinet on 14 December 2020 giving more information:
- The Greater Brighton region has been impacted significantly by the COVID-19 pandemic, notably in the creative, arts, visitor economy, transport and education sectors. The Recovery Plan highlights the actions the Board can take to mitigate against the impacts and encourage the economy to grow in a sustainable way. The Board must work together and across geographical boundaries to make this happen. The Greater Brighton Economic Board continue to lobby government for support in the hard-hit sectors. The Board should consider the opportunities provided by new Government programmes and new funding streams; recognise national calls for a 'greener, fairer and more resilient' recovery and use this to frame recovery actions referring to Government narrative on 'levelling-up'.
 - The COVID 19 Sustainability Recovery Plan details a number of action points to enable the economic recovery of the Greater Brighton region. Amongst these action points are a number of financial actions including the continued lobbying of Government for financial support packages, the monitoring of opportunities for further public sector investment as well as the support of government financial initiatives such as the job Retention Scheme.
 - Evidence shows that the Covid-19 pandemic has widened some existing inequalities, opened new divides and is disproportionately affecting certain parts

of the region's population. National analysis indicates that: · The most deprived areas, where the most vulnerable live, will be where new jobs will be slowest to appear. They are the places where already fragile high streets are further threatened by online commerce. · Sector shutdowns and homeworking have hit low paid workers the hardest. Increased reliance on technology and home working favours the more highly educated, at the expense of others. · The self-employed and those with insecure work arrangements more likely to report negative impacts. · Young people and women are much more likely to work in shutdown sectors. In terms of gender inequalities, women have also been taking a disproportionate share of the childcare responsibilities' parents are shouldering, with likely longer-term impacts on earnings. This recovery plan is an important step in addressing some of these disparities and mitigating these impacts.

- The UK government has committed to 'Build Back Better, Build Back Greener and Build Back Smarter'. It is supporting the development of national and regional recovery packages that support a green and resilient economy. A green and resilient recovery from the COVID-19 crisis will be at the heart of the UK's COP26 Presidency in 2021 alongside the move towards a zero-carbon economy. Clean growth has the potential to create jobs, provide cheaper power and stimulate economic recovery. Low-carbon transportation will reduce emissions and improve public health. Adapting and becoming more resilient to climate change through nature-based solutions will help all parts of society. The actions within this recovery plan focus on the region becoming more environmentally resilient. This is supported by the recent adoption of the region's energy and water plans and the GB10 pledges.

- 1.6 Coast to Capital have produced a Skills Strategy and Action Plan which was developed in response to the affect Covid-19 has had on our region, and details how Coast to Capital will work with the Board and partners to support skills for economic recovery, as well as their medium to longer term priorities. Alongside the Skills Strategy and Action Plan, Coast to Capital have also produced a Skills and Labour Market Impact Assessment providing valuable intelligence on how Covid-19 has impacted on the labour market, the availability of jobs and the skills needs in the Coast to Capital area. This information was circulated to all Councillors and senior officers by way of the Councillor Briefing Note on 27 October 2020.

Welfare of Staff, Members and the Public

- 1.7 Following the announcement of the new National Lockdown, Staff/Contractors must only work from the office (on their allocated day) *if* there is an operational reason why they can't work from home. Those staff whose circumstances have been assessed by HR can continue to work from the office. Otherwise staff must work from home. Field working can continue to take place in accordance with the Council's Safety Management Programme where; there has been a risk assessment undertaken and documented, agreed levels of PPE are supplied and used by staff, and for enclosed settings, if checks have been made in advance to establish if occupants have displayed covid-19 symptoms, have tested positive or are self-isolating. Staff more likely to become ill if they get Covid-19 fall into three categories and HR and the Senior Management Team will be ensuring that they work with staff who fall into these categories to ensure their continued safety:

1. Those over 60: should be especially careful to follow Government guidance, ADC procedures, practice spacing and frequent hand washing.
 2. Clinically vulnerable people include those over 70 years of age, pregnant people and those with health conditions: No guidance has yet been issued but line managers will identify any staff in this category and to takes steps to minimise risk to them, such as by avoiding field work, and record this.
 3. Clinically Extremely Vulnerable (CEV) people: CEV staff must work from home and if they are unable to work from home, they may be eligible for statutory sick pay. Those that are now considered CEV will now be written to by the government this week and if such members of staff receive such a letter, they have been instructed to tell their line manager.
- 1.8 Guidance has been received from MHCLG concerning advice and support for Clinically Extremely Vulnerable (CEV) individuals during the period of National Restrictions. On 2 November 2020, the Department for Health and Social Care (DHSC) will be issuing updated guidance to CEV individuals with important additional advice on how they can protect themselves during this 4-week period. Arun District Council will work with WSCC to ensure that CEV's are supported.
- 1.9 The Council has not opened its reception areas (apart from providing a service to homeless presentations), meeting rooms or communal areas in line with Government guidance and officers are working hard to ensure that the public can access all services either online or via our contact centre.
- 1.10 With the potential for an increase in residents seeking support or advice due to the new National Lockdown, Arun is continuing to liaise with the County Council so that assistance is coordinated via the West Sussex Community Hub. Directing enquiries to the Community Hub as a single point of contact will ensure that residents are properly identified and their issues logged so that their enquiry can be directed to the most appropriate service to meet their individual needs.

Covid-19 Prevalence

- 1.11 Councillors, Partners of Arun and the Town and Parish Councils have been updated on the prevalence of Covid-19 in West Sussex by way of the regular briefing notes.
- 1.12 Allocated officers are receiving regular updates from Government bodies, Public Health England and the Sussex Resilience Forum and local prevalence is being monitored. The Corporate Management Team, relevant Group Heads and our Communications Team are being informed of the numbers of Covid-19 cases in both Arun and the whole of West Sussex and will be advised should any local action be necessary.
- 1.13 Environmental Health (EH) teams are continuing to deliver advice to businesses on the steps they need to take to ensure workplaces are Covid-19 secure. This is mainly on a reactive basis on receipt of complaint from concerned members of staff/customers, or request for advice from the business. In accordance with our enforcement policies, these interventions are advisory, though formal enforcement action can be and is occasionally necessary to obtain compliance.

- 1.14 There has been a regional request to devolve the contact tracing element of Test and Trace to local authorities (the region being East and West Sussex, Kent and Brighton & Hove). The view is that local knowledge and contacts will make a big difference to improving contact tracing. This is still a national programme, so local authorities will be working with PHE on this and will need to use some of the national systems for the necessary contact recording (so local information will still go into one national system). In West Sussex, the Community Hub is going to play a key role in this, but quite a bit of work is still to be done on this and liaison is underway locally, but the role of districts/boroughs hasn't yet been firmed up and the operating model has not yet been developed. More information should be known by 5.11.20 following a meeting of the Health Protection Board. When more is known, this will be communicated to Arun District Council and officers will work to implement what is required.

Financial Impact of Covid-19

- 1.15 The financial effects of Covid-19 have been severe for the Council, in common with other local authorities across the country. The new lockdown will have further financial implications for the Council.
- 1.16 Government announced the funding allocations for the 4th tranche of Covid funding to local government to address wider cost pressures. Arun's allocation is £498,760.00.

First Tranche of Covid-19 Funding	Second Tranche of Covid-19 Funding	Third Tranche of Covid-19 Funding ²	Fourth Tranche of Covid-19 Funding	Total Covid-19 Additional Funding
£64,612	£1,609,640	£264,767	£498,760.00	£2,437,779

- 1.17 Following the announcement of the National Lockdown from 5 November 2020 and the need to close the leisure services in the District, the Council will be working with Freedom Leisure to address the further financial implications this Lockdown will have.
- 1.18 On 22 September the Prime Minister announced £60 million will be made available to local authorities and the police to support additional compliance and enforcement activities. On 8 October 2020, Arun District Council was informed that it has been allocated £75,314 allocated for Covid enforcement work and officers are currently reviewing the criteria and how it can best be used to Covid-19 enhance our prevention activities.
- 1.19 Following the announcement of the new National Lockdown, business premises forced to close in England are to receive grants worth up to £3,000 per month under the Local Restrictions Support Grant and £1.1bn is being given to Local Authorities, distributed on the basis of £20 per head, for one-off payments to enable them to support businesses more broadly. The Council awaits further details of our funding allocation and our officers will implement the grant scheme as they did previously.

1.20 People will be required by law to self-isolate from 28 September, supported by payment of £500 for those on lower incomes who cannot work from home and have lost income as a result. New fines for those breaching self-isolation rules will start at £1,000. Arun District Council, along with other local authorities, worked hard to ensure that the required self-isolation support schemes were in place by 12 October.

Council Decision-Making

1.21 Since the last report to Cabinet on 19 October 2020, virtual Committee meetings have been held including:

- Cabinet – 19 October 2020
- Bognor Regis Regeneration Sub Committee – 21 October 2020
- WS Chief Executive’s Board – 23 October 2020
- Development Control Committee – 28 October 2020
- Cabinet Briefing for Cabinet on 16 November – 29 October 2020
- Development Control Committee – 28 October 2020
- Cabinet Briefing for Cabinet on 16 November – 29 October 2020
- Housing & Customer Services Working Group – 5 November 2020
- Full Council – 11 November 2020
- Planning Briefing Panel – 13 November 2020

2. PROPOSAL(S):

Cabinet is requested to note the actions taken to date.

3. OPTIONS:

To note this update report or
To request further information

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify) - Cabinet	✓	

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	✓	
Legal		X
Human Rights/Equality Impact Assessment		
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X

Technology		X
Other (please explain)		

6. IMPLICATIONS:

- 6.1 It must be recognised that the Council also has limited funds to be able to make direct interventions. Instead, it is likely that the Council will need to focus on providing local leadership and policy changes to provide an economic stimulus and facilitate any necessary structural change. This may require seeking out external funding wherever possible. In the main, therefore, this Council will be facilitating the recovery process and helping to provide community leadership.
- 6.2 The Council's financial position has been highlighted and it should be noted that the shortfall in funding against total costs to the Council will affect the Council's finances significantly going forward.

7. REASON FOR THE DECISION:

For Cabinet to note the Council's response to the Covid-19 Pandemic.

8 EFFECTIVE DATE OF THE DECISION: 16 November 2020 as this is a noting paper with no decision to be taken

8. BACKGROUND PAPERS:

None

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ARUN DISTRICT COUNCIL

REPORT TO CABINET ON 16 NOVEMBER 2020

SUBJECT: Covid Recovery Working Party – Key Outcomes from the Cabinet Meeting held on 21 September 2020

REPORT AUTHOR: Nigel Lynn, Chief Executive
DATE: 2 November 2020
EXTN: 37600
PORTFOLIO AREA: Corporate Support

EXECUTIVE SUMMARY:

This report prioritises the recommendations from Cabinet on 21 September 2020 in relation to the Covid Recovery Working Party and attempts to identify associated costs, if known at this time.

RECOMMENDATIONS:

Cabinet is requested to resolve to:

- i) Note the report and instruct Officers how to proceed with each proposal listed in Appendix A.

1. BACKGROUND:

The Covid 19 Recovery Working Party is a cross political party group of members looking at issues the Council needs to consider as it tries to recover economically from the pandemic. The Working Party have met on 2 July 2020, 23 July 2020 and 8 September 2020. At their meeting on 8 September 2020, the Covid 19 Recovery Working Party agreed to not confirm future meeting dates at this time, but be able to meet when needed, in light of the changing factors surrounding the Covid-19 pandemic.

The Working Party remain keen to move beyond the immediate response to Covid-19 and look to the impact of the pandemic on the local economy, businesses and workforce. This impact is increasingly evident and fast-changing. The November 2020 Lockdown, announced on 31 October 2020, will increase that impact.

According to Government figures, the number of out of work claimants aged 16+ in June 2020 was over 2.5 times those in March at just under 26,000; over 35,000 have claimed

the Government's financial support for the self-employed; and over 125,000 employees have been furloughed. The Government's furlough arrangement has just come to an end.

Strong partnerships and a collaborative approach will be essential as the Council tries to understand the complex nature of the economy and skills within the District. The work of the Recovery Working Party helps to provide the framework for our economic activities.

West Sussex County Council have also been creating an Economic Reset Plan, with three main themes;

1. Maximising opportunities to support businesses,
2. Progressing skills and employment activities, and,
3. Supporting and reviving the visitor economy.

Many of the proposals within the Appendix to this report mirror these three County Council themes. The proposals should help to focus this Council's resources to stimulate economic activity in the District.

2. PROPOSAL(S):

Cabinet is requested to resolve to:

- ii) Note this report and instruct Officers how to proceed with each proposal listed in Appendix A.

3. OPTIONS:

Cabinet can:

- i) Instruct Officers how to proceed with each proposal listed in Appendix A.
- AND/OR:
- ii) Provide alternative or additional proposals for Officers to consider further.

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify) – Cabinet Portfolios	✓	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	✓	
Legal		X
Human Rights/Equality Impact Assessment		X
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X

Technology		X
Other (please explain)		

6. IMPLICATIONS:

The Coronavirus pandemic has created a tremendous amount of work for Officers over recent months and there does not appear to be any sight of a reduction in this, particularly now that we enter a second Lockdown. Because day to day service to the community (and support work behind the scenes) continues during the pandemic, the workload and time that Officers are already working is excessive. Whilst the proposals within the Appendix to the report are indeed worthy of following through (if agreed), the lack of capacity of Officers to deliver this work should not be underestimated. This lack of capacity will have an effect on the timescales for delivery.

7. REASON FOR THE DECISION:

To support the ambition of the Council to help the community recover from the Coronavirus pandemic as quickly and painlessly as possible.

8 EFFECTIVE DATE OF THE DECISION: 25 November 2020

8. BACKGROUND PAPERS:

Covid Recovery Working Party minutes from 8.9.20 - [Covid-19 Recovery Working Party Minutes - 080920](#)

Cabinet minutes from 21.9.20 - [Cabinet Minutes Page on the Web](#)

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Appendix A - Covid Recovery Working Party on 8 September: Recommendations from Cabinet on 21 September 2020

Approved Recommendations from Cabinet on 21 September 2020	Priority (High, Medium, Low)	Timescale	Estimated Cost	Group Head lead
<u>Theme 1: Business Communities, Sector and Innovation</u>				
1(i) A reliable database of skills shortage is compiled so that the District can effectively play its part in recovering and continuing the economic wellbeing of businesses and residents in the future. The Arun Business Partnership should be involved in this process	Low – Officers fully engaged on other projects at present. When resources become available Officers will establish what information is currently available. GBEB and the CWSP have recently commissioned some useful reports on the impact of COVID on the local economy and its workforce.	Unknown at this time.	The cost of any additional resources will become clearer once the initial review of existing resources is completed.	Denise Vine
1(ii) a further study is initiated into the convergence of the results of the survey of skills shortages with the extra Government funding for “Skills Academies”	As above			Denise Vine
<u>Theme 2: Labour Markets, Unemployment and Skills</u>				
2(i) The Council supports the emergency provision of IT equipment to disadvantaged pupils and students. It is therefore recommended that Cabinet seeks clarification from West Sussex County Council about any plans it has to continue the supply of IT equipment to disadvantaged pupils in schools or colleges	High – students require IT equipment at all times.	CEO has emailed West Sussex County Council and is awaiting a response.	Some “old” IT equipment may have been sold, but income lost would be small.	Alan Peach

Approved Recommendations from Cabinet on 21 September 2020	Priority (High, Medium, Low)	Timescale	Estimated Cost	Group Head lead
<u>Theme 3: Hospitality/Visitor Economy and Rural Areas</u>				
3(i) The Planning Policy Sub-Committee consider how the provision of higher numbers of self-catering units for families and individuals in the District might be increased	Medium – A study will be commissioned to consider what are the accommodation needs of the district.	6 months for report to be presented once contract let	Unknown at this time. Enquiries being made on cost and timescale	Neil Crowther
3(ii) Agreement be given to seek the approval of the Council to seek a Commercial Buyer of the Sussex by the Sea brand	Low – may have little commercial value. There is a direct link to the recent Blue Sail review of tourism services. Recommend put on hold until outcome of the review is agreed.	Not applicable at this time if the proposal is put on hold.	Not known at this time.	Denise Vine
<u>Theme 4: Place Making, High Streets</u>				
4(i) Approval be given to consult with Parish and Town Councils to establish their capability and willingness to continue to provide Community Hubs for the future to ensure that community/social support gained during the emergency are not lost	Medium – a longer term aim	By Summer 2021 consultation to take place with the Parish and Town Councils.	No cost	Robin Wickham
4(ii) Reviews take place on the previous strategies for the two seafronts to: <ul style="list-style-type: none"> • Re-examine the 2016 Bognor Regis Seafront Delivery Plan and prioritise a series of deliverable interventions and actions • Re-examine the 2014 Nine Big Ideas for Littlehampton, Concept Investment Plan and the 2016 Seafront Greens and Promenade project ideas and identify ways to progress the recommendations into deliverable projects 	Medium – report to be presented to new Economy Committee in 2021.	6 months – this work can't be completed earlier because of other priorities.	Not known at this time.	Denise Vine

Approved Recommendations from Cabinet on 21 September 2020	Priority (High, Medium, Low)	Timescale	Estimated Cost	Group Head lead
<u>Theme 5: Green/Sustainable Recovery</u>				
5(i) The emerging heightened importance of the appointment of a Climate Change and Sustainability Manager to deliver a green, carbon neutral plan for the District is noted	High -this does not appear to be an action from the Working Party, but is 'noted'	Post currently advertised. Carbon budget and Action Plan to be developed in 2021 with key milestones.	Within Council budget (circa £60k pa)	Robin Wickham
5ii) The "Climate Change and Sustainability Manager" (when appointed) should fully engage with local enterprises in the drive for economic recovery including "green" insulation and heating for homes, business premises and public buildings and other emerging innovations and new products	Medium - this is not within the current remit of the new post as the priority is to deal with the carbon reduction for the operations of the Council initially, not the wider community.	However, some relevant work is currently being coordinated with WSCC and ADC regarding opportunities for bulk purchasing of solar panels.	Not known at this time.	Robin Wickham
5(iii) A study is commissioned aimed at gaining improved synergy from the numerous "bio-diversity" groups within the District so that better value is obtained from the District's contributions to their diverse interests and activities	Low	To be achieved through the annual community groups forum.	No cost	Joe Russell-Wells
5iv) When the full and final recommendations from the Government's independent review are published the Council establishes a Working Party to consider a food strategy for local implementation	Low - this does not appear to be an action from the Working Party, but is 'noted'	Unknown at this time	Not known at this time	Officers will need to understand the implications more fully before identifying a lead Officer.

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CABINET ON 16 NOVEMBER 2020

SUBJECT: Budget Monitoring Report to 30 September 2020

REPORT AUTHOR: Carolin Martlew, Financial Services Manager

DATE: October 2020

EXTN: 37568

PORTFOLIO AREA: Corporate Support

EXECUTIVE SUMMARY: The Budget Monitoring report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of September 2020.

RECOMMENDATIONS

Cabinet is requested to:

- (i) Note the report in Appendix 1; and
- (ii) Note the actions taken to mitigate the Council's net expenditure due to the Covid-19 pandemic.

1. BACKGROUND:

The Council approved a General Fund revenue total net expenditure budget of £25.621 million; a Housing Revenue Account revenue total expenditure budget of £18.425 million; and a capital budget of £17.654 million for the year 2020/21. This report provides information to enable actual spending and income to be monitored against profiled budget for the period to 30 September 2020.

2. PROPOSAL(S):

The Cabinet is requested to note the budget monitoring report in appendix 1. The report provides information on a management by exception basis to enable the reader to understand the overall performance of the council within the context of the budget book summary. The report highlights the significant additional expenditure and loss of income due to the Covid-19 pandemic.

3. OPTIONS:

n/a

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
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)		✓
6. IMPLICATIONS: <p>The Council had incurred significant additional expenditure and loss of income due to the Covid-19 pandemic and net expenditure will have to be monitored closely for the remainder of the financial year to ensure that corrective action is taken if necessary.</p>		

7. REASON FOR THE DECISION: <p>To ensure that spending is in line with approved Council policies, and that it is contained within overall budget limits.</p>
8. EFFECTIVE DATE OF THE DECISION: 25 November 2020

8. BACKGROUND PAPERS: <p>Revenue and Capital Estimates 2020-2021. http://www.arun.gov.uk/financial-information/</p>

ARUN DISTRICT COUNCIL BUDGET MONITORING

Financial Position as at end of September 2020

1. Introduction

- 1.1 The speed of the Covid-19 pandemic has led to unprecedented socioeconomic disruption globally. The financial challenges that the Council is facing are also unprecedented with significant loss of income and additional expenditure in 2020/21 and beyond.
- 1.2 The financial position and outlook for 2020/21 has changed significantly since the budget was approved by Full Council on 19 February 2020. Budget performance is presented after taking account of the following:
- Monitoring of additional Covid-19 related expenditure and reductions in income
 - Additional covid-19 government support
 - Spend to date excluding commitments against profiled budgets.
 - Consultation with managers and budget holders on service performance.
 - Virements identified where possible from existing budgets to cover budget pressures.
- 1.3 This report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to end of September 2020 and presents performance information for all aspects of financial risk such as income and expenditure related to the covid-19 pandemic, including any mitigations.
- 1.4 The report links the latest Round 6 Covid-19 return submitted to the MHCLG (DELTA return) to the budget monitoring position and estimated outturn for 2020/21.

2. General Fund Summary

- 2.1 The General Fund performance to end of September 2020 against profiled budget is given in the table below. The table presents only the variances on budget in excess of +/- £20k.

General Fund variance on profiled budget to end of September 2020			
	Variance on Budget Aug £'000	Variance on Budget Sep £'000	Change £'000
Service controllable spend			
Community Wellbeing			
Promenades & Foreshores - concessions/rents	38	43	5
Recreation & Sport - management fee	334	401	67
Neighbourhood Services			
Car Parks - Fees and Charges (including income collection savings)	203	183	(20)
Planning Services			
Planning - Fees and Charges	(97)	(147)	(50)
Residential Services			
Homelessness & Temporary Accommodation	334	370	36
Technical Services			
Building Control - Fees and Charges	30	0	(30)
Land Charges - Fees and Charges	29	28	(1)
Licenses - Fees and Charges	0	44	44
Pest Control - Fees and Charges	0	23	23
Sundry Properties - Rents	98	93	(5)
Management & Support Services			
Computer Services - Working from home	48	48	0
Other Variances less than +/- 20k	(141)	(180)	(39)
Total Service controllable budget variance	876	906	30
Corporate controllable budget			
Establishment against savings target	(280)	(330)	(50)
Covid-19 support/corporate underspend (net) pro rata	(435)	(490)	(55)
General Fund net expenditure variance against profiled budget*	161	86	(75)
Covid-19 Income Compensation scheme (estimated)	0	(480)	(480)
Covid-19 support grant (£2.373m pro rata)	(781)	(1,187)	(406)
Collection Fund deficit forecast (transfer to reserves)	898	898	0
	278	(683)	(961)

2.2 Table 2.2 above shows a general net expenditure variance of (£683k) favourable against expected (profiled budget) to the end of September 2020. This is a significant improvement (£961k) from the previous month. The main reason for the improved financial position is the anticipated (£480k) contribution from the income compensation scheme (paragraph 5.3); tranche 4 of the general Covid-19 support grant (paragraph 2.3) and a review of budgets, which

has identified budgets that can be utilised to support Covid-19 net expenditure pressures (paragraph 2.10.3). The total variation is comprised of a large number of over and under spends against expected. The adverse variations are mainly due to the Covid-19 pandemic which has resulted in significant additional expenditure (with some smaller reductions in expenditure) and a significant variation to the expected income. Whilst the expenditure related variations are relatively straight forward to identify and predict (e.g. emergency accommodation) the loss of income is more complex by nature.

- 2.3 The Council has been awarded £2.373m of non-ringfenced Covid-19 government support in 2020/21 (total £2.438m with £65k received in March), however, this is not sufficient to cover the full additional net expenditure anticipated for the full financial year. The Council finances have benefitted from a good summer, stringent control of the establishment (4.2) and spend, in addition to buoyant income streams like Planning (2.6.1). However, the situation is expected to deteriorate significantly for the second half of the year, with more covid-19 restrictions being applied in the autumn and winter months, particularly in areas like leisure support which are under extreme pressure due to the restrictions (2.4.2). The grant has been applied to the General Fund summary (table 2.1) on a pro rata (monthly) basis and includes tranche 4, which was announced on 22nd October, for completeness. The total Covid-19 non ringfenced grant funding allocated is summarised in the table below:

Covid-19 non ringfenced grant funding	
	£
First Tranche (March 2020)	64,612
Second Tranche	1,609,640
Third Tranche	264,767
Fourth Tranche	498,760
Total Covid-19 Additional Funding*	2,437,779
*£65k 2019/20 £2.373m 2020/21	

2.4 Community Wellbeing

- 2.4.1 Promenades and Foreshores (promenades sundry properties income) is currently £43k below expected to date. This is made up of Covid-19 rent deferrals.

- 2.4.2 The Council's leisure provider was severely affected by the pandemic with the centres forced to close by the government from 21 March 2020. Full Council approved a supplementary estimate of up to £406k on 15 July, which covers the Councils support to the end of September (£136k whilst the centres remained closed and £270k for the re-opening phase). The adverse variation against profiled budget of £401k relates to the management fee (£802k full year). The government's income compensation scheme allows £271k of the income lost to be recouped. The circumstances around reopening have resulted in a significant reduction in income and additional costs for the leisure provider. A leisure support update report was considered at cabinet on 21 September 2020 and a supplementary estimate of a further £192k will be requested from Full Council at its meeting on 11 November 2020.

2.5 Neighbourhood Services

- 2.5.1 Overall Car Park Pay & Display is £183k below its profiled budget. Car Park charges ceased on 01 April 2020, due to the Covid-19 situation, and were re-instated on the 15 May 2020. The Town centre car parks have been worst affected. Income from seasonal car parks have remained buoyant through September 2020 due to the good weather, with the exception of Gloucester Road Bognor Regis. This car park is used by Butlins day visitors, however, Butlins are not allowing day visitors for the rest of 2020.
- 2.5.2 It should also be noted that budgeted annual inflationary rise in charges of 2% has not been implemented (full year impact £30k).
- 2.5.3 There has been a small saving of £10k on the contractors (NSL) because of reduced core hours due to Covid-19.

2.6 Planning Services

- 2.6.1 Overall, planning income is overachieved by (£147k) against a profiled budget of £685k (21% up). This is partly due to 9 applications over £20k received to date and a large application that was received towards the end of the last Financial year, which was processed in the current year. Community Infrastructure Levy (CIL) was implemented on 1 April 2020 and four demand notices totalling £49k have been issued to date.

2.7 Residential Services

- 2.7.1 Net expenditure on nightly paid accommodation for homeless households is £370k above profiled budget. This is mainly Covid-19 related and has remained stable from the previous month (£326k).

	Outturn 2019/20 £'000	Actual September 2019 £'000	Original Budget £'000	Actual September 2020 £'000
Gross Expenditure	1,652	831	1,290	768
Income	(516)	(269)	(440)	(283)
Net Expenditure	1,136	562	850	485
Income including Housing Benefit recovered	31%	32%	34%	37%

Note : Net expenditure is gross expenditure less Housing Benefit (HB) recovered and a small amount of income paid by recipients. HB generally covers some 30% of gross expenditure but this will vary from month to month due to the phasing of the benefit payments.

2.8 Technical Services

- 2.8.1 Building Control income has now normalised against profiled budget largely due to applications being received following the easing of lock down restrictions.

However, if there is a local lock down in the future, this is likely to further impact service income.

- 2.8.2 License fees and charges are currently below profile by £44k. This is due to the impact of Covid-19 on the service where venues such as public houses and gambling establishments were closed and all inspections on HMO properties and animal licensing inspections ceased. There is now a backlog of applications being processed since venues re-opened and site visits have just restarted. However, if additional Covid-19 restrictions are imposed, this is likely to cause a further reduction in income.
- 2.8.3 The £93k adverse variance on Sundry Properties is made up of rent deferral holidays of £11k and the remaining difference is due to the variance of income from the Arcade in Bognor Regis of £82k.
- 2.8.4 Property and Estates are continuing to liaise with tenants to assess the impact of Covid-19 and assess whether additional support is required. Some businesses outside of the retail and hospitality sector may also require financial support and each case will need to be considered on its own merit.
- 2.8.5 It was reported in August, that WSCC had awarded a £75k grant to the Council to help provide the capacity to deliver the Covid-19 prevention interventions being carried out by Environmental Health, and to expand the scope of this work. The grant has come from a £3.1m grant WSCC received from central government to develop and implement Local Covid-19 Outbreak Control Plans. The funding will mainly be applied to additional staffing costs.
- 2.8.6 Arun has also been awarded £75k from the DHCLG £30m Covid-19 Local Authority Compliance and Enforcement grant. This grant is specific and must be spent on eligible compliance and enforcement activity, including measures to raise public and business awareness and steps to encourage and support compliance. This will principally be delivered through the Environmental Health Team by bolstering existing resources, including appointment of temporary Environmental Health Information Officers.

2.9 **Management & Support Services**

- 2.9.1 No change from previous month. There are significant additional costs associated with IT and buildings, with some savings from the administrative buildings due to less staff being in the buildings.

2.10 **Corporate Underspend – Covid-19 support**

- 2.10.1 Budgets are set based on assumptions about service delivery, which sometimes result in a different actual budget requirement resulting in surplus budget. As these are identified, the surplus budget is vired to a corporate underspend and made available for resource re-allocation. The advantage of this is a reduction in the need for supplementary estimates and managing service delivery within the approved budget and Medium-Term Financial Strategy (MTFS). SMT (Senior Management Team) are expected to exercise

their discretion in managing their budgets responsibly and prudently and wherever possible meeting additional cost pressures by virement from within existing budgets.

2.10.2 The budget has been assessed and £980k has been identified to support Covid-19 related expenditure and income losses if necessary. £8k has been allocated to fund dog service signage. The administration of the business grants has resulted in some additional costs in service areas like Revenues and Benefits. This additional expenditure is reported as adverse variations in the service areas to help with the completion of Covid-19 expenditure returns. The total of the corporate underspend can be used to offset the anticipated Covid-19 related overspend for 2020/21 and is summarised in the table below:

2.10.3 Covid-19 Support identified to September:

Covid-19 Support / Corporate Underspends September 2020			
	Aug 20	Sep 20	Change
	£'000	£'000	£'000
Underspends from services	15	35	20
Unrequired earmarked reserves	125	125	0
Contingencies/miscellaneous budget items	72	549	477
Additional non-ringfenced grants	258	279	21
Total identified corporate underspend	470	988	518
Virements actioned/earmarked from corporate underspend	0	(8)	(8)
Corporate Underspends August 2020 (Net)	470	980	510

2.10.4 It should be noted that there are a significant number of smaller underspends in service areas, with individual items too low for virement. This would include items like car allowance. These underspends are included in the variations below £20k in table 2.1 and will be reported once they reach significant levels later in the financial year. The Covid-support budgets have been applied to the General Fund on a pro rata basis straight line (table 2.1).

3. Externally Funded Services

3.1 Arun District Council hosts several services under its stewardship as the Accountable Body. Whilst these services are entirely externally funded, Arun District Council has service provision interests. These services are the Wellbeing team and Car Parking enforcement. There are no budgetary concerns to report on these services.

4. Establishment

- 4.1 Each year a vacancy management target is included within the budget to ensure that the establishment complement is scrutinised for efficiency and reflects the needs of on-going service delivery changes. For the Financial Year 2020/21 the target is set at £500k, up from £450k in 2019/20 due to the increase in pension contributions on current contributions (reduction in the lump sum past service cost resulted in a net reduction in budgeted pension contributions).
- 4.2 The establishment vacancy target is currently over-achieved by (£330k). This includes the 2.75% pay award (2% budget) and was applied in September. There has been a reduction in recruitment due to lockdown and all vacancies require CMT approval before they are advertised with a view to making efficiency savings. This is due to the financial pressures that the Council is facing in future years as well as the Covid-19 net expenditure pressure in the current year.

5. Income

- 5.1 Income from fees, charges and rents are included within net cost of service. In total this amounts to an overall financing of £5.205m. Income is a key risk area to the budget as it is predominantly externally influenced, without direct link to service cost and each source is unique. Service income has reduced significantly due to the lockdown and subsequent social distancing measures.
- 5.2 The income is currently £316k under achieved against expected to the end of September 2020, an improvement of (£69k) from the previous month. The improvement is mainly due to Planning income, which is (£147k) above budget profile (2.6.1). The most significant loss of income is for Car Parks £228k (paragraph 2.5.1 relates to Overall Car Park Pay and Display) where the income lost cannot be recouped and unlikely that losses in Land Charges £29k and Licensing £44k (paragraph 2.8.2) can be recouped. However, as mentioned in paragraph 1.6 these income streams have qualified for the governments SFC compensation scheme which is summarised in table 5.3. Property & Estates income is £136k lower than expected (Sundry Properties income paragraph 2.8.3 and Promenades and Foreshores 2.4.1) but this consists of rents which could still be collected, over a longer period of time, or rent levels could be impaired by the anticipated economic downturn. Rents do not qualify for the governments SFC compensation scheme. The situation with regard to service income will continue to be monitored closely.

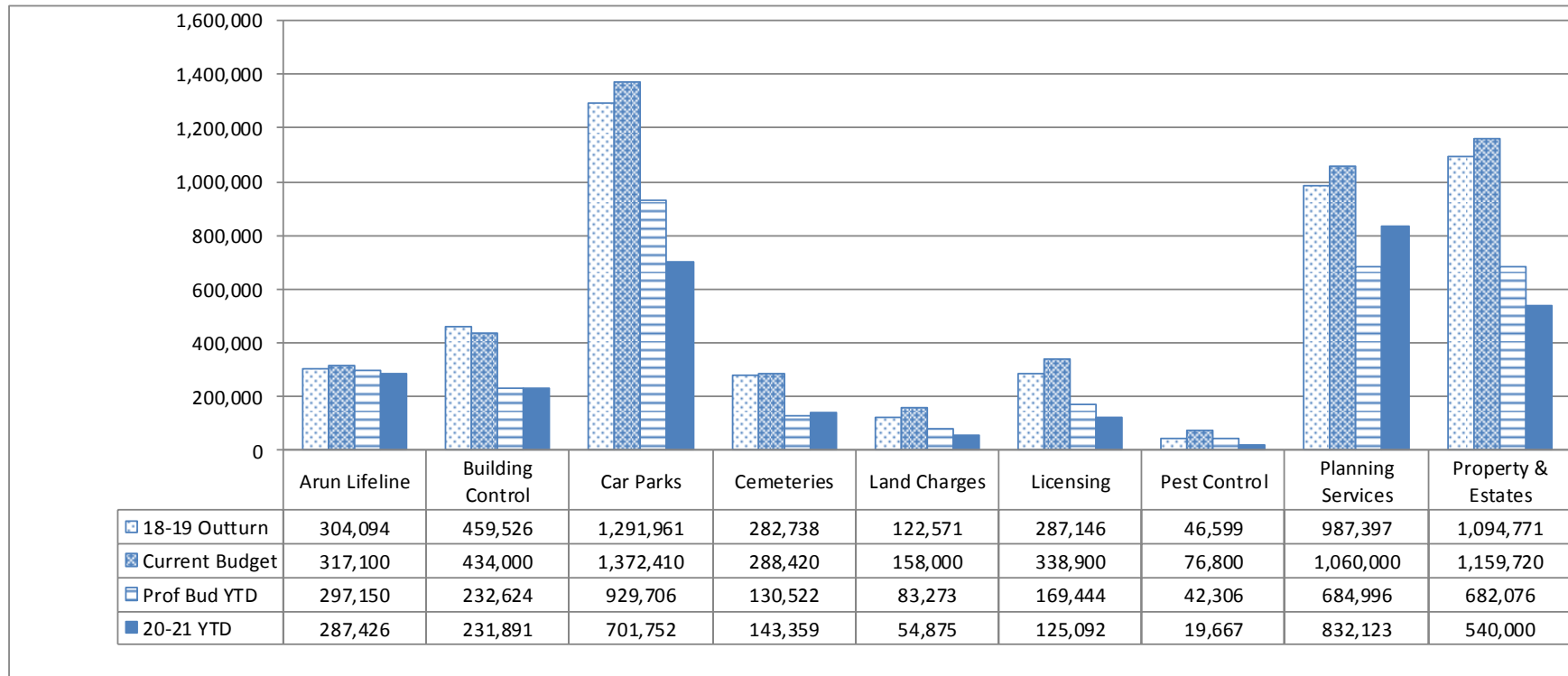
5.3 Income Compensation Scheme estimate to 30 September:

	Claim £'000
Off Street Parking Services	95
Recreation and Sport	271
Building Control*	-13
Other Regulatory Services	34
Central Services to the Public	93
Total	480

* BC income is now in line with budget & previously claimed income support will have to be repaid if the situation continues to November

5.4 The graph on the following page shows income by source and value, achievement to end of September 2020 against profiled budget, full year budget and outturn last year.

General Fund Income 2020/21



6 Covid-19 MHCLG Returns and estimated outturn

6.1 The Council has been providing the government with estimates of the adverse effect of the corona virus pandemic on services. The latest (round 6) return, which broadly correlates with the September monitoring statement forecasts additional net expenditure of £4.4m. This is in addition to the £0.9m Collection Fund losses predicted for future years. It should be noted that this figure is mitigated by the government's income support scheme and the C-19 government grants received. Significantly, the C-19 returns do not take the mitigating actions taken by the Council's management team into consideration, particularly in areas like establishment (which is strictly controlled) and the identification of in year saving. It also excludes the effect of favourable income variations against budget like Planning.

6.2 Estimated Outturn 2020/21

General Fund Reserve Movement estimated outturn 2020/21	Original Budget £'000	Current Budget £'000
Net Budget Requirement	26,238	26,923
Financed by:		
Government Grants and Retained Business Rates	(9,036)	(9,315)
Council Tax	(16,585)	(16,585)
Taken From / (Added to) Balances	617	1,023
General Fund Balance 01 April 2020	7,076	7,076
Budgeted draw down from GF Reserve	(617)	(617)
Supplementary Estimates	0	(406)
Current Budget Variation Estimated Outturn 2020/21	0	(86)
Income compensation scheme	0	480
Covid-19 support grant (pro rata)	0	1,187
Estimated Collection Fund deficit	0	(898)
General Fund Balance 31 March 2020	6,459	6,736

6.3 The original budget for 2020/21 assumed a reduction in the General Fund Reserves of £617k. The additional costs and loss of income associated with the Covid-19 pandemic has been highlighted throughout this report. The variance against budget is currently (£683k) (table 2.1). Full Council on the 15 July 2020 approved a supplementary estimate of £406k for additional financial support for our Leisure provider. This results in a broadly neutral outturn position against original budget assuming that the current variation continues. However, as highlighted in the report the budget position is anticipated to worsen over the second half of the year as more covid-19 restrictions are likely

to be imposed. Cabinet recommended further support of £192k for the Leisure provider for the third quarter and additional support is likely to be required for the final quarter of the financial year. The Council has taken action to mitigate the effects of the pandemic and the situation will continue to be monitored closely.

7. Earmarked Reserves

- 7.1 Earmarked reserves are amounts set aside from General Fund Reserve to provide financing for specific future expenditure plans and held alongside the General Fund for drawdown as required under the scheme of virement. These reserves are to be reviewed regularly to ensure that they are being drawn down as appropriate or returned to General Fund reserve.
- 7.2 The earmarked reserve balances will have to be closely examined to determine if any planned expenditure can be deferred if this funding is required to support the Council's financial position in the short term due to the Corona Virus pandemic.

8. Housing Revenue Account

- 8.1 The estimated reserve movement for the HRA against original budget and the current estimated outturn reserve movement due to supplementary estimates and budget performance to end of September 2020 is shown in the table below:

Housing Revenue Account Reserve Movement estimated outturn 2020/21	Original Budget £'000	Current Budget £'000
HRA balance 01 April 2020	8,947	8,947
Budgeted deficit for 2020/21	(1,726)	(1,726)
Supplementary approvals		0
Capital slippage		(142)
Revenue slippage		0
Current Budget Variation Estimated Outturn 2020/21		0
HRA Balance at 31 March 2021	7,221	7,079

- 8.2 HRA revenue project slippage £142k for specialist fees related to IT work.
- 8.3 Repairs and maintenance (planned and responsive) expenditure – please refer to 9.2
- 8.4 HRA income consists almost entirely of rents. Current projections forecast rental income in line with the budget forecast.

- 8.5 Loss of income due to right to buy (RTB) disposals and void dwellings still remain a key financial risk. The estimated number of RTB disposals for 2020/21 was set at 12 (there were 4 RTB disposals in 2019/20, 9 RTB disposals in 2018/19, 18 RTB disposals in 2017/18 and 24 in 2016/17). To date there has been 3 disposals in the current year.
- 8.6 Details of the HRA capital, improvements and repairs programmes are shown in paragraphs 8.6 Paragraph 9, covering Capital Receipts also has relevance for the Housing Revenue Account.

9. Capital Receipts

- 9.1 Arun has entered into an agreement with the Government to retain the additional receipts generated by the relaxation of the Right to Buy discount rules, subject to these receipts being used for the provision of new social housing and Arun matching every £30 of receipts with £70 of its own funding (the 70/30 rule). A further condition is that the receipts must be spent within three years, failing which they must be returned to the Government plus interest at 4% above base rate.
- 9.2 In June 2020 Arun signed an amendment to that agreement as the Government acknowledged that the Covid-19 crisis had halted or slowed down housing development. The amendment gives authorities time to catch up with their spending plans, by rolling up the next two deadlines (30/06/2020 & 30/09/2020) to the end of the calendar year 31 December 2020.
- 9.3 The table below shows Arun's investment requirements under the above terms:

	£'000
"1 for 1" receipts accrued to 30 September 2020	5,597
Arun's 70% contribution (70/30 X £5,597k)	13,060
Total investment requirement	18,657
Less amount already invested to 30 September 2020	14,686
Remaining investment requirement	<u>3,971</u>
By 31/12/2020	346
By 31/03/2021	1,321
By 30/06/2021	881
By 30/09/2021	703
By 31/12/2021	211
By 31/03/2022	0
By 30/06/2022	0
By 30/09/2022	343
By 31/12/2022	0
By 31/03/2023	8
By 30/06/2023	48
By 30/09/2023	110
Total	<u>3,971</u>

- 9.4 One of the key priorities of Arun's HRA Business Plan is a development programme to enable the delivery of an additional 250 new Council dwellings over a ten-year period. However, it will be extremely challenging to match the phasing of the payments for these and any other schemes with the investment requirement set out above.
- 9.5 In order to protect the Council's investment in the provision of new social housing, exemption from capital receipt pooling has been obtained in respect of all Arun's new dwellings in the current investment programme.
- 9.6 Exemption from pooling will be sought for all future newly built or acquired dwellings. This will enable Arun to retain 100% of the receipts from any future right to buy disposals in respect of these new dwellings (although it's worth noting that these receipts will be net of any discount entitlement).
- 9.7 Expenditure required to 30/09/2020 had already been met in the first quarter of 2020/21.
- 9.8 Collective Enfranchisement is a right, subject to qualification, for owners of flats in a building and sometimes part of a building to join together and buy the freehold of that building (under the Leasehold Reform Housing & Urban Development Act 1993 (as amended)). This has been applied to a block of flats in Jarvis Road, Arundel with one of the flats being leased-back to Arun District Council for 999 years at a peppercorn rate.

10. Capital, Asset Management and Other Project Programmes

- 10.1 The Council's budget for 2020/21 included several projects which although included in the Capital budget for project management and monitoring purposes cannot, under current accounting regulations, be charged to the capital accounts.
- 10.2 The capital and projects budget will continue to be monitored on a corporate level as this provides better information and control of the budget.
- 10.3 The table on the next page has been restated to include Capital and Revenue Expenditure for both General Fund and Housing Revenue Account.

General Fund

- 10.4 As the councils five year strategy moves forward including its cloud first approach it has been possible to maximise value from existing equipment by utilising spare capacity and extending replacement periods, this has resulted in £459k of scheduled replacements being moved to 2021/22 (SAN £324k, server, edge switch and VMware replacement at £135k).

Housing Revenue Account

- 10.5 The HRA capital programme has been assessed for 2020/21 and £1m has been identified for budgets that will not be required due to delays in the programme caused by the Covid-19 restrictions. The HRA budget for 2021/22 (as well as the HRA Business Plan) will reflect any additional funding required for 2021/22.

Asset management and other projects monitoring - September 2020

	Original Budget £'000	Current Budget £'000	Actual to date £'000
General Fund			
<i>Technical Services</i>			
Asset Management	903	1,838	225
Works to Public Conveniences	150	549	176
Cemetery Buildings & Walls	250	262	6
Fitzleet Car Park	250	310	70
Reactive Maintenance	295	295	124
Disabled Facilities Grants	1,500	1,500	727
<i>Corporate Support</i>			
Computer Services	180	245	2
GDPR	-	45	9
Storage Area Network (SAN)	350	350	25
Wireless Infrastructure	50	50	-
Digital Strategy	-	200	1
Arun Improvement Programme (AIP)	-	102	11
Web/Integration	-	118	1
EH System	-	61	-
Arun Improvement Programme (AIP)	-	80	3
<i>Community Wellbeing</i>			
Littlehampton Wave	-	212	67
<i>Economy</i>			
L'ton Public Realm Phases 1-2	-	2,285	27
L'ton Public Realm Phase 3	200	750	30
<i>Neighbourhood Services</i>			
Keystone Centre	-	250	-
Place St. Maur	-	237	-
Play Areas	100	191	-
Linden Rec	-	32	31
Canada Road	-	46	41
<i>Residential Services</i>			
Grants to Registered Social Landlords	-	-	-
Total General Fund	4,228	10,008	1,576

Housing Revenue Account

Stock Development	9,341	5,022	(51)
Longford Road	-	221	33
Windroos, Worthing Rd L'ton	-	2,320	114
Summer Lane, Pagham	-	5,631	308
Cinders Nursery, Yapton	-	1,800	6
Maltravers Old Social Club, Littlehampton	-	2,050	2,050
Quiet Waters, Angmering	-	1,250	1
Chichester Road, Bognor Regis	-	1,450	13
Canada Rd & Ellis Close	-	-	3
Housing IT	-	142	2
Housing Improvements	820	820	138
Domestic Boiler Installations	625	625	242
Commercial Boiler Rooms	100	100	11
Reroofing Programme	300	300	138
Kitchen & Bathroom Replacement Programme	400	400	21
Fire Compliance	300	300	27
Windows & Doors	1,200	1,200	734
Aids & Adaptations	250	250	125
Housing Repairs	1,850	1,850	764
Day to Day General Repairs	1,293	1,293	581
Voids	750	750	60
Total Housing Revenue Account	17,229	27,774	5,320
Total Programme	21,457	37,782	6,896

Please note Housing Improvements, Adaptations & Repairs expenditure includes QL commitments taken from the Housing Mgmt. System

Total programme comprises Capital, Asset Management and other projects budget plus Housing Repairs. Although Housing Repairs forms part of the HRA revenue budget it is included here because of the close link with the Housing Improvements Programme.

11. Section 106 sums

- 11.1 Section 106 (s106) agreements, also known as planning obligations, are agreements between developers and Arun District Council as the local planning authority that are negotiated as part of a condition of planning consent. The Town and Country Planning Act 1990 enables Arun to negotiate contributions towards a range of infrastructure and services, such as community facilities, public open space, transport improvements and/or affordable housing.
- 11.2 The Council currently holds £8.507m on deposit for s106 agreements, plus £3.068m held on behalf of other organisations (e.g. the NHS and WSCC). The total held on deposit is £11.575m.

- 11.3 Most s106 sums are time limited in that the Council is required, under the terms of the agreement to spend the amount received on the project specified in the agreement within a set time scale. It should be noted that there are currently £18k of receipts that are required to be spent within the next 5 years.
- 11.4 Pagham Harbour is designated as a Special Protection Area and Ramsar site, meaning that it is recognised at an international level in terms of playing an important role linked to the movement of species, specifically waders and wildfowl. Arun and Chichester District Councils have jointly agreed that in order to provide mitigation measures they will jointly fund at least one Warden who will be employed by RSPB, who will help promote, protect and educate the community in relation to the birds in Pagham Harbour. Planning applications for new housing developments within the Pagham Harbour zone are required to pay a contribution under s106 towards this initiative. The first contributions from applications in the Arun District, in the sum of £339k have been paid to Chichester District Council towards the scheme.

12. Cash Flow and Treasury Management

- 12.1 The Council is not foreseeing any cashflow problems due to the significant grants that have been paid early or up front by the Government to aid Local Authority cashflow. However, the interest paid on new cash investments have dropped significantly since the start of the pandemic. Returns are mainly holding up due to investment decisions made in previous years and partly due to the significant cash injections by the government to aid cashflow. The estimated outturn is currently around £20k below original budget.

13. Risk Analysis

- 13.1 Corporate and Operational risk registers are reviewed and updated for financial implications as part of the Council's risk management process on the criteria of probability of occurrence and materiality of impact upon balances. The single most significant risk, which has been highlighted throughout the report is the additional service expenditure and loss of income and the effect on the Collection Fund (Council Tax and Retained Business Rates which will have significant effects from 2021/22) due to the Covid-19 pandemic.
- 13.2 Other risks which are inherent within the overall budget are analysed below.
- 13.3 Paragraph 11.2 above outlines the situation with regard to the additional receipts generated by the relaxation of the Right to Buy discount rules ("1 for 1" receipts). The key risk here is that failure to make the necessary level of investment within the required timescale will lead to the Council having to repay to the Government some or all of these "1 for 1" receipts, together with interest at a penalty rate of base rate (currently 0.10%) plus 4%. We are experiencing a significant reduction in new "1 for 1" receipts, the sums repaid might not be replaced by new receipts. If the programme slips, this might lead to Arun having to borrow a greater proportion than 70% of the total cost of the schemes, leading to increased loan servicing costs.

- 13.4 Housing Benefit claims are gradually being transferred to the Universal Credit scheme (approximately 100 per month) which will eventually level out. There will be claims handled by the local authority which will not transfer to the Universal Credit scheme. These will include pensioners and claimants who require supported accommodation.

The cost to the local authority will largely depend on how many landlords provide this service in the area, however, at present the cost to Arun District Council is steadily increasing, £323k 2018-19, £452k 2019-20 and current estimate £561k 2020-21.

- 13.5 The United Kingdom has now left the European Union as of 31 January 2020. Further negotiations are continuing, and this could impact on the overall economy, in particular money market, property markets and inflation.

14. Conclusions and Recommendations

- 14.1 The significant financial effect of the Covid-19 pandemic to the end of September is detailed in the report. These financial pressures are likely to continue and get worse for the current financial year and future years. However, the government's SFC income compensation scheme has had a significantly favourable effect on the Council's financial position. The Council has also identified £980k of its own resources to support the additional net expenditure due to C-19. The Council is also aware that there will be Collection fund losses in 2021/22 and it is recommended that £900k, if the current favourable condition continues, is transferred to the Funding Resilience reserve to be applied in 2021/22 (or in accordance with government direction). There are also smaller budget savings, which cumulatively, will become more significant in the later part of the year. The financial position will continue to be monitored closely and the loss of income and additional expenditure forecasts updated as more and better quality information becomes available.

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CABINET ON 16 NOVEMBER 2020

PART A: REPORT

SUBJECT: Food Waste & Absorbent Hygiene Products Collection Service Trial

REPORT AUTHOR: Joe Russell-Wells – Group Head of Neighbourhood Services and Oliver Handson – Environment Services and Strategy Manager

DATE: November 2020

EXTN: 37914/37955

PORTFOLIO AREA: Neighbourhood Services

EXECUTIVE SUMMARY:

This report sets out proposals to work in partnership with West Sussex County Council (WSSC) to deliver a twelve-month Food Waste & Absorbent Hygiene Products (AHP) collection service trial across approximately 1,150 properties in Arun.

RECOMMENDATIONS:

It is recommended that;

- a) Cabinet agrees to proceed with a Food Waste & AHP collections trial using a 123 service as outlined in this report for a period of 12 months, commencing in March 2021;
- b) Cabinet notes and supports the governance arrangements which are designed to allow the respective project teams to take all necessary decisions to successfully deliver the trial within the framework outlined in this report; and
- c) Cabinet approves the necessary drawing down of funding from WSSC and expenditure associated with Arun's delivery of the trial as outlined in this report

1. BACKGROUND:

1.1 On the 7 November 2019, Arun's Environment & Leisure Working Group recommended to Cabinet that;

- Arun District Council declares a Climate Emergency
- The impact and mitigation of climate change is considered and incorporated into all policy and key decision making.

1.2 It was also agreed that the whole of our Council needs to take a lead in ensuring that each service is part of the solution, through working across all elements of the Council and with the community, partners, contractors and businesses.

1.3 The Waste (England & Wales) Regulations 2011 requires all local authorities to meet recycling targets of 50% by 2020, 55% by 2025 and 65% by 2035.

1.4 In December 2018 the Government published its Resources & Waste Strategy for England. Among the key themes within this strategy is a commitment to eliminating all food waste to landfill by 2030. The Strategy also proposes introducing new statutory requirements for councils to have weekly separate food waste collections in place for all households by 2023.

1.5 Arun's current recycling performance is 42.84%. This consists of 26.56% of dry mixed kerbside recycling and 16.28% of kerbside garden waste.

1.6 A residual waste composition analysis carried out for Arun in 2018 showed that food waste is by far the biggest single element in the residual waste bin, accounting for an average of 42.6% of the contents by weight at 12, 123 tonnes. Of this food waste, 29% (8,244 tonnes) was identified to be edible food and 13.6% (3,865 tonnes) inedible such as peelings/bones etc. It was identified that 21.47% (6,110 tonnes) of the food waste disposed of, could have been composted.

1.7 The costs of residual waste treatment are increasing and there are growing concerns about the impact of food waste on climate change. Food waste will be collected and processed separately instead of treating it as residual waste.

1.8 When food waste in the trial area is collected separately, it will be treated more effectively and efficiently via anaerobic digestion. Anaerobic digestion breaks the food down into soil fertiliser and biogas which can be used for generating energy. When collected separately food waste will be classified as recyclate under legislation and supports an increase in the council's recycling rate and a reduction in residual waste tonnages.

1.9 A Food Waste & AHP trial would consist of a '1-2-3' collection system comprising

- Weekly food waste & opt-in Absorbent Hygiene Products (AHP)
- Fortnightly (comingled) dry recycling and small electrical items (WEEE) and opt-in subscription garden waste
- Three-weekly residual

1.10 From a 2018 modelling exercise this collection system is considered the optimal collection model in terms of maximising recycling rates. This exercise suggested that Arun's recycling rate would increase to around 50-55% if the system was applied to the whole of the district together with an overall cost saving compared to current collection and disposal costs.

1.11 Waste and Resources Action Programme (WRAP) research¹ (see background papers) shows that through the introduction of food waste collections residents become more aware of wastage and subsequently choose to waste less food, this will have the most positive financial benefit to those residents. It will deliver environmental benefits and overall reduction in carbon footprint. This supports the principles of the waste hierarchy which is ‘**reduce, reuse, recycle**’.

1.12 In the next twelve months Arun will commence the procedures to procure a new Combined Cleansing Services Contract (CCSC). It is anticipated that a trial will provide valuable information to aid decision making for the procurement of this contract, notwithstanding any government mandate to introduce separate food waste collections by 2023.

2.0 Headline principles of the trial

2.1 Potential areas are currently being reviewed with our collections contractor Biffa to ensure a good representation of the district. This will be confirmed, but is likely to include;

- Approximately 1,150 properties;
- A representative cross-section of housing types; and
- A representative sample of demographics

This is important to ensure the trials deliver a truly representative set of findings, which can be used, with confidence, to inform a wider roll-out.

2.2 The trial will realise an overall increase in the annual collections provided to households from 78 currently (52 residual & 26 recycling) to 93 collections (52 food waste, 26 recycling and 17 Residual).

	Residual	Recycling	Food	Overall
Current	52	26		78
Trial	17	26	52	93

2.3 The 2018 food waste collection service options modelling indicates that a ‘123’ service would deliver the greatest carbon reduction for West Sussex as a whole solution vs the existing service baseline. The modelling estimated that introducing a ‘123’ service across West Sussex could save just under 15,000 tonnes CO₂e per annum vs baseline.

2.4 Almost all ‘putrid & smelly’ waste will be collected every week, the only potential exception being animal waste/pet bedding which could be double bagged to prevent smell. Alongside fortnightly dry mixed recycling and small WEEE (Waste Electrical and Electronic Equipment) collections, a popular green waste subscription service, and weekly collection of food waste and AHP, the residual waste stream would generally be expected to consist of inert non-recyclable waste such as rigid plastics, plastic film and polystyrene. Therefore three-weekly residual collections and the provision of a 240l residual bin is considered

sufficient to allow residents to manage their waste effectively.

2.5 All residents involved in the trial will be provided with a 240-litre wheeled bin, if they do not already use one, for their 3-weekly residual collection. Households who have 5 or more residents will also be able to request a larger 360-litre wheeled bin for their residual waste. This will ensure there is no reason for black bag waste to be left out on the kerbside, which is often considered a barrier to less frequent residual waste collections.

2.6 All residents will continue to be offered compost bins at a subsidised price (see link in background papers)

2.7 The trial will be funded through WSCC funding which is available to District & Borough Councils to deliver projects that aim to improve recycling performance. There is no direct cost to Arun.

3.0 Operational delivery

3.1 As Arun currently collects residual waste weekly from kerbside black sacks, the provision of residual waste bins is regarded as essential for the purposes of the trial. It is proposed that 240 litre residual waste bins are provided to all properties in the trial area that do not already use one. Through direct communications to all kerbside properties, those households which currently use a wheeled bin will have an opportunity to 'opt out' of being supplied a new 240 litre residual waste bin.

3.2 A 'Starter Pack' consisting of an internal 5-litre & external 23-litre food waste caddy with approx. 3-months supply of liners and an information booklet will be provided to all properties within the trial area.

3.3 Residents opting in to the free AHP collection service will be provided with yellow and black sacks for this waste stream.

3.4 Special measures and consideration has been given to collections from flats within the trial area. Residents will receive a 5-litre internal food waste caddy with approx. 3-months' supply of liners and an information booklet. A 140-litre communal wheeled bin will be provided in the bin store for food waste.

3.5 A vehicle operated by 2 x staff will be required for the purposes of collection of food waste.

3.6 AHP collections will be undertaken by Medisort, Arun's existing clinical waste collection contractor. Medisort are a pioneering Littlehampton based business who undertake the collection and disposal of clinical waste. This will be an extension of the current framework agreement.

3.7 A '123' service introduces a moderate level of additional complexity, both in terms of the operational requirements, and how the collection regime is communicated and managed for residents. In light of this, West Sussex officers recently visited Daventry District Council, who successfully introduced a '123 +' service in June 2018 and were recently shortlisted for a national award for the related communications campaign. Daventry District Council's recycling rate increased following the service change and their

recycling rate for 2019/20 is 53.4% (Waste data flow/Defra unaudited results).

3.8 Arun is developing a Covid-19 risk mitigation plan with its collections contractor Biffa to ensure that trial collections would continue as a priority in the face of Covid-19 related restrictions and any local impact on Biffa's workforce.

4.0 Project governance

4.1 Project Board – consisting of senior managers and directors from Arun & WSCC. The Project Board will consider the monthly report from the project team and ensure the project continues to operate within the agreed framework. The Project Board will communicate progress to their respective Corporate Management Teams and Elected Members.

4.2 Project Team – consisting of Waste Services Officers and Environmental Managers from Arun & WSCC. The Project Team will lead on the operational planning and delivery of the trial. The team will produce a monthly report in the following format that will be reported to the Project Board for sign off;

- Operational/project plan update
- Financial/procurement update
- Communications update
- Performance/targets update
- Summary of data capture
- Summary of resident enquiries/feedback

4.3 Communications Team – consisting of Communications representatives and Waste Officers from both Arun & WSCC. The team will lead on delivery and implementation of an agreed communications strategy & plan.

4.4 Cabinet Member for Neighbourhood Services and Ward Members – The Cabinet Member for Neighbourhood Services will champion the trial service and will receive a monthly project update report, which will also be provided to Ward Members for the chosen trial area. The Environment and Neighbourhood Services Committee will receive a 6 monthly trial update/information report.

5.0 Project Timetable

Nov 20	ADC Cabinet report to seek approval for trial (16/11/20) Upon approval; Procure food waste treatment Procure food waste containers and residual bins Confirm full waste composition analysis Agree AHP Call off Contract with Medisort Begin producing pre-launch and launch communications
Jan/Feb 21	Commence pre-launch communications and engagement activities Commission collection vehicle(s) & crew(s) Set up transfer station logistics Begin AHP subscription process

	Public communications and engagement activities Launch resident communications
Feb 21	Caddies and bins delivered to households
March 21	Trial collections begin Data collection – participation, load tonnages
May/June 21	waste composition analysis Reminder communications
Sept 21	1st Resident Survey
Oct 21	waste composition analysis 6-month progress report to Environment and Neighbourhood Services Committee Trial evaluation begins
Nov 21 – Feb 22	Final Resident Survey and ‘Thank you’ Final waste composition analysis
Mar 22	Trial ends Decision on continuation of collection model linked to success of objectives Evaluate trial and report results

6.0 Disposal & Processing

For the purposes of the trial, due to the relatively small tonnages of material collected, food waste will be processed via Anaerobic Digestion. The treatment solution will be subject to WSCC procurement, which will give consideration to carbon emissions and distance travelled.

As the Waste Disposal Authority, WSCC are currently investigating options for the processing of Food Waste/AHP beyond any trial period. The working assumption is that food waste collections will become mandatory and/or one or more authorities will commit fully to roll out food waste collections. This would significantly increase the tonnages of material collected and processed, necessitating procurement of a more permanent solution.

7.0 Outcomes/targets

- To trial Food Waste & AHP collections using a 123 service across an estimated 1,150 properties with varying demographics, in an area considered representative of the wider district
- Identify best practise operations and communications for future decision making
- Evaluate customer satisfaction with food waste and AHP collections using a 123 service at 6 and 11-month period
- Reduce the amount of food waste within the residual waste
- Reduce amount of residual waste in trial area
- Improve total recycling rate
- Improve dry recycling input contamination level
- Improve quantity of dry recycling
- Achieve average 80% participation rate from AHP subscribed households over trial period

8.0 Funding

8.1 The trial will be funded by WSCC. WSCC set aside a performance improvement fund for Districts & Boroughs within the West Sussex Waste Partnership to bid for in respect of projects which will deliver improvements in recycling performance. The proposal for a Food Waste & AHP collection trial in Arun is supported by WSCC and a funding arrangement has been agreed in principle.

8.2 The costs cover a variation from Arun's existing contract requiring a dedicated vehicle and crew and the procurement of new bins for the trial area amongst other costs outlined below

8.3 At the end of the twelve-month trial there will be an eleven-month period prior to the start of Arun's new Combined Cleansing Services Contract. A decision will have to be taken in respect of whether to continue the same collection model within the trial area. The Cabinet Member with delegated authority for waste collection policy will be consulted on this decision at an appropriate point towards the end of the trial. An additional allowance has been made in the funding arrangement between Arun & WSCC for these potential costs.

Estimated 12-month trial project costs forming part of funding arrangement to Arun, as follows;

Collection costs	Cost £
Food waste collection vehicle (Inc. Fuel and Crew)	49,334
AHP collection costs	3,918
Communications	
Various communications	3,947
Containers & Liners	
All bins/caddies/liners for houses & flats	38,708
Sampling	
Sampling of waste & recycling	39,378
Operating Total	
Operations	131,367
Contingency	
5%	6,568
Total	137,936

NB – The costs above are high end estimations and are likely to be reduced through pre-trial procurement and negotiation. As referenced in paragraph. 1.10, modelling has suggested a reduction in collection and disposal costs based on a procured district wide contract. However, this cannot be achieved through a small bolt on trial service at this stage.

9.0 Communications

9.1 Introducing a food waste & AHP collection trial can create a level of complexity, both in terms of operational requirements and how the collection regime is communicated and managed for residents. A well-considered communications plan and clear messaging is therefore essential to ensure resident engagement and understanding. A detailed Communications Strategy is being developed using best practise communications (Davertry) and agreed between Arun & WSCC to ensure the greatest effectiveness and consistency for both resident and member communications for this trial.

2. PROPOSAL(S):

To agree to proceed with the trial collection service as outlined in this report for a period of 12 months commencing in March 2021

3. OPTIONS:

To agree the recommendations as outlined in this report

Not to agree the recommendations as outlined in this report

4. CONSULTATION:

Has consultation been undertaken with:

YES

NO

Relevant Town/Parish Council

✓

This will occur once the trial area is confirmed

Relevant District Ward Councillors

✓

This will occur once the trial area is confirmed

Other groups/persons (please specify)

✓

Cabinet Member for Neighbourhood Services

Leader & Deputy Leader of the Council

Group Leaders

Shadow Cabinet Member for Neighbourhood Services

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)

YES

NO

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)		

6. IMPLICATIONS:

Financial – involves the drawing down of funding provided through WSCC to deliver the trial

Sustainability – aligns with the waste hierarchy (reduce, reuse, recycle) and the Council’s corporate commitment to climate change & sustainability

7. REASON FOR THE DECISION:

To provide agreement for the roll out of a Food Waste & AHP ‘123’ collection services trial to commence in March 2021 for approximately 1,150 properties

8. EFFECTIVE DATE OF THE DECISION: 25 November 2020

9. BACKGROUND PAPERS:

Remember to list background papers and insert required links

<https://wrap.org.uk/sites/files/wrap/Food%20waste%20collections%202020%20report.pdf>

<https://www.westsussex.gov.uk/land-waste-and-housing/waste-and-recycling/recycling-and-waste-prevention-in-west-sussex/reduce-your-waste-and-recycling/#compost-it>

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CABINET ON 16 NOVEMBER 2020

SUBJECT: Beach Access – Bognor Regis

REPORT AUTHOR: Roger Spencer – Engineering Services Manager
DATE: October 2020
EXTN: 37812
PORTFOLIO AREA: Technical Services

EXECUTIVE SUMMARY:

The report considers the options available to achieve access to the beach for those with limited mobility.

RECOMMENDATIONS:

That Cabinet:

- 1) Notes the Report;
- 2) Agrees not to pursue Options 1, 2, 3, 6 or 8; and
- 3) Endorses further investigation and potential viability of Options 4, 5 and 7 as a means of improving access to the lower beach at Bognor Regis, with findings and further recommendations to be reported back to the relevant Committee.

1. BACKGROUND:

1.1. The Issues

- 1.1.1. There has been a long-held belief, by many local residents of Bognor Regis, that the shingle that has been on the beaches of the central area since the 1980s is detrimental to the enjoyment of the beach and that the 'sandy beaches' should be returned.
- 1.1.2. Latterly, there have been calls for better access, not just for able bodied but also for the disabled, to the lower foreshore.
- 1.1.3. It should be noted that the predominance of shingle along the majority of the Sussex coast is a natural phenomenon and that the sandy beaches of the earlier years of the 20th Century were in the most part due to a combination of the construction of the original seawall and the lack of groyne maintenance during the wartime period.

- 1.1.4. Shingle is now widely held as the best mechanism to absorb incident wave energy and to avoid, as far as practicable, flood and erosion damage. The sand is present as a thin veneer (~300mm thick) over the underlying strata; little has changed in this respect, although the thickness of the sand layer does fluctuate naturally.
- 1.1.5. Many investigations, and a number of trials, have been undertaken in recent decades, with the object of providing a better 'connection' to the sea. This has usually resulted in the construction of sections of decking, just off the promenade, onto the shingle. Whilst this enables less able-bodied persons to get closer to the water, it does not achieve the ultimate goals of either returning the sands or providing full access.
- 1.1.6. Recently, a scheme was put forward to lay temporary, seasonal aluminium decking sections from the promenade, over the shingle crest and down the front slope of the beach onto the sand. This was modified to laying the metal sections only on the flat crest area, as the sloping sections would not be Equalities compliant (see 2.2.4). A number of procedural obstacles became apparent and the scheme was put to one side, in favour of looking at the wider provision options. This report starts that process.

1.2. Constraints

- 1.2.1. The area has a tidal range of ~6.5m and is open to the force of prevailing south-westerly wind and waves.
- 1.2.2. Under natural conditions, the beach is a shingle:sand mix (shingle upper / sand lower). The natural angle of repose of shingle in this area (beach face slope) is around 1 in 9. The shingle is extremely mobile - both underfoot and under the influence of waves, tides and currents. The beach profile will vary and shingle re-distribute on each tide.
- 1.2.3. The shingle is naturally occurring and drifts under wave action from west to east – this is unpredictable in terms of precise quantities (estimated annual net volume 3,000 - 10,000m³ pa) and sometimes the drift is reversed when wave conditions dictate.
- 1.2.4. Any provision would need to be Equalities compliant (max gradient vs slope lengths, handrails, edge/surface treatment etc.). Although not directly applicable, Part M of the Building Regulations relates to access and use of buildings. Guidance is available through good practice guides published by Central Government and this is seen as the best applicable in this situation.
- 1.2.5. There are various combinations of slope and distance which wheelchair users are considered able to negotiate; short distances may have steeper slopes (1 in 12) but the maximum slope length is 10m and the maximum rise in that distance can be only 500mm (1 in 20); flat landings are required between subsequent rises; edge protection and handrail provision are also important considerations.

- 1.2.6. High and low tides do not occur at the same time every day and there are variations in the height of the tide (Springs and Neaps) There will be periods throughout the year when the beach is not accessible for good parts of daylight hours – this is obviously true for abled bodied as well as the disabled.
- 1.2.7. The actual and effective length of any facility would be critical – there would be a requirement for approximately 108m of combined slope and landing (assuming a slope of 1 in 20. If the facility were too long (projecting out to sea) then this would result in very limited time on the available beach– too short and the sand would not be reached.
- 1.2.8. Need for design to cope with fluctuating beach levels over its length and especially at ‘lower exit point’.
- 1.2.9. Not only is the initial cost a major factor but all options have a revenue implication; there would be a need to consider what that requirement would be to provide maintenance/management for a particular option, as this could have considerable revenue and resource implications going forward.

1.3. Land Ownership

- 1.3.1. In the central area of Bognor Regis (Gloucester Road to Nyewood Lane) the promenade and beach above the High Water Mark is in the ownership of Arun District Council. The Foreshore (between high and low water Mark) is owned by the Crown and leased to Arun DC (under a Regulating Lease) – permission for any works on the Foreshore would need to be sought from the Crown; any such permission would include a requirement to maintain and keep safe and potential removal (see 1.8.5).

1.4. Current provision

- 1.4.1. There are a number of ramps across the District; Appendix 1 shows the location of the Bognor Regis ramps. A launching ramp exists at Littlehampton (used by the RNLI lifeguards); there are also private boat facilities at Rustington (Princess Marina Ho.) and at Elmer; none of these is Equalities compliant – most are unsuitable for assisted wheelchair use. A public ramp was proposed in the 1990s at Littlehampton (East Green) – this would have been to the necessary specification for disabled access, but the scheme was dropped due to lack of support locally.
- 1.4.2. There are plant access ramps on the Felpham frontage; some of these are used by fishermen and the yacht/dinghy club(s) who have access to powered assistance to recover boats (winch / tractor). There is a plant access ramp at Gloucester Road, which was provided as part of the coastal defence scheme in the 1970s – despite later works to improve its surface and extend its length, it is not Equalities compliant and requires (powered) management to launch and recover jet-skis and the like.
- 1.4.3. There is private provision at Park Terrace, where the BR Sailing Club has constructed a timber launching ramp – again, this is not Equalities compliant and the Club uses a winch to assist craft recovery. The boat pound at the west end of Marine Drive has rubber matting to enable the launch and recovery of predominantly fishing boats, with the aid of a winch.

1.5. Adverse Scenarios

- 1.5.1. In providing access to the Foreshore, careful consideration needs to be given to the following, if the Council is to avoid considerable reputational risk / damage. In providing a public facility, it should be safe for all users.
- 1.5.2. Having got onto the foreshore, a disabled person would need to stay within the immediate groyne bay, otherwise there would be the risk of being cut off by the tide, with no escape. The lower foreshore is a wide, open space and on most tides, it would be easy to 'stray' laterally at low water, not being able to get to whatever facility was provided when the tide turned.
- 1.5.3. Ordinary wheelchairs would be very likely to become stuck and even walking frames could become unstable or damaged as the sand along the foreshore can be soft. If the sand were to be temporarily lost (as can happen after storm conditions), the underlying London Clay can also be very soft.
- 1.5.4. If provision was made for users to have access to the foreshore in their own (wide wheeled) wheelchairs then they would need to understand the probable effects that salt and sand would have on their chairs – powered chairs would be especially susceptible to damage.
- 1.5.5. If access were made too easy, then unwelcome uses might develop (e.g. motorcycles on the foreshore). This would be contrary to the Crown lease and local bylaws, increasing the need for control or management of the access (e.g. gated).
- 1.5.6. Whilst not necessarily an 'adverse scenario' but depending upon the preferred option, it could become a focal point for all users, thus marginalising the 'target audience' and concentrating usage of the beach to one area.
- 1.6.** In providing a permanent feature, there is a need to consider: a) if it would be feasible to use (i.e. easily negotiable by all users); b) likely to be used by sufficient numbers so as not to become a 'white elephant'; c) maintainable into the future (i.e. with secured funding); possible to decommission if not supported or severely damaged.

1.7. Options

The following table provides a range of possibilities and commentary

	Type / description	Cost (indication)	Constraints / opportunities	Comment
1	Remove shingle from one or two groyne bays (seasonal), including some form of access from Promenade down to beach level – existing ramps not Equalities compliant.	Initially low but shingle replacement cost <u>very high</u> Storage of shingle?	Likely to be partially filled by natural littoral drift during the summer. Little guarantee that the bays would refill naturally to required levels at the end of the summer (ready for winter storm conditions).	Not practicable. No defence to potential for summer storms. Would introduce ‘lag’ to littoral drift regime in adjacent bays, whereby natural shingle distribution and littoral drift are disrupted, thus increasing the risk of flooding and/or erosion elsewhere
2	Matting	Low capital but Medium/High maintenance / resource requirement Matting - usually taking the form of rubber conveyor belting or purpose made rollout pathway) would either be rolled out and back up on each tide / day (very labour intensive - potentially requiring specialist machinery) or left rolled out. If left out, the matting would be susceptible to being thrown around in the surf or	Not Equalities Compliant Would potentially provide some help to ambulant persons but not suitable for wheelchair use as the matting would follow the undulations of the shingle, unless this was regularly (daily?) re-graded. No handrail provision	Seasonal only More suited to boat trailers unless on level sand

		covered with shingle.			
3	Sectional decking following the slope of the beach	Medium. Usually taking the form of metal or timber interlinked panels	Not Equalities Compliant as the gradient would be too steep Risk of damage due to wave action	Timber/metal decking units only suitable to extend from promenade to beach crest	
4	Provision of special 'buggies' – potentially in combination with matting	Medium but cost of providing service should be factored in - potentially as a concession?	Would need almost constant (daily) management of shingle to provide suitable gradient. Seasonal 'offer' only	More suited to shallow sloping sandy beaches (e.g. Studland Bay)	
5	Powered 'shuttle' service e.g. tracked machine with low loading bed	Medium to high initial cost (need for development) and cost of operation and making the beach slope suitable on a daily basis	Pre-existing machinery? If not, then would need extensive development and certification to carry persons	Probably only viable as a seasonal offer	
6	Concrete ramp structure	High capital Ongoing maintenance of structure in longer term (deterioration of concrete in marine/shingle environment: + cost clearing of surface from surface (daily)	Would interfere with natural littoral drift, especially if provided in Rock Gardens area, and would exacerbate coastal defence issues	Need for careful siting so as not to unduly affect littoral processes	
7	Timber piled ramp	High capital Ongoing maintenance cost of structure (to combat timber abrasion)	Should allow natural littoral drift to continue.	Would need careful design to achieve goals whilst being Equalities Compliant	

		and clearing of surface	Potential life – 25 years	See Appendix 2
8	A combination of 6 & 7 based upon an existing ramp	High Maintenance as Options 6 & 7	Would need extensive works to make Equalities compliant	

1.8. Investigations to date:

1.8.1. Contact has been made with members of the Local Government Association Coastal Special Interest Group; only two Councils have responded to date.

1.8.1.1. Torridge DC (similar but rocky beach tidal range ~8m) has recently refurbished a concrete ramp which facilitates slightly easier access to the foreshores but is considered a slipway rather than a disabled access.

1.8.1.2. Chichester DC (beach and tidal range similar to Bognor Regis) the beach in one location is graded and regularly covered with beach sand; this helps with access but the same location is used for the safety boat and a tractor is available as and when required. Only available seasonally.

1.8.1.3. A local coastal engineering company was also contacted, they had provided a facility for Eastbourne BC (similar shingle beach but smaller tidal range) – this is an access (timber boarding) but it is only from the edge of the promenade to the beach crest and does not go down to the water's edge.

1.8.1.4. Proactive contact was made with Brighton and Hove Council (B&HC), (beach and tidal range similar to Arun but less drying sand). The B&HC website indicates that a specialist chair service is available. Chairs are provided free but on condition that they are only used on the flat top area of shingle; this is contrary to the recent Channel 4 programme that showed the presenters getting close to the water; it was evident from the Ch 4 footage that getting down the steep shingle slope was challenging let alone getting back up (which was not shown!). See 9. Background Papers for a link to the programme.

1.9. Short-listing of Options:

1.9.1. Option 1 should be discounted on coastal process grounds.

1.9.2. Option 2 & 3 should be discounted due to non-compliance with Equalities requirements

1.9.3. Options 6, 7 & 8 may need to be discounted on grounds of coastal processes and/or cost in the current economic situation – however, Option 7 is the preferable of the three

1.9.4. Options 4 & 5 remain worthy of further investigation and costing (e.g. buying/leasing/operating) to establish viability

1.10. Other Considerations

1.10.1. Most of the area has Site of Special Scientific Interest (SSSI) status and is within a new Marine Special Protection Area (mSPA).

1.10.2. Approvals would therefore be required in terms of:

1.10.2.1. Planning Permission: The structure would be at least 9m wide and around 60m long and sited in the central part of the tourist beach and Bognor Regis (there are pros and cons to this)

1.10.2.2. Marine Licence (Marine Management Organisation)

1.10.2.3. Coast Protection Act (Navigation) and

1.10.2.4. The Crown Estate (landowner).

1.10.3. The edge of the shingle is at approximately mean sea level. This means that whichever option is preferred, there would be only half of the tidal cycle available (around 6 hours) to access the foreshore, irrespective of it being springs or neaps. However, high spring tide is usually at around mid-day & mid-night and neaps around 0600 & 1800. Spring tides would provide more sandy area but more opportunity for users to travel laterally and risk being cut-off by an incoming tide. Neaps tides would constrain users to the within the immediate groyne bays, making it slightly safer but provided less 'ability to roam'.

1.10.4. Need/desire for dedicated nearby parking and easy access to the Promenade.

1.10.5. Safe storage of wheelchairs if a 'provided' facility is the preferred option.

1.10.6. Due consideration should be given to decommissioning of any provision made. This would be required at the end of service life, if the facility was not used by the target audience, became too expensive to operate, was damaged beyond economic repair or had severe, unforeseen effects on coastal processes.

1.11. Opportunities

1.11.1. The facility could be seen as exemplar for disabled provision.

1.11.2. Possibility to provide 'added value' at beach head e.g. café, changing facilities, etc. However, this would need to be meshed with existing regeneration plans for the relevant part of the seafront.

1.12. Achieving the desired remit – Full disabled Access (Equalities compliant)

1.12.1. As noted in 1.8 short-listing, only a fixed structure would provide un-aided access for all and then the length of slope (even broken by landings, as required) would be on the limit of reasonableness, given in guidance.

1.12.2. Other options either require assistance or are not suitable for wheelchairs

1.12.3. Risks

1.12.4. There are considerable risks to consider, whichever option is preferred:

1.12.5. Health & Safety - The facility would require regular maintenance – not only structurally but day to day to ensure that the surface remained safe and usable – not only would there be shingle to sweep from time to time but also timber decking and handrailing would be regularly immersed in the sea and thus soon be covered with algae, becoming slippery – non-slip surfaces could be applied but these would still require maintenance (e.g. regular power washing).

1.12.6. An initial approach has been made to RoSPA to ensure that proposals were compliant and not likely to induce currently unforeseen hazards. Further work would be required as part of the detailed design (of any option).

1.12.7. Cost / deliverability / timescale. There are clearly supply-chain issues in the current pandemic situation; sufficient time should be built into any programme. The various options have differing delivery periods and whilst a timber piled option might take 4-5 months to construct there would be considerably longer procurement and lead-in times.

1.12.8. Maintenance / storm damage – the outline design of the timber pile option has called upon groyne construction techniques to help build in robustness. However, groynes do not have decking or handrails and storm damage is likely to occur to these components. To ensure that the facility is maintained, a ‘ring-fenced’ maintenance budget of at least £10,000 p.a. is suggested. To put this in context, the revenue budget for the Council’s 280 groynes and 8km of seawalls is a little over £20,000 (plus 30% of the TMT maintenance gang’s availability).

1.12.9. Useability / mis-use – as noted elsewhere, it would be advisable to construct a full scale prototype and consider how any facility was managed on a daily basis

1.12.10. Resource provision going forward to manage the facility

1.12.11. Coastal Processes – introducing any new structure into a coastal system can have wide ranging effects, not only locally but for some considerable distance along the coast. Most structures are introduced with the aim of providing a beneficial effect on coastal processes but unexpected outcome sometimes become apparent. Any option provided for improving access would probably not have a beneficial effect on coastal processes; these effects can be assessed, and detrimental effects designed out but it should be kept in mind that unforeseen effects could occur.

1.13. Costings

- 1.13.1. An initial design and costs estimate has been prepared, based on a timber piled option.
- 1.13.2. This would need to be in the order of 100m long overall (to achieve Equalities compliance) but project from the promenade by around only 60m.
- 1.13.3. A straight ramp would extend to around the end of the existing groynes (leaving only a short window of opportunity for access and egress) thus increasing the risk of being cut off by incoming tides. It would not be possible to access the structure from the side.
- 1.13.4. A loose 'zig-zag' design, extending out by around 60m would therefore be necessary. Any shorter than 60m (tight 'zig-zag') would not reach the sand. See sketches at Appendix 1
- 1.13.5. An initial capital cost estimate has been prepared at **£550,000** - to include, design supervision, materials, plant and labour and contract contingency and project risk. Also included is a modest sum for providing three specialist chairs. No allowance has been made in this figure for lifetime costs maintenance and other features mentioned above but a reasonable estimate would be £10,000 pa.
- 1.13.6. Specialist, 'balloon tyred', chairs are available, in a number of configurations, starting at around £3,000 each.
- 1.13.7. Other options have not been costed at this point.

1.14. Location

- 1.14.1. If an option were selected which involved a new structure (options 6, 7 & 8), the impact it would have on the coastal processes would be an important factor in determining location. In terms of optimum beach responses to additional structures, a location between the new seawall west of the Pier and Rock Gardens (i.e. at West Street) is considered preferable. This is because the beach is relatively narrow but not too narrow to the point where waves regularly interact with the seawall. The beach here fluctuates less than at almost any other location along the central area; it also has easy highway access. Artificial projections into the sea would effect currents and could have wide ranging implications for the erosion and deposition of beach material (sand as well as shingle).
- 1.14.2. A 'buggie' option could be provided at various locations, near to the current Foreshore Station may be preferable but increased beach steepness would be an issue here.

1.15. Consultation

- 1.15.1. No substantive consultations on the options have taken place with stakeholders to date.
- 1.15.2. Consultation with a range of stakeholders will form part of progressing an option.

1.15.3. Notwithstanding the proposals as set out in 2. (below), if the timber piled option were to be progressed, it would be extremely worthwhile to create a full size 'mock-up' on dry land, (with scaffolding or similar), to explore whether it would achieve to aims of the project and be usable by all of the intended user groups.

1.16. Partnering Arrangements

1.16.1. Discussions were had with Bognor Regis Town Council regarding the maintenance of the decking mentioned in para 1.1.6. If options 4 &/or 5 or 7 are investigated further, discussion with Bognor Regis Town Council could be had to explore whether they could assist with the ongoing maintenance or operational requirements.

1.16.2. There would be no coastal defence grant aid available as the ramp (or any of the options included here) would not serve any coastal defence function.

1.16.3. Funding may be available from other sources – this could be explored further.

2 PROPOSALS

That Cabinet:

1) Note the Report.

2) Agree not to pursue options 1, 2, 3, 6 or 8.

3) Endorse further investigation and potential viability of options 4, 5 & 7 as a means of improving access to the lower beach at Bognor Regis, with findings and further recommendation to be reported back to the relevant committee.

3. OPTIONS:

- 1 Undertake further investigations into the provision and operation of the 'buggie' or 'shuttle' options, as well as a permanent timber piled ramp; with a detailed report being brought back to Cabinet to include lifetime maintenance plan and costings to enable a decision as to whether or not to proceed.
- 2 The progression of the timber piled option (including the design and technical studies necessary to obtain accurate costings), endorsing making budgetary provision of £550,000 in the capital budget for 2021/22 and a detailed report being brought back to Cabinet to include lifetime maintenance plan and costings to enable a decision as to whether or not to proceed to tender stage.
- 3 progression of one of the other options accepting that would not be Equalities compliant and likely not achieve the aims of the project
- 4 not to progress any option at this stage

4. CONSULTATION:

NB – as consideration of this matter is at an early stage, no consultation has taken place

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
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)		✓
6. IMPLICATIONS:		
<p>Taking forward any of the “do something” options would necessitate additional funding which would worsen the Council’s budget deficit for 2021/22.</p> <p>The provision of better beach access must take account fully the needs of the disabled</p> <p>Materials and construction methods to be sustainable e.g. ensure use of certified timbers and not releasing microplastics into the sea.</p> <p>The land upon which any facility is provided will be owned/controlled by Arun DC and as such suitable management criteria need to be applied</p>		
7. REASON FOR THE DECISION:		
To provide the Council with a way forward in terms of Member ambitions to improve public/disabled beach access in Bognor Regis.		
8. EFFECTIVE DATE OF THE DECISION: 25 November 2020		

9. BACKGROUND PAPERS:

Planning and access for disabled people: a good practice guide (2003) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/7776/156681.pdf NB this document was withdrawn in 2014 and its guidance incorporated into various aspects of the National Planning Policy Framework – however, its contents are still considered valid and contained within a single reference.

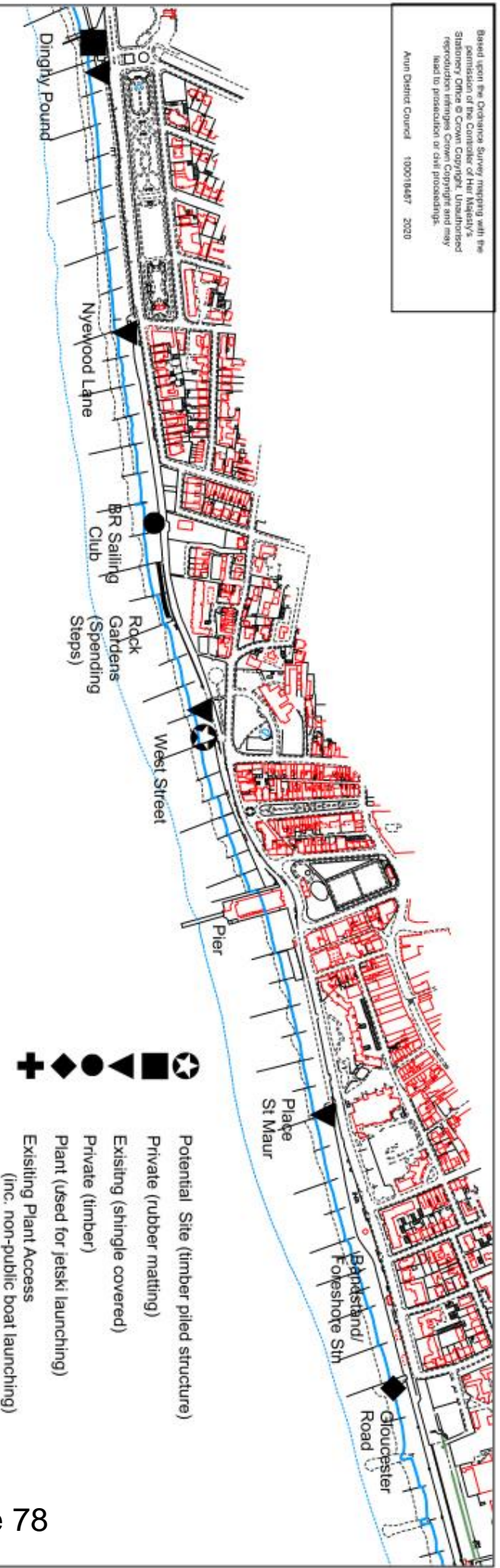
Channel 4 Television programme featuring Brighton Beach

http://www.chortle.co.uk/news/2020/10/14/47100/rosie_jones_makes_c4_travel_series

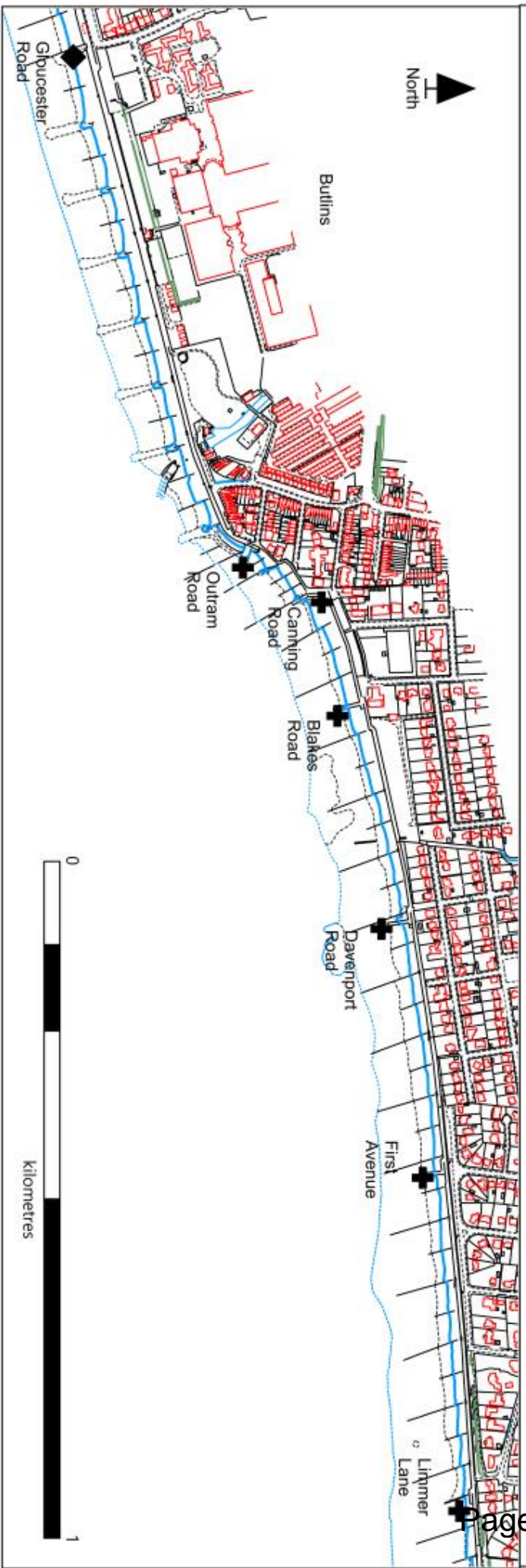
Equalities Impact Assessment

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Avon District Council 100018487 2020

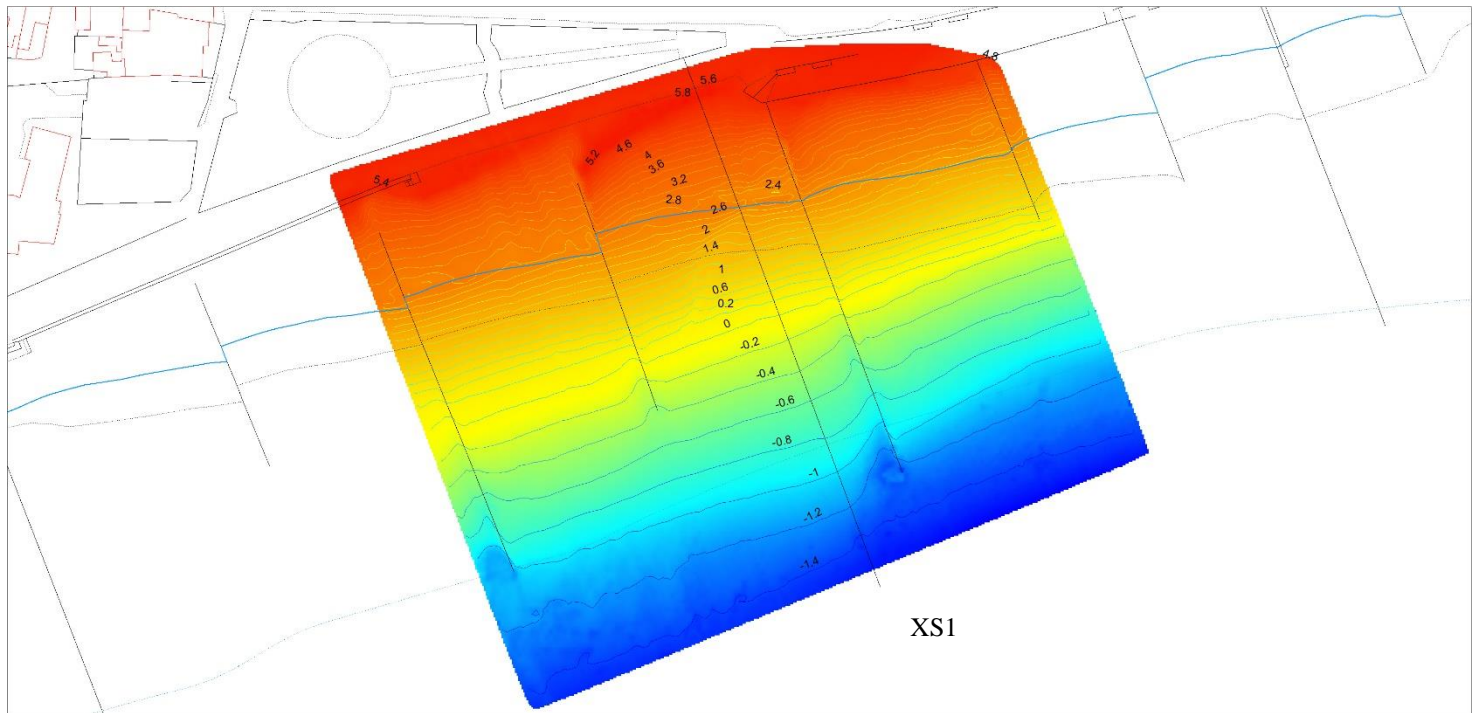


Appendix 1

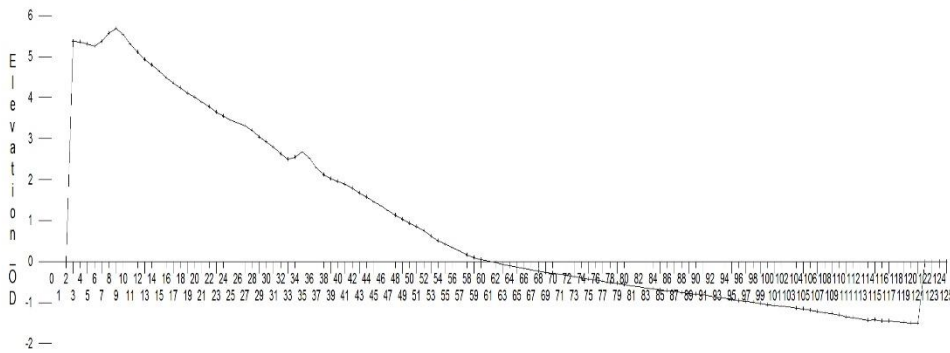


Contoured beach Levels at West Street

Appendix 2



Graph of: xs1



Height OD	Edge of Prom	Om
5	x	10
4.667	x	16.5
4.334	x	23
4.001	x	29.5
3.668	x	36
3.335	x	42.5
3.002	x	49
2.669	x	55.5
2.336	x	62
2.003	x	68.5
1.67	x	75
1.337	x	81.5
1.004	x	88
0.671	x	94.5
0.338	x	101
0.005	x	107.5

Diagrammatic plan of 'zig-zags'

Height OD	Edge of Prom	0
5.000	x	10
4.667	x	14
4.334	x	18
4.001	x	22
3.668	x	26
3.335	x	30
3.002	x	34
2.669	x	38
2.336	x	42
2.003	x	46
1.67	x	50
1.337	x	54
1.004	x	58
0.671	x	62
0.338	x	66
0.005	x	70

Height OD	Edge of Prom	Distance
5.000	x	10
4.667	x	12
4.334	x	17
4.001	x	19
3.668	x	24
3.335	x	26
3.002	x	31
2.669	x	33
2.336	x	38
2.003	x	40
1.670	x	45
1.337	x	47
1.004	x	49
0.671	x	54
0.338	x	56
0.005	x	60

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ARUN DISTRICT COUNCIL

REPORT TO CABINET ON 16 NOVEMBER 2020

SUBJECT: Place St Maur Project, Bognor Regis

REPORT AUTHOR: Rachel Alderson – Principal Landscape & Project Officer
DATE: October 2020 **EXTN:** 37946

EXECUTIVE SUMMARY:

This report provides an update on the Place St Maur scheme, and seeks approval for the delivery plan and project funding.

RECOMMENDATIONS:

Cabinet are requested to approve;

1. The Project Proposal (Appendix 1).
2. That the designs will be presented at future Cabinet meetings.

Cabinet is requested to recommend to Full Council that;

3. A supplementary estimate of £370k be approved for the Place St Maur project, funded from the unallocated capital/project earmarked reserve.
4. Should the funding bid to Coast to Capital of £1.2m be successful, that authority is given for the Council to enter into a funding agreement with Coast to Capital and approve the drawdown and expenditure of external funding, and that the terms and conditions of the funding agreement are to be reviewed and agreed by Legal Services in consultation with the Monitoring Officer.

1. BACKGROUND:

1.1 Project Summary

Place St Maur and the Esplanade are important public spaces in Bognor Regis, with the potential to form a strong connection between the seafront and town centre. The Place St Maur however has a particularly run-down appearance and is considered to make a negative contribution to Bognor Regis. Enhancing the public realm in this area will create a flexible and functional active space and encourage visitors to stay longer. In addition, delivering the missing link of the Bognor Regis public realm masterplan will strengthen links

and encourage visitors to discover more of the town. The impact of visitors spending more time in the town will benefit businesses and boost the local economy.

Cabinet Decision (C/043/090320) recommended to Full Council the approval of the draft design brief for public realm improvements at Place St Maur, procurement of consultants to enable the delivery of the project and the virement of up to £235K for this purpose and other associated project costs. It was also recommended that enhancement proposals for Place St Maur be prepared for public consultation. These recommendations were ratified by Full Council at their meeting on 22 July 2020 (minute 114).

A funding application has been submitted to Coast to Capital for the Government's 'Get Building Fund'. The bid is for a sum of £1.2m with £370K of ADC partnership funding and included the delivery of public realm works at Place St Maur as well as design concepts for a section of the Esplanade. The Council was asked to provide a business case for the scheme by the end of August and is now waiting to hear whether the bid has been successful.

1.2 Progress Update

The procurement of consultants to produce proposals for Place St Maur and the Esplanade has commenced via a tender on the Council's portal. The consultant will prepare concept designs for both sites and then develop final designs for Place St Maur before preparing technical information for the construction tender process. The consultant will administer the construction contract and support the Council in delivering the project to completion.

Survey work of existing site features is commencing, and the resulting information will be used to inform the designs.

2. PROPOSAL(S):

2.1 Funding

If the Coast to Capital bid is successful it will be necessary to comply with a range of terms and conditions and therefore enter into a funding agreement with Coast to Capital. It is proposed that approval is given for this, subject to scrutiny of the terms and conditions by Legal Services in consultation with the Monitoring Officer. It is also proposed that authority is given to draw down the external funding if awarded.

A sum of £370K has been identified within the Coast to Capital bid as ADC's partnership funding contribution to the scheme. Approval is required from Full Council to use part of the £686k in an earmarked reserve identified for unallocated project funding and essential maintenance of Council assets when the budget for 2021/22 was set.

2.2 Project Proposal

The Project Proposal in Appendix 1 defines the scope of project, setting out objectives and deliverables. It also identifies the current risks and outlines the Strategic Delivery Programme with key milestones, which will be used to monitor progress. It is proposed that the Project Proposal is approved to provide clear direction to the project team.

2.3 Risks

Should the Coast to Capital bid be successful the funding will be required to be spent by 31 March 2022. The delivery of the project to a tight programme will be challenging during a global pandemic, particularly with the current uncertainties in the construction industry. In addition, costs are unpredictable, and it is likely any risks will be passed to the client. In tendering projects of this type the risks emanating from the pandemic are being passed to the client in the form of substantial increased costs. Due to the pandemic consultants are limited in being able to travel for site visits, therefore timescale and costs may increase. A further lockdown may impact adversely on the availability of materials.

Terms and conditions of the funding agreement are likely to include a time penalty for the completion of the project.

2.4 Stakeholder Engagement

It is vital that stakeholders have an input into the design process therefore it is intended to hold stakeholder workshops and discussions to confirm awareness of the project scope and seek the views and knowledge of local stakeholders. Stakeholders will include a range of ADC Members and Officers, Bognor Regis Town Council, West Sussex County Council, Bognor Regis BID, Civic Society, Bognor Regis Regeneration Board, Alexandra Theatre, Regis Pub, Mountbatten Court businesses and residents.

2.5 Project Decisions and Member Involvement

A full update on project progress will be provided as required to future meetings of the Environment & Leisure Working Group and the design will be finalised for approval by Cabinet.

3. OPTIONS:

- a. To approve the recommendations as set out in this report.
- b. To not approve the recommendations.

4. CONSULTATION:

Stakeholder engagement is planned as part of the design process.

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify) Cabinet Members	✓	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
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)		✓

6. IMPLICATIONS:

- Financial - The capital budget is extremely limited by the funding available to the Council. The Council has a 5-year essential maintenance programme for high priority projects to ensure that GF assets are maintained in an appropriate condition (health and safety, service reliability etc.). £686k was identified as unallocated when the budget for 2020/21 was set. This sum could be applied to projects like the Place St Maur (subject to approval by Full Council) but this should be viewed against the Council's other priorities and the limited funding available for capital enhancements and other projects.
- Legal – Should the Government funding bid be successful a legal agreement will be required.
- Sustainability – Sustainability is a factor when sourcing materials for the scheme and consideration of maintenance of the completed project.
- Asset Management/Property/Land – ADC will retain responsibility for the land on completion and therefore its maintenance.

7. REASON FOR THE DECISION:

To progress enhancement plans for the Place St Maur site in accordance with the project programme.

8. EFFECTIVE DATE OF THE DECISION: 25 November 2020 and 13 January 2021

9. BACKGROUND PAPERS:

[Cabinet 9 March 2020](#)

[Full Council 22 July 2020, Minute 114](#)

[Environment & Leisure Working Group – 3 September 2020 – Minute 14 refers](#)

Project Proposal

Place St Maur & Esplanade Project, Bognor Regis

1. Purpose of Document

The purpose of this document is to define the scope of the project.

2. Background

The Place St Maur is an important public space adjacent to the Regis Centre in Bognor Regis and the seafront, but it is not fulfilling its potential as an attractive and welcoming space for visitors. It was previously included in the public realm masterplan as a flexible and functional active space and to form a stronger connection between the beach and town centre. There was insufficient funding in place to deliver this phase of the work as part of the original public realm project, however there is still an appetite to see the area enhanced.

The Esplanade lies between Place St Maur and the seafront and while it forms a key link between the two, vehicle traffic and level changes present barriers to pedestrians. Opportunities exist to close a section of the highway to vehicles at certain times of the year and enable wider use for pedestrians and events, subject to a successful trial traffic diversion.

3. Objectives

- a. To produce concept designs to RIBA Stage 2 for the Esplanade and Place St Maur by January 2021.
- b. To freeze the design for the Place St Maur scheme by March 2021.
- c. To deliver high-quality, public realm improvements St Place St Maur, which create a link between the seafront and town centre, by March 2022.

4. Scope

In

- Delivery of high-quality enhanced public realm for Place St Maur
- Concept designs for the Esplanade
- Project management of the processes required to deliver the scheme
- Approvals necessary to deliver the scheme
- Grant funding application
- Traffic surveys to determine impact of temporary road closures
- Sustainable design solutions
- Consideration of a Changing Places toilet facility in vicinity of the site

Out

- Implementation of enhancements to Esplanade as part of these works
- Proposals for the Regis Centre site

5. Constraints

- Delivery programme to ensure the scheme is delivered by March 2022
- Underground infrastructure
- The survey work may highlight further constraints

6. Assumptions

- Risks highlighted can be mitigated
- Stakeholder engagement will be carried out at appropriate stages during the design phase.

7. Reporting

- The Project Manager will provide updates as required to meetings of the Environment and Leisure Working Group with decisions recommended to Cabinet as required.

8. Deliverables

- Enhanced public realm at Place St Maur, to include:
 - Enhanced hard surfacing
 - Area of soft landscape
 - Water jets
 - Lighting
 - Seating
 - Flexible space to accommodate different events, e.g. ice rink within a marquee, incorporating anchor points for a marquee and power points
 - Solution to deal with poor site drainage
- Concept proposals for The Esplanade, to include:
 - Enhanced wearing course to highway and footways
 - Locations for marquee anchor points and power points
 - Temporary planters to form closure barriers
 - Temporary seating

9. Interface Projects

- Bognor Regis regeneration proposals
- Grounds Maintenance contract 2017 - 2027

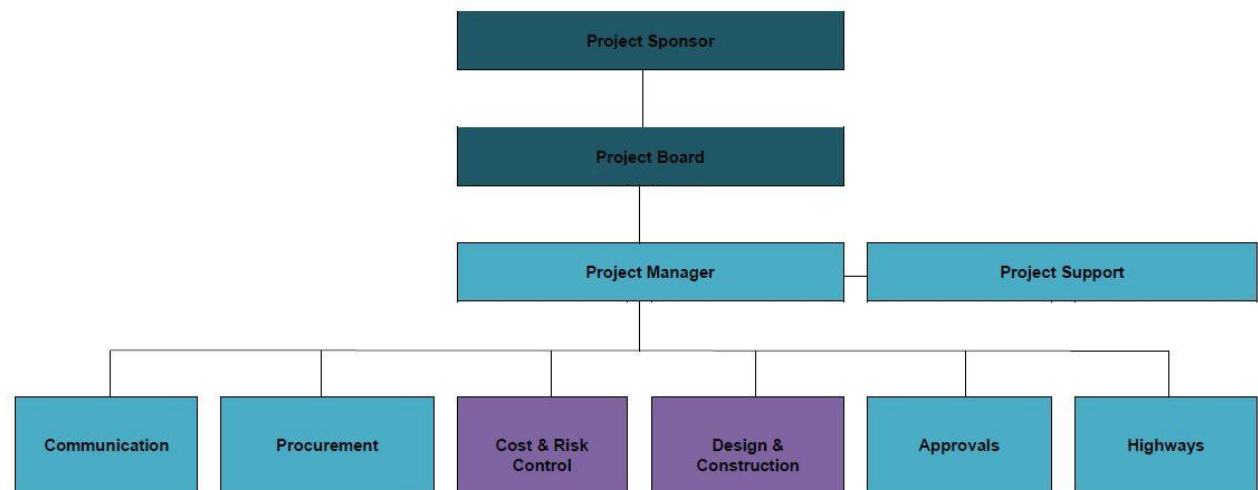
10. Costs

Item	Total Cost
Place St Maur public realm enhancements - works	942,725
Preliminaries, overhead and profit	249,835
Contingency	195,670
Inflation	111,770
Professional fees - consultant support and technical advice	239,500
Preparatory work and client costs	67,500
Total	1,807,000

The costs above are a best estimate at the current time and final costs will be known following the procurement process. It should be noted that costs for risk mitigation have not been included above. Further investigation of risks identified in the Risk Log will ascertain whether additional costs will be incurred and the likely impact on the project budget. These are expected to be known once the design stage commences.

11. Project Team

The project team structure:



- Director/Senior Manager Leadership
- Officer Workstream Areas
- External Consultant Workstream Areas

The project team collectively have a broad range of experience with the necessary skills to take the project from feasibility stage through to implementation and handover. The officer group will be supported by external consultants who will be selected for their expertise in specified areas.

The Project Board is accountable for the successful implementation of the project and will work to the following terms of reference:

- Provide strategic direction and leadership to the Project Manager and have make decisions to progress the project.
- Ensure the project remains aligned to the agreed objectives and deliverables.
- Receive reports on project progress, issues, budget and associated risks and review the Project Initiation Document.
- Sign off each completed stage of the project and authorise the next stage to commence.
- Authorise deviations from previously agreed plans.

The Client Project Manager will manage the day to day activities of the project and report directly to the Project Board, updating on progress, risks and budget.

12. Risk Log

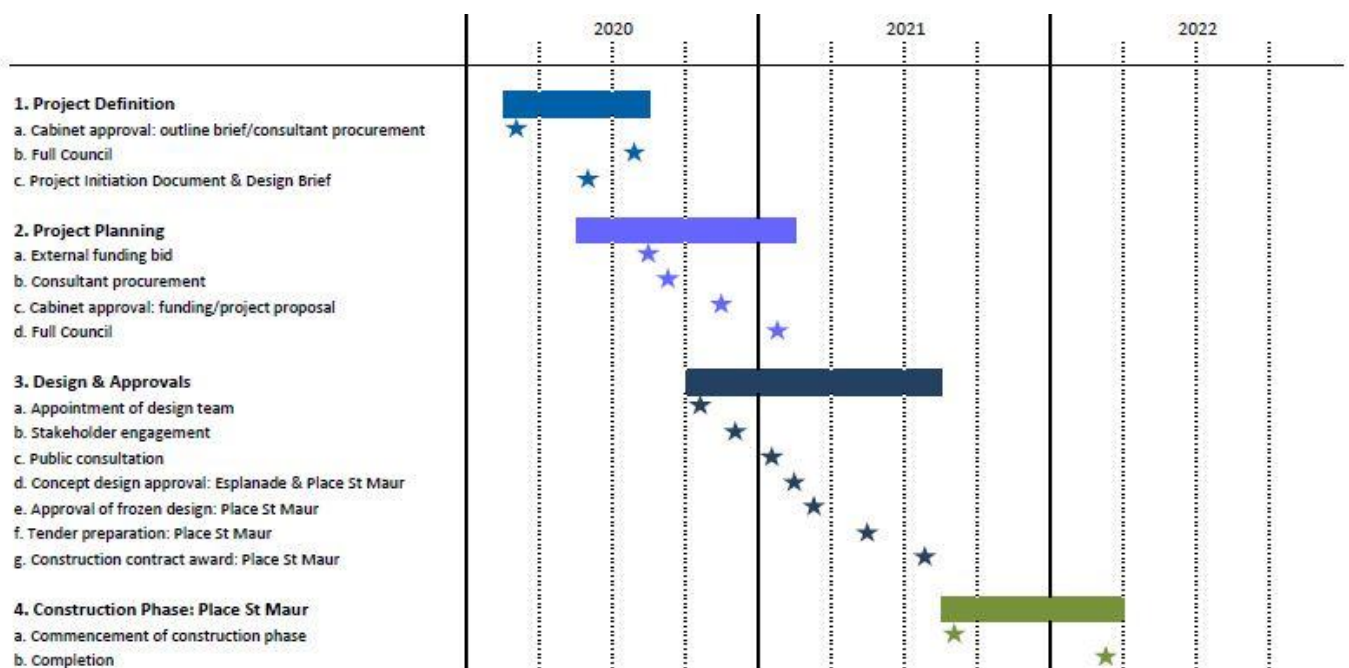
The following risks have been highlighted as being inherently high or medium in the project risk log (with * being high). The residual risk is shown following anticipated mitigation measures. Further investigation will be required to confirm the mitigation and any associated costs:

ID	Risk Type	Residual
1*	<u>Covid-19/Further lockdown measures:</u> Home working practices established. Build in contingencies to programme and budget.	Medium
2*	<u>Tender prices exceed funding:</u> Use of change control process. Alternative options considered during design phase.	Medium
3*	<u>Coastal/exposed location impact on materials and longevity:</u> Design and material selection to take location into account	Medium
4*	<u>Delayed decisions to enable project to progress:</u> Priority project: approval by Full Council. Regular updates to leaders and committees.	Medium
5*	<u>Delivery within required programme</u> Appointment of consultant team. Streamlined approvals, change control to be in place	Medium
6*	<u>Weak economy leads to downturn in visitor numbers/target shortfall</u> Targets set whilst in recession economy, monitoring and evaluation in place	Medium
7*	<u>Economic uncertainty</u> Use of framework when tendering. Change control and contingency in place	Medium
8*	<u>Funding application rejected/delayed/less than anticipated:</u> Preparation of a sound business case. Options to reduce scope considered	Low
9	<u>Availability & capacity of professional team:</u> Tender quality questions test capacity.	Low

10	<u>User/stakeholder/partner expectations:</u> Regular communications and monitoring.	Low
11	<u>Costs increase during construction due to ground conditions:</u> Site surveys, involvement of staff with knowledge of site. Construction contingency.	Low
12	<u>High water table:</u> Site surveys and involvement of Engineers to inform designers of expected levels.	Low
13	<u>Lack of employer resources:</u> Project identified as priority; support resources in place and external team appointment.	Low
14	<u>Loss of key staff/lack of continuity:</u> Professional team to ensure additional capacity. Good record keeping/communication.	Low
15	<u>Adverse impact on users of adjacent facilities:</u> Ongoing communication with stakeholders and public about the work.	Low
16	<u>Fire, flood, wind damage during construction:</u> Weather delay built into programme, site safety/security plan to be in place.	Low
17	<u>Supplier insolvency</u> Financial checks to be carried out as part of tender process	Low
18	<u>Major accident on construction site</u> Delivery in accordance with CDM Regulations. Health & Safety plan to be in place.	Low

13. Project Plan

The proposed Strategic Programme identifies the project stages and key milestones:



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ARUN DISTRICT COUNCIL

REPORT TO CABINET ON 16 NOVEMBER 2020

SUBJECT: Sunken Gardens Project, Bognor Regis

REPORT AUTHOR: Rachel Alderson – Principal Landscape & Project Officer
DATE: October 2020 **EXTN:** 37946

EXECUTIVE SUMMARY:

This report seeks approval to progress the Sunken Gardens scheme, including its scope, delivery and project funding.

RECOMMENDATIONS:

Cabinet is requested to approve;

1. The scope of the Sunken Gardens project and that the project team progresses its delivery, subject to Full Council approval of recommendation 2.

Cabinet is requested to recommend to Full Council that;

2. To approve a supplementary estimate of £500k for the Sunken Gardens project funded from the £316k balance of the earmarked reserve identified for unallocated project funding and essential capital maintenance and the balance of £184k which equates to a band D equivalent Council Tax of £2.97.

1. BACKGROUND:

1.1 Project Summary

Cabinet Decision (C/043/090320) rescinded all previous decisions for the Sunken Gardens site and was ratified by Full Council at their meeting on 22 July 2020. New proposals for the site will focus on the footprint of the Sunken Gardens only, with the boundary identified on the site plan included in Appendix 1.

1.2 Consultant Support

An outline brief for this scheme has been included as part of the consultant tender for Place St Maur. It is intended that landscape consultants would provide services to support the project team, which would include a review of the site, outline designs, planting and construction details to enable tenders to be obtained and also site supervision during delivery.

2. PROPOSAL(S):

2.1 Project Scope

The scope for the project will concentrate on an enhancement in the quality of the landscape, whilst retaining features within the existing footprint of the site. The design proposals will include:

- Removal of the existing play area and relocation of a play facility within the site
- A new southern entrance to the existing gardens
- Refurbishment of planting borders
- Review of seating

It is proposed that the Project Scope in Appendix 1 is approved to provide clear direction to the project team.

2.3 Funding

The project needs to be tailored to the allocated funding of £500K, to include consultant fees. Approval is required from full Council to use part of the £686k in an earmarked reserve identified for unallocated project funding and essential maintenance of Council assets when the budget for 2021/22 was set. If £370k is allocated to the Place St Maur scheme there will be a balance of £316k with the balance requiring a supplementary estimate.

2.4 Programme

Appendix 2 details a high-level estimate of the project programme against each of the RIBA work stages.

Officers are unable to predict the future course of the pandemic, lockdown and therefore the impact could impact adversely on the programme and cost.

2.5 Project Decisions and Member Involvement

A full update on project progress will be provided as required to future meetings of the Environment & Leisure Working Group and the design will be finalised for approval by Cabinet.

3. OPTIONS:

- a. To approve the recommendations as set out in this report.
- b. To not approve the recommendations.

4. CONSULTATION:

Stakeholder engagement is planned as part of the design process.

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓

Other groups/persons (please specify) Cabinet Members	✓	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
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)		✓

6. IMPLICATIONS:

- Financial - The capital budget is extremely limited by the funding available to the Council. The Council has a 5-year essential maintenance programme for high priority projects to ensure that GF assets are maintained in an appropriate condition (health and safety, service reliability etc.). £686k was identified as unallocated when the budget for 2020/21 was set. This sum could be applied to projects like the Sunken Gardens (subject to approval by Full Council) but this should be viewed against the Council's other priorities and the limited funding available for capital enhancements and other projects.

If the Place St Maur scheme does not proceed, the Sunken Gardens project could be fully funded from the £686k in earmarked reserve, subject to approval from Full Council.
- Legal – In progressing the project the Council will be required to enter into various legal agreements.
- Sustainability – Sustainability is a factor when sourcing materials for the scheme and consideration of maintenance of the completed project.
- Asset Management/Property/Land – ADC will retain responsibility for the land on completion and therefore its maintenance.

7. REASON FOR THE DECISION:

To progress enhancement plans for the Sunken Gardens in accordance with the project programme.

8. EFFECTIVE DATE OF THE DECISION: 25 November 2020 and 13 January 2021

9. BACKGROUND PAPERS:

[Cabinet 9 March 2020](#)
[Full Council 22 July 2020, Minute 114](#)

Sunken Gardens Project Scope – Draft

1.0 Client mission, vision and objectives

1.1 Background

Cabinet Decision (C/043/090320) rescinded all previous decisions for the Sunken Gardens site and was ratified by Full Council at their meeting on 22 July 2020, Minute 114. New proposals for the site will focus on the footprint of the Sunken Gardens only.

1.2 Vision

It is acknowledged that the Sunken Gardens are valued by the local community and so should be largely conserved in their current form whilst considering opportunities for refurbishment. Proposals should take the following into account:

- The traditional feel and layout of the Sunken Gardens should be retained and enhanced.
- The concept design should incorporate a new Southern entrance into the Sunken Gardens (from Waterloo Square) to enhance links with the sea front.
- Sunken Gardens were formed as part of an original water tank site from the 1920s/30s- there is potential to draw on the history of the site to inform the concept design.
- The site needs to be flexible and have winter appeal (e.g. winter gardens)

1.3 Strategic Objectives

- To enhance the quality of the landscape whilst retaining traditional features within the existing site footprint.
- To activate the space and encourage families into the area.
- To improve access for wheelchair users and young families.
- To address anti-social behaviour on the site with designs helping to self-police such issues (e.g. through site activation and widen the range of users).

2.0 Context for project

2.1 Site description

The Sunken Gardens is a linear space with a north-south orientation. The site is bordered by a low brick wall with selected entrance points. The site is formed of different levels with a central sunken area. Access options to the sunken area are limited for wheelchair users and visitors with pushchairs. There is a variety of tree and shrub planting across the site which offers protection from south-westerly winds. A number of mature trees surround the play area.

The site suffers from anti-social behaviour which can deter families from visiting therefore it is hoped that a fresh approach will reverse this trend and create a destination for both locals and visitors.

The site is in a good strategic location within Bognor Regis with important linkages to the surrounding area including the train station, high street, pier and seafront. This emphasises the importance of delivering a scheme to a high standard.

2.2 Site surroundings

Outside the Sunken Gardens residential properties and a health centre lie to the west and further residential properties including a residential tower block are located to the east. The north of the site is adjacent to a public car park owned by ADC and beyond West Street to the south is the Council owned public open space Waterloo Square. The buildings are mostly constructed from a combination of brick and render.

2.3 Site boundary

The proposed site boundary is shown in Appendix A.

No further development is currently planned outside the immediate site boundaries.

3.0 Project Scope

3.1 Proposed Features

It is proposed that design for the site includes the following components:

- Removal of existing play area and relocation of a play facility within the site
- A new southern entrance to the existing gardens
- Refurbishment of the planting borders
- Review of seating

3.2 Durability/lifespan/maintenance requirements

The enhanced open space should be of a good quality design and led by sustainability principles e.g. locally sourced materials, native and site appropriate planting. There is a need to engage with the Friends of the Sunken Gardens and landscape maintenance contractors (Tivoli) to understand the current management regime; what elements are most valued and what can potentially be relocated or replaced. For example, there are some concerns about the limited life expectancy of some of the existing trees surrounding the gardens.

3.3 Stakeholder needs

Arun District Council is the client for the project. Stakeholders will include a range of ADC officers (e.g. Parks, Engineers, Cleansing, Community Safety, Economic Regeneration), Ward Members, Bognor Regis Town Council, Sussex Police, Bognor Regis BID, Bognor Regis Community Gardeners, Tivoli Greenspace Management, Civic Society.

The refurbished open space will be freely available to the general public. The site will need to be fully accessible to visitors.

3.4 Programme

The project is expected to meet the following high-level programme:

Consultant Procurement	Early 2021
RIBA Stage 0-2 Concept Design	Early 2021
RIBA Stage 3 Developed Design & Approval of Design	Spring 2021
RIBA Stage 4 Technical Information & Tender Process	Summer 2021
RIBA Stage 5 Implementation	Autumn 2021

3.5 Finances & Procedures

The project budget is £500k to include consultant fees.

Designs will be presented to Cabinet for approval.

4.0 Scope of consultant's services/outputs

4.1 Review of site information and additional surveys

The range of survey information exists for the site and will be made available to the selected consultancy team, including topographic survey, Phase 1 habitat survey and tree condition survey.

4.2 Project deliverables

As a minimum, the deliverables provided by the consultant should include:

- Concept designs for the site, to be tested through stakeholder engagement.
- Developed designs.
- Cost plan for the preferred design.
- Production of tender information.
- Site supervision during implementation.
- All outputs necessary to meet the requirements of the CDM Regulations 2015.

4.3 RIBA Stages

The project will cover services RIBA Stages 0-7.

4.4 Professional Services

It is envisaged that the core consultancy team will be led by a Landscape Architect and incorporate the following disciplines:

- Landscape Architect
- Quantity Surveyor/cost consultant

4.5 Reports and Meetings

The project will require engagement with ADC officers, Councillors and external stakeholders and preparation of associated material including:

- Monthly design team meetings
- Stakeholder workshops to develop / discuss options
- Attendance at Councillor committee meetings to present updates on the project

DRAFT

Appendix A – Area proposed for Sunken Gardens scheme; using footprint of the existing Sunken Gardens and Play Area



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Production Date: 22 October 2020

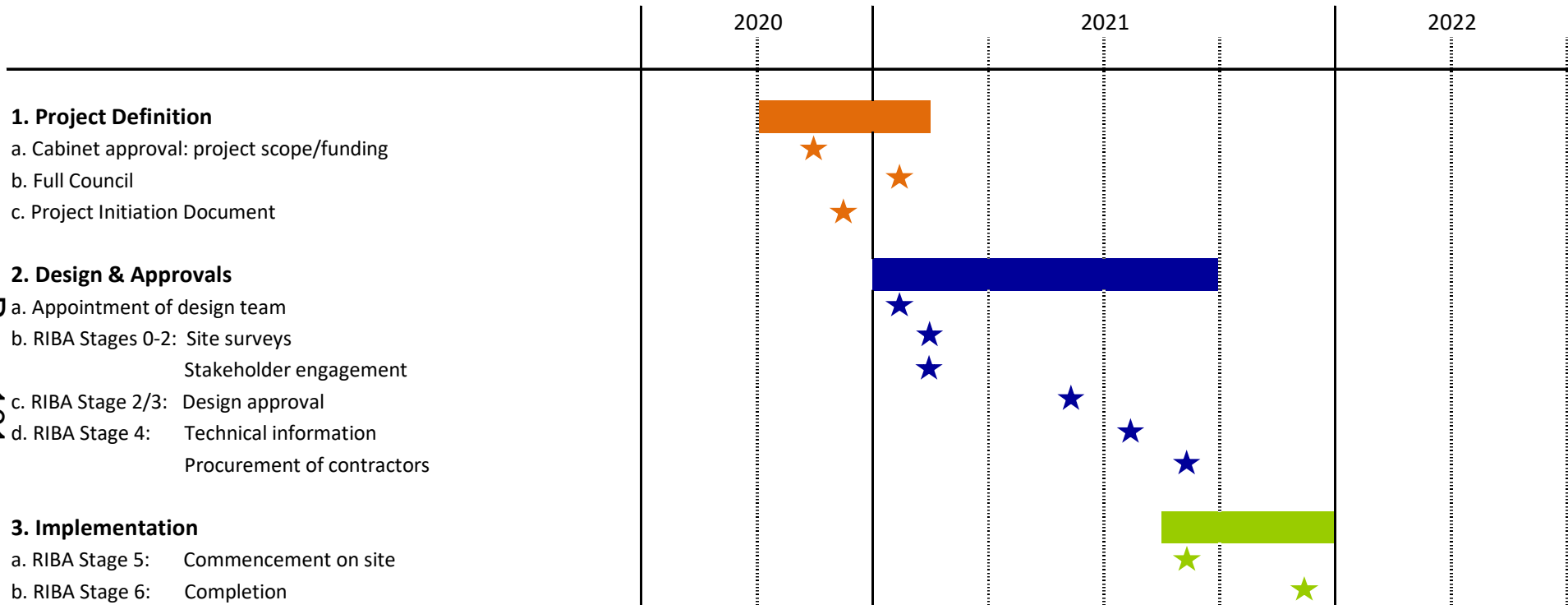
www.arun.gov.uk 

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Appendix 2

Sunken Gardens, Bognor Regis Project Programme - Draft

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CABINET ON 16 November 2020

SUBJECT: KINGLEY GATE DEVELOPMENT, LITTLEHAMPTON - COMMUNITY FACILITIES AND S106 FUNDING

REPORT AUTHOR: Joe Russell-Wells – Group Head of Neighbourhoods
DATE: October 2020
EXTN: 37914
PORTFOLIO AREA: Neighbourhood Services

EXECUTIVE SUMMARY:

This report seeks authority to draw down S106 contributions from the Kingley Gate development – ref LU/355/10.

These sums are provided for the management and maintenance of the community facilities including changing facilities, sports pitches, play areas and public open space provided on site and as a contribution for a community building to be delivered by Littlehampton Town Council at Eldon Way, Wick, Littlehampton

RECOMMENDATIONS:

Subject to the various S106 sums being received Cabinet is requested to approve:

1. The drawing down of the following sums to fund the Council's ongoing maintenance commitments on receipt of the sums on transfer of the facilities:
 - Public open space sum £ 334,798 - plus indexation
 - Play areas sums £ 24,000 - plus indexation
 - Playing fields sum £ 24,144.00 – plus indexation
 - Changing facilities sum £16,324 - plus indexationTotal - £399,266 plus indexation
2. Additional annual revenue expenditure of up to £30,000 plus indexation in respect of the Council's maintenance commitments for the public open space areas, play area and changing facilities as outlined in 1 above. This to include the extension of an existing temporary post in the Greenspace service to use the 5% management sum.
3. The transfer of the Community Facilities commuted sum of £263,464.37 (held by ADC) to Littlehampton Town Council by way of a Deed of Agreement toward construction of the replacement community facility building known as the Keystone building at Eldon Way, Littlehampton.

1. BACKGROUND:

The outline planning permission for the Kingley Gate development on the edge of Littlehampton was granted in March 2012 – ref LU/355/10.

A S106 agreement formed part of the permission to deliver various community facilities comprising public open space, sports provision, changing facilities and sums towards a community building. These facilities are provided in accordance with the Council's planning policy.

The facilities listed within the recommendations are being provided on site and are due to be transferred to the Council together with commuted sums. See photographs in Appendix.

2. FUNDING DRAW DOWN

On the transfer of the facilities to the Council these sums (plus any indexation sum) will be credited to the revenue budgets to be used for future maintenance / management of these facilities for the public. The Council's existing grounds maintenance contracts with Tivoli will be extended to allow for the maintenance extending the value for money already received under the contract. The expenditure for the new changing facility is anticipated to be minimal for the first years; the funds will be held over to future years when these sums will be required.

An area of 4.5 hectares of public open space (POS) comprising greenspace and sports pitches, which includes trees and areas of biodiversity interest together with footpaths and a car park are being provided with the development.

A LEAP (Local Equipped Area for Play) is located within the POS comprising of a range of fenced play facilities.

A new four room changing facility has been constructed within the POS with an associated car park which will be used in association with the new sports pitches. The pitches are anticipated to be used for rugby and football.

The sums have been calculated to include a 5% management fee. This sum allows for extending the existing post within the Greenspace service for the management of these new facilities, assisting in the development of Friends Groups and volunteer coordination which plays an important role in integrating the existing and new communities in this part of Littlehampton; this will be paid for entirely through the S106 sums and not at public cost, or cost to the Council.

3. COMMUNITY FACILITIES SUM

A Community Facilities sum was provided as part of the infrastructure contribution for the Kingley Gate development. This sum has been identified for use as a contribution to the replacement of the Keystone building at Eldon Way, Littlehampton.

This project is a partnership scheme between ADC and the Town Council and is subject to an existing Cabinet approval ref. C/022/121118. The report gave authority to finalise the

Deed of Agreement being delegated to the Director of Services, in consultation with the Group Head of Corporate Support to provide a grant sum of £250,000 from the capital programme for this project. The Deed of Agreement is proposed to be used on approval of the Community Facilities sum for transfer to Littlehampton Town Council.

The report seeks approval for the drawing down of these sums for use in revenue, capital and reserve budgets.

2. PROPOSAL(S):

The drawing down of the following funding for expenditure:

1. Public open space areas – £334,798
2. Play area sums - £24,000
3. Of which a sum of £17,940 to be used to extend the existing Greenspace post subject to gaining authority.
4. Playing fields sum - £24,144
5. Changing facilities sum- £16,324
6. All of the above sums will be subject to indexation; approval to take account of this is additionally requested.

The transfer of the Community Facilities sum of £263,464.37 to Littlehampton Town Council by Deed of Agreement toward construction of the replacement community facility building known as the Keystone building at Eldon Way, Littlehampton

3. OPTIONS:

1. To approve the expenditure as set out in the recommendations
2. Not to approve the recommendations

4. CONSULTATION:

The S106 from the original outline application dates from 2010 and has been subject to planning application.

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council	Yes	
Relevant District Ward Councillors	Yes	
Other groups/persons (please specify)		No
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	Yes	
Legal	Yes	
Human Rights/Equality Impact Assessment		No

Community Safety including Section 17 of Crime & Disorder Act		No
Sustainability		No
Asset Management/Property/Land	Yes	
Technology		No
Other (please explain)		No

6. IMPLICATIONS:

Financial and Legal – the obligations as out in the S106 detailing the conditions and timescale of funding would be set out in a Deed of Agreement. The proposal to delegate authority to the Director of Services, in consultation with the Group Head of Corporate Support to finalise the Deed of Agreement will allow for a full financial and legal appraisal to be undertaken of the proposal before any funding is transferred.

Asset Management/Property/Land – These commuted sums will enable the future management and maintenance of the POS and associated facilities for the public.

7. REASON FOR THE DECISION:

To approve the transfer of funding into revenue budgets and reserve budgets.

In addition to enable the transfer of the Community Facilities sum contributing to a partnership project meeting several of the objectives set out as the Council's Corporate Plan and Vision 2020 with the aim of providing for a facility for use of residents in one of the districts most deprived wards.

8. EFFECTIVE DATE OF THE DECISION: 25 November 2020

9. BACKGROUND PAPERS:

Remember to list background papers and insert required links:

[Cabinet report ref C/022/121118 12 November 2018 - minute 240 refers](#)

APPENDIX 1



Figure 1 - Changing Facility at Kingley Gate



Figure 2 - Sports pitches at Kingley Gate

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ARUN DISTRICT COUNCIL

REPORT TO CABINET ON 16 NOVEMBER 2020

SUBJECT: ESTABLISHMENT OF A PLANING REVIEW WORKING PARTY

REPORT AUTHOR: Nigel Lynn, Chief Executive

DATE: 3 November 2020

EXTN: 37600

PORTFOLIO AREA: Planning

EXECUTIVE SUMMARY: This report seeks the Cabinet's permission to establish a cross-party Working Party to consider the recommendations from the forthcoming presentation on the Planning Review by Sean Hannaby (of Hannaby Planning Solutions Ltd) which will take place shortly.

RECOMMENDATIONS:

Cabinet is requested to resolve to:

- (1) support the establishment of a Planning Review Working Party based on the following terms:
 - (a) Terms of Reference – to consider the findings and examine the recommendations from the Planning Review (when presented) so that the Council can agree which recommendations it wants to accept and establish a monitoring process to ensure that recommendations are followed through. The Working Party will report to Cabinet, who will report to Full Council;
 - (b) Size of the Working Party – the seats on this Working Party will be politically balanced and 7 in size (2/LD, 2/Cons, 1/Ind, 1/AI, 1/G).
 - (c) Nominations to the seats – to be confirmed by the relevant Group Leaders immediately if the proposal is accepted by Cabinet;
 - (d) Proposals for the allocation of seats if vacancies occur – to be for the relevant Group Leader to fill the vacant seat and report this information to the next Full Council meeting;
 - (e) Timescale for the work to be undertaken – over the next few months following receipt of the forthcoming presentation and publication of the report (establishing the Working Party now means that the Council will be ready to conduct this work speedily); and
 - (f) To report back to Cabinet as soon as possible to enable the Council to progress with any recommendations it supports.

(2) If established, the Working Party can then:

- (a) Review its terms of reference at its first meeting and recommend any change back to Cabinet;
- (b) Make any recommendations to Cabinet based on the terms of reference – it will have no decision-making authority; and
- (c) Meet in private unless it agrees that it will work to the Meeting Procedure Rules at Part 5 of the Council’s Constitution.

1. BACKGROUND:

- 1.1 The Planning Review was determined necessary (late in 2019) following a number of issues that arose in various Development Control Committee meetings in 2019. It was agreed by the (then) four Group Leaders that the Council needed to review how it approached Planning as a whole.
- 1.2 It was agreed that the review would focus on **People** (leadership/management, relationships, staff structures and resources), **Performance** (quality, consistency and speed of decision-making), **Procedures** (efficiency and effectiveness) and **the Development Control Committee** itself (relationships, effectiveness, decision-making and procedures).
- 1.3 As part of the review, it was agreed that an Improvement Plan would also be drawn up to identify what improvements were necessary and the recommendations to tackle them. A Member and Officer Training Plan was also requested.
- 1.4 This approach was also agreed by the Portfolio Holder for Planning and the Chairman of the Development Control Committee.
- 1.5 In February 2020, Sean Hannaby, of Hannaby Planning Solutions Ltd was appointed to undertake this work. Unfortunately, the Coronavirus has not only slowed progress on this review, but it also hampered the originally intended process. However, a robust process of interviews, observations and desktop analysis has fed into the review process. A number of written observations by Members and Officers have also formed part of the review.
- 1.6 It was also agreed that the review would be reported to members through a presentation.
- 1.7 The aim of the review will be to learn from the experience and advice of independent experts. The Council may not accept all the findings, but it will need to examine each of the recommendations that may come forward from this review. The four Group Leaders have proposed the way they would like to see the report progress, through to the final report being publicly available.
- 1.8 It has already been agreed that there will be a private presentation by Sean Hannaby on his findings to Members, and Officers, separately and this is being organised as quickly as possible. Due to Covid-19 restrictions, this will be via Zoom. The suggested audience, to make this manageable, will be the Development Control Committee, their regular substitutes, Cabinet and Group

Leaders. This presentation, with its anticipated Question and Answer session, will be recorded and then circulated to all Members.

- 1.9 Group Leaders proposed a politically balanced Member Working Party be set up to consider the recommendations of the report, to meet in private. The CEO has discussed the matter with the Interim Monitoring Officer. To keep the Working Party to a manageable size, and to enable it to meet as soon as the presentation is received, a number of 7 Members is proposed (2 Liberal Democrat, 2 Conservative, 1 Independent, 1 Green and 1 Arun Independent). Group Leaders will need to consider whether it is an advantage to have a representative who is also a member of Development Control Committee (knowledge of the planning process) OR a disadvantage (scrutinising themselves).
- 1.10 Group Leaders also proposed that the Working Party reports its recommendations to Cabinet, in public, and then Full Council, also in public.
- 1.11 Should the recommendations be supported by Full Council, a monitoring process will then be set up to ensure these recommendations are followed through, reporting to the Council's Overview and Scrutiny Committee (in the current governance arrangements for 2020/21) and then the Council's Audit and Governance Committee (in the post May 2021 governance arrangements, for 2021/22 and beyond).
- 1.12 In order to progress matters as soon as the presentation from Sean Hannaby has been received, the establishment of a politically balanced and small (7) Cabinet Working Party is suggested. This would meet in private, but its recommendations would be fed into Cabinet (and then Council) in public.
- 1.13 It is felt prudent to establish this Working Party now in readiness of the presentation (as a date is being determined as soon as possible).

2. PROPOSAL(S):

Cabinet is requested to approve the establishment of a new Working Party to consider the Planning Review findings.

3. OPTIONS:

Not to support the actions taken.

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify) - Cabinet	✓	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO

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

6. IMPLICATIONS:

To consider the findings and examine the recommendations from the Planning Review (when presented) so that the Council can agree which recommendations it wants to accept and establish a monitoring process to ensure that recommendations are followed through.

7. REASON FOR THE DECISION:

To ask Cabinet to support the establishment of a Working Party which will review the recommendations contained within the Planning Review report shortly to be published.

8 EFFECTIVE DATE OF THE DECISION: 25 November 2020

9. BACKGROUND PAPERS:

None