



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 Helen Burt

14 September 2021

ENVIRONMENT AND NEIGHBOURHOOD SERVICES COMMITTEE

A meeting of the Environment and Neighbourhood Services Committee will be held in **the Council Chamber at Arun District Council, Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Thursday 23 September 2021 at 6.00 pm** and you are requested to attend.

Members: Councillors Edwards (Chair), Staniforth (Vice-Chair), P. English, Goodheart, Bicknell, Huntley, Chace, Needs, Warr, Worne and Thurston

PLEASE NOTE: Subject to Covid-19 Risk Assessments members of the public are advised of the following:

Where public meetings are being held at the Arun Civic Centre, in order to best manage safe space available, members of the public are in the first instance asked to watch the meeting online via the Council's Committee pages – the meeting will be available to watch live via the internet [here](#).

- a) Where a member of the public has registered a request to take part in Public Question Time, they will be invited to submit the question in advance of the meeting to be read out by an Officer. There will be limited public access to this meeting and admission for public speakers will be by ticket only, bookable when submitting questions. Attendees will be asked to sit in an allocated seat in the public gallery on a first come first served basis. Only one ticket will be available for per person.
- b) It is recommended that all those attending take a lateral flow test prior to the meeting.
- c) All those attending the meeting will be required to wear face coverings and maintain safe distancing when in the building/meeting room.
- d) Members of the public must not attend any face to face meeting if they or a member of their household have Covid-19 symptoms.

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email Committees@arun.gov.uk by 5.15 pm on Wednesday 15 September in line with current Procedure Rules. It will be at the Chief Executive's/Chair's

discretion if any questions received after this deadline are considered. Permitted questions will be read out by an Officer.

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

AGENDA

1. APOLOGIES

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 this agenda, and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and Officers should make their declaration by stating:

- a) the item that they the interest in
- b) whether it is a pecuniary, personal and/or prejudicial interest
- c) the nature of the interest

3. MINUTES

(Pages 1 - 6)

The Committee will be asked to approve as a correct record the Minutes of the Environment and Neighbourhood Services Committee held on 15 July 2021.

4. ITEMS NOT ON THE AGENDA THAT THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES

5. PUBLIC QUESTION TIME

To receive questions from the public (for a period of up to 15 minutes)

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

6. CONCEPT DESIGN AND PROCUREMENT HEADS OF TERMS FOR SUNKEN GARDENS, BOGNOR REGIS

(Pages 7 - 12)

The Sunken Gardens is an important green space in central Bognor Regis which is valued by the community but is not achieving its full potential. Consultants have been appointed to prepare refurbishment plans for the gardens.

This report seeks approval for the contract heads of terms and the concept design in order that this can be taken forward for public consultation and delivery.
[30 Minutes]

7. FOOD SAFETY SERVICE PLAN (Pages 13 - 44)

The Food Standards Agency (FSA) requires Councils to produce and publish an annual service plan, which includes establishing a work programme for the year.

The proposed Service Plan outlines Arun's food safety priorities for 2021/22, and is a commitment to meet the FSA's recovery expectations, including plans to reduce the backlog of inspections and return to service delivery in line with the Food Law Code of Practice at a faster pace, where possible.

The proposed Food Safety Service Plan for 2021/22 is attached and is recommended for adoption.
[10 Minutes]

8. HEALTH & SAFETY SERVICE PLAN (Pages 45 - 62)

The Health and Safety Executive (HSE) requires Councils to publish a service plan setting out a health and safety intervention programme for the year.

The proposed service plan outlines Arun's health and safety priorities for 2021/22, this significantly includes maintaining arrangements to support COVID-19 compliance.

The proposed Health and Safety Service Plan for 2021/22 is attached and is recommended for adoption.
[10 Minutes]

9. BUDGET 2022/2023 PROCESS (Pages 63 - 66)

The report provides a summary of the budget process for 2022/23.
[10 Minutes]

10. BOGNOR REGIS BEACH ACCESS OPTIONS APPRAISAL (Pages 67 - 80)

The report follows Cabinet's consideration, in November 2020, of a long-list of options available to achieve access to the beach in Bognor Regis for those with limited mobility, when the 8 presented options were short-listed to three.
[40 Minutes]

11. BATHING WATER QUALITY

(Pages 81 - 88)

The Environment Agency (EA) is responsible for monitoring and classifying bathing water quality at designated bathing waters. They also provide daily pollution risk forecasting which Arun District Council (ADC) utilises to install signage advising against bathing, when appropriate.

Residents have raised concerns about storm and wastewater discharges by Southern Water and the impact this may have on bathing water quality. Pollution risk forecasting by the EA does not directly consider such discharges. The EA regulate the activities of the sewerage undertakers, including permitted releases, and have powers to take enforcement action in relation to pollution of waters. These powers are not available to ADC.

ADC has previously worked with Southern Water to improve bathing water quality through their bathing water enhancement programme.

[15 Minute]

12. WORK PROGRAMME

(Pages 89 - 92)

The Committee is required to note the Work Programme for 2021/22.

Note : If Members have any detailed questions, they are reminded that they need to inform the Chair and 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](#)