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8 November 2021

ENVIRONMENT AND NEIGHBOURHOOD SERVICES COMMITTEE

A meeting of the Environment and Neighbourhood Services Committee will be held in the **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Wednesday 17 November 2021 at 6.00 pm** and you are requested to attend.

Members: Councillors Edwards (Chair), Staniforth (Vice-Chair), 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. In response to the continuing health guidelines, there will be very limited public access to this meeting. 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 Tuesday 9 November 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 - 12)

The Committee will be asked to approve as a correct record the Minutes of the Environment and Neighbourhood Services Committee held on 23 September 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. ARUN DISTRICT COUNCIL'S GREEN SPACE TREE PLANTING STRATEGY 2021 - 2031 (Pages 13 - 32)

A 10-year Tree Planting Strategy and associated planting plan 2021-2031 has been drafted in support of the Council's declaration of a climate emergency. The planting plan will be developed in full consideration of 'best practice' principles, local management knowledge and required resource. This will ensure future tree planting undertaken by the Council is carried out in a sustainable and considered way.

[15 Minutes]

7. OFF-STREET PARKING STRATEGY 2021 - 2026 (Pages 33 - 54)

This report sets out the Council's Off-Street Parking Strategy 2021-2026, it includes a vision for the future and an Action Plan for its implementation.

[20 Minutes]

8. VARIATION TO PARKING CHARGES (Pages 55 - 72)

The Council's Medium Financial Strategy assumes that income from all charges should be reviewed. This therefore requires certain parking charges for 2022/23 to be varied to find the additional income. The purpose of this report is not to make the decision on the charges but to ask for approval to commence the consultation on an agreed set of proposed charges prior to return to Committee for final approval.

[20 Minutes]

9. FUEL POVERTY FRAMEWORK (Pages 73 - 88)

Fuel poverty is a complex public health issue in the widest sense and it is not just one agency's responsibility. It therefore requires a partnership approach to both identify vulnerable households and provide possible approaches to enable them to live healthier lives with minimal support.

The West Sussex Fuel Poverty Framework for Action 2021 – 2026 seeks to update the work across the County tackling fuel poverty and to act as a tool for prompting best practice and engaging with other policy makers across West Sussex.

[15 Minutes]

10. EMPTY PROPERTY ASSISTANCE PROGRAMME (Pages 89 - 120)

On the 4th January 2018 the Housing and Customer Services Working Group recommended to Cabinet that the Empty Homes Strategy 2018-2023 was adopted. This report provides an update on the work and achievements to date, but also highlights the increase in work in this area and the impact on resources.

The report provides proposals for reviewing the approach to empty homes work, increasing awareness and publicity and in turn the resources required to achieve this.

[15 Minutes]

11. RECOMMENDATION FROM THE RESIDENTIAL AND WELLBEING SERVICES COMMITTEE - 30 SEPTEMBER 2021 (Pages 121 - 128)

The Committee is asked to consider recommendations from the meeting of the Residential and Wellbeing Services Committee held on 30 September 2021 in relation to the Motion (Minute 317).

12. ANNUAL ENGINEERING SERVICE REVIEW (Pages 129 - 146)

The report is presented as an update on the Council's Engineering Service Area and explores the issues addressed in the preceding year and outlines matters that have arisen, or are foreseen for the coming year, across the service area.

The report also seeks approval or ratification of a number of budgetary provision matters - in relation to the Community Flood Fund and the Coast Protection Revenue Budget.

[20 Minutes]

13. BOGNOR REGIS BEACH ACCESS WORKING PARTY (Pages 147 - 152)

After considering a report on options for improving accessibility of the beach at Bognor Regis at its meeting of 23 September 2021, the Environment and Neighbourhood Services Committee resolved that a report be brought back to the next Committee Meeting on 17 November 2021, where a Working Party be set up, with Membership and Terms of Reference provided by Group Leaders in advance. This report seeks authorisation to establish the Working Party, bringing together Group Leaders' recommendations for membership and proposed Terms of Reference.

[10 Minutes]

14. WORK PROGRAMME (Pages 153 - 156)

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](#)