



Public Document Pack

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Committee Manager Helen Burt (Ext. 37614)

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](#)

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Public Document Pack Agenda Item 3

Subject to approval at the next Environment and Neighbourhood Services Committee meeting

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ENVIRONMENT AND NEIGHBOURHOOD SERVICES COMMITTEE

23 September 2021 at 6.00 pm

Present: Councillors Edwards (Chair), Staniforth (Vice-Chair), Goodheart, Bicknell, Huntley, Chace, Warr, Worne, Thurston, Roberts (Substitute for English) and Dr Walsh (Substitute for Needs)

Councillors Gunner and Oppler were also in attendance for all or part of the meeting.

[Note: Councillor Staniforth was absent from the meeting during Minute 292. Councillor Warr was absent from the meeting during items 294 - 297.]

282. APOLOGIES

Apologies had been received from Councillors English and Needs.

283. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

284. MINUTES

The Minutes of the meeting held on 15 July 2021 were approved by the Committee. These would be signed at the end of the meeting.

285. 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

The Chair confirmed there were three urgent items, which were Changing Places Toilets Expression of Interest, and two Motions referred from Full Council. The Changing Places Toilets Expression of Interest was urgent due to insufficient time to prepare the expression of interest and the accompanying report in advance of the agenda publication. The two Motions referred from Full Council were urgent because the agenda had already been published when the Motions were referred. The Chair agreed to take these items, and confirmed the Changing Places Toilets Expression of Interest would be taken after Item 6 on the agenda, and the two Motions referred from Full Council would be taken after Item 11 on the agenda.

286. PUBLIC QUESTION TIME

The Chair confirmed that there were no questions submitted for this meeting.

287. OUTSIDE BODIES

The Chair confirmed that a Member Update Report regarding the Littlehampton Harbour Advisory Board had been circulated prior to the meeting.

There were no questions from Members.

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

Upon invitation of the Chair, the Principal Landscape and Project Officer introduced her report, which identified the next steps for the Sunken Gardens Project. She then handed over to Ed Manning from LUC, the external consultants.

The LUC presentation was shared via a remote link and included the brief that was given, analysis of the site and information regarding the recommended option.

Members (and a non-Committee Member given permission to speak by the Committee) then took part in a question and answer session as summarised below:

- Would increases in material costs be a limited risk for this project. The consultant confirmed that an increase in materials had been accounted for.
- Could the project be completed earlier and opened up by the summer. The consultant said it may be possible to open part of the site prior to the summer.
- Should signage be installed to make clear the location of the ramps.
- The possibility of a coffee bar / café on the site was discussed, and Members voiced their preference for a non-mobile café in this circumstance. The consultant said that this was currently beyond budget, however could be looked at in future.
- Clarification was sought around refurbishing the existing play equipment. The consultant confirmed there were allowances to refurbish and repaint the existing equipment that would be reused.
- Clarification was requested around the maintenance of the planted area. This would be a wild meadow which the consultant did not feel would require intensive maintenance, however they did plan to consult with the Community Gardeners for their views on this.
- Would the existing paths be upgraded and resurfaced. The consultant stated at the moment this was not part of the scheme.
- Could a visual gateway from the carpark through to the northern end be created.

- Could power and infrastructure for activities be taken into consideration.

Accessibility of the site was raised by several Members and discussed at length, in particular whether the site could be made more accessible from the southern side with ramps, which it was felt was key to the project. The consultant stated that introducing a ramp from the southern side would be costly and require cutbacks to other areas of the project.

Members thanked Ed Manning for the work that LUC had done.

Councillor Walsh then Proposed an amendment to recommendation 1 which was:- 'To approve that the concept design is taken forward for public consultation and the preferred option is implemented by the project team, **but that the project team be requested to consider incorporating a ramped central southern entrance to the garden.**

This amendment was Seconded by Councillor Huntley. Following a vote, the amendment was confirmed as CARRIED.

The substantive recommendations were Proposed by Councillor Edwards and Seconded by Councillor Walsh.

The Committee

RESOLVED that

1. The concept design be approved to be taken forward for public consultation and the preferred option be implemented by the project team, but that the project team be requested to consider incorporating a ramped central southern entrance to the garden and
2. The Heads of Terms, as set out in the report, for the Sunken Gardens construction contract procurement process be approved.

289. CHANGING PLACES TOILETS EXPRESSION OF INTEREST

Upon invitation of the Chair, the Group Head of Technical Services introduced the report, and explained that across the UK there were insufficient accessible toilets. Changing Places toilets included additional space and specialist equipment. Within the District there were currently 2 such facilities, which were at the Aldingbourne Trust Country Centre site and the Council's Wave leisure centre at Littlehampton. The government had recently made available some funding that local authorities could bid for to provide additional Changing Places toilets – up to £40,000 per location. The Government had indicated that there may be just over 2 Changing Places toilets' worth of funding available in Arun. The funding guidance pointed to priority being given to locations that facilitated a day out. With limited time to prepare the bid, the focus had been on identifying sites in Bognor Regis as one of the largest towns in the district, and

Arundel as a visitor destination. The organiser that assessed the bids had suggested consultation should be undertaken with disability groups to inform the locations within the bid. Other areas of importance were geographical spread; preference for Partnership funding, being close to carparking, using existing buildings where possible, ideally in managed locations that facilitate days out. 10 groups had been consulted, with 6 returns and follow ups. A special thank you was given to the Aldingbourne Trust who had provided some useful operational insight. Due to the deadline, the usual consultation process and taking the proposal to Committee had not been possible, which was why the limited consultation had been followed.

The Group Head of Technical Services explained that there had been a slight change to the Officer recommendations. This now included a fifth site at Rustington, for which Arun would submit a bid on their behalf, but delivery and ongoing management costs would be borne by Rustington Parish Council. If all 5 bids were successful there would be 7 Changing Places toilets across the District. The Levelling Up Fund bid also included provision for Changing Places toilets at Bognor Regis and Littlehampton. If both bids were successful they would look to divert funding from the Changing Places toilets at the Regis Centre and Littlehampton Coastguard site to other locations in the District. If all 5 Changing Places toilet sites were successful in bidding there would be a cost commitment from the Council across a 10-year period of over £440,000. Those 5 sites had the approval of the target user group and were deliverable. The sites were The Regis Centre in Bognor Regis, Arundel Wildlife and Wetland Centre, Hotham Park in Bognor Regis, within the Coastguard public conveniences at Littlehampton, and the Street public convenience in Rustington. 3 of the 5 would be delivered directly by Arun, the other 2 would be delivered by Partners. The bid assessors would choose how many and which they will select to support.

Members took part in a full debate where they welcomed the contents of the report. The following points were raised:

- Could the disused toilet site in Wick be sold to provide a source of capital funding to help with the Changing Places toilets.
- The Changing Places toilets in the Wave would benefit from signage pointing to these from the beach.

Councillor Roberts wanted to see an additional Changing Places toilet in Arundel in addition to one at the Wildfowl and Wetland Centre, as this was some distance from the town centre and the train station. He then Proposed an amendment to the recommendations to include a sixth Changing Places toilet in the bid which would be in Arundel. His amendment was as follows:- recommendation 1 to change from 5 to 6 additional Changing Places toilets; recommendation 4 to be changed to a virement of £157,000 (if all 6 bids are successful); recommendation 5 part 1 the figure would increase to £157,000, and part 2 would be an additional £4,200 per toilet for four toilets. This amendment was Seconded by Councillor Staniforth.

The amendment was debated and the following points were made:

- Several Members expressed their support for the amendment.

- Would visitors need to pay to use the Arundel Wildfowl and Wetland Centre Changing Places Toilets if this was approved. The Group Head of Technical Services confirmed they would not.
- Changing Places toilets were essential, and it was critical they were placed where they were required.

Following a vote, the amendment was declared CARRIED.

Members (and a non-Committee Member given permission to speak by the Committee) then moved back to debate the substantive recommendations and the following points were raised:

- Aiming for 6 Changing Places Toilets was ambitious, there was a need to think about how the Changing Places toilets were fairly allocated throughout the whole district, which it was felt these 6 would. There may be other opportunities in the future to look at more.
- Care should be taken that the location for the Littlehampton site would not impinge on the remodelling of the sea front.
- Clarification was sought around the location of the Hotham Park site location.
- Clarification was sought around the maintenance and cleaning of the Changing Places Toilet in the Regis Centre.

The substantive recommendations were then Proposed by Councillor Edwards and Seconded by Councillor Staniforth.

The Committee

RESOLVED that

1. The submission of the Expression of Interest for funding of six additional Changing Places Toilets within the district be endorsed.
2. In the event the Council is successful in obtaining government funding for Changing Places Toilets, authority be delegated to the Group Head of Technical Services to accept the grant.
3. In the event the Council is successful in obtaining government funding for Changing Places Toilets, authority be delegated to the Group Head of Technical Services, in consultation with the Chair of the Environment & Neighbourhoods Committee, to submit any necessary planning applications.
4. A virement of up to £157k (if all 6 bids are successful) from the capital programme for toilet refurbishment for match funding of the bid be approved.
5. A recommendation be made to the Corporate Policy and Performance Committee that, in the event that government funding is awarded for Changing Places Toilets:
 - that the capital programme for toilet refurbishments is increased by up to £157k (depending on the amount of match funding required for the

Changing Places Bid) to allow the existing programme to be delivered in 2022/23.

- An additional £4,200 per toilet is included within the revenue budget (for a maximum of four toilets).

290. FOOD SAFETY SERVICE PLAN

Upon the invitation of the Chair, the Environmental Health Team Manager presented this report to the Committee. He explained that the Council were required to publish an annual Food Safety Service Plan by the Food Standards Agency. The plan set out the arrangements for recovery of the service due to the limitations on the ability to deliver normal service during the pandemic. The services delivered in the last year were consistent with advice from the Food Standards Agency. The focus for the year was to inspect newly registered and high-risk businesses first, then to look at medium rated business, which would enable a quicker catch-up. The work on Covid regulations would continue, so resources would be somewhat tied up for the rest of this year, although there had been extra external funding enabling increased resources to assist the Food Safety Programme, which would continue for the rest of this year.

Members then took part in a question and answer session as summarised below:

- Were there resources for reactive intervention if concerns were raised about a particular establishment.
- Were allergies included in the Plan.

The Environmental Health Team Manager provided answers to Member questions.

The recommendations were Proposed by Councillor Bicknell and Seconded by Councillor Walsh.

The Committee

RESOLVED

That the Food Safety Service Plan for 2021/22 be adopted.

291. HEALTH & SAFETY SERVICE PLAN

Upon the invitation of the Chair, the Environmental Health Team Manager presented this report to the Committee, which set out the Health and Safety Service Plan for the year. The Service Plan aimed to continue the support work around the Covid pandemic, and to restart certain activities such as Gas Safety in Catering.

There were no Member questions.

The recommendations were Proposed by Councillor Chace and Seconded by Councillor Bicknell.

The Committee

RESOLVED

That the Health and Safety Service Plan for 2021/22 be adopted.

292. BUDGET 2022/2023 PROCESS

Upon the invitation of the Chair, the Interim Group Head for Corporate Support presented this report to the Committee. She confirmed that it was important for all Members to be aware of the budget process. The report recognised there was a need for some resource switching in order to progress the Council's priorities, however this would be done against a backdrop of severely limited financial resources and Officer time. Therefore any changes should aim to be funded by resource switching and be cost neutral. Projects needed to be deliverable in the 2022/23 financial year, and that limited Officer support may mean deliverability of existing projects would be affected if too many new projects arose.

Some clarification was sought around the figures, which was provided by the Interim Group Head for Corporate Support.

The recommendations were Proposed by Councillor Edwards and Seconded by Councillor Chace.

The Committee

RESOLVED

That the budget setting process for 2022/23 be noted.

293. BOGNOR REGIS BEACH ACCESS OPTIONS APPRAISAL

Upon the invitation of the Chair, the Engineering Services Manager presented the report to Committee. He explained that the report followed consideration by Cabinet of a long list of options back in November 2020. These had been reduced down to 3 and the report highlighted these options, along with a fourth which was a sub option.

The report showed the limitations and why the beach access had not already been implemented. Option 4 was for roll-out matting which would not have been compliant with equalities considerations, therefore a series of decked areas had been recommended to enable access further to the sea, which would be the only option available during all states of the tide. Option 7 was a timber ramp down to the foreshore, which would cost around £550,000. Consultation would ideally happen once an option had been chosen. The prices were high, and the report highlighted financial comments on the last page. Option 4a was largely driven by a lack of funding and the inherent technical limitations.

Members thanked the Engineering Services Manager for his very in-depth report, however it was felt that the options needed to be explored further in order to find a solution to making the beach accessible to all.

Councillor Staniforth Proposed that a report be brought back to the next Committee Meeting on 17 November 2021, proposing a Working Party be set up, with Membership and Terms of Reference provided by Group Leaders in advance. This was Seconded by Councillor Worne. Members voiced support for the Proposal. During discussions on this the Chairman called a short adjournment.

The Committee

RESOLVED

That a report be brought back to the next Committee Meeting on 17 November 2021, proposing a Working Party be set up, with Membership and Terms of Reference provided by Group Leaders in advance.

294. BATHING WATER QUALITY

Upon the invitation of the Chair, the Environmental Health Team Manager presented this report to the Committee, where he explained the background to the report. Arun had 6 designated bathing waters of very good quality. The Environment Agency (EA) carried out monitoring to establish these designations. They also provided information on pollution risk forecasting, which allowed Arun to provide signage to give advice to bathers about when it may not be wise to bathe due to pollution risk. This information was also published on the EA website, however it did not directly correlate to storm water discharges, but it did look at high rainfall events. Concerns had been raised by residents and Members regarding Southern Water's discharges and the potential impact they may have had on bathing water quality.

Councillor Walsh Proposed an amendment to (i)e) which would be 'establish a system to notify Arun District Council when a sewage **and/or permitted discharge** overflow occurs'. This was Seconded by Councillor Huntley.

Members took part in a full debate on the amendment where they raised the following points:

- What information was available regarding sediment included in the discharge from farmland, which then caused major effects on coastal waters, and further impact on crustaceans and fish.
- Sewage networks were being polluted with rainwater and stormwater which put additional pressure and raised levels. Could more information on this be requested from Southern Water regarding this and short fall outlets.
- Pesticides from farms were a problem. Could information regarding this be requested from Southern Water.
- Could Arun resume the monitoring of the sea to try and get a better understanding of what was occurring.
- Could a copy of procedures for the maintenance for preventative discharge for sewage be requested from Southern Water so processes could be further understood.

Following a vote, the amendment was CARRIED.

The substantive recommendations were Proposed by Councillor Bicknell and Seconded by Councillor Walsh.

The Committee

RESOLVED that

- (i) Arun District Council write to Southern Water and request they:
 - a. confirm the reasons for the storm and wastewater discharges within Arun
 - b. outline their proposals, including timescales, for improving the existing infrastructure and reducing the frequency of discharges within Arun
 - c. outline their proposals to ensure their infrastructure will adequately accommodate future demand due to increased housing
 - d. extend the bathing water enhancement programme to additional designated bathing waters within Arun
 - e. establish a system to notify Arun District Council when a sewage and/or permitted discharge overflow occurs
- (ii) Arun District Council write to the Environmental Agency seeking a commitment to integrate sewerage infrastructure discharges into their pollution risk forecasting models.
- (iii) This Committee support any work that the Planning Policy Committee recommend be commissioned to understand wastewater infrastructure capacity and water quality issues in Arun.

295. MOTION REFERRED TO THE COMMITTEE FROM FULL COUNCIL - 1

This item was withdrawn by the Chair.

296. MOTION REFERRED TO THE COMMITTEE FROM FULL COUNCIL - 2

The Motion referred from Full Council on 15 September 2021 to this Committee for consideration was introduced by Councillor Walsh.

During discussion, in which Members showed strong support for the Motion, it was suggested the second paragraph read 'It RESOLVES to request the Chief Executive and Group Head of Planning write to ~~them~~ **Southern Water and Macquarie** asking what plans and timescales they have to'. This was supported by Members, the Proposer and Seconder.

Other points raised by Members (and a non-Committee Member given permission to speak by the Committee) were as follows:

- The sewer system could not cope, particularly with the addition of the new houses that were being built.
- The Council should send a strong message to Southern Water.
- The letter to Southern Water within this Motion could be combined with the Bathing Water Quality Item letter, agreed upon earlier in the Meeting.
- Could legal advice be obtained on a stronger course of action.
- Southern Water should be invited to attend to directly answer Member questions.
- Infrastructure improvements for the storage of clean water should be looked at.

The following amended Motion was Proposed by Councillor Walsh and Seconded by Councillor Edwards.

This Council notes with great concern that Southern Water has been fined £90m for sustained sewage discharges into seawater and water courses in our region, after earlier repeated offences. It also notes that Macquarie, a company with a history of asset stripping and profit taking, have taken a majority stake in the company.

It RESOLVES to request the Chief Executive and Group Head of Planning write to Southern Water and Macquarie asking what plans and timescales they have to:

- a) Cease such illegal discharges causing risk to public and environmental health
- b) Separate rainwater drainage from sewage networks
- c) Accommodate all the proposed new house building with main sewer connection before a) and b)

Upon taking the vote, the Motion was declared CARRIED.

The Committee

RESOLVED that

This Council notes with great concern that Southern Water has been fined £90m for sustained sewage discharges into seawater and water courses in our region, after earlier repeated offences. It also notes that Macquarie, a company with a history of asset stripping and profit taking, have taken a majority stake in the company.

It RESOLVES to request the Chief Executive and Group Head of Planning write to Southern Water and Macquarie asking what plans and timescales they have to:

- a) Cease such illegal discharges causing risk to public and environmental health
- b) Separate rainwater drainage from sewage networks
- c) Accommodate all the proposed new house building with main sewer connection before a) and b)

297. WORK PROGRAMME

The Committee then noted the Work Programme.

(The meeting concluded at 9.14 pm)

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF ENVIRONMENT & NEIGHBOURHOODS COMMITTEE ON 17th NOVEMBER 2021

SUBJECT: Arun District Council's Greenspace Tree Planting Strategy 2021 - 2031

REPORT AUTHOR: Oliver Handson, Environmental Services & Strategy Manager
DATE: November 2021
EXTN: 01903 737955
AREA: Services Directorate, Neighbourhoods Group

EXECUTIVE SUMMARY: 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.

RECOMMENDATIONS:

1. To approve and adopt the proposed Arun Greenspace Tree Planting Strategy 2021-2031 and associated planting plan

1. BACKGROUND:

1.1 In Dec 2020 Members of the Environment & Leisure Working Group were presented with a report detailing the proposed aims and objectives of a tree planting strategy for Arun, alongside guiding principles that would be followed in respect of future tree planting on Arun land.

1.2 Following this, officers have now finalised the strategy which includes a proposed planting plan for the next ten years, which has been developed following a robust site-based assessment, to ensure that the premise of 'right tree right place' is followed.

1.3 The Tree Planting Strategy and associated planting plan can be viewed in the appendices to this report.

2.0 INTRODUCTION

2.1 Arun's Greenspace Service is experienced in the successful delivery and establishment of large-scale tree planting projects and arboricultural (tree) management.

2.2 As a landowner there is significant opportunity to plant more trees on Arun owned green space over the next ten years. This will support the Council's recent declaration of a climate emergency within Arun.

2.3 It is imperative that all future planting is carried out in line with best industry practice and in a well-considered and planned way. This will ensure the best chance of sustainability and long-term health of these trees and minimise future management liabilities of this newly planted tree stock. The Tree Planting Strategy 2021 – 2031 will provide a framework to ensure that this happens.

2.4 This ten-year strategy and planting plan will be led and driven by Arun District Council. Its primary focus will be to supplement and enhance the existing tree cover and tree numbers on land under the ownership of the Council. This is because the Council will have direct control, management responsibility and liability for trees on its own land moving forward.

2.5 Whilst it seeks to be ambitious the planting plan must also be deliverable. There is no value in pushing boundaries and quantities of tree planting at the expense of best practice and quality.

2.6 Throughout this process officers have tried to look at opportunities within each ward equally and without prejudice. However, the differing availability of suitable open space within wards and existing tree stock determines what can realistically be achieved, and has therefore shaped our planting proposals.

2.7 Arun is not in a position to extend this strategy or action plan to land owned by others. We are however happy to share the best practice principles with other landowners to facilitate the successful establishment of trees.

2.8 The England Trees Action Plan May 2021, is a national document that has lots of relevance to Arun's strategy and illustrates how Arun is at the forefront of the delivery of these actions, including:

- plant more trees in towns and urban places
- working with the planners to ensure more trees are included in new development
- help fulfil the role of connecting people with trees

The link for the plan is in the background papers to this report:

3.0 DETERMINING A TREE PLANTING STRATEGY FOR ARUN'S GREEN SPACES

3.1 The strategy itself and associated planting plan has been developed by officers from the Council's Greenspace Service. It is underpinned by industry best practice and the availability of space available.

3.2 It is our aim to ensure delivery of the strategy is collaborative. It is vital however that the delivery is coordinated through a considered planting plan and underpinned by the objectives and best practice as set out in the strategy document.

3.3 On this basis, the Greenspace Service undertook consultation with all Town & Parish Councils in June 2021. They were asked to provide their views on the following;

- The proposed aims and objectives of Arun's Tree Planting Strategy
- Their own proposals for tree planting on land under their control or in collaboration with others i.e. West Sussex County Council
- Any proposals or suggestions for Arun land which they wished to be considered for inclusion in our planting plan
- Whether there was appetite and opportunity for collaborative/partnership working in respect of delivering tree planting under the Arun strategy

3.4 This was a positive initial exercise with good engagement and overwhelming support from those who responded for the principles identified within our strategy. A full summary of responses can be viewed in the appendices to this report.

3.5 Following endorsement of this report and the strategy, we will continue our dialogue with Town and Parish Councils and Community Groups to progress aspirations and involvement in the delivery of tree planting across the Arun district.

4.0 SUMMARY OF TREE PLANTING & DELIVERY

4.1 The ten-year planting plan proposes the following as a minimum;

- Approx. 33,000 whips planted
- Approx 500 standard trees planted
- Across 84 sites
- An appropriate range of both native and non-native species

4.1.1 Details of the above are provided in the strategy document contained within the appendices to this report. Proposals for planting this winter in all or part are highlighted in the report with an asterisk.

4.2 Beyond that delivery of the planting plan will be phased over ten years and will develop over this period. This will allow Arun time to consider and plan for partnership involvement (including funding contributions and grant funding) community tree planting events and initiate the successful procurement of tree supply, planting and aftercare needs as necessary to ensure best value.

4.2 Financial and physical resources are a limiting factor. Tree planting will be largely facilitated through a commitment to fund materials costs from existing service budgets. We will as far as reasonably possible, utilise the Council's in-house Tree & Maintenance Team and Greenspace Management Contractor Tivoli Group Ltd in delivery of the tree planting and aftercare arrangements.

4.3 There are a number of opportunities for third party support which are being actively pursued to aid delivery of the strategy. These include;

- Parish & Town Council's as identified in 3. above.
- Support from local business, including Arun's own contractors such as Tivoli Group Ltd
- Donations and involvement from charitable organisations e.g. Rotary Club
- Free whips available from the Woodland Trust
- External grant funding where available

4.4 Housing site open spaces are included within the planting plan. The Greenspace Service manage these open spaces and any tree contained within on behalf of the Housing Service. Tree planting within such areas can have a positive impact on the local environment and provide an important opportunity for community engagement.

4.5 The Queens Green Canopy.

The purpose of the QGC project is to thank The Queen for her exceptional service, to celebrate Her Majesty's Platinum Jubilee and to promote the importance of trees to the environment. Communities, charities, schools, youth groups, councils and landowners will be planting trees across the UK to create a lasting legacy in honour of The Queen's leadership. Arun will contribute towards this landmark through its planting programme in the winter of 2022/23. Proposals are currently being considered and will be shared in due course.

5. PROPOSAL(S):

1. For Members of the Environment & Neighbourhood Services Committee to approve the proposed Greenspace Tree Planting Strategy and associated planting plan for Arun

6. OPTIONS:

- a) To approve the strategy
- b) To not approve the strategy

7. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council	✓	
Relevant District Ward Councillors		✓
Other groups/persons (please specify) Arun Biodiversity Forum	✓	
8. 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) Tree Policy	✓	
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9. IMPLICATIONS:

Land/Management - The Council's adopted Tree Policy outlines the approach to the management of trees in its ownership. Delivery of this strategy and the future management requirements will be underpinned by the policy but will place additional resource pressures on the Greenspace Service and the Council's in-house Tree & Maintenance Team.

Sustainability - positively contributes to ADC target for 2030 carbon reduction

Financial – budget allowance for delivery from existing service budgets. All expenditure in relation to delivery of the strategy will be itemised for monitoring purposes and review, standing order and procurement requirements will be followed.

10. REASON FOR THE DECISION:

To support the Council's commitment to tackling climate change through a considered, deliverable and sustainable ten-year strategy for tree planting.

11. BACKGROUND PAPERS:

[The England Trees Action Plan \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/821111/England-Trees-Action-Plan.pdf)

12. APPENDICES

1. Greenspace Tree Planting Strategy 2021-2031
2. Summary of Parish & Town Council consultation

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Greenspace Tree Planting Strategy

2021 - 2031



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The focus of Arun's ten-year tree planting strategy will be to increase existing tree canopy and numbers of trees on land in the ownership of the Council

INTRODUCTION

There is widespread and increasing appreciation of the importance of trees in both our urban and rural communities. We must demonstrate resilience in response to increasing threats from climate change and the introduction of exotic pests and diseases.

Our trees are public assets that provide both visual amenity and landscape value and are key components of the green infrastructure that is essential to maintain a healthy and attractive environment for current and future generations. Careful selection and strategic placement of trees will provide enduring and notable benefits for our communities such as; summer shade, flood alleviation, mitigation of the effects from noise/traffic pollution, offering a positive psychological effect/sense of wellbeing and providing habitat and resource for our wildlife.

Arun's existing tree stock already has enormous value and should not be underestimated. Notably the value of existing mature trees and how efficient they are at carbon sequestration in comparison with newly planted trees and in the context of formulating the plans proposed under this tree planting strategy.

The England Trees Action Plan May 2021, is a national document that has lots of relevance to Arun's strategy and illustrates how Arun is at the forefront of delivery through the development of its strategy and links to many actions, including:

- Plant more trees in towns and urban places
- Working with the planners to ensure more trees are included in new development
- Help fulfil the role of connecting people with trees

BACKGROUND

The focus of Arun's ten-year tree planting strategy will be to **increase existing tree canopy and numbers of trees on land in the ownership of the council**. This is because the Council will have control, management responsibility and liability for these trees in the future.

The Council's aim is to ensure that delivery of the strategy is collaborative. However, it is vital that the delivery is coordinated and underpinned by the objectives and best practice as set out in this document. As the lead authority and the organisation with future liability for trees on its land, the Council must satisfy itself that any aspirations of Parish/Town Councils and community organisations in respect of tree planting on Arun's green spaces are delivered in line with this strategy.

Should organisations wish to expand the delivery of tree planting on their own land or land controlled by others, it is recommended that they follow the guiding principles outlined in this strategy. This will ensure the greatest chance of positive outcomes and future sustainability. The document will also be a useful tool in guiding tree planting within new development, where the Council would expect developers to follow best practice, and where there is the likelihood that Arun District Council will at some point adopt land and trees transferred by developers.



Aims & objectives

There are a number of aims and objectives which the Council seek to deliver through this strategy and the associated planting plan.

Our aims

- To provide clarity and consistency of purpose to our programmes of planting and establishment of new trees
- To offer a sustainable approach to maximising resources in respect of tree planting and future maintenance requirements
- To mitigate the long-term effects of climate change on our tree population and improve resistance to pests and disease
- To diversify the tree stock through new plantings and appropriate species selection. This should obviously also be the case for tree species that are vulnerable to current and future pest and diseases or those that are particularly vulnerable to a warming climate, for example Ash
- To ensure the principle of 'right tree right place' underpins all planting proposed under the strategy
- To create a tree planting legacy in Arun for decades to come

Our objectives

- Develop a deliverable 10-year planting plan which is underpinned by the principles set out in this strategy
- Determine a target for the numbers of trees planted over the strategy period and an outcome in the increase in canopy cover that this will deliver
- Encourage and support community involvement in tree planting and especially with aftercare (watering, mulch application, reporting significant damage or disease), to increase the tree stock in a way that satisfies stakeholders and encourages a sense of ownership/guardianship
- Promote the 'natural regeneration' of any existing tree resource at locations where this can be appropriate
- Prioritise the use of native tree species in or adjoining areas of high conservation value

Benefits of adherence

There are many benefits associated with a well-planned strategy and planting programme based on best practice principles.

These benefits include:

- Excellent survival and establishment rates (>95%) – i.e. trees that are healthy, of good form and with successful root development
- Low maintenance requirements per tree and preservation of natural aesthetically pleasing form, throughout the tree's lifespan
- A positive, pre-emptive response to anticipated increases in development and population density by ensuring greater harmony of developing trees with surrounding hard structures and the wider built environment
- Significantly reduced recourse to potentially damaging and costly pruning measures, e.g. pollarding, crown reduction
- Reduced incidents of footway disruption and damage to light construction (e.g. hard landscape features, boundary walls, utility apparatus). Negligible amount of tree-root related damage events to private property and incurred liability in the event of subsidence claims
- A long-term increase in the quantity, amenity value and shared sense of ownership/guardianship of our tree stock

95%
**Survival and
 establishment
 of healthy trees**



Best practice

The Council will undertake and follow the guiding principles as set out below in the delivery of the Tree Planting Strategy.

Pest and disease resilience

- Maintain awareness of current threats through continued networking with professional colleagues nationwide and from industrial and government bodies
- Maintain awareness and considered use of, species/varieties with proven disease resistance when addressing specific threats (e.g. Dutch elm disease) or propagate from trees displaying the same (e.g. Chalara ash dieback)
- Over reliance on particular tree groups can inhibit biodiversity as well as leaving tree populations vulnerable to significant damage if there are outbreaks of host-specific harmful pests and disease. We will endeavour to plant no more than 10% of the same tree species, no more than 20% from the same genus and no more than 30% from the same family, during our annual planting programme

Appropriate site/tree selection

- Site/tree selection; matching tree types to site conditions to achieve high rates of strong establishment and reduce plant stress/post-establishment maintenance pruning
- Consideration of ultimate size and spread; species/cultivars selected will be of a form at maturity that complements the available space, above and below ground, in order to reduce likelihood of significant future pruning. Investigating and avoiding utility apparatus above and below ground.
- Consider NHBC (National House Building Council) building near trees. Provides useful information relating to approximate mature height and water demand of commonly encountered tree types.
- Shared reporting of significant disease(s) observed. History of disease on site or in wider geographical area.
- Soil properties (drainage, pH, soil type and structure).
- Presence of potential 'frost hollows'. Is there exposure to prevailing and localised (venturi effect) winds or exposure to salt-laden winds?
- Vulnerability to seasonal waterlogging or drought events.

Ensuring high quality procurement

- Source external plant material from certified UK Homegrown suppliers (preferably local but not at the expense of stock quality).
- Requirement for 'plant passports'.
- Local provenance wherever exploitable.
- Consider seed harvest from and propagation (limited scale) of specimen trees. Arboretum trees (historic association, e.g. cork oak / *Quercus suber*) to be supplemented from existing gene bank.
- Seed collection and propagation/ establishment of trees with local provenance, utilising in-house facilities is an aspiration

Planting methodology – the handling, planting and maintenance of new trees

Timing and quality of planting operations

- Optimum tree planting months are December and January, but operations may take place anytime between mid-November and mid-February, subject to prevailing weather and ground conditions.
- Planting outside of that 'traditional' tree planting season is considered undesirable on account of the higher intensity of management required to ensure establishment and risk of physiological stress leading to poor pathogen resistance. It is recognised that fluctuations in plant phenological periods may shorten or extend the optimum planting period.

Tree dimensions at planting

- Selected standard trees, 10-12cm girth at 1.0m height are preferred (min. 8-10cm to max. 12-14cm). Fully containerised trees ideally not to exceed 45L in pot volume due to manual handling considerations.
- The use of larger specimens will be exceptional, likely to require mechanised handling and negotiated with the client/ contractor on an individual basis.



Best practice (continued)

Pit preparation

- Tree pits will be rectangular in shape with a minimum length and width of 75cm
- The base of all tree pits shall be forked over to a minimum depth of 15cm below containerised root system and the side walls perforated, to encourage developing roots to access the surrounding soil

Installation

- Tree roots are always to remain covered to prevent desiccation of fibrous material. Container or wrap to only be removed immediately prior to installation and then roots to be promptly covered with infill material. Avoid planting when/where cold, drying winds persist
- Root collar must be level with adjacent ground levels and kept free from contact with mulch applications and strimmer guards
- Irrigation tube (perforated 60mm diameter plastic) to be wound around tree roots from base of pit and to approximately 10cm proud of surface
- Quality topsoil/peat-free compost to be reintroduced back into the tree pit with some original material incorporated and progressively 'firmed in' to prevent excessive settlement

Tree support

- The level of support used will be a compromise between the need to protect the tree from mechanical damage and encourage stem agitation from prevailing wind during early stages is helpful to the development of a strong root system

- At least one stake will be installed as standard, additional stakes at the discretion of the supervising officer. Where two stakes are preferred, a crossbar arrangement is preferred with a single wrap-around strap and spacer
- Single stakes should be positioned on the prevailing windward side and cut off immediately above the securing tie, to avoid stem chafing and installed at a depth (min.600mm) so far as to provide rigid support to the tree for a minimum period of 3 years
- Upright stakes are preferred (for bare root trees where rooting pattern allows) but may be positioned obliquely where necessary to protect containerised stock

Tree protection

- All trees will be fitted with a short but durable grille strimmer guard, secured with cable tie(s) and into the ground with bio-degradable pegs
- The use of spiral tree guards is controversial as the majority are not bio-degradable, they are unsightly, add to litter problems etc. They also tend to cause spindly growth, due to a reduction in space and light and can be hard to remove as the sapling grows
- Wire mesh cages are optional and will be specified as an additional item by the supervising officer, on sites where there is a perceived significant risk of mechanical damage

- Min. 5cm - max. 10cm depth of composted bark/woodchip mulch will be applied evenly across surface area of the tree pit (leaving a min. 5cm gap all around stem base).

Tree aftercare

- Formal and shared record of 'young tree maintenance' to be prepared and updated annually, to ensure all newly planted trees are captured on a minimum 3 year programme.
- Routine tasks in addition to ad-hoc intervention will include; weeding, application of composted bark mulch/soil dressing, formative pruning, adjustment of stakes and ties as required and to include reduction from full to half-stake height as soon as viable. The aim is to have all standard trees free-standing 3 years after planting.
- Irrigation is to be carried out at the instruction of the supervising officer.

Tree species/cultivar selection

- Appropriate tree types will be determined following careful consideration of the site's unique characteristics and the objectives of the planting scheme.
- Tree types vulnerable to current disease threats and/or the subject of plant health orders will be avoided. Alternative species and cultivars of proven resistance will be considered.

- We will aim for a strong theme of uniformity in some areas where it is appropriate, using a minimal number of tree types for greater visual impact and the promotion of plant communities.

Tree Characteristics

- Ultimate size and spread; species/cultivars selected will be of a form at maturity that complements the available space.
- Consideration of rooting pattern and vigour.
- Plant association – negative/positive influence on adjacent tree/shrub cover, on and off-site
- Fruit type and quantity; we shall not encourage the introduction of heavily fruiting trees such as Malus 'John Downie' or any orchard-type varieties cultivated specifically for their fruit, unless specifically looking to deliver orchard areas
- Avoidance of propensity to produce low-level epicormic/basal growth in the absence of heavy pruning work.
- Avoidance of propensity to produce 'suckers' growth.
- Avoidance of poison fruit, seeds and foliage
- Avoidance of propensity to development large thorns and sharp growth at low level (e.g. Gleditsia, Robinia, Kalopanax sp.).

"It is very likely that climate change will have serious impacts on drought sensitive tree species on shallow, free-draining soils, particularly in southern and eastern England."

Forestry Commission 2013



Best practice (continued)

Whip planting

The planting of whips alongside standard trees has many different benefits

- Whips are young bare-root saplings, usually around a year old that can be bought in bundles or as single plants. Whips are normally available between November and March and come in three sizes: 30-45cm, 45-60cm and 60-90cm, the 45-60cm establish the most successfully and are suitable for large-scale planting schemes
- Whips are easier to plant than standard trees and can be a great way to get communities involved, looking after the trees will be an ongoing project; keeping them weed free, noting vandalism, checking tree guards etc.
- Whips can be used for a variety of reasons, such as hedge planting, creating scrub areas or re-wilding
- Hedge planting can create valuable habitats and corridors for wildlife, new hedgerows that link with existing hedgerows or other habitats such as scrub or woodland are particularly valuable for wildlife and biodiversity
- The planting of trees and hedgerows can create a natural barrier to flood waters, reduce sediment drawn into watercourses and increase water absorption into the ground. Trees can also capture pollutants contained in run-off such as fertilisers and pesticides

- Rewilding is now a choice for land management as it helps restore ecosystems and supports great biodiversity. Whip planting can be labelled as a low-cost method of ecological restoration, restoring native plants to habitats is vital to preserving biodiversity across the district. By creating a mosaic of native plant gardens/re-wilding areas across the district each patch becomes part of a collective effort to nurture and sustain the living landscape wildlife
- The planting of whips features prominently in our tree planting plan

Climate change

There is uncertainty in the predictions for future seasonal weather patterns and the occurrence of extreme weather events becoming more prevalent. Current projection is a trend towards hotter, drier summers and warmer, wetter, windier winters. It is therefore prudent to consider the use of both native and exotic species. This will build-in longer term resilience and allow us to 'hedge our bets'.

Trees and development

The Greenspace Service are consulted on new development proposals, considering relevant policies, statutory obligations and council objectives. We will advise and guide developers to the best practice outlined in the strategy once it is in place. Proposals under developments on private land are externally specified, then further assessed and advised through the consultation process. Applications are generally provided with a Local Planning Authority (LPA) Greenspace recommendation before determination is given.

Public Open Space areas including proposals for tree planting within development sites are subject to the LPA scrutiny as above, but don't necessarily have to conform to one set policy requirement, rather the adopted SPD's, design guide and adopted strategies and consideration of central government requirements i.e. Biodiversity Net Gain requirements, coming forward with the Environment Bill.



Planting plan

* Denotes sites where part/full planting is proposed in year 1
** Denotes commitment for additional tree planting under strategy but reliant on other factors before determining scope

Site name	Ward	Whips	Standards
Aldwick Green	Aldwick East	24	1
Barrack Lane POS	Aldwick East	150	1
West Park*	Aldwick East	1000	8
Avisford Recreation Ground	Aldwick West	100	3
Queens Field Recreation	Aldwick West	0	7
Rose Green POS	Aldwick West	0	3
The Oaks POS	Aldwick West	0	2
Bewley Road Estate	Angmering & Findon	0	2
Findon Cemetery	Angmering & Findon	1000	4
Findon Recreation Ground	Angmering & Findon	1950	0
Lloyd Goring Close	Angmering & Findon	0	3
Palmer Road Recreation Ground**	Angmering & Findon	0	0
Older Way	Angmering & Findon	0	2
The Oval*	Angmering & Findon	0	5
Arundel Cemetery**	Arundel & Walberton	0	0
Canada Road POS*	Arundel & Walberton	700	4
Midsway	Arundel & Walberton	400	6
Arundel Orchard*	Arundel & Walberton	0	3
Garden Crescent POS	Barnham	120	3
Marshall Close*	Barnham	0	3
St.Richards Rd & Ivy Lane	Barnham	750	5
Mewsbrook Park - Ruby Gardens	Beach	50	0
Mewsbrook Park	Beach	2000	30
Middle Mead POS	Beach	100	14
Norfolk Leisure Gardens	Beach	0	17
Norfolk Leisure Gardens Pitch & Putt	Beach	3000	19
The Cloisters POS	Beach	125	5
The Whapple POS 1*	Beach	390	8
Trinity Way POS	Beach	0	5
Berghestede POS	Bersted	0	2
Bersted Park (inc. all fields)*	Bersted	8500	36
Chalcraft Cemetery	Bersted	0	4
Holly Court*	Bersted	0	2
Meadow Way	Bersted	0	2
Rowan Way POS	Bersted	300	2
The Brooks*	Bersted	3000	3
Brookfield Park*	Brookfield	2000	33
Columbine Way POS	Brookfield	0	10
Littlehampton Cemetery	Brookfield	0	10
The Faroes POS	Brookfield	120	10
Windward Close POS	Brookfield	0	11

Site name	Ward	Whips	Standards
Hearnfield Road POS	Courtwick & Toddington	0	2
Helyers Green	Courtwick & Toddington	2000	25
Heo Green	Courtwick & Toddington	500	8
Linnet Close East POS	Courtwick & Toddington	30	10
Linnet Close West POS	Courtwick & Toddington	0	13
Sunken Lane*	Courtwick & Toddington	1500	10
Wickbourne Estate/Greenfields	Courtwick & Toddington	500	3
Worthing Road Recreation Ground	Courtwick & Toddington	500	10
Langmead Recreation Ground*	East Preston	600	15
Lashmar Recreation Ground	East Preston	500	0
Felpham Site 6**	Felpham East	0	0
King George V Recreation Ground*	Felpham East	0	5
The Hartings POS	Felpham East	150	4
Old Rectory Gardens**	Felpham West	0	0
Glebelands Recreation Ground*	Ferring	0	7
Felpham Recreation Ground	Hotham	40	8
Hotham Park*	Hotham	0	2
Bognor Mounds	Hotham	0	0
Ladybrook Orchard*	Hotham	0	1
Marine Park Gardens**	Marine	0	0
The Steyne Gardens	Marine	0	1
Bognor Mounds	Marine	0	4
Waterloo Gardens**	Marine	0	0
Rock Gardens	Marine	0	16
Cootes Lane*	Middleton on Sea	0	3
Juniper Close POS	Middleton on Sea	0	1
Larksfield Recreation Ground	Middleton on Sea	100	9
Larksfield Recreation Ground Extension*	Middleton on Sea	0	3
Silver Birch Drive POS	Middleton on Sea	0	1
Bognor Cemetery	Orchard	0	14
Laburnum Recreation Ground	Orchard	0	12
Amberley Green Estate	Pevensey	0	6
Monterey Gardens POS	Pevensey	105	2
Linden Park Recreation Ground	River	500	3
Marina Gardens	River	0	2
Oyster Pond	River	0	8
Brickfields Recreation Ground*	Rustington West	500	11
Giles Close/Cobham Close*	Yapton	0	2
May Close POS	Yapton	150	2
Tack Lee Road	Yapton	30	0
Wooldridge Walk POS*	Yapton	0	3
TOTAL		33,484	513

Deviations & additions to the planting plan

- 1** Replacement for trees subject to Tree Preservation Order – to be agreed with the local planning authority (LPA). (May also be subject to conditions of consent or represent a legal duty as described in The Town and Country Planning (Tree Preservation) (England) Regulations 2012)
- 2** Replacement for trees felled within a conservation area - as per agreement with LPA
- 3** Where necessary to preserve and sustain established, prominent local tree groups (landscape features) of high amenity value
- 4** Where necessary to perpetuate a prominent single tree (specimen of local importance) feature
- 5** Some removal of established trees for whatever reason can create an opportunity to relieve ourselves of a maintenance burden (where the cost of retention outweighs the present amenity/ environmental value). In this event, and where an alternative tree type would not satisfy our criteria, a new more appropriate location should be sought nearby. This will be considered as an addition to the approved planting plan and within the same ward
- 6** Where an additional opportunity presents itself, which may include open space adopted during the duration of this plan, and only with the approval of the council's arboricultural officer
- 7** Where a suitable opportunity presents itself, the consideration of strategic land purchase to expand the remit of planting proposals under this plan

Outcomes

Key outcomes from the delivery of this strategy and planting plan will include;

- 1** The planting of a minimum of 33,000 whips and 500 standard trees across the 10 year plan
- 2** A Carbon sequestration calculation of 1,942,300 kg based on the proposals under this strategy¹
- 3** Raising the profile of climate change and the benefits of trees by delivering a number community planting events across the district and over the course of the strategy

¹ All trees are great environmental contributors they are all doing their bit to lock up carbon by taking carbon dioxide out of the air and converting it into their structures. Calculation is based on 'Barcham Top Trunks' which gives a guide to the extent that carbon is stored per variety. The measurement is the estimated maximum dry weight of carbon at maturity, i.e. the longer a tree lives and the larger it gets the more contribution it delivers.



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Do you agree/disagree with the following emerging aims of the Arun TPS						
Town/Parish Council	Q1.A To offer a sustainable approach to maximising resources in respect of tree planting and future maintenance requirements.	1.B To mitigate the long term effects of climate change on our tree population and improve resistance to pests and disease.	1.C To diversify the tree stock through new plantings and appropriate species selection.	1.D To ensure the principle of 'right tree right place' underpins all planting proposed under the strategy	1.E To create a tree planting legacy in Arun for decades to come.	Q2 Are there any Arun managed parks or open spaces within your Town/Parish boundary that you feel we should consider for inclusion within our 10 year planting plan? Summary as per below.
Aldwick	Agree	Agree	Agree	Agree	Agree	Avisford, West Park, The Nurseries, The Oaks, Queensfield.
Angmering	Agree	Agree	Agree	Agree	Agree	Decoy woods, St Nicks and Downs way but not sure whether these spaces are Arun or WSCC
Bognor (response via Bognor in Bloom C'ttee)	Agree	Agree	Agree	Agree	Agree	Hotham Park – there are some very old and mature trees here. There should be ongoing planting of new trees to replace the older ones, in the future. Perhaps more hedgerows around the edge of the Park would be beneficial. Waterloo Square, Steyne Gardens, Bognor Regis Promenade, Bognor Regis Town Cemetery, Hampshire Avenue playground, London Road car and coach park, Bognor Regis Community Orchard (Brooks Lane), Hothampton Sunken Gardens It is also important to replace loss of street trees. For example, at Glenway, Annandale Avenue and Victoria Drive.
Clapham	Agree	Agree	Agree	Agree	Agree	N/A
Eastergate & Barnham	The Committee agreed that the Clerk would send a response on their behalf which would not directly respond to the questionnaire but would instead inform them that the Council was always looking at opportunities for additional or renewed tree planting schemes in the Parish, both on it's own land, and where possible in partnership, and would welcome a dialogue with ADC if they had any aspirations for tree planting in areas within the Parish.					
Felpham	Agree	Agree	Agree	Agree	Agree	King George V, Longbrook Park, Old Rectory Gardens, Blake's Mead – various areas
Ferring	Agree	Agree	Agree	Agree	Agree	Glebelands, Little Twitten, Village Green.
Findon	Agree	Agree	Agree	Agree	Agree	Homewood play area, corner of Horsham Road Findon Cemetery Green at bottom of Lime Road
Littlehampton	Agree	Agree	Agree	Agree	Agree	The only Arun DC open space area is the green by Cootes Lane opposite St Nicholas Church. Some new trees planted about 18 months ago but area unlikely to take any more trees.
MOS	Agree	Agree	Agree	Agree	Agree	
Patching	Agree	Agree	Agree	Agree	Agree	No
Rustington	Agree	Agree	Agree	Agree	Agree	Brickfields, Westlands, Rustington/Littlehampton
Slindon	Agree	Agree	Agree	Agree	Agree	N/A
Yapton	Agree	Agree	Agree	Niether Agree/Disagree	Agree	There are no formal Arun managed parks or open spaces within the Parish boundary, but there are probably open spaces associated with Arun District housing stock which should be included.

Town/Parish Council	Q3. If you listed any sites above, does your Council have any specific view or ideas concerning the type of planting you feel would be appropriate for these areas?	Q4. Does your Council have any aspirations for tree planting on land under your own control in the next 5-10 years?	Q5. Detail for previous question
Aldwick	Naturalised 'Country Park'-type planting	Yes	We own almost no land ourselves, but intend to work with others to plant more trees. We are keeping a register of suitable planting sites, such as ADC and WSCC-owned land.
Angmering	keep to woodland and parkland with indigenous trees supported by proper maintenance schedule. Replace any trees taken down with 2 replacements.	Yes	Mayflower Park
Bognor (response via Bognor in Bloom C'ttee)	Hotham Park is also an area where non-native trees are appropriate, so perhaps thought could be given to trees that will be more heat/drought tolerant in the future. A tier (age) replacement strategy could be implemented long term, to aim to plant younger trees to replace over mature ones, particularly in Hotham Park, as previously mentioned. More fruit and nut trees should be planted at the location above (where appropriate) as a future food source. Wildflower meadows could also be planted at some sites.	Don't know.	
Clapham	N/A	Yes	Patching Walnut As part of Treebillie 2022
Eastergate & Barnham			
Felpham	Must take into consideration any access issues for paths and roads, to ensure safety is not compromised by overgrown/falling branches etc. To ensure access to all parts of the tree for ongoing care is available without impact to the above and additionally to prevent encroachment into peoples private land. Good use of evergreen type trees. Must ensure that access to existing lighting, either natural or from path/road lights is sufficient to ensure safety both from maintainers and for public using paths/roads etc.	No	However we would be interested to identify and work with ADC to see if there is any mutually acceptable opportunities for cooperation.
Ferring	We would support long term rotational planting of appropriate class trees.	No	
Findon	Mostly indigenous but in the cemetery there is scope for evergreens as is traditional in burial places.	Yes	We plan to plant trees around the basketball court near the village hall and around Nepcote Green.
Littlehampton		Yes	Littlehampton Town Council has the following Priority: Tree Planting and Wildflower Meadow Priority Actively seek opportunities to increase tree planting as appropriate and deliver Wildflower Meadow Planting Scheme if trial scheme is successful. Ongoing (Liaison with County Council on Infrastructure projects and with Arun District Council Parks and Landscapes team as appropriate.) The two priorities under this heading are ongoing and would see a scheme to replace the trees on the western boundary of Rosemead Park and if possible managed wildflower planting along the new Fitzalan Link Road. The latter would be subject to the support of West Sussex Highways who would be adopting the new road. Trial scheme of wildflower meadow planting to be taken forward using rear garden at Manor House, explored through changes to arrangements for planting / floral contract and to be explored with WSCC re potential use of roundabouts. If successful, Wildflower Meadow scheme to be expanded.
MOS	There are no Arun DC managed sites in the parish	Yes	The only land under Parish Council control is Shrubbs Field. A project has been identified for planting of trees and hedgerow along the field that runs by Elmer Road. The area under consideration is from the Jubilee Hall to St Nicholas Church. The Parish Council are also looking at constructing a Memorial Garden with suitable planting in Shrubbs Field by the Church.
Patching	N/A	N/A	No land under Patching Parish Council control
Rustington	any future strategy.	Don't know.	Rustington does not have capacity for any further trees on its own land, but should any need removal due to poor health or other associated damage, they would need to be replaced accordingly
Slindon	N/A	Don't know.	
Yapton	I would expect Arun to follow the points identified in Question 1 and defined in	Yes	The answer is yes - probably. The Parish Council installed a bund around the King George V Playing Field in 2020 as a security defence against the incursion of travellers onto the playing field. There are a couple of areas of the bund to the north-east of the field which have been identified as areas for the creation of wild gardens or meadows. The first of the areas, the smaller of the two, will be cleared this autumn and planted with wild grasses and flowers. The second area, and the larger of the two, could be used to plant trees in the future.

Town/Parish Council	Q6. Does your Council have any aspirations for tree planting on land owned by others - for example in partnership with WSCC on highway verges in your area?	Q7. Detail for previous question	Q8 a) Would the Town/Parish consider a financial contribution toward the purchase/planting/aftercare of trees
Aldwick	Yes	We have allocated money and sent details of 12 street trees we wish WSCC to plant in Winter 2021/22, and retain a list of others sites and funding becomes/is made available.	Yes – but we would also be prepared to provide match-funding.
Angmering	Yes	Along 259 opposite Sainsbury's to blue star roundabout	No financial contribution
Bognor (response via Bognor in Bloom C'ttee)	Yes	The Bognor Regis in Bloom Working Group are enquiring with WSCC the possibility of tree planting on the grassed area of the junction of Nyewood Lane/Hawthorn Road. As part of the Queen's Jubilee, the Working Group are looking to plant trees through the Queens Green Canopy. Various locations for these are currently being discussed.	Don't know.
Clapham	No		No
Eastergate & Barnham			
Felpham	Yes	As per question 5: We would be interested to see if there are opportunities for cooperation in providing trees for planting in some areas around Felpham, including the open spaces managed by ADC. This would be part of our efforts in making Felpham a welcoming and environmentally great place to be and visit.	Don't know.
Ferring	Don't know.		Yes
Findon	Yes	We are hoping that WSCC will replace trees lost on verges.	Yes, subject to Parish Council approval
Littlehampton	Yes	As previous.	No
MOS	Yes	1)A wild life corridor from the Country Park along the A259 to Comet Corner (South Side) 2)A wild life corridor running along the West side of Yapton Road from Comet Corner to the junction at Dukes Motors roundabout. 3)Tree Planting adjacent to the proposed new roundabout at Comet Corner together with deer fencing to protect the vegetation 4)A mini wood at the South side of the A259 adjacent to Comet Corner going south towards Middleton-on-Sea which would form a buffer against development going all the way towards the Dukes Motors roundabout. This would be a similar wood that was planted by the parish in 1992 under licence from West Sussex County Council called Comet Copse which now has some maturity and does blend with the landscape. This planting also helps to reduce pollution from the traffic on the A259. 5)The A259 Feasibility Study will close Worms Wood road, this will create a triangle of land (owned by West Sussex County Council) from Worms Wood road to the A259 by the Comet Corner junction.	Yes
Patching	No		No
Rustington	Don't know.	land owned by other authorities.	Don't know.
Slindon	No		Don't know.
Yapton	Don't know.	This is something the Parish Council could easily discuss as a future aspiration for	N/A

Town/Parish Council	Q8.b) Would the Town/Parish consider supporting tree planting through volunteer or 'in kind' contribution to help deliver tree planting schemes or aftercare requirements	Q9. Anything else?
Aldwick	Yes	We wholeheartedly support the intent for more tree-planting and would suggest you also contact Places for People who have very large areas of open grassed areas suitable for tree-planting in their Willowhale Estate. We can support this approach if required.
Angmering	Yes Volunteer/In Kind	
Bognor (response via Bognor in Bloom C'ttee)	Yes	The strategy should aim to include robust plans for maintenance and aftercare, as well as the tree planting. Any removed trees should always look to be replaced. Review of the Tree Preservation Order making ALL trees 'protected' over a certain height (2 metres) and girth (5 cm). Permission from ADC before removal of trees by homeowners, including small fee for removal by the Council. More trees to be planted on housing estates and new developments to include tree lined car parks for shade and to prevent reflection of heat back into the atmosphere. Tree sponsorship (businesses) and memorial scheme (domestic) to be expanded. Tree information workshops for locals, to encourage knowledge and benefit of trees. Consider inputting new tree planting schemes/area onto the Green Map.
Clapham	No	
Eastergate & Barnham		
Felpham	Don't know.	Re question 8: We would be willing to explore what opportunities there may be in working with ADC. At this stage there is insufficient detail to fully commit but we are happy to sit down and see what may be possible
Ferring	Yes	
Findon	Yes, we have an active volunteer group involved with village conservation	It is good to see that Arun Council is actively creating a tree planting strategy and hope to be involved with resulting initiatives. Please keep me informed of any projects planned for Findon Village. Matthew Ward, Findon Village Tree Warden
Littlehampton	Don't know.	Members expressed support for the overall strategy as trees were attractive and environmentally valuable. In addition to highlighting the Town Council's priorities in this respect, Members also wished to see more done to encourage the planting of trees on verges and engage the support of residents by encouraging them to look after trees planted on the public verges.
MOS	Yes	Most if not all of the land available for tree planting is on land owned by West Sussex County Council. The Parish Council have considered a number of tree planting schemes which have been put before West Sussex County Council without success. It is worthy of note that the land that West Sussex County Council own in the parish which is covered by three farms that now lie derelict (Poultry Farm Yapton Road, Guernsey Farm Yapton Road and Elms Farm Ancton Lane) would benefit from a scheme to improve the outlook of these sites if it is the intention of West Sussex County Council to let these sites become more of an eyesore than they currently are. It is worthy of note that tree planting on all the sites mentioned in question 7 will help to improve the flooding issues that these parcels of land have and the impact that flooding has on the parish
Patching	Don't know.	Patching falls within the South Downs National Park. On this basis it is unclear whether this scheme is applicable to Patching parish.
Rustington	Don't know.	
Slindon	Don't know.	Slindon lies within the South Downs National Park. Whilst we do not have specific plans to plant more trees at the moment, it is highly likely to participate in the Queen's 70th Tree Jubilee Treebilee. If any trees are felled then other trees will be planted to replace them.
Yapton	N/A	As mentioned earlier, there may be opportunities to plant trees on the King George V Playing Field in Yapton, and maybe on other land in the village. It would be useful if Arun District Council Parks section were available to advise on the suitability of trees to plant in these areas.

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF THE ENVIRONMENT AND NEIGHBOURHOOD SERVICES COMMITTEE ON 17TH NOVEMBER 2021

REPORT

SUBJECT: Off Street Parking Strategy 2021-2026

REPORT AUTHOR: Calvin Baylis
DATE: September 2021
EXTN: 01903 737649
AREA: SERVICES

EXECUTIVE SUMMARY:

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.

RECOMMENDATIONS:

To formally adopt the Council's Off-Street Parking Strategy 2021-2026 as shown on Appendix A.

1. BACKGROUND:

- 1.1. Parking is a valuable asset for a council. Provision of good parking can help an area to thrive, reduce nuisance parking and provide an income for the Council that we can re-invest in our car parks for the benefit of all.
- 1.2. Although many of the strategies and policies of the Council will involve the way in which car parks are operated in the future the Council has not had a specific vision or strategy for the Off-Street car parks.
- 1.3. In order to ensure that there is clear direction in planning for the future it is important that the Council has a vision of what it wants for its Off-Street car parks.
- 1.4. The Strategy will set out a framework within which we can develop detailed aims and objectives to achieve our vision for our car parks.
- 1.5. To assist in writing the strategy a review of other Strategies has been completed. Group Heads and other Officers associated with parking were also consulted.

2. CREATING THE VISION

2.1. The vision for the Councils Off-Street car parks cannot stand in isolation from what the Council wishes to achieve in its overall vision for the district. Therefore, it must consider and support other strategies and policies. In particular the following:

- Digital Strategy
- Financial Strategy
- Carbon Strategy
- Regeneration Plans

2.2. The Strategy includes the following Vision:

We will provide safe well maintained car parks that meets the needs of the residents, shoppers and visitors to Arun, providing an income for the Council as well as supporting economic growth, promoting a sustainable environment and creating a positive parking experience.

3. TECHNOLOGY

3.1. Customers increasingly expect to have the option of buying tickets and managing their stay in car parks by using technology that doesn't require payment by cash.

3.2. We have introduced pay by phone (RingGo) into all our car parks and we have some Card/Contactless Pay & Display machines. All machines at the moment still accept cash.

3.3. However, the pandemic caused a huge increase in customers wishing to pay by card rather than cash, so we need to ensure that is an option in all our car parks. We also need to consider whether it's time to consider removing cash as a payment method option.

3.4. We will be introducing Virtual Permits which will allow the customer the ability to make immediate changes to their details such as the vehicle registration

4. IMPLEMENTING THE STRATEGY

4.1. In order to implement the Strategy an Action plan has been produced (Appendix B of the Strategy).

4.2. This will be a living document which will need to be reviewed and updated regularly. Actions are set out with timescales for implementation and a measure of their success. Two actions have specific dates for commencement and completion. These are

- Installation of Electric Charging Points in the Councils public car parks from 2022.

<ul style="list-style-type: none"> • All Pay & Display Machines to be Contactless and cash to no longer be collected by 2024 <p>4.3. All actions have the objective of improving the car parks service year on year leading to improved customer experience and maximising the use of car parks to support the needs of businesses, workers, shoppers and visitors.</p>																													
<p>2. PROPOSAL(S):</p> <p>To formally adopt the Councils Off-Street Parking Strategy 2021-2026 and approve the process of implementation of that strategy through an Action Plan (Appendix B).</p>																													
<p>3. OPTIONS:</p> <p>Not to formally adopt the Councils Off-Street Parking Strategy 2021-2026 and approve the process of implementation of that strategy through an Action Plan (Appendix B).</p>																													
<p>4. CONSULTATION:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 65%;"></th> <th style="width: 17.5%; text-align: center;">YES</th> <th style="width: 17.5%; text-align: center;">NO</th> </tr> </thead> <tbody> <tr> <td>Has consultation been undertaken with:</td> <td></td> <td></td> </tr> <tr> <td>Relevant Town/Parish Council</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Relevant District Ward Councillors</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Other groups/persons (please specify)</td> <td></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table>				YES	NO	Has consultation been undertaken with:			Relevant Town/Parish Council		✓	Relevant District Ward Councillors		✓	Other groups/persons (please specify)		✓												
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<p>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 65%;"></th> <th style="width: 17.5%; text-align: center;">YES</th> <th style="width: 17.5%; text-align: center;">NO</th> </tr> </thead> <tbody> <tr> <td>Financial</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Legal</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Human Rights/Equality Impact Assessment</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Community Safety including Section 17 of Crime & Disorder Act</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Sustainability</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Asset Management/Property/Land</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Technology</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Other (please explain)</td> <td></td> <td></td> </tr> </tbody> </table>				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)		
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Other (please explain)																													
<p>6. IMPLICATIONS:</p> <p>Through the strategy we will be able to deliver the following benefits:</p> <p>Financial Appropriate management and charging structures to support vitality and economic growth.</p> <p>Community Safety including Section 17 of Crime & Disorder Act Reduce Crime by implementing the guidance provided when applying for the Safer Parking Awards</p>																													

Sustainability

Promoting a sustainable environment by installing Electric Vehicle Charging points

Asset Management/Property/Land

Investment in car parks through a planned Investment Strategy to ensure they are fit for the future

Technology

Employment of enhanced technology and information to improve customer experience

Other

Appropriate management and charging structures to support vitality and economic growth.

7. REASON FOR THE DECISION:

To implement a new Off-Street Car Park Strategy

8. BACKGROUND PAPERS:

None

Off-Street Parking Strategy 2021 - 2026

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Introduction

Arun District Council own and operate 22 Pay & Display off street car parks. These car parks are located in Bognor Regis, Littlehampton and Arundel.

The car parks are defined as short stay, long stay or seasonal depending upon their location and charging structure. The short stay and long stay car parks are within the town centre while the seasonal car parks are mainly on the seafront and have a summer and winter charging structure.

Arun District Council also act as agents on behalf of the West Sussex County Council enforcing on street regulations as well as regulations which cover our Off Street car parks.

With the continuing growth of the district (14% population growth by 2031 - 80% of those in the over 60 age group) and with the coastal area popular with visitors an overall increase in parking infrastructure is anticipated. The Strategy aims to balance the needs of residents, businesses, and visitors, helping to provide the accessible parking that people need with a positive parking experience and support the sustainability of our local places.

The Strategy is supported by an Action Plan which sets out improvements that will be delivered in the short to medium term, and aspirations for the longer term.

Content

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Our vision for parking

We will provide safe, well-maintained car parks that meet the needs of residents, shoppers and visitors to Arun, providing support for economic growth, promoting a sustainable environment and creating a positive parking experience.

Why do we need a strategy?

Parking is a valuable asset for a council. Provision of good parking can help an area to thrive, reduce nuisance parking and provide an income for the council that we can re-invest in our car parks for the benefit of all.

The Parking Strategy will set out a framework within which we can develop detailed policies to achieve our vision for parking.

Through the strategy an Action Plan can be created to deliver the following benefits:

- Investment in car parks through a planned Investment Strategy to ensure they are fit for the future
- Employment of enhanced technology and information to improve customer experience
- Appropriate management and charging structures to support vitality and economic growth.

Provide safe parking

The Safer Parking Scheme is managed by the British Parking Association (BPA) on behalf of Police Crime Prevention Initiatives Ltd.

A *Park Mark* is awarded to parking facilities that have met the requirements of a risk assessment conducted by local police. These requirements mean the parking operator has put measures in place to help deter criminal activity and anti-social behaviour, thereby doing everything they can to prevent crime and reduce the fear of crime in their parking facility.

In joining the scheme and making safety a priority, we offer our customers the security of knowing that our car parks (currently 25 out of 26) have the *Park Mark Award* so have been vetted by the police and have measures in place to create a safer environment.

It also means that our car parks are independently assessed so we will be notified if we need to take action to ensure that our facilities remain at the same high standard.

Action Points

Apply annually for Safer Parking Award.



Investment to provide well-maintained car parks

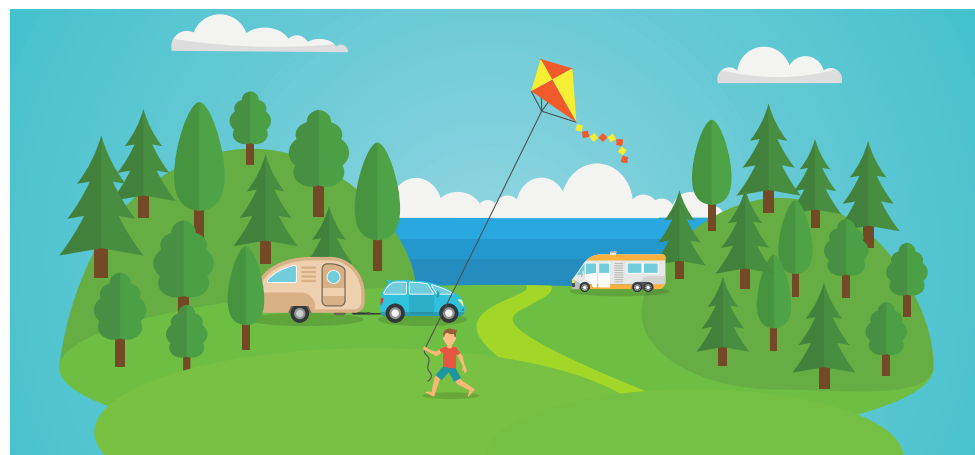
In addition to a planned maintenance program to ensure our car parks are well maintained into the future, various other improvements are identified within the strategy. These include investment in technology, sustainability initiatives including new planting, access improvements, feedback from customers and other improvements to ensure there is a response to future growth in the district. All of these will form part of the developing Investment Strategy.

We will look to maximise parking and make best use of parking spaces, as well as exploring possible overflow parking during the peak season.

Action Points

Carry out regular review of planned maintenance and the Investment Strategy ensuring the car parks are fit for the future.

Full Health & Safety checks to be carried out twice a year.



Promoting a sustainable environment

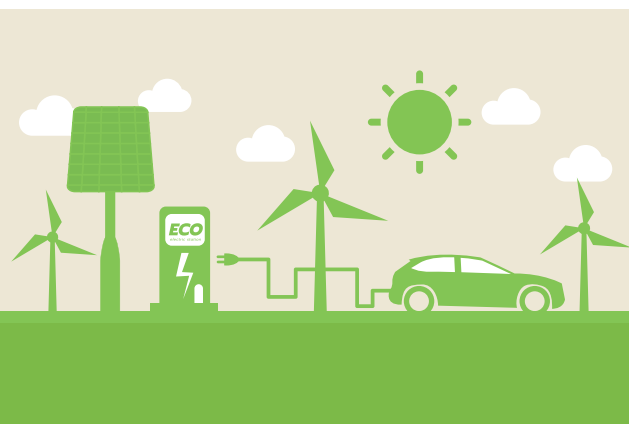
Our vision seeks to incorporate policies that reduce our carbon footprint by using renewable sources of energy and supporting the move from petrol/diesel vehicles to electric vehicles.

As more people opt for electric vehicles, the destinations they choose will be influenced by the availability of charging points, so we recognise the importance of installing charging points in our district to attract more visitors.

We've signed up to the Electric Vehicle Strategy 2019 to 2030, developed by West Sussex County Council (WSCC), which will allow us to install electric vehicle charge points on our land, including car parks.

Working in partnership with WSCC, the charging points will be powered by renewable energy from one supplier and run on the same network across the county.

Except for Fittleton multi-storey car park, all the pay and display machines in our car parks operate by using solar power and we are actively looking at other ways of using renewable energy within our car parks.



Action Points

Support Installation of Electric Charging Points in our public car parks.

Support initiatives that look to promote and develop renewable energy.

Providing support for economic growth

We are looking at opportunities to regenerate our towns and provide the right environment to encourage economic growth.

Parking plays an important role in the viability of any regeneration scheme. Poor parking can cause stress and make a visit to an area less enjoyable, so we are aware of how good parking provision influences where people choose to visit.

Various car parks in the district have been identified as potential sites for redevelopment.

For example, we are hoping that an application to the Levelling Up fund will be successful and allow regeneration schemes such as the Littlehampton Seafront Strategy to be progressed. Included in this strategy is a redesign of the West Green Car Park.

Any scheme which involves the development of car parking sites will look to achieve an equivalent number of parking spaces.

We work with numerous partners to support events across the district, many of which rely on availability of our car parks, to encourage growth of the local economy.



Action Points

Keep all sites under review with regard to potential development.

Work with organisers and other partners to support events.

A positive parking experience

British Parking Association undertook a national survey in 2014 to discover what people want when choosing where to park. The results of that survey are shown below:

1. Location
2. Personal safety
3. Tariffs
4. Ease of access
5. No / little queuing
6. Number of spaces
7. Effective surveillance
8. Size of spaces

“...the general availability of spaces is felt to be more important than cost in their overall decision about visiting. Traffic flow and parking signage have as much, if not greater, effect on their decision to visit the town centre, how long they spend there, and how much money they spend.”

Association of Town & City Management.

The following identifies the response to these priorities for this strategy.

Location

People want to be able to find a space when they need it, where they want it, and at a reasonable price that relates to their destination. Customers expect to pay for parking in a town centre because these places offer a variety of shopping, cultural and leisure experiences and they generally know that demand needs to be managed and car parks need to be maintained.

Personal safety / Effective surveillance

This is covered by the section ‘Provide safe parking’. We currently have CCTV in operation in the Fitzleet Multi Storey car park only.

Tariffs

We know that car parking prices are dictated by what a place has to offer – it’s not the prices which dictate the success of a place. We will continue to review our charging structure to consider the changing needs of residents, visitors and businesses.

Number of spaces / No queuing

To manage the demand within our car parks it’s important to ensure that all the spaces are being used and that customers are aware of alternative parking. We need to ensure that our website clearly shows where car parks are located and that there are signs in those car parks to direct drivers to alternative parking if there are no free spaces. We should also consider changing tariffs to encourage motorists into less well-used car parks and look at increasing the parking at the most popular car parks, where possible.

Size of spaces

With many larger family vehicles on the road, some motorists are reporting finding it difficult to park in bays. We therefore need to consider whether we can provide larger spaces where there is an opportunity to do so.

Provision of disabled spaces

It is important that our car parks are inclusive, therefore our Parking Strategy should ensure that the needs and requirements of drivers with a range of disabilities are considered. This includes ensuring that our car parks are DDA (Disability Discrimination Act) compliant.

Technology

Customers increasingly expect to have the option of buying tickets and managing their stay in car parks by using technology that doesn't require payment by cash. We have introduced pay by phone (RingGo) into all our car parks and we have some card/contactless Pay & Display machines. All machines still accept cash. However, the pandemic caused a huge increase in customers wishing to pay by card rather than cash, so we need to ensure that is an option in all our car parks. We also need to consider whether it's time to consider removing cash as a payment method option.

The council is bringing in system called Mi-Permit which will allow customers to self-serve and purchase Virtual Seasonal Permits. They will be able to manage changes to that permit when they change vehicles and we will be able to check that vehicles have permits as the Civil Enforcement Officers handheld computers will be linked to the Mi-Permit system. The system will be more convenient for the customer as they won't have to remember to display the permit or request and/or have to wait for changes to their registrations. They will also be able to purchase the permit at any time. The council will save time on administration and cost of issuing paper permits.

Action Points

Annually review parking tariffs.

Web pages to be regularly reviewed and enabled for customer feedback.

When car parks are refurbished review type and size of spaces.

All Pay & Display machines to be contactless and cashless by 2024.



Feedback

To continue to drive improvements in the way we provide the car parking service the council will seek feedback from our customers.

This will be done through the following ways:

- **Surveys**

This will be both surveys carried out by Arun District Council and by looking at larger national surveys carried out by the British Parking Association and other organisations.

- **Recording Complaints**

Both through the council's complaints procedure and less formal complaints taken over the phone.

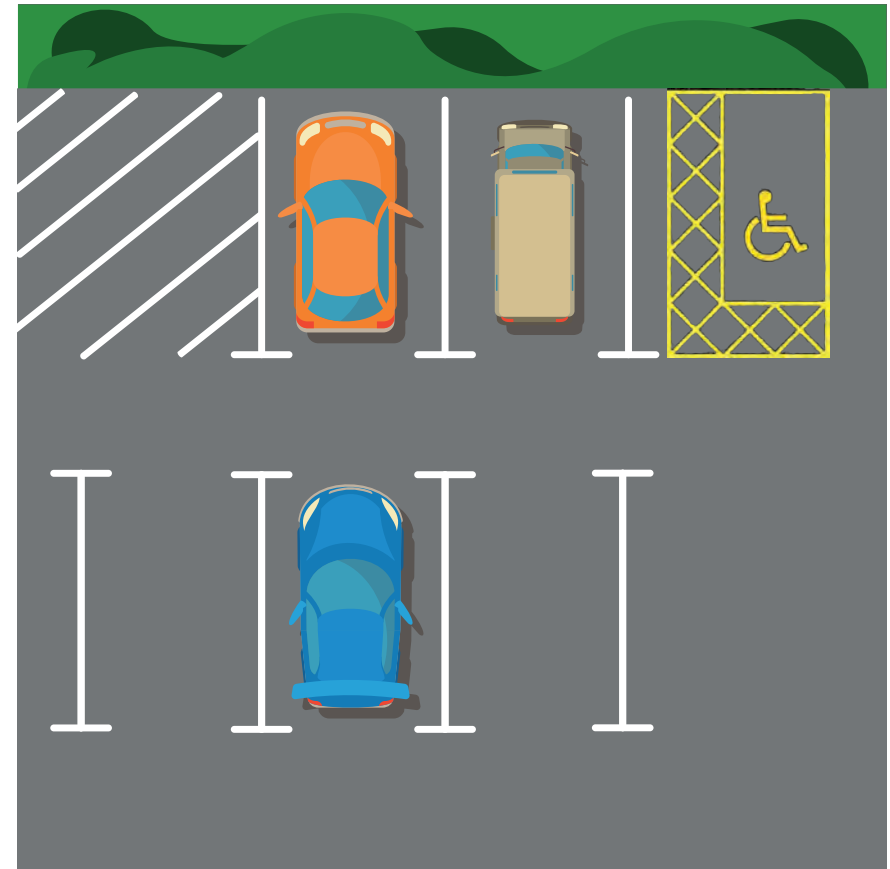
- **Parking Studies**

Normally carried out during regeneration projects.

Action Points

Keep up to date with parking technologies.

Produce an annual car parking report.



Appendix A

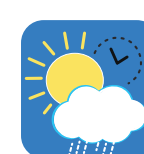
Car Park Information



Name and location of car parking	Town Centre parking	Seafront parking	No. spaces	Disabled spaces	Electric charging	Facilities WC	Long stay	Short stay	Seasonal charges
Arundel									
River Road	✓		12	0		None	✓		
Crown Yard	✓		79	4		Yes		✓	
Pitzalan Pool	✓		168	10		None	✓		

Appendix A

Car Park Information



Name and location of car parking	Town Centre parking	Seafront parking	No. spaces	Disabled spaces	Electric charging	Facilities WC	Long stay	Short stay	Seasonal charges
Bognor Regis									
Regis Centre	✓		197	12	2	Yes		✓	
Fitzleet	✓		370	23		Yes	✓		
Hothampton	✓		217	14		None		✓	
London Road	✓		105	6		Yes	✓		
Pyon Street	✓		66	5		None		✓	
Hotham Park	✓		51	4		None			✓
Gloucester Road		✓	130	11		None			✓
Rock Gardens		✓	14	1		None			✓
West Park		✓	32	3		Yes			✓
Felpham and Middleton-on-Sea									
Culver Road		✓	50	3		Yes			✓
Links Avenue	✓		32	0		None	Free	Free	Free
Grassmere	✓		110	6		None	Free	Free	Free
Shrubbs Field	✓		114	7		None	Free	Free	Free

Appendix A

Car Park Information



Name and location of car parking	Town Centre parking	Seafront parking	No. spaces	Disabled spaces	Electric charging	Facilities WC	Long stay	Short stay	Seasonal charges
Littlehampton									
Manor House	✓		115	7		None		✓	
Surrey Street	✓		60	3		None		✓	
River Road	✓		19	3		None		✓	
St Martins	✓		256	11	2	Yes		✓	
Anchor Springs	✓		29	2		None		✓	
East Green		✓	156	10		None			✓
West Green		✓	187	12		Yes			✓
Mewsbrook		✓	142	8		None			✓
Sea Road		✓	48	0		None			✓
The Wall		✓	43	3		None			✓
Banjo Road		✓	51	6		None			✓
West Beach		✓	54	3		Yes			✓

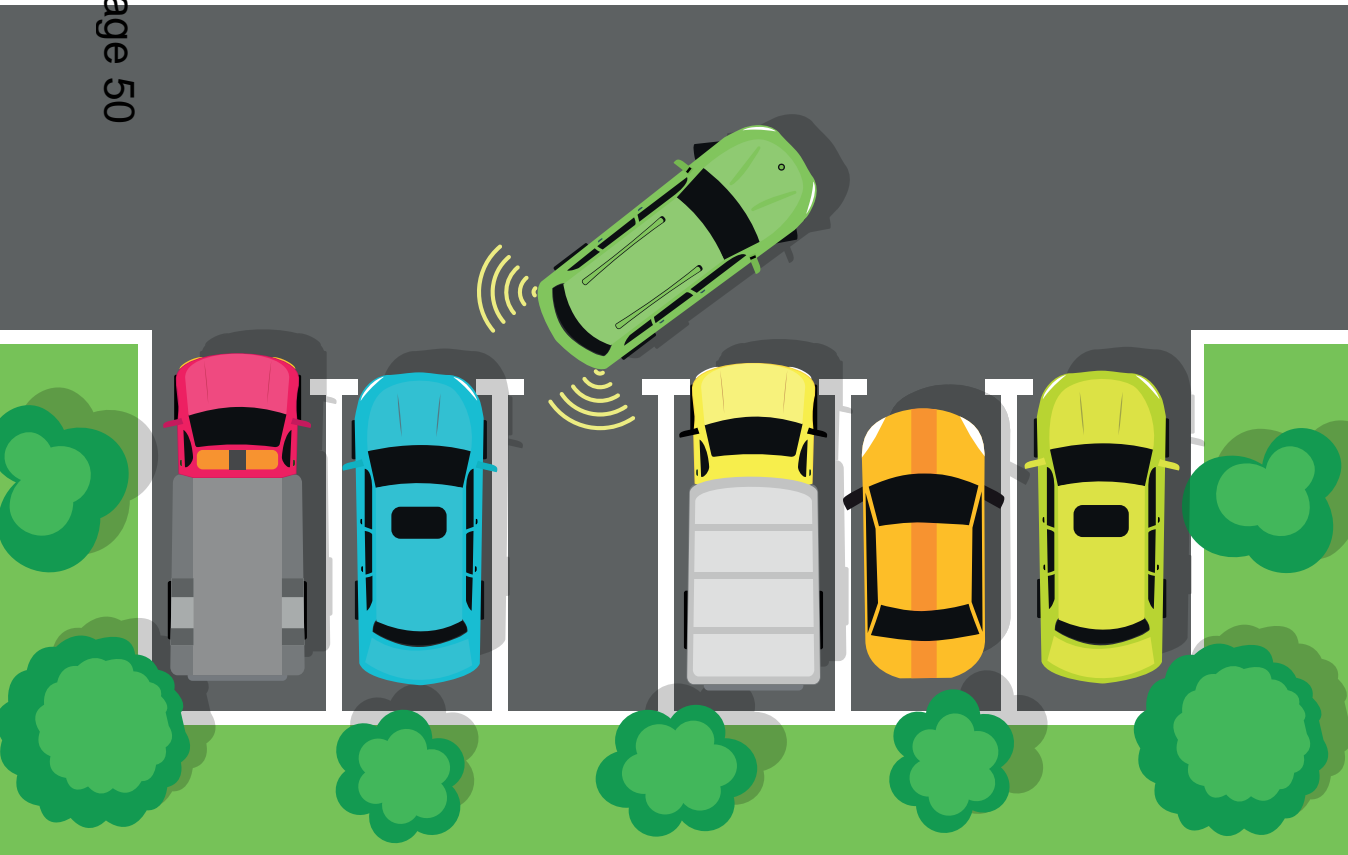
Appendix B - Action plan, timetable, measure of success

Page 48

Actions	Due	Measure of success
1. Apply annually for Safer Parking Award	Annually	Award applied to all ADC off street car parks.
2. Carry out a review of the planned maintenance program to ensure the highest priorities for improvements are made.	Annually	Investments in car parks are well planned ensuring all priority works are completed.
3. Alongside planned maintenance review the Investment Strategy ensuring the car parks are of high quality, safe, sustainable, attractive and fit for the future.	Annually	Year on year improvements to car parks leading to improved customer experience and increase use of car parks.
4. Regular Health & Safety checks for all car parks.	Biannually	Minimal or no accidents taking place in car parks.
5. Support Installation of Electric Charging Points in the Councils public parks.	From 2022	Maximising provision of more electric charging points for customers through the West Sussex scheme.
6. Support initiatives that look to promote and develop renewable energy.	On Going	Reduction in carbon use in line with Carbon action plan.
7. Keep all sites under review with regard to potential development.	On Going	No loss of parking spaces whilst improving facilities.
8. Work with Organisers and other partners to Support Events.	On Going	Events taking place to help support and develop the local economy.
9. Keep under review differential charging tariffs, including seasonal charges.	Annually	Maximising use of car parks in a way that supports the needs of businesses, workers, shoppers, commuters, and visitors, whilst looking to optimise yield from parking in line with the corporate charging principles.
10. Web site for Parking kept up to date and enabled for customer feedback.	On Going	Positive customer feedback.

Appendix B - Action plan, timetable, measure of success

Actions	Due	Measure of success
11. When car parks are refurbished review type and size of spaces.	On Going	Better provision for customers maximising car park use.
12. All Pay & Display Machines to be Contactless and cashless by 2024.	2024 or sooner if achievable	Reduction in cost of cash collection whilst providing a convenient service for customers.
13. Keep up to date with changing technologies.	On Going	Provision of cost effective and customer friendly parking service.
14. Annual car park report.	Annually	Aimed at continual improvement of parking services.



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

01903 737500
@arun.gov.uk
www.arun.gov.uk/carparks

EQUALITY IMPACT ASSESSMENT

Name of activity:	Parking Strategy			Date Completed:	18 th October 2021			
Directorate / Division responsible for activity:	Neighbourhood Services			Lead Officer:	Calvin Baylis			
Existing Activity		Y	New / Proposed Activity		N	Changing / Updated Activity		Y

What are the aims / main purposes of the activity?

Parking Strategy will provide a framework within which the Council can develop aims and objectives to achieve our vision for the Councils car parks.

What are the main actions and processes involved?

To provide safe well maintained car parks that meets the needs of the residents, shoppers and visitors to Arun, providing an income for the Council as well as supporting economic growth, promoting a sustainable environment and creating a positive parking experience.

Who is intended to benefit & who are the main stakeholders?

Residents, shoppers and visitors to Arun as well as traders will benefit. The main stakeholder is the Council

Have you already consulted on / researched the activity?

We have consulted Officers and plan to consult members.

Impact on people with a protected characteristic (What is the potential impact of the activity? Are the impacts high, medium or low?)

Protected characteristics / groups	Is there an impact (Yes / No)	If Yes, what is it and identify whether it is positive or negative
Age (older / younger people, children)	No	

Disability (people with physical / sensory impairment or mental disability)	Yes	The Parking Strategy should ensure that the needs and requirements of drivers with a range of disabilities are considered. This includes ensuring that our car parks are DDA (Disability Discrimination Act) compliant.
Gender reassignment (the process of transitioning from one gender to another.)	No	
Marriage & civil partnership (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	No	
Pregnancy & maternity (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	No	
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	No	
Religion & belief (religious faith or other group with a recognised belief system)	No	
Sex (male / female)	No	
Sexual orientation (lesbian, gay, bisexual, heterosexual)	No	
Whilst Socio economic disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	No	

What evidence has been used to assess the likely impacts?

Requirement to comply with the Disability Discrimination Act.

Decision following initial assessment

Continue with existing or introduce new / planned activity

Y

Amend activity based on identified actions

N

Action Plan

Impact identified	Action required	Lead Officer	Deadline
Requirement to comply with the Disability Discrimination Act.	Ensure that the needs and requirements of drivers with a range of disabilities are considered. This includes ensuring that our car parks are DDA (Disability Discrimination Act) compliant.		

Monitoring & Review

Date of last review or Impact Assessment:

N/A

Date of next 12 month review:

18TH October 2022

Date of next 3 year Impact Assessment (from the date of this EIA):

18th October 2024

Date EIA completed:

18th October 2022

Signed by Person Completing:	Calvin Baylis
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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF ENVIRONMENT AND NEIGHBOURHOODS COMMITTEE ON 17 November 2021

REPORT

SUBJECT: Variation to Parking Charges

REPORT AUTHOR: Calvin Baylis, Customer & Parking Services Manager
DATE: September 2021
EXTN: 01903 737649
AREA: Services

EXECUTIVE SUMMARY:

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.

RECOMMENDATIONS:

Committee is asked to

Approve the proposed charges as set out in Appendix A be put out for consultation after which a report will be returned to Committee for final approval.

1. BACKGROUND:

- 1.1. Arun District Council own and operate 22 Pay & Display car parks. These car parks are located in Bognor Regis, Littlehampton and Arundel.
- 1.2. The car parks are defined as short stay, long stay or seasonal depending upon their location and charging structure. The short stay and long stay car parks are within the town centre while the seasonal car parks are mainly on the seafront and have a summer and winter charging structure.
- 1.3. The Council operates a 2 free hour disc parking scheme in the Fitzleet, Hothampton and Lyon Street car parks in Bognor Regis and St Martins, Anchor Springs and Manor House car parks in Littlehampton. This is funded by the District Council, the Town Councils and the traders.
- 1.4. The chargeable car parks all have ticket machines which accept coins. The

smallest denomination that can be used is 5 pence. In 7 of our car parks the machines can also take contactless and credit and debit card payments. The Council have a contract with a company called RingGo which allows our customers to purchase virtual tickets by using the phone or by going on to a website.

1.5. The Council participates in the Safer Parking Scheme which is operated by the British Parking Association and the Police. Safer Park Mark awards have been given to 21 of our pay & display car parks and 3 free car parks plus a permit holder car park.

1.6. In Order to ensure that there is clear direction in planning for the future, the Council is being asked at this meeting to agree a vision for its Off Street Car Parks and to agree a Strategy to support that vision. It should be noted that an annual review of the parking tariffs is one of the action points of the Strategy.

2. FINANCIAL POSITION:

2.1. The Councils agreed financial model assumes a 2.5% increase, which is based on the estimated rate of inflation as at the 1st April 2022, on all discretionary income.

2.2. This equates to roughly £32,000 of additional parking income.

2.3. This can be found by increasing charges in all the car parks or in some of the car parks providing there is sufficient evidence that the increase of charges will produce the necessary income. Indicative estimated income figures are illustrated in Appendix A. These figures are calculated based on ticket sales pre-covid and therefore do not take into account the changes that the pandemic may have had on parking. In addition, income from our car parks is seasonal and can be heavily impacted by weather, therefore previous ticket sales cannot always determine future income.

3. OPTIONS FOR THE VARIATION IN PARKING CHARGES

3.1. There are 2 types of car parks when it comes to charging and they are identified by their location and reason for use. There are Town Centre car parks which are mainly used by shoppers or visitors to the Town Centre's and Seasonal car parks which are either close to the coast or parks and are used by residents and outside visitors who have parked to be close to recreational activities. Town Centre car parks have the same tariff throughout the year. The seasonal car parks have different tariffs for the summer and winter period. The Town Centre car park charges were last increased in April 2016. The seasonal car park charges were increased in April 2021.

3.2. A proposed schedule of parking charges is shown on Appendix A. This illustrates the potential amount of additional income that would be generated if Town Centre charges and Seasonal Charges are increased as well as Parking Permits. The estimates are based on past ticket sales prior to Covid.

3.3. It is proposed that following the consultation and agreements the new charges would come into effect from the 1st April 2022.

4. COMPARISON OF CHARGES

- 4.1. Appendix B compares the average parking charge for 1 and 2 hours in the other District & Boroughs within West Sussex and broken down into Town Centre (flat surface) Multi-Storey and rural/coastal car parks.
- 4.2. The comparison shows that Arun has the second cheapest charges up to 2 hours in the Town Centre car parks.
- 4.3. In addition, Arun has the cheapest charges up to 2 hours for a multi-storey car park.
- 4.4. Within the Coastal car parks Arun has the highest average charge over the year. However, no other Council within West Sussex has seasonal tariff which sees the charges increasing during the summer and reducing in the winter. The coastal car parks can attract large numbers of visitors during peak season. It is known that day trip visitors are attracted from well outside of the district including from London.

5. FREE CAR PARKS

- 5.1. The Customer & Parking Services Manager has been tasked with reviewing all the free car parks both within the car parks portfolio and the parks and greenspaces portfolio to see what opportunities there might be to generate future income.
- 5.2. It is therefore proposed to trial the introduction of charging within five car parks which are currently free of charge. The charges for these car parks will enable the first hour of parking to be free of charge. The car parks concerned are Bersted Brooks, Brookfield, Littlehampton, Grassmere and Links Avenue in Felpham and Shrubbs Field, Middleton On Sea.
- 5.3. We receive contributions from the relevant Parish Councils towards the cost of operating Grassmere, Links Avenue and Shrubbs Field as free car parks and therefore consultation will take place with both Felpham and Middleton Parish Council and West Sussex County Council.
- 5.4. No contribution is currently received for operating Bersted Brooks or Brookfield as a free car parks, but as with all the charges, consultation will take place with the relevant Town or Parish Council.
- 5.5. Future investment to potentially extend the capacity make improvements to the Bersted Brooks car parks is planned. The Brookfield car park will be subject of review for future improvement.
- 5.6. It is proposed that all five car parks will be chargeable from 8am to 6pm.

6. CONCLUSIONS

- 6.1. The benchmarking exercise shows the Town Centre parking charges in the Arun District Council car parks are generally cheaper when compared with the parking charges in other local authorities in West Sussex. With the level of the proposed charges it would remain the case that ADC charges would continue to compare favourably when compared to the parking charges of the other District and Boroughs with West Sussex.
- 6.2. Income from Town Centre parking charges are relatively stable although it is likely that we are yet to see the full impact of Covid on Town Centre usage. Charges have not been increased in the Town Centre car parks since 2016.
- 6.3. However, with regard to Town Centre parking the Council continues to operate the 2 hour free parking scheme in 6 of its major Town Centre car parks.
- 6.4. The Seasonal car parks have benefited from 'staycations', but the income is almost entirely reliant on the weather. The seasonal car parks charges were increased on the 1st April 2021.

7. CONSULTATION

- 7.1. Under Section 32- 44 of the Road Traffic Act 1984 the Council is required to consult on any proposed variation to the parking charges.
- 7.2. The proposed charges will be advertised as public notices in the Littlehampton Gazette and the Bognor Regis Observer as well as being advertised on the internet. Notices will be displayed in all the car parks affected. A consultation letter together with a schedule of the proposed changes will be sent to all District Councillors and bodies as listed in Appendix C inviting comments.
- 7.3. The consultation period will last for 4 weeks from the date that the public notices are published. All responses received will then be collated and be returned to Committee for approval prior to implementation.
- 7.4. With regard to the car parks the five free car parks specific consultation will need to take place with the Parish Councils and West Sussex County Council.

2. PROPOSAL(S):

To approve the proposed charges as set out in Appendix A to be put out for consultation after which a report will be returned to Committee for final approval.

3. OPTIONS:

- 3.1. Approve the charges as shown on Appendix A

<p>3.2. Do not approve the charges shown on Appendix A and accept that the value of income from the parking charges will not increase in line with the Councils financial Strategy.</p>		
<p>4. CONSULTATION: As determined by the Road Traffic Regulation Act 1984</p>		
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)		✓
<p>6. IMPLICATIONS: Approval of the proposed charges to meet financial requirements</p>		
<p>7. REASON FOR THE DECISION: Financial – To meet the Councils Financial Strategy Legal process to increase parking charges</p>		
<p>8. BACKGROUND PAPERS: None</p>		

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APPENDIX A

DAILY PARKING CHARGES

Parking Place	Last Change to Charge	Type	Period of Parking	Present Charge	Proposed Charge	Estimated Income
Regis Centre, BR Hothamton, BR Lyon Street, BR Manor House, L'ton Surrey Street, L'ton St. Martins, L'ton Anchor Springs, L'ton	April 2016	<u>Short Stay Parking</u> Lower short stay tariff with charge doubling over 4 hours to deter long stay parking	Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours	£0.80 £1.60 £2.40 £3.20 £7.00	£0.90 £1.80 £2.70 £3.60 £7.00	£54k
Crown Yard, Arundel	April 2016	<u>Short Stay Parking</u> Lower short stay tariff with charge doubling over 4 hours to deter long stay parking	Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours	£0.70 £1.40 £2.10 £3.50 £7.00	£0.90 £1.80 £2.70 £3.60 £7.00	£21k
Fitzalan Pool Arundel		<u>Long Stay Parking</u>	Up to 2 hours Up to 4 hours Over 4 hours	£1.20 £2.50 £5.00	£1.50 £3.00 £5.00	N/A as this is income paid to the Trust not ADC
Fitzleet, BR	April 2016	<u>Short & Long Stay</u> Long stay tariff to remain unchanged	Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours	£0.40 £1.80 £2.40 £5.00	£0.50 £2.00 £2.50 £5.00	£4k
London Road, BR	April 2016	<u>Long Stay</u> Cheap all day parking	Up to 1 hour Up to 2 hours Over 2 hours	£0.60 £1.00 £3.00	£0.70 £1.40 £3.50	£15k
Gloucester Road, BR East Green, L'ton Sea Road, L'ton The Wall, L'ton West Beach, L'ton	April 2021	<u>Seasonal (Summer)</u>	Up to 1 hour Up to 2 hours Over 2 hours	£1.60 £3.30 Mar to June £8.00 July & August £10.00 Sept & Oct £8.00	£1.70 £3.40 Mar to June £9.00 July & August £11.00 Sept & Oct £9.00	£26k
West Green, Lton	April 2021	<u>Seasonal (Summer)</u>	Up to 1 hour Up to 3 hour Over 3 hours	£1.60 £3.30 Mar to June £8.00 July & August £10.00 Sept & Oct £8.00	£1.70 £3.40 Mar to June £9.00 July & August £11.00 Sept & Oct £9.00	£15k
Banjo Road, L'ton Culver Road, BR Rock Gardens, BR	April 2021	<u>Seasonal (Summer)</u>	Up to 1 hour Up to 4 hours Over 4 hours	£1.10 £3.20 £8.00	£1.20 £3.30 £9.00	£2k

APPENDIX A

Parking Place	Last Change to Charge	Type	Period of Parking	Present Charge	Proposed Charge	Estimated Income
Hotham Park , BR	April 2016	<u>Seasonal (Summer)</u> 1 ST Mar to 31 st Oct Increase all day charge to increase income during good weather	Up to 1 hour Up to 2 hours Up to 3 hours Over 3 hours	£1.00 £1.50 £3.00 £7.00	£1.00 £1.50 £3.00 £8.00	Minimal
West Park ,BR	April 2016	<u>Seasonal(Summer)</u> Raise all day charge to increase income during good weather	Up to 2 hours Over 2 hours	Free £6.00	Free £7.00	Minimal
Gloucester Road, BR West Green, L'ton East Green, L'ton Sea Road, L'ton The Wall, L'ton West Beach, L'ton Banjo Road, L'ton Mewsbrook, Lton Culver Road, BR Rock Gardens, BR	April 2021	<u>Seasonal (Winter)</u> 1 st Nov to 28 th Feb	Up to 1 hour Up to 2 hours Over 2 hours	£0.70 £1.40 £2.50	£0.80 £1.60 £3.00	£9k
Mewsbrook, L'ton London Road, L'ton Banjo Road, L'ton	April 2016	<u>Coaching Parking</u> 1 st Mar to 31 st Oct	Up to 1 hour Over 1 hour	£3.00 £10.00	£3.00 £11.00	Minimal

Grassmere, Felpham Links Ave, Felpham Shrubbs Field, M.O.S	New Charge	<u>Village Parking</u>	Up to 2 hours Over 2 hours	Free	Free £1.00	No Previous figure
Bersted Brooks, Bersted Brookfield Park, Lton	New Charge	<u>Rural Parking</u>	Up to 1 hours Over 1 hours	Free	Free £1.00	No Previous Figure

Please note that estimated additional income is based on ticket sales pre-covid.

APPENDIX A

TOWN CENTRE PERMITS

Parking Place	Last Change	Type of Permit	Present Charge	Proposed Charge	
Town Centre Car Parks	April 2016	5 Day Annual	£390	£400	Minimal
		7 Day Annual	£450	£500	
		7 Day Monthly	£100	£120	
Fitzleet Car Park	April 2016	Annual	£110	£120	Minimal
Seasonal Car Parks	April 2016	Annual	£140	£160	Minimal
		Summer	£80	£90	
		Winter	£60	£70	
Village & Rural Car Parks	New Charge	Annual	No Charge	£20	No Previous Figure

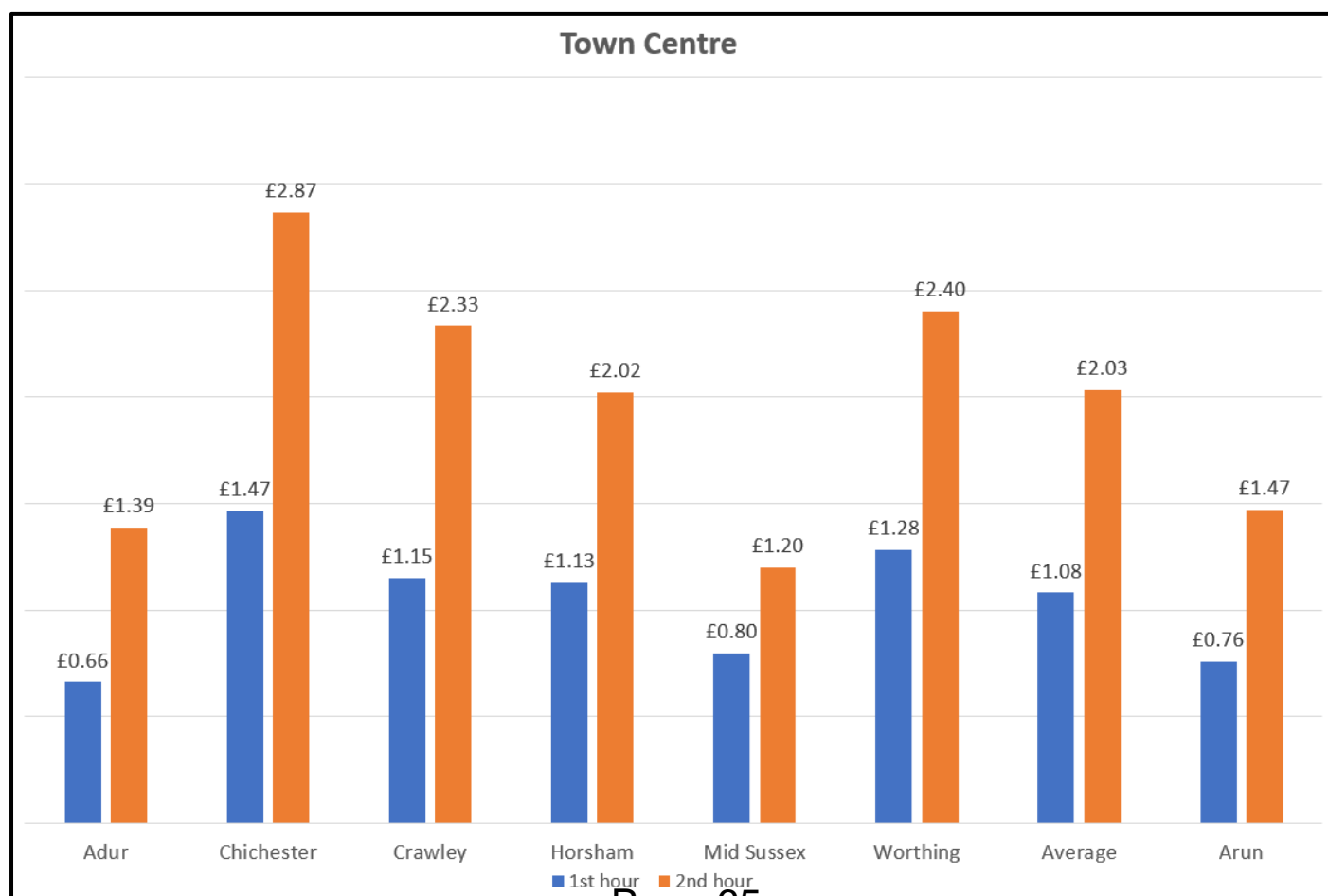
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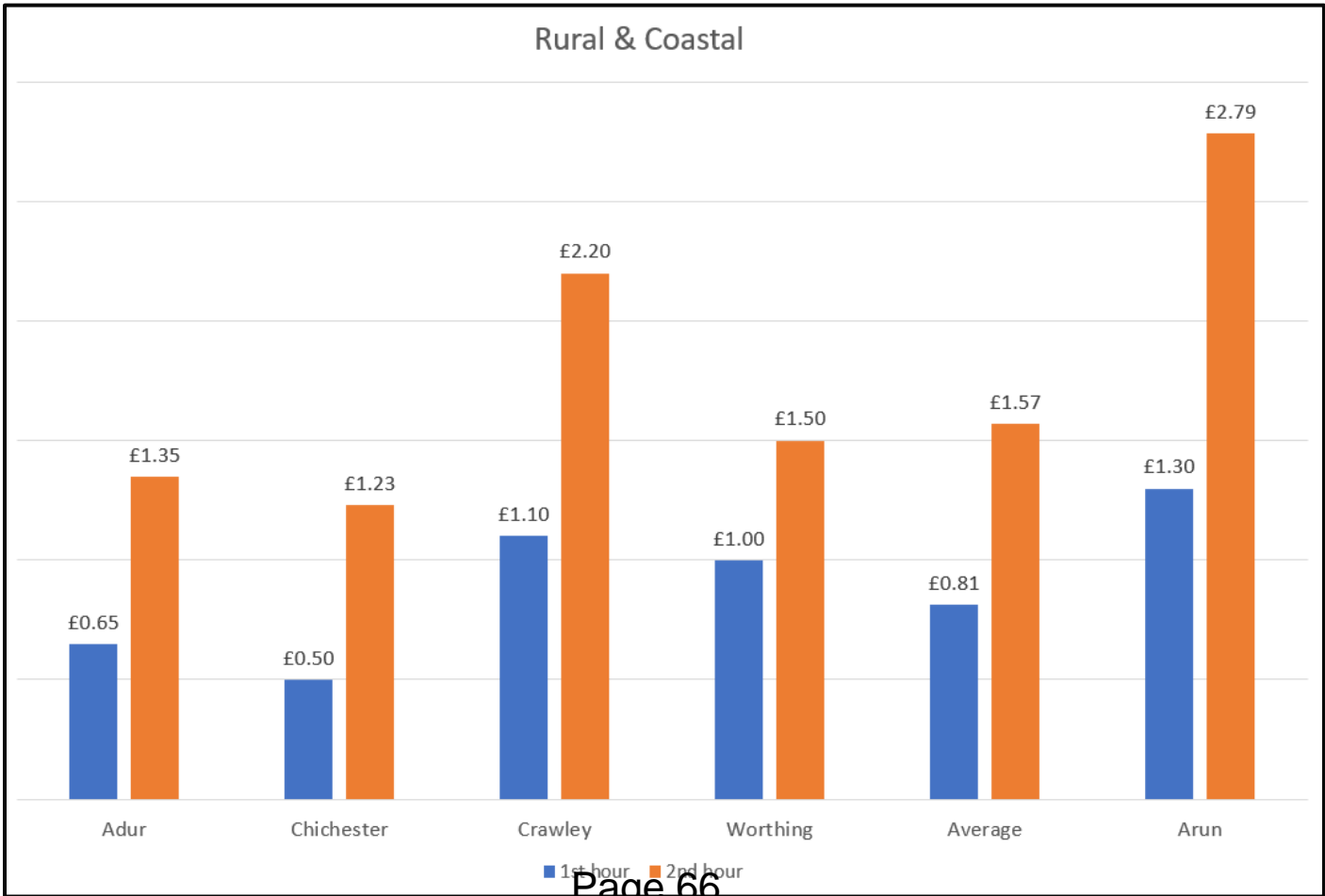
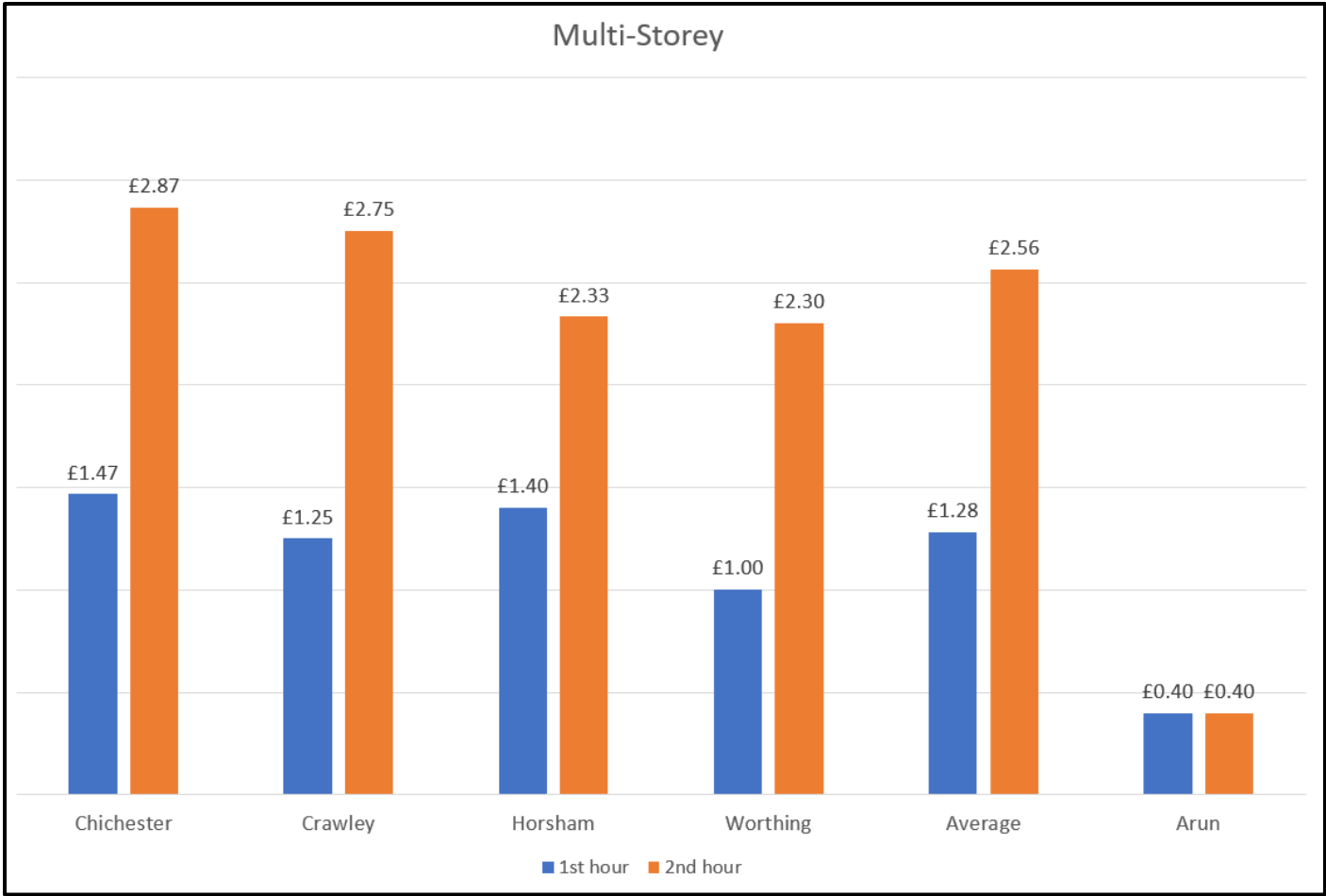
Appendix B

Town Centre Averages								
District	Adur	Chichester	Crawley	Horsham	Mid Sussex	Worthing	Average	Arun
1st hour	£0.66	£1.47	£1.15	£1.13	£0.80	£1.28	£1.08	£0.76
2nd hour	£1.39	£2.87	£2.33	£2.02	£1.20	£2.40	£2.03	£1.47

Multi-Storey Averages								
District	Adur	Chichester	Crawley	Horsham	Mid Sussex	Worthing	Average	Arun
1st hour	n/a	£1.47	£1.25	£1.40	n/a	£1.00	£1.28	£0.40
2nd hour	n/a	£2.87	£2.75	£2.33	n/a	£2.30	£2.56	£0.40

Rural & Coastal Averages								
District	Adur	Chichester	Crawley	Horsham	Mid Sussex	Worthing	Average	Arun
1st hour	£0.65	£0.50	£1.10	n/a	n/a	£1.00	£0.81	£1.30
2nd hour	£1.35	£1.23	£2.20	n/a	n/a	£1.50	£1.57	£2.79





APPENDIX C

All Parish & Town Councils and Parish Meetings within the Arun District						
The Secretary	Arundel Chamber of Commerce	PO Box 26	ARUNDEL	West Sussex	BN18 9QR	info@arundel.org.uk
The Secretary	Bognor Regis District Chamber of Commerce		3 Chapel Street	Bognor Regis	West Sussex PO19 1BU	office@BognorregisChamber.com
The Co-Ordinator	Bognor Regis Business Improvement District		2 York Road	Bognor Regis	West Sussex PO21 1LW	Heather Allen <heather@brbid.org>
The Secretary	Rustington Chamber of Commerce	c/o Granlee Secretarial Services	92 The Street	Rustington	LITTLEHAMPTON BN16 3NJ	Christine Broomfield cbroomfield@onetel.net
	Littlehampton Traders Partnership		3B East Street	Littlehampton	West Sussex BN17 6AU	
The Chief Inspector	Traffic Support	Sussex Police	Malling House	Lewes	East Sussex BN7 2DT	
The Secretary	Road Haulage Association	Roadway House	35 Monument Hill	Weybridge	Surrey KT13 8RN	Email: headoffice@rha.uk.net
Head of Transport Planning Services	West Sussex County Council	County Hall	CHICHESTER	West Sussex	PO19 1RQ	matt.davey@westsussex.gov.uk

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EQUALITY IMPACT ASSESSMENT

Name of activity:	Variation To Parking Charges			Date Completed:	18 th October 2021			
Directorate / Division responsible for activity:	Neighbourhood Services			Lead Officer:	Calvin Baylis			
Existing Activity		Y	New / Proposed Activity		N	Changing / Updated Activity		Y

What are the aims / main purposes of the activity?

To raise income from charging in the Councils car parks

What are the main actions and processes involved?

Purchasing of Parking Tickets using coins, contactless and by phone

Who is intended to benefit & who are the main stakeholders?

The Council

Have you already consulted on / researched the activity?

Parking Charges are regularly reviewed and increased on an annual basis

Impact on people with a protected characteristic (What is the potential impact of the activity? Are the impacts high, medium or low?)

Protected characteristics / groups	Is there an impact (Yes / No)	If Yes, what is it and identify whether it is positive or negative
Age (older / younger people, children)	No	Charges apply to all motorists except Blue Badge Holders

Disability (people with physical / sensory impairment or mental disability)	No	Blue Badge Holders can park for free in all Arun District Council car parks.
Gender reassignment (the process of transitioning from one gender to another.)	No	Charges apply to all motorists except Blue Badge Holders
Marriage & civil partnership (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	No	Charges apply to all motorists except Blue Badge Holders
Pregnancy & maternity (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	No	Charges apply to all motorists except Blue Badge Holders
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	No	Charges apply to all motorists except Blue Badge Holders
Religion & belief (religious faith or other group with a recognised belief system)	No	Charges apply to all motorists except Blue Badge Holders
Sex (male / female)	No	Charges apply to all motorists except Blue Badge Holders
Sexual orientation (lesbian, gay, bisexual, heterosexual)	No	Charges apply to all motorists except Blue Badge Holders
Whilst Socio economic disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	No	Charges apply to all motorists except Blue Badge Holders

What evidence has been used to assess the likely impacts?

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Decision following initial assessment

Continue with existing or introduce new / planned activity	Y	Amend activity based on identified actions	N
--	---	--	---

Action Plan

Impact identified	Action required	Lead Officer	Deadline
None	None		

Monitoring & Review

Date of last review or Impact Assessment:	N/A
Date of next 12 month review:	N/A
Date of next 3 year Impact Assessment (from the date of this EIA):	N/A

Date EIA completed:	18 th October 2021
Signed by Person Completing:	Calvin Baylis

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES COMMITTEE ON 17TH NOVEMBER 2021

SUBJECT: Fuel Poverty Framework

REPORT AUTHOR: Louise Crane, Principal Environmental Health Officer
DATE: 13th October 2021
EXTN: 01903 737669
AREA: PLACE

EXECUTIVE SUMMARY:

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.

RECOMMENDATIONS:

That committee:

- Adopt the West Sussex Fuel Poverty Framework for Action 2021-2026.

1. BACKGROUND:

Fuel poverty is a complex public health issue in the widest sense. It affects people's ability to keep warm, which in turn impacts upon their physical health and worry about money has been shown to negatively impact upon mental health and emotional wellbeing. Evidence shows it is linked to reduced educational attainment in young people and can lead to increased health and social care intervention in the elderly and vulnerable. Reducing fuel poverty can improve many aspects in people's lives, including enabling them to keep as warm as they need to, which will help maintain their health and wellbeing. There is also the potential to release some extra household income to spend on essentials such as healthy food, which in turn could benefit the local economy.

Fuel poverty 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 post of West Sussex Fuel Poverty Co-ordinator is an externally funded one which is hosted by Arun District Council and has been in existence since 2010. The funding for the post was originally from West Sussex County Council's (WSCC) Public Health Department. The WSCC funding ceased in 2015. Since then the post has relied upon external funding bids to maintain sufficient budget.

The Governance and work plan for the post is via the West Sussex Affordable Warmth Partnership which is represented by all the district and boroughs as well as West Sussex County Council.

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

The aims are:

- a) To support and empower residents to improve household energy efficiency, reduce their energy costs and increase income.
- b) Identify and support residents in the greatest need and at most risk of living in a cold home.

2. PROPOSAL(S):

That committee:

- Adopt the West Sussex Fuel Poverty Framework for Action 2021-2026.

3. OPTIONS:

Other options available to Members:

3.1 To not agree to adopt the West Sussex Fuel Poverty Framework for Action 2021-2026.

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify) <ul style="list-style-type: none"> Adur & Worthing Councils, Crawley Borough Council, Mid-Sussex District Council, Horsham District Council, Chichester District Council, West Sussex County Council, Arun Well Being, West Sussex Public Health, Arun and Chichester Citizen's advice, Home Energy West Sussex front line workers meeting (10 home energy front line workers, include Citizen Advice, Age UK, NEA, 	X	

Agility Eco), Adur & Worthing food partners.		
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	X	
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)		X
6. IMPLICATIONS: Financial – Funding for the continuation of the West Sussex Fuel Poverty Co-ordinator post and initiatives to support the Framework for Action are reliant on securing partnerships for funding from utilities and other sources. Legal – District and Borough Councils are under a legal obligations under the Home Energy Conservation Act to demonstrate what energy conservation measures they have adopted to improve energy efficiency of residential accommodation within their area. Reports are required to be published every two years. Sustainability – Implementation of the strategy will assist in delivering environmental benefits by reducing carbon emissions and making homes warmer, which benefits the health of the occupants. Equalities – No adverse impact identified on protected characteristics. Many interventions will be targeted at and for the benefit of the most vulnerable groups.		

7. REASON FOR THE DECISION: To support the Council's strategic target of preparing Arun's response to the Climate and Environmental emergency and to meet the Council's obligations under the Home Energy Conservation Act.

8. BACKGROUND PAPERS: Fuel Poverty: West Sussex Framework for Action 2021-2016 Equality Impact Assessment Home - West Sussex Energy - Link to the West Sussex Affordable Energy website which illustrates the work of the partnership

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Fuel Poverty: West Sussex Framework for Action 2021- 2026

Overview:

The West Sussex Affordable Energy Partnership are committed to addressing and reducing the impact of fuel poverty across West Sussex. The purpose of this framework is to bring West Sussex in line with [NICE guidance \(NG6\)](#)¹, England's fuel poverty target², [Sustainable warmth: protecting vulnerable households in England policy paper](#), promote best practice and engage policy makers in the wider conversations about impacts of fuel poverty across West Sussex. This document builds upon the evidence and information set out in the previous [Fuel Poverty: Framework for Action across West Sussex 2015-2018](#) which includes explanations of what fuel poverty is, influences, Local and National incidences and who it typically affects.

Vision:

To work towards a West Sussex where residents have the information, resources and support available so they can afford to keep warm and well in their homes.

Aims:

- 1. To support and empower residents to improve household energy efficiency, reduce their energy costs, and increase income.**³
- 2. Identify and support residents in the greatest need, and at most risk of living in a cold home.**

Fuel poverty is a complex public health issue in the widest sense. It affects people's ability to keep warm, which in turn can impacts their physical and mental health. Evidence shows living in a cold home can increase the risk of respiratory problems, circulatory problems and exacerbate existing health conditions. It is linked to reduced educational attainment in young people, increased social isolation, increased accidents at home and can lead to increased health and social care interventions in the elderly and vulnerable.⁴ Reducing fuel poverty can improve many aspects in people's lives, including enabling them to keep adequately warm (reducing health and wellbeing risks of living in a cold home), and increase household income which will help maintain their health and wellbeing. Fuel poverty is not just one agency's

¹ Nice guideline (NG6) Published March 2015 Excess winter deaths and illness and the health risks associated with cold homes

² The fuel poverty target is to ensure that as many fuel poor homes as is reasonably practicable achieve a minimum energy efficiency rating of Band C, by 2030

³ Drivers of fuel poverty - [Annual Fuel Poverty Statistics LILEE Report 2021 \(2019 data\) \(publishing.service.gov.uk\)](#)

⁴ [Local action on health inequalities: Fuel Poverty and cold home- related problems, Public Health England](#)

responsibility; it therefore requires a partnership approach to both identify vulnerable households and provide tailor-made approaches to enable them to live healthier lives.

As such we have identified 7 key areas for action. These areas will have objectives on how we will achieve our aims in line with the vision set out in this framework. This separate working document will be regularly reviewed and updated during West Sussex Affordable Energy Partnership meetings, coordinated by the West Sussex Fuel Poverty Coordinator.⁵

7 Key Areas for Action:



1. COMMUNITY

Provide accessible guidance and information on reducing energy costs; income maximisation; and keeping warm and well at home for residents, front line workers and stakeholders. To work towards the recommendation for a commissioned single point of contact health and housing referral service for fuel poor as set out in the NICE guideline (NG6). Work together as a County and alongside community health, energy, and food partners to actively increase the diversity and scale of home energy provision and support for residents in most need.

⁵ The West Sussex Fuel Poverty Coordinator role is hosted by Arun district Council.

2. ENERGY EFFICIENCY

Develop and bid on funding for county-wide and local energy efficiency improvement programmes for fuel-poor households, ensuring a consistent service. Take action to improve the poorest energy performing homes that vulnerable fuel poor residents reside in. Use data modelling tools, and local reports to actively target areas with higher levels of fuel poverty.

3. HEALTH AND WELLBEING

We want to reduce health inequalities across West Sussex by working together and expanding partnerships to reduce the impact and incidence of fuel poverty, excess winter deaths, reducing pressure on social care services and promoting good practice as outlined in the NICE guidelines (NG6)⁶. Raise awareness, provide training, develop referral networks, and support front line professionals to identify, refer and support householders. Householders should not be forced to “heat or eat” and we will actively work with food partners to help prevent householders living in a cold home to choose to “heat or eat”.

4. INCOME MAXIMISATION:

Work alongside community groups and partners to enhance the provision and diversity of income maximisation advice and signposting. Work in an effective, informed and coordinated way with partners to increase household income of the fuel poor - ensuring maximum take-up of national government and local forms of financial support.

5. CARBON REDUCTION:

Work with colleagues and partners to support work to reduce carbon emissions from our domestic homes, increase the uptake of low carbon heating measures and improve the energy performance of the worst performing homes across our District. Using these opportunities to upskill our local workforce and engage with schemes that promote the use of local contractors and organisations where possible. We will work with partners at District and County level to support and enhance their work to raise awareness, mitigate and to adapt to climate change, whilst ensuring those on the lowest incomes are not left behind and are not disproportionately affected by any price increase or new low carbon technologies.

6. FAIR ENERGY COSTS:

Provide advice, support and signposting on fuel tariffs, and other Government and local initiatives to reduce energy costs. Target households with known higher energy costs, such as those on electric, standard tariff, private rented tenants (*The PRS accounts for a disproportionate number of fuel poor households, 18% of PRS households are in fuel poverty under the Low-Income High Cost*

⁶ Excess winter deaths and illness and the health risks associated with cold homes

[What is this guideline about?](#) | [Excess winter deaths and illness and the health risks associated with cold homes](#) | [Guidance](#) | [NICE](#)

(LIHC) measure, compared to 8% of owner-occupied households and 9% of social housing households)⁷ and inefficient homes.

7. HOUSING

Support, develop and coordinate local and countywide programmes and initiatives that aim to mitigate the risk of living in a cold damp home. Working alongside housing departments, voluntary sector housing support groups to target vulnerable groups and low income.

Framework Updates:

Alignment with Key National and Government Strategies

[NICE guidance \(NG6\)](#)

This guideline covers reducing excess winter deaths and illness and the health risks associated with cold homes. It aims to improve the health and wellbeing of people vulnerable to the cold. Improving the temperatures in homes, by improving energy efficiency, may also help reduce unnecessary fuel consumption.

[Sustainable warmth: protecting vulnerable households in England](#)

The updated Fuel Poverty Strategy for England sets out how we will tackle fuel poverty, while at the same time decarbonising buildings, so that those in fuel poverty are not left behind on the move to net zero, and, where possible, can be some of the earliest to benefit.

[Cold Weather Plan for England](#)

It is a framework that aims to reduce the harm to health from cold weather. As well as defining the actions that are required in response to cold weather, it also recommends long term year-round planning to reduce the risks that result from fuel poverty.

[The Clean Growth Strategy](#)

The Clean Growth Strategy expands on the aspirations of the Industrial Strategy to grow the UK's economy in a clean and sustainable manner through investing in and growing a cleaner economy which will assist the government in fulfilling its carbon reduction targets. The strategy sets out the government's proposed actions to decarbonise the UK economy over the next 10 years.

Key Influencing reports

- [Health Equity in England: The Marmot Review 10 years on](#)
- [BEIS Annual Fuel Poverty Statistics LILEE Report 2021 \(2019 data\)](#)
- [NEA - Under one roof – Health and Housing sectors tackling fuel poverty and cold related ill health together](#)
- [Ofgem Consumer Vulnerability Strategy 2025](#)

⁷ [Annual fuel poverty statistics report: 2021](#)

Alignment with Local Frameworks and Strategies

This framework is not in isolation in West Sussex. Each District, Borough and the County Council has its own policies and plans in relation to the wider influencing factors of fuel poor residents. Some of the main influencing County wide strategies are listed below:

- [West Sussex Joint Health and Wellbeing Strategy 2019- 2024](#)
- WSCC Energy Strategy – **this is currently being updated**
- [Adult Social Care IN West Sussex \(2019-2021\)](#)

Governance and Local Action

Action takes place at a District and Borough as well as County level depending on need. A countywide partnership approach has therefore been developed with Arun District Council hosting a countywide Fuel Poverty Coordinator. Part of the role of this post is to bid for funds to pay for interventions within West Sussex, often in partnership with either the County Council, Districts and Boroughs or Community partners to ensure a joined-up approach. The partnership includes representatives from each West Sussex Local Authority, West Sussex County Council and community partners. They will regularly review this framework to ensure the vision, aims and needs of resident are being met.

West Sussex District and Borough Home Energy Conservation Act reports 2021


ADUR & WORTHING
COUNCILS
Adur and Worthing District Council - <https://westsussexenergy.co.uk/wp-content/uploads/2021/10/Final-Adur-Worthing-Councils-Housing-Energy-Conservation-Act-Report-2021.pdf>

Arun District Council - <https://www.arun.gov.uk/download.cfm?doc=docm93jjm4n17970.pdf&ver=18662>

Energy Efficiency and Fuel Poverty Strategy (waiting for link)



Chichester District Council - https://westsussexenergy.co.uk/wp-content/uploads/2021/10/Home_Energy_Consevation_Act_Report_2021-Chichester-.docx



Crawley Borough Council - https://crawley.gov.uk/sites/default/files/2021-10/Home%20Energy%20Conservation%20Act%20Report%202021_0.pdf



Horsham District Council -



Mid Sussex District Council -

National and Regional Context:

In 2019, there were an estimated 13.4 per cent of households (3.18 million) in fuel poverty in England under the Low Income Low Energy Efficiency (LILEE) definition, down from 15.0 per cent in 2018 (3.52 million).⁸

Table 1: Sub-regional fuel Poverty 2019 data⁹:

Area Name	Number of households	Number of households in fuel poverty	Proportion of households fuel poor (%)
West Sussex	372,658	26,185	7.0
Adur	29,120	2,264	7.8
Arun	72,015	5,165	7.2
Chichester	53,740	4,053	7.5
Crawley	46,153	3,441	7.5
Horsham	59,157	3,538	6.0
Mid Sussex	61,810	3,572	5.8
Worthing	50,663	4,152	8.2

Table 2: Fuel Poverty by Region, 2019¹⁰

Region	Number of households	Number of households in fuel poverty	Proportion of households fuel poor (%)
North East	1,191,912	176,869	14.8
North West	3,177,487	461,364	14.5
Yorkshire and The Humber	2,368,747	396,771	16.8
East Midlands	2,034,809	282,909	13.9
West Midlands	2,454,896	429,730	17.5
East	2,616,126	344,779	13.2
London	3,483,960	530,740	15.2
South East	3,838,572	288,025	7.5
South West	2,495,242	264,792	10.6

⁸ [Annual fuel poverty statistics report: 2021](#)

⁹ [Sub-regional fuel poverty data 2019 - GOV.UK \(www.gov.uk\)](#)

¹⁰ [Sub-regional fuel poverty data 2019 - GOV.UK \(www.gov.uk\)](#)

Risks Ahead

The Affordable Energy Partnership is coordinated by the West Sussex fuel poverty coordinator post. The post is hosted by Arun District Council and externally funded; 2021 reserves show 4 years of funding available on current spend and hours. It is therefore imperative to continue to look at ways to fund the post past this and into the future.

The current West Sussex Citizens Advice home energy telephone service only has funding confirmed until March 2022. This single point of contact service was set up following some of the NICE guidelines (NG6). It will therefore be vital to continue to fund a service that follows and builds upon this best practice.

Call for action

The next few years ahead present many new challenges as we emerge from the Covid Pandemic. The winter of 2021-2022 poses a significant risk for the most vulnerable households across the UK. Wholesale gas prices have increased, reaching record levels, the reduction of Universal Credit, increasing inflation, and the end of furlough will see vulnerable fuel poor households disproportionately affected. "Without a suitable intervention, many will sadly not be able to heat or power their homes this winter and we could see a surge in preventable deaths."¹¹ As a partnership we must reflect and regularly review any gaps in service provision or where there are trends in the demand for support in West Sussex, act swiftly and look to tailor make support in local and county need.

Summary

Addressing fuel poverty and cold homes has multiple benefits, both for the household receiving support and for local communities. This includes better standards of living and conditions for people with low incomes, improved and more energy efficient houses, fewer avoidable winter deaths and reduce costs for the health, wellbeing and care services. Fuel poverty and its contribution to social and health inequalities is recognised as avoidable.

¹¹ [National Energy Action \(NEA\) briefing on Budget & Comprehensive Spending Review \(CSR\) representations 2021](#)

Appendices:

Table 3: West Sussex District and Borough 3-year Fuel Poverty trend: 2017-2021¹²

AREA	Proportion of Fuel Poor Households (%)		
	2021 (2019 data)	2020 (2018 data)	2019 (2017 data)
West Sussex	7.0	7.6	8.2
Adur	7.8	7.7	8.5
Arun	7.2	7.9	8.6
Chichester	7.5	9.5	9.3
Crawley	7.5	6.6	6.9
Horsham	6.0	7.2	7.3
Mid Sussex	5.8	6.5	7.5
Worthing	8.2	7.9	9

- Excess Winter Deaths West Sussex and District & Borough Council's Excess Winter Deaths three-year trend, compared to England average – from Public Health England **Waiting for information from WSCC Public health team.**

¹² [Sub-regional fuel poverty data 2021-2019 Gov.uk](https://www.gov.uk/government/statistics/sub-regional-fuel-poverty-data-2021-2019)

EQUALITY IMPACT ASSESSMENT

Name of activity:	Fuel Poverty Framework for Action	Date Completed:	15 th October 2021
Directorate / Division responsible for activity:	Place/Technical Services	Lead Officer:	Nat Slade/Louise Crane
Existing Activity	Y	New / Proposed Activity	N
Changing / Updated Activity	Y		

What are the aims / main purposes of the activity?

The aims are:

- a) To support and empower residents to improve household energy efficiency, reduce their energy costs and increase income.
- b) Identify and support residents in the greatest need and at most risk of living in a cold home.

What are the main actions and processes involved?

Addressing and reducing the impact of fuel poverty across West Sussex by working in partnership to secure funding and facilitate the delivery of initiatives as well as educating and raising awareness.

Who is intended to benefit & who are the main stakeholders?

Actions will benefit potentially any resident of West Sussex.

Main stakeholders are all the West Sussex District and Boroughs, West Sussex County Council, Citizen's Advice, Age UK and Arun Well Being.

Have you already consulted on / researched the activity?

Consultation has taken place with:

- The West Sussex Affordable Energy Partnership (consists of West Sussex Local Authorities, WSCC, Arun Wellbeing, Community partners, Arun and Chichester CA)
- West Sussex Public Health team

- Home Energy West Sussex front line workers meeting (10 home energy front line workers, include Citizen Advice, Age UK, NEA, Agility Eco)
- Adur and Worthing community food partners
- It was also presented in the West Sussex Affordable Energy Newsletter

Impact on people with a protected characteristic (What is the potential impact of the activity? Are the impacts high, medium or low?)		
Protected characteristics / groups	Is there an impact (Yes / No)	If Yes, what is it and identify whether it is positive or negative
Age (older / younger people, children)	No	
Disability (people with physical / sensory impairment or mental disability)	No	
Gender reassignment (the process of transitioning from one gender to another.)	No	
Marriage & civil partnership (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	No	
Pregnancy & maternity (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	No	
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	No	

Religion & belief (religious faith or other group with a recognised belief system)	No	
Sex (male / female)	No	
Sexual orientation (lesbian, gay, bisexual, heterosexual)	No	
Whilst Socio economic disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	No	

What evidence has been used to assess the likely impacts?
Experience of delivering this activity and researching good practise from other local authorities and working with a range of front line staff from a variety of organisations and the voluntary sector.

Decision following initial assessment			
Continue with existing or introduce new / planned activity	Y	Amend activity based on identified actions	N

Action Plan			
Impact identified	Action required	Lead Officer	Deadline

Monitoring & Review	
Date of last review or Impact Assessment:	
Date of next 12 month review:	
Date of next 3 year Impact Assessment (from the date of this EIA):	
Date EIA completed:	15/10/21
Signed by Person Completing:	Louise Crane

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES COMMITTEE ON 17TH NOVEMBER 2021

SUBJECT: Empty Property Assistance Programme

REPORT AUTHOR: Louise Crane, Principal Environmental Health Officer Housing
DATE: 22nd September 2021
EXTN: 01903 737669
AREA: PLACE

EXECUTIVE SUMMARY:

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.

RECOMMENDATIONS:

That Committee: :

1. Delegate authority to the Group Head of Technical Services to make changes resulting from identified good practise and legislative changes to the Empty Property Assistance Programme, grants and loans criteria.
2. Recommend to the Corporate Policy and Performance Committee that growth of £17,523 be included in the 2022-2023 revenue budget, to recruit on scale 4, an additional part time Technical Support Assistant for 23hrs per week to support and enhance the empty homes work.

1. BACKGROUND:

- 1.1 On 4th January 2018 the Housing and Customer Services Working Group recommended to Cabinet that the Empty Homes Strategy 2018 – 2023 was adopted.
- 1.2 Empty homes represent a wasted resource and can have a negative impact on local communities. Long term empty properties can:

- attract crime, vandalism and anti-social behaviour.
- become a public health hazard and magnet to vermin as well as look unsightly and pose a potential danger to the community including children.
- detract from the neighbourhood amenity.
- reduce the value of adjacent properties.
- cost the community for visits and action by Police and the Council's Private Sector Housing and Public Health Team.

1.3 As of April 2021, there were 433 Empty Homes in the Arun District based on Council Tax records. The figures for the number of properties brought back into use by the direct intervention of the Empty Homes Officer, are detailed in the table below:

Year	Number of Properties Brought Back into Use
2014/2015	35
2015/2016	20
2016/2017	40
2017/2018	49
2018/2019	82
2019/2020	57
2020/2021	76
2021/2020 as at 30 th September 2021	25

1.4 All these figures exceed the corporate target set annually which for 2021/2022 is 25 properties.

1.6 The focus of empty homes work is on any property that has been empty for more than 6 months and initially a letter is sent to the property owner advising them of the free service the Council offers in advice and the options that are available to them to bring the property back into use. This includes how they can:

- Reduce the costs of owning an empty property including council tax and deterioration in value.
- Reduce the risks of leaving their property unoccupied - vandalism, squatters, complaints from neighbours and the decline in its condition.
- Gain rental income or lump sum by letting or selling their property.

1.7 Options available to help empty property owners:

- List of individuals and companies interested in purchasing empty homes
- Advice and guidance on selling their home, probate, letting and renovations
- Availability of a grant or loan to assist in bringing the property back into use.

- 1.8 This initial letter often encourages owners to contact the Council. However, if no response is received a second and, if necessary, a third letter is sent in the hope that they will engage with the Empty Homes Officer.
- 1.9 Each empty property is different and there are many reasons why they become empty. These reasons can be sensitive, and it is important to be understanding of all different situations.
- 1.10 The Empty Homes strategy is based upon an approach of:
- Engage – engage in methods of identifying properties
 - Encourage – encourage owners of empty properties to bring them back into use
 - Enforce – enforcement action will be used in appropriate circumstances to target long term empty properties, if owners fail to co-operate with renewal options.

Empty Property Assistance Program

- 1.11 The Housing and Customer Services Working Group on 3rd July 2014 recommended to Cabinet that the Empty Property Assistance Program was set up to help provide grants and loans to owners of empty properties to bring them up to decent home standard and back into occupation. £200,000 was approved for the provision of loans which would be directly paid back and a supplementary estimate of £100,000 was agreed to support the grants and enforcement work.
- 1.12 Property owners can apply for assistance which can be in the form of a grant which will be up to a maximum of £5,000 or an interest free loan which is up to £10,000 and paid back on a monthly basis over an agreed term.
- 1.13 In exchange for a grant or loan the property the Council would have nomination rights for a five year period. The property owner is also required to join the Arun and Chichester Landlord Accreditation Scheme and meet these standards.
- 1.14 The grants and loans are registered with the Land Registry as a charge on the property and become payable if the property is sold or there is a change of tenure within 5 years.
- 1.15 There has been limited take up of this funding, unfortunately because of the misconceptions perceived by property owners regarding potential tenants nominated by the Council. Therefore a review is proposed to make the scheme more attractive and thereby increasing the number of empty properties brought back into use.
- 1.16 Kent County Council are very active in the empty homes field and have a multi million pound “No Use Empty Scheme” and their grant and loan criteria has been reviewed and one proposal is to adopt a similar approach on a smaller scale and to expand the criteria of the financial assistance to empty home owners to renovate their properties to sell. It is considered that this would provide an increased positive outcome for all parties and prevent any potential enforcement action due to the

condition of the property and length of time it has been empty. The Council's interest would be protected by securing a legal charge as currently operated under the existing scheme. Once the property is sold the money is paid back to the Council as there would be a registered charge on the property.

Enforcement Tools

- 1.17 The informal engagement and encouragement can be effective in a number of cases, however, often the Empty Homes Officer has to resort to enforcement to ensure that the property is brought back into use. This can involve a range of formal enforcement notices requiring repair and renovation works to be completed by the owner in a specified timescale or requiring works to deal with public health issues such as clearing gardens and/or properties of waste and tackling rodent infestations. Often failure to comply with such a notice provides the Council with a legal right to carry out the works in default and to recover the cost.
- 1.18 Over the past year works in default have been carried out on approximately 5 properties which have utilised various pieces of legislation to deal with a range of issues, for example, garden clearances to address potential vermin infestations, securing of premises where unauthorised entry is being made and there is a risk to public safety, internal refurbishments where improvement notices have not been complied with. In all cases, the works in default have either facilitated the property being sold or reoccupied.
- 1.19 The funding from the Empty Property Assistance Program is used to support the Council undertaking enforcement action including works in default. Any money the Council spends in undertaking works in default is recharged back to the owner. Non-payment can lead to a Charge being secured on the property. Where a Charge has been placed on the property and registered as a Local Land Charge by the Council's Local Land Charges Team, it provides the basis for the Enforced Sales Procedure. The Council has the power of sale of the property, conferred by the Charge, to recover the money it is owed for carrying out the works in default. It is the same power that a bank or building society would rely upon to sell a house, when the owner has defaulted on the mortgage, which is secured as a Charge against the property. During 2021/22 one enforced sale was completed.
- 1.20 For the first time in 2018 the Council used powers under the Housing Act 1985 and 2004 to serve demolition orders, four have been served to date, the outcomes of which were:
- The owners of the property complied with the order and undertook the demolition works themselves
 - The property was sold via auction and the new owner has undertaken significant renovation and refurbishment to a high standard.
 - Demolition Order currently under appeal therefore the demolition order is suspended whilst this is heard.
- 1.21 Demolition orders remain available under Part 9 of the 1985 Act as amended. They are a possible response to serious hazards that are identified in a property where this is the appropriate course of action. In deciding whether to make a demolition

order the Council will:

- take into account the availability of local accommodation for rehousing any occupants;
- take into account the demand for, and sustainability of, the accommodation if the hazard was remedied;
- consider the prospective use of the cleared site;
- consider the local environment, the suitability of the area for continued residential occupation and the impact of a cleared site on the appearance and character of the neighbourhood.

1.22 Whilst this course of action removes a residential property from the private sector housing stock, and therefore these decisions are not taken lightly, it does deal with and remove an empty property and in turn generally provides for a more viable plot of land and development opportunity either for the owner or a prospective buyer.

1.23 Since 2018 the Council has received five appeals, via the First Tier (Property) Tribunal from property owners regarding notices that have been served. In all cases the Tribunal found in favour of the Council and upheld the notices, thus supporting the work and enforcement approach that is taken in regard to empty homes. However, it should also be noted that any appeal requires considerable time to prepare and therefore impacts on the time available to the Empty Homes Officer to engage with owners of other empty properties.

1.24 Another enforcement option available is one of compulsory purchase. This is considered a last resort and would mean that the Council becomes the legal owner of the property before then selling it on the open market. Such action was undertaken in 2014 in respect of a property in Bognor Regis and in January 2019 the compensation funds were credited to the nominated account and the process finalised, illustrating that enforcement cases can be very complex and time consuming.

1.25 The success of the work being achieved in regard to empty properties has been recognised by the Empty Homes Officer obtaining two awards National Empty Homes Conference Practitioner of the Year 2019 and National Empty Home Network – Meeting the Challenge Award 202.

New Homes Bonus

1.26 The New Homes Bonus is a grant paid by central government for increasing the number of homes and their use. The New Homes Bonus until 2017 was paid each year for 6 years and based on the amount of extra council tax revenue raised for new build homes, conversions and long term empty homes brought back into use

and equated to approximately £1666 per property each year. In 2017/2018 changes to the way the New Homes Bonus was awarded saw a reduction in the amount of money earned by reducing the reward from 6 years to 4 years. Therefore, the work that the Empty Homes Officer carries out contributes to the amount of New Homes Bonus the Council receives. Since 2014 this has equated to approximately £1.6 million.

Council Tax and Empty Homes

1.26 On 30th September 2021 a report was presented to the Residential and Wellbeing Committee regarding Council Tax and empty homes discount and Members recommended to Full Council that an increase to the premium on long term empty properties be approved as follows:

- 100% premium from 1st April 2022 for those properties which are empty for 2 years and over
- 200% premium from 1st April 2022 for those properties which are empty for 5 years and over
- 300% premium from 1st April 2022 for those properties which are empty for 10 years and over

1.27 If this is approved by Full Council it will provide another tool for the Empty Homes Officer to encourage empty home owners to bring their properties back into use.

Current Position

1.28 Over recent years rents have increased, demand for properties is higher and conversions of derelict commercial properties/hotels is a significant market currently. These are all factors that would need to be taken into consideration when considering a review of the Council's approach to empty properties and any financial assistance that is offered.

1.29 The Empty Homes Officer has seen an increase in reports of empty properties from local residents as well as enquiries from homes owners themselves. Therefore there is an opportunity to review and overhaul the approach the Council takes in regards to empty properties which in turn will increase the New Homes Bonus received on an annual basis currently.

2. PROPOSAL(S):

2.1 The proposals include:

- a) Review of the Empty Properties Assistance Program criteria for grants and loans. As discussed in paragraph 1.16 of this report, to review and use best practice from other Councils , and consider providing a grant or loan to assist property owners to renovate their properties with a view to selling rather than renting which is currently the criteria.
- b) Overhaul the process and procedures and review the timing of mail outs including

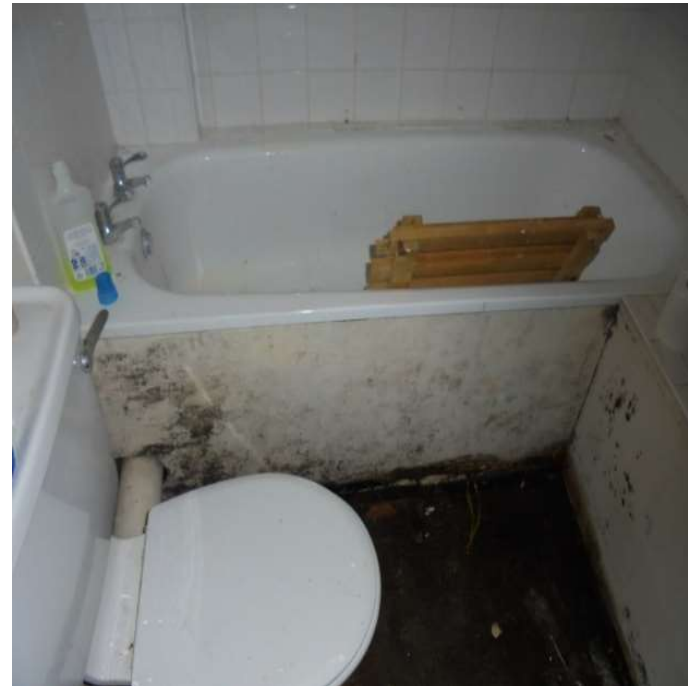
<p>the content of the letters with an aim of targeting the longer-term empty properties rather than the ones that are going through protracted sales, probate or refurbishment.</p> <p>c) Publicise the work of the Empty Homes Officer through press articles, Arun Times and social media to help promote the success stories but also to raise awareness of how the Council can assist.</p> <p>d) Partnership working could be developed with agencies such as Turning Tides, YMCA and other charitable housing organisations to partner and match fund mutually beneficial projects.</p> <p>e) Set up quarterly inter departmental meetings to assist with transparency and communication across the Council, to include discussion on long term empty properties to ensure a corporate approach and joint working.</p> <p>f) Streamline enforcement and works in default processes by procuring a five year contract for a local business to undertake small works following non-compliance with legal notices. Currently the Empty Homes Officer has to obtain a number of quotes to show value for money which is time consuming.</p> <p>g) To develop and review the existing Empty Homes Strategy for 2023-2028.</p> <p>2.2 Additional resources to the current 1FTE Empty Homes Officer would be required in order to continue to deal with the high level of empty homes work and to also overhaul the current processes, procedures and increase publicity and awareness as described above. Support has been provided temporarily from within the Private Sector Housing Team which is not sustainable in the longer term, however, it has helped to identify that a part time Technical Support Assistant role of 23hrs Scale 4 is required.</p>		
<p>3. OPTIONS:</p> <p>Other options available to Members:</p> <p>3.1 To agree no further changes to the Empty Property Assistance Program, thereby limiting the take up of the grants and loans which in turn would potentially increase the enforcement work and impact on existing resources.</p> <p>3.2 To continue with the existing resources ie. 1 FTE Empty Homes Officer, but this would therefore limit the scope of work in this area and would be restricted to reactive work rather than developing the service, raising awareness and publicity and helping to increase the potential New Homes Bonus income the Council receives.</p>		
<p>4. CONSULTATION:</p>		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify): Finance, Legal, Residential Services, Empty Homes Network, other	X	

Local Authorities.		
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	X	
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)		X
6. IMPLICATIONS: Financial: As the proposal is for a new additional permanent post, this is will require permanent growth in the establishment of 0.62 FTE. Legal: Increased enforcement activity in this area in turn increase the resources required from Legal Services to support with advice, dealing with appeals and processing of enforced sales. Equality: No adverse impacts on protected characteristics have been identified.		
7. REASON FOR THE DECISION: 7.1 To assist in bringing empty properties back into use and support the aims and objectives of the Councils Empty Homes Strategy 2018-2023		
8. BACKGROUND PAPERS: Appendix – Before and After - Photographs illustrating cases the Empty Homes Officer has been involved with. Equality Impact Assessment		

Property A Bognor Regis

An empty, derelict, two bed flat that had been affected for the last 10 years by extensive water ingress which had resulted in an extreme case of damp and associated mould growth throughout. Empty Homes Officer became aware of this property (which is a flat within one of the oldest Grade II listed buildings within Arun District) due to the length of time it had remained empty. The whole building required significant works and upgrading in order to meet current Fire regulations and following a formal inspection using HHSRS Improvement Notices were served under the Housing Act 2004 to require the significant category 1 and 2 hazards to be mitigated. As the property is not only Grade II listed it is also within a Conservation Area which means it must be restored to its original condition along with consultation and permissions being sought from the council's conservation officer.

Before Works



Property A Bognor Regis

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Property A, Bognor Regis

After Works



Property A, Bognor Regis

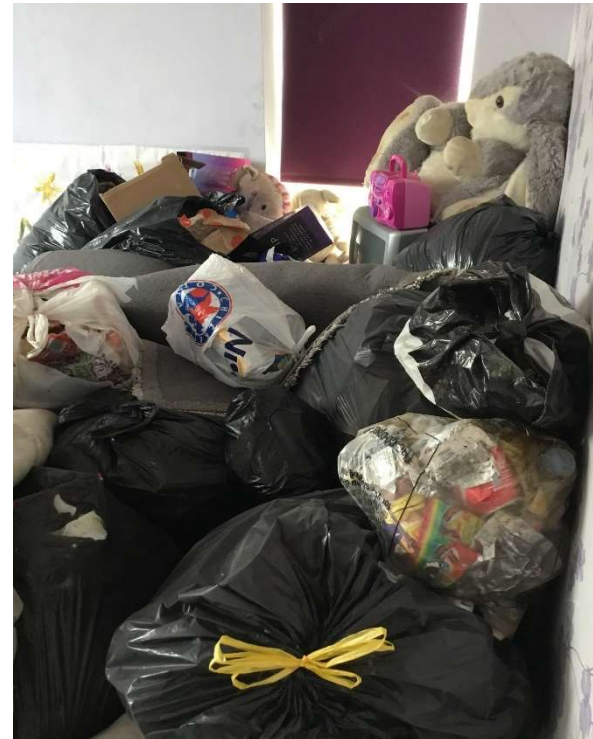


Property B, Rustington

2 bed top floor flat, complaint received by Police in May 2018 of suspected squatting and use of property as a drug den. Access was gained in partnership with the Police which revealed a filthy and verminous property that was hoarded with rotten food and drug paraphernalia. The property had also sustained significant damage. An Emergency locksmith was called and the locks changed once persons had left, a prevention of Damage by Pests

Act notice and a Filthy And Verminous Notice was served to deal with the infestation of flies, rubbish and human waste. All notices were not complied with and Works in Default were carried out. The property has since been sold and is now occupied.

Before Works



Property B, Rustington

After Works



Property C, Littlehampton

3 bed house, complaint received regarding condition of property and recent police attendance. Access was gained to the property with the owner. The property was in a very, very poor condition. A majority of the ground floor windows had missing glazing due to the severity of the overgrowth in the rear garden which had smashed through. Every space within the property was hoarded of possessions from floor to near enough ceiling level, along with animal/human faeces and carcasses. Prevention of Damage by pests Act notice and Filthy and verminous notices served which resulted in Works in default being carried out. Debt secured via Local Land Charge and the property was subsequently sold renovated and occupied.

Before Works



Property C, Littlehampton



Property C, Littlehampton

After Works



Property C, Littlehampton



Property D, Barnham

3 bed detached bungalow long term empty for many years and rarely visited by the owner, Improvement Notice Served due to extensive damp and mould and general poor condition of property internally and externally. Notice not complied with and works in default carried out. Extensive refurbishments including new double glazed windows and doors, new kitchen, new central heating system and complete re-wire carried out. Debt secured with Local Land charge and property sold.

Before Works



Property D, Barnham



Property D, Barnham



Property D, Barnham

After Works



Property D, Barnham

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Property D, Barnham



Property E, Bognor Regis

3 bed flat above a disused commercial unit, empty for over 6 years came to the attention of Empty Homes Officer via the Police being used as a squat and drug den. Property secured and Improvement Notice served. Property sold to developer who undertook extensive renovations and converted whole premise into 5 self contained units which are now being used as emergency accommodation by the council.

Before Works



Property E, Bognor Regis



Property E, Bognor Regis

After Work



Property E, Bognor Regis

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EQUALITY IMPACT ASSESSMENT

Name of activity:	Empty Property Assistance Program	Date Completed:	13 th October 2021
Directorate / Division responsible for activity:	Place/Technical Services	Lead Officer:	Nat Slade
Existing Activity	Y	New / Proposed Activity	N
		Changing / Updated Activity	Y

What are the aims / main purposes of the activity?

To bring empty properties back into use, the report proposes a review of this activity.

What are the main actions and processes involved?

Proactively and reactively investigating long term (6month or more) empty properties, to bring them back into use by informal means, offer of financial assistance or through enforcement action. A review of this activity is proposed to assist with bringing more empty properties back into use.

Who is intended to benefit & who are the main stakeholders?

All residents of Arun District could potentially benefit from this activity.
 Bringing an empty property back into use means a much needed home becomes available, potentially for a local resident/family, it can deal with a range of issues that the empty home could be causing in the neighbourhood eg. Vandalism, pest infestations, squatting, rubbish etc, thereby benefitting local residents.
 A range of departments within the Council are involved with Empty Homes work, Private Sector Housing, Council Tax, Legal, Planning and Housing, other stakeholders include property owners, local residents, letting/estate agents, developers, local charitable housing organisations

Have you already consulted on / researched the activity?

The Council have had an empty homes officer for a number of years therefore activity in this area is based upon experience as well as researching good practice from other local authorities and playing an active role in the National Empty Homes Network.

Impact on people with a protected characteristic (What is the potential impact of the activity? Are the impacts high, medium or low?)		
Protected characteristics / groups	Is there an impact (Yes / No)	If Yes, what is it and identify whether it is positive or negative
Age (older / younger people, children)	No	
Disability (people with physical / sensory impairment or mental disability)	No	
Gender reassignment (the process of transitioning from one gender to another.)	No	
Marriage & civil partnership (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	No	
Pregnancy & maternity (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	No	
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	No	
Religion & belief (religious faith or other group with a recognised belief system)	No	
Sex (male / female)	No	

Sexual orientation (lesbian, gay, bisexual, heterosexual)	No	
Whilst Socio economic disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	No	

What evidence has been used to assess the likely impacts?
Experience of delivering this activity and researching good practise from other local authorities.

Decision following initial assessment			
Continue with existing or introduce new / planned activity	Y	Amend activity based on identified actions	N

Action Plan			
Impact identified	Action required	Lead Officer	Deadline

Monitoring & Review	
Date of last review or Impact Assessment:	
Date of next 12 month review:	

Date of next 3 year Impact Assessment (from the date of this EIA):	
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Date EIA completed:	13/10/21
Signed by Person Completing:	Louise Crane

Public Document Pack Agenda Item 11

Subject to approval at the next Residential and Wellbeing Services Committee meeting

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RESIDENTIAL AND WELLBEING SERVICES COMMITTEE

30 September 2021 at 6.00 pm

Present: Councillors Pendleton (Chair), Gregory (Vice-Chair), Catterson, Mrs Cooper, Mrs English, Hughes, Seex (Substitute for Daniells) and Yeates

Councillors Gunner and Stanley were also in attendance for all or part of the meeting.

311. APOLOGIES FOR ABSENCE

Apologies for Absence had been received from Councillors Needs and Daniells.

312. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

313. MINUTES

The Minutes of the previous meeting held on 22 July 2021 and the Minutes of the Extraordinary meeting held on 19 August 2021 were approved by the Committee and signed by the Chair.

314. 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

The Committee

RESOLVED

That Agenda Item 8 [Safer Arun Partnership Annual Review 2020-21] be heard after Agenda Item 5 [Public Question Time] due to the presence of a guest speaking on the item.

315. PUBLIC QUESTION TIME

The Chair invited questions from members of the public who had submitted their questions in advance of the meeting in accordance with the Council's Constitution. The Chair confirmed that two questions had been submitted. The questions were asked and responded to by the Chair.

(A schedule of the full questions asked and the responses provided can be found on the meeting's webpage at: [Arun District Council](#))

The Chair then drew Public Question Time to a close.

316. SAFER ARUN PARTNERSHIP ANNUAL REVIEW 2020-21

Upon the invitation of the Chair, the Community Safety Officer presented his report. He outlined the purpose of the report as the statutory annual scrutiny of the Safer Arun Partnership as Arun's Local Community Safety Partnership. He confirmed that the Committee in leading on this statutory function would legislatively be the Local Authority's Crime and Disorder Committee for the purposes of this report. In particular, he drew Members' attention to the Safer Arun Partnership Plan 2020-21 [Appendix C in the Agenda Pack] and its strategic priorities which formed the basis of the work undertaken to try to reduce crime and anti-social behaviour across the District.

The Chair re-welcomed Sussex Police's Chief Inspector Jon Carter, District Commander for Chichester and Arun, to the meeting. The Chief Inspector highlighted four findings from the report – the significant rise in anti-social behaviour over the period the report looked at in part due to the Pandemic and the restrictions imposed, the significant proportion violent crime continued to play in crime reported in the District, domestic abuse still accounting for a worrying percentage of all reported crime at about 22% and its impacts particularly to children and young people and links to homicide, and drugs harm and successes in tackling and disrupting county lines activity though this tactic did not account for all drug supply in the area.

The Chair expressed her thanks to the whole Safer Arun Partnership team and stressed that tackling domestic abuse was also the responsibility of Members through their community involvement. Councillor Mrs Cooper as Chair of the Safer Arun Partnership also offered her thanks to the team for the work involved in producing the report and to the wider membership of the partnership for their continued engagement.

Members then took part in a full debate on the item where a number of points were raised including:

- whether more education was needed to tackle some of the underlying issues, particularly around domestic abuse and drugs
- positive trends in the report, reference made to drugs trafficking and supply in the Strategic Intelligence Assessment 2021 Key Findings [Appendix B in the Agenda Pack]

The recommendations were then proposed and seconded.

The Committee

RESOLVED – to

1. Endorse the work of the Safer Arun Partnership and the importance of partnership working in contributing to reducing anti-social behaviour and addressing crime and disorder in Arun.
2. Recognise the work of the Safer Arun Partnership in contributing to the delivery of the Council's strategic priority "supporting you if you need help".

317. MOTION

The Motion was referred to the Committee by Full Council on 15 September 2021. Upon the invitation of the Chair, Councillor Stanley as the Motion's original proposer explained some background to the Motion (including that across the country there were 98,000 homeless families, 100,000 families in temporary accommodation and 268,000 empty homes), the need to review Arun's approach to bringing empty homes back into use and whether the Council was committing appropriate resource to the issue.

Members then took part in a full debate on the item where a number of points were raised including:

- empty homes not contributing to the local economy
- the need to look at the holiday homes discount scheme
- the need for long-term tenancies that could be provided by making empty homes available again and the positive effects to local economies
- the negative impact empty homes in poor condition have on neighbourhoods, and associations with anti-social behaviour and vandalism
- support for and the impact on homeless members of the community

The motion was then proposed and seconded.

The Committee

RESOLVED – That

1. Council tax charged on Empty Homes be reviewed with a view to exploring a potential sliding scale increase over time. A similar system is currently being used in Brighton and Hove.
2. Council tax charged on Holiday Homes be reviewed with a view to encourage owners to utilise their properties on at least an annual basis.

The Committee

RECOMMEND TO ENVIRONMENT AND NEIGHBOURHOOD SERVICES COMMITTEE – That

1. A review be undertaken of the incentives and services we (could) offer property owners to increase engagement with our Empty Homes Team and support tenant management issues and misconceptions.
2. A review be undertaken of how we promote our Empty Homes service and how we communicate success stories.

318. BUDGET 2022/2023 PROCESS

Upon the invitation of the Chair, the Interim Group Head for Corporate Support and Section 151 Officer presented her report explaining that under the newly adopted Committee structure it was important that all Members be fully aware of the budget process. The process was approved by the Corporate Policy and Performance Committee at its meeting on 1 September 2021. She further explained that the report recognised the need for some resource switching in order to progress the Council's priorities, and that projects brought forward must deliverable in 2022-23, must aim to be cost neutral and mindful of limited Officer time and support. It was also highlighted that the report was concerned with the General Fund as the Housing Revenue Account had a separate Business Plan which was being worked on alongside the budget.

The Committee

RESOLVED

To note the budget setting process for 2022/23.

319. EMPTY HOMES COUNCIL TAX PREMIUM

Upon the invitation of the Chair, the Senior Revenues Assistant presented this report which asked Members to consider maximising the Council Tax premium for empty homes from April 2022, in line with legislation that came in in 2020 with an aim of getting empty properties back into use.

Members (and one non-Committee Member) then took part in a full debate on the item where a number of points were raised including:

- the benefits to residents rather than the Council as this was an incentive to get houses back into use
- questions around the logistics of policing the policy and how the Council knows about empty properties in the District
- specific types of property (retirement, for example) which could be difficult to sell but have restrictive criteria on purchasers
- which constituted 'furnished' in real and legislative terms

- whether other mechanisms, apart from homeowners applying for discounts, could be used for reporting empty homes, for example reporting by neighbours or whether utilities are connected
- not wanting to penalise those who have inherited a house but at the time having a finite cut-off that triggers them to act
- the importance of information in identifying opportunities to make houses available
- the leniency around exceptions and the importance of promoting the services the Council provides
- the shortness of timescales, particularly for houses vacant for a longer period of time that may require substantial work before being made available again
- the need to communicate effectively given the scale of the impact it could have on residents

The recommendations were then proposed and seconded.

The Committee

RECOMMEND TO FULL COUNCIL - That

1. An increase to the premium on long term empty properties be approved as follows:
 - 100% premium from 1 April 2022 for those properties which are empty for 2 years and over
 - 200% premium from 1 April 2022 for those properties which are empty for 5 years and over
 - 300% premium from 1 April 2022 for those properties which are empty for 10 years and over
2. The Head of Residential Services be given delegated authority in exceptional circumstances to waive any premium on a case by case basis.

320. COMPLIANCE POLICIES APPROVAL

The Chair welcomed the arrival of these policies and spoke of their benefit in ensuring residents could live safely in their homes and landlords met their legal and regulatory requirements. Upon the invitation of the Chair, the Interim Asset Manager presented his report explaining that the Council was under the regulatory notice of the Social Housing Regulator around compliance and building safety, that these policies aimed to be consistent and comprehensive and covered the Council's legal and regulatory obligations to its Social Housing tenants.

Members (and one non-Committee Member) then took part in a full debate on the item where a number of points were raised including:

- the Fire Safety policy and rules around furniture in foyer areas in sheltered housing
- that these policies only applied where the Council was the landlord
- praise for these policies being easy to understand

The recommendations were then proposed and seconded.

The Committee

RESOLVED - that

1. The Fire Safety, Gas Safety, Electrical Safety, Lift Safety, Asbestos management and Legionella policies be approved for publication
2. Delegated authority be given to the Group Head of Residential Services to make minor changes to the policies.

321. APPROVAL TO APPOINT A ROOFING CONTRACTOR

Upon the invitation of the Chair, the Interim Asset Manager presented his report.

The recommendation was then proposed and seconded.

The Committee

RESOLVED

To approve awarding a contract for roofing works for various properties and to approve the virement of £100,000 from the Kitchen and Bathroom programme budget to the Roofing budget to fund the project. Both of these budgets are in the Housing Revenue Account Capital Programme.

322. OUTSIDE BODIES

Councillor Mrs Cooper provided a verbal update on the Sussex Police and Crime Panel. A written version was made available on the meeting's webpage after the meeting.

323. WORK PROGRAMME

The Committee noted the Work Programme.

324. EXEMPT INFORMATION

The Committee

RESOLVED

That under Section 100a (4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the items.

325. APPROVAL TO APPOINT A ROOFING CONTRACTOR - EXEMPT

Upon the invitation of the Chair, the Interim Asset Manager presented his report.

The recommendation was then proposed and seconded.

The Committee

RESOLVED

To approve awarding a contract for roofing works for various properties and to approve the virement of £100,000 from the Kitchen and Bathroom programme budget to the Roofing budget to fund the project. Both of these budgets are in the Housing Revenue Account Capital Programme.

326. AWARD OF SECTION 44A BUSINESS RATES

Upon the invitation of the Chair, the Senior Revenues Assistant presented this report which sought Members' approval to award Section 44A Business Rate relief.

The Committee

RESOLVED

That business rate relief of £2163.31 be awarded.

327. COUNCIL TAX INSOLVENCY WRITE OFFS OVER £5,001

Upon the invitation of the Chair, the Senior Revenues Assistant presented this report which sought Members' approval to write off outstanding council tax charges which were subject to insolvency action.

The Committee

RESOLVED

That outstanding council tax charges totalling £42,766.51 which were subject to insolvency action, which prevented the Council from pursuing the debtor for payment, be written off.

328. BUSINESS RATES INSOLVENCY WRITE OFFS OVER £10,001

Upon the invitation of the Chair, the Senior Revenues Assistant presented this report which sought Members' approval to write off outstanding business rate charges.

The Committee

RESOLVED

That outstanding business rates and BID charges totalling £83,669.91 which were subject to insolvency action, which prevented the Council from pursuing the debtor for payment, be written off.

(The meeting concluded at 7.56 pm)

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES COMMITTEE ON 17 NOVEMBER 2021

REPORT

SUBJECT: Annual Engineering Service Review

REPORT AUTHOR:	Roger Spencer – Engineering Services Manager
DATE:	27 September 2021
EXTN:	37812
AREA:	Technical Services

EXECUTIVE SUMMARY:

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

RECOMMENDATIONS:

That the Environment and Neighbourhood Services Committee

- 1 Recommends to the Corporate Policy and Performance Committee, additional resources of £40,000, in the Coast Protection Revenue Budget commencing in 2022/23 and for a further 4 years thereafter, to allow for shingle management works associated with West Beach and other beaches e.g. East Beach, Littlehampton.
- 2 Recommends to the Corporate Policy and Performance Committee a £180,000 contribution to the Community Flood Fund in 2022/23 and a further £100,000 in 2023/24, to enable required Partnership Contributions to continue.
- 3 Authorises the Engineering Services Manager to undertake the necessary preparatory work relating to the new Capital schemes, to make Grant in Aid funding applications to the Environment Agency accordingly and to receive and draw down related funds.

1. BACKGROUND:

1.1 The review covers:

- Coastal Defence
- Land Drainage
- Structural & General and

- Other

Coastal Defence

1.2. DEFRA / Environment Agency Matters

- 1.2.1. Local Authorities are tasked with finding 10% efficiency savings on EA Grant aided schemes and to get 15% Partnership Funding across the programme. The criteria for Partnership Funding (PF) are likely to change in the coming months; until now, the main 'benefit' in any cost:benefit analysis has been residential homes. There will now be an opportunity for non-residential assets to be costs e.g. commercial property and agriculture.
- 1.2.2. The overall concept of Partnership Funding (PF) however, remains the same: depending on its priority, a proposed scheme will usually require 3rd party / community contributions; the lower the priority, the higher the level of local contribution(s) required for the scheme to proceed. Flood Defence Grant in Aid (FDGiA) is only eligible on schemes with a cost:benefit ratio greater than 1.
- 1.2.3. PF will continue to feature as an important and necessary part of the scheme preparation process, as 100% Government funding is unlikely to be forthcoming for future schemes. It is likely, however, that cross-government funding (i.e. other than GiA) will be allowed in the calculations.
- 1.2.4. Climate Change - The Government's online guidance can be found at <https://www.gov.uk/guidance/climate-change-explained>.
- 1.2.5. The Department for the Environment and Rural Affairs (DEFRA) has recently published its policy for flood and coastal risk management; this is augmented by the EA's strategy for delivery of this Policy. A number of initiatives in the EA Strategy are coming forward and requiring input from Risk Management Authorities, such as Arun District Council, to achieve their intended goals and an example of this is in asset management and condition recording.

1.3. South East Coastal Group

- 1.3.1. The Group is Officer based but Elected Members from across the Region (usually one per authority but not limited) are welcome to attend an annual review meeting of the Regional Monitoring Programme. From this, Members from across the Group's large geographical area are better informed of the Group's work.
- 1.3.2. The meeting is usually late in the calendar year – due to COVID-19, the event this year was again a virtual one, held on 13 October 2021. Cllr Stanley was the Arun DC delegate for 2020 (as Cabinet Member for Technical Services) and Cllr Staniforth for 2021 (as Vice-Chair of Environment & Neighbourhood Services Committee). Neither Member was able to join their respective on-line event but both were recorded for off-line viewing.

1.4. Partnership Funding / Community Flood Fund / Local Levy.

- 1.4.1. At its meeting on 15 July, the Committee received a report regarding a financial contribution towards an Environment Agency scheme, in the form of Partnership Funding from the Community Flood Fund (CFF).
- 1.4.2. In resolving to approve that contribution, Members at that time expressed the view that the Fund should be kept replenished to enable Partnership Funding contributions to be made to schemes as they come forward. This report therefore includes a Recommendation for inclusion in the Budget for 2022/23 of £180,000 and a further £100,000 2023/24.
- 1.4.3. To date, the CFF has provided or committed to provide funding of £581k - see Appendix 1
- 1.4.4. An alternative funding method is Local Levy; this is a relatively small fund administered by the Southern Regional Flood and Coastal Committee. Local Levy is used where the strict requirements of Flood Defence Grant in Aid (FDGiA) are not met but the scheme is considered worthwhile. It is agreed with the Environment Agency which funding route is appropriate to follow; PF contributions are welcomed as part of funding Levy only schemes, which show the promoter's commitment. (see 1.6.10 relating to Local Levy bid for a study into Coastal Change Management Areas (CCMA)).
- 1.5. Coastal Monitoring
 - 1.5.1. The Regional Monitoring Project provides volumetric and percentage changes of the beaches. However, these are averaged across the whole unit are typically small and can be misleading; therefore, a commentary for the most recent reported annual change (Spring '20 – Spring '21) is given below:
 - 1.5.2. The Council's frontage is divided into 6 Survey Units (exc. Pagham Harbour); The geographic locations (e.g. 4dSU17.026) are shown in detail in the Interim Survey Reports 2021 (Background Papers) – a plan showing the area references (e.g. 4dSU17) is included as Appendix 2.
 - Eastern Beaches (Ferring to Rustington) : Accretion covers much of the unit, with the main rates occurring at the lower foreshore. The most significant stretch of erosion has occurred between 4dSU17.026 to 4dSU17.031 (Angmering on Sea). A net gain for the unit as a whole.
 - Littlehampton : Patches of accretion and erosion, with accretion dominating. Most notable erosion occurring at 4dSU18.012 to 4dSU18.014 (Pitch & Putt to Hendon Avenue). Most notable accretion has occurred at the far ends of the unit. A small net gain for the unit.
 - Climping : Sections of accretion and erosion across the unit. Erosion occurring mostly at the back of the beach, the most significant of which occurring between 4dSU19.009 to 4dSU19.012 (W. Atherington). Accretion covering the eastern end of the unit, occurring especially at the lower foreshore. A small net gain.
 - Elmer : Patches of erosion and accretion corresponding to the rock islands, with accretion generally occurring behind the rock islands, and erosion seen

in between. A significant patch of erosion occurring behind the rock island at 4dSU20.023 (Elmer Sands). A small net loss for the unit.

- Bognor Regis (Aldwick to Middleton on Sea) : Accretion mainly covering the unit, with some smaller patches. A notable patch of accretion can be found between 4dSU21.003 to 4dSU21.005 (Shorecroft). A net gain for the unit.
- Pagham Beach (inc western part of Aldwick) : Stretches of erosion and accretion. Erosion appears to be most prevalent at the far eastern end, with a notable patch between 4dSU22.004 to 4dSU22.005 (East Front Road*). Accretion covers much of the unit, with the most significant rates at the far western end, as well as 4dSU22.014 to 4dSU22.015 (The Drive, Aldwick). A small net gain for the unit. (* East Front Road has been improving since Spring but volumetric survey data is not yet available).

1.6. Pagham Beach

- 1.6.1. The dynamic situation has been outlined in several previous reports and the situation continues to evolve. The spit naturally breached in 2016 but whilst the initial breach was about 200m wide, it widened to the extent that the root of the spit was almost back to the 2004 state (i.e. the channel flowing almost straight out to sea. However, the spit has since started to re-grow and is now in excess of 300m long (it was around 1,000m long when it breached).
- 1.6.2. With the re-growth there has been a landward migration of the outlet channel to the point where the Little Lagoon is no longer a significant feature. The scour, due to the change in shape of the outlet channel, has continued, especially over last winter, with the current trajectory there is a risk of a breach into the main Pagham Lagoon. There is, therefore, close liaison with the community and other stakeholders.
- 1.6.3. The Community has prepared a scheme and is awaiting the necessary approvals to enable a start on works to form a modest cut in the spit. There are environmental time constraints (over-wintering birds) in the highly designated area. The Environment Agency has prepared a contingency plan, in case the approvals are not forthcoming and emergency procedures have to be invoked.
- 1.6.4. The focus of attention for Arun DC has moved away from the residential property of East Front Road, the team now concentrating on providing assistance to the Community in developing its scheme. The East Front Road area continues to be regularly monitored, to make sure the improvement continues and that the standard of defence is as high as practicable going into the winter.
- 1.6.5. It is too soon to predict with any confidence what the winter of 2021/22 conditions will be; however, funding remains in place to enable modest, proactive or reactive interventions to strengthen the crest in East Front Road.
- 1.6.6. Whilst the focus area of erosion or flood risk is typically limited at any one time, the situation for Pagham Beach as a whole is clearly not sustainable financially, environmentally or technically; preparations are therefore about to start to procure a study into the implications and practicalities of introducing a Coastal Change Management Area.

- 1.6.7. A Coastal Change Management Area (CCMA) is a Planning mechanism and can be defined as:

An area identified in Local Plans as likely to be affected by coastal change (physical change to the shoreline through erosion, coastal landslip, permanent inundation or coastal accretion).

- 1.6.8. The establishment of a CCMA is not straightforward, and it should be stressed that no decision has been made to introduce a CCMA but it would be prudent to better understand, at an early date, what would be involved in the process.

- 1.6.9. As a CCMA is a Planning 'tool', the Planning Policy Committee has considered the matter of procuring the study (6 October 2021) and agreed that

1. The outline brief for the CCMA study be approved.
2. The timing of the study be scheduled for a start of procurement beginning October 2021, in order to accommodate the outcome of the Southern Regional Flood and Coastal Committee's decision on whether to provide extra funding and consequently, the final scope of the study.
3. delegated authority to proceed with the necessary administrative procedures and procurement processes based upon Southern Regional Flood and Coastal Committee's funding decision.
4. The guidance as set out in the report under 'Interim Approach' be used to assess the development merits of all Planning Applications coming forward on the Pagham Beach Estate.
5. The draw-down of any further Local Levy monies granted by the Southern Regional Flood and Coastal Committee be authorised for the CCMA work.

- 1.6.10. An EA Resilience and Innovation Flood and Coastal Programme bid was made earlier in the year, but this was unsuccessful. Accordingly, a bid has been made to the Southern Flood and Coastal Committee for Local Levy funding to extend the scope of the CCMA study – to include stakeholder engagement methodologies and making the results transferrable on a regional scale. The outcome of the bid should be known on 19th October; a verbal update will be given at the meeting.

1.7. Climping

- 1.7.1. Following the breach and flooding of 2019/20, the Environment Agency, which has historically maintained this frontage under flood defence powers, undertook works taking advantage of shingle available from the shingle shoal in the mouth of the River Arun, to rebuild a defensive bund some tens of metres inland of the breach.

- 1.7.2. The bund is performing well but it is not seen as a long-term solution. Works have been undertaken by EA to bolster the bund and to address potential vulnerabilities at the southern end of Climping Street (car park).
- 1.7.3. The coastal defence strategy for the area set out a policy of doing minimum whilst it was economically viable.
- 1.7.4. Discussions are ongoing into how best to provide a satisfactory standard of defence to the area (including Rope Walk and the Littlehampton Economic Growth Area [LEGA] development area) which has risk of flooding both from the open coast and from the river.
- 1.8. Revenue Works
- 1.8.1. The in-house Tree & Maintenance Team's (TMT) overall costs include an allowance for day-to-day revenue works to be undertaken – approx. 30% of their time. Any materials required and external Contractors' costs are financed from the limited Coast Protection revenue budget.
- 1.8.2. The TMT has again endeavoured to provide the first line response for reactive repairs and planned maintenance, carrying out mainly repairs and refurbishment of the timber groyne field. The use of local contractors, where specific skills and/or equipment are required, would be utilised as necessary but the workload of such contractors has remained high leading to high costs and long lead-in times.
- 1.8.3. In recent years, the Littlehampton Harbour Board (LHB) has needed to move shingle from the river and from adjacent to the Westworks, to help reduce the risk of navigation hazards in the river and/or failure of the Westworks structure. Whilst this is a LHB function, there is a financial risk to the Council due to the financial precepting arrangements with the Littlehampton Harbour Board.
- 1.8.4. CMT considered a proposal to proactively manage shingle in front of the dunes to better manage the issues at the Westworks; it was agreed by CMT that this should be funded by seeking an increase to the Coast Protection Revenue budget.
- 1.8.5. The material lifted from the river or from in front of the dunes has to be removed off-site (due to environmental constraints); other partners can make beneficial use of the material within the coastal system but it also becomes available to be placed on other beaches e.g. Littlehampton East Beach, where a potential weakness has recently been identified.
- 1.8.6. It is recommended that the Coast Protection Revenue budget be increased £40,000 pa from 2022/23 for 5 years to fund the work in the foregoing two paragraphs. Following this period, it is anticipated that the way forward for a LHB Westworks scheme, potential East Beach regeneration proposals and a capital scheme to improve the coastal defences on East Beach should be clearer and potentially come forward in a complimentary scheme.
- 1.9. Capital Works

- 1.9.1. Three phases of a largely EA funded Beach Erosion Management Plan (as recommended in the Arun/Pagham Coastal Defence Strategy) have been undertaken – a final phase is planned later this year for Middleton on Sea. This involves a short length of steel sheet piling to the safeguard a section of the seawall toe at Old Point.
- 1.9.2. Preparatory works for a Groyne Replacement Scheme are in hand, with works at Aldwick planned to start next financial year, subject to EA approval; two smaller schemes have been combined into one, to realise efficiency savings.
- 1.9.3. A scheme will be put forward for inclusion in the EA's capital programme. To deal with the potential weakness and then the comprehensive scheme at Littlehampton East Beach. There is no firm proposal for this at present, other than the temporary shingle management activity mentioned above at 1.8.6
- 1.10. **Land Drainage**
- 1.10.1. The Council has a responsibility, under the Land Drainage Act 1991, to maintain watercourses on its land and where it is the riparian owner. It also works with West Sussex County Council (as the Local Lead Flood Authority – under the Flood and Water Management Act 2010) on consenting and enforcement activities in relation to land drainage.
- 1.10.2. Officers also provide advice to residents and landowners – this involvement has increased due to the changes brought about in the Internal Drainage Boards arrangements – see below (1.14).
- 1.10.3. Strategic input to the process of land drainage management is also made possible through the operational and strategic officer groups chaired by WSCC (the West Sussex Flood Risk Management Group and Board respectively).
- 1.11. **Drainage Plans and Strategies:**
- 1.11.1. A number of Drainage Area Plans are being prepared by Southern Water Services, looking predominantly at the foul sewerage system for localised areas.
- 1.11.2. There are other Studies and work schemes are dealing with:
- Angmering (Black Ditch): being progressed by WSCC.
 - Aldingbourne: being led by EA
 - Elmer Surface Water Management Plan (SWMP): being led by WSCC
 - Lidsey SWMP - Being led by WSCC (previously by EA).
- 1.12. The West Sussex Flood Risk Management Group/Board has initiated a prioritised list of works across the County; Arun's entries on the list are being addressed on an individual basis. This is not an ideal situation and it makes the allocation of the Council's Community Flood Fund (above) difficult.

- 1.13. Minor Works : Engineering staff continue to support Town and Parish Councils, as well as Flood Action Groups, in respect of schemes funded as part of the WSCC Operation Watershed. They also work with other flood risk authorities to promote flood relief schemes
- 1.14. Internal Drainage Boards (IDBs):
 - 1.14.1. The background to the Internal Drainage Boards was provided in the 2020 Annual Engineering Review report. In summary, the South West Sussex Board has been dissolved and the future of the River Arun Board is not yet resolved.
- 1.15. Sustainable Drainage Systems (SuDS).
 - 1.15.1. These should feature heavily in the surface water disposal design of new developments coming forward – from just a single house to many thousands of units (proportionally applied). The drainage team offer advice and consultation responses to the Development Control Team – this is a vital part of the team's work if flooding is to be avoided in the future.
 - 1.15.2. In line with Council's Housing Allocation figures, there has been, and will be, a relatively large number of larger developments coming forward. These are often subject to difficult groundwater and surface water disposal conditions and so there is a demand on the Drainage Team to ensure that any Approvals are properly conditioned.
 - 1.15.3. This can be challenging, as winter groundwater monitoring is crucial; when the winter monitoring results are arrived at by the developers, the discharge of condition applications tend to arrive together shortly after, creating a backlog in demand of consultation responses
- 1.16. Structural & General
 - 1.16.1. The Section continues to undertake a range of tasks for other Internal and External Services:
 - 1.16.2. Structural Calculation checking for Building Control – a cost effective and flexible arrangement that ensures a suitable level of checking is applied to structural calculations submitted as part of Building Control submissions.
 - 1.16.3. As and when resource allows, a checking service is provided to Horsham District Council, Worthing & Adur Councils on a rechargeable basis.
 - 1.16.4. Structural advice is also provided to other internal services e.g. Housing; with provision of timely advice to Housing Repairs and Planned Maintenance on a range of issues that arise.
 - 1.16.5. Street lighting management (no budget holding) – covering car parks, housing sites and others; oversight of Arun's lighting assets – these are maintained by the WSCC framework contractor.
 - 1.16.6. Play Area inspections (no budget holding) – in Public Open Spaces, Housing sites and some Town and Parish areas (approx. 400 in total). Currently. The

<p>routine/visual are be included in the Parks Maintenance Contract but the 'operational' inspections, which are more detailed and comprehensive, are undertaken by Engineering staff trained in this type of work, to ensure that safety and insurance cover are maintained.</p> <p>1.16.7. Bus Shelters (no budget holding) – there are three main shelter provisions Arun, Parish Council and Clear Channel (approx. 100 in total). Engineering Services provides a point of contact for enquiries and liaises with Property and Estates for the maintenance of the Arun operated shelters and passes on comments relating to Parish shelters. The Clear Channel shelters are operated independently by the company and funded by advertising within the shelters.</p> <p>1.16.8. The Team also provides assistance to other internal Services (e.g. Car Parks), for the production of maps and record drawings and undertaking some inspections.</p> <p>1.17. Other</p> <p>1.17.1. Members of the Engineering Services team also utilise their design, management and supervisory skills to input to other ad hoc Council projects e.g. from smaller projects and feasibility study (e.g. beach access and skate parks) to the new Littlehampton Wave, as well as representing Arun DC on various working and focus groups e.g. the A27 Improvements for Arundel (Highways England). Assistance is also being provided to Residential Service's Warm Home Project.</p>	<p>1. PROPOSALS:</p> <p>It is proposed that the Environment and Neighbourhood Services Committee</p> <ol style="list-style-type: none"> 1 Recommends to the Corporate Policy and Performance Committee, additional resources of £40,000, in the Coast Protection Revenue Budget commencing in 2022/23 and for a further 4 years thereafter, to allow for shingle management works associated with West Beach and other beaches e.g. East Beach, Littlehampton. 2 Recommends to the Corporate Policy and Performance Committee a £180,000 contribution to the Community Flood Fund in 2022/23 and a further £100,000 in 2023/24, to enable required Partnership Contributions to continue. 3 Authorises the Engineering Services Manager to undertake the necessary preparatory work relating to the new Capital schemes, to make Grant in Aid funding applications to the Environment Agency accordingly and to receive and draw down related funds. <p>2. OPTIONS:</p> <p>Funding</p> <p>Not to approve/ratify the various virements and budget provisions thus accepting the various identified increased risks.</p>
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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: <u>Financial</u> <ul style="list-style-type: none"> A recommendation to Corporate Policy and Performance Committee for growth of £40,000 per annum from 2022/23 to 2026/27 to allow for shingle management works associated with West Beach and other beaches. The growth if approved will be added to the Medium Term Financial Plan; The recommendation for replenishment of the Community Flood Fund in 2022/23 and £100,000 in 2023/24 budgets is a transfer from General Fund to an Earmarked Reserve. Members should note that it is likely that Corporate Policy & Performance Committee will have to make recommendations to Council on items to be included or rejected from the 2022/23 budget when considering the overall budget for 2022/23 <u>Sustainability</u> All coastal defence works should be undertaken in the most sustainably manner practicable <u>Asset Management</u> It is important to manage and record the condition of assets		

7. REASON FOR THE DECISION:

To ensure works are planned and resources are used sustainably to manage flood and erosion risk in the District.

8. EFFECTIVE DATE OF THE DECISION: *Committee Services to insert*

9. BACKGROUND PAPERS:

Appendix 1 Funding provided, or committed to be provided, from the Community Flood Fund

Appendix 2 Plan showing Monitoring Areas (further detail within Interim Survey Reports 2020 – below)

Equalities Impact Assessment

Links also provided in body of the report:

Interim Survey Reports 2020 <https://coastalmonitoring.org/reports/#southeast> (full report)

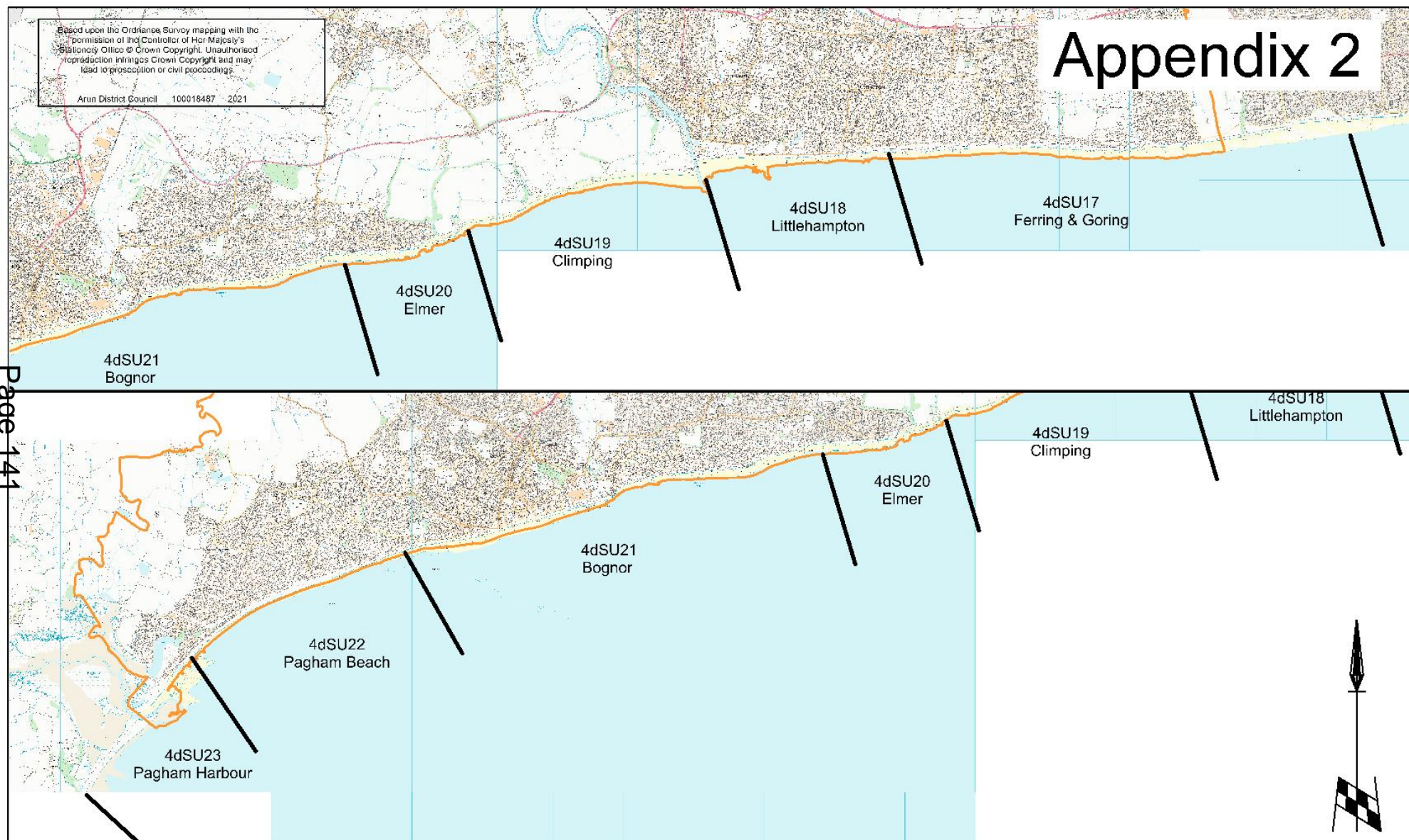
Planning Policy Committee 6 October 2021

[https://democracy.arun.gov.uk/documents/g1458/Public reports pack 06th-Oct-2021 18.00 Planning Policy Committee.pdf?T=10](https://democracy.arun.gov.uk/documents/g1458/Public%20reports%20pack%2006th-Oct-2021%2018.00%20Planning%20Policy%20Committee.pdf?T=10) – Item 8

Appendix 1

Funding provided, or committed to be provided, from the Community Flood Fund

Scheme	Arun PF Contribution £k	Scheme Promoter
Pagham Inland Banks	40	EA
Elmer Ph1 Flood Alleviation Scheme	40	EA
Arundel Flood Defences	96	EA
Watercourse Management	20	ADC
Western Beach Management	40	ADC
Post Storm Elmer	15	ADC
Peak Lane Drainage	10	ADC
Groyne Replacements	75	ADC
Beach Management 2	40	ADC
Angmering Flood Alleviation	50	WSCC
Rustington Flood Wall	80	ADC
Elmer Ph2 Flood Alleviation Scheme	40	EA
Supplements to R&M	35	ADC
Total	581	



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EQUALITY IMPACT ASSESSMENT

Name of activity:	Environment & Neighbourhood Services Committee Report: Annual Engineering Services Report	Date Completed:	26/10/2021
Directorate / Division responsible for activity:	Place / Engineering	Lead Officer:	Roger Spencer- Engineering Services Manager (ESM)
Existing Activity	<input checked="" type="checkbox"/>	New / Proposed Activity	<input type="checkbox"/>
		Changing / Updated Activity	<input checked="" type="checkbox"/>

What are the aims / main purposes of the activity?

To explore preceding year service area issues, matters that have arisen, or foreseen for the coming year, together with a number of budgetary provision matters

What are the main actions and processes involved?

Budgetary provision for shingle management and the Community Flood Fund and authorizing preparatory work to grant aid scheme submissions

Who is intended to benefit & who are the main stakeholders?

Beach users and residents close to the shoreline who would benefit from improvements in defence standards and persons across the District who would benefit from the introduction of schemes to address flood risk

Have you already consulted on / researched the activity?

No – the service has operated in a similar manner for a number of years - the report is primarily an update report

Impact on people with a protected characteristic (What is the potential impact of the activity? Are the impacts high, medium or low?)

Protected characteristics / groups	Is there an impact No	If Yes, what is it and identify whether it is positive or negative
Age (older / younger people, children)	No	NB Access to parts of the beach can be a challenge for persons with reduced mobility but there are no proposals within the report to change this situation positively or negatively.
Disability (people with physical / sensory impairment or mental disability)	No	

Gender reassignment (the process of transitioning from one gender to another.)	No	
Marriage & civil partnership (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	No	
Pregnancy & maternity (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	No	
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	No	
Religion & belief (religious faith or other group with a recognised belief system)	No	
Sex (male / female)	No	
Sexual orientation (lesbian, gay, bisexual, heterosexual)	No	
Whilst Socio economic disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	No	

What evidence has been used to assess the likely impacts?

The issues concerned are considered to be universal

There are no proposals to change the impact(s) to any protected characteristics or groups

Decision following initial assessment

Continue with existing or introduce new / planned activity	Yes	Amend activity based on identified actions	No
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Action Plan			
Impact identified	Action required	Lead Officer	Deadline
None identified	N/A	N/A	N/A

Monitoring & Review	
Date of last review or Impact Assessment:	N/A
Date of next 12 month review:	N/A
Date of next 3 year Impact Assessment (from the date of this EIA):	N/A

Date EIA completed:	26/10/2021
Signed by Person Completing:	R Spencer – Engineering Services Manager

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF ENVIRONMENT & NEIGHBOURHOOD SERVICES COMMITTEE ON 17 November 2021

REPORT

SUBJECT: Bognor Regis Beach Access Working Party

REPORT AUTHOR:	Roger Spencer – Engineering Services Manager
DATE:	October 2021
EXTN:	37812

EXECUTIVE SUMMARY:

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

RECOMMENDATIONS:

Environment and Neighbourhood Services Committee is requested to resolve to:

- 1 support the establishment of a Bognor Regis Beach Access Working Party based on the following terms:
 - (a) Terms of Reference – to consider the issues surrounding the provision of an access to the beach for the disabled and elderly persons in Bognor Regis and to examine the options available for such an access
 - (b) To determine what part of the beach to improve access to (waterline or shingle etc) and to consider options for geographic location
 - (c) The Working Party will report to Environment and Neighbourhood Services Committee,
 - (d) Size of the Working Party – 6 Arun District Councillor seats with two further seats (without voting rights) to be offered to the Bognor Regis Town Council Access Group.
 - (e) Nominations to the seats – Cllrs Worne, Needs, Brooks, Staniforth, Edwards and English - to be confirmed by the relevant Group Leaders immediately if the proposal is accepted by Environment and Neighbourhood Services Committee.
 - (f) Chair of the Working Party: Cllr Edwards
 - (g) Proposals for the allocation of seats if vacancies occur – to be for the relevant Group Leader / Bognor Regis Town Council Access Group to fill the vacant seat

as appropriate and this information to be reported this to the next Environment and Neighbourhood Services Committee meeting

- (h) The Working Party will take the form of a Task & Finish exercise and conclude in not more than 12 months from the date of the first meeting.
- (i) Timescale for the work to be undertaken – the first meeting of the Working Party will be in Spring 2022 with the site visit timed appropriately for sufficient daylight at around the time of Low Water.
- (j) Presentation(s) will be made by officers as soon as possible to enable the Council to progress with any recommendations it supports.

2 If established, the Working Party can then:

- (a) An invitation be extended to Bognor Regis Town Council Access Group for two representatives to join the Working Party (without voting rights)
- (b) The suggestion be made to Bognor Regis Town Council Access Group that Cllr Goodheart be one of the two Group representatives should they choose to accept the invitation – this and the second representative to be confirmed by Bognor Regis Town Council Access Group.
- (c) Review its terms of reference at its first meeting or thereafter and recommend any change back to Environment and Neighbourhood Services Committee
- (d) Make any recommendations to Environment and Neighbourhood Services Committee based on the Terms of Reference – it will have no decision-making authority
- (e) Meet in private unless it agrees that it will work to the Meeting Procedure Rules at Part 5 of the Council's Constitution. Meetings will be held virtually until such time as the Working Party considers that 'in person' meetings are appropriate and then they shall be held in Bognor Regis Town Hall; and

3 Give consideration as to how to approach similar issues in other locations if they have not already been resolved

1. BACKGROUND:

- 1.1. Following the Cabinet meeting of 16 November 2020, Environment and Neighbourhood Services Committee on 23 September 2021 received a report from the Engineering Services Manager which examined the options short-listed by Cabinet and went on to recommend a sub-option (4a).
- 1.2. Members did not proceed with the Recommendation but instead Resolved to proceed with the process of setting up a Working Party to examine the matter in more detail and called for a report to do so.
- 1.3. This report accordingly sets out Terms of Reference of the Working Party and other pertinent matters.
 - 1.3.1. Terms of Reference:
 - 1.3.2. to consider the issues surrounding the provision of an access to the beach for the disabled and elderly persons in Bognor Regis
 - 1.3.3. to examine the options available for such an access.
 - 1.3.4. Membership of 6 Arun District Councillors with an invitation extended to

- Bognor Regis Town Council Access Group for 2 further seats; nominations to the 6 Arun DC seats made by Group Leaders
- 1.3.5. Meetings in private (virtually) until such time as the Working Party considers that 'in person' meetings are appropriate and then they shall be held in Bognor Regis Town Hall; there shall be the provision to have a site meeting(s) to enable Members to view first-hand the pertinent issues, and to consider the advantages and disadvantages of the various geographic locations, along the Bognor Regis frontage.
 - 1.3.6. It would be appropriate for only the six Arun District Councillor seats to have voting rights; the views of the 2 from the Bognor Regis Town Council Access Group should however be reported to the E&NS Committee as part of any recommendations.
 - 1.3.7. Chair of the Working Party: Cllr Edwards
 - 1.3.8. To be of a Task and Finish format, lasting not more than 12 months and with the first meeting in Spring of 2022 subject to Committee timetabling. Meeting frequency to be determined by the Working Party
 - 1.3.9. Presentation(s) to be made by officers – see 1.4/5 below
 - 1.3.10. To make any recommendations to Environment and Neighbourhood Services Committee
 - 1.3.11. Terms of Reference would be subject to review
 - 1.4. Previous reports have provided information on the constraints and potential adverse scenarios – these would be re-examined in greater detail through presentations by officers.
 - 1.5. Eight options were originally examined and a short-list of three was developed – All 8 would be re-tabled and discussed together with any other options that might be identified.
 - 1.6. Meetings would be virtual until such time that it was appropriate to have face to face meetings and then meetings would be held in Bognor Regis. Members were keen to have a site visit if practicable. The site meeting(s) would need to be timed to coincide with Low Water (or thereabouts) and when there was sufficient daylight, so that Members could gain an appreciation of the full site.
 - 1.7. The Working Party meetings would be held in private but Members were also keen to ensure that stakeholders' views were taken into account. Hence it is proposed to extend an invitation to Bognor Regis Town Council Access Group for two members of that Group to join the Working Party.
 - 1.8. The Working Party would therefore consist of 6 Arun District Councillors and 2 from the Bognor Regis Town Council Access Group. Group Leaders have nominated Cllrs Worne, Needs, Brooks, Staniforth, Edwards and English – with the suggestion to be made to Bognor Regis Town Council Access Group that Cllr Goodheart would attend representing the Access Group.
 - 1.9. The Working Party would have no decision-making powers but would report back and recommend proposals or courses of action to Environment and Neighbourhood Services Committee
 - 1.10. Similar issues i.e. access to the beach have arisen in other parts of the District, the

Committee may give consideration as to how to approach similar issues in other locations if they haven't already been resolved

2. PROPOSAL(S):

Environment and Neighbourhood Services Committee is requested to resolve to:

- (a) support the establishment of a Bognor Regis Beach Access Working Party based on the following terms:
 - (a) Terms of Reference – to consider the issues surrounding the provision of an access to the beach for the disabled and elderly persons in Bognor Regis and to examine the options available for such an access
 - (b) To determine what part of the beach to improve access to (waterline or shingle etc) and to consider options for geographic location,
 - (c) The Working Party will report to Environment and Neighbourhood Services Committee,
 - (d) Size of the Working Party – 6 Arun District Councillor seats with two further seats (without voting rights) to be offered to the Bognor Regis Town Council Access Group.
 - (e) Nominations to the seats – Cllrs Worne, Needs, Brooks, Staniforth, Edwards and English - to be confirmed by the relevant Group Leaders immediately if the proposal is accepted by Environment and Neighbourhood Services Committee.
 - (f) Chair of the Working Party: Cllr Edwards
 - (g) Proposals for the allocation of seats if vacancies occur – to be for the relevant Group Leader / Bognor Regis Town Council Access Group to fill the vacant seat as appropriate and this information to be reported this to the next Environment and Neighbourhood Services Committee meeting
 - (h) The Working Party will take the form of a Task & Finish exercise and conclude in not more than 12 months from the date of the first meeting.
 - (i) Timescale for the work to be undertaken – the first meeting of the Working Party will be in Spring 2022 with the site visit timed appropriately for sufficient daylight at around the time of Low Water.
 - (j) Presentation(s) will be made by officers as soon as possible to enable the Council to progress with any recommendations it supports.

2 If established, the Working Party can then:

- (a) An invitation be extended to Bognor Regis Town Council Access Group for two representatives to join the Working Party (without voting rights)
- (b) The suggestion be made to Bognor Regis Town Council Access Group that Cllr Goodheart be one of the two Group representatives should they choose to accept the invitation – this and the second representative to be confirmed by Bognor Regis Town Council Access Group.
- (c) Review its terms of reference at its first meeting or thereafter and recommend any change back to Environment and Neighbourhood Services Committee
- (d) Make any recommendations to Environment and Neighbourhood Services Committee based on the Terms of Reference – it will have no decision-making authority
- (e) Meet in private unless it agrees that it will work to the Meeting Procedure Rules

3	<p>at Part 5 of the Council's Constitution. Meetings will be held virtually until such time as the Working Party considers that 'in person' meetings are appropriate and then they shall be held in Bognor Regis Town Hall; and</p> <p>Give consideration as to how to approach similar issues in other locations if they have not already been resolved</p>	
<p>3. OPTIONS:</p> <p>Set up a Working Party (Recommendation)</p> <p>To remain with the Committee considering the issue</p> <p>NB The setting up of a Working Group or Panel would not be in accordance with the Constitution and still achieve what is understood to be the aims of the Committee.</p>		
<p>4. CONSULTATION:</p>		
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)		✓
<p>6. IMPLICATIONS:</p>		
<p>7. REASON FOR THE DECISION:</p>		

To enable the Environment and Neighbourhood Services Committee receive and consider proposals regarding better access to the foreshore in Bognor Regis for those with limited accessibility.

8. BACKGROUND PAPERS:

Equalities Impact Assessment – not required

Cabinet report in 16 November 2020 - ([Public Pack](#))[Agenda Document for Cabinet, 16/11/2020 17:00 \(arun.gov.uk\)](#) – Item 11

Environment and Neighbourhood Services Committee on 23 September 2021
https://democracy.arun.gov.uk/documents/g1487/Public_reports_pack_23rd-Sep-2021_18.00_Environment_and_Neighbourhood_Services_Committee.pdf?T=10 item 10

Changing Places Toilets Expressions of Interest	Nat Slade								
Tree Planting Strategy	Joe R-W	7 Oct	12 Oct	5pm Wednesday 20/10/21	25-Oct-21	10am Monday 01/11/21	Wednesday 03/11/21	17-Nov-21	12-Jan-22
Car Parks Strategy	Joe R-W								
Variation to Parking Charges	Joe R-W								
Fuel Poverty Framework	Louise Crane								
Empty Property Assistance Programme	Louise Crane								
Annual Engineering Service Review	Roger Spencer								
Bognor Regis Beach Access Working Party	Roger Spencer								
Food Waste Trial (FWT) update	Joe R-Wells	25 Nov	30 Nov	5pm Wednesday 08/12/21	16-Dec-21	10am Monday 03/01/22	05-Jan-22	20-Jan-22	09-Mar-22
Budget 2022/23 Timetable	C Martlew								

Solar Together Sussex	Louise Crane	27 Jan	01 Feb	5pm Wednesday 09/02/22	17-Feb-22	10am Monday 21/02/22	23-Feb-22	10-Mar-22	11-May-22
	Joe R-W								
Variation to Parking Charges (following public consultation)									

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