



# Public Document Pack

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Committee Manager Helen Burt (ext. 37614)

02 March 2022

## ENVIRONMENT COMMITTEE

A meeting of the Environment Committee will be held in **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Thursday 10 March 2022 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:** Where public meetings are being held at the Arun Civic Centre, to best manage safe space available, members of the public are encouraged to watch the meeting online via the Council's Committee pages.

1. Where a member of the public wishes to attend the meeting or 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, but of course can attend the meeting in person. There will be limited public access to this meeting and admission for public speakers will be by ticket only, bookable when submitting questions. Attendees will be asked to sit in an allocated seat in the public gallery on a first come first served basis. Only one ticket will be available per person.
2. It is *recommended* that all those attending take a lateral flow test prior to the meeting.
3. Those attending the meeting will *not* be required to wear a face covering however, are encouraged to bring one along to cover instances where a meeting may have higher public attendance. Masks will be made available at the meeting.
4. We request members of the public do not attend any face to face meeting if they 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](mailto:Committees@arun.gov.uk) by 5.15 pm on Wednesday, 02 March 2022 in line with current Committee Meeting Procedure Rules.

It will be at the Chief Executive's/Chair's discretion if any questions received after this deadline are considered.

For further information on the items to be discussed, please contact [Committees@arun.gov.uk](mailto: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 - 8)

The Committee will be asked to approve as a correct record the Minutes of the Environment Committee held on 20 January 2022.

### 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. **SOLAR TOGETHER SUSSEX SCHEME**

(Pages 9 - 18)

Authority is sought to support a collective solar scheme with other District and Boroughs in Sussex. This is run by West Sussex County Council and called 'Solar Together Sussex'. The aim is to help residents access this renewable technology and drive down the cost through collective purchasing.

7. AMENDMENT TO OFF STREET PARKING ORDER TO INCLUDE RESTRICTIONS COVERING ELECTRIC VEHICLE CHARGING POINTS (Pages 19 - 28)

To ensure that the bays designated for the use of Electric Vehicle Charging points are enforceable, the rules covering the use of these bays must be included within the Council's Off Street Parking Order.

8. VARIATION TO PARKING CHARGES (Pages 29 - 48)

It was agreed at the Environment Committee of 17 November 2021 that the proposed charges as set out in Appendix A of this report be subject of consultation after which a report would be returned to Committee for final approval. This report provides the responses received from the consultation and these are set out in Appendix B.

9. TRANSFER OF SECTION 106 FUNDING (Pages 49 - 52)

This report presents a summary of Section 106 funds that are on hold under Planning Permissions Y/30/13 (land south of Fellows Gardens) and Y/22/14 (Land at Kings Close), and which are earmarked to be transferred to Yapton Parish Council, to be spent on improving local open spaces. This report requests authorisation to enter into Deeds of Agreement with the Parish Council and formally allocate the spend.

10. WORK PROGRAMME (Pages 53 - 58)

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 Committee meeting

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## ENVIRONMENT COMMITTEE

20 January 2022 at 6.00 pm

Present: Councillors Edwards (Chair), Staniforth (Vice-Chair), P. English, Goodheart, Bicknell, Needs, Warr, Thurston, Bennett (Substitute for Worne), J. English (Substitute for Chace) and Haywood (Substitute for Huntley)

Councillors Elkins, Gunner and Pendleton were also in attendance for all or part of the meeting.

[Note Councillor Paul English was absent from the meeting during Item 582]

### 573. APOLOGIES

Apologies for absence had been received from Councillors Huntley, Worne and Chace.

### 574. DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Councillor Paul English declared a personal Prejudicial Interest, as a landlord to private properties, in Agenda Item 8.
- Councillor Joan English declared a Prejudicial Interest, as a landlord to private properties, in Agenda Item 8.
- Councillor Goodheart declared a Personal Interest in Agenda Item 6, in reference to tree planting due to his links with Park Vision.

### 575. MINUTES

The Minutes of the meeting held on 17 November 2021 were approved by the Committee. These would be signed at the end of the meeting.

### 576. 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 explained to Committee that he wished to make a change to the published order of the agenda, by moving Item 10 (1-2-3 Food Waste & Absorbent

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Hygiene Products (AHP) Collection Trial Progress Update) to before Item 6 (Committee Revenue and Capital Budgets 2022/2023) due to the presence of a guest from West Sussex County Council attending for the item. The Committee approved this change by a show of hands.

577. PUBLIC QUESTION TIME

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

578. 1-2-3 FOOD WASTE & ABSORBENT HYGIENE PRODUCTS (AHP) COLLECTION TRIAL PROGRESS UPDATE

The Chair welcomed and introduced Kelly Hellyer, Partnership Manager within the Waste Service Team at West Sussex County Council (WSSC).

Upon the invitation of the Chair the Environmental Services & Strategy Manager presented the report to the Committee. He introduced the additional recommendation which was 'To approve the continuation of the 123 trial from May 2022 until February 2023 and expiry of the current combined cleansing services contract (as set out in the Cabinet report dated 16.11.2020'.

The Environmental Services & Strategy Manager highlighted some key areas of the report including that this was a trial for which they were only 6 months in. The work of the Project Team which comprised of Officers from both Arun & WSSC was a great example of partnership working and had ensured a successful roll out of the trial. Participation and capture rates were around 90% per household and 60% for flats, which were well in excess of pre-trial targets. They had captured 86 tonnes of food waste, which was equivalent to a 36% reduction in the residual waste stream. AHP collection had been well in excess of targets, and at the 6 month stage they had collected almost 13 tonnes of AHP. The face-to-face resident survey captured responses from 500 trial households. Of these 85% were either satisfied or very satisfied with food collection service. 73% of respondents were either satisfied or very satisfied with the general waste collection service. The complaints and issues had been few and isolated. The team had taken learning points from the trial.

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

- What was being done to try to encourage people in flats to take part? The Partnership Manager within the Waste Service Team at WSSC confirmed they had been completing site inductions, and they monitored bin stores regularly; they communicated with managing agents; they had a doorstepping team to inform residents and remind them how to use the service; there was a waste prevention team also offering guidance.
- Clarification was requested around communal bins for Houses in Multiple Occupation (HMOs)
- Could a scheme for AHP be rolled out to other household's in the District not participating in the trial? The Partnership Manager within the Waste Service

Team at WSCC confirmed they were working with the contractors who were taking data from the trial to supply to designers and contractors to create a recycling facility. Students from Brighton University were also being worked with, in order for them to hopefully create a unique design solution.

- The future collection cycle should ensure that the dry recycling was collected frequently enough.
- Had the seagull proof bags been tested? How successful were they? The Environmental Services & Strategy Manager would provide a written update to Members regarding this separate project.
- Clarification was requested over the trial figures.
- The situation regarding overflowing bins and whether residents would receive additional or larger bins.
- It was a fascinating exercise.
- Could more waste be composted in the future.
- Thanks was given to the teams implementing the trial.
- Whether changes would be made to the trial over the next 6 months.
- Whether Care Homes would be included in the roll-out.

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

The Committee

RESOLVED that

- (1) They acknowledged the positive results to date of the 1-2-3 Food Waste and AHP collections trial.
- (2) They acknowledged the efforts of residents in the trial area who have sustained high participation and capture rates of food waste and AHP and delivered considerable reduction of these materials in the residual waste stream.
- (3) They acknowledged the effectiveness of the Arun and WSCC joint project team in ensuring smooth delivery of the trial.
- (4) The continuation of the 123 trial from May 2022 until February 2023 and expiry of the current combined cleansing services contract (as set out in the Cabinet report dated 16.11.2020) be approved.

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579. COMMITTEE REVENUE AND CAPITAL BUDGETS 2022/2023

*[Councillor Goodheart had declared a Personal Interest in this item]*

Upon the invitation of the Chair the Interim Group Head of Corporate Support and Section 151 Officer introduced this report, reminding Members that this was the first year that the Council's Budget had been produced under the new Committee style of governance. The Committee was provided with a brief reminder of the process in formulating the Budget for 2022/23. The detailed budget papers for this Committee to consider were set out in Appendix A of the report and only contained essential/committed growth items. Members were asked to note that there had been significant pressure on establishment budgets, which assumed a 1.75% pay award this year and a 2.5% pay award for 2022/23, and a 1.25% increase for employer's National Insurance contributions. The uncommitted growth items for this Committee were included in Appendix B and totalled £55,000. The Capital Programme in Appendix C totalled £1.945 million. The maintenance of Corporate Assets was the responsibility of the Economy Committee, and their budget had been approved the previous evening. The Policy and Finance Committee would be requested to agree £180,000 contribution to the flood fund in the current year as detailed in the report. The proposed budget for 2022/23 was being presented for the Committee to agree before being considered as part of the total budget, by the Policy & Finance Committee. Members were reminded of the Budget Briefing to be held on 16 February 2022.

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

- Clarification was requested around income/surplus from car parks.
- Clarification was sought regarding the loss on cleansing facilities and the rise in income from cemeteries.
- The Coast Protection and Land Drainage had increased significantly. The Interim Group Head of Corporate Support and Section 151 Officer explained that there was a £40,000 increase for shingle clearance. This would be for the purpose of coastal protection.
- Was there a budget for clearance of shingle from promenades? It was confirmed there was a budget for this.
- The increase in workforce for parks and open spaces was welcomed.
- There were further questions on the figures regarding cemeteries. A written update would be provided by Officers.
- Further information was requested around plans for Bersted Brooks, which was provided by the Leader of the Council.

The recommendations were Proposed by Councillor Paul English and Seconded by Councillor Goodheart.



The Committee

RESOLVED that

- 1) The 2022/23 Revenue Budget as illustrated in Appendix A of this report be agreed;
- 2) The 2022/23 list of uncommitted growth items as illustrated in Appendix B of this report be agreed;
- 3) The 2022/23 Capital Programme as illustrated in Appendix C of this report be agreed; and

The Committee also

RECOMMEND TO THE POLICY & FINANCE COMMITTEE

- 1) That the Revenue Budget, list of growth items and Capital Programme for this Committee be included in the overall General Fund Budget when considering the overall budgets on 10 February 2022.

580. DISABLED FACILITIES GRANT CHARGE RECYCLING POLICY

Upon the invitation of the Chair the Principal Environmental Health Officer presented the report to the Committee. She explained the Council were responsible for administering disabled facility grants to private sector residents, enabling them to live independently in their own homes. There was a West Sussex Disabled Facilities Grant Policy, approved by Cabinet in December 2019, which allowed a local land charge to be put on owner-occupied adapted property. The cost of works between £5,000 and £10,000 could be put on the local land charge register, and if the property was sold within 10 years of the works being completed the Council asked for the money to be repaid. The report asked for those funds returned to the Council to be specifically used for more disabled facilities grants. On average the returned funds were around £30,000 per year.

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

- The maximum grants available, and recovery on this.
- The process if the property was sold due to death. It was confirmed if the property was sold due to a death, the Council would try to recover the costs.
- The differences in grants provided by Arun District Council and West Sussex County Council (WSCC). It was confirmed WSCC provide equipment, whereas Arun provided more fixed assets.
- The numbers of grants provided per year, and how these properties were monitored afterwards.
- Whether the grants would cover the costs to have plans drawn up. The Principal Environmental Health Officer confirmed that grants did cover fees,

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and also the Council did not charge the Planning fees for disabled adaptations.

- Where the funds would go if they were not recycled into additional Disabled Facilities Grants. It was confirmed these would go into the general fund.

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

The Committee

RESOLVED that

Any funds received by the Council via repayment of Disabled Facilities Grant charges, be recycled to fund further adaptations for private sector residents

581. ENFORCEMENT POLICY FOR ENVIRONMENTAL HEALTH, PRIVATE SECTOR HOUSING, LICENSING AND CLEANSING

*[Councillor Paul English and Councillor Joan English re-declared their Prejudicial Interests at the beginning of this item]*

Councillor Paul English Informed Committee that he had received advise from the Monitoring Officer during the early part of the meeting, who had said that he did not have significant enough interest in the item to prevent him from remaining in the meeting or asking questions. Councillor English confirmed however, that he would be abstaining from voting.

Councillor Joan English informed the Committee that the same applied to her as applied to Councillor Paul English with regards to advice from the Monitoring Officer about her Prejudicial Interest in the Item.

Upon the invitation of the Chair the Principal Environmental Health Officer presented the report to the Committee. She explained there was a joint policy for Environmental Health, Private Sector Housing, Licensing and Cleansing, that had been adopted. The report sought Committee approval for some amendments. The main changes were to include civil financial penalties for offences that came under 3 particular pieces of legislation relating to energy efficiency, electrical safety standards and smoke & carbon monoxide alarms. In addition to the policy there were 2 statements of principle, which were required to be published under the Electrical Safety Standards and the smoke and Carbon Monoxide Alarm Regulations.

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

- Whether Gas Safety legislation was covered. It was confirmed this was not.
- Documentation relating to checks should be visible to residents at the property.

- This was an excellent report and covered everything already being done by responsible landlords.
- Whether HMOs were covered in the policy. It was confirmed that they were.
- Whether Gas could be included in the over-arching policy document. The Group Head of Technical Services confirmed the Policy was to detail the way the Council enforced legislation that it was the regulator for. There was an obligation for Gas Safety certificates to be shared with tenants. This was however, outside of the scope of the legislation that Arun District Council were responsible for.
- Whether Arun District Council properties were included in the policy. It was confirmed the policy only related to private sector housing.
- Clarification was sought around why juveniles were included within the Policy.

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

During the vote Councillor Paul English and Councillor Joan English abstained from voting.

The Committee

RESOLVED that

- 1) The amendments to the attached Enforcement Policy for Environmental Health, Private Sector Housing, Licensing and Cleansing be adopted.
- 2) The Statement of Principles for the Electrical Safety Standards in the Private Rented Sector Regulations 2020 and the Smoke and Carbon Monoxide Alarm Regulations 2015 be adopted.
- 3) Delegated Authority be given to the Group Head of Technical Services or their nominated representative to make any necessary consequential changes to the attached Enforcement Policy for Environmental Health, Private Sector Housing, Licensing and Cleansing and the Statement of Principles for the Electrical Safety Standards in the Private Rented Sector Regulations 2020 and the Smoke and Carbon Monoxide Alarm Regulations 2015, as a result of new legislation or alternative practices.

#### 582. AWARD OF CONTAIN OUTBREAK MANAGEMENT FUNDING

Upon the invitation of the Chair the Group Head of Technical Services presented the report to the Committee. He explained that Environmental Health had worked with WSCC throughout the Covid-19 pandemic, via the Covid Health Protection Board following the Outbreak Management Plan agreed across the County. This delivered a series of preventative interventions and responding to service requests whilst continuing to deliver other statutory environmental health work. Throughout that time joint bids had been submitted to WSCC by the Environmental Health teams across the

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County, for Contain Outbreak Management funding, which was provided to the County by Government. The purpose was to enhance the capacity of Environmental Health teams to deliver the additional Covid work whilst minimising the impact on their ability to deliver the other statutory environmental health work. Examples of additional Covid work included 118 workplace based outbreaks of covid that had been investigated; 2797 proactive compliance monitoring visits of businesses; they had investigated 938 service requests relating to covid, such as complaints about practices and requests for advice; they had also been working with the Health & Safety Executives and provided them with 1400 businesses to undertake spot checks on; working with event organisers and larger businesses within the tourism and food sectors to ensure adequate Covid risk assessments were in place. Over the summer a further funding bid for £361,000 per Local Authority was applied for, however the fund was oversubscribed. They had been allocated £144,000.

There were no questions from Members.

The recommendations were Proposed by Councillor Goodheart and Seconded by Councillor Warr.

The Committee

**RESOLVED**

That the application of the £144,364 external funding as outlined in the body of the report be approved.

**583. WORK PROGRAMME**

The Group Head of Technical Services updated Members on the Work Programme.

Members then discussed the Work Programme and it was noted that it was a shame the Environment Agency could not have been invited to give an update to Committee prior to the next cycle of meetings, however the reasons for this were understood.

A non-Committee Member was given permission to speak and asked about the poor condition of the car park at Ferring. It was requested that this be put on the Work Programme, which the Committee agreed to, however after discussion it was decided that this came under the remit of the Economy Committee. The Vice-Chair of the Economy Committee was present at the meeting, and confirmed he would ensure this was put on the Work Programme for the Economy Committee.

The Committee noted the Work Programme.

(The meeting concluded at 7.55 pm)

## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF ENVIRONMENT COMMITTEE ON 10<sup>th</sup> MARCH 2022

**SUBJECT: Solar Together Sussex Scheme**

**REPORT AUTHOR:** Helen Cooper, Energy Efficiency Officer  
Louise Crane Principal Environmental Health Officer  
**DATE:** 4<sup>th</sup> January 2022  
**EXTN:** 01903 737743  
**AREA:** Place/Technical Services

**EXECUTIVE SUMMARY:**

Authority is sought to support a collective solar scheme with other District and Boroughs in Sussex. This is run by West Sussex County Council and called 'Solar Together Sussex'. The aim is to help residents access this renewable technology and drive down the cost through collective purchasing.

**RECOMMENDATIONS:**

That Committee:

1. Approve Arun District Council's participation in the third Solar Together Sussex scheme auction and;
2. Approve the contribution that the Council was due to receive for its initial investment to the Solar Together scheme of £2,521 continue to be waived, to further support the Solar Together Sussex scheme for the mailout costs for the upcoming third auction.
3. Delegate authority to the Group Head of Technical Services to approve Arun District Council's participation in future auctions, and to approve reinvestment of fees from the third and any future Solar Together auctions.

**1. BACKGROUND:**

1.1 Climate change is considered the biggest modern threat to humanity. The Government declared a Climate Emergency in 2019. The Council declared a Climate Emergency on 15 January 2020. By pledging to become carbon neutral the Council has committed to achieving net zero carbon dioxide emissions by 2030. This will be achieved by reducing our emissions of carbon dioxide and seeking alternative

solutions, such as offsetting, for any emissions which cannot be removed.

1.2 The Council has produced a Carbon Neutral Strategy 2022-2030 detailing the work Arun intends to undertake to support the national commitment to become carbon neutral by 2050, in accordance with the UK Climate Change Act 2008. Arun District Council adopted an Energy Efficiency and Fuel Poverty Strategy on 09 March 2020. Amongst the strategic aims is "To encourage and support the uptake of domestic renewable energy systems". Promotion of renewables is vital to help to tackle climate change.

1.3 The Council took part in Solar Together Sussex auctions in 2020 and 2021, which were successful. Previous auctions were for Solar Photovoltaic (PV) installations. The next auction will still offer Solar PV but have more of a focus on Battery Storage and Electric Vehicle charge points. This is because the most suitable properties have already been approached in previous auctions so the take up might not be so high.

#### iChoosr Solar Scheme

1.4 iChoosr is an independent organiser of group buying schemes established in 2008. They offer better prices, higher quality, and less inconvenience. The collective nature of their work offers residents the security and confidence in purchasing their products. There is no obligation and registration is free.

#### Solar Scheme Overview

1.5 iChoosr only work with large authorities so they can target over 100,000 properties. They work with West Sussex County Council (WSCC), to run the scheme called 'Solar Together Sussex' and WSCC in turn ask for support from the District and Borough Councils.

1.6 WSCC have a Concession Agreement with iChoosr. The District and Boroughs, including Arun District Council, have signed an inter authority agreement with WSCC. This is valid for 5 years from 2019.

1.7 WSCC will work with iChoosr to identify 100,000 or more households across Sussex in the target group.

1.8 Each participating District and Borough will pay WSCC for the direct mailout costs in their area (re-use monies from last round held by WSCC). WSCC will then arrange payment of the direct mailout. The cost is calculated on a 30p per household basis.

1.9 In return for WSCC providing a coordinating role, the Council agrees that any surplus revenue from the commission payments is paid into the Your Energy Sussex (YES) Fuel Poverty Fund to help vulnerable Householders in Sussex struggling to pay their fuel bills. The Fuel Poverty Fund has so far contributed £4800 to Age UK West Sussex to provide 20 residents with a weeks' worth of cooked dinners. It has also contributed £4500 to West Sussex Family Support work. This was to further support the fuel voucher schemes.

1.10 This scheme is expected to be cost neutral to Arun District Council as the direct mail

should be reimbursed. There is a risk that the Council mailout payment may not be reimbursed if there is low take up in the district.

#### 1.11 How the Scheme Works

- Residents are sent letters from iChoosr with WSCC and Arun District Council logos
- If interested, residents sign up for free and with no obligation
- iChoosr organises an auction among selected approved installers
- Residents receives a personal offer from the winning installer. This is typically 20% lower than the average cost.
- The resident decides whether to accept the offer and proceed. If they do, iChoosr is on hand to help throughout the process. iChoosr inspect 20% of installations.

#### 1.12 Auction in 2020

This Solar Together Sussex scheme ran in 2020, Arun District Council limited its contribution to £2,521 and the outcomes:

- One of the most successful Solar Together schemes with Sussex having a 5.6% registration rate (against a 4.9% average for autumn auction) and 19.5% acceptance rate for Photo Voltaic (19.4% average for autumn auction) - despite Sussex being more complex than other schemes due to large geographical area and number of partners.
- Targeted direct mail was the centrepiece of the marketing campaign (secured 70% of registrants).
- Overall, the project installed 760 systems of which 52 are in the Arun District.
- Total income in fees to WSCC £57,600
- Arun District Council fees £3,900; £2,521 covered the mail out costs and the remaining went to the WSCC fuel poverty pot.
- West Sussex Fuel poverty pot around £18,000
- 12,985 kg of CO<sup>2</sup> reduction in Arun

#### 1.12 Auction in 2021

Limited data available however 7,241 households registered for the auction an increase of 1000 compared to the 2020 auction so 18% increase. It is highly likely the mailout costs will be covered so available for re-investment in this next auction.

### 1.13 Cost and benefits to Arun District Council and the residents

<b>For Residents</b>	<b>For Councils</b>
<ul style="list-style-type: none"><li>• By coming together, residents get a better deal</li><li>• Council backing gives reassurance</li><li>• Simple process</li><li>• Working with experts who have vetted suppliers and researched the market helps navigate uncertainty</li><li>• Service desk for queries and support throughout all stages of the process</li></ul>	<ul style="list-style-type: none"><li>• Significant measurable carbon reduction driven by resident investment in green energy</li><li>• Group buying is an extremely cost-effective option</li><li>• Small investment of council officer time to drive significant private investment</li><li>• Supplier vetting and engagement handled by iChoosr</li><li>• Customer support handled by iChoosr</li><li>• Potential to generate income for a West Sussex wide fuel poverty fund</li></ul>

### 1.13 Timescales

The auction is expected to take place in Autumn 2022 and WSCC require commitment from those District and Boroughs wishing to take part in April 2022. The proposed timetable is:

- July 2022 – Mail out to residents
- September 2022 – Auction ends
- December 2022 – Installs to begin
- 

## **2. PROPOSAL(S):**

Members are requested to approve:

1. Arun District Council's participation in the second Solar Together Sussex scheme auction and;
2. The reinvestment of the £2,521 fees initially invested by the Council in the first Solar Together Sussex scheme auction in 2020 and subsequently 2021, to support mailout costs for the third auction.
3. Delegate authority to the Group Head of Technical Services to approve Arun District Council's participation in future auctions, and to approve reinvestment of fees from the third and any future Solar Together auctions.

## **3. OPTIONS:**

To not reinvest the £2,521 and not take part in a further Solar Together Sussex Scheme auction. This would mean that residents would be unable to access the EV charge points and battery storage as part of a group buying scheme and therefore would not be able to benefit from the reduced costs this can offer.



<b>4. CONSULTATION:</b>		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify)		X
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial	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
<b>6 IMPLICATIONS:</b>		
<p>6.1 <b>Financial-</b> The original invested £2,521 from the 2020 auction and then reused in the 2021 auction would be reinvested in the scheme's third auction and used for the direct mail. This money will not come back into the Council. It will be held by WSCC.</p> <p>6.2 Expected rates of take-up would result in reimbursement of the Council's investment, making it cost neutral to the council. There is a risk that this may not be fully re-paid if there is very low take up. We will look to spread the risk by only doing a capped amount for the auction.</p> <p>6.3 In the event the 2021 auction installs are lower than expected, and therefore the £2,521 is not available to reinvest the shortfall will be funded from within existing 2022/2023 budgets.</p> <p>6.4 <b>Legal-</b> iChoosr are the only group buying organisation in the market therefore WSCC have determined that there is no need to undertake a procurement process.</p> <p>6.5 <b>Sustainability</b> - The scheme will support renewables and reduce carbon emissions in the district. Helping meet the Government target of 'Net Zero' emissions by 2050.</p>		
<b>7. REASON FOR THE DECISION:</b>		
<p>To contribute to Arun District Council's Energy Efficiency and Fuel Poverty Strategy strategic aim of encouraging and supporting the uptake of domestic renewable energy systems. To contribute to carbon emissions reduction.</p>		

**8. BACKGROUND PAPERS:**

Energy Efficiency and Fuel Poverty Strategy 2020-2025:

[Energy Efficiency and FP Strategy 2020-2025 \(arun.gov.uk\)](https://www.arun.gov.uk/energy-efficiency-and-fuel-poverty-strategy-2020-2025)

Carbon Neutral Strategy 2022-2030:

<https://www.arun.gov.uk/download.cfm?doc=docm93jjim4n18057.pdf&ver=18990>

Equality Impact Assessment

## EQUALITY IMPACT ASSESSMENT

<b>Name of activity:</b>	Solar Together Sussex Scheme	<b>Date Completed:</b>	31/01/2022
<b>Directorate / Division responsible for activity:</b>	<b>Place</b>	<b>Lead Officer:</b>	Helen Cooper, Energy Efficiency Officer
<b>Existing Activity</b>	Y	<b>New / Proposed Activity</b>	N
		<b>Changing / Updated Activity</b>	N

### What are the aims / main purposes of the activity?

To promote the Solar Together Sussex Scheme to Arun residents. This will enable collective purchasing helping to bring down the cost and help residents to purchase this renewable technology with confidence.

### What are the main actions and processes involved?

A mailout will go out to several suitable properties that would benefit from solar panels, battery storage and electric vehicle charge points. Promotion of the scheme via social media.

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

Arun residents interested in solar panels, battery storage and electric vehicle charge points.

### Have you already consulted on / researched the activity?

There have been two previous auctions promoting the scheme to residents.

### 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	If Yes, what is it and identify whether it is positive or negative
------------------------------------	--------------------	--

	(Yes / No)	
<b>Age</b> (older / younger people, children)	Yes	Positive- Support is provided as the installers are closely vetted so residents do not need to have the ability to research installers themselves. Often internet access is limited to some elderly residents, so they appreciate the support offered by WSCC to help them buy with confidence.
<b>Disability</b> (people with physical / sensory impairment or mental disability)	No	
<b>Gender reassignment</b> (the process of transitioning from one gender to another.)	No	
<b>Marriage &amp; civil partnership</b> (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	No	
<b>Pregnancy &amp; maternity</b> (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	No	
<b>Race</b> (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	No	
<b>Religion &amp; belief</b> (religious faith or other group with a recognised belief system)	No	
<b>Sex</b> (male / female)	No	
<b>Sexual orientation</b> (lesbian, gay, bisexual, heterosexual)	No	
Whilst <b>Socio economic</b> disadvantage that people may face is not a	No	

protected characteristic; the potential impact on this group should be also considered		
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**What evidence has been used to assess the likely impacts?**

The office of National Statistics data for 2020 shows that only 17% of regular internet users were over the age of 65. [Internet users, UK - Office for National Statistics \(ons.gov.uk\)](https://www.ons.gov.uk/peoplepopulationandcommunity/healthandlife/bulletins/articlesandreports/internetusersintheuk/2020)

**Decision following initial assessment**

<b>Continue with existing or introduce new / planned activity</b>	<b>Y/N</b>	<b>Amend activity based on identified actions</b>	<b>Y/N</b>
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**Action Plan**

Impact identified	Action required	Lead Officer	Deadline

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**Monitoring & Review**

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

<b>Date EIA completed:</b>	31/01/2022
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Signed by Person Completing:

A handwritten signature in black ink, appearing to read "H. Cooper", is written in the right-hand section of a rectangular box.

## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF ENVIRONMENT COMMITTEE ON 10<sup>TH</sup> MARCH 2022

**SUBJECT:**

Amendment to Off Street Parking Order to Include Restrictions Covering Electric Vehicle Charging Points

**REPORT AUTHOR:** Calvin Baylis

**DATE:** 25<sup>th</sup> January 2022

**EXTN:** 01903 737649

**AREA:** Services

**EXECUTIVE SUMMARY:**

To ensure that the bays designated for the use of Electric Vehicle Charging points are enforceable, the rules covering the use of these bays must be included within the Council's Off Street Parking Order.

**RECOMMENDATIONS:**

To consult on amendments to the Council's Off Street Parking Order as identified within the proposals and to give delegated authority to Group Head of Neighbourhood Services to make a final decision on these amendments once the consultation is complete

**1. BACKGROUND:**

- 1.1. The Council has approved the Electric Vehicle Strategy 2019-2030 which has been developed by the West Sussex County Council.
- 1.2. The County Council is working in collaboration with District, Borough and Parish Councils to deliver a county wide network of charging points.
- 1.3. The Arun District Council is therefore committed to installing electric vehicle charging points on its land including where appropriate the Council's Off Street Car Parks.
- 1.4. In order to ensure that the Electric Vehicle bays are used correctly the Off Street Parking Orders need to be amended so that improper use of these bays can be enforced by means of issuing a Penalty Charge Notice.
- 1.5. Under the Road Traffic Act 1984 the Council is required to consult on any proposed amendment to the Off Street Parking Orders.
- 1.6. The proposed changes 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 the proposed changes will be sent to all District Councillors and bodies as listed in Appendix A inviting comments.

1.7. 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 the Group Head of Neighbourhood Services to make a final decision.

**2. PROPOSAL(S):**

The Council proposes to use the following definitions with the amendment to the Parking Order:

- 2.1. Electric vehicle charging point means an installation adjacent to an electric vehicle parking bay for the purpose of recharging the batteries of electric vehicles by way of connecting leads.
- 2.2. Electric vehicle means any vehicle as herein defined which is propelled entirely or partially by electricity and is capable of being charged from an external source.
- 2.3. Electric vehicle parking bay means an area of the car park provided solely for recharging the battery of an electric vehicle by means of an electric vehicle charging point and defined as such by means of a sign, surface marking or other indication.

Designation and use of Electric Vehicle Charging Bay

- 2.4. Only Electric Vehicles shall be parked in an Electric Vehicle Bay.
- 2.5. At all times whilst an Electric Vehicle is waiting in an Electric Vehicle Bay, the driver shall cause that vehicle to be connected and charging via a recharging lead installed in or adjacent to the Electric Vehicle Bay. Once the vehicle is no longer charging it must be removed from the Electric Vehicle Bay.
- 2.6. All the rules in the Councils Off Street Parking covering the Car Park where the Electric Vehicle Charging Bay is situated will apply including paying for parking or displaying a disc.

**3. OPTIONS:**

- 3.1. Consult on the proposed Amendments to the Arun District Councils Off Street Parking Order.
- 3.2. Not to amend the Arun Districts Councils Off Street Parking Order.

**4. CONSULTATION:**

As determined by the Road Traffic Regulation Act 1984

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	YES	NO
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<b>THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>		
Financial		✓
Legal	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓

**6. IMPLICATIONS:**

To ensure that the bays designated for the use of Electric Vehicle Charging points are enforceable

**7. REASON FOR THE DECISION:**

Legal process to amend the Councils Off Street Parking Order

**8. BACKGROUND PAPERS:**

[Members' Briefing Note: The West Sussex EV Charge Point Network January 2022](#)

[Cabinet Decision - C/051/29042020 ELECTRIC VEHICLE STRATEGY AND CHARGE POINT INSTALLATION](#)

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**APPENDIX A**

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
	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

<b>Name of activity:</b>	Amendment to Parking Order	<b>Date Completed:</b>	4 <sup>th</sup> February 2022		
<b>Directorate / Division responsible for activity:</b>	<b>Neighbourhood Services</b>	<b>Lead Officer:</b>	Calvin Baylis		
<b>Existing Activity</b>	<b>Y</b>	<b>New / Proposed Activity</b>	<b>N</b>	<b>Changing / Updated Activity</b>	<b>Y</b>

### What are the aims / main purposes of the activity?

Amendment to Off Street Parking Order to include restrictions covering Electric Vehicle Charging Points

### What are the main actions and processes involved?

To ensure that the bays designated for the use of Electric Vehicle Charging points are enforceable, the rules covering the use of these bays must be included within the Council's Off Street Parking Order.

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

Anyone who wishes to charge an Electric vehicle

### 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	

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

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.		

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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:	4 <sup>TH</sup> February 2022
Signed by Person Completing:	Calvin Baylis





## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF ENVIRONMENT COMMITTEE ON 10<sup>TH</sup> MARCH 2022

**SUBJECT:** Variation to Parking Charges

**REPORT AUTHOR:** Calvin Baylis

**DATE:** January 2022

**EXTN:** 01903 737649

**AREA:** Services

#### **EXECUTIVE SUMMARY:**

It was agreed at the Environment Committee of 17 November 2021 that the proposed charges as set out in Appendix A of this report be subject of consultation after which a report would be returned to Committee for final approval. This report provides the responses received from the consultation and these are set out in Appendix B.

#### **RECOMMENDATIONS:**

1. To approve the increase to the short stay town centre parking charges as set out in Appendix A following consideration of the consultation responses.
2. To approve the increase to the seasonal parking charges as set out in Appendix A following consideration of the consultation responses.
3. To approve the recommended introduction of parking charges to the 5 car parks identified in Appendix A, and for this recommendation, and the consultation responses, to be forwarded to WSCC for consideration. Implementation to follow any approval.

#### **1. BACKGROUND:**

- 1.1. Arun District Council have powers under Section 32-35 of the Road Traffic Act 1984 to vary the parking charges within the car parks which are covered by the Council's Parking Orders. The set of proposed charges shown in Appendix A, have been subject to consultation as required.
- 1.2. The consultation period ran from 2<sup>nd</sup> December 2021 to 14 January 2022, a total period of 6 weeks. Responses have continued to be received, those received up to 2 weeks following the consultation are included in the responses referred to in this report – a total of 304 comments have been received.
- 1.3. The proposed charges have been advertised as public notices in the Littlehampton Gazette and the Bognor Regis Observer and notices have also been displayed in

the car parks. A consultation letter together with a schedule of the proposed notices have also been sent to all District Councillors and all bodies as listed in Appendix C.

1.4. The full responses received in response to the consultation are shown in Appendix B.

## **2. WEST SUSSEX COUNTY COUNCIL**

2.1. The list of consultees includes WSCC. Where ADC proposes to introduce charges to a car park, ADC will first require the approval of the Highways Authority (in accordance with Section 35(1) of the Road Traffic Regulation Act 1984). This therefore is applicable to the proposal to charge in the 5 free car parks identified in Appendix A.

2.2. WSCC have advised that where there have been over 200 responses regarding the introduction of charging, WSCC require the approval of the Environment Committee before putting the proposal to the WSCC Cabinet Member.

2.3. The introduction of charging to these car parks will therefore follow the approval of the Environment Committee and that of WSCC.

2.4. This does not affect all other car parking charges proposals as they do not require consent by WSCC.

## **3. OFF-STREET PARKING STRATEGY**

3.1. The Arun District Council's Off-Street Parking Strategy 2021-26 requires the Council to keep under review differential charging tariffs, including seasonal charges.

3.2. The Strategy has been created to deliver:

3.2.1. Investment in car parks through a planned investment strategy to ensure that they are fit for the future.

3.2.2. Employment of enhanced technology and information to improve customer experience.

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

3.3. The car parks are a public asset and are used to support the community. Recent examples include provision of free parking during the early part of the pandemic, space available for testing and vaccination centres and space available for support for events.

3.4. To help provide support for the town centres a scheme has been in place in Littlehampton for 25 years and in Bognor Regis for 12 years to enable shoppers to have their first 2 hours free parking; no change is proposed to this arrangement.

3.5. The cost of managing car parks is met by the income generated by the ADC portfolio of parking.

#### **4. INCREASE IN PARKING CHARGES**

- 4.1. As the 17 November 2021 report referred, parking charges were last increased in town centres in 2016 and in seasonal charges were increased in 2021.
- 4.2. The proposed charges are needed to keep pace with inflation; if not increased the existing charges are effectively devalued.
- 4.3. The November report also referred to a comparison of the average parking charge for 1 and 2 hours in the other District & Boroughs within West Sussex. This can be seen at Appendix D.
- 4.4. The comparison shows that Arun has the second lowest charges up to 2 hours in the Town Centre car parks. In addition, Arun has the lowest charges up to 2 hours for a multi-storey car park.
- 4.5. The schedule of parking charges which has been consulted on is shown in 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.

#### **5. RESPONSE TO INCREASE IN CHARGES**

- 5.1. There were 73 responses referring to the increase in parking charges of which 56 were against an increase, and 17 were in favour. All responses can be seen in Appendix B.
- 5.2. Out of the 56 that disagree 34 respondents referred to Town Centre increases and 2 referred to the Seasonal car parks. The rest referred to the increase in general and were not car park specific.
- 5.3. The respondents who are against an increase were concerned that it would stop people from visiting the area and in particular would affect the viability of the Town Centres.
- 5.4. Both Arundel and Littlehampton Town Council object to the proposed parking charge increase. Bognor Regis Town Council had no comment to make.
- 5.5. As there is a 6 week lead in time in setting up the administration over the new charges, if approved, they will be in place by the 1<sup>st</sup> May 2022.

#### **6. INTRODUCTION OF CHARGES INTO CAR PARKS**

- 6.1. As the 17 November 2021 report set out the consultation included the proposal to introduce charging to 5 car parks currently available at no charge. These are set out in Appendix A.
- 6.2. This proposed that a £1.00 charge is introduced into the Grassmere, Links Avenue and Shrubbs Field car parks for parking over 2 hours with the first 2 hours being free parking. Charges will apply 7 days a week from 8am to 6pm. An annual permit of £20 will be available to allow all day parking in these car parks.
- 6.3. With regards to the Brookfield car park Littlehampton and the Bersted Brooks car park in Bersted a £1.00 charge would be introduced for parking over 1 hour with parking free for the first hour. Charges will apply 7 days a week from 8am to 6pm.

An annual permit of £20 will be available to allow all day parking in these car parks.

6.4. As there has been no charges at any of these car parks previously the possible income generated is difficult to establish; income, together with the use of the car park through issuing of tickets, will be reviewed after 12 months if introduced.

6.5. The charging regime can be used to manage the overall use of the car park ensuring that there is regular turnover and available spaces.

6.6. The current management costs and contributions for the Felpham and Middleton car parks are shown below:

**Grassmere Car Park – 2021/22 costs**

**Income**

Contribution Felpham Parish Council - £2420

**Costs**

Non Domestic Rates – £5863

Gully Clearance - £250

Ground Maintenance - £194

Water/Sewerage- £479

**Annual total loss - £4,366**

**Links Avenue Car Park- 2021/22 costs**

**Income**

Contribution from Felpham Parish Council – £1210

**Costs**

Non Domestic Rates - £1647

Water/Sewerage - £428

Grounds Maintenance £50

**Annual loss total - £915**

**Shrubbs Field Car Park- 2021/22 costs**

**Income**

Contribution from Middleton - £1780

**Costs**

Non domestic Rates -£7485

**Annual Loss Total - £5705**

6.7. In addition, the following sums have been spent on the Felpham car parks in the previous 2 years:

- Links Avenue resurfacing part of car park - £11,000,
- Grassmere Car Park Height barrier - £2,000

6.8. Further planned works relating to resurfacing and lining will be required over the coming years for these car parks.

6.9. No contribution is received for operating Bersted Brooks or Brookfield car parks. Future investment to improve and extend the parking capacity to the Bersted Brooks car parks is planned as part of the Country Park proposal. The Brookfield car park will be subject of review for future improvement.

## **7. RESPONSE TO INTRODUCTION OF CHARGES**

7.1. Of the comments received (total of 304) 192 are not in support of the introduction of charging. Of these 129 comments related to Felpham/Middleton car parks, 2 related to Bersted Brooks and 44 comments related to Brookfield Park. The remainder did not specify which car park was being referred to.

7.2. All responses can be seen in Appendix B.

7.3. Felpham Parish Council and Middleton-on-Sea Parish Council disagree with the proposed introduction of charges.

## **8. SUMMARY OF ALL RESPONSES TO THE CONSULTATION AND CONCLUSIONS**

8.1. Most responses to the proposed increases in charges are opposed to the increase. This is not unusual compared to previous consultations on increasing charges. However, on this occasion 22% of respondents were in favour of the increase.

8.2. There has been no increase in the parking charges in the District's town centre car parks since 2016. There are no proposed changes to the 2 hours free parking scheme in Bognor Regis and Littlehampton enabling this benefit to continue.

8.3. As identified in Section 4 parking charges for town centres in the Arun District are lower than other West Sussex District and Borough Councils, and this is in addition to the free parking scheme.

8.4. There are few objections to increasing the seasonal parking charges.

8.5. Most objections received relate to the proposals to introduce charges in the 5 identified car parks currently not charged for. The overwhelming majority of these relate to the Middleton and Felpham car parks.

8.6. In each of the car parks where parking charges are proposed free parking will be retained for the first 2 hours in Middleton and Felpham and for the first hour at Brookfield and Bersted Parks. This is expected to enable many of the users of these car parks to continue to use the car parks at no cost.

8.7. By introducing charges in this way, it will enable the use of the car parks to be monitored and managed, and at the same time encouraging turnover of use enabling them to be available to more customers. If there is a need for customers to use the car park all day this would be available through the purchase of an annual permit at the cost of £20 per year.

8.8. The likely income generated by the introduction of charges is unclear as there has been no data collected for use of these car parks, however this would be reviewed after 12 months.

8.9. The requirement to maintain the ADC car parks will continue, this is set out, together with future improvements, in the Off-Parking Strategy 2021-26.

<b>7. PROPOSAL(S):</b>		
<p>To approve the increase to the short stay town centre parking charges as set out in Appendix A following consideration of the consultation responses.</p> <p>To approve the increase to the seasonal parking charges as set out in Appendix A following consideration of the consultation responses.</p> <p>To approve the recommended introduction of parking charges to the 5 car parks identified in Appendix A, and for this recommendation, and the consultation responses, to be forwarded to WSCC for consideration. Implementation to follow any approval.</p>		
<b>3. OPTIONS:</b>		
<ol style="list-style-type: none"> <li>1. Increase and introduce the Parking Charges as consulted.</li> <li>2. Increase and introduce some of the Parking Charges as advertised.</li> <li>3. Do not increase or introduce the Parking Charges as advertised.</li> </ol>		
<b>4. CONSULTATION:</b>		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council	✓	
Relevant District Ward Councillors	✓	
Other groups/persons (please specify)	✓	
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial	✓	
Legal	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓
<b>6. IMPLICATIONS:</b>		
<u>Financial</u>		
<p>The proposed increase in charges is estimated to raise £146k additional income (based on pre Covid figures). This is shown at Appendix A. The introduction of parking charges to previously free car parks will also raise extra income and cannot be accurately quantified at this stage. The anticipated extra income will partly offset the revenue deficit projected in</p>		

the Council's Medium Term Financial Plan.

Legal

The Council is required to follow the correct legal process to determine and set the Off-Street Parking Charges in accordance with the Road Traffic Act 1984 and the constitution of the Council.

**7. REASON FOR THE DECISION:**

To determine the charging regime to be implemented for Arun District Councils Off Street Car Parks.

**8. BACKGROUND PAPERS:**

[Variation to Parking Charges 17 November 2021](#)

[Off Street Car Parks Strategy 2021-26 17 November 2021](#)

[Appendix B - Parking Consultation](#)

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APPENDIX A

DAILY PARKING CHARGES

Parking Place	Last Change to Charge	Type	Period of Parking	Present Charge	Proposed Charge	Additional 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 &amp; 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	Additional Estimated Income
Hotham Park , BR	April 2016	<u>Seasonal (Summer)</u> 1 <sup>ST</sup> Mar to 31 <sup>st</sup> 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 <sup>st</sup> Nov to 28 <sup>th</sup> 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 <sup>st</sup> Mar to 31 <sup>st</sup> 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**

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

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**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
	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

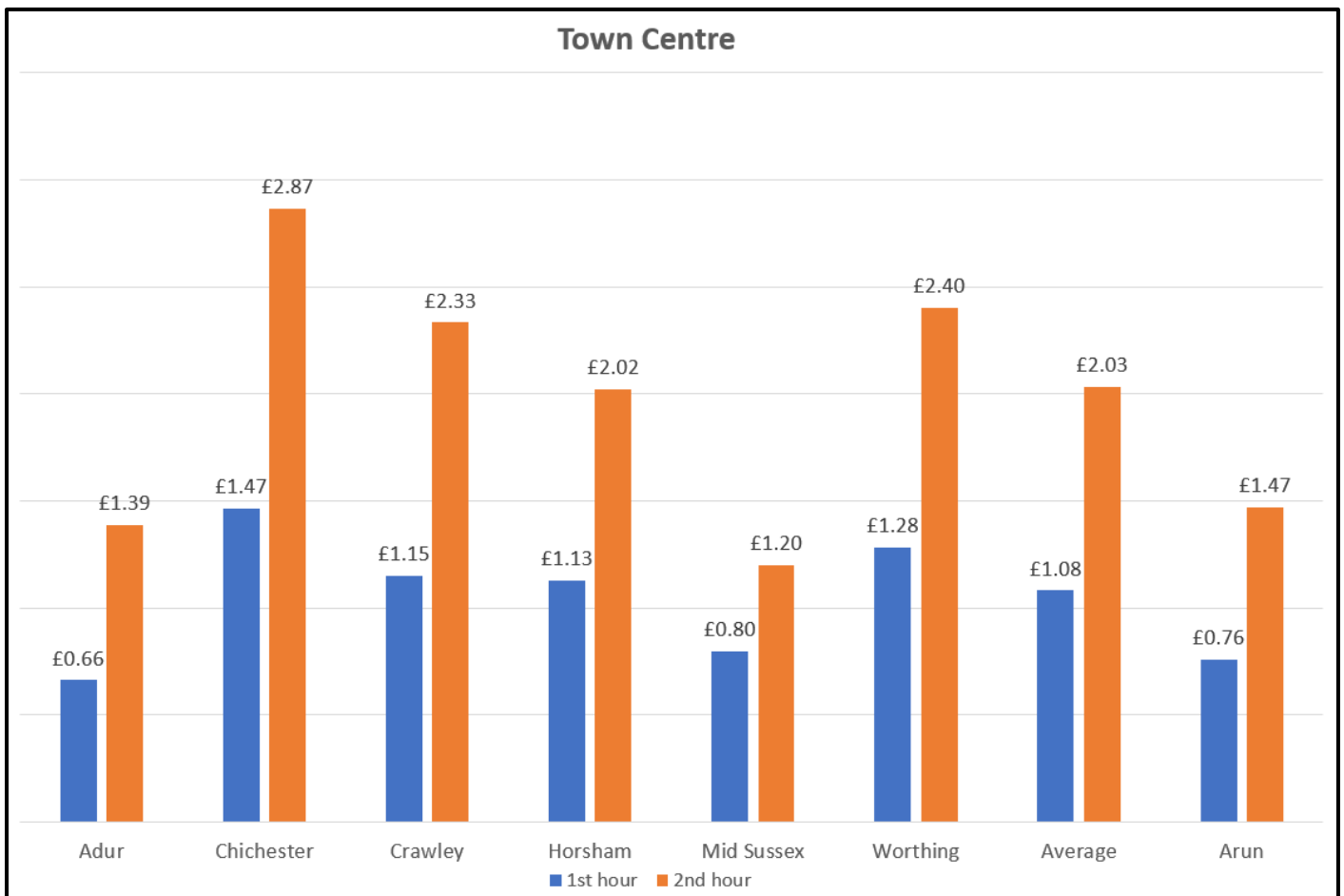
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## Appendix D

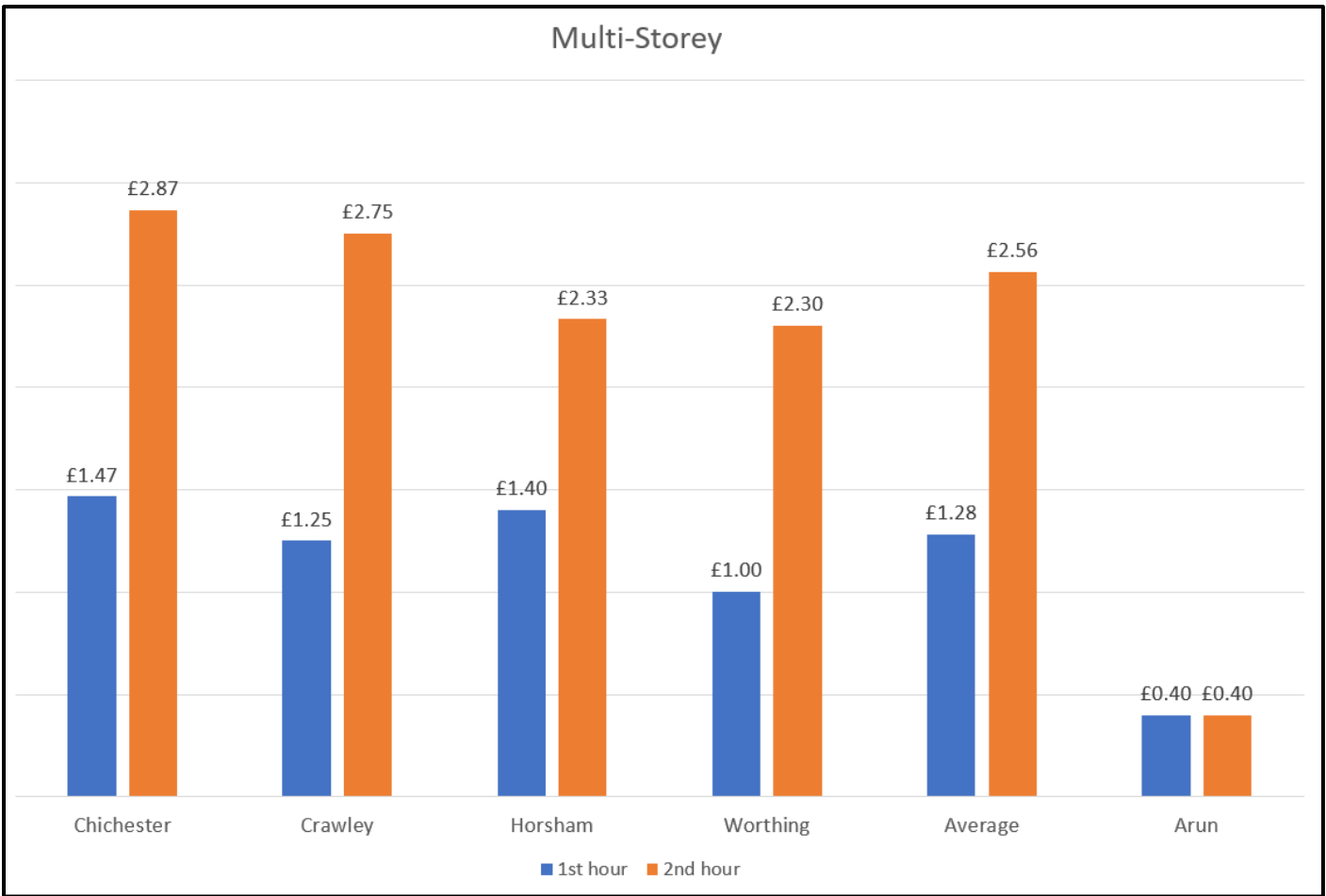
Town Centre Averages									
District	Adur	Chichester	Crawley	Horsham	Mid Sussex	Worthing	Witterings	Average	Arun
1st hour	£0.66	£1.47	£1.15	£1.13	£0.80	£1.28	n/a	£1.08	£0.76
2nd hour	£1.39	£2.87	£2.33	£2.02	£1.20	£2.40	n/a	£2.03	£1.47

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

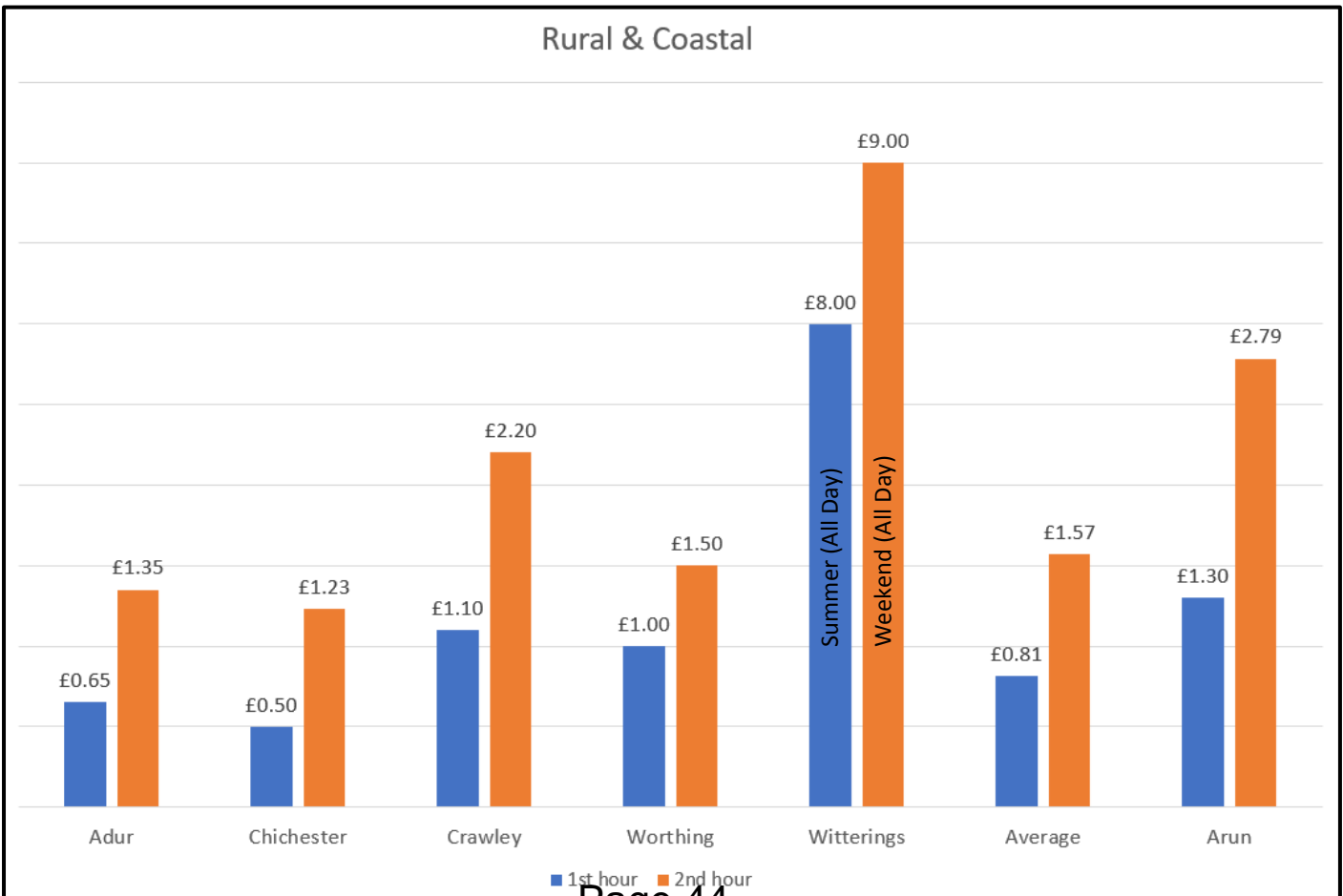
Rural & Coastal Averages									
District	Adur	Chichester	Crawley	Horsham	Mid Sussex	Worthing	Witterings	Average	Arun
1st hour	£0.65	£0.50	£1.10	n/a	n/a	£1.00	£8/9	£0.81	£1.30
2nd hour	£1.35	£1.23	£2.20	n/a	n/a	£1.50	£8/9	£1.57	£2.79



### Multi-Storey



### Rural & Coastal





## EQUALITY IMPACT ASSESSMENT

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

### 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

<b>Disability</b> (people with physical / sensory impairment or mental disability)	No	Blue Badge Holders can park for free in all Arun District Council car parks.
<b>Gender reassignment</b> (the process of transitioning from one gender to another.)	No	Charges apply to all motorists except Blue Badge Holders
<b>Marriage &amp; civil partnership</b> (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
<b>Pregnancy &amp; maternity</b> (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
<b>Race</b> (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	No	Charges apply to all motorists except Blue Badge Holders
<b>Religion &amp; belief</b> (religious faith or other group with a recognised belief system)	No	Charges apply to all motorists except Blue Badge Holders
<b>Sex</b> (male / female)	No	Charges apply to all motorists except Blue Badge Holders
<b>Sexual orientation</b> (lesbian, gay, bisexual, heterosexual)	No	Charges apply to all motorists except Blue Badge Holders
Whilst <b>Socio economic</b> disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	<b>No</b>	Charges apply to all motorists except Blue Badge Holders

<b>What evidence has been used to assess the likely impacts?</b>

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

<b>Action Plan</b>			
<b>Impact identified</b>	<b>Action required</b>	<b>Lead Officer</b>	<b>Deadline</b>
None	None		

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

<b>Date EIA completed:</b>	18 <sup>th</sup> October 2021
<b>Signed by Person Completing:</b>	Calvin Baylis

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## ARUN DISTRICT COUNCIL

### REPORT TO ENVIRONMENT COMMITTEE 10<sup>th</sup> March 2022

<b>SUBJECT:</b> Transfer of Section 106 Funding
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<b>REPORT AUTHOR:</b> Rachel Alderson - Principal Landscape & Project Officer
<b>DATE:</b> February 2022
<b>EXTN:</b> 01903 737946
<b>AREA:</b> Greenspace

**EXECUTIVE SUMMARY:**

This report presents a summary of Section 106 funds that are on hold under Planning Permissions Y/30/13 (land south of Fellows Gardens) and Y/22/14 (Land at Kings Close), and which are earmarked to be transferred to Yapton Parish Council, to be spent on improving local open spaces. This report requests authorisation to enter into Deeds of Agreement with the parish council and formally allocate the spend.

**RECOMMENDATIONS:**

1. That the Committee authorises the transfer of the Funds detailed below to Yapton Parish Council by way of a Deed of Agreement for the purposes set out below:

Planning Ref	Location	Amount	S106 Agreed Spend	Parish Council Proposed Spend
Y/30/13	Land South of Fellows Gardens	£45,009.39	For child play area contribution and public open space contribution, to make good a deficiency in public open space provision arising from this development	Yapton Parish Council intend to spend on the replacement of the play equipment and associated landscaping works on King George V Playing Field, Yapton
Y/22/14	Land at Kings Close	£39,183.42	For children's play area and open space contribution, to make good a deficiency in public open space provision arising from this development	Yapton Parish Council intend to spend on the replacement of the play equipment and associated landscaping works on King George V Playing Field, Yapton

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**BACKGROUND AND ISSUES:**

The Constitution under Part 6 Section 3.2.2 states that any virement of s106 funds over £25K needs authority from the relevant committee. The sums identified in the report exceed this limit and so the relevant committee authority is required to formally spend the funds.

In this instance the most appropriate spending manager is Yapton Parish Council because the open space which is most likely to serve the new developments falls under the parish council's ownership and management and not that of the district council.

The parish council intends to extend the existing play provision and implement associated landscaping. Officers consider the proposed enhancements to be appropriate and meet the requirements of the Section 106 Agreement. The project is at a sufficient stage of fruition to transfer the funds, thus limiting the possibility of it not being spent as previously approved under the Section 106 Agreement and developers potentially having a case to ask for it back.

**1. PROPOSAL(S):**

It is proposed that a Deed of Agreement is entered into with Yapton Parish Council to transfer the expenditure of Section 106 funds set out in the recommendation, for the purpose of enhancing local open space provision to meet the demands created by new development in the area.

**2. OPTIONS:**

None

**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:	YES	NO

<b>(Explain in more detail at 6 below)</b>		
Financial	✓	
Legal	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓

**6. IMPLICATIONS:**

The release of Section 106 funds over £25k must be authorised by the relevant committee and funds will not be released unless a Deed of Agreement has been completed.

**7. REASON FOR THE DECISION:**

To fulfil the obligations of the Section 106 Agreement.

**8. BACKGROUND PAPERS:**

S106 dated 11/11/14 under [Y/22/14/](#)

S106 dated 19/12/13 under [Y/30/13/](#)

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Environment Committee	Report Author	Send to Gemma for CMT by 2pm Thurs	CMT Tues	Draft Reports to Committees	Agenda Prep Meeting	Final Reports to Committees	Agenda Publish Date	Date of Meeting	Full Council Meeting Date
Elmer Sands Community Flood Fund  Amendment to Parking Order	R Spencer  C.Baylis	17-Jun-21	22-Jun-21	5pm Wednesday 16/06/21	24-Jun-21	10am Monday  28/06/21	Wednesday 30/06/21	<b>15-Jul-21</b>	15-Sep-21
Stoken Gardens – Heads of Terms for Procurement  Food Safety Service Plan  Health & Safety Service Plan  Bognor Regis Beach Access Options Appraisal  Budget 2022/2023 Process  Bathing Water Quality	Joe R-W  Neil Williamson  Neil Williamson  Roger Spencer  Carolyn Martlew  N Williamson	12 Aug	17 Aug	5pm Wednesday 25/08/21	02-Sep-21	10am Monday 06/09/21	Wednesday 08/09/21	<b>23-Sep-21</b>	10-Nov-21

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	<b>17-Nov-21</b>	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	<b>20-Jan-22</b>	09-Mar-22
Budget 2022/23 Timetable	C Martlew								

Disabled Facilities Grant Charge Recycling Policy	L Crane / N Slade								
Enforcement Policy for Environmental Health, Private Sector Housing, Licensing and Cleansing	L Crane / N Slade								
Award of Contain Outbreak Management Funding	N Slade								
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	<b>10-Mar-22</b>	11-May-22
Variation to Parking Charges (following public consultation)	C Bayliss/ Joe R-W								
Amendment to the off-street parking order(s)	C Bayliss/ Joe R-W								
Transfer of Section 106 Funding	JRW								



**Draft Work Programme 2022-23**

<b>Environment Committee</b>	<b><u>Send to Gemma for CMT by 2pm Thurs</u></b>	<b><u>CMT Tues</u></b>	<b><u>Draft Reports to Committees</u></b>	<b><u>Agenda Prep Meeting</u></b>	<b><u>Agenda Prep Time</u></b>	<b><u>Room</u></b>	<b><u>Final Reports to Committees</u></b>	<b><u>Agenda Publish Date</u></b>	<b><u>Date of Meeting</u></b>	<b><u>Time</u></b>	<b><u>Full Council Meeting Date</u></b>
Cleansing contract May 2022									<b>First Meeting</b>		
Houses of Multiple Occupation											
Keystone update									<b>Second Meeting</b>		
Health & Safety Service Plan											
Food Safety Service Plan											

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Bersted Brooks Country Park project Engineering Service Review									<b>Third Meeting</b>		
Bognor Regis Skatepark Minor Works Contract									<b>Forth Meeting</b>		
Parks / Greenspace Strategy Empty Homes Strategy											
Contractor report Tivoli											