



Public Document Pack

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

This meeting will be live steamed – the link to view the webcast will be uploaded to the meeting's web page soon

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17 January 2022

COUNCIL MEETING

To all Members of the Council

You are summoned to attend a meeting of the ARUN DISTRICT COUNCIL to be held on **Wednesday 26 January 2022 at 6.00 pm** in the **Council Chamber, at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** to transact the business set out below:

A handwritten signature in black ink, appearing to read "James Hassett".

James Hassett
Interim Chief Executive

PLEASE NOTE: Subject to Covid-19 Risk Assessments and safety guidelines, 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 encouraged to watch the meeting online via the Council's Committee pages.

- a) 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. There will be limited public access to this meeting and admission for public speakers will be by ticket only, bookable when submitting questions. Attendees will be asked to sit in an allocated seat in the public gallery on a first come first served basis. Only one ticket will be available for per person.
- b) It is recommended that all those attending take a lateral flow test prior to the meeting.
- c) All those attending the meeting will be required to wear face coverings and maintain safe distancing when in the building/meeting room.

- d) Members of the public must not attend any face to face meeting if they or a member of their household have Covid-19 symptoms.

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email Committees@arun.gov.uk by 5.15 pm on **Wednesday, 19 January 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.

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on 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 they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial interest
- c) the nature of the interest
- d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question Time

3. PUBLIC QUESTION TIME

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

4. QUESTIONS FROM MEMBERS WITH PECUNIARY/PREJUDICIAL INTERESTS

To receive questions from Members with pecuniary/prejudicial interests (for a period of up to 15 minutes)

5. PETITIONS (Pages 1 - 46)

To consider any petitions received from the public.

Petition to Pass a Motion of Support for the Development of a Safe Cycling and Walking Pathway Between Arundel and Ford Station

A Petition has been submitted by Arundel Town Council asking this Council to pass a motion of support for the development of a safe cycling and walking pathway between Arundel and Ford Station.

As the Petition contains over 1,500 signatures it requires a debate by Full Council.

The procedure in place in the Council's Constitution for such debates confirms:

- The petition organiser will be given 5 minutes (maximum) to present the petition at the meeting.
- The relevant Committee Chair will be given 5 minutes (maximum) for a right of reply
- Following the presentation of the Petition, Members are invited to debate the Petition for thirty (30) minutes with each Councillor being allowed to speak for a maximum of 3 minutes.

Attached are relevant documents provided by Arundel Town Council in support of the petition and also a report from the Director of Place for the Council to consider in holding this debate.

6. MINUTES (Pages 47 - 58)

To approve as a correct record the Minutes of the Meeting of the Council held on 10 November 2021, which are attached.

7. CHAIR'S ANNOUNCEMENTS

To receive such announcements as the Chair may desire to lay before the Council.

8. URGENT MATTERS

To deal with business not otherwise specified in the Council summons which, in the opinion of the Chair of the Council (in consultation with the Chief Executive), is business of such urgency as to require immediate attention by the Council.

RECOMMENDATIONS FROM SERVICE COMMITTEES, REGULATORY AND STANDARDS COMMITTEES AND FROM WORKING PARTIES

9. AUDIT & GOVERNANCE COMMITTEE - 16 NOVEMBER 2021 (Pages 59 - 64)

The Chair, Councillor Clayden, will present the Minutes containing recommendations from the meeting of the Audit & Governance Committee held on 16 November 2021.

There are two sets of recommendations for Council to consider as set out below:

- Minute 432 [Arrangements for Appointment of External Auditor] – to view the Officer's report – please click on this link: [Report](#)
- Minute 433 [Treasury Management Mid-Year Report – 2021/22] – to view the Officer's report – please click on this link: [Report with appendices](#)

10. PLANNING POLICY COMMITTEE - 30 NOVEMBER 2021 (Pages 65 - 70)

The Chair, Councillor Bower, will present the Minutes containing recommendations from the meeting of the Planning Policy Committee held on 16 November 2021.

There are two sets of recommendations for Council to consider as set out below:

- Minute 480 [To 'Make' the Barnham and Eastergate Neighbourhood Development Plan (Review) 2019-2031] – to view the Officer's report – please click on this link: [Report](#)
- Minute 481 [First Homes Policy] – to view the Officer's report – please click on this link: [Report and Appendix](#)

11. HOUSING & WELLBEING COMMITTEE - 2 DECEMBER 2021 (Pages 71 - 76)

The Chair, Councillor Pendleton, will present the Minutes containing recommendations from the meeting of the Housing & Wellbeing Committee held on 2 December 2021.

There is one recommendation for Council to consider at Minute 490 [Housing Revenue Account Business Plan 2021/22 – Annual Update]- to view the Officer's report – please click on this link: [Report](#)

12. POLICY & FINANCE COMMITTEE - 9 DECEMBER 2021 (Pages 77 - 90)

The Chair, Councillor Gunner, will present the Minutes containing recommendations from the meeting of the Policy & Finance Committee held on 9 December 2021.

There is one recommendation for Council to consider at Minute 504 [Urgent Items – Levelling-Up Fund Projects]- to view the Officer's report – please click on this link: [Report](#)

13. LICENSING COMMITTEE - 10 DECEMBER 2021 (Pages 91 - 94)

The Chair, Councillor Blanchard-Cooper, will present the Minutes containing recommendations from the meeting of the Licensing Committee held on 10 December 2021.

There are numerous recommendations for Council to consider as set out below:

- Minute 523 [Review of the Fare Structure for Hackney Carriages after Consultation] - to view the Officer's report – please click on these links: [Report](#) and [Appendix 1](#) and [Appendix 2](#)
- Minute 524 [Street Trading Designations] - to view the Officer's report and appendix – please click on these links: [Report](#) and [Appendix](#)
- Minute 525 [Statement of Gambling Licensing Principles – 2022/2025] – to view the Officer's report – please click on these links - [Report](#) and [Appendix](#)

14. MOTIONS [30 MINUTES]

The following Motions have been submitted in accordance with Council Procedure Rules 15:

Motion 1

REQUEST FOR PUBLICATION OF CURRENT ADMINISTRATION'S POLICIES

That Full Council notes that the current administration and Leadership has been in power with majority votes for eight months yet in spite of having all that time to create, evaluate and present clear and specific policies for the Council to consider, no policies have been published at all. Vague high-level visions are not enough and without specific policies and clear action plans to get on and deal with the many major issues facing the Council today, nothing will get done and the Council will continue to drift as it has done since this administration took over.

In May 2021 the Independent Group published and distributed a list of 21 district-wide policy proposals. If the current administration and Leadership have any policy proposals, they are not immediately apparent. Full Council calls on the administration and Leadership to publish a list of its current and planned policy proposals, also including a proposed action plan and timescale, before the next Ordinary Council meeting so that all Members may be fully aware of specific future plans for the benefit of the District.

Proposer: Councillor Coster
Secunder: Councillor Dixon

Motion 2

Following events at the September 2021 Full Council, this Council no longer has confidence in Councillor Bower as Chair of the Constitution Working Party.

Proposer: Councillor Dixon
Secunder: Councillor Coster

Motion 3

Following events at the September 2021 Full Council, this Council resolves to remove Councillor Bower as Chair of the Constitution Working Party, with immediate effect.

Proposer: Councillor Dixon
Secunder: Councillor Coster

Motion 4

This Council resolves to immediately dissolve the Constitution Working Party (CWP), the remit of the CWP will immediately become the responsibility of the Policy and Finance Committee. In Consultation with the Chair of the Policy and Finance Committee, the Monitoring Officer is instructed and authorised to make any consequential changes and necessary actions to facilitate this resolution.

Proposer: Councillor Gunner
Secunder: Councillor Pendleton

15. **GENERAL QUESTIONS FROM MEMBERS [BY ADVANCE NOTICE] [30 MINUTES]**

To consider general questions from Members in accordance with Council Procedure Rule 14.3.

16. **COMMITTEE MEMBERSHIPS**

Any changes to Committee Memberships that need noting by the Council will be reported at the meeting.

17. **REPRESENTATION ON OUTSIDE BODIES**

The Council is asked to approve any changes to its representation on Outside Bodies.

18. **EXEMPT INFORMATION**

The Committee is asked to consider passing the following resolution: -

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.

19. **APPOINTMENT TO THE POST OF CHIEF EXECUTIVE OFFICER [EXEMPT - PARAGRAPH 1 - INFORMATION RELATING TO ANY INDIVIDUAL] (Pages 95 - 100)**

To consider the attached report.

20. **APPOINTMENT TO THE POST OF INTERIM GROUP HEAD OF LAW AND GOVERNANCE AND MONITORING OFFICER [EXEMPT - PARAGRAPH 1 - INFORMATION RELATING TO ANY INDIVIDUAL] (Pages 101 - 104)**

To consider the attached report.

- 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 : Where there are recommendations from other Committees, please refer to the e-link under the specific agenda item to access the Officer report.
- 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 [PART 8 - CP - Section 5 Filming Photographic Protocol.pdf \(arun.gov.uk\)](#).

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF FULL COUNCIL ON 26 JANUARY 2022

SUBJECT: Make Ford Road Safe Petition

REPORT AUTHOR: Karl Roberts (Director of Place)
DATE: 22 December 2021
EXTN: 01903 737760
AREA: Place

EXECUTIVE SUMMARY: The Council has received a petition of over 1500 verified signatures seeking this Council's support for requesting that a safe cycle path and footpath be provided between Arundel and Ford and should this Council support this ambition that any resolution to that effect be communicated to the Steering Group promoting the provision of this piece of infrastructure. The recommendation of this report is that the ambition of the petition be supported by this Council.

RECOMMENDATIONS:

Council is recommended to support the ambition of the local community to secure a safe cycle path and footpath between Arundel and Ford.

1. BACKGROUND:

A letter accompanying the Petition explains the background. A report "Arundel to Ford Station Cycle and Walking Route: Making Cycling and Walking Safer" was published in February 2021 by the local community. It was sent to the Leaders of Arun District Council and West Sussex County Council with a letter asking for their support for the project. This letter was signed by 56 community leaders, including the Duke of Norfolk, our MP Andrew Griffith, our Town, District and County Councillors, both Arundel Headteachers and the clergy of all three Arundel churches.

At both national and regional level there is an increased emphasis on creating safe cycling and walking routes, particularly where they link key places or facilities or amenities. For example, the National Planning Policy Framework, the National Design Guide and the Council's own Local Plan and Arun Design Guide.

In this case a safe route linking the town of Arundel with as a minimum Ford Railway Station would assist those who wanted to travel this route in a safe manner by non-motorised means. In particular, school children going to local secondary schools by train.

As the accompanying letter points out Arun's own Active Travel Plan has identified the pathway as a priority for the District. Furthermore, the same covering letter goes onto advise that the Chief Executive of the South Downs National Park Authority has observed:

"The South Downs Partnership Management Plan 2020-2025 has a specific priority, the objective to improve accessibility through a network of high quality routes connecting communities with the landscape, heritage, attractions and transport hubs and gateways. The Arundel-Ford path would fit this objective perfectly and as such I am happy to lend the support of the SDNPA to this project. I would also add that creation of more infrastructure for cycling and walking must be an essential part of all our work in tackling climate change and addressing health and well-being challenges in our communities"

The accompanying letter also highlights the support offered by other local Parish and Town Councils, many of whom identify the same safety concerns.

2. PROPOSAL(S): It is recommended that this Council support the ambition of creating a safe cycleway and walking route between the town of Arundel.

3. OPTIONS: Council could decide not to agree with the Officer's recommendation or proposed amendments.

4. CONSULTATION:

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

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: There are not any implications directly relating to this recommendation which would impact upon the above matters other than the creation of a cycleway would encourage non-motorised travel movements.

7. REASON FOR THE DECISION: To encourage people to move safely between Arundel and Ford in a safe matter.

8. BACKGROUND PAPERS:

Correspondence from Arundel Town Council in submitting the Petition to the Council.

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Arundel Town Council
Town Hall
Maltravers Street
Arundel
West Sussex
BN18 9AP

1st October 2021

Cllr. Shaun Gunner
Leader
Arun District Council

Dear Shaun,

The Arundel Community, as represented by its Town Council and its two Primary Schools, thanks you for accepting this petition requesting that a safe cycle path and footpath be provided between Arundel and Ford, and asks that Arun District Council responds to the petition by:

1. Passing a motion of support for the petition
2. Communicating that support to the Steering group which is working on the development of the business case to be submitted to National Highways. This steering group has representatives from National Highways, West Sussex County Council, Arundel Town Council and is attended by Kevin Owen (ADC Planning Policy Team Leader).

The report "*Arundel to Ford Station Cycle and Walking Route: Making Cycling and Walking Safer*" was published in February 2021. It was sent to the leaders of Arun District Council and West Sussex County Council with a letter asking for their support for the project. This letter was signed by 56 community leaders, including the Duke of Norfolk, our MP Andrew Griffith, our Town, District and County Councillors, both Arundel headteachers and the clergy of all three Arundel churches. Never has quite such a broad and representative group of Arundel leaders supported a request.

Since then, and despite all the obstacles caused by the Covid-19 pandemic, the campaign has steadily gained momentum. Over 1,500 people have signed the petition asking for a safe cycling and walking pathway to Ford. ADC's Active Travel Plan has identified the pathway as a priority for the district. The Chief Executive of the South Downs National Park Authority has observed:

"The [South Downs Partnership Management Plan 2020-2025](#) has a specific priority, the objective to improve accessibility through a network of high quality routes connecting communities with the landscape, heritage, attractions and transport hubs and gateways. The Arundel-Ford path would fit this objective perfectly and as such I am happy to lend the support of the SDNPA to this project. I would also add that creation of more infrastructure for cycling and walking must be an essential part of all our work in tackling climate change and addressing health and well-being challenges in our communities"

Many local councils have expressed support for the scheme (please see the list enclosed), noting both the environmental and safety benefits that would result. To give you a sense of the enthusiasm, Littlehampton Town Council described it as “*long overdue.*” The Mayor of Bognor Regis Town Council expressed his belief that “*it will be of great benefit in creating a connecting link between Arundel and Bognor Regis, as well as encouraging more environmentally friendly modes of travel between our two Towns.*” Rustington Parish Council believes that “*the scheme proposed will greatly improve safety.*”. East Preston Parish Council noted that “*To be able (to walk or cycle from Ford to Arundel) more safely will likely only encourage more East Preston residents to visit Arundel by public transport.*” Slindon Parish Council commented: “*There cannot be a scheme that ticks as many boxes as this one... the road is very dangerous for walkers... most significantly, without a Secondary School in Arundel, schoolchildren need to access Ford Station. They are undoubtedly the ones most at risk in this situation. This really cannot be ignored. The pathway is badly needed.*”

It is not often that objectives relating to safety, the environment/climate change and fitness and health can all be so well achieved by a single project, and therefore Arundel asks Arun District Council to support the Arundel-Ford Station pathway.

Yours sincerely,

Tony Hunt
Mayor of Arundel

Enclosures

1. The Petition
2. The Original letter to the leaders of Arun District Council and West Sussex County Councils dated 5th February 2021 with 56 signatories
3. The Petition Signatories
4. The Report: “*Arundel to Ford Station Cycle and Walking Route: Making Cycling and Walking Safer*”, published by Arundel Town Council cycling and walking working group, February 2021.



PETITION

On behalf of the 1,500 signatories to the petition, Arundel Town Council asks Arun District Council:

1. To pass a motion of support for the development of a safe cycling and walking pathway between Arundel and Ford Station.

and thereafter:

2. To communicate that support to National Highways and to the Steering group which is working on the development of the business case to be submitted to National Highways. This steering group has representatives from National Highways, West Sussex County Council, Arundel Town Council and is attended by Kevin Owen (ADC Planning Policy Team Leader).

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To: Paul Marshall, Leader, West Sussex County Council
James Walsh, Leader, Arun District Council

5th February 2021

Arundel to Ford station cycle lane and footpath

Dear Paul and James,

We the undersigned representing the Arundel and Ford communities at every level wish to express our full support for the Arundel to Ford station foot and cycle pathway. It is an opportunity to build an important piece of sustainable infrastructure that is both wanted and deliverable.

This scheme, as comprehensively set out in the report published by Arundel Town Council, will improve the safety of our children's journeys to school and making walking and cycling the natural choices for shorter journeys improving our environment and the local quality of life. The construction of this route is a long standing - and the single most important - 'ask' of our local authorities by Arundel residents and as the result we believe is a key test of whether local authorities are prepared to work collaboratively to deliver practical improvements for the people whom they represent.

We also believe that it is precisely the type of scheme that the Department of Transport are looking for with the Government's aim to double cycling and increase walking by 2025. Our understanding is that West Sussex County Council is set to benefit from £2.4 million as Tranche 2 from the Department of Transport's Active Travel Fund bringing the total amount for West Sussex to £3.1 million. This letter is itself proof point of the strong community support which we understand is one of the criteria for projects to be funded.

We hope that you will give this project your full support and task your respective officers to engage positively with the scheme so as to find a way to quickly progress to real planning and construction phase.

Yours sincerely,

Signatories

Mr Tony Hunt	<i>Mayor of Arundel</i>
The Duke of Norfolk	<i>Arundel Castle</i>
Nick Herbert	<i>Lord Herbert of South Downs</i>
Mr Andrew Griffith	<i>MP for Arundel & South Downs</i>
Mrs Lucy Ashworth	<i>Former Mayor of Arundel, 2018</i>
Mr Andy Batty	<i>Chair, Arundel Community Partnership</i>
Mrs Carolyn Baynes	<i>Town Clerk, Arundel Town Council</i>
Ms Sharon Blaikie	<i>Arundel Festival of the Arts and Arundel Chamber of Commerce</i>
Mr John Bradley	<i>Councillor, Arundel Town Council</i>
Mrs Faye Catterson	<i>Councillor, Arun District Council</i>
Mr Andrew Davy	<i>Governor of Ford Prison</i>
Cllr. Paul Dendle	<i>Arundel and Walburton Ward Member, Arun District Council</i>
Mr Nigel Draffan	<i>Angmering Park Estate</i>
Mr Roger Edworthy	<i>Chairman, Arundel and Downland Community Leisure Trust</i>
Mrs Wendy Eve	<i>Former Mayor of Arundel, 2008-2011, 2019</i>
Mrs Gill Farquharson	<i>Editor, The Bell Magazine</i>
Mr Malcolm Farquharson	<i>Chair of Trustees, Arundel Museum</i>
Mr Trevor Ford	<i>Chair, Ford Parish Council</i>
Mrs Julie Fynn	<i>Chair, Arundel Cycling & Walking Forum</i>
Mr Darrell Gale	<i>Chair, Arundel Community Land trust</i>
Mrs Anne Harriott	<i>Former Mayor of Arundel, 1995-96</i>
Mrs Gill Hart	<i>1st Arundel (Earl of Arundel's) Own Scout Group</i>
Mr Stephen Haymes	<i>Chair, Yapton Parish Council</i>
Mr Colin Heriot	<i>Former Mayor of Arundel, 2006-2008</i>
Mr Daniel Hodson	<i>Swallow Club</i>
Mrs Lucy Horne	<i>Headteacher, St. Philip's Catholic Primary School</i>
Mr C.J. Humphris	<i>Chair, Clymping Parish Council</i>
Mr Jeremy Johnstone	<i>Councillor, Arundel Town Council</i>
Mrs Lynn Kendall	<i>Youth Worker, Arundel Youth Club</i>
Mr Peter Knight	<i>Norfolk Estate</i>
Revd Steve Lomas	<i>Pastor, Arundel Baptist Church</i>
Mr Robin Lovell	<i>Councillor, Arundel Town Council</i>
Mr Stephen Manion	<i>Manager, Arundel Castle</i>
Mr Bob Marchant	<i>Chairman of Arundel Football Club</i>
Mr Gary Markwell	<i>West Sussex County Councillor for Arundel & Courtwick</i>

Canon David Parmiter	<i>Arundel Cathedral of Our Lady and Saint Philip Howard</i>
Mr John Paton	<i>Chair, Arundel Stakeholders Group</i>
Mrs Jacky Pendleton	<i>West Sussex County Councillor for Middleton Division</i>
Mr Mark Philips	<i>Councillor, Arundel Town Council</i>
Mr Marc Rankin	<i>Councillor, Arundel Town Council</i>
Mr Joe Riley	<i>Councillor, Arundel Town Council</i>
Mr Grant Roberts	<i>Councillor, Arun District Council</i>
Ms Michelle Scott	<i>Councillor, Arundel Town Council</i>
Mr Andrew Simpson	<i>Headteacher, Arundel Church of England Primary School</i>
Mrs Karen Snewin	<i>Leader in charge for 3rd Arundel Guides</i>
Mrs Angela Standing	<i>Deputy Mayor, Arundel Town Council. Former Mayor (2017)</i>
Mrs Rachel Stanford	<i>Leader in charge for 1st Arundel Brownies and Rainbows, plus assistant leader for 3rd Arundel Guides</i>
Mr James Stewart	<i>Former Mayor (2015-2016) Chair of Arundel Neighbourhood Plan 2014 and Neighbourhood Plan Review 2019</i>
Mr Iain Stirling	<i>Councillor, Arundel Town Council</i>
Dr Alex Thornton-Smith	<i>Arundel Surgery</i>
Mr Michael Tu	<i>Councillor, Arundel Town Council. Former Mayor 2012-14</i>
Canon David Twinley	<i>Vicar of Arundel</i>
Miss Daisy Watson-Rumbold	<i>Chair, West Sussex Youth Cabinet</i>
Mr David Wood CBE	<i>Finance Director, Arundel & Downland Community Leisure Trust</i>
Mr Les Wood	<i>Councillor, Arundel Town Council</i>
Mr Tim Worley	<i>Chair, Warningcamp Village Meeting</i>

“Because of the Covid-19 restrictions we have been unable to obtain physical signatures. However, all of the persons named above have confirmed electronically that they wish to be signatories to this letter”.

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ARUNDEL TO FORD STATION CYCLE AND WALKING ROUTE

Making Cycling and Walking Safer

February 2021

A report by Arundel Cycling and Walking Group



- 1 Forewords
 - 2 Executive Summary
 - 3 Introduction and context
 - 4 This route is a residents' priority that will also connect the region
 - 5 Opportunity being lost because of gaps in local governance and process
 - 6 Economic case and funding
 - 7 Conclusion and recommendation
- Appendices
-

Abbreviations

ATC – Arundel Town Council
ADC – Arun District Council
CIL – Community Infrastructure Levy
DfT – Department for Transport
GVA – Gross Value Added
HE – Highways England

LCWIP – Local Cycling and Walking
Infrastructure Plan
S106 – Funding from developers
SDNP – South Downs National Park
WSCC – West Sussex County Council

For more information please contact
Arundel Cycling and Walking Group:
Andy Batty
andybatty@hotmail.com

Foreword from the Mayor of Arundel



Securing a safe route between Arundel and Ford station for cyclists and pedestrians is a high priority for Arundel residents.

Currently the road is dangerous for cyclists and for walkers. As a result, there are parents who chauffeur their children to Ford Station 190 days a year, amounting to 760 journey of less than 2 miles. This is the type of car journey that the government want to see replaced by walking or cycling. But it will not happen until the route is safe.

In addition to the undoubted benefits in terms of safety and the environment, the envisaged Arundel Ford cycling and walking route will provide clear advantages for health, exercise, improved access to the South Downs National Park and connectivity along the south coast, together with a stimulus to the economy of the entire district. As a result, it clearly meets the current agenda priorities of the Government, West Sussex County Council, Arun District Council, and the South Downs National Park Authority.

So, with the interests of every party aligned, now in 2021 is the time to make the Arundel to Ford route happen.

Tony Hunt
Mayor of Arundel

Message from Andrew Griffith MP for Arundel & South Downs



I welcome this excellent report and commend the initiative of all of those in the local community who have contributed to its production. Towns such as Arundel in West Sussex have always - and will continue to - thrive on the back of healthy civic involvement of which this is an example.

The proposal for a cycle and walking path from Arundel to Ford has my full support and as the local Member of Parliament I will champion this at every level of Government.

This scheme would quite literally be a life saver making the journey to school for our young people safer as well as healthier for those able to use it. It will also be good for our environment allowing greater use of public transport by creating for the first time a purpose-built connection between Arundel and Ford railway station.

The UK Government is a global leader on the environment with a legal commitment to net zero emissions by 2050 backed up by targets to reduce CO2 faster than any other G7 nation. As part of this the Government recently announced a further £175 million to create safe space for cycling and walking, part of an overall £2 billion plan. In that context – in which local authorities such as West Sussex County Council currently have the resources to fund such schemes – this report is particularly timely.

Andrew Griffith
Member of Parliament for Arundel & South Downs

It is a busy, dangerous road. Let's get this done!



2 Executive summary

This report presents a compelling case to build a Cycling and Walking route from Arundel to Ford railway station and then beyond to link with a National Coastal Cycle Route (NCN2). It is in danger of not happening because of a lack of alignment between layers of government. ADC are focussed on leisure, WSCC on LCWIPS (there are none in Arun) and Central government on Active Travel to switch short car journeys to walking and cycling.

Ford station is fundamentally inaccessible unless you arrive and leave by car. There is limited parking, and the road is dangerous. Therefore, Ford station carries far fewer passengers as commuters are forced to drive further to Angmering or Barnham to use the West Coastway line.

Arundel's secondary school children have no local school. They use Ford to commute to school so, must rely on busy parents to get them to and from the station. Some parents decide to take them all the way to school instead. Adult commuters face similar challenges.

Planned developments along the Ford road will add 2,000 new houses, equivalent to doubling Arundel's population. Those new neighbours must be encouraged to walk and cycle into town.

The time is right. Our government is investing in cycle and walking paths at a greater rate than ever before. A new bypass and building thousands of new houses along Ford Road provide new, additional funding opportunities.

Arundel is a special place. It is a gateway to the South Downs National Park and attracts over 1 million visitors each year. Most arrive by car which we must begin to change to help our environment and our wellbeing.



**Arundel to Ford station
Indicative diagram**
The actual route will require consultation.
The route shown on this map is 2.8km long.

Linking Arundel to a much larger network of cycle and walking paths would improve the connectivity of the entire district and make it easier for visitors to leave their cars behind.

The Ford Road is fast and dangerous for pedestrians and cyclists. The lack of safety and speed of traffic prevents many from walking or cycling along the road. There is strong public support for this route to be built which will provide young people with more freedom, encourage more people to be more active and provide access for people working or shopping in Arundel and coastal towns. The investment will help to stimulate economic regeneration in the area.

What needs to happen now?

This route deserves to be seriously considered. WSCC is accountable but at the time of writing, have no plans to evaluate this important public requirement.

We need ADC to help achieve this, especially because there are no LCWIPs in the whole of Arun which WSCC now say is a requirement if funding is to be considered.

3 Introduction and Context



ADC prefer option F, south west of Ford station, as the location of the new secondary school.

Arundel is an historic market town with a population of circa 3,500 and sits on the A27 South coast arterial road between Worthing and Chichester. Its Castle, listed buildings, conservation area, independent shops, cafes, galleries, wonderful local walking opportunities and stunning position on the river Arun between the South Downs National Park and the South coast, make it a unique tourist destination. Arun District Council research indicates Arundel attracts over 1 million visitors each year, some 40% of the total visits to Arun District. (appendix 1)

Arundel is served by 2 rail stations. Arundel Station with 327,110 passenger journeys per annum is on the Arun Valley service from London to Bognor Regis (4 trains per hour), and Ford Station with 117,608 passenger journeys per annum is on the West Coastway line servicing the larger coastal conurbations between Brighton and Portsmouth including Chichester and Worthing (10 trains per hour) (appendix 2).

You can get the train from Arundel to Ford and change to connect with the coastal service, but trains are less frequent. It makes more sense to start your journey at Ford. This is especially true for half of Arundel's residents, who live south of the A27. For them it is far simpler to avoid the A27 and travel direct to Ford instead of Arundel station.

There are two primary schools in Arundel, and no secondary school. About 60 pupils each year leave the primary schools to enter the secondary system. Not including sixth form, this means up to 300 students from the Arundel area are commuting to school in towns like Barnham, Worthing, Littlehampton, and Chichester – all serviced by the West Coastway service through Ford station.

Ford station is on the Ford Road, an unclassified road running south from Arundel for 5.3 km to the A259 at Climping. It is the main link road connecting Arundel with Bognor Regis and Littlehampton. Ford Road is busy, used by 4,428 vehicles each day with above average HGV usage because of the Industrial estate at old Ford aerodrome. Yell.com lists 172 businesses, mainly situated around the old aerodrome, which is also home to HMP Ford open prison, housing over 500 adult males. Concerns about HGV volumes and the cycle path were raised at the Joint Downland Area Committee as far back as 2009 (appendix 3)

The road leaves Arundel from the north through a short residential area with a 30mph speed limit increasing to 60mph once clear of the houses. Ford Railway station is 2.8km away.

The ADC 2018 Local Plan includes plans to build circa 2,000 new homes along the Ford Road including strategic sites at Climping (300) and Ford aerodrome (1500) and a new secondary school (option F above). There is also a target for 1,250 'Non-Strategic Other' developments across the district, of which 128 are identified at the Arundel end of Ford road and included in the Arundel Neighbourhood Plan Review 2018-2031. (appendix 4).

4 This route is a residents' priority that will also connect the region



The recent ADC Active Travel Consultation invited residents from across the whole of Arun District to participate. What emerged is that no matter where you live in Arun, Arundel is the most popular destination other than for local journeys. Perhaps not surprisingly, safe passage for Active Travel along Ford Road was the most talked about issue for those who responded.

The Ford Road is considered so fast and dangerous that many pedestrians and cyclists avoid using it. Traffic flows in intermittent bursts caused by the frequent closure of the level crossing at Ford Station and narrowing of the road to one lane at the Arundel end caused by parked cars. Drivers held up at these spots often then drive too fast and overtake. There are no pavements and no lighting along the route. The grass verge is not maintained to allow walking so this is a very scary experience for pedestrians and cyclists.

In the last 5 years there have been 9 accidents involving 12 casualties along the Ford Road despite fewer people walking and cycling there as it is known to be dangerous. (appendix 5).

In the ATC sponsored 'Love Arundel' listening sessions held in October 2019 with 200 residents and 100 business people, the biggest ask was for a safe cycle and walking route to Ford station. There were also numerous requests for traffic calming along that road to make it safer. (appendix 6).

Safety on the Ford Road continues to be a regular topic for discussion and concern as demonstrated in the thread generated on Facebook recently when a child was spotted walking home from Ford Station along the side of the road in darkness after school. (appendix 7)

Ford station's lack of parking adds to the problem

Ford station has only 11 parking spaces making it a lottery for driver commuters hoping to park.

Like the school children, unable to cycle the dangerous road, they also must rely on being dropped off or drive further to Angmering or Barnham instead. As a result, Ford station is under used, resulting in even more unnecessary, longer car journeys.



“I love cycling to stay fit. Due to my heart condition, I must avoid hill climbing so I use the NCN2 and stick to the flat coastal plain. If Ford road were not so dangerous, I would use it more frequently and go to Arundel for a coffee and visit friends”

Bognor resident and keen cyclist Gary Mercer

The bigger opportunity

Arundel attracts over 1 million visitors (more than the entire population of West Sussex) each year to its historic town centre. 84% of these visits are by car highlighting the need to make public transport nodes like Ford station more accessible (appendix 8).

Arundel is a gateway to the South Downs National park with its extensive network of cycle and walking routes. The SDNP Partnership Management Plan states “connectivity from market towns and transport hubs can be an issue, and major highway corridors – in particular across the A27 to the coastal fringe, present significant barriers to access.” 77% of SDNP visitors come by car.

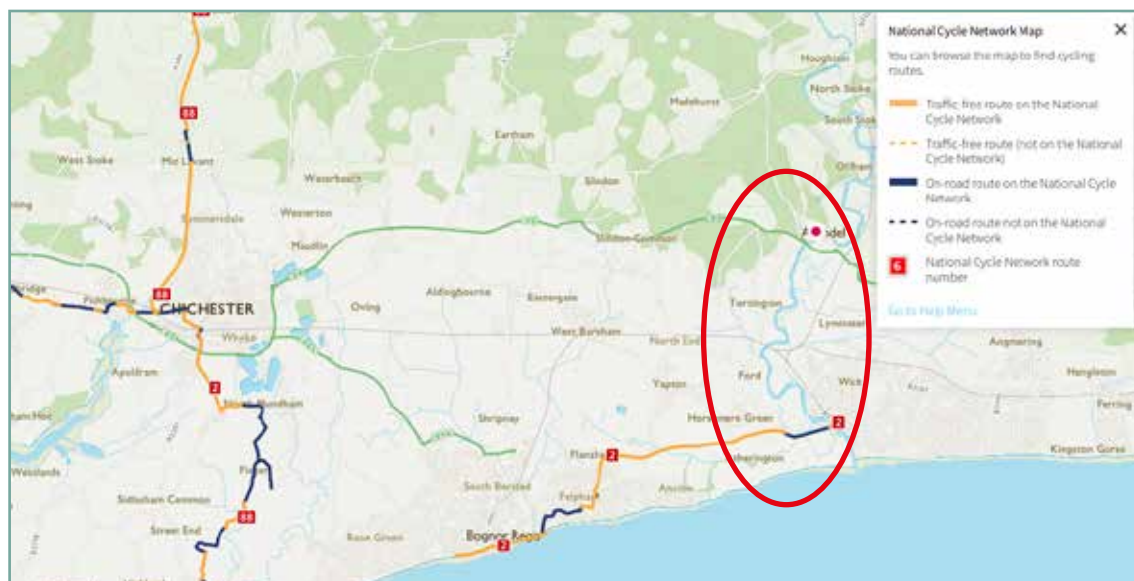
SDNP Authority wants to improve accessibility into the park and calls for more traffic free routes which are well connected to public transport. The Ford route is aligned with this and helps to open the park to the coastal plain (appendix 9).

Linking with the National Cycle Network 2 (NCN2)

Sustrans, working with government, have a vision for a cycle path, NCN2, from Dover to St Austell. There has been considerable and welcome investment in NCN2 already including the section between Littlehampton and Bognor Regis.

Extending the Ford Road route to meet the NCN2 would create a new North/South spur and provide further opportunities for safe active travel to Arundel for existing and new residents of the Ford and Climping developments. It would also encourage more cycling between Littlehampton, Arundel, and Bognor Regis.

This would significantly enhance the network and provide benefits to the whole district, especially those in the small villages that have sub-standard transport links.



The NCN2 route is work in progress but will eventually connect the whole South Coast. It makes sense to spur up to Arundel to connect all 3 towns in the District and provide an access into the SDNP.

5 Opportunity being lost because of gaps in local governance and process

The West Sussex Walking and Cycling Strategy 2016-2026 identified 353 potential schemes and used a ranking methodology called RATE to prioritise them. The Arundel to Ford Station route ranked 10th out of 54 Intercommunity Utility Cycle Schemes. At the same time, a cycle route along the river from Littlehampton to Arundel was ranked lower at 38/54 (appendix 10).

We believe the Arundel to Ford station route would have ranked higher if the algorithm included important local factors:

- i. Arundel's 1m visitors a year were not considered.
- ii. New development was not part of the ranking methodology - 2,000 new houses are planned along the Ford Road (equivalent to doubling the size of Arundel).
- iii. There is no local secondary school which marks the score down despite Arundel's secondary children needing to use this route if they commute along the West Coastway.
- iv. The ADC Local plan includes building a secondary school which will require Arundel's children to commute past Ford Station and further South down the Ford Road to Yapton.

Since participating in the WSCC Walking and Cycling Strategy process the rules have changed.

In 2017 the Department for Transport launched its first Cycling and Walking Investment Strategy in which they introduced the concept of Local Cycling and Walking Infrastructure Plans known as LCWIPs. This was a significant development. The government wanted more joined up schemes that develop local networks and suggested future funding would best be achieved through LCWIPs.

In response to this, WSCC reached out to the District and Borough Councils in West Sussex and invited them to participate in the creation of LCWIPs for their area. ADC declined to participate.

We understand the 353 routes identified in the 2016-2026 WSCC Strategy will no longer be considered for DfT investment unless they form part of an LCWIP.

Arundel District Council is more focused on leisure

ADC is generally focused on leisure, having no statutory responsibility for transport. However, it has responsibilities as a planning authority for ensuring development improves sustainable travel for utility. ADC's leisure strategy research identified a potential cycle route along the river Arun from Littlehampton to Arundel as published in both their Leisure and Cultural Strategy (2013) and 2018 Local Plan (policy T SP2 appendix 11).



Strava Mapping:

Dotted river route is 4.06km

Solid route 5 along

Ford Road is 2.8km

River route is 1.26km longer

We are excited by the prospect of a leisure route along the river from Littlehampton to Arundel, in fact we think it could be more ambitious and extend beyond the ADC borders to Stopham. However, this is a leisure route only and not appropriate for active travel commuting. The riverbank is remote, long and meandering. It is contrary to government design standards for active travel because it adds 44% distance to the route.

Parents are unlikely to allow their children to use a riverbank path as part of their daily journey to and from school. It is not suitable for people walking to the station for work purposes either, especially during winter. Arundel residents are specifically asking for a commutable walking and cycling route that is not on the river.

Central Government want to invest in Active Travel. It is not just about leisure.

In June 2019, the UK became the first major economy to pass laws to end its contribution to global warming, committing to bring UK greenhouse gas emissions to net zero by 2050.

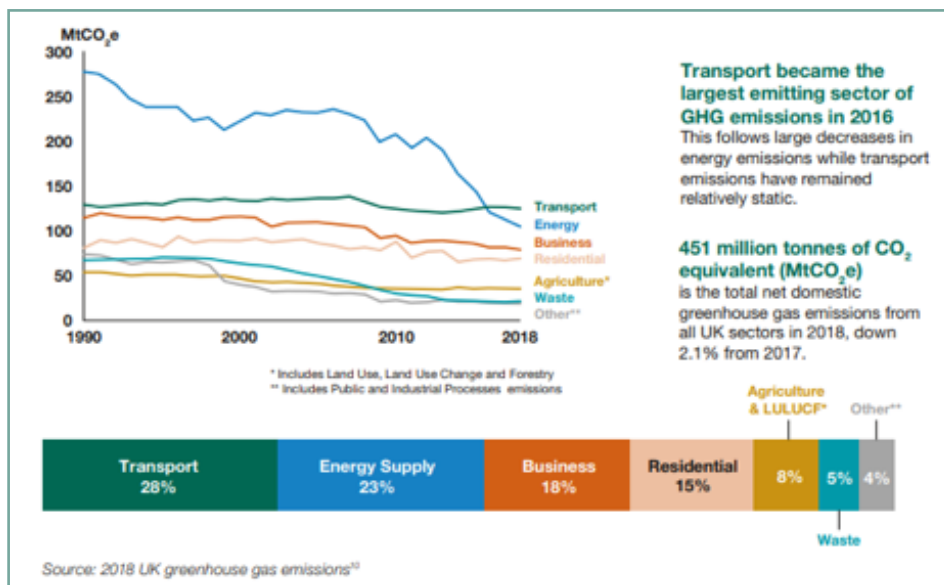
During the Covid-19 pandemic, the government has pledged to build back greener and has launched a series of initiatives aimed at reducing emissions.

In the policy paper "Gear Change" launched in summer 2020, Boris Johnson promises government funding to pay for "first hundreds and then thousands of miles of protected bike lanes to make it easier to walk and cycle." (appendix 12).

The Department for Transport "Decarbonising Transport Plan" shows 28% of all greenhouse gases are now emitted by the transport sector with cars producing more than half of this.

As 25% of all car journeys are, like Arundel to Ford, less than 2 miles, the government wants to encourage us to walk or cycle these distances instead. (appendix 13)

We will not achieve our national ambition to reduce car emissions unless we start to provide better alternatives to car drivers and make active travel safer and more convenient.



6 Economic case and funding

It is difficult to quantify the Social Benefits of this type of investment.

Building this route would provide an opportunity to assist the regeneration of the area, increase the prosperity of the towns within the Arun District and boost the tourist economy. It will create new commercial opportunities such as bike hire, hospitality, cycling shops and repair centres as well as additional support for struggling High Streets because people walking and cycling spend more at local businesses than those driving. (Gear Change 2020)

In their submission for funds to “Coast to Capital” for the NCN2-Section5 (appendix 14 P3), WSCC identified several benefits which would also pertain to this route:

1. Temporary employment and GVA during construction.
2. Increased business turnover in local industries, tourism and cycling related due to greater footfall from cycling.
3. Contribute to growth in GVA of the Arun District.
4. Less strain on the NHS due to improved health and wellbeing.

The West Sussex Walking and Cycling Strategy was also confident about financial returns citing government reports of benefit to cost ratios typically around 6:1 when considering health, fitness, congestion, and journey ambience improvements.

Highways England in their report on road safety performance (Feb 2019) estimate the value of prevention of a fatality to be £1.9 million while the value of prevention of a serious casualty is approximately £213 thousand. So if this scheme saved just 1 life, it would pay for itself.

[Road-Safety-Performance-Overview.pdf \(publishing.service.gov.uk\)](#)

In addition to all that, with increased cycle parking and security, it would be possible to step change passenger volumes from Ford station which currently are almost certainly well below potential. The two nearest stations, Barnham and Angmering, each account for more than 6 times the number of passenger journeys than Ford.

The Ford Road Cycle and Walking route will drive new and more active behaviours and deliver social benefits:

- Commuting residents, including Arundel’s secondary school children, who are currently dropped off at Ford each day to avoid a dangerous journey, will cycle and walk more.
- Workers, many of whom are employed in Arundel’s shops, restaurants, bars and attractions live in Littlehampton and other nearby towns and villages and would use public transport or cycle to work if they could safely and conveniently travel from Ford Station to Arundel and Littlehampton to Arundel.
- Visitors from coastal towns between Brighton and Portsmouth can leave their car at home and walk or cycle to Arundel. Local bike companies have already expressed interest in a rental centre at Ford.
- The new route would make Arundel and the South Downs National Park accessible by rail for more leisure walkers and cyclists arriving by rail at Ford station from the East or West.
- Extending the path south of Ford Station connects the B259 and NCN2 Cycle route and makes Arundel and the South Downs National Park accessible from Littlehampton and Bognor.
- Ford Road is the only flat road out of Arundel. For many who want to get active, this is the best route to start out on a road bike as all other routes are hilly. Today many are put off because the road is considered too dangerous as there is no lighting of pavement.

Cost and potential sources of the funding

It is not possible to accurately calculate a cost until the experts confirm route options.

However, we think it is reasonable to assume a cost for this 3.0km route from Arundel to Ford Station at between £1.2 - 1.7m. This has been arrived at from 3 sources albeit without the benefit of a full survey and without considering cost to acquire land.

1. **The published Cambridge Huntingdon scheme** was more complex than the Ford route.
Actual cost £600k per km x 3.0km = £1.80m
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/742451/typical-costings-for-ambitious-cycling-schemes.pdf
2. **The actual costs of the Littlehampton to Bognor NCN2 Section 5**
Actual cost £409k per km x 3.0km = £1.23m
<https://www.bognor.co.uk/news/new-a259-cycle-path-officially-opened-852623>
3. **Osborne Civil engineers** (assuming no services need moving)
Indicative cost £400k per km x 3.0km = £1.2m

For many years ATC and Arundel residents have been under the impression that the A27 Bypass and housing developments at the Arundel end would fund the building of the path to Ford Station and the ADC strategic housing developments at Climping and Ford would fund the extension of the path further South from Ford Station to the A259/NCN2 at Climping.

In August 2018 Highways England met with Arundel Town Council. The minutes appear to confirm that the cycle path to Ford would be delivered by them as part of the A27 improvements. However, having recently announced their preferred route for the bypass, Peter Phillips, Regional Manager at HE, responded to an enquiry sent as part of developing this report. In an email dated 7th Sept 2020 he states the scheme is too expensive to justify funding through their designated fund safety and cycling category. So, it now appears we cannot assume HE will fund the path. We now know that HE estimated the cost to be £3.84m! They have indicated they will look at it again if the costs can be reduced or shared. (appendix 15).

There is significant S106 and CIL funding to be generated by the developments along the Ford Road. The amounts are not yet calculated or prioritised and there will be keen competition for the money. It is essential that the Arundel to Ford Cycle and Walking route is considered especially as the developments will only increase demand to walk and cycle to and from Arundel.

Who is accountable for funding?

There are multiple tiers of government, statutory bodies and other organisations whose objectives would be met by delivery of this path including Government, Highways England, West Sussex County Council, Arun District Council, Sustrans, South Downs National Park Authority, Network Rail, Coast to Capital and private developers including the Norfolk Estate.

Most of these organisations could be involved in funding. However, the sheer number of organisations has led to accountabilities becoming unclear. No agency has taken the lead for this initiative; indeed some are pushing for their own favourite schemes so, there is a very real and significant risk that the various developments go ahead in a fragmented way, and funding does not emerge for this strategically important route. We believe a shared funding approach with all parties paying a contribution is the pragmatic way forward but WSCC must step up and lead.

7 Conclusion and recommendation

People are frightened to walk or cycle along the Ford Road. A safe route is needed and solutions to calm traffic to address its accident record. The station needs more parking capacity for cars and bicycles.

This route is not just about connecting Arundel with Ford, it is also about the potential to connect into the National Cycle Network and join up the three main towns in Arun which will help drive economic growth across the whole region.

WSCC are only interested in LCWIPs which ADC have not engaged with. Our District Council has historically favoured a leisure route along the river.

The proposed route is completely aligned with government strategies to switch car journeys to active travel and rail and to improve wellbeing and safety.

Stakeholders seem unaware how important this route is and are each looking at it only through their own lens and scope. Somehow, we need to re-set the debate. There is no better time than now. The A27 bypass and development of housing along the Ford Road provide a one-off opportunity for potential funding. Our government has never been as supportive of active travel and investment in cycle and foot paths.

We need WSCC to take a serious look at this important route and recognise that it will provide wider health, environmental and economic benefits far beyond Arundel.

ARUNDEL TO FORD STATION CYCLE AND WALKING ROUTE

Appendices

APPENDICES

Appendix 1 – Arundel annual visitor numbers

- Source: The Economic Impact of Tourism on Arun District 2018, prepared for Arun District Council by Tourism South East (the report on 2019 has been delayed due to Covid-19)

<https://www.sussexbythesea.com/download.cfm?doc=docm93jjm4n2628.pdf&ver=4254>

- The 2018 results across Arun district showed 4.04 million trips were undertaken of which 3.43 million were day trips and 0.61 million were overnight visits.
- Margaret Murphy, ADC Tourism Manager reports that the accepted view at ADC and by the report author is that Arundel accounts for over 40% of total visits to Arun District – circa 1.6m

From: Margaret Murphy <Margaret.Murphy@arun.gov.uk>
Sent: 30 September 2020 17:36
Subject: RE: ECONOMIC IMPACT STATS

Hi again!

I completely forgot to send the link to the Tourism Stats Janet, apologies.

Here are the latest stats that we have, for 2018 – they are usually collated by Tourism South East for the previous year and we should be getting the 2019 stats sometime soon, but like many things this year is proving different to others. As for 2020 and beyond – I don't look forward to those figures at all!

All the figures quoted in this document are for the whole of the Arun District. As mentioned yesterday, we are told by TSE that the stats can be roughly broken down into a ball park figures of Arundel taking 42% of the overall share, and Bognor Regis and Littlehampton both take 29% equally.

The key results are on page 11, so I would use those figures, unless (unlike me) you enjoy reading such reports in full <https://www.sussexbythesea.com/download.cfm?doc=docm93jjm4n2628.pdf&ver=4254>

Any updates we receive will be published on the [sussexbythesea.com/tourism-business-centre](https://www.sussexbythesea.com/tourism-business-centre)

I hope that is of help.

Margaret

Appendix 2 – Arundel and Ford stations: passenger numbers

- Source: Office of Rail and Road website <https://www.orr.gov.uk>
- Extract from Table 1410
<https://dataportal.orr.gov.uk/statistics/usage/estimates-of-station-usage>

Table 1410 - Passenger entries and exits and interchanges by station

Number of rail passenger journey entries and exits and interchanges by train station			
Great Britain			
Annual data: 2019-20 and 2018-19			
Station Name	2018-19 Entries & Exits_TOTAL	2019-20 Interchanges	Change and quality comments 2019-20
Arundel	327,110		
Ford	118,168	102,607	

Appendix 3 – Ford Road traffic numbers

Source ABC railway guide

<http://abcrailwayguide.uk/ford-public-level-crossing-west-sussex#.X8kniC-l1QI>

- **Name:** Ford crossing data
- **Crossing Type:** Public Highway Manually Controlled Barriers (locally monitored by CCTV)
- **Location:** Ford CP
- **Postcode:** BN180BS
- **Route:** Sussex
- **ELR:** TBH2
- **Distance:** 19 miles 50 chains
- **Individual risk rating:** G (Moderate)
- **Collective risk rating:** 3 (Very High)
- **Last assessment:** February 2020
- **Next assessment due:** May 2020
- **Types of trains:** Passenger & Freight
- **Line speed:** 75
- **Trains per day:** 310
- **Usage:**
 - 4428 Vehicles
 - 405 Pedestrians or Cyclists

Key risk factors:

- Crossing is Near a Station
- Large Numbers of HGVs
- Large Numbers of Users
- Frequent Trains

Minutes from the Joint Downland Area Committee

Joint Downland Area Committee (Incorporating Downland County Local Committee)

22 October 2012 – At a meeting of the Committee held at 7.00 p.m. at The White Swan, Arundel.

Area Action Plan 63. The Chairman referred Members to the Area Action Plan previously circulated. The Committee discussed a number of issues, which included those set out below:

- (07) HGV Movement. Nick Burrell informed the Committee that a survey was not planned until Autumn 2013. Councillor Mr Dendle referred to a recent email communication with West Sussex County Council regarding an HGV ban on Ford Road, Arundel. Councillor Mr Dendle asked for JDACs support for such a ban. Members reminded Councillor Mr Dendle that this had been discussed previously and resolutions had been taken not to support this as this would affect many other roads in Walberton, Yapton, Lyminster and Angmering. Mr Peters said he could not support until after the Lyminster Bypass had been completed. It was also stated that a full study of the A259 was being undertaken and members should wait the outcomes of that. Councillor Mr Dendle proposed an amendment to his original proposal to widen the HGV ban to include the A284 and Walberton and Yapton Roads. Members voted against the original and amended proposals. Mrs Coleman stated she would speak to the new Head of Highways and Transport at the County Council, with a view to him attending a future meeting.

75. Councillor Mr Dendle asked if maps were available for the Cycle Plan. He asked for assurance that it would have synergy with the Arun Leisure Strategy. Mr Whittington stated that no full plan was available as yet as no definite route had been agreed. As soon as maps are available Mr Whittington undertook to arrange for JDAC members to have sight of them. Mr Whittington also asked for the footpath number on the report to be checked as he thought it was incorrect. Nick Burrell agreed to do this.

Joint Downland Area Committee 5th October 2009 –

At a meeting of the Committee held at 7.00 p.m. at Westergate Community College.

71. Mr. Peters introduced the item regarding HGV problems on Ford Road, Arundel. He referred to the report that had been tabled and thanked Darrell Gale from Ford Road Action Group for the report. Mr Peters stated that JDAC had first

discussed a feasibility study regarding weight restriction some six years ago but it does not appear to have been addressed. Mr Peters requested that the Committee support a Traffic Regulation Order to restrict HGV's on Ford Road to 7.5 tonnes.

72. Following much discussion and concern that restricting weight on Ford Road would simply move the problem onto other roads, Members requested that a full review of HGV movement in the Downland Area was undertaken by West Sussex Highways. Members requested that this was done as a matter of urgency.

Appendix 4 – ADC Arun Local Plan 2018 - New Housing affecting Ford Road

<https://www.arun.gov.uk/download.cfm?doc=docm93jjjm4n12864.pdf&ver=13004>

- ADC has a target of 20,000 new homes by 2031. Two of their strategic sites totalling 1,800 are on or close to the Ford Road at Ford and Climping

Policy H SP1

The Housing Requirement

Within the plan period 2011 – 2031 at least 20,000 new homes will be accommodated in the District.

Delivery will be phased over the Plan period as follows:

<i>Requirements for net additional homes</i>	2011/12-2015/16	2016/17-2020/21	2021/22-2025/26	2026/27-2030/31	2011/12-2030/31
Dwellings per annum	610	1,120	1,310	960	
Total	3,050	5,600	6,550	4,800	20,000

Table 12.2

The following strategic housing sites are allocated as shown on the Policies Maps:

Reference	Location	Number of units
Inland Arun		
SD5	Barnham/Eastergate/Westergate	2,300
SD6	Fontwell	400
SD7	Yapton	500
SD8	Ford	1,500
SD9	Angmering North	800
SD10	Climping	300
SD11	Angmering South and East	250

- ADC also aim to achieve 1,250 at 'Non strategic sites' and 421 through Neighbourhood Plans

Supply of net additional homes	Total
Completions	3,669
Commitments (large sites)	3,050
Commitments (small sites)	251
Neighbourhood Plan Allocations	421
Deliverable HELAA sites	530
Non-Strategic Sites*	at least 1,250
Windfall	847
Strategic Site Allocations	10,750
Total	20,768

Table 12.1 Housing Supply

*To be identified through Neighbourhood Plans or a Non-Strategic Site Allocations DPD

- The “Non strategic sites” include 2 developments at the Arundel end of the Ford Road which were both included in the Arundel Neighbourhood Plan Review 2018-2031
<https://www.arundeltowncouncil.gov.uk/wp-content/uploads/2020/01/Arundel-NP-Review-post-examination-Plan.pdf>
 - 38 dwellings at the Electricity Sub Station at the A27 roundabout end of the Ford Road (Application approved conditionally AB/88/19/PL)
 - 90 dwellings on Norfolk Estate property at the end of the built-up area (Planning application expected in the next 12 months)

Appendix 5 – Ford Road reported accident statistics

- The Ford Road is so dangerous, less people walk along it and only the most hardened cyclists use it. In the last 6 years there have been 9 reported accidents involving 12 casualties
- Source: WSCC accident locations map
<https://www.westsussex.gov.uk/roads-and-travel/road-safety/accident-locations-map/>

Date	Number of Casualties	Time	Severity
23/03/2020	1	11:20	Slight
21/02/2020	1	14:43	Serious
04/07/2018	2	22:17	Slight
13/01/2018	3	20:27	Slight
21/03/2017	1	17:00	Slight
15/08/2016	1	15:15	Slight
30/07/2016	1	12:40	Slight
15/01/2016	1	13:26	Serious
26/12/2015	1	11:37	Serious

Appendix 6 – Arundel resident priorities

- Source Love Arundel listening sessions Autumn 2019.
- 200 residents and 100 businesses attended 'Love Arundel' listening sessions in October and November 2019. <https://www.visitarundel.co.uk/love-arundel/arundel-project/>

The resident sessions were held in an 'unprompted qualitative' format – using blank post it notes

- 41 requested a safe foot/cycle path between Arundel and Ford station
- 33 requested improved cycle routes into Arundel town centre
- 20 requested a shuttle bus to the stations
- 8 requested better linkages between different types of public transport around Arundel
- 30 called for traffic calming and enforcing speed limits and HGV bans – including along the Ford Road
- 4 requested shorter waits at Ford crossing

The business sessions were held as round table discussions. A key issue identified was that many of Arundel businesses recruit their employees from across the Arun District - in Littlehampton, Bognor, Yapton, Barnham etc. Commuting to Arundel is challenge from these areas as it takes too long to change at Ford for Arundel station and walk in from Arundel station plus parking is expensive. Many Arundel businesses find it difficult to Recruit.

Appendix 7 – Example local facebook post and thread about Ford Road

<https://www.facebook.com/groups/arundelnoticeboard/permalink/1263182227404642>

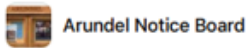


Arundel Notice Board

Public group · 2.8K members



+ Invite



+ Invite



Sarah Bowden

3 February · 🌐

Having picked up my husband from Ford station when he got off the 6.45pm Portsmouth train - We were both very shocked to see a young girl of around 12 years of age in school uniform (my hubs saw her on the train) walking down the Ford road towards Arundel in the pitch black - in this day and age this should not be happening and surely her parents should have at least picked her up - We just hope she got home safely ❤️

👍👍 5

51 comments 4 shares



Like



Comment



Share



Paul Bowden

Walking IN the road! 😞 2

Like · Reply · Share · 42 w



Christine Faggetter

We need a cycle/footpath 🙏 2

Like · Reply · Share · 42 w



Sarah Bowden

Christine Faggetter I totally agree xx It was just the fact also that it was such a young girl on her own in the pitch black 😞 I would have offered to take her home but you just can't do that in this day and age 😞 I wouldn't walk down that road on my own in the dark 😞



Arden House B&B

Christine Faggetter I think I'd have offered her a lift.... 😞

Like · Reply · Share · 42 w



Paul Bowden

Plus she was walking in the road, what's the matter with the parents?!

Like · Reply · Share · 42 w



Write a reply...



Nigel Cull

I see this far too often, especially on winter evenings. What makes it so much more dangerous is that often the kids are walking with their backs to the cars, very often have headphones on, and that the car drivers just don't look or expect to find pedestrians in the road. In my opinion it's a tragedy waiting to happen, and a footpath is desperately needed. There's plenty of room for one, unfortunately there seems to be a lack of money and inclination to build it. I hope it doesn't take someone's child to be hurt to kick start anything.

Like · Reply · Share · 42 w



Carol Jones

We've been fighting for this for years, I use to work at the shaky doo for years and walked there and back. And see many children doing this daily for there commute to school. Unfortunately in this day and age it's also hard to offer lifts as they don't know you etc. There is space but no funds unfortunately. Developers or Roads usually fund such paths.

Like · Reply · Share · 42 w



Sarah Woods

It was interesting to hear that this is one of the concerns raised by The Arundel Project. I totally agree. My son has walked from there to Arundel having got off the last train. It's dangerous and a worry.

Like · Reply · Share · 42 w

About

Notice board for the town of Arundel, in the English country of West Sussex, and the surrounding little villages nearby (within approx. 10 minut... [See more](#)



Public

Anyone can see who's in the group and what they post



Visible

Anyone can find this group.



Arundel, West Sussex



General group



Carol Jones

Sarah Woods it is I watch the children few cycle too and it is scary. I went to offer a lift the other day but unless you know the child or parents you can't just stop and ask

Like · Reply · Share · 42 w



Write a reply...



Clare Dory Rogers

Do we still have the community bus? 🙏 1

Like · Reply · Share · 42 w



Carol Jones

Clare Dory Rogers trying to get back and this was passed as an ideal use as many do this journey each day so environmentally too it's a win win as so many commute that way, the majority school children

Like · Reply · Share · 42 w · Edited



Clare Dory Rogers

Carol Jones it would alleviate the madness down at ford station mornings 🙏

Like · Reply · Share · 42 w



Write a reply...



Jude Parker

That's bloody terrible!!! What are her parents doing that's more important than getting her home safe???

Like · Reply · Share · 42 w



Sarah Bowden

Jude Parker Not stopped thinking about the poor girl - hopefully she didn't have too far to walk home 😞

Like · Reply · Share · 42 w · Edited

Sonia Bonnaray
We desperately need a footpath here, the way we are at the moment we're either risking an accident or effectively cutting down our travel options but the station is unusable for so many.

Like Reply Share · 42 w

Arden House B&B
Oh my goodness am I the only one thinking 'I offered her a lift?' 😞. And why is everyone making assumptions about the parents? Be nice.

Like Reply Share · 42 w

Samantha Cane
Arden House B&B parents could be with their own children and or not drive?? Maybe offer them half way..? You never know what the reason might be...

Like Reply Share · 42 w

Sarah Bowden
Arden House B&B I did mention about offering her a lift but she rightly so would have been a stranger to her - she must have had a car and I under no circumstances would have let a little girl walk down a dangerous road with a car path in the ... [See more](#)

Like Reply Share · 42 w

Paul Bowden
I'm sorry but you cannot offer a lift in that age without being arrested, there is NO excuse for this poor girl to be walking alone on a dangerous road in pitch black, we could have offered her a lift! Be nice?

Like Reply Share · 42 w

Billy Hawkins
Arden House B&B me too. I have offered lifts to all sorts of people in the past. Most people thank but it's generally fine. I picked up a hiker in a wheel chair last year which was a bit of a challenge. She's just been for a swim. Hitched the lift. [See more](#)

Like Reply Share · 42 w

Billy Hawkins
Arden House B&B I guess safety first on all parties.

Like Reply Share · 42 w

Arden House B&B
Billy Hawkins hallelujah!!!! I'd rather be offering a lift to a youngster than arriving to find her over! 😞. Sometimes think that it is going crazy-cautious.

Last year I gave a lift to an inmate of Ford Road who was running late to get back before 10. Would have been funny if I'd been arrested that! 🤔🤔🤔

Like Reply Share · 42 w · Edited

Write a reply...

Alan Kirwin
This is shocking to hear. Have been saying for years that we should have a shuttle bus between Ford Road station and Arundel. It's such an obvious need to benefit to the people of the town, especially young people.

Like Reply Share · 42 w

Bill Evans
I don't think jumping to conclusions about the accident helps, there could be numerous reasons why the car couldn't be there on this occasion. I agree a footpath would be an improvement, but with the standard driving I see down that road on a daily basis, I certainly wouldn't feel that much safer on a footpath overtaking lunatics smashing the speed limit.

Like Reply Share · 42 w

Andrew Coleman
At least give them a Hi viz vest

Like Reply Share · 42 w

Martin John Alderton
The plan to close Ford Road to traffic when the bypass goes through was a plan that had positives as well as negatives

Like Reply Share · 42 w

Kay Wagland
Sadly the bypass has never meant closing Ford Road to traffic and would actually mean an increase in traffic on Ford Road. We've had a separated cycle/walkway on Ford Road for years, but cars are higher priority.

Like Reply Share · 42 w

Write a reply...

Peter Rhodes
Maybe they do not have a car like you or are very young. Kids are more savvy and resilient if not over-protected than you imagine.

Like Reply Share · 42 w

Sarah Bowden
Peter Rhodes We saw her again last night she is a very young girl - around 12 and in a place for her to be in the dark and cold I can never know who's about 😞

Like Reply Share · 42 w

Paul Bowden
Peter Rhodes she wouldn't have been running if we'd gone into her. It was pitch black, she was walking in the road, alone. Jeez

Like Reply Share · 42 w · Edited

Peter Rhodes
Sarah Bowden I use to get home from school on my own from 6. onwards in East London the murder rate was the same then for children murdered by people who are not known to them. And it was a lot more dangerous as that generation was road traffic accidents.

Like Reply Share · 42 w · Edited

Nick Field
Peter Rhodes - sounds like you were one of the lucky ones then. I'm sure that 99% of times there's no problem but that's no solace for the 1% that don't

Like Reply Share · 42 w

Jude Parker
Peter Rhodes I was waiting for that old chestnut!!! There are far more cars on the road now than back in your day and faster drivers what if some old wrongen got hold of the car? Someone must be able to give her a lift. More important things than money! You say they can't afford to get her a lift or something!!

Like Reply Share · 42 w

Peter Rhodes
Cars have undergone a significant amount of redesign, so impact with a pedestrian is much less likely to be fatal.

Like Reply Share · 42 w

Jude Parker
Peter Rhodes irrelevant when the cars are heavier and faster so that's utter tripe! 100% excuse for a child to be walking along a dangerous road in the dark, if you don't have a car then you're clearly beyond reason. Just because our parents didn't give a toss doesn't mean we shouldn't evolve and care about our children more. The so-called good old days were full of neglect!! Shame on this child's parents for not using their noggin to protect their child. There is simply no excuse!!!!

Like Reply Share · 42 w · Edited

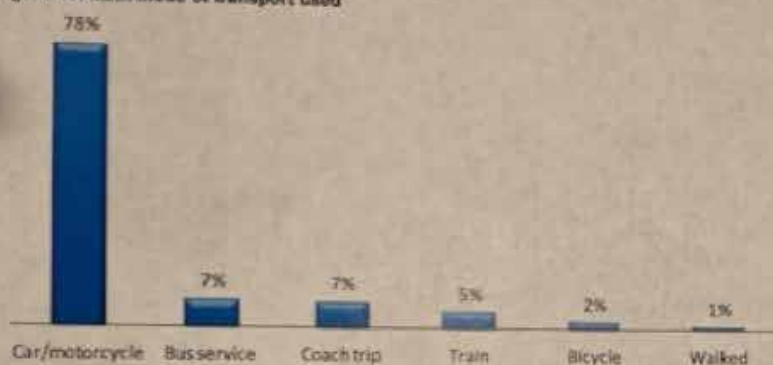
Appendix 9 – Circa 84 % of all Tourism visits to Arundel are by car

Source 1: Research for ADC 2016 Coastal West Sussex Tourism Research project completed by TSE research showed that 84% of visitors to Arundel arrive by car

3.5 Main mode of transport used

3.5.1 The car is the most common mode of transport used to reach Coastal West Sussex (78% of visitors travel by car).

Figure 10: Main mode of transport used



3.5.2 Public transport is more likely to be used to travel to Chichester, Worthing and Bognor Regis. A small but significant proportion of visitors travel to Worthing by coach as part of a pre-booked coach trip (13%).

Table 20: Main mode of transport used by town

	Chichester	Seisey	Worthing	Arundel	Bognor	L'hampton
	486	199	396	405	196	212
Car/motorcycle	67%	96%	61%	84%	76%	83%
Bus service	14%	1%	15%	4%	8%	2%
Train	10%	2%	6%	6%	12%	7%
Bicycle	5%	1%	2%	0%	0%	3%
Coach trip	2%	1%	13%	4%	3%	4%
Walked	1%	0%	1%	1%	1%	1%
Other	1%	0%	1%	0%	0%	0%
Taxi	0%	0%	0%	0%	1%	0%

Source 2: The SDNPA Partnership Management Plan references 77% of visitors arriving at the park by car in outcome 5 – Outstanding experiences

<https://www.southdowns.gov.uk/partnership-management-plan/outcome-5-outstanding-experiences/>

5.3 ENCOURAGE SUSTAINABLE TRANSPORT

To encourage sustainable access into and around the National Park, encouraging the retention and expansion of rural transport services.

The South Downs is under huge pressure from car use. The 2018 Visitor Survey estimates that 77% of visits were made by car, creating carbon emissions, air pollution, noise and congestion.

Improving public transport into and around the boundary is therefore vital.

Parts of the National Park are well served by rail, with stations acting as visitor gateways linking directly to destinations such as the South Downs Way National Trail, or connecting with bus routes for onward travel.

However, evidence shows that visitors still need more information about how to get around and that there is a lack of confidence in the 'final mile' – meaning visitors arriving by more sustainable modes are uncertain of how to reach their end destination.

This is being tackled through a variety of projects including the development of Travel Hubs at gateway stations; digital mapping, on the ground signposting and more joined up ticketing services.

The retention and expansion of rural transport services is a key issue for the National Park. A transport network that works for both residents and visitors is a critical factor in supporting communities and enabling outstanding visitor experiences, yet rural bus services have reduced in the last five years through cuts in the budgets of Passenger Transport Authorities.

This is having an impact on young people's ability to access education and employment, and is increasing isolation among elderly or disabled rural residents without access to a car.

Nationally, trends in transport suggest mobility services will look very different in the future, with continuing decline in scheduled routes but the rise of more app-based, on demand, sharing services.

Without strong advocacy it is unlikely that rural areas will become early adopters of these new technologies, but partners in the South Downs are very keen to find new ways of keeping rural communities connected and would therefore welcome innovative pilot projects within this period of the Plan.

Appendix 9 SDNPA Cycling and Walking Strategy

<https://www.southdowns.gov.uk/partnership-management-plan/outcome-5-outstanding-experiences/>

5.2 IMPROVE ACCESSIBILITY

To improve accessibility through a network of high quality routes connecting communities with the landscape, heritage, attractions and transport hubs and gateways.

With over 3300km of public paths, this National Park has one of the most extensive Rights of Way networks in the country. The 2018 visitor survey showed 73% of visitors came to enjoy a walk, yet many people who live close by are not experiencing it. There is a shortage of 'family friendly' paths suitable for inexperienced cyclists and vulnerable users.

Connectivity from market towns and transport hubs can be an issue, and major highway corridors – in particular across the A27 to the coastal fringe, and across the M3 to Winchester – present significant barriers to access.

The Authority Strategy for Cycling and Walking sets out an ambitious agenda to improve accessibility for all by creating a network of traffic free routes that are easily reached by communities within and near to the National Park, and which are well connected to public transport.

It is now firmly understood that being out in nature is good for us. Enabling more people to access the National Park for walking, cycling, horse riding and other activities creates multiple benefits.

It improves health and wellbeing, encourages greater visitor spend in the local economy, eases traffic hotspots, and improves air quality by taking cars off the road.

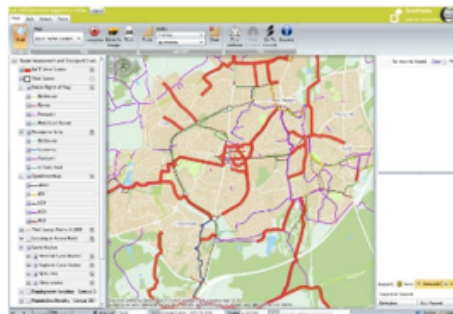
Appendix 10 – West Sussex Walking and Cycling Strategy 2016-26

https://www.westsussex.gov.uk/media/9584/walking_cycling_strategy.pdf

The 2016-26 WSCC walking and Cycling strategy used a ranking methodology called RATE to develop their priority list of routes

5.1 Priority List Development

During pre-consultation work associated with this strategy key stakeholders were asked to map their scheme ideas as a route or part of route onto a web enabled Geographical Information System (GIS) provided by Sustrans. This system employed a ranking methodology called RATE that prioritised proposed routes based on a set of criteria. Each scheme was assessed against 10 criteria as set out in the table below.



Each criterion was assigned a weighting, which was agreed during the pre-consultation work. The score for each criterion was calculated using a mix of information entered by stakeholders and geographical information contained within the RATE system (e.g. housing numbers, school locations, employment centres Criteria were weighted as follows:

Criteria	Weighting	Manual Fields	Automatic Fields
Employment	15%	7.5%	7.5%
Housing	15%	7.5%	7.5%
Education	15%	7.5%	7.5%
Rail	15%	7.5%	7.5%
Leisure	7.5%	7.5%	0%
Local Services	7.5%	7.5%	0%
Bus/Tram	7.5%	7.5%	0%
Safety	7.5%	0%	7.5%
Deprivation	5%	0%	5%
Deliverability	5%	5%	0%
TOTAL	100%		

In adopting this approach the list comprised 353 potential routes and parts of routes. It is our intention to develop this approach and to maintain an up-to-date GIS mapping system for cycling and walking schemes that is available on our website. The full list of schemes is currently available in the appendix and will be reviewed annually, with major revisions every five years.

The Arundel to Ford Station route ranked 10th of 54 Inter-community utility cycle schemes and the Littlehampton to Arundel river side path ranked 38th on the same list.

Inter-community utility cycle schemes

Scheme ID	Name	Description entered by stakeholders
270	NCN228	Extension of the NCN network from NCN20/21 in Crawley to Horsham
143	CHEMROUTE	Chichester to Emsworth
6	National Cycle Network Route 2 Inland Option	Missing link in National Cycle Network, Littlehampton to Goring
286	Hurst 1	Safe cycle route to Downlands School
192	Barnham to Chichester via Oving	Quiet roads and tracks linking Chichester with Eastergate and the Westergate Link
190	Horsham to Southwater	Direct route along Worthing Rd. Connecting two large communities just 3 miles apart for work and leisure and providing strategic link between NCN223 and the Horsham-Crawley cycle route linking with NCN20
370	A27 (south) missing link Norton Lane to Fontwell/Walberton Link	Missing link along south side of A27
173	A264 Warnham railway line underpass and A24 Warnham crossing	Uses existing underpass to provide a safe traffic-free crossing of the dangerous, busy A264.
188	Haywards Heath Circular Route inc. station and secondary schools	Haywards Heath is desperately lacking in dedicated cycle paths to allow safe travel for commuters to the station and more importantly for secondary school children to be able ride from Haywards Heath to Warden Park Secondary School.
322	Arundel to Ford Station	Off road shared path, separated from motor traffic along unclassified road with no pedestrian route. Possible PIR lighting
235	Off Road shared use path linking Ditchling to Hassocks	Aspirations to upgrade path surface to allow cyclists and walkers and off road route to link into circular route.
347	Turners Hill Road Cycle Path	Marked Off Cycle Lane Travelling East on Turners Hill Road
146	Upper Beeding to Steyning Schools	Upper Beeding to Steyning Schools
136	Mannings Heath/Monks Gate to Horsham (A281)	Safe cycle route from Mannings Heath/Monks Gate to Horsham town centre (included in the Nuthurst Neighbourhood Plan)
267	Horsham to Crawley Link	Provides a level and direct link between the two urban centres of Horsham and Crawley (via A264)
375	Cycle Route on A23 Bridge at Pease Pottage	Addition of 'wing' to existing road bridge to provide a safe cycling and walking route
348	Manor Royal to Lowfield Heath Cycle Route	An off road walking and cycling route adjacent to London Road
196	NCN2 coastal alternative diversion	Seaview route
126	NCN2 feeder link to Yapton	Currently there is no safe cycle route from Yapton to NCN 2 and onwards to Littlehampton or Felpham /Bognor this proposed route will create a cycle path alongside the existing from the outskirts of the village
341	A264 crossing Horsham	Crossing along this stretch for cycles and walking (Riverside Walk)
44	Shoreham to Lancing	No description entered
85	A27 Arundel Bypass	The new Arundel Bypass motorway
42	A280 Long Furlong	An extremely dangerous road but a potentially highly useful cycle route.
82	Yapton to Climping	Littlehampton to Barnham
45	Lancing to Shoreham	Shoreham Airport to Grinstead Lane
288	NCN2 North Mundham to Chichester	Alternative route offering a route to the East side of Chichester
39	Angmering to Arundel	No description entered
345	NCN21 Spur to Felbridge	Upgrade surface and signage to existing Bridleway to connect Felbridge to the NCN21
67	Linking Lancing and Shoreham	No description entered
96	Hassocks to Lower Beeding	No description entered
229	Path from Hassocks to Burgess Hill east side of railway line	Aspiration to create a new shared use off road route
145	Chichester - Tangmere/Aldingbourne Route	Provides a better link between Portfield and A27 cycle path to Tangmere/Aldingbourne
272	Parish Lane roundabout by-pass	Provision of a two way off road path avoiding the high speed and busy roundabout at this point
374	Horsham Road Pease Pottage Cycle Lane	At the Western End an off road Cycle and Walking Route and improved Traffic Calming at the Eastern End to provide continuous good cycle provision
19	Westergate Link	Surveyed off road route by WSCC 2014/5
231	New link from Hassocks to Hurstpierpoint	Aspiration to upgrade surfaces of 3C & 8C to link into HPP 65hu and local road network
369	West Chilmington Common to Primary School	Safer Route to School
53	Littlehampton to Arundel	No description entered
59	Worthing Cycle Network	No description entered
122	NCN 2 missing section V DANGEROUS SECTION	Missing link from North Mundham to off road cycle route to Chichester canal
175	East Preston to Ferring	Field route - currently footpath
62	Worthing Cycle Network	No description entered

Appendix 11 – Arun District Council Transport policies in the context of housing development

The ADC Local Plan 2018 includes a number of transport policies with respect to housing development which are relevant for the various developments along the Ford Road.

<https://www.arun.gov.uk/download.cfm?doc=docm93jjm4n12855.pdf&ver=12995>

Policy T SP2 supports the Littlehampton to Arundel Green link (along the river)

Policy T SP2

Littlehampton to Arundel Green Link

A new strategic Green Link is proposed between Littlehampton and Arundel, along the River Arun which is shown on the Policies Map.

Linking multi-user paths to both Arundel and Ford Stations should also be promoted to encourage more integrated travel (such as cycling) and recreation and use of the corridor as both a commuter and recreational route. Cycle hire should be encouraged at stations to provide opportunities to access a bicycle at key transport interchanges along the corridor. Information and signage will also be key to ensuring a high level of accessibility along the route is achieved.

Other opportunities for informal recreation should be created along the route along with promoting more formal activities on the water such as sailing and canoeing where these do not interfere with the enhancement of biodiversity. Good landscape management practices should be promoted throughout the link, particularly where it meets the coast.

Appendix 12 Gear Change: Boris Johnson promises first hundreds then thousands of miles of cycle routes.

[Gear Change](#)

Appendix 13 DfT Decarbonisation report

[Decarbonising Transport Plan'](#)

Appendix 14 – WSCC Coast to Capital funding application for NCN2 section 5

https://www.coast2capital.org.uk/storage/downloads/ncn2_section_5_supporting_document-1479297832.pdf

Appendix 15 – Correspondence between Highways England and Arundel Town Council

At a meeting between Peter Philips (for Highways England) and Arundel Town Council (Mayor Lucy Ashworth and Chair of Traffic James Stewart) on 9th August 2018, Peter Philips reported that the Cycle path would be delivered as part of the A27 improvements – minutes ref 8 below.

Meeting with HE – 9 August 2018 at Arundel Town Hall

Present: James Stewart – Chair Transport & Access Committee, Lucy Ashworth – Mayor of Arundel. Peter Philips – Highways England, South Coast Central route sponsor

Ref	Detail	Action
1	<p>The agreement between HE & ATC with regard to adoption of the Causeway roundabout was discussed. ATC would like to extend this to the Maltravers St roundabout and the land in front of the Baptist Church as far as maintenance is concerned.</p> <p>[Sue Simpson made the original agreement when she was Town Clerk, JS will try to find this, PP to do same].</p> <p>The plan is for us to review the original adoption document adoption and continue for the next six months until the final decision for HE for A27 is taken.</p> <p>PP did not see a problem with us doing small planting or tree management on the Maltravers St roundabout. Even if the roads go over to West Sussex the land in front of Baptist Church should remain HE but Peter does not imagine that they would maintain it.</p> <p>PP confirmed that HE will continue to do edges (at Baptist Church) but there were no plans to cut further on this site. He had no problem with us doing a grass cut with our own contractor.</p>	<p>SS</p> <p>JS</p> <p>PP</p> <p>ATC</p>
2	<p>On the land in front of the Baptist Church we discussed making a path along the desire line that people walk along. PP to consider this and get back to ATC.</p>	PP
3	<p>With regard to the sculptures on the roundabouts, JS reported that the plinth was installed on the Causeway roundabout at 6.00am on 6 August by Matt Bodimeade & JS. The 12 ft corten steel plinth has been made by Booth Engineering in Ford and is bolted to a concrete base. The current Giles Penny sculpture will remain until late September, and then be replaced with a "There but Not There" "Tommy" figure in corten steel from October to late November. Then the intention would be to put a "contemporary Christmas Tree" sculpture up for December. Following this the intention would be for the plinth to remain empty, waiting for periodic, seasonal or festival sculptures.</p> <p>On the Maltravers St roundabout "The Bends" installation of up to 10 carved cedar branches 2-3m high will be installed at 6.00am on Saturday 11 August by Johnny Woodford, artist with JS and Matt Bodimeade.</p> <p>PP to consider the plinth staying for the medium term and respond to JS</p>	PP
4	<p>JS reported that the underpass murals have now been completed and have already gained much public appreciation, and also encourage more people to use the underpass. The team lead by Cllr Karin Moorhouse, now would like to consider painting the underpass on the other side of the A27 bridge. PP to consider and respond.</p> <p>JS raised the issue of the underpass lights placed on lampposts not working. PP is already aware of this from JS emails, however within HE they are not sure about ownership of lights. PP to look into this and respond.</p>	PP
5	<p>We mentioned that there had been some comments about the level of litter on the A27, especially on the section from Long Furlong to Crossbush. This is exacerbated when the verges are cut and the rubbish exposed and spread further. PP to look into this and report back. He thought it may be an issue of timing of cutting v litter collection.</p> <p>PP said it was hard to co-ordinate This is actually the responsibility of Arun District Council. ATC to contact ADC.</p>	<p>PP</p> <p>ATC</p>
6	<p>We reported that in heavy rain there is flooding on the A27 roundabout at the junction of Maltravers St and A27 Eastbound. PP to look into this and report back.</p>	PP
7	<p>We also reported concern over the speed limit on A27 up Hospital Hill, it changes from 40mph to unlimited before hospital and junction of Jarvis Road. PP said that any change would take some time to organise, but he would look into it.</p>	PP
8	<p>We then discussed the cycle path along Ford Road to Ford Station. PP said that this would be delivered as part of the A27 improvements</p>	JS

9	JS raised the forthcoming 20mph zones to be implemented in Arundel, PP had not heard of this scheme before. JS to email the proposals to PP	JS
10	Finally, we looked at the LUC Wayfaring plans for the Ford Road roundabout, which would no longer be a roundabout when the A27 Bypass goes through, creating a public green space linking the two sides of town. PP said that the existing A27 would be de-trunked when the bypass goes through so any plan like this would be possible.	

In September 2020 Peter Phillips emailed that funding is not in the current budget

On 7 Sep 2020, at 10:25, Phillips, Peter <Peter.Phillips@highwaysengland.co.uk> wrote

Hello James.

Thank you for your email, I am well thanks and trust all is OK in Arundel in these continuing strange times.

The Arundel – Ford NMU route is being progressed by our major projects team as part of a "spin off" from the Arundel by-pass project. It has been through a draft (concept) design and we have been seeking funding through our designated fund process to progress. Unfortunately, it is not a cheap scheme to deliver and therefore, with estimate figures we are having difficulty in providing scheme justification against other bids, and hence as yet we do not have funding to progress.

Designated funds are split into several different categories and whilst it currently is not being received favourably by the safety and cycling package there are other packages that may be appropriate and we are investigating those.

We recognise the importance and support of the route both locally and we will continue to seek funding to progress it, but at this stage I am unable to give any confirmation in terms of funding or timing.

Regards, Peter Phillips, Route Manager - South Coast Central & Kent Corridor Bridge House Guildford

From: Phillips, Peter <Peter.Phillips@highwaysengland.co.uk>

Sent: 09 December 2020 13:56

To: Mayor <Mayor@arundeltowncouncil.gov.uk>

Subject: RE: EXTERNAL MESSAGE .RE: WSWCS Steering Group Update Note & Ford Road Cycle Route

Really sorry for the tardy reply, I can only blame workload and too many emails.

I am more than happy to discuss all highways England matters on the phone etc and as you say it will be good one day to get back to some face to face meetings.

Our cost estimate for the Ford to Arundel NMU is £3.84m, this includes draft and detailed design, and probable land purchase etc. I suspect that it is probable that if a third party were to deliver the scheme they could achieve it slightly cheaper.

In regard the criteria for our schemes – this scheme originally came about as part of works by our major project team in conjunction with the by-pass works but it wasn't reliant on those going ahead. The Designated funds from which it would be funded cover the whole country and they look at overall cost, numbers of users and types of benefit including safety and environment etc as well as likelihood of delivery. I suspect that the main issue for this project was cost although I also suspect that delivery would not be easy.

We can seek to rebid at various stages through the RIS period (2020 – 25) especially if some blockers have moved such as other joint funding, or certainty over deliver – In this case I think obtaining the land was a big consideration.

I hope that helps and I am happy to talk further if you wish

Regards

Peter Phillips, Route Manager - South Coast Central & Kent Corridors Bridge House Guildford



**AUTHORITIES WHICH HAVE EXPRESSED SUPPORT FOR THE ARUNDEL-FORD SAFE
CYCLING AND WALKING PATHWAY**

1. South Downs National Park Authority
2. Ford Parish Council
3. Yapton Parish Council
4. Clymping Parish Council
5. Warningcamp Village Meeting
6. Slindon Parish Council
7. Felpham Parish Council
8. East Preston Parish Council
9. Rustington Parish Council
10. Ferring Parish Council
11. Middleton-on-Sea Parish Council
12. Findon Parish Council

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Public Document Pack Agenda Item 6

Subject to approval at the next Full Council meeting

283

**MINUTES
OF A
MEETING OF THE ARUN DISTRICT COUNCIL
HELD IN THE ARUN CIVIC CENTRE
On 10 November 2021 at 6.00 pm**

Present: Councillors Brooks (Chair), Staniforth (Vice-Chair), Bower, Caffyn, Catterson, Chapman, Chace, Charles, Clayden, Mrs Cooper, Cooper, Coster, Dendle, Dixon, Edwards, Elkins, Goodheart, Gunner, Hamilton, Haywood, Hughes, Huntley, Jones, Kelly, Lury, Madeley, Needs, Oliver-Redgate, Pendleton, Roberts, Smith, Stainton, Stanley, Tilbrook, Thurston, Walsh, Warr, Worne and Yeates.

The following Member was absent from the meeting during consideration of the matters referred to in the Minutes indicated – Councillor Jones – Minute 410 to Minute 421 (Part)].

410. WELCOME

The Chair welcomed Councillors, representatives of the public, press and officers to the meeting. He extended a special welcome to the Council's Interim Chief Executive, James Hassett, having commenced employment with the Council on 1 November 2021.

A warm welcome back to attending physical meetings was extended to Councillor Needs.

411. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Baker, Bennett, Bicknell, Blanchard-Cooper, Buckland, Daniells, Mrs English, English, Gregory, Northeast, Oppler, Purchase, Rhodes and Seex and from all of the Council's Honorary Aldermen.

412. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

The Declaration of Interest Sheet set out below confirms those Members who had made a declaration of their personal interest as a Member of a Town or Parish Councillor or a West Sussex County Councillor, as confirmed in their Register of Interest as these declarations could apply to any of the issues to be discussed at the meeting.

Full Council - 10.11.21

Name	Town or Parish Council or West Sussex County Council [WSSC]
Councillor Tracy Baker	Littlehampton
Councillor Kenton Batley	Bognor Regis
Councillor Jamie Bennett	Rustington
Councillor Paul Bicknell	Angmering
Councillor Billy Blanchard-Cooper	Littlehampton
Councillor Jim Brooks	Bognor Regis
Councillor Ian Buckland	Littlehampton and WSSC
Councillor David Chace	Littlehampton
Councillor John Charles	WSSC
Councillor Mike Clayden	Rustington
Councillor Andy Cooper	Rustington
Councillor Alison Cooper	Rustington and WSSC
Councillor Sandra Daniells	Bognor Regis
Councillor Roger Elkins	Ferring and WSSC
Councillor Paul English	Felpham
Councillor Steve Goodheart	Bognor Regis
Councillor Pauline Gregory	Rustington
Councillor June Hamilton	Pagham
Councillor Shirley Haywood	Middleton-on-Sea
Councillor David Huntley	Pagham
Councillor Henry Jones	Bognor Regis
Councillor Martin Lury	Bersted
Councillor Claire Needs	Bognor Regis
Councillor Mike Northeast	Littlehampton
Councillor Francis Oppler	WSSC
Councillor Jacky Pendleton	Middleton-on-Sea and WSSC
Councillor Vicky Rhodes	Littlehampton
Councillor Emily Seex	Littlehampton
Councillor Martin Smith	Aldwick
Councillor Samantha Staniforth	Bognor Regis
Councillor Matt Stanley	Bognor Regis
Councillor Isabel Thurston	Barnham & Eastergate
Councillor James Walsh	Littlehampton and WSSC
Councillor Jeanette Warr	Bognor Regis
Councillor Amanda Worne	Yapton
Councillor Gillian Yeates	Bersted

413. 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 rules of the Council's Constitution.

The Chair confirmed that three questions had been submitted – these have been very briefly summarised below:

1. From Mr Cosgrove to the Chair of the Audit & Governance Committee, Councillor Clayden, regarding open and transparent Register of Member Interests
2. From Mr Cosgrove to the Chair of the Economic Committee, Councillor Cooper, regarding regeneration plans to the Regis Centre, Bognor Regis
3. From Mr Cosgrove to the Chair of the Economic Committee, Councillor Cooper, regarding the Regis Centre in Bognor Regis, and the Levelling-Up Bid.

(A schedule of the full questions asked, and the responses provided can be found on the Full Council Web page at: <https://democracy.arun.gov.uk/mgCommitteeDetails.aspx?ID=141>)

The Chairman then drew Public Question Time to a close.

414. QUESTIONS FROM MEMBERS WITH PECUNIARY/PREJUDICIAL INTERESTS

No questions were asked.

415. PETITIONS

The Leader of the Council, Councillor Gunner, confirmed that he had been presented with a petition on 1 October 2021 at the Arundel Town Hall from residents of Arundel and Ford asking for a Ford to Arundel cycle path to be created following the route of the road rather than the River Arun. This was aimed at school children and others who had to cycle along the current route. Councillor Gunner explained that the petition was going through the Council's verification process to ensure that it contained the required number of signatures needed to ensure Full Council debate which would hopefully take place at the next Full Council meeting on 12 January 2022.

416. MINUTES

The Minutes of the Special Meeting of the Council held on 13 October 2021 were proposed for approval by Councillor Walsh and seconded by Councillor Chapman. The minutes were then approved by the Council as a correct record and were signed by the Chair.

417. CHAIR'S ANNOUNCEMENTS

The Chair confirmed that he was pleased to share the news that the Council had been successful in a bid to secure a grant from the new Government Levelling Up Fund.

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A bid had been submitted to enable the Council to embark on extensive improvement projects in Bognor Regis and Littlehampton with a sum of £19.4 million being awarded to the Council. This would not only enhance the area for residents but would attract visitors and new business too, boosting the local economy. The Chair explained that the improvement projects would focus on The Alexandra Theatre in Bognor Regis and the seafront and riverside area in Littlehampton.

The Chair thanked all Members, Officers and consultants who had been involved in submitting the bid stating that he was looking forward to seeing the successful delivery of these projects.

The Leader of the Council, Councillor Gunner, echoed these words confirming that this grant provided a very exciting opportunity for Littlehampton and Bognor Regis and would generate £190 million of economic value; 200 jobs and 100,000 visitors. Councillor Gunner therefore wished to have recorded his thanks to all groups and parties that had been involved in putting the bid together and for the work that the District's three Members of Parliament had undertaken in supporting the bid. Words of thanks were also directed to the Officer team for their hard work put into achieving a successful bid. It was emphasised that further hard work would now begin to deliver these schemes which would provide very exciting projects that the whole of the District would be able to enjoy.

Councillor Walsh, as Leader of the Opposition, endorsed the remarks made confirming that this was extremely welcome news, not just for the two Towns but for all visitors and residents that would use the enhanced facilities. He endorsed the remarks made on the hard work and commitment of Members and Officers in drawing up and submitting the bid, he now looked forward to the commencement and delivery of the projects.

418. URGENT MATTERS

The Chair confirmed that there were no urgent matters for this meeting.

419. MOTIONS

The Chair confirmed that no Motions had been submitted for this meeting.

420. ECONOMIC COMMITTEE - 12 OCTOBER 2021 - MINUTE 361 [BEACH HUT REVIEW] - REPORT FROM THE GROUP HEAD OF LAW & GOVERNANCE AND MONITORING OFFICER - PROPOSAL TO AMEND RESOLUTION (1) PART (III)

The Council received a report from the Group Head of Law & Governance and Monitoring Officer which was being presented as part of the Monitoring Officer's (MOs) statutory role as set out in Part 2 of the Constitution (Articles) and in compliance with the statutory key functions in accordance with Section 5(2) (a) of the Local Government and Housing Act 1989.

Members were reminded that it was the key responsibility of the MO to ensure that he/she would report to the Council any case where he/she believed any proposal, decision, or omission by the Council or any of its Committees, Sub-Committees or Working Parties or any Member or Officer of the Council had given rise to maladministration or illegality.

The MO outlined that her report was asking Council to agree to proposals to amend a resolution made by the Economic Committee on 12 October 2021 on Minute 361, Beach Hut Review. Having discussed that issue at great length, the Committee had agreed the resolution at Option 2 outlined in the report submitted to that Committee which is set out below:

1. Approve for the Council to proceed with the beach hut review as set out in Option 2, including information within the body of the report and the attached viability appraisal at Appendix 1, as amended:
 - i. To propose a 30% increase for new tenants and an annual uplift of 10% (in simple rather than compound interest terms) over the next three years for existing tenants [without change to recommendation 6 in the report – to approve for the Council to proceed with the inclusion of an annual rent increase clause (3%) within all beach hut leases issued as set out in the body of the main report (section 1.8)].
 - ii. That a report on the provision on new beach huts be brought back to Committee.
 - iii. That any new leases given only to be given to residents of the Arun district.

The MO explained that in debating and agreeing to this resolution, Members had been in full agreement for all existing leaseholders to be given the right to renew their leases from 1 April 2022 regardless of whether they resided in the District or not. All Members had sought to retain tenants and protect revenue. The resolution agreed in Resolution (1) (iii) above had been agreed in error. Members were being requested to amend (iii) of this resolution with immediate effect as the consequences of the above Policy change would mean that (a) all leases would come to an end on 31 March 2022, (b) all new leases would then be renewed and granted only to residents of Arun and no others and (c) all private owned beach huts who refuse the new seven years lease (under the revised Policy) would need to sell or assign their lease ahead of 31 March 2022 deadline or lose their beach huts.

To correct this error, which had not been intended by Members, an alternative Option 2 (1) (iii) was proposed as follows:

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All existing leaseholders are to be offered the opportunity of a new lease from 1 April 2022 on the agreed revised terms. Following this any subsequent new lease given will only be granted to person(s) whose main residence is within the Arun District and, in addition, permission for any licence to assign an existing lease will only be given where the proposed buyer(s) of the leasehold interest's main residence is within the Arun District.

Having been proposed by Councillor Cooper and seconded by Councillor Gunner, the Council

The Council

RESOLVED

That Part (iii) to Resolution 1 be amended to read:

All existing leaseholders are to be offered the opportunity of a new lease from 1 April 2022, on the agreed revised terms. Following this, any subsequent new lease given will only be granted to person(s) whose main residence is within the Arun District and, in addition, permission for any licence to assign an existing lease will only be given where the proposed buyer(s) of the leasehold interest's main residence is within the Arun District.

421. RESIDENTIAL & WELLBEING SERVICES COMMITTEE - 30 SEPTEMBER 2021

The Chair of the Residential & Wellbeing Services Committee, Councillor Pendleton, presented the minutes from the meeting of the Committee held on 30 September 2021.

Councillor Pendleton alerted Members to two recommendations at Minute 319 [Empty Homes Council Tax Premium] which was asking the Council to consider maximising the Council Tax premium for empty homes from April 2022 in line with legislation that had come into force in 2020. This aimed to bring empty homes back into use so that levels of homelessness and those waiting on the Council's housing waiting list could be reduced. Councillor Pendleton then proposed the recommendations which were then seconded by Councillor Mrs Cooper.

The Chair then invited debate which saw full support to these recommendations.

The Council, therefore

RESOLVED – 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 Group Head of Residential Services be given delegated authority in exceptional circumstances to waive any premium on a case by case basis.

422. PLANNING POLICY COMMITTEE - 6 OCTOBER 2021

The Chair of the Planning Policy Committee, Councillor Bower, presented the minutes of the Planning Policy Committee held on 6 October 2021.

Councillor Bower alerted Members to a recommendation at Minute 338 (Arun Local Plan Update), and he explained that the Council was being asked to support Option 3 which was to pause the preparation of a revised Local Plan until details of the new plan making system had been agreed, with this pause be reviewed in six months' time. Councillor Bower outlined that the Planning Policy Committee had debated this item at great length. What had been relevant to that debate was that the new Secretary of State had made comments on Local Plans and suggestions over the removal of housing targets and zones. This meant that there was a significant risk that planning reforms could impact the Arun Local Plan update resulting in abortive costs and the need to comprehensively redo work under the new review arrangements. Councillor Bower advised that the content of the planning reform bill was therefore eagerly awaited and that this had been the main reason for proposing a six month pause. Councillor Bower therefore formally proposed the recommendation which was then seconded by Councillor Hughes.

The Chair then invited debate. The first to speak was Councillor Stanley confirming that he wished to propose an amendment. This read as set out below – deletions have been shown using ~~strikethrough~~ and additions in **bold**:

Option 3 to pause the preparation of a revised Local Plan until details of the new plan making system be agreed, ~~and~~ **or for a maximum of 6 months' time.** ~~that the pause be reviewed in six months' time.~~

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Councillor Stanley stated that he could see the advantage in proposing a delay. With a new Minister in post, there were Planning Policy changes being proposed and so it would be sensible to pause and wait to see what the changes might be. However, the Council did have a Local Plan in place which was not working; it was not delivering what the Council needed; and the Council as a result was being subjected to applications because of that. Councillor Stanley stated that he did not believe that it was sensible for the Council to leave the Local Plan potentially open ended so he hoped that the Council would either receive the information in the six month period or the Council would need to look at moving a review forward.

This amendment was then seconded by Councillor Jones. He outlined that he had been disappointed with the outcome of the Committee's debate and recommendation stating that the Council should continue with the review of the Local Plan which was currently not fit for purpose. He understood that the Government was possibly going to be introducing new planning reforms, however, he felt that to sit, stall and wait for the Government to solve the Council's problems was not the best course of action for the Council to be taking, the Council needed to be more proactive. Councillor Jones stated that it was encouraging that the Council had noted that its Local Plan had issues and that these needed to be rectified so he could not understand wishing to delay this work. This was why he supported this amendment as he did not want the Council to delay updating the Local Plan when many of the updates would be transferrable to a new plan in any case. The Officer recommendation proposed had been to continue the local plan update as scheduled as this was the most effective method of progress.

Other Councillors spoke in support of the amendment confirming that the vital evidence gathering work already undertaken could be out of date by the time the review of the Local Plan would recommence. A budget had already been approved to undertake the updates and several studies had been commissioned.

Those not supporting the amendment stated that this was because the recommendation agreed at Committee was very straight forward. It was awaiting details of the new plan making system to be agreed first, with the pause then being reviewed in 6 months' time. Whatever the Council wanted, it could not force the Secretary of State to move any faster with his review due restrictions of consultation that would need to be undertaken, the amendment made it sound that the Council had the power to do something that it did not have the power to do. Councillors were reminded of the major problem with the 5 year land supply and how this had affected the review of the existing Local Plan, which had been challenged on its housing numbers each time causing delay and additional cost. The Council did not want to review its existing Plan falsely.

On this amendment being put to the vote it was not carried.

The Chair then returned to the substantive recommendation and following further discussion, a request was made that the voting on this substantive recommendation be recorded.

Those voting for it were Councillors Bower, Caffyn, Chace, Chapman, Charles, Clayden, Mrs Cooper, Cooper, Coster, Dendle, Dixon, Edwards, Elkins, Goodheart, Gunner, Hamilton, Haywood, Hughes, Huntley, Kelly, Lury, Madeley, Oliver-Redgate, Pendleton, Roberts, Stainton, Stanley, Tilbrook, Walsh, Warr and Yeates (31). Those voting against were Councillors Catterson, Jones, Thurston, and Smith (4). Councillors Brooks, Needs, Staniforth and Worne abstained from voting (4).

The Council

RESOLVED

That Option 3, to pause the preparation of a revised Local Plan until details of the new plan making system be agreed, and that the pause be reviewed in six months' time.

423. CONSTITUTION WORKING PARTY - 1 NOVEMBER 2021

The Chair of the Constitution Working Party, Councillor Bower, presented the minutes from the meeting of the Constitution Working Party held on 1 November 2021, which had been circulated separately to the agenda on 9 November 2021.

He referred Members to the first recommendation at Minute 9 [New Committee System – Changes to the Constitution – Committee Names – Referral Back and Changes to Service Areas Covered by Committees] explaining that the issue of name changes to Service Committees had been referred to the Working Party by Full Council for further consideration. Councillor Bower confirmed that there had been little debate over the change in names and so he asked Members to support the recommendations which he then formally proposed. Councillor Cooper then seconded the recommendations.

Discussion on the recommendations saw some concern being expressed over the proposed change in name from the Environment & Neighbourhood Services Committee to the Environment Committee. It was pointed out that the reasoning behind changing the names of Committees had been to make them more understandable by the public. When this matter had been debated previously, there were concerns that the issues that this Committee dealt with around car parking and other areas that fell under the 'Neighbourhood' category would mean that the new name of this Committee to the Environment Committee would be misunderstood. This was a concern especially when considering issues such as climate change which was not reported to this Committee but the newly named Policy & Finance Committee. Concerns were also expressed about losing the 'Residential' from the Housing and Wellbeing Committee.

The Chair of the Environment Committee, Councillor Edwards, stated that he took these comments on board, however, the Environment Committee had not changed or lost any of the service areas that reported into it.

Other Councillors spoke stating that they strongly felt that the name of the Environment & Neighbourhood Services Committee should remain unchanged to avoid confusion.

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Following some further discussion, the Council

RESOLVED

That the proposal for changing names of some of the Council's Service Committees be approved as set out below:

<u>Current Name</u>	<u>New Name</u>
Corporate Policy & Performance	Policy and Finance Committee
Residential & Wellbeing Services Committee	Housing and Wellbeing Committee
Environment & Neighbourhood Services Committee	Environment Committee
Economic Committee	Economy Committee

Councillor Bower then moved onto the next recommendation under Minute 9 explaining that the Working Party had received a recommendation from the then Environment & Neighbourhood Services Committee to have Biodiversity added to the service areas covered by the Environment Committee as set out in Part 3 – Responsibility for Functions in the Constitution. This recommendation was then proposed by Councillor Bower and was then seconded by Councillor Cooper.

Most of the debate on this item focused on the request put to the Working Party to have Biodiversity Net Gain added to the service areas covered by the Planning Policy Committee. The Working Party had agreed to refer this back to Officers so that more information could be provided to the Working Party at its next meeting as concern had been raised that Biodiversity Net Gain was adequately covered within the Local Plan questioning the need for this request.

The Council

RESOLVED

That 'Biodiversity' be added to the service areas covered by the Environment Committee at Part 3 – Responsibility for Functions in the Constitution.

Councillor Bower then alerted Councillors to the next set of recommendations at Minute 10 [Public Speaking Rules for the Planning Committee] explaining that the changes to these recommendations were to reinstate and amend an error that had occurred in the redrafting of the Constitution in May 2021. Councillor Bower then formally proposed the recommendations which were then seconded by Councillor Cooper.

The Chair then invited debate. The first to speak was Councillor Stanley and he confirmed that he wished to make an amendment to public speaking rule 11.3 – this has been set out below with deletions shown using ~~strikethrough~~ and additions shown using **bold**:

11.3 Any person who has made a written representation on an application and wishes to speak must register their request by ~~5.00 pm~~ **9.00 am** on the **Monday Friday** before the meeting, by phoning 01903 737512 or by email. It is the responsibility of the individual to check whether the application is to be considered by the Planning Committee [one should be able to register to be automatically notified when the agenda for the Committee is published].

Councillor Stanley then explained his amendment stating that it was being proposed as it would not impact Officer time but would benefit the public by allowing more time to register their request to speak by email over the weekend.

Councillor Gunner then seconded this amendment stating that he had some reservations over the changes proposed to rule 11.3. The amendment proposed by Councillor Stanley was an acceptable compromise.

The Chair invited debate on this amendment which saw wide support from Members and from the Chair of the Planning Committee, Councillor Chapman.

Voting on this amendment then took place and it was declared CARRIED.

The Chair then returned to the substantive recommendations and the Council

RESOLVED

That the Public Speaking Rules for the Planning Committee as set out in Part 8, Section 3 of the Constitution at Paragraphs 11 – Public Speaking at Planning Committees are amended as set out below.

11.3 Any person who has made a written representation on an application and wishes to speak must register their request by 9.00 am on the Monday before the meeting, by phoning 01903 737512 or by email. It is the responsibility of the individual to check whether the application is to be considered by the Planning Committee [one should be able to register to be automatically notified when the agenda for the Committee is published].

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11.4 There is a time limit of 3 minutes for each speaker i.e., Ward Members, Parish Councils, objectors, applicants/agents, or supporters. Objectors & supporters include residents' groups, community groups or interest groups. A supporter must be an independent third party such as a local resident, not a relative of the applicant or the applicant themselves if their appointed agent is already speaking.

11.5 A speaker can speak for up to the 3 minutes. The order of speaking will be as follows:

11.7 In the event that more than two speakers have registered to speak in categories 2, 3, or 4, the first two registered persons appearing on the register only will be allowed to speak. Prior to the commencement of the meeting, attendance of those who have registered to speak will be listed. The Chair's discretion shall apply in the event of any dispute in the matter of which persons may speak.

424. GENERAL QUESTIONS FROM MEMBERS [BY ADVANCE NOTICE]

The Chair referred Councillors to the Questions from Members that had been circulated to the meeting and had been submitted in line with Council Procedure Rule 14.3.

Councillor Stanley asked a supplementary to Question 1 and a response was provided by Councillor Edwards.

A copy of the Member Question schedule would be uploaded to the Full Council web page following the meeting.

425. COMMITTEE MEMBERSHIPS

The Leader of the Council, Councillor Gunner, confirmed that there were no changes to Committee Memberships to report.

426. REPRESENTATION ON OUTSIDE BODIES

The Chair confirmed that there were no changes to report to this meeting.

(The meeting concluded at 7.55 pm)

Public Document Pack Agenda Item 9

Subject to approval at the next Audit & Governance Committee meeting

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AUDIT & GOVERNANCE COMMITTEE

16 November 2021 at 10.00 am

Present: Councillors Clayden (Chair), Chapman (Vice-Chair), Chace, Haywood, Oliver-Redgate, Staniforth and Tilbrook

427. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Bennett, Goodheart and Northeast

428. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

429. MINUTES

The Minutes of the meeting held on 7 October 2021 were approved by the Committee. These would be signed at the end of the meeting.

430. PUBLIC QUESTION TIME

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

431. AUDIT FEES 2019/20 UPDATE

Upon invitation of the Chair, the Internal Audit Manager introduced his report. He explained that since publishing the Agenda, the Committee has received a response from Public Sector Audit Appointments Ltd (PSAA), to say that following the review of the fee variation proposal, the variation they supported was roughly £14500, which was less than half of the fee variation. Through PSAA the Council had been allocated £22666 of Government funding to support affected local bodies to meet the anticipated rise in fees for 2020/21 audits. The PSAA reply (and also an additional letter from Ernst & Young) covering the delay to the commencement of the audit, provided some wording to be published by the Council to explain that the Accounts had not yet been audited and the reasons for this. This has been published with the unaudited draft Accounts on the Council's website and the external audit was currently underway.

There were no questions from Members.

The Committee agreed that they had noted the correspondence From PSAA updating the Council on the outcome of its review of the fee variation proposal.

432. ARRANGEMENTS FOR APPOINTMENT OF EXTERNAL AUDITOR

Upon invitation of the Chair, the Interim Group Head for Corporate Support introduced her report, which explained the advantages and risks that could be adopted

Audit & Governance Committee - 16.11.21

for future arrangements for the appointment of external auditors. It mentioned limited availability of suitable auditors and the requirement to set up an independent Audit Panel, which was the main disadvantage of both the stand-alone and joint procurement options.

There were no questions from Members.

The recommendations were Proposed by Councillor Chapman and Seconded by Councillor Oliver-Redgate.

The Committee

RECOMMEND TO FULL COUNCIL – that

- 1) Opting-in to the Sector Led Body for the procurement and appointment of external auditors with effect from 2023/24 be approved; and
- 2) The responsible Officers be authorised to opt-in to the Sector Led Body for the procurement and appointment of external auditors with effect from 2023/24.

433. TREASURY MANAGEMENT MID-YEAR REPORT 2021/22

Upon invitation of the Chair, the Senior Accountant (Treasury) introduced her report. She drew Members' attention to the interest rate forecast at 3.2 on Page 27, informing Members they had now been advised by Link Group that there would be an increase in December 2021 of up to 0.25% and in June 2022 of up to 0.50%, which was different to the figures shown in the table. Also on Page 30, Leads & Principality had now been added to the investment list which adhered to Category 4 on page 41 of the approved strategy.

There were no questions from Members.

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

The Committee

RECOMMEND TO FULL COUNCIL – that

- (i) the actual prudential and treasury indicators for 2021/22 contained in the report be approved;
- (ii) the treasury management mid-year review (this report) for 2021/22 be noted;

(iii) the treasury mid-year activity for the period ended 30th September 2021, which has generated interest receipts of £225,000 (0.62%) year to date, against a budget of £332,000 (0.64%) for the full year be noted.

(iv) the addition of Leeds and Principality Building Society to the lending list adhering to the required criteria of category 4 be noted.

434. ARUN DISTRICT COUNCIL PARTNERSHIPS REGISTER

Upon invitation of the Chair, the Internal Audit Manager introduced the report. He explained that he was presenting the report on behalf of the Group Head of Policy, who was unable to attend the Meeting. He highlighted paragraph 3.2, an agreed definition of what constituted a partnership arrangement for this purpose, and paragraph 2.7 which excluded purely contractual relationships with key partners (e.g. Biffa, Freedom Leisure, etc.), which should have formal governance and reporting in place. The Register would need to be maintained by Officers and reviewed periodically by Members and, should it be required, further review of some partnerships may be requested, to consider the role of the Council and to confirm that appropriate benefits were being achieved.

A discussion then took place, and the following points were raised:

- The report was welcomed, along with the opportunity for Internal Audit to carry out detailed reviews, as prior to this there had been no mechanism to carry out Partnership reviews.
- Clarification was sought on how often the register would be reported back to the Audit & Governance Committee, and also how the work would be resourced and funded. It was agreed the Committee Manager would request an update from the Group Head of Policy, to be circulated to Members.

The recommendation was Proposed by Councillor Chapman and Seconded by Councillor Staniforth.

The Committee

RESOLVED

That the Audit and Governance Committee review the Partnerships Register on an annual basis and direct Internal Audit to carry out detailed reviews where necessary

435. UPDATED RISK MANAGEMENT POLICY STATEMENT AND STRATEGY

Upon invitation of the Chair, the Internal Audit Manager introduced the report.

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It was observed by Members that the Terms of Reference of Committees would be subject to change as Arun District Council moved forward corporately. This would potentially be subject to close scrutiny, possibly by a joint Officer/Member team, to ensure Risk matters were not missed.

The recommendation was Proposed by Councillor Oliver-Redgate and Seconded by Councillor Haywood.

The Committee

RESOLVED

That the updated Risk Management Policy Statement & Strategy, which was to be amended by the Internal Audit Manager to reflect the recent name changes of some Committees, was considered and noted

436. UPDATED STRATEGIC RISK REGISTER 2021/22

Upon invitation of the Chair, the Internal Audit Manager introduced the report. He explained the Council's updated Strategic Risk Register was presented on behalf of the Governance & Risk Group following its annual review. The document had last been noted by the Committee in July 2020 following an urgent interim review to include the significant Covid-19 risk that had materialised. The Governance & Risk Group's review had agreed some wording changes and updates to various risks. No risks had been added or removed and the only risks that required altered scoring by the Group were Elections (17) and the Coronavirus Pandemic (20). The Elections risk had been increased in 2020 as there was a backlog of events and there were concerns as to how an election could be held with requirements to meet Covid-19 social distancing, etc. As the situation became less restrictive and the May 2021 elections were successfully conducted it was felt appropriate that this risk was reduced slightly. The Coronavirus Pandemic risk had been included urgently in 2020 at the highest red level as the situation developed from March onwards with significant restrictions in place and massive uncertainty for the future. The situation had since improved with most restrictions currently removed and far more was now known. In light of this it had been felt appropriate to reduce the risk score slightly. However, this still remained a significant risk (rated red) as the situation remained under review nationally

The Internal Audit Manager was thanked for presenting the report on behalf of the Risk Management Group. It was stated that this was an important document, and it was worth Members continuing to be aware of the areas of risk

The recommendation was Proposed by Councillor Chace and Seconded by Councillor Oliver-Redgate.

The Committee

RESOLVED

That the revised Strategic Risk Register was considered and noted

437. PROGRESS AGAINST THE AUDIT PLAN

Upon invitation of the Chair, the Internal Audit Manager introduced the report.

The report was noted by the Committee.

438. WORK PROGRAMME

The Committee then noted the Work Programme.

(The meeting concluded at 10.30 am)

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Public Document Pack Agenda Item 10

Subject to approval at the next Planning Policy Committee meeting

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PLANNING POLICY COMMITTEE

30 November 2021 at 6.00 pm

Present: Councillors Bower (Chair), Hughes (Vice-Chair), Coster, Elkins, Lury, Thurston and Worne (Substitute for Yeates)

475. APOLOGIES FOR ABSENCE

Apologies for Absence had been received from Councillors Charles, Goodheart, Jones and Yeates.

476. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

477. MINUTES

The Minutes of the previous meeting held on 30 September 2021 were approved by the Committee and signed by the Chair.

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

The Chair confirmed that there were no urgent items.

479. PUBLIC QUESTION TIME

The Chair confirmed that there had been no questions from the public submitted for this meeting.

480. TO 'MAKE' THE BARNHAM AND EASTERGATE NEIGHBOURHOOD DEVELOPMENT PLAN (REVIEW) 2019-2031

Upon the invitation of the Chair, the Planning Policy and Conservation Team Leader presented the report. He explained that the Barnham and Eastergate Neighbourhood Development Plan 2019-2031 passed examination in October 2021 and the examiner concluded that its material modifications did not change the nature of the plan and therefore it did not require a referendum before proceeding to be 'made'. This 'making' of the plan would give it legal force and it would form part of the statutory Development Plan for that area. Consequently, decisions on planning applications in the neighbourhood area would need to be made in accordance with the Neighbourhood Development Plan unless material considerations indicated otherwise.

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The Chair and Vice-Chair thanked the whole team and wanted to recognise the significant amount of work involved in bringing this plan to fruition.

The recommendation was then proposed and seconded.

The Committee

RECOMMEND TO FULL COUNCIL

That it 'makes' the Barnham and Eastergate Neighbourhood Development Plan 2019-2031 and it becomes part of the Development Plan for Arun District Council.

481. FIRST HOMES POLICY

Upon the invitation of the Chair, the Planning Policy and Conservation Team Leader presented his report and explained the proposed approach to implementing the Government's 30% 'First Homes' policy as part of the affordable housing tenure mix in Policy AH SP2 Affordable Housing and Policy H DM1 Housing Mix of the Local Plan. He also outlined concerns about the accessibility of the product given income levels in Arun.

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

- the scope and mix of housing (apartments, houses etc) and whether a range of property types was intended to be offered
- the implications or limitations when a property purchased in this way is sold on, and the discount being maintained through future sales
- the affordability of the scheme for younger people
- whether the figures in the policy could be revised if house prices continued to rise
- concerns over second homes and changes to working caused by the pandemic and potential impacts for Arun
- the relationship with the Local Plan, and whether it was included or separate from the affordable housing allocations of the Local Plan

The Planning Policy and Conservation Team Leader provided Members with responses to all points raised during the debate. He highlighted that all housing development schemes and their mix of affordable properties would be different depending on the Council's identified local housing needs set out in the Local Plan supporting evidence base, as well as the needs of the market, and that the discount would be entered into the deeds of the property by the Land Registry.

The recommendation was then proposed and seconded.

The Committee

RECOMMEND TO FULL COUNCIL

The proposed approach to accommodating the Government's 'First Homes' policy requirement, as part of the Affordable Housing tenure mix provision in Arun, as set out in section 1.12 and Appendix 1 of the report and that it should be published as an interim policy statement on the Council's web site.

482. SOUTHERN WATER DRAINAGE AND WASTEWATER MANAGEMENT PLAN CONSULTATION

Upon the invitation of the Chair, the Planning Policy and Conservation Team Leader presented his report. He explained that Southern Water were in the process of preparing their first Drainage and Wastewater Management Plan (DWMP) and had reached the early scoping consultation stage. Following workshops with Officers, the provisional comments summarised in the report and any further matters raised by Members would form the basis for the Council's response to the documents published for consultation. He highlighted particular concerns mentioned in the response, including wastewater capacity and storm water discharging, Pagham harbour and water neutrality, the need for strategic guidance in the area to support higher design standards with regards water efficiency, climate change and carbon reduction and the potential for water storage and nature-based solutions.

Members then took part in a full debate on the item where a number of points were raised and responded to by Officers including:

- this being a strategic issue not just for Arun, and questions over the role being played by and consultation with the Strategic Planning Board
- the need for more to be made of Arun being a tourist economy and the impacts to the economy when water quality is negatively impacted
- regeneration being hampered by a private company not doing what they should be doing
- the District's Victorian plumbing and the recent growth in housing numbers
- concern that, in the data provided in the report, Ford is clearly at the bottom and in need of urgent attention in terms of water treatment
- strengthening the messages around blockages which were a significant problem, wet wipes being a key element and the need for something to be done nationally to stop this happening
- Arun being in a lesser position to challenge Southern Water than other Authorities
- the Environment Agency and actions at Pagham Harbour
- climate change and the predicted extra rainfall causing significant problems in the future, and the need to keep extra rainwater out of the system

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- the need for an emphasis on the impact new housing developments would have on worsening pre-existing sewage and wastewater issues that were not being dealt with now
- untreated sewage going into Pagham harbour and being strong with Southern Water about what needs to be done
- the re-commissioning of redundant assets, as mentioned in the report
- tidal and pumped water storage and nature-based solutions, and too much of a focus on keeping water on the land when perhaps we should focus on getting it off the land
- whether more on-land water storage could lead to more flooding
- discharges on the eastern side of the District, and the impact on draining capacities of developments in neighbouring Authorities and whether concerns over these impacts could be strengthened around the Ferring Rife
- whether nature-based solution, for example, would need to be delivered through the planning system and paid for through development, and Southern Water's role as a stakeholder and in providing infrastructure

The Planning Policy and Conservation Team Leader provided Members with responses to all points raised during the debate. He noted that Natural England had yet to do a study into pollutants at Pagham Harbour (as it had at Chichester Harbour, which in turn evidenced higher design needs to meet identified requirements) and the response in part calling for the need for a consistent approach across regions. And in response to questions about water storage and nature-based solutions, he highlighted that Arun had a high water table and was prone to surface water flooding, and that Southern Water would be asked to look at all sorts of flood alleviation as well as requirements now for biodiversity net gain (through wetlands and carbon storage etc).

The recommendation was then proposed and seconded.

The Committee

RESOLVED

That comments set out in sections 1.7 and 1.8 of this report (including Appendix 1) together with any other matters raised by members be agreed as the basis for Arun District Council's formal response to the consultation.

483. LOCAL PLAN EVIDENCE UPDATE

[During the debate, Councillor Elkins declared a Personal Interest as a Member of Ferring Parish Council.]

Upon the invitation of the Chair, the Planning Policy and Conservation Team Leader presented his report which updated Members on the remaining evidence position and whether any further studies to those already committed to should be commissioned following the decision at Planning Policy Committee on 6 October

[Minute 338] and Full Council on 10 November [Minute 422] to pause the preparation of a revised Local Plan until details of the new plan making system be agreed. He also noted a typo in Table 1 under the Housing Economic Development Needs Assessment (HEDNA) Study, which should read 'the prescribed formula' rather than 'the proscribed formula'.

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

- support for the conclusions of Officers to halt or not start many studies as most of the studies started with a need to know housing numbers which could not be known at this point, and may have led to expensive studies needing to be repeated
- support for certain studies being progressed now (Strategic Flood Risk Assessment, Heritage and Conservation Area studies) and how these could possibly help determine current planning applications under the current Local Plan
- whether the Infrastructure Development Plan should be progressed, as the District has infrastructure issues now that crop up in planning applications, and whether identifying these now would go some way to dealing with issues now and help inform future works
- concern that the Active Travel Study was being put on hold, and why this study was dependent on new housing numbers when there was a need for it now and sufficient funding coming from new development
- the need for guidance to Parish Councils of the work they could do rather than pausing everything whilst the Local Plan updates are paused
- the importance of infrastructure to residents and the usefulness of an update on the work of Transport for the South East

The Planning Policy and Conservation Team Leader provided Members with responses to all points raised during the debate and amended the Officer recommendation in response to issues raised around infrastructure requirements arising from non-strategic development.

The recommendation was then proposed and seconded.

The Committee

RESOLVED

That the conclusion in section 1.5 of the report be agreed as the basis for work programming the pending evidence studies, and that a further topic paper be prepared alongside those infrastructure studies listed in section 1.4 of the report to scope out the need for further studies on infrastructure requirements arising from non-strategic development to inform Development Management decisions.

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484. WORK PROGRAMME

The Planning Policy and Conservation Team Leader outlined items coming to future meetings. The Chair raised the absence of Key Performance Indicators being reported to the Committee. The Committee then noted the Work Programme.

(The meeting concluded at 7.26 pm)

Public Document Pack Agenda Item 11

Subject to approval at the next Housing and Wellbeing Committee meeting

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HOUSING AND WELLBEING COMMITTEE

2 December 2021 at 6.00 pm

Present: Councillors Pendleton (Chair), Gregory (Vice-Chair), Mrs Cooper, Daniells, Mrs English, Hamilton, Hughes, Madeley (Substitute for Rhodes) and Stanley (Substitute for Yeates)

485. APOLOGIES FOR ABSENCE

Apologies for Absence had been received from Councillors Catterson, Needs, Rhodes and Yeates.

486. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

487. MINUTES

The Minutes of the previous meeting held on 30 September 2021 [under the previous name as the Residential and Wellbeing Services Committee] were approved by the Committee and signed by the Chair.

488. 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 that there were no urgent items.

489. PUBLIC QUESTION TIME

The Chair confirmed that there had been no questions from the public submitted for this meeting.

490. HOUSING REVENUE ACCOUNT BUSINESS PLAN 2021/22 - ANNUAL UPDATE

The Chair welcomed Glenn Smith, Director of Housing Finance Associates Ltd, to the meeting. Upon the invitation of the Chair and after an introduction from the Group Head of Residential Services, Mr Smith presented the report which provided an annual update on the baseline position for the Housing Revenue Account Business Plan (HRABP) projections. The HRABP forecasted income, expenditure, investment and borrowing in respect of council housing stock over a 30-year period. Regular review of the HRABP was essential to ensure short, medium, and long-term viability of the plan. The update had been produced by the Council's retained expert consultant, Housing Finance Associates Ltd, and was based on the Council's best available information and realistic assumptions for the coming years.

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

- the capital programme and new house building, and the assumptions in the graphs
- interest cover and its movement over the life of the plan in relation to costs and rents
- the 'recycling of stock' and what this meant in terms for selling off housing stock when costs outweighed revenue and properties stopped contributing to the Housing Revenue Account budget

The Group Head of Residential Services and Consultant provided Members with responses to all points raised during the debate. On behalf of the Committee, the Vice-Chair thanked Mr Smith and Housing Finance Associates Ltd for their work in preparing the report.

The recommendation was then proposed and seconded.

The Committee

RECOMMEND TO FULL COUNCIL

That the annual update of the Housing Revenue Account Business Plan 2021/22 be noted.

491. HOUSING ALLOCATIONS POLICY 2022

Upon the invitation of the Chair, the Housing Options Manager presented the report which sought approval for the adoption and implementation of the Council's revised Housing Allocations Policy (HAP) 2022. She explained that every local housing authority must publish a Housing Allocations Policy to explain how it prioritised applicants and its procedures for allocating housing. All allocations must be made in strict accordance with the published scheme (Housing Act 1996, section 166A(1) and (14)). The current Housing Allocations Policy had not been fully reviewed since 2012.

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

- the addendum regarding residents with pets, and the role pets played especially for more vulnerable or isolated residents
- re-registration and the changes in the policy meaning that the numbers on the register could increase
- the Council having a surplus of sheltered housing and what was being done to address this
- the help that was available to residents in the application and bidding processes and how those in need of additional assistance were identified
- the need for safe face-to-face appointments for the most vulnerable residents
- the help available from charities and outside agencies, such as Stonepillow, and the role of the team being in part to advise residents of these services

The Housing Options Manager and Group Head of Residential Services provided Members with responses to all points raised during the debate. It was confirmed that this policy sought a flexible approach to balance the risks for anti-social behaviour whilst reflecting the importance of pets for some residents, that the policy aimed to open up particular types of accommodation (sheltered etc.) to people without a local connection in order to address over supply and that advertisements were being placed to generate more interest, and that a team of assistant housing options officers were available to support people through the application and bidding processes and that it was hoped in-person appointments would continue to be available for those most in need of them.

The recommendations were then proposed and seconded.

The Committee

RESOLVED that

1. The revised Housing Allocations Policy 2022 be approved
2. Delegated authority be given to the Group Head of Residential Services to make minor changes to the policy and any amendments necessary to reflect legislative changes

492. ARUN LOCAL COMMUNITY NETWORK UPDATE

Upon the invitation of the Chair, the Group Head of Community Wellbeing presented the report which provided an update to Members on the Arun Local Community Network (LCN), the local grouping of Primary Care Networks encouraged to work in partnership in order to better and more sustainably achieve common goals of addressing local health inequalities and wellbeing related issues. He drew Members' attention to two key points – the proposal to replace the Arun Wellbeing and Health Partnership with the Arun Local Community Network, and that the Local Community Network operated at a District level and could therefore identify and prioritise the issues which were most relevant to our communities. In Arun, the poorest health outcomes were to be found in the areas of highest deprivation and for this reason the initial focus of the Local Community Network would be Courtwick with Toddington and Bersted.

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

- the importance of having identified the areas of our community that initially need the most help, and then how the programme might roll out and expand
- the involvement of local GPs within the Local Community Network
- the commitment needed from the representative of the Committee on the Arun Local Community Network board
- the nomination of Cllr Mrs Cooper as the Committee's representative on the Arun Local Community Network board, with Cllr Daniells as deputy
- the potential of the project and thanks given to the Officer team for their work on it so far

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- whether other partners, in particular West Sussex County Council, would be matching the financial contributions made by Arun

The Group Head of Community Wellbeing and Communities and Wellbeing Manager provided Members with responses to all points raised during the debate. It was confirmed that work had been done with different partners in the Health sector and County Council to really look at what the local health inequalities were in the targeted areas, as well as get to know the other partners in the network and what each's roles, responsibilities and contributions were. The work done so far was a good foundation upon which to mobilise on-the-ground action.

The recommendations, amended to reflect Cllr Mrs Cooper's nomination as the Committee's representative, were then proposed and seconded.

The Committee

RESOLVED that

1. The annual Wellbeing Grant Fund of £5,000 be allocated to the Arun Local Community Network board to be distributed in line with its priorities
2. The Arun Wellbeing and Health Partnership be replaced by the Arun Local Community Network partnership
3. Cllr Mrs Cooper be nominated to the Arun Local Community Network board as representative of the Housing and Wellbeing Committee

493. OUTSIDE BODIES

Councillor Mrs Cooper provided verbal updates on the West Sussex Mediation Service and Sussex Police and Crime Panel. The Chair provided a verbal update on the Health and Adult Social Care Scrutiny Committee (HASC). Written updates were made available on the meeting's webpage after the meeting.

494. WORK PROGRAMME

Upon the invitation of the Chair, the Group Head of Community Wellbeing explained that following discussion with the Interim Group Head for Corporate Support and Section 151 Officer, it was considered better that the Leisure Operating Contract Report go to the March meeting of the Committee as the Budget report was already going to that meeting and it would fit well with the other's budget monitoring and allow for more information to be gathered. An additional report on Covid Community Champions would be brought to the January meeting in its place. This was agreed by the Committee. The Committee then noted the Work Programme.

495. 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.

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

The Committee

RESOLVED

That outstanding council tax charges totalling £28,462.30 which were subject to insolvency action, which prevented the Council from pursuing the debtor for payment, be written off.

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

The Committee

RESOLVED

That outstanding business rates and BID charges totalling £10,498.04 which were subject to insolvency action, which prevented the Council from pursuing the debtor for payment, be written off.

498. BUSINESS RATES INSOLVENCY WRITE OFF

The Committee

RESOLVED

That outstanding business rates charges totalling £226.673.09 which were subject to insolvency action, which prevented the Council from pursuing the debtor for payment, be written off.

Subject to approval at the next Housing and Wellbeing Committee meeting

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499. AWARD OF BUSINESS RATES DISCRETIONARY RATE RELIEF - 2020/2021 & 2021/2022

The Committee

RESOLVED

That Business Rates Discretionary Rate Relief be awarded to the 5 applications in the report for the period stated.

(The meeting concluded at 7.24 pm)

Public Document Pack Agenda Item 12

Subject to approval at the next Policy and Finance Committee meeting

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POLICY AND FINANCE COMMITTEE

9 December 2021 at 6.00 pm

Present: Councillors Gunner (Chair), Pendleton (Vice-Chair), Cooper, Dixon, Oppler, Roberts, Stanley and Dr Walsh

Note: The following Councillors were absent from the meeting during consideration of the matters referred to in the following minutes – Councillors Cooper and Gunner - Minute 500 to Minute 504 [Part] and Councillor Walsh – Minute 507 to Minute 515.

500. WELCOME

The Vice-Chair announced that the Chair was delayed on public transport and so she would be Vice-Chair in the Chair until his arrival.

The Chair then welcomed Members and Officers to the meeting of the Policy & Finance Committee.

501. APOLOGIES FOR ABSENCE

No Apologies for Absence had been received.

502. DECLARATIONS OF INTEREST

Councillor Dixon declared a Personal Interest in Agenda Item 4 [Urgent Items – Levelling Up Fund Projects] in his capacity as a Member of the Bognor Regis Civic Society.

503. MINUTES

The minutes from the meeting of the Committee held on 14 October 2021 were approved by the Committee as a correct record and it was confirmed that these would be signed by the Chair at the conclusion of the meeting.

504. URGENT ITEMS - LEVELLING-UP FUND PROJECTS

The Chair confirmed that there was one urgent item for the Committee to consider which was a report on Levelling-Up Fund Projects. This report had been emailed to Councillors late in the afternoon and uploaded to the Committee's web pages as a supplement, prior to the meeting.

The Chair confirmed that she would adjourn the meeting for a period of ten minutes to provide Councillors with the opportunity to read the report.

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The meeting then resumed with Councillor Gunner being present and chairing the meeting.

The Chair introduced this item outlining that with the award of the Levelling-Up Grant there was a Government requirement that the schemes be completed by March 2024. To maintain this programme, it was vital for the Council to progress these projects as quickly as possible and to put into place the relevant resources. This was why this report was being presented as urgent so that recommendations could be forwarded to Full Council on 12 January 2022 for approval.

The Chair then invited the Principal Landscape & Project Officer to present the report. She introduced the report explaining it had been compiled following the very welcoming news that the Council had been successful in its bid for the Levelling-Up Fund totalling a sum of £19,424,597 to fund improvements to the Alexandra Theatre, in Bognor Regis and the public realm along Littlehampton seafront. It was explained that this was the very starting point for both projects and that the first step that the Council needed to take was to ensure that the resources and the project teams were in place to deliver the projects.

The report sought approval to formally accept the grant offer; enter into a funding agreement; and draw down the funding award. The report also sought approval for the heads of terms for the procurement of consultants to progress the projects forward.

The Principal Landscape & Project Officer then worked through other aspects of the report explaining the background surrounding the bid, its submission and grant award; and the scope of the projects. It was important to emphasise that looking at the scope of the overall project, it was clear that it contained service areas that would normally be reported into several different Service Committees. Paragraph 3.1.3 of the Council's Constitution at Part 3 – Responsibilities for Functions read that "Where a function did not clearly fall within the remit of one particular Service Committee, the Policy & Finance Committee would direct which Committee would deal with the function or deal with the matter itself". Due to the different projects and the importance of maintaining the tight programme, it would be impossible to manage dissecting this project and working to different Committee deadlines in place. It was therefore being recommended to Full Council that it would be this Committee that would be responsible for overseeing all aspects of the Levelling-Up Fund project.

The expertise of external resources was needed to progress the design and deliver the projects. The tendering process planned for the appointment of consultants would be on the basis of the RIBA Works Stages 0-7 which was the definitive model for the design and construction process of a project. Due to the scale of the professional fees, tenders for consultants would be invited either through a framework or the Find a Tender Service. Submissions would be evaluated on both price and quality.

Due to the tight delivery programme, which was a Government requirement, it was outlined that in order to maintain this programme it was vital to progress the projects as quickly as possible and to be able to put into place the relevant resources. A further report on this was on the agenda for this meeting and it was explained that reports providing further detail for each project would be presented to future meetings of the Committee.

Finally, there was the need to comply with a range of terms and conditions and so the Council needed to enter into an agreement with the funding body to be able to access the funding with payments being made six months in advance commencing in February 2022. The Heads of Terms for both projects had been set out in the report for the procurement of the consultants, listing the scope, duration of contract and the form of contract for each of the projects.

It was proposed that the Council accepted the grant offer of £19,424,597 and approval be given to enter into the agreement, subject to scrutiny of the Memorandum of Understanding's Terms and Conditions by Legal Services in consultation with the Monitoring Officer. The virements that the Council would need to account for during the delivery of the projects were highlighted.

The Chair invited questions. The Committee welcomed the report confirming that it was delighted that the Council had been awarded this sum with the Government recognising the importance of both projects by awarding the full project sum for their delivery. It was accepted that this would be one of the biggest projects that the Council would be responsible for managing for many years and since the development of the Wave Leisure Centre in terms of capital expenditure. The two projects, spreading across both Towns would have significant regenerative effects for both Towns. Questions were asked about the scope of both projects and whether the lists set out under the project scope of the report was exhaustive, and whether other elements could be factored in. It was explained that this could be a possibility as and when Officers approached working on the designing stage with consultants. The Principal Landscape & Project Officer also stated that the scope set out in the report was broad and summarised what had been included in the bid. As project teams would work through the respective projects there would be engagement with stakeholders to work out the various details required to deliver those projects and invariably other things could be put forward and as long as they met the scope then they would be looked at. Various further questions were asked by Members.

Following further discussion, the Chair also confirmed that with match-funding he was constantly liaising with other bodies to see if additional funding for further works in Littlehampton and Bognor Regis could be confirmed, there was nothing to announce to date.

Councillor Oppler outlined that he had not received a response to two questions he had asked about the Regis Centre roof and the need for a community hall. The Director of Services provided assurance that further updates would be provided to future meetings of this Committee on the detail of both projects.

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Following further discussion, Councillor Cooper then proposed the recommendations were seconded by Councillor Pendleton.

The Committee

RESOLVED – That

- (1) The Heads of Terms of the consultant procurement process be approved as set out in the report for the Alexandra Theatre and Littlehampton Seafront and riverside project, subject to Full Council approval of Recommendation (3);
- (2) The budget virement shown at Paragraph 2.2 of the report in the Proposals Section totalling £19,424,597 be approved to allow the Council to account for the grant award and associated spending, subject to Full Council approval of Recommendation (3).

The Committee

RECOMMEND TO FULL COUNCIL – That

- (3) The Levelling Up Fund grant award of £19,42,597 be accepted for improvements to the Alexandra Theatre, Bognor Regis and the public realm at Littlehampton seafront and riverside;
- (4) Approved authority to enter into a Memorandum of Understanding/funding agreement with Central Government and approve the drawdown and expenditure of external funding and that the terms and conditions of the Memorandum of Understanding/funding agreement are to be reviewed and agreed by Legal Services in consultation with the Monitoring Officer;
- (5) As per Part 4 – Officers Scheme of Delegation (4.3 to 4.7 refers) and under Part 7 of the Council's Constitution, delegate authority to the Director of Place and Director of Services to plan, drawdown as well as make budgetary decisions on the expenditure of external spending of Levelling Up Funds in accordance with the terms and conditions and in consultation with the Chair of the Policy and Finance Committee and Section 151 Officer; and
- (6) Give authority for the Policy and Finance Committee to manage and lead on the Levelling-Up Fund as part of its named key plan objectives and strategies.

505. CHANGE TO THE ORDER OF THE AGENDA

A request was made by Councillor Walsh to change the order of the agenda to receive Item 9 [Levelling-Up Fund Delivery Support] now as this tied in significantly with the previous item.

This request was agreed by the Committee.

506. LEVELLING UP FUND DELIVERY SUPPORT

The Chair invited the Interim Group Head of Corporate Support and Section 151 Officer to present this report. She explained that this item surrounded the project management resources that were required to deliver the Levelling-Up Fund bid discussed at the last item by the Committee.

In discussing the report, the Committee acknowledged that it had no alternative other than to accept the recommendations to appoint the temporary staff that were required to resource the delivery of the projects.

Having had the recommendations in the report proposed by Councillor Cooper and seconded by Councillor Pendleton, the Committee

RESOLVED – That

(1) The virement of up to £55,000 from corporate underspend in 2021/22 be used to fund temporary staff to enable the delivery of the successful Levelling Up fund bid in 2021/22; and

(2) Budget provision is made from 2022/23 for these posts until completion of the projects.

507. PUBLIC QUESTION TIME

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

508. MODERN SLAVERY POLICY STATEMENT

The Chair invited the Council's Safeguarding Officer to present this report. She outlined that the report had provided detail with regard to modern slavery and the Council's duties. This report had been prepared in advance of an imminent amendment to the Modern Slavery Act 2015 requiring local authorities to publish a 'Transparency in Supply Chains' Policy Statement, to prevent exploitation in procurement supply chains.

The report aimed to assist Managers to identify and mitigate any known risks and to ensure that any new contracts complied fully with the new duties.

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The Committee, in discussing the report, was interested to learn what checks and balances were in place prior to contracts commencing with the Council and what type of activities would be put into place to ensure contracts when procured had detailed the necessary tests to ensure compliance with the amended Act. It was explained that the new requirements stipulated that it was necessary for the Council to upload an annual statement of compliance to the home office registry. Training would be offered giving best guidance to current contractors setting out robustly other factors that would be held to account. It was recognised that there were some industries that had a higher likelihood of exploitation and so the Council would be working with its providers to ensure that all necessary checks would be actioned.

This would be assisted by providing training to Officers managing those type of contracts to ensure that the relevant questions to potential suppliers, starting with the larger contracts, would take place.

Concerns were raised as over the high levels of horticultural industry in the District which was often where exploitation could take place. Would the Council proactively inspect some of those premises to ensure compliance or was this a responsibility for the police? It was explained that this was a police function to ensure the safeguarding and welfare was actioned, however, the Council would ensure that the businesses it was contracted with would undergo the required checks with the Council looking at the services it held contracts with to ensure that close working with partner agencies continued and the required checks were undertaken. The Group Head of Wellbeing outlined that through training staff and in undertaking the necessary site visit checks, Officers would be able to report back anything that was of concern.

Having had the recommendations proposed by Councillor Cooper and seconded by Councillor Stanley,

The Committee

RESOLVED - That

- (1) The Arun District Council's Transparency in Supply Chains (TISC) Policy Statement be adopted;
- (2) The Corporate Support Committee be requested to review the Council's Procurement Policy to ensure that supply chain transparency is given appropriate consideration in the purchasing of goods and services;
- (3) A break clause is required in contracts where Modern Slavery and Trafficking is identified and no remedial action is taken;
- (4) A procurement threshold of £100,000 is supported for suppliers to evidence compliance with the Modern Slavery Act 2015; and

- (5) Support is given to training in the principles of due diligence to mitigate any risk of exploitation in supply chains for front line officers and Officers involved in the procurement of goods and services.

509. BUSINESS RATES POOLING

The Chair invited the Interim Group Head of Corporate Support and Section 151 Officer to present this report. She explained the principles behind business rate pooling in that West Sussex would be better off by keeping some of the levy that would have otherwise been returned to Central Government. The West Sussex Business Rate Pool had been discontinued last year due to the financial risks to all of the pool members arising from Covid-19. An invitation had been received from the Department of Levelling-Up, Housing and Communities (DLUHC) to reintroduce a pool for 2022/23. The Committee was therefore being asked to agree to the Council participating in a business rate pool in West Sussex with effect from 1 April 2022 and to grant delegated authority for the Interim Group Head of Corporate Support, in consultation with the Chair of the Policy & Finance Committee, to agree the terms of a business rate pool for West Sussex for 2022/23.

Following some discussion and having had the recommendations in the report proposed by Councillor Roberts and seconded by Councillor Stanley,

The Committee

RESOLVED - That

- (1) Agreement be given to the Council participating in a business rates pool in West Sussex with effect from 1 April 2022; and
- (2) Delegated authority be granted to the Interim Group Head of Corporate Support, in consultation with the Chair of the Policy & Finance Committee to agree the terms of a business rate pool for West Sussex for 2022/23.

510. BUDGET MONITORING REPORT TO 30 SEPTEMBER 2021

The Chair invited the Interim Group Head of Corporate Support and Section 151 Officer to present the Budget Monitoring Report to 30 September 2021.

Members were requested to consider the financial position of the Council as set out in appendix 1 to the report. The report detailed a current General Fund underspend at Quarter 2 of £657k. The main variations had been set out in Table 2.2 resulting in an anticipated outturn General Fund of approximately £7.6m provided conditions continued. The risk in relation to Covid-19 continued to add uncertainty to the forecast. In terms of capital there had been significant slippage in the programme which was being reviewed with a view to deliverability in the current year.

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A range of questions were asked by the Committee, which have been set out below:

- Looking at the Bognor Regis Arcade, was the Council likely to recoup the rent arrears mentioned in the report? It was confirmed that this level of detail was not available to provide an answer to the meeting and so a written response would be circulated to the Committee, following the meeting.
- Concern was expressed that £35k had been spent on undertaking an update review on the Trisanto property company. It was explained that this had been a review of the business case to see if it should be resurrected or not. It was confirmed that the cost of this review was substantially less than that sum.

Having had the recommendation proposed by Councillor Stanley and seconded by Councillor Cooper,

The Committee

RESOLVED – That

- (1) Any specific project related General Fund revenue underspend continues to be transferred to earmarked reserves as per previous policy to allow projects to be completed;
- (2) The Housing Revenue Account repairs and maintenance (Planned and Responsive) budget be closely monitored to ensure that any necessary corrective action is taken if required; and
- (3) The Capital, Asset Management and Projects programme be reviewed to determine future projections and deliverability of current projects.

511. CORPORATE PLAN AND SERVICE DELIVERY PLAN 2018-2022 - QUARTER TWO PERFORMANCE REPORT FOR THE PERIOD 1 JULY 2021 TO 30 SEPTEMBER 2021

In the absence of the Group Head of Policy, the Chair invited the Interim Chief Executive to present this report. He outlined that this was a standard report that was presented to the Committee identifying the key performance indicators that the Council gathered and how they had performed over the last quarter being 1 July to 30 September 2021.

A range of comments and questions were asked by the Committee which have been set out below:

- SDP 1 [Major Applications determined in 13 weeks] – Extension of Time agreements were an issue of concern raised previously at meetings as this SDP showed the Council overachieving this target when in fact it was underachieving due to a constant reliance on Extension of Time agreements (EOTA). Three paragraphs from the Hannaby Review of the Council's Planning Service were read to the Committee to remind Members of what the review had identified. How was the Council going to address this matter? The Director of Place responded referring to the commentary in the report demonstrating what the position was without the use of (EOTAs) and with them. This showed that the Council was being as transparent as it could in terms of how this had an impact on its performance indicators. The Group Head of Planning was working through an exercise looking at why they had and were being used and had given further instructions to the planning team to ensure that (EOTAs) would only be used when necessary. The Director of Place explained the circumstances for their use which had been down to a significant increase in the overall workload in terms of a major increase in the number of planning applications submitted coupled with ongoing staffing issues. This matter had also been discussed by the Planning Committee at briefings held to discuss the recommendations contained in the Hannaby review.
- Concerns were still expressed as the indicators SDP1 and SDP3 still confirmed an overachievement of target which was not accurately being reported. The Director of Place confirmed that indicator was being reported exactly as the Government required. Further explanation was provided setting out examples for when it was necessary to use (EOTAs).

The Chair asked for further clarification as to when the Council would see a reduction in using (EOTAs). It was explained that this was down to a range of factors that had already been identified. The Chair stated that a date to achieve reducing the use of (EOTAs) needed to be set.

- SDP5 [Occupied Retail Units in Bognor Regis] – it was pleasing to see this performing so well at 95% and that Bognor Regis was comparing favourably with other Towns. The changing nature of the high street was acknowledged in that it was becoming ever increasingly important for social activities with a gradual move away from retail.
- CP10 [Total Rateable Business Value for the Arun District] looking at the Saltbox development – what else was there in the pipeline that could assist this figure? The Director of Place explained that this indicator was more of a health check and helped to provide a sense of what was the economy as a whole in the Arun area. There were other employment areas within the broader Bognor Regis area and the Council continued to work with landowners to bring these forward to allow for more Saltbox types of development in the future. It was confirmed that there were still some areas of land on this development to bring forward.

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- CP11 [Household Waste sent for refuse, recycling and composting] referring to the green waste issues experienced earlier in the year, was a compensation scheme planned to compensate for the lack of service delivered? The Director of Services confirmed that this service was fully back on track and that the entire waste collection service was running well. The only risk to date was the risk of Covid-19, with Biffa having combated the driver shortages of earlier. Biffa had placed an invitation on the website for individuals to contact them to discuss concerns over the green waste issues experienced. There was no global compensation scheme on offer, however, Biffa was proposing some green initiatives that would be of benefit to the community as a form of compensation. The Chair confirmed that he had attended several meetings with Biffa and had strongly made his views known on the points raised. He was looking forward to seeing the initiatives that would shortly come forward.
- CP7 [Homelessness applications where homelessness is prevented], CP8 [Number of new council homes built or purchased per annum] and SDP 18 [Cost of emergency accommodation per annum] issues surrounding these indicators were raised in terms of vulnerable housing situations and the situation now that evictions by landlords were no longer banned out of lockdown. Following recent Government announcements around Covid-19, what forward planning was in place to deal with this situation and how could the Council improve the situation? The Director Place reminded the Committee at how effectively the Council had dealt with homelessness during the pandemic, reacting very quickly to Government stipulations. In terms of forward planning, the situation could worsen, and the Council would plans in place to mitigate this. The Council had a good supply chain of social houses purchased; it had a range of commercial deals in place to tackle the cost of emergency accommodation. The Council continued to work well with the homeless and the number of those sleeping on the streets was very low. Work would continue with the voluntary sector and funding was dedicated to this as this was a massive priority for the Council.

The Chair raised a concern over CP11 [Household Waste sent for refuse, recycling and composting] which was not achieving its target. He asked what interventions were in place to improve it. The Director of Place reported the successful outcome of the Food Waste Trial and confirmed that a report would be submitted to the next meeting of the Environment Committee on 20 January 2022 to update Members on the results of the trial.

As this was an update report there were no recommendations for the Committee to consider.

512. RESIDENTS' SATISFACTION SURVEY 2021

In the absence of the Group Head of Policy, the Chair invited the Interim Chief Executive to present this report. He confirmed that the Council did undertake a residents satisfaction survey annually and this was treated as a key tool for the Council to use in assessing the effectiveness of the services that it provided. The Interim Chief Executive confirmed that it was an aim for the Council to steer towards achieving private sector excellence in terms of service delivery and this was a key tool used to achieve this as the results of the survey would inform service development over the next twelve months. Plans were already underway looking at how next year's survey would be delivered to include methods to increase returns.

The Interim Chief Executive highlighted that the survey returns for 2020 had shown a significant upturn in terms of improvement of services with the survey being viewed very positively despite the challenges of the pandemic. The results for this year had shown a return to pre-pandemic levels and so this provided the Council with an opportunity to strive to return to achieving the same satisfaction levels shown for 2020. It was pleasing to see how this reflected the excellent performance of the Council's staff during lockdown and in meeting the challenges of the pandemic.

The Committee in discussing the survey results for 2020 felt that in terms of distribution, this had not been representative of the whole District as the western side of the District had been under-represented with the eastern side being over-represented. This could have affected the results shown, it was felt that the results of this year's survey were a far more accurate representation. Concerns raised were over the cleanliness of residential roads which were often littered due to seagulls splitting open refuse sacks. Was there a way this could be addressed? The Director of Services acknowledged that this was a big issue and as the Council still collected its refuse using black sacks which sat on streets on collection day. This would be a matter for negotiation when the Council retendered its waste contract.

Another issue raised was that of communication and how the Council listened and communicated externally. It was felt that there was a significant difference in satisfaction between non homeowners and homeowners and why this could be?

The Interim Chief Executive responded agreeing with these points made. He outlined that the Council needed to work very hard to ensure it achieved a positive perception of what it did. This would be a key issue that it would focus on over the coming months. The Director of Services acknowledged that many areas in the District were deprived areas facing many challenges and this was why satisfaction was lower as this correlated around social housing and the rented sector. There was a lot of work for the Council to tackle on wellbeing issues to address in adopting a new Council Vision.

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The Chair alerted Members to an issue of concern in the survey results which confirmed that 41 per cent of people were using or dealing with drugs in the area that they lived. This was a disturbingly high number and he hoped that the Housing & Wellbeing Committee could add this as an item for its Work Programme to address in the future as this was not acceptable.

As this was an update report there were no recommendations for the Committee to consider.

513. ENVIRONMENT COMMITTEE - 17 NOVEMBER 2021

The Chair confirmed that the Minutes from the Environment Committee held on 17 November 2021 were being presented to this Committee as there were recommendations for it to consider. The Chair explained that these recommendations had evolved from the budget consultation exercise that was agreed by this Committee on 1 September 2021. The timeline for the decision making process in respect of these recommendations was:

20 January 2022 - The recommendations referred to three service bids (as set out in the minutes) and would be included in the Environment Committee's proposed Budget for 2022/23, which would be discussed by that Committee on 20 January 2022.

10 February 2022 - All Service Committees would consider their draft budgets in the same way. Each of the Service Committee's budgets would then be presented and considered by this Committee on 10 February 2022 when it would consider the Full Council Budget.

23 February 2022 - The Budget for 2022/23 would then be recommended onto the Special Meeting of the Council on 23 February 2022.

The recommendations from the Environment Committee therefore stood deferred in light of the procedure set out above.

514. OUTSIDE BODIES

There were no feedback reports from Outside bodies to present to this meeting

515. WORK PROGRAMME

The Committee received an updated version of its Work Programme covering the remainder of the Municipal Year.

The Committee Services Manager outlined that the work programme would be updated further to include regular updates and reports on the Levelling-Up Fund projects, as discussed earlier.

Having received no further suggestions, the Chair thanked Members for their input.

(The meeting concluded at 7.46 pm)

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Public Document Pack Agenda Item 13

Subject to approval at the next Licensing Committee meeting

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LICENSING COMMITTEE

10 December 2021 at 9.30 am

Present: Councillors Blanchard-Cooper (Chairman), Cooper (Vice-Chair), Clayden, Gregory and Worne

516. APOLOGIES FOR ABSENCE

Apologies for Absence had been received from Councillors Hamilton, Kelly, Northeast, Oliver-Redgate and Staniforth.

517. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

518. MINUTES

The Minutes of the previous meeting held on 10 September 2021 were approved by the Committee and signed by the Chair.

519. ITEMS NOT ON THE AGENDA WHICH 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 that there were no urgent items.

520. PUBLIC QUESTION TIME

The Chair confirmed that there had been no questions from the public submitted for this meeting.

521. MINUTES OF LICENSING SUB-COMMITTEE

The Minutes of the Licensing Sub-Committee meetings held on 24 September 2021 and 3 December 2021 were received and noted by the Committee.

Councillor Clayden as Chair of the Licensing Sub-Committee on 3 December 2021 wished the Committee to note the request made by the Sub-Committee in Minute 13 – for all applications for hackney carriage/private hire driver licences, that the application form and references from other local authorities where an applicant had been or was a taxi driver be provided as part of the report to avoid delays in the future.

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522. LICENSING FEE SETTING

Upon the invitation of the Chair, the Licensing Manager presented the report which set out proposed licence fees for specified licensing regimes to take effect on 1 April 2022. She highlighted in the appendices of the report the list of proposed fees alongside the current costs levied, and explained that the changes were limited as although costs had gone up, efficiencies had been made to ways of working with some processes have being streamlined and the benefit of this being passed forward to customers with fees set on a cost recovery basis.

Members then took part in a debate on the item where clarification over the meaning of the 'exhibition of animals' was sought. The Vice-Chair thanked Officers for the amount of time and effort involved in this detailed piece of work.

The Committee

RESOLVED

That the licensing fees set out in appendix 1 be approved, to be effective from 1 April 2022.

523. TAXI FARES

Upon the invitation of the Chair, the Licensing Officer presented the report which provided information to be considered for the annual review and setting of the Hackney Carriages (Taxis) fares charged to customers for the period of 1 April 2022 to 31 March 2023. He highlighted that there had been a limited and mixed response to the consultation with some for a rise, although without suggesting specific amounts, and some against a rise.

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

- fares set on a cost recovery basis
- only 11% response rate to the consultation and the implication that fares were at an appropriate level
- the difficulties of the current market for taxi drivers and the reduction in trade due to the pandemic, and support for no increase to the fares
- the cost of meter recalibration

The Licensing Manager and the Licensing Officer provided Members with responses to all points raised during the debate. It was highlighted that only 42 of 265 drivers had taken advantage of previous fare increases and had their meters recalibrated which meant that most were not currently charging up to the maximum fare possible, and that there was a policy in place for fare charge increases if a particular fuel price was reached.

The recommendations were then proposed and seconded.

The Committee

RECOMMEND TO FULL COUNCIL - that

1. The fare structure of no increase for 2022/23 be agreed, as advertised. The fare structure shall come into effect 1 April 2022.
2. The approval of taxi fares be delegated to the Licensing Committee.

524. STREET TRADING DESIGNATIONS

Upon the invitation of the Chair, the Licensing Manager presented the report which asked that a recommendation be made to Full Council that an intention be made to pass a resolution to vary Street Trading Designations as set out in the appendices of the report. This intention would be made by agreeing to the advertising of the proposed Designations attached to the report. The report also sought delegation of Street Trading matters to the Licensing Committee. It was explained that the experience of the pandemic had highlighted that the current provision was outdated and required review, and that this provided an opportunity to proactively support business and regeneration across the District.

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

- clarification was sought on what consultation had been done
- the impacts of possible street trading on the smaller towns and villages of the District
- an opportunity to support expanding businesses and start-ups who were exploring different ways of doing things, and the benefit of this to the area

The Licensing Manager provided Members with responses to all points raised during the debate. She highlighted that the report was only looking at street designations and provided a proactive way to invite applications, and that the policy to implement these designations would come back to Committee at a later stage.

The recommendations were then proposed and seconded.

The Committee

RECOMMEND TO FULL COUNCIL - that

1. An intention to pass a resolution to vary Street Trading Designations as set out in the appendices of this paper be made. This intention is made by agreeing to the advertising of the proposed Designations attached to this paper

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2. Future matters relating to Street Trading Designations, Policy and Fees be delegated to the Licensing Committee.

525. STATEMENT OF GAMBLING LICENSING PRINCIPLES 2022-2025

Upon the invitation of the Chair, the Licensing Officer presented the report which required the Committee as Arun's Licensing Authority, before each successive period of three years, to prepare and publish a statement of principles they proposed to apply in exercising their functions under the Gambling Act 2005. There were no changes proposed.

The recommendation was then proposed and seconded.

The Committee

RECOMMEND TO FULL COUNCIL

That the proposed Statement of Gambling Principles 2022-2025 without change be adopted.

526. WORK PROGRAMME

The Committee noted the Work Programme.

(The meeting concluded at 10.07 am)

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of the Local Government Act 1972.

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