



Public Document Pack

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

Tel: (01903 737500)
Fax: (01903) 730442
DX: 57406 Littlehampton
Minicom: 01903 732765

e-mail: committees@arun.gov.uk

Committee Manager - Jane Fulton (Ext 37611)

30 January 2023

POLICY AND FINANCE COMMITTEE

A meeting of the Policy and Finance Committee will be held in **Council Chamber at The Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Thursday 9 February 2023 at 6.00 pm** and you are requested to attend.

Members: Councillors Gunner (Chair), Pendleton (Vice-Chair), Cooper, Dixon, Goodheart, Oppler, Roberts, Stanley and Walsh.

PLEASE NOTE: Where public meetings are being held at the Arun Civic Centre, to best manage safe space available, members of the public are encouraged to watch the meeting online via the Council's Committee pages.

1. Where a member of the public wishes to attend the meeting or has registered a request to take part in Public Question Time, they will be invited to submit the question in advance of the meeting to be read out by an Officer, but of course can attend the meeting in person.
2. We request members of the public do not attend any face to face meeting if they have Covid-19 symptoms.

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email Committees@arun.gov.uk by 5.15 pm on **Wednesday, 1 February 2023** 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

2. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declaration 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 items 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 interest and/or prejudicial interest
- c) the nature of the interest

3. MINUTES

(Pages 1 - 14)

The Committee will be asked to approve as a correct record the Minutes of the Policy and Finance Committee held on 13 December 2022, as attached.

4. 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 CIRCUMSTANCE

5. PUBLIC QUESTION TIME

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

6. PALMER ROAD PROJECT [20 MINUTE]

(Pages 15 - 82)

This report sets out the proposed scope for the Palmer Road project and seeks approval to enter a framework agreement with the Football Foundation to progress the project and for the budget virement of section 106 allocations.

7. ANTI-SLAVERY PLEDGE [15 MINUTES]

(Pages 83 - 88)

The Committee is requested to endorse and approve the Arun District Council Anti-Slavery Pledge and to recommend to Full Council that the Pledge is adopted.

8. BUDGET MONITORING REPORT TO 31 DECEMBER 2022 [15 MINUTES]

(Pages 89 - 106)

The Budget Monitoring Report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of December 2022.

9. COMMITTEE REVENUE AND CAPITAL BUDGET 2023/2024 (Pages 107 -
[15 MINUTES] 114)

The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2023/24 General Fund revenue budget, which will be considered by this Committee later on this agenda. In addition, this Committee will consider the overall revenue budget for 2023/24 to make a recommendation to Full Council on 1 March 2023 on the overall budget to be set, level of Council Tax for the District, Housing Revenue account budget and rent levels for 2023/24.

In addition, Committees must consider and recommend their draft capital budget for inclusion in the overall capital programme, which will be considered by this Committee later on this agenda. Policy and Finance Committee will consider the overall capital programme to make a recommendation to Full Council on 1 March 2023 on the programme (HRA and General Fund) to be set for 2023/24.

10. COUNCIL REVENUE AND CAPITAL BUDGETS 2023/2024 (Pages 115 -
[45 MINUTES] 142)

The purpose of the report is for this Committee to consider and recommend to the Special Council Meeting on 1 March 2023 the overall budget to be set, level of Council Tax for the District, Housing Revenue Account Budget and rent levels for 2023/24.

In addition, the Policy and Finance Committee must consider the overall capital programme (HRA and General Fund) to be set for 2023/24.

ITEMS PUT FORWARD FROM SERVICE COMMITTEES

There will be recommendations from Service Committees that relate to the Council Revenue and Capital Budgets 2023/24. They will be considered as part of this agenda item [10] with the minutes from meetings of the Service Committees held in January and February 2023 being uploaded as a separate supplement pack.

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

There are no items for this meeting.

11. WORK PROGRAMME [5 MINUTES] (Pages 143 -
146)

A copy of the Committee's Work Programme for the remainder of 2023 is attached for information.

12. 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 item of business on the grounds that it may 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 item.

13. THE REGENERATION OF THE REGIS CENTRE, BOGNOR
REGIS - UPDATE REPORT [30 MINUTES]

(Pages 147 -
152)

The Committee is asked to consider the attached update report from the Council's Regeneration Consultant.

Note : If Members have any detailed questions, they are reminded that they need to inform the Chair and relevant Director in advance of the meeting.

Note : Filming, Photography and Recording at Council Meetings – The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link [PART 8 - CP - Section 5 Filming Photographic Protocol.pdf \(arun.gov.uk\)](#).

Public Document Pack Agenda Item 3

Subject to approval at the next Policy and Finance Committee meeting

343

POLICY AND FINANCE COMMITTEE

13 December 2022 at 6.00 pm

Present: Councillors Gunner (Chair), Pendleton (Vice-Chair), Chace (Substituting for Councillor Roberts) Cooper, Dixon, Goodheart, Stanley and Walsh.
Councillors Mrs Cooper was also in attendance at the meeting.

522. WELCOME

The Chair welcomed Members and Officers to the meeting.

523. APOLOGIES FOR ABSENCE

Apologies for Absence had been received from Councillors Oppler and Roberts.

524. DECLARATIONS OF INTEREST

Councillor Dixon declared a Personal Interest in Agenda Item 6 [The Regeneration of the Regis Centre, Bognor Regis] as he owned a very small number of Whitbread shares and was a member of the Bognor Regis Civic Society.

525. MINUTES

The minutes from the meeting of the Committee held on 20 October 2022 and the Extraordinary Meeting held on 3 November 2022 were approved as a correct record and were signed by the Chair at the conclusion of the meeting.

526. 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 matters for this meeting to consider.

527. PUBLIC QUESTION TIME

The Chair confirmed that three questions had been submitted for this meeting all from the same questioner, these have been very briefly summarised below:

- Question 1 – regarding correspondence from the Levelling-Up Minister to Nick Gibb, MP dated June 2022 regarding the opportunities of adding private investment to improve the Levelling-Up Project for the Regis Centre
- Question 2 – finding further funding for the Levelling-Up project in Bognor Regis and contingencies

Policy and Finance Committee - 13.12.22

- Question 3 – regarding the support given by Mrs Latus for the for the Regis Centre scheme for the 450 seat version and if there has been support for any later versions of the project.

The Chair then drew Public Question Time to a close. The Public Question Time Schedule would be uploaded to the Committee's web pages within ten working days following the meeting.

528. PRESENTATION/UPDATE - REGENERATION OF THE REGIS CENTRE, BOGNOR REGIS

The Regeneration Consultant in providing his verbal update to the Committee confirmed that he planned to share a copy of the presentation that had been provided to Members of the Committee at a briefing held on 7 December 2022.

This briefing had been organised following the last meeting of the Committee on 20 October 2022 where a project update had been provided by Mace Consultants Ltd and where Members of the Committee had criticised two major areas of the scheme being the size of the auditorium and the look and design of the outside of the building.

A presentation was then shared to the meeting provided by Nicholas Hare Architects. This set out the key stages of the project and an explanation surrounding what would be needed to provide an increased (450 seat) auditorium that would be compliant with fire regulations and would be operable as a theatre. A lot of work had been undertaken with Arun Arts and with Theatre Plan, theatre consultants for this project. The remaining consultants making up the project team were also highlighted in terms of the work being undertaken to bring the project up to RIBA Stage II.

Members were reminded that Full Council had resolved to proceed with the project and design for a 378 auditorium, but this had now been revised and increased to 386 seats with the project team working to add in extra seats wherever it could. There had been several questions raised at the last meeting about increasing the auditorium capacity, as the original business case put together for the LUF bid had been based on an auditorium of 450 seats. Since then, there had been a lot of survey work and many technical designs undertaken to see how feasible that was. A slide was shown illustrating the existing plan of what the theatre looked like now with the control room behind the high level seating. The Chair asked if the control room was necessary at the back of the auditorium and it was confirmed that Arun Arts and Theatre Plan had confirmed that this was required.

The Stage II plans that the Architects had designed provided 386 seats with a number of seats at the back with the sound booth being located in the middle at the back. Plans were provided showing the existing Stage II section which had been reprofiled to provide more seats looking forward onto the stage rather than the previously lower height. It was explained that there were ways to increase capacity; one was infilling the crossover row; one was moving the rear wall of the auditorium and adding seats to the side galleries. All of these options would be required to achieve an auditorium containing 450 seats. It was confirmed that there were a number of

challenges that accompanied these options. One was sight lines, the seating on the side galleries had restricted sight lines, but the main problem would be the moving of the back wall. If this was moved this would mean the loss of disabled parking bays to Belmont Street. These were considerable challenges that had been rejected by the project team at an early stage with the Architect also accepting these. The total cost provided by the consultants in providing the additional seating, based on the architect's drawings, was £2m to increase the auditorium space by 64 seats. This equated to £31,250 per seat with a predicted payback period of 100 years. It was highlighted that Members could ask the project team to go back and bring a further report to a future meeting of the Committee on a 450 seat scheme, but that this would require Full Council being asked to fund the project by an additional £2m, without a business case and with no support from Arun Arts who had confirmed that they were happy with the current proposals. There was also risk that the Levelling-Up timescales would not be met. These were the issues that Members needed to be aware of in considering a 450 seat option.

The presentation then turned to the elevation concerns previously expressed by the Committee. At the briefing, Members had been shown different elevational approaches and different forms of massing. The original business case elevation that members liked was shown and the issues surrounding having that amount of glass were highlighted. The Stage II scheme shown on 20 October 2022 had been reviewed as Members had felt it too be too stark and blocky and so the architects had undertaken a considerable amount of work in providing some options.

The alternative options shown were:

- The Wave Option with the features and cost increases being explained
- The Cube Option with the features and cost increases being explained
- The Refined Option with the features and cost increased being explained
- Roofing options were also highlighted
- What the elevations might be treated with and how this would look – considering other buildings in the locality which were also shown

The Regeneration Consultant then concluded his presentation stating that at the briefing held on 7 December 2022, the majority of members had expressed support to proceed with the scheme with a 386 seat auditorium and had liked the Wave and the Refined design options with further support being expressed for a buff brick exterior. The next step was to take this forward to Stage III design working with the planners on these two options so that a further report could be brought back to a future meeting of the Committee.

The Chair then called a short ten minute adjournment due to a camera problem in the Chamber. This was proposed by Councillor Gunner and seconded by Councillor Pendleton and unanimously approved by the Committee.

The meeting then resumed. The Chair thanked the Regeneration Consultant for his detailed presentation and invited debate.

A very detailed debate took place. There were Councillors who wanted further clarification on the costs associated with providing a 450 seat auditorium. This was provided. Discussion then focused on information that they had previously received which they felt was contradictory in terms of the quality of acts that the new theatre would be able to attract as the town grew as a result of this regeneration. Questions were also asked around whether the Government would ask or demand for the LUF funding to be returned if project timescales were not met. Questions were asked around if the government were kept up to date and if the council did deliver a project broadly in line with what was initially submitted it would be difficult for the government to do this.

There were points made that it was vital to get this project right and that there was an awareness of suggestions put forward by other Councillors to rebuild and explore another planning application for 500 seats with another architect. There was a Councillor confirming that he would like the council to have this conversation with the Government to ensure that the council was getting this right. In terms of the design, the options shown were a definite improvement, however there were concerns about spilling onto the Place St Maur as it was accurate to say that the Place was more of a tight space than it was expected it to be following its redevelopment and so there were Councillors who wanted to understand more of the impact this might have in using the Place as an events space which was its intention. It was important for Councillors to understand the full support package for Arun Arts to ensure their sustainability throughout and after the project.

Other Councillors confirmed that they liked the Wave and Refined options and preferred the lightening of the colour of the building which fitted in more with the marine seaside environment replacing the previous heavy dark brick. A concern was that Councillors were being presented with an all or nothing option on extra seats either to consider the whole 450 but with little or any options of somewhere in between at a lower cost. How much would it cost to use side aisles? There was no issue with partially obscured sight lines from the positions shown in the presentation and seat prices always reflect this and was not an issue for the public. Various questions were asked about how many seats could be added in and whether it would be possible to cantilever out over the pavement rather than take the whole of the back out extending the building out which would be less costly. What were the options and what were the costs?

The Regeneration Consultant confirmed that the Architects had been asked to look at potentials to just put some seats down the side aisles and so he would come back with some discussion on this for the next meeting. If this was possible to fit in, then it would be done. Cantilevering over the pavement over disabled parking spaces would be very expensive as a structural slab would be required and the walkway was needed underneath to get from one side to the other for escape purposes. Discussion also took place over the location of the control box and if this was moved could extra seating be placed.

Following more detailed discussion, many Members of the Committee confirmed that they liked the revised options presented and questions were asked about the maintenance costs for the brick and rendered options and how regularly maintenance work would need to be undertaken. Members also confirmed that they were happy with the roof specification reconfirming that this needed to be a statement building. Questions were asked about the size of the canopy and the café and bar area.

A request was made for the PowerPoint presentation to be sent to all Members of the Council.

Following further discussion, the Chair reflected on the debate that had taken place confirming that the Committee preferred the Wave and Refined options. He outlined that he would like to see more flair injected into the project in terms of materials, but accepted that this would be for the Planning Committee to agree. It was confirmed that the project would continue to proceed with its development going to the next stage based on the 386 seat option and wave design.

529. LITTLEHAMPTON SEAFRONT PROJECT - UPDATE REPORT

The Principal Landscape and Project Officer reminded Members that at the last meeting of the Committee plans were in place to launch the public consultation exercise for this project and so her report provided the results of this exercise.

Members were advised that the consultation had included opportunities for online and face to face feedback which had been useful in understanding peoples' views. The response from the collated surveys had been very positive with a high percentage of those taking part welcoming all elements of the proposals. The detail of the responses received had been broken down within the report with more detail being set out in the appendix provided.

The focus for the project team from now was to proceed with the tender for the design and build contractor so that the results could be reviewed by them. The Principal Landscape Officer added that the economic climate continued to present challenges and so the officer team would be working with the contractor to mitigate these where possible.

The Chair invited questions from the Committee. Various observations were made. One related to the suggested provision of trees across The Green as there was concern that The Green's major redeeming feature was its provision of major open public space which was also used for large events. It was felt that the provision of trees could obstruct some of this valuable space. It was felt that the Stage by the Sea needed to be more user friendly with a stage extension being provided to enhance performance space and improving useability. A request was made for Officers to think carefully about the number and positioning of electric charging points for vehicles to not exclude people who would increasingly use these points and to also provide this facility to nearby residents. These observations were noted by the Officer team.

Policy and Finance Committee - 13.12.22

Other Councillors spoke in support of the project and the results received confirming that the proposals would greatly benefit the area. The use of the containers for retail usage was applauded and it was hoped that this could be extended out to other areas in the district. In response to some questions asked about the risk assessment provided, it was explained that all risks were continually reviewed and that some would be challenging in terms of cost and programme timelines. In responding to questions asked about solar panels in car parks and the provision of a storage facility for the Park Run, it was confirmed that these issues would be up for discussion at the next stage of the design and as the project was still at the concept design stage. Stage 3 of the project would be brought back to the Committee for sign off prior to the planning application stage.

Another question was asked in terms of the frontage of The Windmill Theatre and whether enhancements could be made to the entrance from the car park. It was explained that although this was a good point to raise, there was no funding allocated as part of this project to meet this request.

Finally, Members in concluding their debate, praised the Officer Team for undertaking a thorough and successful consultation. A final request was made to see if activities for mid-teens could include volleyball or basketball if there was opportunity to accommodate this.

At the end of the discussion, the Committee noted the report with the Chair thanking Officers for their work.

530. BUDGET MONITORING REPORT TO 30 SEPTEMBER 2022

The Interim Group Head of Finance and Section 151 Officer presented her report stating that although there were no recommendations to consider, it was important for Members to be kept informed about performance against budget at regular intervals during the year.

This report was the monitoring report for the second quarter of 2022/23. It detailed the Capital, Housing Revenue Account and General Fund Reserve budget performance to the end of September 2022.

The table of General Fund variations showed a favourable variation of £13k at the end of Quarter 2. Turning to the HRA variations, it was explained that this formed part of another report that the Committee would consider later on in the agenda. The variance had been highlighted as part of the Budget Monitoring Report provided covering Quarter 1, presented to this Committee on 6 September 2022, which had resulted in the additional work being undertaken. The capital and projects budget summary illustrated that there was a considerable balance to still be spent, this was mainly due to Levelling-Up Fund projects that were not scheduled for the current financial year and so this would be reprofiled for the Quarter 3 report which would be considered by the Committee at its meeting on 9 February 2023.

The content of the report was noted by the Committee with no questions being asked.

531. FINANCIAL PROSPECTS (MEDIUM-TERM FINANCIAL PROSPECTS) 2022-23 TO 2026-27

The Interim Group Head of Finance and Section 151 Officer presented her report updating Members on the current financial and economic prospects for the Council for the period 2022/23 to 2026/27. The report forecasted a significant budget gap from 2023/24 and the forecast did not include an allowance for inflation on income. The council had balances to help mitigate against these cost increases allowing for budget correction to be undertaken in a measured and planned manner. It was stressed that this would form part of the Budget 2023-24 and future years and so the purpose of this report was to show Members the forecast with the Budget for 2023/24 being considered by this Committee at its next meeting on 9 February 2023.

The Chair invited questions from the Committee. Various points were made with some Members confirming that they were becoming increasingly worried about the financial position of local government, especially within Arun as the council was now seeing the effects of chronic central government reductions over the last 10 years creating a huge deficit which the council was expected to cover with council tax increases. This was the direction of travel and at a time of high inflation and economic hardship. It was felt necessary for the council to undertake lobbying through the Local Government Association (LGA) and its Members of Parliament to ensure that the increasingly difficult state of local government financing would be addressed by Government.

The Committee thanked the Interim Group Head of Finance and Section 151 Officer for an 'honest' report highlighting the issues that urgently needed to be addressed, especially as central government funding was not adequate. It would be important to reflect the current situation in the 2023/24 budget. It was felt important to develop a Commercial Strategy to develop income streams and to act quickly to find other ways of raising money.

Following further discussion and having had the recommendations proposed by Councillor Cooper and seconded by Councillor Chace,

The Committee

RECOMMEND TO FULL COUNCIL

- (1) To approve the medium-term budget plan for the period 2023/24 to 2026/27 and to;
- (2) Agree the core assumptions set out in the Medium Term Financial Strategy contained in Section 4 of the report;
- (3) Note that there are uncertainties around Government Funding prior to the local government settlement in December 2022 and the delay in the Local Government Funding reforms such as business rates retention and the future of the New Homes Bonus; and
- (4) Agree the maximising of income including fees and charges, where possible, as part of the 2023/24 budget process.

532. KEY PERFORMANCE INDICATORS 2022-2026 - QUARTER 2 PERFORMANCE REPORT FOR THE PERIOD 1 APRIL TO 30 SEPTEMBER 2022

The Group Head of Organisational Excellence presented her report and provided an update on the council's key performance indicators up to Quarter 2 covering the period 1 April 2022 to 30 September 2022

The covering report explained the structure of the council's performance reporting and at Appendix A set out the actual performance for each indicator that had been measured at the end of Quarter 2.

The Group Head of Organisational Excellence reminded Members that they had seen the first of these reports earlier in the year which reported on Q1 performance. The difference in the Quarter 2 report was starting to show trends in performance with an additional three columns at the end of the table showing commentary, Quarter 2 status (colour coded) and the final column which showed the % change from Quarter 1. This had been indicated numerically and as an arrow and had been included to give Members more detail than the simple colour coding.

It was confirmed that the indicators for Quarter 2 had been provided to the relevant committees and that although there have been discussions and questions to officers at those meetings, no items have been referred to this Committee for this quarter.

The Chair then invited questions. Discussion focused on the many under achievements which were largely due to staffing numbers being considerably low in certain departments. Members were interested to hear about the active steps being taken to fill vacancies with full time staff rather than agency staff and whether there were plans to increase the use of apprentices wherever the council was under achieving. Although it was accepted that these were relatively small in number, they were still significant for those affected by it and so needed to be addressed.

Other Members asked specific questions on the following indicators:

- CP26 – [Major Applications determined in 13 weeks or agreed extension of time]. The Director of Growth was asked to explain the background to this under performance. It was highlighted that these applications related to major planning applications representing 10 units or greater. For Arun the majority of the applications were substantially greater than that often being into the 100s. This often meant that if the council was seeking to negotiate a better scheme, planners had to undertake that negotiation and revised plans were then submitted and a further consultation process then had to be undertaken. That was additional significant work that was often impossible to conclude within the 13 week period. Also, many of these had to be presented to committee and further delays could be experienced depending upon the committee cycle of meetings. The preparation of Section 106 agreements also took a substantial amount of time to prepare. Case management was important in monitoring what was going on and ensuring that proactive action was taken. The Director of Growth reassured Members that he would continue to try and improve on the staffing situation and would provide a further update on staffing.
- CP42 – [Occupied Retain Units in Bognor Regis] – an explanation was sought and provided by the Director of Growth to the commentary provided.

533. ARUN DISTRICT COUNCIL RESIDENTS' SURVEY 2022

The Group Head of Organisational Excellence presented the Arun District Council Residents' Satisfaction Survey results for 2022 which had been undertaken during July and August 2022 by BMG Research Ltd. A copy of the survey questions and their final report could be found within Appendix A of the report.

The report outlined the findings from the research into the experiences of people living in Arun and perceptions of the Council and its services. There were comparisons made with the national Local Government Association survey and the results from the council's survey undertaken last year. The report covered the detail of the methodology used and Members were advised that there were two data collection methods used.

A postal survey (which could be completed online) had been undertaken and sent to randomly selected households across the district to ensure full geographical cover (closed survey) and most of the commentary within the report had been based on this data because that was how this exercise had been carried out in the past and it was important to be able to make comparisons. The same survey was made available as a link on the council's website for any Arun resident (open survey) and the comparison tables could be found within the report.

Policy and Finance Committee - 13.12.22

The responses showed a similar pattern but also in the majority of questions residents in the closed survey had more positive perceptions than the open survey, suggesting that some residents had responded to the open survey because in some instances they were unhappy with a certain issue or service.

The results of each question had been summarised in a table on page 72. This showed the % change in performance from 2021 for each question, but essentially it had been colour coded into better than, the same as or worse than last year and by how much.

In summary the overall responses to five of the questions showed perceptions that were worse than last year whilst for seventeen questions the experiences of people living in Arun and perceptions of the Council and its services were the same as or better than last year.

The Vice-Chair then took the position of Chair for part of this item and invited questions. Members found it interesting to see the comparison between the open and closed surveys and were generally satisfied to accept that the council was in roughly the same position as it was in last year with the results. It was clear to see that the issue on top of many residents' concern list was that of problem behaviours such as drunk and rowdy behaviour in places and issues of vandalism with Station Square in Bognor Regis being confirmed as a hot spot location. It was felt that this needed to be addressed. The Director of Environment and Communities responded stating that she was aware of the issues and that several interventions had been undertaken to attempt to alleviate the issue and so could not comment further.

Other Councillors also commented upon the issue of areas of vandalism, drugs and disorderly behaviour highlighting that the responsibility for dealing with this was the police and not this council. Complaints about anti-social behaviour and acts of vandalism were increasing and caused some of the biggest problems around the district because the culprits were not being caught and were not being dealt with; the result of this lack of action was that the problem just continued to grow. The council needed to find a way to ensure that the police were reacting to it. Suggestions were made to invite the police to attend a meeting of the appropriate Committee or to organise an annual meeting to make the police aware of the growing concerns in the district.

Other observations made were that there were considerable differences between the east and west of the district in terms of satisfaction with cleanliness and that this seemed to be very consistent. It was highlighted that the survey provided the council with triggers to have a look at and trends so that officers could then establish what was real and what was perception – the appropriate action could then be taken. The Director of Environment & Communities undertook to look at figures on cleanliness and differences across the district so that a response could be provided to the Committee.

Councillor Mrs Cooper then spoke as a non-member of the Committee and provided an update focusing on her involvement with the Safer Arun Partnership and how the issues raised on drunk and disorderly behaviour and vandalism were tackled. A big problem was that of public perception with the public feeling that the police were not acting on reported incidents. This was often because the public was using social media as a platform to report incidents rather than calling the police and she urged Councillors to ensure that when they responded to constituents, they made sure that the public were reporting incidents in the correct way and directly to the police. This was the only way of ensuring that hot spot areas were identified, and the right interventions could then take place. Councillor Mrs Cooper confirmed that the police would intervene if they knew about issues and that some excellent interactions had also taken place with the council's anti-social behaviour team.

At the end of the discussion, the Committee noted the report and the Chair thanked the Officers involved.

534. ITEMS BROUGHT FORWARD FROM SERVICE COMMITTEES - HOUSING & WELLBEING COMMITTEE - 6 DECEMBER 2022 - HOUSING REVENUE ACCOUNT (HRA) REVISED BUDGET - 2022-2023

The Chair confirmed that at the meeting of the Housing & Wellbeing Committee held on 6 December 2022, there were two sets of recommendations put forward for this Committee to consider.

The first recommendation was at Minute 494 [HRA Business Plan Update] with the minutes from that meeting being circulated to Members separately and uploaded to the Council's web pages on 12 December 2022. A report from the Interim Group Head of Finance and Section 151 Officer also accompanied the minutes and she presented this report to the Committee.

It was highlighted that there were recommendations for the Committee to consider that needed to be forwarded onto Full Council on 18 January 2023 to approve. Appendix 1 to this report, which had been provided to Members in the supplement pack, provided the detail already considered by the Housing & Wellbeing Committee. The recommendation was asking this Committee to agree the revision to the HRA Revenue Budget set out in that Appendix and for the Committee to review the changes to the HRA budget prior to approval by Full Council. The report provided a more up to date forecast for the repairs, supervision and management budget for 2022/23 and it recommended that the Council changed its policy in relation to the financing of capital expenditure to include borrowing to ensure an outturn balance on HRA of around £600k. Work was continuing to identify other areas of expenditure that could be capitalised with Members being asked to note that by capitalising this expenditure this would result in additional cost pressures in future years. Any borrowing had to be affordable under the prudential framework.

Policy and Finance Committee - 13.12.22

The Chair then invited questions and debate. In looking at the comments made by Councillors at the Housing & Wellbeing Committee on 6 December 2022, there had been and could still be a systemic problem within housing partly to do with staffing and management changes on a permanent, interim and other basis. In reaction to this, it was members' view that what was needed was more than just a financial adjustment but that the council, with the Chief Executive, should prepare a report to committee on these problems and how these would be addressed. This report needed to be factually based on what had and what was going wrong so that vigorous action to investigate and report a solution to fix the problems could be seen by all Members.

The Director of Environment & Communities responded explaining that the situation was enormously challenging within the housing department and so she had agreed with the Chair of the Housing & Wellbeing Committee to bring forward the HRA business plan being remodelled and that additional consultancy advice was also being sought so that the Chair and Vice-Chair of that Committee could be briefed to explain some of the assumptions around some of the concerns expressed. Members were reassured that this work was underway now. The way forward planned was for the HRA Business Plan to be presented based on a range of assumptions and the budget was part of that. This way forward had been agreed with the chair of the Housing & Wellbeing Committee, Councillor Pendleton.

In response, the Committee requested that this report be sent to all Members of the Council or that a wider briefing for all Members also be organised as it was imperative for all Members to have access to this update as it was about performance and how this affected tenants and others in the district. In response, Councillor Pendleton agreed that this was a very important issue and that a confidential briefing for all Councillors would take place and she asked the Director of Environment & Communities to ensure that this was organised.

Councillor Cooper then proposed the recommendations which were then seconded by Councillor Pendleton.

The Committee

RECOMMEND TO FULL COUNCIL – That

- (1) Having reviewed the changes to the Housing Revenue Account (HRA) budget, the revised HRA Budget set out in Appendix 1 to the report is approved; and
- (2) Any required changes to the financing of HRA capital expenditure including potential borrowing are agreed.

The Chair then referred Members to the next Minute for the Committee to consider at Minute 499 [Leisure Report] and he reminded Members that the accompanying report provided and the discussion undertaken at the Housing & Wellbeing Committee had been undertaken in Exempt Business and so if this Committee wished to have detailed discussion, moving into Exempt Business might be necessary.

The Group Head of Community Wellbeing then provided a brief introduction to this item reminding Members of the challenging trading conditions experienced by Freedom Leisure and other operators around the country. However, working with Freedom Leisure the council had returned to its contractual position in April 2022 and were currently receiving the full operating fee for the contract unlike many other local authorities. The impact of the rising utility costs had now placed an additional burden on the contract and was potentially threatening the viability of the contract. The projected increase in energy costs were quite staggering as detailed in the Exempt report.

The Chair then invited questions and debate. Councillor Stanley spoke first stating that he wished to make a slight amendment but was not sure to which recommendation. His amendment was to ask the council to make a representation to Government supporting 'Swim England's' campaign to extend the Energy Bill Relief scheme and seek additional support for leisure centre's providing swimming pools.

The Chief Executive responded confirming that this request did not need to become an amendment to the recommendations before the Committee as he would be willing to undertake this action on behalf of the committee if approved. This was agreed.

Following discussion, the Committee confirmed that it was happy to support these recommendations.

Having been proposed by Councillor Pendleton and seconded by Councillor Walsh, the Committee

RESOLVED - That

- (1) A sum up to £265,000 is transferred from the Inflation Contingency Reserve in 2022/23 to support the additional cost of energy required for the Council's leisure centres;
- (2) It notes the contents of this report in relation to the increased costs faced by leisure operators across the UK linked to the energy supply crisis.
- (3) It agrees that it is necessary to support Freedom Leisure to ensure their continued viability and the delivery of the Leisure Operating Contract;

Policy and Finance Committee - 13.12.22

(4) It authorises a sum up to £265,000 is transferred from Inflation Contingency Reserve in 2022/23 to support the additional cost of energy required for the Council's leisure centres; and

(5) It notes that the Director of Environment and Communities and the Interim Group Head of Finance and Section 151 Officer is authorised to implement mitigating measure and make revisions and changes to the leisure operating contract based on energy matters affecting the facilities for the remainder of this financial year 2022/23.

535. OUTSIDE BODIES - FEEDBACK FROM MEETINGS

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

536. WORK PROGRAMME

The Committee received and noted its Work Programme for the remainder of the Municipal Year having added an additional item for its meeting on 9 February 2022. This was a report from the Group Head of Environment and Climate Change entitled Palmer Road Sports Hub Project, Angmering. This was being presented to the Committee to approve the drawdown and expenditure of Section 106 funding received and allocated to the project.

(The meeting concluded at 8.35 pm)

Arun District Council

REPORT TO:	Policy and Finance Committee: 9 February 2023
SUBJECT:	Palmer Road Project
LEAD OFFICER:	Joe Russell-Wells – Group Head of Environment and Climate Change Rachel Alderson – Principal Landscape and Project Officer
LEAD MEMBER:	Councillor Shaun Gunner
WARDS:	Angmering and Findon Ward

CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:

The provision of community sports hubs is identified as a strategic priority in Policy HWB SP1 ‘Health and Wellbeing’ of the adopted Arun Local Plan (2018). The Playing Pitch Strategy and the Indoor Sport and Built Facilities Strategy include the concept of community sport hubs and note their district-wide importance. Palmer Road recreation ground has been identified as a priority site for a community sports hub.

Providing a community sports hub at Palmer Road will also implement the Council’s vision that aims to improve the wellbeing of Arun by tackling the causes of health inequality in Arun’s areas of greatest deprivation and encourage our community to embrace healthy and active lifestyles.

DIRECTORATE POLICY CONTEXT:

The Palmer Road project sits within the Environment and Communities Directorate plan. Its design will take account of existing leisure contracts and management strategies.

FINANCIAL SUMMARY:

Funding for the community sports hub is available through section 106 developer contributions currently totalling £2,099,596, of which £1,307,063 has so far been received.

It is also proposed to apply for external funding from the Football Foundation. However, it is not known what proportion of the project budget might be available and this will not be confirmed until an application has been submitted and assessed.

Estimated project costs have been compiled through a feasibility study and indicate an initial cost of approximately £5 million. However, there are additional works which are currently not included in the cost estimate and further detail is required to determine requirements. A sum for inflation has been included in accordance with industry benchmarking. All costs will be kept under review.

These initial cost estimates indicate that there will be a budget shortfall. In this event, it is likely that the delivery of the project will need to be phased, until further funding is secured. The opportunity to bid for funding from the Community Infrastructure Levy (CIL) will be explored.

1. PURPOSE OF REPORT

- 1.1. This report sets out the proposed scope for the Palmer Road project and seeks approval to enter a framework agreement with the Football Foundation to progress the project and for the budget virement of section 106 allocations.

2. RECOMMENDATIONS

The Committee is requested to:

1. Approve the Project Proposal including the deliverables and the programme as set out in Appendix 1.
2. Approve that the council utilises the established Football Foundation AGP Framework, by signing a Joining Agreement, with the terms and conditions of the agreement to be agreed with Legal Services in consultation with the Monitoring Officer and to be executed in accordance with Contract Standing Orders.
3. Approve the procurement of professional services, to support the delivery of a new community sports hub at Palmer Road, within the professional fee allocation of £486,229, subject to the approval of recommendation 4.
4. Approve the drawdown and expenditure of S106 developer funding contributions from the planning applications allocated to the Palmer Road project, and any CIL funding awarded.

2. EXECUTIVE SUMMARY

- 2.1. The report provides detail on the scope of the project to be undertaken at Palmer Road and seeks approval for the project proposal and to progress the project by entering into a funding agreement with the Football Foundation through the procurement of consultants. The report also seeks approval to procure professional services to support the delivery of the project and for the drawdown and expenditure of section 106 funding and other funding received and allocated to the project.

3. DETAIL

4.1. Background and policy context

Palmer Road Recreation Ground is a large public open space in north Angmering, and currently includes a sports pavilion, grass football pitches, a cricket wicket, and children's play facilities. It has been identified as a strategic priority within the Local Plan for the provision of a community sports hub.

The recreation ground is currently managed by Angmering Parish Council under lease from Arun District Council and is sub-leased to ASRA – Angmering Sports and Recreation Association.

The council's Playing Pitch Strategy (March 2019) assessed the pitches and

changing facilities to be of poor quality but that the site overall should be developed as a multi-sport hub site with investment focused on improving grass pitches, upgrading the changing facilities and the provision of one or two 3G pitches.

The Football Foundation's Local Football Facilities Plan (May 2019) has identified Palmer Road as a priority project to deliver a key site for football, with opportunities for funding to significantly enhance and extend the current provision.

Outline planning approval (A/122/19/OUT) was granted in 2020 for up to 160 homes north of Palmer Road recreation ground, on land which is not strategically within the Arun Local Plan but is within the Neighbourhood Plan provision. As part of the planning permission the section 106 agreement requires land to be made available for the expansion of current sports pitch provision to form the sports hub to the south of the residential development on Palmer Road recreation ground.

4.2. Interface housing development

Following the outline approval for housing on the adjacent land north of Palmer Road further applications have been submitted by the developer. The first was to discharge Condition 5 of A/122/19/OUT for approval of the design code for the development site (A/235/21/DOC) and was approved with detail reserved. The most recent applications include 2 Reserved Matters (A/46/22/RES and A/48/22/RES), and Hybrid application (A/270/21/OUT), which are still under consideration by the Council's planning department. The delivery of the community sports hub is reliant on the transfer of the additional land to the north of Palmer Road recreation ground.

4.3. Feasibility study

An initial feasibility study was undertaken in 2018 to establish the potential for a sports hub facility at Palmer Road Recreation Ground including improvements to existing facilities and the provision of a new community hub building and 3G pitch.

Consideration was given to the sports facility requirements in the local area based on current and future demand and level of facility provision, and consultation was undertaken to establish the views of key stakeholders.

Palmer Road recreation ground was identified as meeting the criteria of a strategic hub site. It provides the best location for a 3G pitch in the east of Arun and the site can also accommodate a significant increase in the provision of natural turf pitches.

In 2022 the feasibility study was revisited and updated to further define the scope. The study can be found in Appendix 2 and includes a strategic review, needs analysis, stakeholder consultation and proposed usage programme. These have informed the conclusions and the recommended facility mix for the project and are based on the facilities being able to meet the future demand of local sports clubs and organisations.

4.4. Sports hub pre-application

To further test the opportunity for a sports hub facility at Palmer Road a pre-application submission was made on behalf of the council and the outcome received in June 2022. The outcome concluded that in principle the proposed development is acceptable, although this did acknowledge that some further information would be needed with a full planning application.

A traffic study was also undertaken to ascertain whether the site could cater for the increased vehicle movements associated with a sports hub, and where the access would be best located. As a result of this work a pre-application advice request is with WSCC as the highway authority and the results awaited.

4.5. Proposed scope

Following the conclusion of the feasibility study a Project Proposal has been prepared, which sets out the intended scope of the project and can be found in Appendix 1. The Project Proposal provides more detail on the project background, stakeholder engagement, deliverables, costs, funding, risks and programme.

It is proposed that the new scheme at Palmer Road will deliver a community sports hub and include the facility mix set out in the project deliverables section of Appendix 1.

The facility mix will allow for a full-sized 3G football pitch with floodlighting, a range of grass pitches suitable for different ages, an artificial turf wicket cricket pitch, a multi-use games area (MUGA), a play area and a community hub building with associated parking and access.

Plans showing possible layout options are also included in Appendix 2.

4.6. Costs and funding

The feasibility study gives an initial cost estimate of the scheme to be in the region of £5m. There are a number of items which do not form part of these costs and further design detail is required before these can be determined. The cost estimate currently excludes excavation and groundworks, removal of existing pavilion, site levelling works, drainage, landscape works, access improvements, site fencing, tree planting/replacement, loose fittings/fixtures, planning fees and client costs.

Recent planning applications have sought developer contributions for improvements to sport and leisure facilities to meet the demand created by new development in the east of the district. The section 106 allocations for Palmer Road currently total £2,099,596, of which £1,307,063 has so far been received. It is proposed to draw down the funding available to enable designs to be prepared for the scheme. The following table provides a breakdown of the section 106 receipts by planning reference:

PLANNING APPLICATION DETAILS	CONTRIBUTION	TOTAL DUE	TOTAL RECEIVED TO DATE
Land at Pound Nursery - A/167/14/PL - 46 homes	Natural turf pitches (NTP) with ancillary facilities: £63,945 Artificial grass pitch (AGP): £2,535	£66,480	£66,480
Land to east of Roundstone Lane - A/82/12 - 138 homes	Natural turf pitches (NTP) with ancillary facilities: £288,795 Artificial grass pitch (AGP): £7,983	£296,778	£296,778
Land at West End Nursery - A/144/15/PL - 246 homes	Community sports hub building/sports hall: £139,694 Natural turf pitches (NTP) with ancillary facilities: £265,635 and £276,222 Artificial grass pitch (AGP): £8,398 and £8,732 Fitness equipment: £22,125	£720,806	£720,806
Land North of Water Lane - A/40/18/OUT - 525 homes	Community sports hub building/sports hall: £361,777 Natural turf pitches (NTP) with ancillary facilities: £143,717 Artificial grass pitch (AGP): £34,695	£540,189	£0
Land South of Water Lane - A/99/17/OUT- 175 homes	Natural turf pitches (NTP) with ancillary facilities: £58,370 Artificial grass pitch (AGP): £11,596 MUGA: £42,709	£112,675	£11,596
Manor Nursery - A/51/14/OUT - 32 homes	Community sports hub building/sports hall: £14,246 Natural turf pitches (NTP) with ancillary facilities: £44,296 Artificial grass pitch (AGP): £1,756 Public Art: £1,866	£62,164	£0

Land at Dappers Lane - A/76/20/PL - 84 dwellings	Community sports hub building/sports hall: £31,677, £10,400 and £48,019 Natural turf pitches (NTP) with ancillary facilities: £42,582 plus £67,229 for 20 years maintenance) Artificial grass pitch (AGP): £13,303 Public Art: £3,238	£216,448	£127,347
Land between New Place Bungalow and Arundel Road - A/131/16/OUT - 9 homes	Play Area: £10,794	£10,794	£10,794
Land at Quiet Waters - A/132/17/OUT: 30 homes	MUGA: £6,391	£6,391	£6,391
Merry England Nursery - A/142/16/OUT - 18 homes	Play Area: £32,082	£32,082	£32,082
Hollyacre - LU/116/13 - 63 homes	Artificial grass pitches (AGP): £846	£846	£846
Windroos Nursery - LU/229/10 - 91 homes	Community sports hub building/sports hall: £33,943	£33,943	£33,943
	Totals	£2,099,596	1,307,063
	Total expected: Excluding maintenance contributions	£2,032,367	

Further funds will be required to meet the funding shortfall. The opportunity to seek external funding from the Football Foundation has been explored and the council has been invited to submit a grant application, although it is not known what scale of grant might be available.

It is possible that there will be a need to secure additional funding to meet the full cost of the scheme.

4.7. Professional services procurement

Funding from the Football Foundation is only viable if the facility is built through the framework and to their specification, which aims to maximise the benefits to the community. The Football Foundation has shown initial support for the project however a full application must be submitted prior to any funding commitment.

To progress the project the council in the first instance will need to enter a framework agreement with the Football Foundation which will enable the council to award a contract to an approved supplier. The framework will provide a service that includes design, manufacture, supply and installation of the 3G pitch as well as other construction works in connection with the provision of the facility.

Once the council has signed the agreement, it will be possible to make an application to the Football Foundation for the required funding, at the appropriate stage of the project. Should the bid to the Football Foundation be successful it will be necessary to comply with their terms and conditions and therefore enter into an agreement with the funding body.

It is expected there will be a need to procure additional professional services to support the design and construction of the scheme. These may be procured through a framework or an open tender depending on the options available.

It is proposed that the council signs the framework agreement and enters into a contract with the Football Foundation Framework. It is also proposed that the professional services are procured as necessary to enable designs for the sports hub to be developed, costs to be reviewed and monitored and the construction contract to be administered, to be contained within the professional fee allocation of £486,229.

4.8. Legal charge

The Football Foundation, as part of its standard terms and conditions, will require that a legal first charge is taken over the freehold or leasehold in order to secure its grant funding. If the council is unable to charge the premises the Football Foundation will place a restriction on the title to the premises at the Land Registry, which prevents the council selling or letting the premises without the knowledge or consent of the Football Foundation. This would need to be in place before a funding application can be made.

4.9. Programme

The following table sets out the anticipated work programme however this is completely dependent on the transfer of land to ADC:

Project Activities	Timescale
Enter into framework agreement with Football Foundation and further scope definition	Early 2023
Consultant appointment	Spring 2023
Surveys, design, public consultation	Summer 2023 - Spring 2024
Planning application, tender process for contractor	Spring - Summer 2024
Construction	Summer 2024
Completion	Summer 2025

Following the engagement with the Football Foundation the scope of the project will be further defined and site surveys undertaken. Future reports on project progress and emerging designs will be presented to the Policy and Finance Committee.

4. CONSULTATION

- 4.1. Stakeholder engagement has been carried out with key stakeholders during the feasibility study process including Angmering Parish Council, Angmering Sports and Recreation Association (ASRA), Angmering Advisory Group, a number of sports clubs and organisations (football, cricket, netball, leisure) and local schools.
- 4.2. Feedback from each group is detailed within the feasibility study and will help/has helped to inform how the project should be taken forward. A summary of the main points raised is listed in the Project Proposal (Appendix 1). The feasibility study has demonstrated that demand exists from local sports clubs for increased facilities at Palmer Road, including the provision of a 3G pitch. Angmering Parish Council has shown its support for the project.
- 4.3. Further engagement will take place with local stakeholders at design stage. Public consultation will also be carried out prior to the submission of a planning application.

5. OPTIONS / ALTERNATIVES CONSIDERED

1. To approve the recommendations as set out in the report.
2. To not approve the recommendations and delay the commencement of the project.

6. COMMENTS BY THE INTERIM GROUP HEAD OF FINANCE/SECTION 151 OFFICER

- 6.1. The project is a significant financial undertaking for the Council. The latest estimated cost in total is £5m and at the present time, confirmed funding of £2,099,596 has been identified, of which £1,307,063 has been received. External funding is being pursued, which is not yet confirmed.

7. RISK ASSESSMENT CONSIDERATIONS

- 7.1. The risk log (see Appendix 1) sets out potential risks which may impact the project. The highest risks relate to project costs and available funding, S106 expenditure deadlines, planning consent and land transfer, resolution of site access, lease and covenant arrangements, drainage and existing site infrastructure.
- 7.2. As the project progresses a risk assessment and method statement will be produced by the Principal Designer and the project will be delivered in accordance with the Construction, Design and Management (CDM) Regulations 2015.

8. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

- 9.1 The legal requirements in respect of this project are set out within the body of this report, with all agreements to be entered into to be reviewed and agreed by the Legal Services team together with the terms of any legal charge and any other matters within the scope of the project.

9. HUMAN RESOURCES IMPACT

- 9.1. None.

10. HEALTH & SAFETY IMPACT

- 10.1. The project will be delivered in accordance with the Construction, Design and Management (CDM) regulations 2015. Health and safety risks will be considered by the project team and consultants during design phase, and health and safety will be managed by the Principal Designer during the construction works. This includes consideration of impacts resulting from any land transfer.

11. PROPERTY & ESTATES IMPACT

- 11.1. The council will retain responsibility for the completed scheme. The project will result in improvements to council assets as well as additional assets.
- 11.2. Covenants and lease arrangements will require review and discussions with relevant parties and stakeholders to mitigate for potential constraints.

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 12.1. The provision of a community sports hub at Palmer Road will help to improve the social and environmental wellbeing of the district area, and tackle health inequality by providing a good quality, sports facility for the community. It will also aim to meet the needs of underrepresented sectors of the community. An EIA will be completed as part of the early stages of the project.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

- 13.1. Environmental sustainability will be addressed at design stage to ensure that the council reduces its carbon footprint, its impact on the environment and the use of natural resources during construction works. Contractors will be required to provide evidence of their environmental sustainability policies, including any carbon impact footprints, and demonstrate how these will be applied/reduced on the project.

14. CRIME AND DISORDER REDUCTION IMPACT

- 14.1. Improvement of sports facilities helps to provide better services for communities to help reduce crime and disorder within Arun and offers the opportunity to build stronger communities with confidence in their local services.

15. HUMAN RIGHTS IMPACT

- 15.1. The proposed scheme fulfils the freedoms and rights within the Human Rights Act 1998. There are no negative implications in terms of human rights impacts.

16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

- 16.1. There are no specific Freedom of Information or Data Protection issues arising from the proposals in the report.

CONTACT OFFICER:

Name: Rachel Alderson

Job Title: Principal Landscape and Project Officer

Contact Number: 01903 737946

BACKGROUND DOCUMENTS:

- [Local Plan \(2018-2031\)](#)
- [Playing Pitch Strategy and Action Plan \(March 2019\)](#)
- [Indoor Sports and Built Facilities Strategy \(2019-2029\)](#)
- [Local Football Facilities Plan \(LFFP\)](#)

This page is intentionally left blank



PROJECT PROPOSAL

Palmer Road Sports Hub, Angmering

Release:	DRAFT v6
Date:	January 2023
Author:	Rachel Alderson
Document Name:	Project Proposal
Date Approved:	

Contents:

Item		Page
1.	Purpose of Document	3
2.	Background	3
	2.1 Policy context and need for improvements	3
	2.2 Feasibility study and options appraisal	3
	2.3 Neighbouring development	4
	2.4 Legal and planning matters	5
3.	Stakeholders	5
4.	Project deliverables	6
5.	Costs	7
6.	Funding	8
7.	Interface Activities	9
8.	Risk log	9
9.	Programme	11

1. Purpose of Document

The purpose of this document is to define the scope of the project.

2. Background

2.1 Policy context and need for improvements

Palmer Road recreation ground is in the north-west of Angmering and its facilities include 3 football pitches, a cricket pitch, an unfenced MUGA (Multi-Use Games Area), play area and pavilion. The recreation ground is managed by Angmering Parish Council under lease and is sub-leased to Angmering Sports and Recreation Association (ASRA) for use of the grounds and the changing pavilion by the following local teams - Angmering FC, Angmering Village FC, Angmering Youth and Angmering Cricket Club. Arun District Council has the freehold of the site and responsibility for grounds maintenance of the sports pitches, as well as management of the play area and MUGA.

The council's Playing Pitch Strategy (March 2019) assessed the pitches and changing facilities to be of poor quality and in need of improvement. It recommends for the site overall to be developed as a multi-sport hub site, with investment focussed on improving grass pitches, upgrading the changing facilities and the provision of a 3G pitch.

The Indoor Sports and Built Facilities Strategy (2019-2029) concluded that the current stock of sports halls across the district is well used by the community which limits options to increase participation, as sports halls are operating near to capacity and offer little scope to expand. Future demand will have to be accommodated at new facilities which means there will be a need for additional sports hall space.

The Football Foundation's Local Football Facilities Plan (May 2019) has identified Palmer Road as a high priority project to deliver a key site for football, with opportunities for funding to significantly enhance and extend the current provision.

2.2 Feasibility study and options appraisal

Arun District Council commissioned The Sports Consultancy to undertake a feasibility study in 2018. The purpose was to understand the potential for a sports hub development at Palmer Road recreation ground to include the following:

- a) Improvement to facilities at the existing recreation ground, e.g. pitch drainage, storage, car parking and changing facilities.
- b) A new community hub with facilities such as flexible studio space, sports hall, café or meeting rooms, with particular focus on exploring options for developing a new full size 3G pitch on the site.

Consideration was given to the sports requirements in the local area based on current and future demand and the level of existing facility provision. Consultation with key stakeholders was undertaken to establish their views on the potential development at Palmer Road recreation ground.

Palmer Road recreation ground was identified as being the best suited location in the east of Arun to support a 3G pitch. The site was also shown to have the capacity to significantly increase the provision of natural turf football pitches and therefore meet the criteria of a strategic hub site. This is a result of it being a key site for football within the area and a site that already accommodates a high demand. Furthermore, its existing grass pitches are of poor quality and one of these would be replaced by the 3G provision.

In 2022 the council commissioned The Sports Consultancy to review and update the feasibility study with additional information to further define the scope. The strategic review, needs analysis, stakeholder consultation and proposed usage programme have informed the conclusions on how to progress the project. The study has highlighted a need to increase capacity to meet demand and that a community sports hub at Palmer Road would serve a wide range of clubs and organisations. The feasibility study proposes a recommended facility mix and identifies what the project should include to attract external funding from the Football Foundation, with a particular focus on meeting the needs of underrepresented sectors of the community.

2.3 Neighbouring development

The delivery of the sports hub is linked to an outline planning approval (A/122/19/OUT) which was granted in 2020 for up to 160 homes north of Palmer Road recreation ground, on land which falls outside the Arun Local Plan strategic site allocations but within the Neighbourhood Plan provision. As part of the planning permission the S106 agreement requires land to be made available for expansion of current sports pitch provision to form the sports hub to the south of the residential development on Palmer Road recreation ground.

The planning approval includes the provision of two additional pitches as part of an extended recreation ground, which would provide the space required to accommodate the recommended additional pitch that the Football Association (FA) has recommended should be a 3G artificial turf pitch (ATP). It is proposed to adopt the Sport England model to deliver a community sports hub to replace the current changing facility.

As well as the provision of land and additional open space, section 106 allocations are available from a range of local (and strategic) development sites which can be invested in the project and contribute towards sports pitches, a community building and associated facilities e.g. a MUGA and play area.

Since the initial feasibility study was completed in 2019, Redrow submitted a planning application (ref: A/235/21/DOC) to discharge condition 5 regarding the Design Code details, which has been approved. A hybrid application (ref: A/270/21/OUT) has been submitted comprising:

- a) Demolition of existing buildings;
- b) Full planning application for the development of 160 No. dwellings with open space, landscaping and sustainable drainage systems (SuDS), and two vehicular access points from Arundel Road;
- c) Outline application with all matters reserved except for up to 1,393 square metres of Class E floor-space with associated parking provision and 2.1 hectares of sports pitch land.

This was submitted in December 2021 and is currently being considered by the council. In addition to this, there are two reserved matters applications (refs. A/46/22/RES and A/48/22/RES), which are under consideration and seek approval for the layout, scale, appearance, and landscaping of the residential dwellings.

2.4 Legal and planning matters

Due diligence of utilities and legal searches has been undertaken. The land is subject to historical restrictive covenants which derive from a conveyance from the Duke of Norfolk Estate, therefore further engagement will be required to understand any implications of this.

If the council applies for external funding from the Football Foundation, the funding body will require that a legal first charge is taken over the freehold or leasehold in order to secure its grant funding. In the event of being unable to charge the premises the Football Foundation will place a restriction on the title to the premises at the Land Registry, which prevents the council selling or letting the premises without the knowledge or consent of the Football Foundation.

Arun District Council has sought pre-planning advice regarding the proposed community sports hub at Palmer Road. The outcome was received in June 2022 and concluded that in principle, from the information provided at the time, the proposed development is acceptable and would accord with the relevant development plan policies. Due to the early stage of the project full details of the proposal were not available, therefore it cannot be considered fully until the extra information required has been submitted.

A traffic study has also been undertaken to ascertain whether the site could cater for the increased vehicle movements associated with a sports hub, and where the access would be best located. In response to this a pre-app advice request has been submitted to West Sussex County Council as the highway authority.

3. Stakeholders

Consultation has been carried out with key stakeholders during the feasibility study process including Angmering Parish Council, Angmering Sports and Recreation Association (ASRA), Angmering Advisory Group, a number of sports clubs and organisations (football, cricket, netball, leisure) and local schools. Feedback from each group is detailed within the feasibility study and has helped to inform how the project should be taken forward. A summary of the main points raised is listed below:

- Angmering Parish Council is keen to see the facility delivered but would not support the site access being taken through Decoy Drive.
- Sussex Football Association aims to increase the number and diversity of teams playing across the Arun district and enhanced facilities will maximise the potential for new programmes and initiatives. If the project is to benefit from Football Foundation funding the project will need to deliver outcomes such as development of the female game, flexible football (e.g. walking football), disability football and getting inactive people active.
- Sussex County Cricket highlighted a lack of facilities in the local area and improved set up would increase participation and the opportunity to be involved in new initiatives.
- England Netball report a demand for additional courts in the area due to the limited capacity on its courses.
- ASRA are unable to expand their clubs due to limitations of the current site not being able to support additional fixtures. The existing pitches suffer from waterlogging and overuse and therefore alternative facilities are used during the winter months. A new community hub would benefit from additional parking, changing rooms, storage and a social room. Concern has been raised by the clubs of not being able to play during the development of the sports hub.
- Freedom Leisure feel a community centre could offer a mix of fitness classes and a MUGA would meet the local demand for netball. They also highlighted the need for sufficient car parking for spectator events.
- For sports clubs the considerations are broadly similar. Many local clubs are running at full capacity and additional facilities would help meet that demand. Improving the quality of facilities would increase participation and enable clubs to play at a higher level. Teams often need to travel long distances to use quality pitches, especially 3G.
- Local schools would benefit from new community facilities and enable more participation in sport and physical activity and would assist in spreading the demand for their own pitches.

The stakeholder engagement concluded there is evidence of demand for one 3G pitch at Palmer Road to support the needs of sports clubs in the evenings and at weekends and for wider use during the day by the local community and schools. There is also demand for improved natural turf pitches.

Further engagement will take place with local stakeholders at design stage. Public consultation will also be carried out prior to the submission of a planning application.

4. Project deliverables

Following engagement with stakeholders and the needs analysis within the feasibility study, it is proposed that the scheme's facility mix will include:

- 1x full-sized 3G football pitch with floodlighting
- 1x adult grass football pitch
- 2x mini soccer 7v7 grass football pitches

- 4x mini soccer 5v5 grass football pitches
- 2x small-sided grass football pitches
- 1x artificial turf wicket cricket pitch
- 1x MUGA
- 1x play area (LEAP – local equipped area for play)
- 1x community hub building
- Parking for 109 vehicles
- Access

Optional Facilities:

- 1x natural turf cricket wicket square
- 1x full-sized 3G pitch to national league system criteria

To meet the requirements of the Football Foundation framework the community hub building will need to include:

- Sufficient changing rooms for adult & youth teams,
- Storage areas within changing rooms to allow staggered usage,
- A social facility with the provision of food & beverages.

In addition, the project will be required to deliver the following outcomes to ensure that it reaches as many different sectors of the community as possible:

- Local community provision
- Development of the female game
- Development of flexible football (e.g. walking football)
- Development of disability football
- Getting inactive people active
- Keeping active people active for longer / more active
- Engagement with the Community Foundation section of the local professional clubs

The proposed facilities are included on site option layout plans within the feasibility study. The different options for site access locations are also shown.

5. Costs

The following initial capital cost estimates are included in the feasibility study:

Item	Total Cost
Building costs (654m2)	1,962,000
Access road and car park	260,000
3G pitch, grass pitches, cricket wicket	1,315,000
Play and sport equipment	97,000
Design development and contingencies	963,010
Professional fees	486,229
Total	£5,083,239

The costs above are a best estimate as of October 2022. They do not include costs for excavation and groundworks, removal of existing pavilion, site levelling works, drainage, landscape works, access improvements, site fencing, tree planting/replacement, loose internal furniture and equipment, planning fees and client costs.

It should be noted that costs for risk mitigation have not been included above. Further investigation of risks identified in the risk log will ascertain whether additional costs will be incurred and the likely impact on the project budget.

Commencement of the design stage will enable further cost detail to be provided, while final costs will be known following the procurement process.

6. Funding

Section 106 developer contributions have been allocated to a community sports hub at Palmer Road recreation ground, from the following planning applications:

Expenditure Area	Application Reference	S106 Allocation	Total potential funding
Community sports hub building/sports hall	A/144/15/PL	139,694.00	£629,355.52
	A/40/18/OUT	361,777.00	
	A/51/14/OUT	14,246.00	
	A/76/20/PL	31,677.00	
	LU/229/10	33,942.52	
	A/76/20/PL	48,019.00	
Natural turf pitches (NTP) with ancillary facilities	A/167/14/PL	63,945.45	£1,183,562.95
	A/82/12	288,795.33	
	A/144/15/PL	265,635.12	
	A/144/15/PL	276,222.05	
	A/51/14/OUT	44,296.00	
	A/76/20/PL	42,582.00	
	A/99/17/OUT	58,370.00	
	A/40/18/OUT	143,717.00	
Artificial grass pitches (AGP)	A/167/14/PL	2,535.07	£89,843.82
	LU/116/13	845.95	
	A/82/12	7,982.63	
	A/144/15/PL	8,397.74	
	A/144/15/PL	8,732.43	
	A/76/20/PL	13,303.00	
	A/40/18/OUT	34,695.00	
	A/51/14/OUT	1,756.00	
A/99/17/OUT	11,596.00		
Public art	A/51/14/OUT	1,866.00	£5,103.50

	A/76/20/PL	3,237.50	
Fitness equipment	A/144/15/PL	22,125.46	£32,525.46
	A/76/20/PL	10,400.00	
Play area	A/131/16/OUT	10,793.88	£42,876.07
	A/142/16/OUT	32,082.19	
MUGA	A/99/17/OUT	42,709.00	£49,099.74
	A/132/17/OUT	6,390.74	
Pitch maintenance	A/76/20/PL	67,229.00	£67,229.00
	TOTAL		£2,099,596.06

* Funding received

* Funding proposed

While the funding has been included within the Section 106 agreements for the applications listed, it is not guaranteed until received. There are deadlines by which the S106 funding must be spent, with the earliest date being December 2028.

There is also potential for Football Foundation funding for Palmer Road as it is a high priority project within the Local Football Facility Plan for Arun (LFFP). Funding can be used for pitches, including 3G artificial pitches, natural turf pitches and small-sided spaces, which can amount to 75% of the total funding. The funding can also be used for structures such as changing rooms and pavilions (25% of total funding).

7. Interface Activities

- Neighbouring housing development
- Neighbouring commercial/industrial estate works
- Potential project delivery as a result of Neighbourhood Plan
- Leisure Operating Contract
- Greenspace Management Contract 2017 – 2027
- Public art projects

8. Risk Log

The following risks have been identified and require further investigation to establish mitigation measures and associated costs:

ID	Risk Type	Score
1	<u>Budget and project funding:</u> Current costs based on feasibility studies. Budget for the project dependent on	High

	application to Football Foundation, conditions of grant award and S106 spending obligations. Shortfall in funding expected.	
2	<u>Programme:</u> Phasing of works to retain site access for general public and potential impact on local school parking. Project timing dependent on S106 expenditure deadlines.	Medium
3	<u>Planning consent:</u> Full planning application and approval process required. Pre-app advice has been obtained and concluded that in principle the proposed development is acceptable. Project is dependent on transfer of land from adjacent planning consent following development of industrial land/residential housing to north.	Medium
4	<u>Site access</u> Site access is dependent on agreement with developer of commercial and residential area to north. Angmering Parish Council not supportive of alternative route via Decoy Drive.	Medium
5	<u>Lease arrangements</u> Existing land lease arrangement in place with ASRA/Parish Council, need to allow for early release.	Medium
6	<u>Site covenants</u> Historical covenants derived from Duke of Norfolk Estate could have potential impact on construction.	Medium
7	<u>Highways:</u> Consultation to take place as part of planning process. Some traffic studies have been completed. Linked to access arrangements.	Low
8	<u>Existing site constraints:</u> Location of services may impact construction.	Medium
9	<u>High water table:</u> Site is prone to waterlogging and requires good level of drainage for pitch provision.	Medium
10	<u>Existing car park:</u> Location of car park is dependent on final design and confirmed access route onto site.	Medium
11	<u>End users/Public support:</u> Minor disruption to residents and site users likely during construction phase.	Low
12	<u>Neighbours/Planning:</u> Consultation with key stakeholders at all stages and during planning application. Consultation with residents during planning application.	Low
13	<u>Demolition of existing pavilion building:</u> Could potentially impact cost and will require reinstatement.	Low
14	<u>Flood risk:</u> The site is located within Flood Zone 1. Land and property in this zone have a low probability of flooding.	Low
15	<u>Services capacities:</u> Existing capacity/condition of services unknown.	Medium
16	<u>Ecology/wildlife/conservation:</u> Ecological surveys required to determine presence of protected species.	Medium

9. Programme

The proposed programme identifies the project stages:

Project Activities	Timescale
Enter into framework agreement with Football Foundation and further scope definition	Early 2023
Consultant appointment	Spring 2023
Surveys, design, public consultation	Summer 2023 - Spring 2024
Planning application, tender process for contractor	Spring - Summer 2024
Construction	Summer 2024
Completion	Summer 2025

To maintain this programme, it is vital to progress the project as quickly as possible and put in place appropriate resources. Reports providing further detail for each project will be presented at future meetings of the Policy and Finance Committee.

The programme above is completely dependent on the land north of Palmer Road being transferred to ADC. No work can commence unless this is in the council's ownership.

Within the section 106 agreements there are deadline dates for expenditure of the funding which range from 2028-2032. Additional section 106 funding is due to be received 2024-25.

Following submission of a funding bid to the Football Foundation, the application will be taken to a panel for decision within three months (for applications over £1 million). The Football Foundation grant award will set a deadline for the scheme to be completed by.

This page is intentionally left blank

Palmer Road Stage Two Feasibility Study & Options
Appraisal

ARUN DISTRICT COUNCIL

October 2022



THE
SPORTS
CONSULTANCY





CONTENTS

1.	INTRODUCTION	2
2.	CURRENT FACILITY	4
3.	STRATEGIC REVIEW	6
4.	NEEDS ANALYSIS	10
5.	STAKEHOLDER CONSULTATION	20
6.	PROPOSED USAGE PROGRAMME	28
7.	RECOMMENDED FACILITY MIX	29
8.	SITE OPTIONS AND LAYOUTS	30
9.	CAPITAL COSTS	36
10.	PROJECT DELIVERY	37
11.	CONCLUSIONS & NEXT STEPS	40

Page 40

1. INTRODUCTION

- 1.1 The Sports Consultancy has been appointed by Arun District Council to undertake a Stage Two Feasibility Study and Options Appraisal for a Sports & Community Hub located on Palmer Road Recreation Ground.
- 1.2 This study follows on from an Initial Options Appraisal completed for Arun District Council in 2018. The original appraisal helped to raise the profile of a potential development at Palmer Road Recreation Ground and provided an evidence base to justify the Football Foundation's decision to rank the project as its highest priority in the district, as set out in the Local Football Facility Plan for Arun.
- 1.3 As a result of the prior work completed, the Council is now considering the viability of delivering the Sports Hub, including the identification of its specification and scale. Therefore, the Council will use the findings from this study to detail their preferred option for the site and inform significant investment decisions.

Page 11

The study has multiple purposes, including:

- to review the Initial Options Appraisal completed by The Sports Consultancy (dated September 2018) and identify updates and gaps,
- to undertake consultation with clubs and potential users to establish the demand for the proposed facilities to underpin the proposed usage programme,
- to determine whether it is viable to locate a second 3G pitch at the site,
- to clarify the requirements of the Football Foundation (including programme) and set out how their process sits alongside the delivery of the wider hub project,
- to indicate the scale of likely external funding award (through consultation with the Football Foundation),
- to produce a project plan with clear stages and timeframes for delivery for the whole project,

- to provide outline costs for consultant fees to deliver the entire project.

METHODOLOGY

- 1.5 The methodology is focussed on completing a thorough needs analysis and appraisal of the resulting facility options that are developed for the Sports & Community Hub at the site. It provides a detailed appraisal of the viability of facilities through completion of the following main stages of work included in the project brief:

- **Site visit** – The consultant team visited Palmer Road Recreation Ground to gain an understanding of the key opportunities and constraints.
- **Strategic review** – A District wide review of all relevant background information was completed. This included the district wide Sports and Leisure Facilities Needs Assessment report completed by Arun District Council.
- **Needs analysis** – A review of existing provision and demand of relevant facilities was undertaken, including a mapping exercise within a 20-minute drivetime catchment of the site.
- **Stakeholder consultation** – Consultation with local football and cricket clubs, local schools, key National Governing Bodies of sports (e.g. Sussex CC and the FA), Football Foundation, Freedom Leisure, Angmering Social & Recreation Association (ASRA), Angmering Parish Council and Arun District Council officers was undertaken to supplement the findings on the strategic review work.
- **Proposed usage programme** – A review of the demand and accommodation schedules of local football clubs to determine the need for one or two 3G facilities at Palmer Road Recreation Ground.
- **Recommended facility mix** – Based on the work completed during the strategic review, needs analysis, consultation and proposed usage programme, the optimal facility mix was defined.

1. INTRODUCTION & METHODOLOGY



- **Site options & layouts** – Use of an independent pitch specialist to produce site plans which optimise space for the optimal facility mix defined.
- **Operating Business Plan** – Initial income and expenditure projections for the Sports and Community Hub, including the 3G pitch. This established the indicative financial implications of operating the new facility.
- **Capital costs** – Initial capital cost estimates have been completed using benchmarked cost data and Sport England facility cost data.
- **Conclusions & Next Steps** – A brief summary of the conclusions and next steps has been included at the end of this report.

2. CURRENT FACILITY

2. CURRENT FACILITY

2.1 Palmer Road Recreation Ground is approximately 39,000m² and currently includes the following facilities:

- 2 x full size football grass pitches,
- 1 x junior football grass pitch,
- 1 x artificial cricket wicket,
- 1 x multi use games area (MUGA),
- Sports pavilion with 4 changing rooms, officials changing room and licensed bar,
- Children's play area.

The pavilion is a timber framed building dating from the 1980's and originally built to serve the community on a temporary basis. It has a licensed bar and communal area and requires significant investment. Photos of the site are shown in Figure 1. The pavilion is currently used by a variety of different clubs and is home to Angmering Sports and Recreation Association (ASRA).

2.3 In 2020, outline planning approval (ref: A/122/19/OUT) was granted for up to 160 residential units on the land to the north of Palmer Road Recreation Ground. The Section 106 Agreement requires land to be made available for the expansion of the current sports pitch provision on the recreation ground to form a sports hub south of the development.

2.4 Since the outline planning approval in 2020, further applications have been submitted for the site. A/235/21/DOC was approved with detail reserved, while A/46/22/RES, A/48/22/RES and A/270/21/OUT are still under consideration by the Council. The delivery of the community sports hub is reliant on the transfer of the additional land north of Palmer Road Recreation Ground.

Figure 1: Palmer Road's Existing Pavilion and Facilities



2. CURRENT FACILITY



3. STRATEGIC REVIEW

3.1 This section contains a review of Arun's local strategic documents, which are of significance to the development at Palmer Road Recreation Ground. This includes consideration of the following:

- Playing Pitch Strategy and Action Plan (March 2019),
- Indoor Sports and Built Facilities Strategy (2019-2029),
- Local Plan (2018-2031),
- Local Football Facilities Plan (LFFP).

3.2 A summary of these documents and their key findings have been provided over the following pages.

Playing Pitch Strategy and Action Plan (March 2019)

Arun District Council's objectives of the strategy:

- To promote and protect the existing supply of outdoor sports facilities and pitches where it is needed for meeting current and future needs,
- To enhance outdoor sports facilities and accompanying ancillary facilities through improving the quality and management of sites,
- To provide new outdoor sports facilities where there is current or future demand to do so.

Grass Football Pitches

3.4 There are 116 football pitches across 53 sites in Arun, of which 98 are available, at some level, for community use (across 44 sites).

3.5 Of the pitches available for community use, 13 are assessed as good quality, 50 as standard quality and 35 are deemed to be poor quality.

3.6 A total of 210 teams are identified as playing within Arun across 44 clubs, consisting of:

- 59 men's teams,
- 3 women's teams,
- 82 youth boys' teams,
- 7 youth girls' teams,
- 69 mini soccer teams.

3.7 There has been an overall increase of 43 teams playing in Arun since 2016.

3.8 Four clubs have expressed latent demand for a total of 16 teams.

3.9 There are 15 pitches overplayed across ten sites by a total of 17.5 match equivalent sessions.

3.10 The changing facilities at Palmer Road Recreation Ground are rated as poor quality.

3.11 Strategic recommendations:

- Protect existing quantity of pitches until a sufficient quantity exists to meet respective demand (unless replacement provision is agreed upon and provided),
- Ensure proposed new pitches are provided to a good quality and that they are configured to alleviate existing shortfalls, whilst seeking to maximise community use,
- Ensure all teams are playing on the correct pitch sizes and explore reconfiguration of adult pitches to accommodate youth 11v11 teams where possible,
- Improve ancillary facilities where there is a demand to do so and where it can benefit the wider footballing offer.

3G Pitches

3.12 There are three full size 3G pitches within Arun, all of which are available to the community and floodlit.

3. STRATEGIC REVIEW

- 3.13 All full size 3G provision is accompanied by ancillary facilities that are considered adequate.
- 3.14 When considering future demand for an additional 53 teams, the shortfall of pitches increases to four full size 3G pitches.
- 3.15 With limited spare capacity existing on the current stock and a shortfall of grass pitch provision, there is a clear need for more pitches to be developed in strategically suitable locations.
- 3.16 Moving match play to 3G pitches is supported by the FA; however, only one of the three existing full size 3G pitches in Arun has undergone appropriate testing and is approved to host competitive matches (Arena Sports Centre/Bognor Regis School).
- 3.17 The site identified as being best suited in the East of Arun is Palmer Road Recreation Ground. This is a result of it being a key site for football within the area and a site that already accommodates a lot of demand. Furthermore, it contains poor quality grass pitches, of which, one pitch would be replaced by the 3G provision.
- 3.18 In the East, one option could be to install another pitch at Palmer Road Recreation Ground, making it into a multi-3G pitch hub site, which is a model encouraged by the FA.
- 3.19 Strategy recommendations:
- Explore options of providing new 3G pitches first and foremost to meet football training shortfalls,
 - When assessing 3G pitch suitability, give preference to opportunities for multi 3G pitch sites,
 - Ensure that any new 3G pitches are constructed to meet FA/RFU recommended dimensions and quality performance standards to meet performance testing criteria,
 - Ensure that any new 3G pitches have community use agreements in place,
 - Support creation of additional 3G pitches above and beyond football training shortfalls if it can satisfy rugby demand as well as football

demand; or, explore creation of 3G pitches that are both football and rugby appropriate when alleviating shortfalls.

Cricket

- 3.20 In total, there are 13 grass wicket squares identified in Arun, all of which are available for community use, as well as seven wicket cricket squares in South Downs National Park.
- 3.21 There are NTPs accompanying grass wicket squares at five sites and there are standalone NTPs at three sites.
- 3.22 The audit of grass wicket cricket pitches found seven pitches to be good quality and 13 to be standard quality; none are assessed as poor quality.
- 3.23 Changing facilities at Findon Cricket Club and Palmer Road Recreation Ground are considered to be poor quality and are in need of refurbishment.
- 3.24 A total of 17 clubs are identified across Arun, consisting of:
- 47 senior men's teams,
 - 1 senior women's team,
 - 45 junior boys' teams,
 - 3 junior girls' teams.
- 3.25 There are three Arun based clubs which access secondary venues in neighbouring local authorities, either due to a lack of capacity at their preferred grounds or to protect quality.
- 3.26 Eight squares are adjudged to be overplayed and overplay amounts to 100 match equivalent sessions per season.
- 3.27 There is a current and future shortfall of 14 match equivalent sessions for senior cricket in Arun.
- 3.28 Strategy recommendations:
- Protect existing quantity of cricket squares, including protection from development that may prejudice the use of a cricket square such as

residential development in close proximity to a cricket outfield (ball strike issues),

- Explore options of alleviating overplay through the installation of new and the better use of existing NTPs,
- Improve changing facilities at Palmer Road Recreation Ground,
- Ensure that any large housing developments are provided for and assess the need for new pitch provision through master planning on an individual basis.

Indoor Sports and Built Facilities Strategy (2019-2029)

3.29 The focus of this Strategy is to provide clear direction to all partners so that together they can plan and develop a modern, efficient, and sustainable range of Community based Sport and Leisure facilities. This will ensure residents have the opportunity to be physically active and healthier and where appropriate develop their sporting ambitions within their local community.

3.30 The Indoor Sports and Leisure Facilities Strategy assessment of sports halls evaluates the supply and demand of sports/activity hall space in the District. This will help define the facility mix for the Sports & Community Hub. Key findings include:

- The current stock of sports halls is well used by the community which limits options to increase participation,
- Sports halls are operating near to capacity, offering little scope to expand, meaning that future demand will have to be accommodated at new facilities,
- There will be a need for additional sports hall space of an equivalent four courts by 2025 rising to six courts in 2030 based on strategic housing developments. Using ONS projections, this increases to seven courts up to 2036.

3.31 Community sports hubs are considered as being of strategic District-wide importance where users are willing to travel to access facilities that provide a quality offer and range of provision. Hub sites are envisaged to be multi-sport facilities intended to address a range of strategic issues that are identified across Arun. They will include indoor and outdoor sports and physical activity space.

3.32 The development of a community sports hub at Palmer Road Recreation Ground has been identified as a priority for Arun District Council.

Local Plan (2018-2031)

3.33 Arun's Local Plan strategic objective for Health, Recreation & Leisure is to:

- "Promote strong, well-integrated and cohesive communities, through the promotion of healthy lifestyles, provision of good quality accessible community facilities and a safe environment, which delivers an enhanced quality of life to all. This includes meeting the needs of a growing elderly population."

3.34 Identified needs and opportunities have been used to develop strategic priorities for leisure and recreation facilities. These include:

- Community sports hubs to provide for a number of outdoor sports,
- Additional sports pitches and improvements to existing facilities to increase capacity,
- New provision for teenagers and young people,
- Ensure low quality, highly-valued open space sites are prioritised for enhancement,
- To protect the existing supply of outdoor sports facilities where it is needed for meeting current and future needs,
- To enhance outdoor sports facilities through improving quality and management of sites,

- To provide new outdoor sports facilities where there is current or future demand to do so,
- Aim to ensure that all Arun residents have access to community sports facilities which are accessible from a cost, distance and appropriate/fit for purpose point of view,
- Need for additional sports hall space to meet current and future demand dependent on growth in housing,
- Need for additional 3G pitches in the District to meet current and future demand.

Local Football Facilities Plan (LFFP)

Page 48

- 3.35 FA data and the PPS state that there are currently three full-sized (11v11) 3G FTPs in Arun. This is a current shortfall of two and a future shortfall of four relative to assessed demand.
- 3.36 Of the full sized 3G FTPs, all three are at school sites (and used by the respective schools), however, all are available for community use.
- 3.37 Local consultation reveals common issues with limited availability, considerable travel distances and insufficient match play on 3G.
- 3.38 In the East, it is recommended that both full-sized 3G FTPs are located at Palmer Road Recreation Ground, where there is an existing proposal in place to develop the site into a community sports hub.
- 3.39 Palmer Road Recreation Ground is a key site for football with proposals already in place to develop it into a community sports hub. It represents an ideal site to alleviate current 3G FTP shortfall in the East, with possibility of making it a double 3G pitch site in the future. Existing grass pitches and changing facilities are poor quality, with a re-build of the changing facilities the preferred option.
- 3.40 18 teams currently play at Palmer Road Recreation Ground from Angmering, Angmering Youth, Angmering Seniors and Rustington Raiders football clubs.

4. NEEDS ANALYSIS

4.1 In order to understand the current level of facility provision within relatively easy access of the existing Palmer Road Recreation Ground we have analysed the facilities within a 20-minute drivetime catchment of the site. Details of facilities were obtained from Sport England's Active Places database and mapped using GIS mapping software.

4.2 The competing facility types which have been mapped include:

- Full-sized 3G Football Pitches (long pile),
- Adult Grass Football Pitches,
- Junior 11v11 Grass Football Pitches,
- Junior 9v9 Grass Football Pitches,
- Mini soccer 5v5 Grass Football Pitches,
- Mini soccer 7v7 Grass Football Pitches,
- Cricket Pitches.

4.3 The results of the mapping exercise are contained in the following pages.

Current Catchment Population

4.4 Table 1 shows the population statistics within a 10- and 20-minute drivetime catchment to provide greater detail on the size and characteristics of the local community surrounding Palmer Road Recreation Ground. It is worth noting that whilst in 2018 there was a population of 39,430 within a 10-minute drive of the existing facility, this is expected to increase by c10% between now and 2031 when the new housing developments in the area have been delivered. We have taken this future population growth into consideration as part of the needs analysis.

Table 1: Palmer Road Catchment Population

Attribute	0 To 10 Min	0 To 20 Min
Estimated Average Weekly Household Income	£713	£716
2018 Population	39,430	225,438
2018 Male	18,637	108,528
2018 Female	20,792	116,910
2018 Age <5	2,052	11,443
2018 Age 5-9	2,246	12,784
2018 Age 10-14	2,130	12,166
2018 Age 15-19	1,861	10,702
2018 Age 20-24	1,546	9,487
2018 Age 25-29	1,730	11,037
2018 Age 30-34	1,850	11,745
2018 Age 35-39	2,018	12,998
2018 Age 40-44	2,060	12,882
2018 Age 45-49	2,686	15,672
2018 Age 50-54	2,831	16,759
2018 Age 55-59	2,631	15,538
2018 Age 60-64	2,500	14,040
2018 Age 65-69	2,736	14,433
2018 Age 70-74	3,059	15,633
2018 Age 75-79	2,166	10,823
2018 Age 80-84	1,613	8,300
2018 Age 85-89	1,059	5,554
2018 Age 90+	654	3,444
Households	16,486	95,795



3G Pitches

4.5 There are six full-sized 3G football pitches within a 20-minute drive of the Palmer Road site. All six of these are long piled 3G pitches which are suited to football.

Figure 2 shows the location of the pitches across neighbouring districts and Table 2 provides a reference to the facilities located on the map.

4.6 As shown in

4. NEEDS ANALYSIS

Figure 2, a significant amount of the supply of 3G pitches within a 20-minute drivetime catchment of Palmer Road is provided by neighbouring districts (Adur and Worthing).

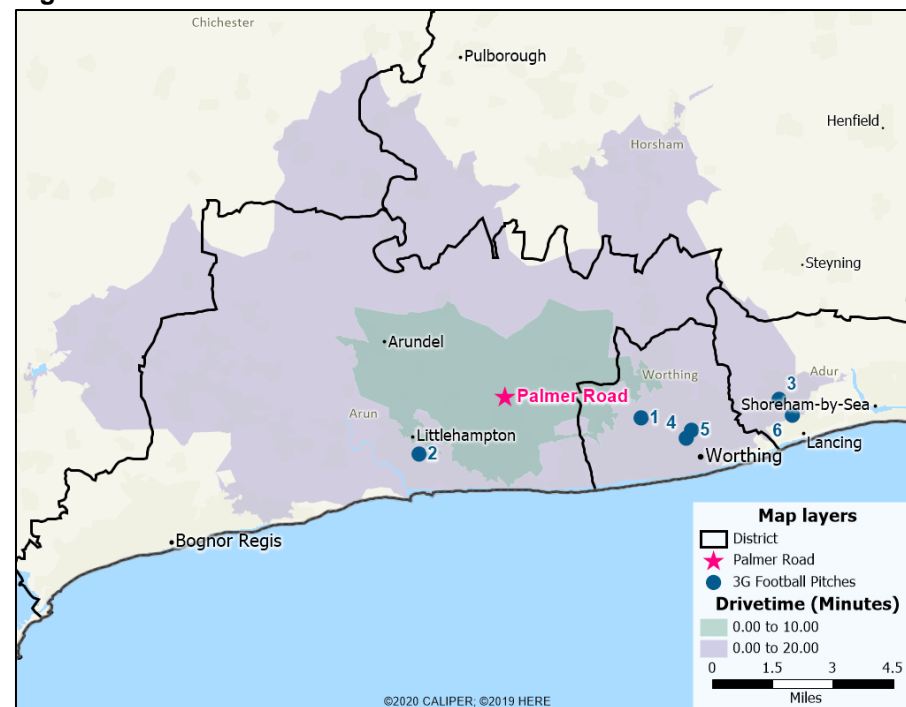
- 4.7 The map shows a deficiency of 3G football pitches within close proximity to Palmer Road Recreation Ground. There are no pitches located within a 10-minute drive of the site. This indicates that the site is well placed to cater for demand from local football clubs who currently do not have a local 3G facility which they can use.

Table 2: 3G Pitches (map reference)

ID	Site Name	Access Type	Range
1	DURRINGTON HIGH SCHOOL	Sports Club / Community Association	10-15
2	LITTLEHAMPTON ACADEMY	Sports Club / Community Association	10-15
3	SIR ROBERT WOODARD ACADEMY	Sports Club / Community Association	15-20
4	WORTHING FOOTBALL CLUB	Sports Club / Community Association	15-20
5	WORTHING HIGH SCHOOL	Sports Club / Community Association	15-20
6	SUSSEX COUNTY FOOTBALL ASSOCIATION	Sports Club / Community Association	15-20

Page 51

Figure 2: 3G Pitches within 20 Minutes of Palmer Road



Adult Grass Football Pitches

- 4.8 There are 48 adult grass football pitches spread across 33 sites within a 20-minute drive of Palmer Road Recreation Ground. Figure 3 on the following page shows the location of these pitches across Arun and neighbouring districts.
- 4.9 Table 3 provides a reference to the location of adult grass football pitches shown in the map.
- 4.10 The map shows that there are a significant number of alternative adult grass football pitches within a 20 minute drive of the site. There are 11 pitches

4. NEEDS ANALYSIS

spread across seven sites within a 5-10 minute drive of Palmer Road Recreation Ground.

Figure 3: Adult Grass Football Pitches within 20 minutes of Palmer Road

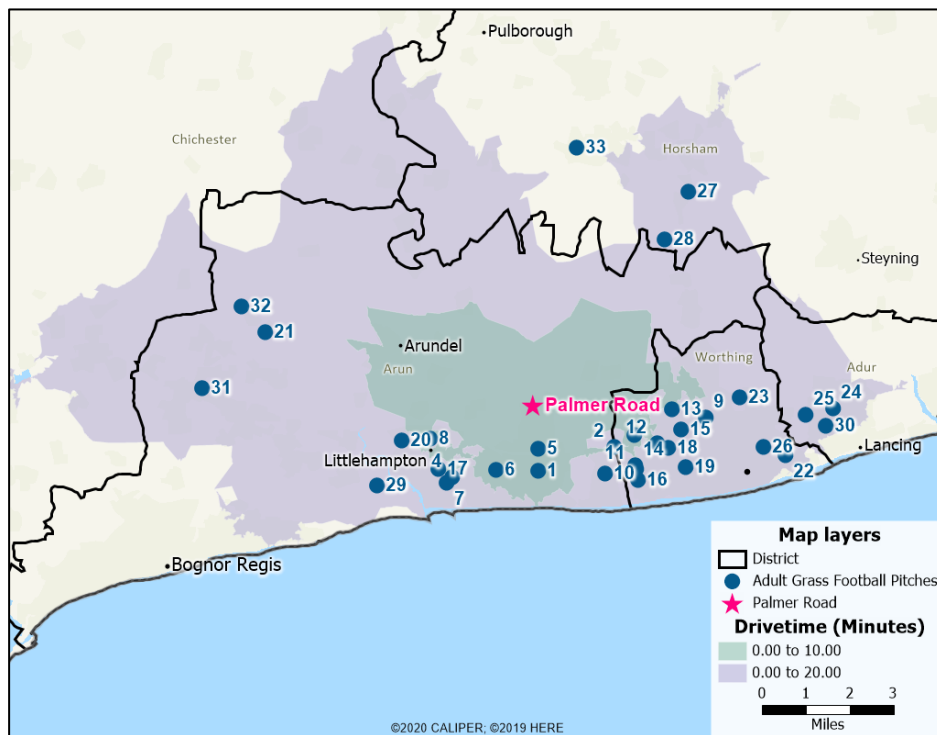


Table 3: Adult Grass Football Pitches (map reference)

ID	Site Name	Pitches	Access Type	Range
1	EAST PRESTON FOOTBALL CLUB	1	Sports Club / Community Association	5-10
2	HIGHDOWN FIELD	2	Pay and Play	5-10
3	NORTHBROOK RECREATION GROUND	2	Pay and Play	5-10
4	SOUTHFIELDS RECREATION GROUND	2	Pay and Play	5-10
5	THE ANGMERING SCHOOL	1	Sports Club / Community Association	5-10
6	WOODLANDS CENTRE RECREATION GROUND	1	Sports Club / Community Association	5-10
7	LITTLEHAMPTON TOWN FC	2	Sports Club / Community Association	5-10
8	CRABTREE PARK (WICK FC)	1	Sports Club / Community Association	10-15
9	DURRINGTON RECREATION GROUND	2	Free Public Access	10-15
10	FERRING FOOTBALL CLUB	1	Sports Club / Community Association	10-15
11	GORING RECREATION GROUND	1	Pay and Play	10-15
12	PALATINE PARK	2	Sports Club / Community Association	10-15
13	POND LANE RECREATION GROUND	2	Pay and Play	10-15
14	ST OSCAR ROMERO CATHOLIC SCHOOL	1	Pay and Play	10-15
15	DURRINGTON HIGH SCHOOL	4	Pay and Play	10-15
16	FERNHURST RECREATION GROUND (WORTHING)	1	Pay and Play	10-15
17	LITTLEHAMPTON ACADEMY	1	Sports Club / Community Association	10-15

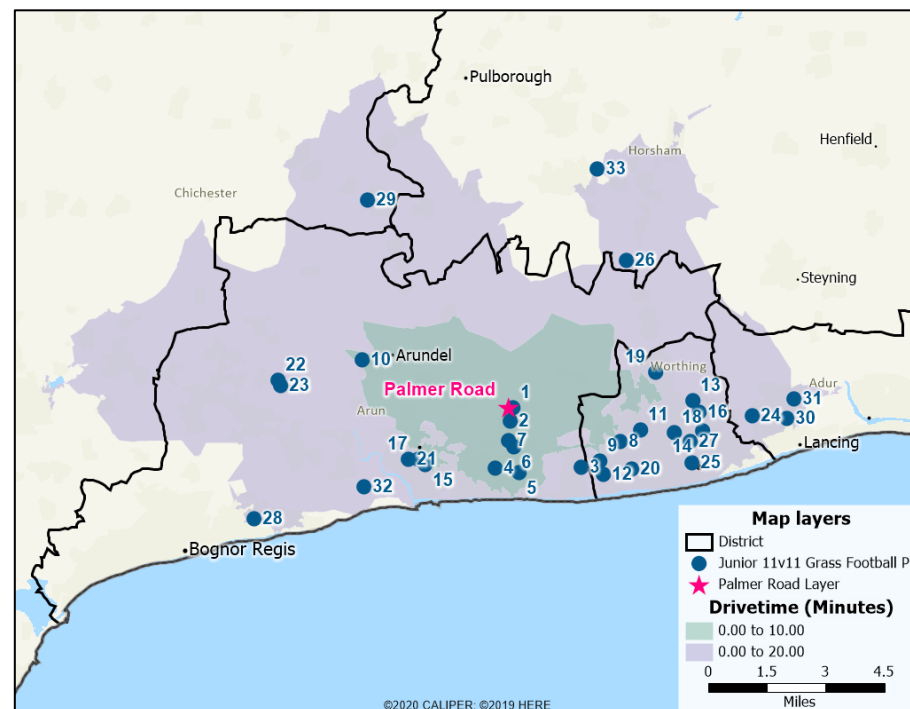
4. NEEDS ANALYSIS

18	ORCHARDS JUNIOR SCHOOL	2	Private Use	10-15
19	WEST PARK RECREATION GROUND	1	Free Public Access	10-15
20	KINGLEY GATE PLAYING FIELD	2	Sports Club / Community Association	10-15
21	MILL ROAD RECREATION GROUND	1	Sports Club / Community Association	10-15
22	DAVISON CHURCH OF ENGLAND HIGH SCHOOL FOR GIRLS	1	Sports Club / Community Association	15-20
23	HILLBARN RECREATION GROUND	2	Sports Club / Community Association	15-20
24	SIR ROBERT WOODARD ACADEMY	2	Sports Club / Community Association	15-20
25	SOMPTING RECREATION GROUND	2	Pay and Play	15-20
26	ST ANDREW'S CHURCH OF ENGLAND HIGH SCHOOL FOR BOYS	1	Sports Club / Community Association	15-20
27	WASHINGTON RECREATION GROUND	1	Pay and Play	15-20
28	WINDLESHAM HOUSE SCHOOL	1	Sports Club / Community Association	15-20
29	CLYMPING PLAYING FIELD	1	Sports Club / Community Association	15-20
30	CROSHAW RECREATION GROUND	1	Sports Club / Community Association	15-20
31	EASTERGATE SPORTS FIELD	1	Pay and Play	15-20
32	SLINDON COLLEGE	1	Private Use	15-20
33	STORRINGTON RECREATION GROUND	1	Sports Club / Community Association	15-20

Junior 11v11 Grass Football Pitches

- 4.11 There are 53 junior 11v11 grass football pitches spread across 33 sites within a 20-minute drive of Palmer Road Recreation Ground. Figure 4 below shows the location of these pitches across Arun and neighbouring districts. Table 4 provides a reference to the location of the pitches shown in the map.
- 4.12 The map shows that there are a significant number of alternative junior 11v11 grass football pitches within a 20 minute drive of the site. There are two pitches within a five minute drive of Palmer Road. Additionally, there are a further ten pitches spread across five sites within a 5-10 minute drive.

Figure 4: Junior 11v11 Grass Football Pitches within 20 minutes of Palmer Road



4. NEEDS ANALYSIS



Table 4: Junior 11v11 Grass Football Pitches (map reference)

ID	Site Name	Pitches	Access Type	Range
1	ST MARGARET'S SCHOOL	1	Private Use	0-2.5
2	ST. WILFRIDS CATHOLIC PRIMARY SCHOOL	1	Private Use	2.5-5
3	FERRING C OF E PRIMARY SCHOOL	2	Private Use	5-10
4	GEORGIAN GARDENS COMMUNITY PRIMARY SCHOOL	2	Private Use	5-10
5	LASHMAR ROAD RECREATION GROUND	1	Pay and Play	5-10
6	THE ANGMERING SCHOOL	1	Sports Club / Community Association	5-10
7	WOODLAND PARK SPORTS FIELD	4	Sports Club / Community Association	5-10
8	PALATINE PARK	3	Sports Club / Community Association	10-15
9	ST OSCAR ROMERO CATHOLIC SCHOOL	4	Pay and Play	10-15
10	ARUNDEL C OF E PRIMARY SCHOOL	2	Private Use	10-15
11	DURRINGTON HIGH SCHOOL	1	Pay and Play	10-15
12	GORING HALL RECREATION GROUND	1	Pay and Play	10-15
13	HILLBARN RECREATION GROUND	1	Sports Club / Community Association	10-15
14	LANCING COLLEGE PREPARATORY SCHOOL	1	Private Use	10-15
15	LITTLEHAMPTON ACADEMY	2	Sports Club / Community Association	10-15
16	ROTARY PARK RECREATION GROUND	1	Pay and Play	10-15

17	ST CATHERINES CATHOLIC PRIMARY SCHOOL	1	Private Use	10-15
18	THOMAS A BECKET JUNIOR SCHOOL	3	Sports Club / Community Association	10-15
19	VALE SCHOOL	1	Sports Club / Community Association	10-15
20	WEST PARK CE PRIMARY SCHOOL	2	Private Use	10-15
21	WHITE MEADOWS PRIMARY ACADEMY	2	Private Use	10-15
22	WALBERTON AND BINSTED C OF E PRIMARY SCHOOL	1	Private Use	10-15
23	WALBERTON PLAYING FIELDS	2	Sports Club / Community Association	10-15
24	SOMPTING VILLAGE PRIMARY SCHOOL	1	Private Use	15-20
25	VICTORIA PARK (WORTHING)	1	Pay and Play	15-20
26	WINDLESHAM HOUSE SCHOOL	2	Sports Club / Community Association	15-20
27	WORTHING HIGH SCHOOL	1	Sports Club / Community Association	15-20
28	BISHOP TUFNELL CE (AIDED) PRIMARY SCHOOL	1	Sports Club / Community Association	15-20
29	BURY C OF E PRIMARY SCHOOL	1	Private Use	15-20
30	MONKS RECREATION GROUND	2	Sports Club / Community Association	15-20
31	NORTH LANCING PRIMARY SCHOOL	1	Sports Club / Community Association	15-20
32	ST MARYS C OF E PRIMARY SCHOOL	1	Private Use	15-20
33	STEYNING GRAMMAR SCHOOL (ROCK ROAD CAMPUS)	2	Sports Club / Community Association	15-20

Junior 9v9 Grass Football Pitches

- 4.13 There are seven junior 9v9 grass football pitches spread across five sites within a 20-minute drive of Palmer Road Recreation Ground. Figure 5 below shows the location of these pitches across Arun and neighbouring districts. Table 5 provides a reference to the location of the pitches shown in the map.
- 4.14 Only one Junior 9v9 grass football pitch is located within a 5-10 minute drive of the site, situated at Highdown Field.

Figure 5: Junior 9v9 Grass Football Pitches within 20 minutes of Palmer Road

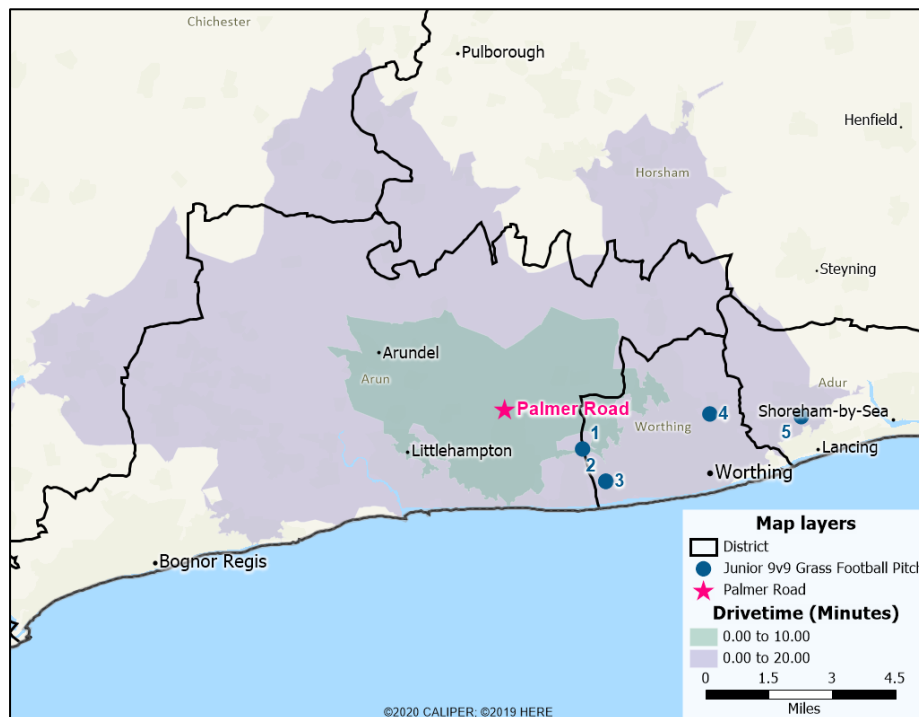


Table 5: Junior 9v9 Grass Football Pitches (map reference)

ID	Site Name	Pitches	Access Type	Range
1	HIGHDOWN FIELD	1	Sports Club / Community Association	5-10
2	FERNHURST RECREATION GROUND (WORTHING)	1	Pay and Play	10-15
3	GORING HALL RECREATION GROUND	1	Pay and Play	10-15
4	ROTARY PARK RECREATION GROUND	3	Sports Club / Community Association	10-15
5	THE GLOBE PRIMARY ACADEMY	1	Private Use	15-20

Minisoccer 5v5 Grass Football Pitches

- 4.15 There are 14 minisoccer 5v5 grass football pitches spread across nine sites within a 20-minute drive of Palmer Road Recreation Ground. Figure 6 on the following page shows the location of these pitches across Arun and neighbouring districts. Table 6 provides a reference to the location of the pitches shown in the map.
- 4.16 The map shows a deficiency of minisoccer 5v5 grass football pitches within close proximity to Palmer Road Recreation Ground. There are only two pitches within a 5-10 minute drive of Palmer Road. Additionally, seven of the nine sites providing mini soccer 5v5 football pitches are located in neighbouring districts.
- 4.17 Of the 14 pitches within a 20 minute drive of the site, eight minisoccer 5v5 grass pitches are pay and play.

Figure 6: Minisoccer 5v5 Grass Football Pitches within 20 minutes of Palmer Road

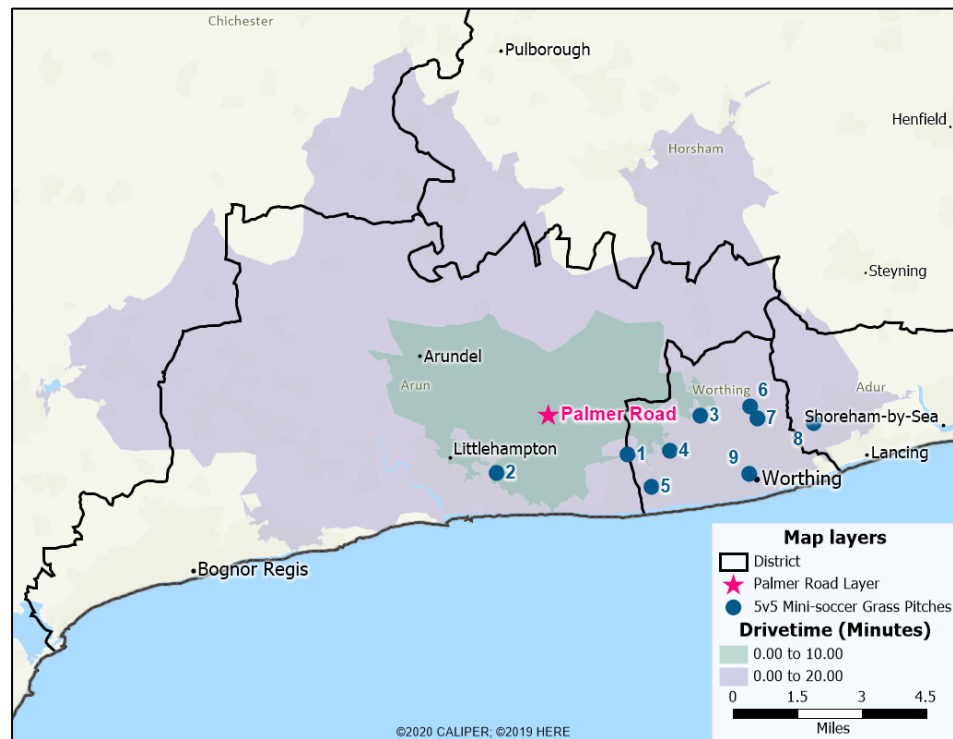


Table 6: Minisoccer 5v5 Grass Football Pitches (map reference)

ID	Site Name	Pitches	Access Type	Range
1	HIGHDOWN FIELD	1	Pay and Play	5-10
2	RUSTINGTON COMMUNITY PRIMARY SCHOOL	1	Sports Club / Community Association	5-10
3	DURRINGTON INFANT AND JUNIOR SCHOOL	2	Private Use	10-15
4	PALATINE PARK	2	Sports Club / Community Association	10-15
5	GORING HALL RECREATION GROUND	2	Pay and Play	10-15
6	HILLBARN RECREATION GROUND	2	Sports Club / Community Association	10-15
7	ROTARY PARK RECREATION GROUND	2	Pay and Play	10-15
8	SOMPTING RECREATION GROUND	1	Sports Club / Community Association	15-20
9	VICTORIA PARK (WORTHING)	1	Pay and Play	15-20

Minisoccer 7v7 Grass Football Pitches

- 4.18 There are 18 minisoccer 7v7 grass football pitches spread across 12 sites within a 20-minute drive of Palmer Road Recreation Ground. Figure 7 on the following page shows the location of these pitches across Arun and neighbouring districts. Table 7 provides a reference to the location of the pitches shown in the map.
- 4.19 There are four pitches spread across two sites within a 5-10 minute drive of Palmer Road. As shown in Table 7, three of these pitches are located at Palatine Park in Worthing.
- 4.20 The map shows a deficiency of minisoccer 7v7 grass football pitches within close proximity to Palmer Road Recreation Ground. Only one pitch is located within Arun at St Catherine's Catholic Primary School. This pitch does not have community access and is privately used by the school.

4. NEEDS ANALYSIS

Figure 7: Minisoccer 7v7 Grass Football Pitches within 20 minutes of Palmer Road

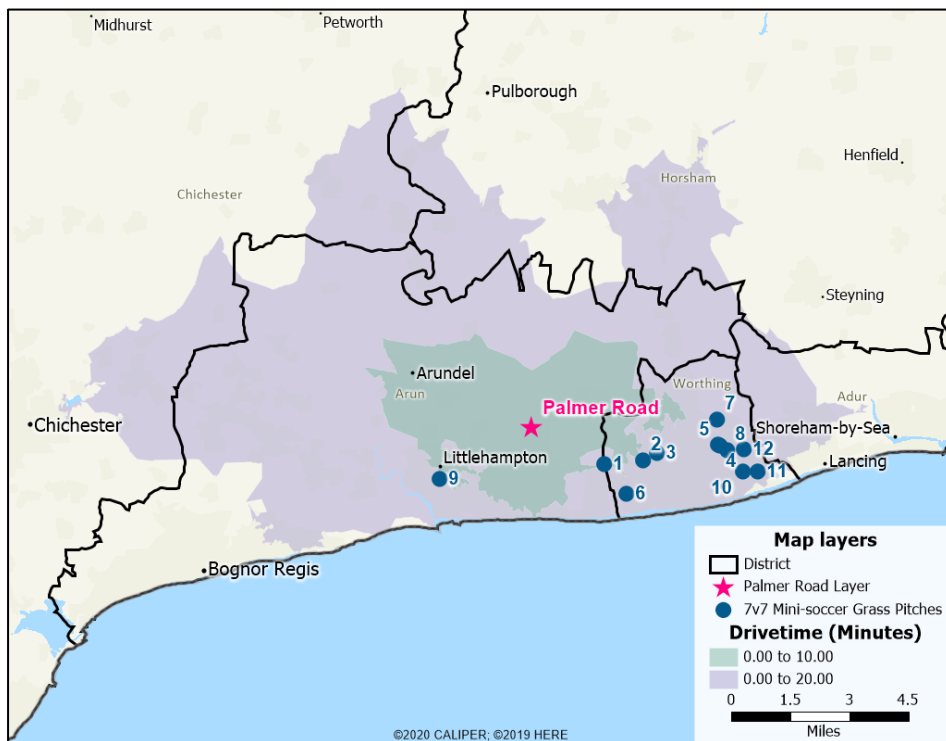


Table 7: Minisoccer 7v7 Grass Football Pitches (map reference)

ID	Site Name	Pitches	Access Type	Range
1	HIGHDOWN FIELD	1	Pay and Play	5-10
2	PALATINE PARK	3	Sports Club / Community Association	5-10
3	ENGLISH MARTYRS CATHOLIC PRIMARY SCHOOL	2	Private Use	10-15
4	BROADWATER GREEN	1	Pay and Play	10-15
5	BROADWATER PRIMARY SCHOOL	1	Sports Club / Community Association	10-15
6	GORING HALL RECREATION GROUND	1	Pay and Play	10-15
7	HILLBARN RECREATION GROUND	3	Sports Club / Community Association	10-15
8	LANCING COLLEGE PREPARATORY SCHOOL	2	Private Use	10-15
9	ST CATHERINES CATHOLIC PRIMARY SCHOOL	1	Private Use	10-15
10	CHESSWOOD JUNIOR SCHOOL	1	Private Use	15-20
11	DAVISON CHURCH OF ENGLAND HIGH SCHOOL FOR GIRLS	1	Sports Club / Community Association	15-20
12	DOWNSBROOK PRIMARY SCHOOL	1	Private Use	15-20

4. NEEDS ANALYSIS

Cricket Pitches

- 4.21 There are 37 cricket wickets spread across 24 sites within a 20-minute drive of Palmer Road Recreation Ground. Figure 8 shows the location of these pitches across Arun and neighbouring districts. Table 8 provides a reference to the location of the pitches shown in the map.
- 4.22 There are six cricket pitches spread across five sites within a 5-10 minute drive of Palmer Road. All six of these cricket pitches are accessible by sports clubs and community associations.

Figure 8: Cricket Wickets within 20 minutes of Palmer Road

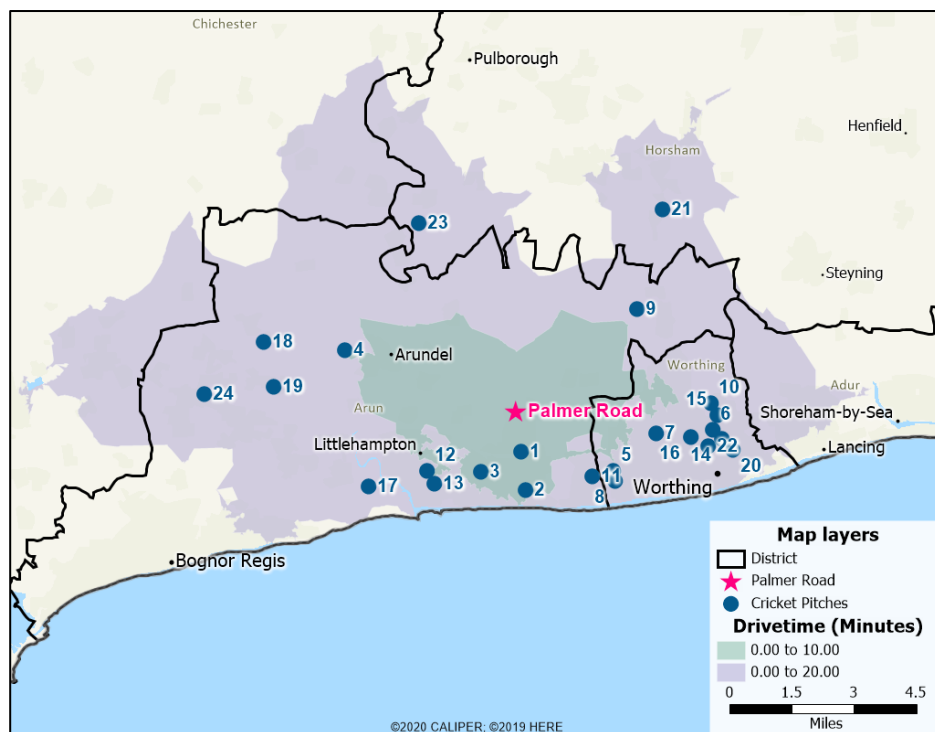


Table 8: Cricket Wickets (map reference)

ID	Site Name	Pitches	Access Type	Range
1	THE ANGMERING SCHOOL	1	Sports Club / Community Association	5-10
2	THE WARREN RECREATION GROUND	1	Free Public Access	5-10
3	WOODLANDS CENTRE RECREATION GROUND	1	Sports Club / Community Association	5-10
4	ARUNDEL CC	2	Sports Club / Community Association	5-10
5	GORING RECREATION GROUND	1	Sports Club / Community Association	5-10
6	BROADWATER GREEN	1	Pay and Play	10-15
7	DURRINGTON HIGH SCHOOL	1	Pay and Play	10-15
8	FERNHURST RECREATION GROUND (WORTHING)	1	Pay and Play	10-15
9	FINDON CRICKET CLUB	1	Sports Club / Community Association	10-15
10	HILLBARN RECREATION GROUND	2	Sports Club / Community Association	10-15
11	LITTLE TWITTEN RECREATION GROUND	9	Sports Club / Community Association	10-15
12	LITTLEHAMPTON ACADEMY	1	Sports Club / Community Association	10-15
13	LITTLEHAMPTON TOWN FC	2	Pay and Play	10-15
14	MANOR SPORTS GROUND	2	Sports Club / Community Association	10-15
15	ROTARY PARK RECREATION GROUND	2	Pay and Play	10-15
16	THOMAS A BECKET JUNIOR SCHOOL	1	Sports Club / Community Association	10-15
17	CLYMPING PLAYING FIELD	1	Sports Club / Community Association	10-15
18	MILL ROAD RECREATION GROUND	1	Sports Club / Community Association	10-15

4. NEEDS ANALYSIS



19	WALBERTON PLAYING FIELDS	1	Pay and Play	10-15
20	ST ANDREW'S CHURCH OF ENGLAND HIGH SCHOOL FOR BOYS	1	Private Use	15-20
21	WASHINGTON RECREATION GROUND	1	Sports Club / Community Association	15-20
22	WORTHING HIGH SCHOOL	1	Sports Club / Community Association	15-20
23	AMBERLEY RECREATION GROUND	1	Sports Club / Community Association	15-20
24	EASTERGATE SPORTS FIELD	1	Pay and Play	15-20

5. STAKEHOLDER CONSULTATION

5.1 Consultation with key stakeholders has been undertaken to establish their views on the potential development at Palmer Road Recreation Ground. The consultation was completed via Microsoft Teams meetings with representatives of each stakeholder. Of the clubs and organisations consulted, the following engaged and responded:

- Sussex Football Association
- Sussex County Cricket
- Angmering Parish Council
- England Netball
- Freedom Leisure
- Angmering & Angmering Village Football Clubs
- Rustington Community Football Club
- Bognor Regis Town Football Club
- AFC Worthing Youth Football Club
- Angmering Cricket Club
- Rustington Cricket Club
- Littlehampton, Clapham & Patching Cricket Club
- Findon Cricket Club
- St. Margaret's CofE Primary School
- Rustington Community Primary School
- The Angmering School

5.2 The key findings from each of these meetings are summarised in the remainder of this section.

Sussex FA

- 5.3 In general, the number of football teams across Arun is stable. There has been a decrease in the number of adult male teams in recent years, however, this has been offset by large increases in youth and women's teams across Arun and the county.
- 5.4 A larger supply of 3G pitches may help increase male participation within the District.
- 5.5 There is expected to be further increases in participation from girls and women following the Lionesses' inspiring performance in the UEFA Women's EURO 2022 Championship. The competition was held and won by England in July 2022.
- 5.6 Sussex County FA would support the provision of 3 full-sized 3G pitches across Palmer Road and the Barnham / Eastergate / Westergate developments. It has been noted that this provision should involve increased day-time use from local schools and other members of the community.
- 5.7 Sussex County FA has increased the number of programmes and initiatives to attract younger generations into playing football (e.g. Weetabix Wildcats for girls aged 5-11), of which, the proposed community sports hub at Palmer Road could support.
- 5.8 There is potential for Football Foundation funding at Palmer Road as it is a priority project within Arun's Local Football Facility Plan. Funding is only viable if the facility is built through the FA's framework / specification to maximise benefit to the community, this includes:
- Sufficient changing rooms for adult & youth teams,
 - Storage areas within changing rooms to allow staggered usage,
 - A social facility with the provision of food & beverage.
- 5.9 Outcomes that the Football Foundation would expect from a funded project include:
- Local community provision,

5. STAKEHOLDER CONSULTATION

- Development of the female game,
- Development of flexible football (e.g. walking football),
- Development of disability football,
- Getting inactive people active,
- Keeping active people active for longer / more active,
- Engagement with the Community Foundation section of the local professional clubs.

Sussex County Cricket

- 5.10 The existing artificial turf wicket at Palmer Road is past its useful life and requires replacement.
- 5.11 There is a distinct lack of cricket facilities in the local area and an improved set up could help increase participation significantly.
- 5.12 There are a very small number of cricket clubs which are having to host most of the cricket in the local area due to a lack of suitable facilities.
- 5.13 Grounds with an artificial turf wicket limits clubs to division 10 (unless special dispensation). Therefore, an artificial turf pitch would not be suitable for Saturday league cricket at Palmer Road, assuming local clubs want to use the facility.
- 5.14 Sussex County Cricket would support the provision of an artificial grass wicket, in addition to grass wickets at Palmer Road Recreation Ground.
- 5.15 A cricket facility at Palmer Road would help local teams get involved in new initiatives such as the Sussex Slam.

Angmering Parish Council

- 5.16 The proposed Sports & Community Hub at Palmer Road has been long awaited by the local community and there are very high expectations for when it's finally delivered.

- 5.17 The Parish Council's overriding concern is the planned site access via Decoy Drive. They were informed that the development was based on a separate entrance to the site to resolve existing issues surrounding the Decoy Drive entrance and parking. Local residents endure difficulties from blocked roads with the small number of teams currently playing at Palmer Road, let alone the footfall of improved facilities and a 3G pitch.
- 5.18 If the site entrance was to remain on Decoy Drive, the project would face major objections from local residents. Additionally, the Parish Council would have to object to the planning application despite the community's need for the development.
- 5.19 The owner of the land to the West of Palmer Road Recreation Ground has declared his/her plans to convert the farmland into residential housing in the future. The approximate timescale for this development is in the next 5-10 years.
- 5.20 It is important that the standard / size of pitches at Palmer Road does not restrain local clubs from being promoted in the future.
- 5.21 There are TPOs on trees at the North West boundary of sports pitch land being transferred to the Council by Redrow.
- 5.22 As well as football and cricket provision, there is a need in the local area for additional netball courts.

England Netball

- 5.23 There is demand for additional netball courts in the Angmering area. In particular, there is a need for either two indoor netball courts or three/four outdoor courts with floodlighting.
- 5.24 Plans exist to introduce a 'Back to Netball' course in Angmering to satisfy large amounts of demand, however, finding a suitable location for the course has proved problematic due to a distinct lack of facilities in the area. Littlehampton's 'Back to Netball' course has a waiting list to join as a result of excess demand.
- 5.25 Palmer Road Recreation Ground is a great location to grow junior netball.

5. STAKEHOLDER CONSULTATION

5.26 There are two major leagues in the area, both played at Worthing College during weekday evenings. Both leagues are running at full capacity and have been very successful.

Freedom Leisure

5.27 Freedom Leisure, Arun's leisure operator, said there is demand for football training in the area, therefore football would work well on the site. The current grass pitches on Palmer Road Recreation Ground is limited during the winter months due to flooding. Located nearby, The Angmering School have a sand filled 3G pitch which is the home of local hockey clubs.

5.28 With regards to hall space, it was noted that a small sports hall/ activity hall on Palmer Road Recreation Ground may be in competition with Angmering Community Centre, which is located about 2 miles away. Angmering Community Centre have a healthy mix of activities and cater for an older demographic with activities including table tennis, Pilates, yoga, camera club and bowls.

5.29 The area around Palmer Road has a younger demographic with Council housing. Freedom used to deliver Out and About sessions at the site, however, would suggest providing sessions built around families due to St Margaret's Primary School being located adjacent to the site.

5.30 It was suggested that a mix of fitness classes and martial arts would work well in studio space on the site. Freedom also think that the facility would make a good hub for GP referrals.

5.31 Consideration was given on the suitability of a small budget gym (40-50 stations) instead of a sports hall, with a price point that reflects the area. A small budget gym with a class programme in the studio has the potential to do well. However, in order to understand potential membership projections and income, a health and fitness latent demand assessment would have to be undertaken.

5.32 Freedom also suggest considering a MUGA as there is demand for a Netball pitch in Angmering and a small parkour / skating facility to help reduce anti-social behaviour.

5.33 A full size 3G pitch would work on the site, or 3 smaller pitches.

5.34 It was noted that limited on-site car parking can restrict an operator from putting on spectator events. A 3G pitch split into thirds for training could result in over 40 cars during each hour session. Freedom therefore suggest the Council consider the on-site car parking when planning the site layout.

Angmering & Angmering Village Football Clubs

5.35 Angmering Village FC currently field 3 men's XIs (2 Saturday league teams and a Sunday league team) and 2 youth teams (Angmering Village Youth).

5.36 Angmering FC currently field 2 Saturday league men's XIs and a Sunday league XI.

5.37 Angmering Sports and Recreation Association (ASRA) includes Angmering FC, Angmering Village FC, Angmering Village Youth and Angmering Cricket Club. ASRA has managed Palmer Road Recreation Ground since 1985 and holds a sub-lease for use of the grounds and the changing pavilion.

5.38 Both Angmering FC and Angmering Village FC use the grass pitches at Palmer Road. At a minimum, the football clubs expect to continue the same level of usage at Palmer Road Recreation Ground, as well as using the 3G pitch for midweek training.

5.39 The clubs have had intention to merge in the past (to form Angmering FC), however, have experienced difficulties since the club is prohibited from having 2 teams within the same league.

5.40 The current size of Palmer Road Recreation Ground currently limits the expansion of both clubs as there isn't enough capacity to hold additional fixtures on the pitches. This being said, the clubs are experiencing growth and Angmering Village FC is hoping to field a Saturday league 3rd XI and another Sunday league XI in coming seasons.

5.41 The existing grass pitches at Palmer Road, although well maintained, suffer badly from water logging and overuse. During the winter months, both Angmering FC and Angmering Village FC travel to Angmering School, Littlehampton, Ford, or as far as Worthing Highschool to use artificial turf pitches for training.

- 5.42 In the current 2021/22 season, both football clubs have had to suspend all training since November in order to preserve the pitches for fixtures.
- 5.43 Angmering FC and Angmering Village FC would strongly support the provision of a 3G pitch at Palmer Road Recreation Ground. However, it is vital that it meets the regulations of county level football so that it doesn't restrict the progression of any teams in the future.
- 5.44 Both clubs would also support the provision of:
- Additional on-site parking,
 - A redeveloped sports hub which has at least 2 changing rooms and 1 referee changing room per pitch,
 - Storage for equipment, including grounds maintenance equipment,
 - Social room for the clubs.
- 5.45 Angmering FC and Angmering Village FC have expressed their concern of possibly not being able to play fixtures during the development of Palmer Road. Both clubs cannot afford to miss a season of football and a solution is required which will allow the clubs to operate and run fixtures during this period.
- 5.46 Both clubs seek to protect what they have built and funded at Palmer Road. It is important that they become a form of partner organisation in the development since they will be directly impacted by any changes to the site and have been two of the most significant stakeholders at Palmer Road Recreation Ground for numerous years.
- 5.47 Both clubs currently pay £35 to hire a pitch for fixtures while training at Palmer Road Recreation Ground is free of charge. Current hire fees are to be reviewed for next season as a result of rising costs.
- 5.48 Angmering FC & Angmering Village FC have provided The Sports Consultancy with a schedule of accommodation to help develop a proposed usage programme for the proposed facilities at Palmer Road. This is available in the next section of the report.

Rustington Community FC

- 5.49 Rustington Community Football Club includes Rustington FC, Rustington Otters FC and Rustington Raiders FC. The three clubs are 'officially linked' at this moment in time, with a full merger in the future a possibility.
- 5.50 Rustington Community FC provides football for over 350 players from aged 5 through to over 35's (across 35 teams), and for both male and female teams.
- 5.51 Rustington Raiders FC (girls and women's teams) already play their fixtures at Palmer Road Recreation Ground, Angmering.
- 5.52 The condition of pitches at Woodlands Sports Field is limiting Rustington FC's 1st XI from progressing any further due to ground restrictions. The current pitches do not meet the grade 'H' FA requirements.
- 5.53 The proposed Sports & Community Hub at Palmer Road would be very beneficial to all Rustington Community FC's teams and improve grass root football in the area, and District. Thus, the club views the development at Palmer Road Recreation Ground as a great opportunity to expand in the future.
- 5.54 Potential alternative options for the football club include a future development on Woodlands Sports Field. This would involve Rustington Community FC acquiring the lease for playing fields from Rustington Parish Council and gaining private funding for the provision of a 3G pitch. Discussions are only at initial stages currently.
- 5.55 Rustington Community FC has provided The Sports Consultancy with a schedule of accommodation to help develop a proposed usage programme for the proposed facilities at Palmer Road. This is available in the next section of the report.

Bognor Regis Town FC

- 5.56 Bognor Regis Town FC supports the idea of developing more artificial turf pitches in the Arun to cater for consistent demand for fixture and training facilities.

- 5.57 The club currently runs 34 teams, providing physical activity opportunities for around 450-500 children and adults. There is a healthy and growing demand for girls' football and currently field 6 girls/ladies teams.
- 5.58 In addition to the men's first XI who play at a very good semi-professional level, the club also fields veterans, seniors walking football and 30+ youth teams from U7 to U19 level.
- 5.59 Each team plays at home on average once per fortnight and trains at least once per week.
- 5.60 Bognor Regis Town FC have reached full capacity and despite applications from additional players who want to join, the club is unable to accommodate them due to insufficient playing facilities in the area. The club estimates that they could increase the number of teams to over 40 if more artificial pitches were available.
- 5.61 Unfortunately, the increased supply of 3G pitches at Palmer Road Recreation Ground would just not be of any assistance to the club due to its location. It presents a 25 mile round trip for players and coaches from their home in Bognor Regis.
- 5.62 The club is experiencing challenges in finding suitable training facilities and currently has to hire a 3G pitch in Havant for the first XI squad to train on. The lack of 3G pitches in the Bognor area has forced the club to explore whether they can convert the grass pitch at their Nyewood Lane Stadium into an artificial turf pitch.

AFC Worthing Youth

- 5.63 AFC Worthing Youth currently field 12 youth teams for both boys and girls, ranging from U10 to U18s. Fixtures and training sessions are held at Goring Hall and Fernhurst Recreation Grounds.
- 5.64 The club does not currently gain access to 3G facilities.
- 5.65 In addition to the lack of local 3G facilities, another limiting factor for AFC Worthing Youth using 3G pitches is the affordability of hiring them.

- 5.66 AFC Worthing Youth supports the idea of developing two artificial turf pitches at Palmer Road Recreation Ground, however, would be unlikely to use the pitches due to their location and affordability.

Angmering Cricket Club

- 5.67 Angmering Cricket Club has approximately 25 members and fields a Sunday Friendly XI with circa 12 fixtures per annum. The club currently uses Palmer Road Recreation Ground for Sunday fixtures and midweek training sessions. In the future, Angmering Cricket Club would like to explore fielding a midweek XI in addition to the Sunday Friendly XI.
- 5.68 The existing artificial turf wicket at Palmer Road was funded and financed by Angmering Cricket Club. The wicket has now reached the end of its useful life and needs replacement.
- 5.69 The artificial turf wicket provides the club with flexibility and makes fixtures less dependent on the weather; as a result, Angmering Cricket Club's season is longer than most other clubs (through to October).
- 5.70 Angmering Cricket Club would support the provision of:
- A replacement, high quality artificial turf wicket (the club doesn't have to comply with league regulations),
 - A grass wicket square (4/5 wickets minimum) which is properly maintained,
 - Cricket nets,
 - Pavilion including changing facilities, equipment storage and match tea facilities.
- 5.71 The club has noted that a single grass wicket would not be sufficient to deal with the club's use of the pitch. If the wickets were grass at Palmer Road, a minimum of a 4/5 wicket square would be needed to ensure that the quality of the pitch does not deteriorate with overuse.

Rustington Cricket Club

- 5.72 Rustington Cricket Club field 2 men's Saturday league teams, a Sunday friendly XI and a junior's section.
- 5.73 All fixtures and training are held at the club's home at Rustington Sports & Social Club. The facility has 1 cricket pitch with 7 grass wickets. The ground is shared with Rustington Football Club and use it between the 1st May and 31st August.
- 5.74 The club is growing and may be looking to field a Saturday league 3rd XI in the future; however, their home ground does not have the capacity to accommodate another Saturday league team.
- 5.75 If given permission by Angmering Cricket Club, the cricket pitch at Palmer Road would be an ideal location for the 3rd XI to play fixtures on Saturdays (possibility of forming a combined Angmering & Rustington XI). Beyond Angmering, the next closest cricket pitches are some distance away from Rustington, which isn't attractive for the club and players (e.g. Goring-by-sea).
- 5.76 An artificial turf wicket at Palmer Road would be sufficient for the proposed 3rd XI.
- 5.77 Rustington CC has a new state-of-the-art cricket net facility (2 lanes) at Rustington Sports & Social Club which it uses for training.

Littlehampton, Clapham & Patching Cricket Club

- 5.78 Littlehampton, Clapham & Patching Cricket Club (LCP) have 4 men's Saturday league teams, a midweek team and junior teams.
- 5.79 The 1st & 2nd XI play their Saturday fixtures at the club's home in Littlehampton (The Sportsfield, BN17 6BD). Due to capacity restrictions at the club's home, the 3rd XI play in Amberly and the 4th XI play in Goring-by-Sea. The club has annual agreements for the 3rd and 4th XI's use of cricket pitches at these locations.
- 5.80 The club has been looking for a new home for their 3rd and 4th XI due to the existing pitches they play on not being local. This is a result of the significant

undersupply of cricket facilities in the local area and is limiting participation and the club's ability to attract new players.

- 5.81 Palmer Road Recreation Ground is an ideal location to host the club's 3rd and 4th XIs on Saturdays. Additionally, the site would increase the pitch space for the club's junior section, increasing the number of games they can play when the club's home in Littlehampton has no capacity.
- 5.82 The club would strongly support the provision of a clubhouse offering for match teas and changing. Additionally, a grass wicket would be required at the site to meet the league's regulations.

Findon Cricket Club

- 5.83 Findon Cricket Club have 3 men's Saturday league teams, a Sunday league XI, a vets XI, 2 teams in the Sussex Slam and junior teams (no women's team currently).
- 1st XI – Div 2 West
 - 2nd XI – Div 5 West
 - 3rd XI – Div 9 West
- 5.84 On Saturdays, only the 1st XI and 2nd XI play on Findon Cricket Club's home ground in Findon (BN14 0RJ). The 3rd XI and junior teams currently play at Hill Barn, Worthing. The pitch at Hill Barn is of good quality and doesn't limit the progression of any of the teams, however, is not an ideal site for the club.
- 5.85 Findon Cricket Club's junior section is very strong, however, with the existing arrangements at Hill Barn, there isn't enough capacity for the junior section to play as much as desired.
- 5.86 The club has been looking for a home for the 3rd XI, Sussex Slam teams and junior teams for a while, and the proposed community sports hub at Palmer Road is in an ideal location as many of their players come from the Angmering area.

5. STAKEHOLDER CONSULTATION

- 5.87 Access to the proposed Sports & Community Hub at Palmer Road would allow the club to continue to grow and possibly field a 4th XI in the future.
- 5.88 Findon Cricket Club would strongly support the provision of a clubhouse offering for match teas and drinks. Additionally, an artificial turf wicket would provide the club with flexibility surrounding junior fixtures.

St. Margaret's CofE Primary School

- 5.89 St. Margaret's CofE Primary School is ideally placed to benefit hugely from the proposed Sports & Community Hub at Palmer Road, with it situated just over the road from the site.
- 5.90 Use of Palmer Road Recreation Ground's proposed facilities would enable St. Margaret's to expand their current PE / sports offering provided to pupils and increase their participation in physical activity. Additionally, it would be very advantageous for pupils from more disadvantaged backgrounds, providing them with access to facilities which they might otherwise not have.
- 5.91 Current on-site sports facilities at St Margaret's include a netball court (at the end of useful life and needs resurfacing), hardcourt play area and 2 fields which hold a small football pitch.
- 5.92 The grass pitch / field at St Margaret's suffers from severe waterlogging and therefore can't be used during winter periods and much of the football season (unusable between Autumn half-term and Easter). Therefore, the school would support the provision of at least one 3G pitch to allow pupils to play football during the winter months.
- 5.93 St Margaret's would also support the provision of a cricket green, grass pitches and a gym at Palmer Road.
- 5.94 Use of Palmer Road Recreation Ground, in particular the 3G pitch, would significantly increase the school's opportunity to participate in inter-school sports. This is currently limited by the school's lack of access to good quality facilities.
- 5.95 St Margaret's currently have arrangements to use grass pitches and the health & fitness suite at Littlehampton Highschool. However, the school can

only use these sports facilities after school due to the walk to Littlehampton Highschool taking too much time out of the school day.

- 5.96 The school would like to use the sports facilities at Palmer Road for 50% of their PE/sport provision and most of their fixtures during and after school. St Margaret's also host a Holiday Club and would like to use the facilities during the Christmas, Easter and Summer holidays (including half terms).

Rustington Community Primary School

- 5.97 The proposed Sports & Community Hub at Palmer Road would be very beneficial to Rustington Community Primary School and would support the provision of at least one 3G pitch.
- 5.98 Current on-site sports facilities at the school includes a small playing field and a hardcourt play area, including 2 netball courts. Expansion of on-site sports facilities isn't an option due the school being surrounded by residential houses.
- 5.99 Rustington Community Primary School's only limiting factor to the development at Palmer Road is the school not owning a minibus to ferry pupils to the sports field. Currently, the school relies on parents taking pupils to fixtures off the school site, resulting in lower participation. The school does not have the budget to acquire a minibus in the near future, however, if the school is in a better position in coming years, it shouldn't be ruled out.
- 5.100 Rustington Community Primary School currently has arrangements to use the sports facilities at the Littlehampton Academy (parent school). The school has access to a 3G pitch via the Littlehampton Academy; however, it isn't within a walkable distance; resulting in parents needing to take pupils to the site in order take part in organised sports.
- 5.101 Rustington CPS have approximately 90 students per year group, and the lack of sports facilities is resulting in each year group incurring shorter PE/sports lessons to fit everyone in.
- 5.102 Current arrangements and the lack of sports facilities at Rustington CPS is limiting pupil's participation in physical activity.

5. STAKEHOLDER CONSULTATION

5.103 Rustington CPS currently use the sports facilities at the Littlehampton Academy once a week (per year group).

The Angmering School

5.104 The Angmering School has sufficient on-site sports facilities to accommodate its own demand; therefore, the school has no interest in using the proposed Sports & Community Hub at Palmer Road itself. However, the school would support the development as it would help cater for unmet demand from local clubs and schools for sports facilities; ultimately, benefitting the local community.

5.105 The school's sports facilities are of good quality and don't limit pupil's participation in physical activity.

5.106 Angmering School's astroturf pitch is currently running at full capacity with no additional availability. As a result, the school struggles to accommodate demand from local football clubs (e.g. Rustington Otters FC) for the facility, demonstrating the need for at least one 3G pitch at Palmer Road.

5.107 The school has also experienced high levels of demand from other sports clubs (e.g. rugby and cricket clubs) for use of their sports facilities, however, are unable to accommodate these clubs.

5.108 There is excess demand in the local area for additional good quality grass and 3G pitches.

5.109 The school is currently looking at the feasibility of building a second astroturf pitch on their playing fields to cater for high demand from Worthing Hockey Club.

Consultation Summary

5.110 In conjunction with our review of the current supply of sports pitches within a 20-minute drive of Palmer Road Recreation Ground (see Section 4: Needs Analysis), consultation with key stakeholders indicates that, at this current time, there is evidence of demand for one 3G pitch at Palmer Road Recreation Ground. One artificial grass pitch built to the FA's specification

would cater for the training requirements of local football clubs, while also providing sufficient capacity for wider use during the day from the local community and schools.

5.111 An artificial turf wicket would be sufficient for Angmering Cricket Club who already use Palmer Road Recreation Ground for their Sunday friendly fixtures.

5.112 Consultation with other local cricket clubs has, however, shown evidence of demand for a natural turf cricket square to allow clubs to use Palmer Road Recreation Ground for Saturday league fixtures. League regulations prevent the use of an artificial turf wicket in fixtures, thus, to increase the site's applicability for cricket, a natural turf wicket should be provided. This is in line with comments from Sussex County Cricket.

5.113 Local schools have registered strong interest in the provision of a community accessible 3G pitch at Palmer Road Recreation Ground.

5.114 There is high potential for Football Foundation funding with the provision of 3G pitches at Palmer Road Recreation Ground being a high priority project within the Local Football Facility Plan.

6. PROPOSED USAGE PROGRAMME

6. PROPOSED USAGE PROGRAMME

- 6.1 A proposed usage programme has been completed for the Sports & Community Hub at Palmer Road Recreation Ground. The programme amalgamates schedules of accommodation from local football clubs to understand what pitch types are required to cater for the needs of their teams. This information will also advise the quantity of each pitch type required at the site. The proposed usage programme for Palmer Road Recreation Ground can be found in Appendix 1.
- 6.2 The usage programme has been built based on the schedules of accommodation from the following five local football clubs:
- Angmering FC
 - Angmering Village FC
 - Rustington FC
 - Rustington Raiders FC
 - Rustington Otters FC
- 6.3 It is worth noting that Angmering FC, Angmering Village FC and Rustington Raiders FC already use Palmer Road Recreation Ground for fixtures and training.
- 6.4 The programme will help inform when the 3G pitch and grass pitches at Palmer Road Recreation Ground are required for local football clubs' training and matches. Consequently, this information also advises when the pitches are available for community use from local schools and other organisations.
- 6.5 Table 9 lists each football club's required training hours per week and home matches per season at Palmer Road Recreation Ground.

Table 9: Training & Match Requirements

Football Club	Training Requirements (hours p/w)	Match Requirements (home games per season)
Angmering FC	3	9 (TBC)
Angmering Village FC	5	30 (TBC)
Rustington FC	4	60
Rustington Raiders FC	5	45
Rustington Otters FC	18	160
	35	304

- 6.6 Table 9 above suggests a greater need at Palmer Road Recreation Ground for youth football pitches rather than adult full-sized pitches. The youth sections of Angmering Village FC, Rustington Raiders FC and Rustington Otters FC are the source of the majority of the football clubs' overall training and match requirements.

3G Pitch Hire Charges

- 6.7 The recommended hire charges for training on the 3G pitch during the evenings have been completed and are based on the rates used at similar high quality community facilities. The hire charges assumed in the business plan have been listed in Table 10.

Table 10: 3G Pitch Hire Charges

Organisation Type	Full Pitch (per hour)
Standard Community Rate	£95.95
Community Organisation / School	£68.00
Partner Club Matches	£47.00
Partner Club Training	£42.20

7. RECOMMENDED FACILITY MIX



7. RECOMMENDED FACILITY MIX

7.1 The recommended facility mix is based on amalgamating the findings from the strategic review, needs analysis, consultation and proposed usage programme set out in previous sections of the report. The following table compares the proposed facility mix with the existing provision at Palmer Road Recreation Ground.

Table 11: Recommended Facility Mix

	Current Palmer Road Recreation Ground	New Scheme (Sports & Community Hub)	Notes
Full-sized 3G Football Pitch	No	1x	Research and analysis indicates demand for a single 3G pitch by local clubs.
Adult Grass Football Pitch	2x	1x	The reduction in adult grass football pitches is offset with the provision of a full-sized, floodlit 3G pitch.
Minisoccer 7v7 Grass Football Pitches	No	2x	Research and analysis indicates a greater need for youth football pitches.
Minisoccer 5v5 Grass Football Pitches	No	4x	Research and analysis indicates a greater need for youth football pitches.
Small-sided Grass Football Pitches	No	2x	Research and analysis indicates a greater need for youth football pitches.
MUGA	1x	1x	Replacement of existing provision.
Junior 11v11 Grass Football Pitch	1x	No	Needs analysis shows a high provision of junior 11v11 football pitches surrounding Palmer Road Recreation Ground.
Artificial Turf Cricket Wicket	1x	1x	There is an option to continue the provision of an artificial turf wicket or provide a natural turf wicket to enable league cricket on Saturdays.
Play Area	1x	1x	Replacement of existing provision.
Club / Community Room	Yes	Yes	The new scheme will provide a multifunctional space which can be used by both local sports clubs and members of the community.
Changing Rooms	4x	4x	The new scheme incorporates changing rooms with capacity for 20 players, including private shower cubicles and toilets. Existing provision has shared showers between teams.
Accessible Changing Room	No	Yes	Greater community focus at the new Sports & Community Hub.
Kitchen, Servery and Store	Yes	Yes	Match tea facilities provided for local sports clubs and community events.
Café	No	Yes	A community accessible café to increase secondary spend.
Activity Rooms	No	Yes	Greater community focus at the new Sports & Community Hub.
Workspaces	No	Yes	Greater community focus at the new Sports & Community Hub.

8. SITE OPTIONS AND LAYOUTS

- 8.1 Initial site drawings have been completed by Mark Thomas and are set out over the following pages. The site plans detail how the playing pitches, building, car parking and access can be arranged to optimise space at Palmer Road Recreation Ground.
- 8.2 The existing site is 4.1 hectares and will total approximately 6.2 hectares following the transfer of the sport pitch land to the Council from Redrow. Figure 9 shows the new site boundary of Palmer Road Recreation Ground following the transfer of land.
- 8.3 Figure 9 also details the trees on the west boundary of the playing fields which hold Tree Protection Orders (TPOs). The site options on the following pages do not require the removal or relocation of any trees which hold TPOs.

Page 70

Options

- 8.4 In addition to the options considering the arrangement of facilities on the site, they also consider alternative options for site access. This follows consultation with Angmering Parish Council from Section 5.
- 8.5 All of the options locate the small-sided football pitches, MUGA and local equipped area for play at the eastern end of the site. Here, they are accessible by residents to the south, east, and also from the new residential development to the north. Additionally, at the eastern end of the site, the facilities are likely to get further use after school from St. Margaret's Primary School's pupils.
- 8.6 The new pavilion is located in the centre of the site to minimise walking distance to pitches at the perimeter of the site. In the majority of the options, the new pavilion is positioned such that it can be constructed while the existing pavilion/clubhouse building can remain in use. This was noted as being important by Angmering FC and Angmering Village FC during the stakeholder consultation.
- 8.7 The options illustrate an enlarged parking provision to meet future parking demand of the Sports & Community Hub at Palmer Road Recreation Ground. Final parking arrangements, including accessible spaces, minibuses, service vehicles and emergency vehicles will be the subject of a

parking demand assessment that will form part of the transport assessment required to support a planning application.

- 8.8 The north and east edges of the sports pitch land to be transferred to the Council incorporates a 0.1 hectare ecological buffer. This will enhance biodiversity of the existing Palmer Road Recreation Ground and mitigate the loss of trees along the northern boundary where the sports pitch land is added.
- 8.9 The football and cricket pitch sizes are in accordance with Football Association (FA) and England and Wales Cricket Board (EBC) requirements and are orientated north-south where possible, in accordance with Sport England design guidance.
- 8.10 Overview of the different layout options at the Sports & Community Hub at Palmer Road Recreation Ground are as follows:

1. **Option 1: 3G Pitch located South East, Access from Decoy Drive (Figure 10)** – the new 3G football pitch with fencing and flood lighting is located at the south east corner of the site, directly adjacent to the pavilion building to allow easy access from the changing rooms to the pitch as is expected with commercially operated artificial pitch football facilities. The area between the pavilion and the 3G pitch is enclosed by fencing to provide a spectator area with the pavilion café and kitchen able to serve this space. Access to the site uses the existing entrance on Decoy Drive.

A full-sized natural turf football pitch and four mini soccer pitches for under 7's & 8's five-a-side football are located at the north end of the site. Also shown is a single wicket non-turf cricket pitch with a boundary of 45.72m; the minimum size for senior matches. There is a further margin of 2.74m and a further line denoting 65m for the wicket, this being the typical distance that a cricket ball is struck in the air. The arrangement of perimeter fencing and other protection to the perimeter of the cricket pitch will be subject to a cricket boundary risk assessment.

Two mini soccer pitches for under 9's & 10's seven-a-side football are located on the west side of the site.

2. **Option 2: 3G Pitch located South East, Access from Arundel Road (Figure 11)** – this option is a variant of option 1 but uses a new vehicular site access from Arundel Road but retains pedestrian access (and emergency vehicle access, if required) from Decoy Drive. This option aims to mitigate any existing and future congestion issues by avoiding using the Decoy Drive site entrance.
3. **Option 3: 3G Pitch located South East, Access from New Farm Nursery (Figure 12)** – this option is also a variant of option 1 but uses a new vehicular site access from the proposed new employment / commercial centre shown on the Development Framework Plan that formed part of the outline planning application for the residential development approved by Arun District Council in March 2020. The planning permission indicates that the principle of access using this route has been accepted and this option also allows the retention of pedestrian access (and emergency vehicle access, if required) from Decoy Drive. This option aims to mitigate any existing and future congestion issues by avoiding using the Decoy Drive site entrance.

- 8.13 Access via New Farm Nursery has benefits compared to the other options. These include that the principal of an access has already been accepted and there is limited impact to existing residents arising from increased use. However, out of the three, this option introduces the most risk due to being reliant on a third party.
- 8.14 Access via Decoy Drive, the existing arrangement, represents the option with the least risk. The access road serves the site already, involving increased use rather than new. However, following stakeholder consultation, the continued use of Decoy Drive will likely result in multiple objections to planning from local residents and Angmering Parish Council.

Access Options

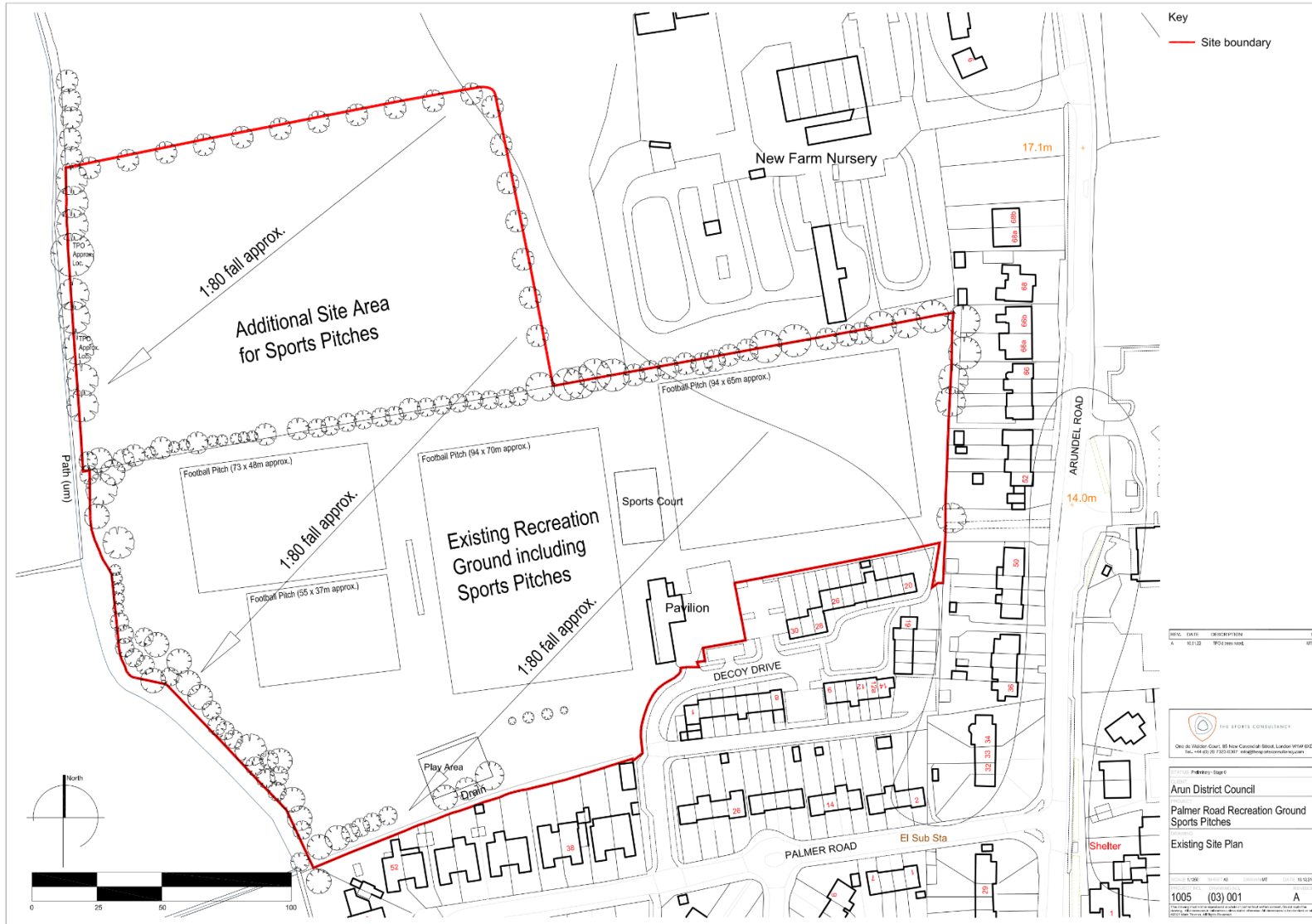
- 8.11 As shown in the layout options over the following pages, there are three site access options for the Sports & Community Hub at Palmer Road. These include:
 - Access via Decoy Drive (existing entrance),
 - Access via Arundel Road,
 - Access via New Farm Nursery (through Redrow).
- 8.12 Following initial discussions with a transport consultant, there is potential for the site access to come via Arundel Road. The corridor has a width of 10-11 meters, which is sufficient for an access and footpath.

8. SITE OPTIONS AND LAYOUTS



Figure 9: New Palmer Road Recreation Ground Site Boundary

Page 72



8. SITE OPTIONS AND LAYOUTS



Figure 10: Option 1 – 3G Pitch located South East, Access from Decoy Drive



Page 73

8. SITE OPTIONS AND LAYOUTS



Figure 11: Option 2 – 3G Pitch located South East, Access from Arundel Road



Page 74

8. SITE OPTIONS AND LAYOUTS



Figure 12: Option 3 – 3G Pitch located South East, Access from New Farm Nursery



Page 75

9. CAPITAL COSTS



9. CAPITAL COSTS

9.1 Initial capital cost estimates have been completed using Sport England Q2 2021 benchmarks. They are based on the recommended facility mix and site drawings. These capital cost estimates do not consider any additional costs which may arise following an assessment of ground conditions at Palmer Road Recreation Ground and the land transferred to the Council.

9.2 In addition to the construction costs, an initial allowance has been included for design development contingency (15%) and professional fees (12%). Build cost inflation has been included based on a 3% increase per annum.

9.3 The design development contingency of 15% will allow for any increases in costs from having to build new site accesses on either Arundel Road or New Farm Nursery.

9.4 The resulting project cost is estimated to be £5.1m excluding VAT.

Table 12: Capital Costs

Construction Costs	Units	Area per Unit	Area (m ²)	Unit / area cost	Estimated Cost
Excavation & Groundworks	n/a	n/a	n/a	n/a	TBC
Access Road and 109 Carpark Spaces	1	2,600	2,600	100	£260,000
Single Storey Sports Hub Provisional Sum (654m ² total)	1	654	654	£3,000	£1,962,000
Adult Football 3G Pitch (100m x 64m)	1	6,400	6,400	£1,025,000	£1,025,000
Adult Grass Football Pitch (100m x 64m)	1	6,400	6,400	£100,000	£100,000
Minisoccer 7v7 Grass Football Pitch (55m x 37m)	2	2,035	4,070	£30,000	£60,000
Minisoccer 5v5 Grass Football Pitch (37m x 27m)	4	999	3,996	£20,000	£80,000
Small-sided Grass Football Pitch (30m x 20m)	2	600	1,200	£15,000	£30,000
Single Artificial Turf Cricket Wicket (32m x 3m)	1	96	96	£20,000	£20,000
MUGA (26m x 15m)	1	390	390	£20,000	£20,000
Play Area (LEAP)	1	400	400	£20,000	£20,000
Storage	1	30	30	£7,000	£7,000
Allowance for Sports Equipment (goals etc)	n/a	n/a	n/a	n/a	£50,000
Sub Total - Construction Costs					£3,634,000
Site Specification Costs					Estimated Cost
Levelling Works					TBC
Drainage					TBC
Landscape Works					TBC
Access Improvements					TBC
Site Fencing					TBC
Tree replacement / re-planting					TBC
Sub Total - Site Specification Costs					-
Contingency, Inflation & Fees			%		Estimated Cost
Design development / construction contingency			15%		£545,100
Build cost inflation, to mid-point of construction			10%		£417,910
Professional Fees			12%		£486,229
Sub Total - Contingency, Inflation & Fees					£1,449,239
Total Estimated Capital Costs					£5,083,239

10. PROJECT DELIVERY

- 10.1 Project delivery will be based on the Plan of Work published by the Royal Institute of British Architects (RIBA) and is the definitive UK model for the building design and construction process.
- 10.2 The eight stages of the RIBA Plan of Work 2020 and the key stage outcomes are as follows:
- **Stage 0 Strategic Definition** – the best means of achieving the client requirements. If the outcome determines that a building is the best means of achieving the client requirements, the client proceeds to Stage 1.
 - **Stage 1 Preparation and Briefing** – project brief approved by the client and confirmed that it can be accommodated on the site.
 - **Stage 2 Concept Design** – architectural concept approved by the client and aligned to the project brief. The brief remains ‘live’ during Stage 2 and is derogated in response to the architectural concept.
 - **Stage 3 Spatial Coordination** – architectural and engineering information spatially coordinated.
 - **Stage 4 Technical Design** – all design information required to manufacture and construct the project. Stage 4 will overlap with Stage 5 on most projects.
 - **Stage 5 Manufacturing and Construction** – manufacturing, construction and commissioning completed. There is no design work in Stage 5 other than responding to site queries.
 - **Stage 6 Handover** – building handed over, aftercare initiated and building contract concluded.
 - **Stage 7 Use** – building used, operated and maintained efficiently. Stage 7 starts concurrently with Stage 6 and lasts for the life of the building.
- 10.3 For the Sports & Community Hub at Palmer Road, the key activities for the Council to undertake are:

- Selection of the preferred site option by the Council for design development and construction,
- Procurement of a design team to develop the Stage 2 Concept Design and Stage 3 Spatial Coordination,
- Procurement and preparation of the various surveys, investigations and assessments that will be required for design, approvals and risk mitigation,
- Submission of a planning application by the design team for the development on Palmer Road Recreation Ground. The proposed residential site to the north has outline planning permission which creates planning obligations on the Sports Hub site through the planning conditions,
- Management of the transfer of the Sports Pitch Land,
- Procurement of a main contractor or contractors using Stage 3 Spatial Coordination and Stage 4 Technical Design,
- Handover of the Sports & Community Hub by the appointed contractor(s) at Stage 6,
- Council and operator occupancy, fit out and use of the new Sports & Community Hub’s facilities.

Planning

- 10.4 Palmer Road Recreation Ground site is currently designated as Local Green Space on the Local Plan Policy Map 4 (East) and forms part of the Green Infrastructure Network. Various Local Plan policies, including policies GI SP1 Green Infrastructure and Development and OSR DM1 Open Space, Sport & Recreation assume that these spaces should be protected and should not be built on or redeveloped for other uses.
- 10.5 The land to the north of Palmer Road Recreation Ground comprises of New Farm Nursery, Seven Acres and open land not designated under the Local Plan. The site was granted outline planning permission on the 17th March 2020 under reference A/122/19/OUT. The outline planning permission includes the provision of 160 dwellings with public open space, vehicular

access, landscaping and sustainable urban drainage systems, and 1,393 square metres (15,000 square feet) of B1/B2 units.

10.6 The outline planning permission includes a Section 106 agreement which sets out a number of obligations and legal agreements which the developer must deliver. These include an agreement to reserve a portion of the site solely for use as sports pitches and to transfer this land to the Council. There is also a timing requirement of when the Council shall demonstrate their consents for construction, transfer of land and completion of the sports pitch land works. The transferred sports pitch land will form an extension of Palmer Road Recreation Ground and planning permission will be required for development works on both areas.

10.7 The developers of the site to the north were required to discharge various planning conditions in relation to the outline planning permission achieved, including the preparation of a Design Code for the whole site. An application to discharge Condition 5 of A/122/19/OUT for approval of the Design Code was submitted under planning reference A/235/21/DOC. The Design Code submitted was approved by the Council with detail reserved.

10.8 The Sports & Community Hub development will require planning permission and is likely to be treated as a major application due to the size of the site area. In addition to drawings showing the site layout, it is likely the submission may need to include, but not limited to, the following:

- Design & Access Statement,
- Environmental Statement,
- Biodiversity Survey and Report,
- Flood Risk Assessment,
- Surface Water Drainage Statement,
- Land Contamination Assessment,
- Heritage Statement,
- Tree survey and Arboriculture Report,
- Landscaping Strategy,
- Transport Statement/Transport Assessment/Travel Plan.

10.9 Palmer Road Recreation Ground is a local community asset, therefore, the development proposals will likely come under close scrutiny from local residents and users of the site. As a result, it is suggested that a communication strategy is prepared to inform the local community of the sports hub development proposals and the benefits that they will bring. This work may include public consultation which allows the community to comment on the proposals, helping to inform a statement of community engagement to be submitted as part of the planning application.

Draft Programme

10.10 The draft Project Programme is based on the key activities identified above, including the proposed procurement route. The high-level programme identifies the key stages based on the RIBA Plan of Work and included activities, durations and milestones based on similar projects. There is an allowance for client review and sign-off periods as the end of each work stage.

10.11 The programme assumes commencement of consultant team procurement activities in Spring 2023 with handover of the pavilion, car park and new 3G pitches in Spring 2025. The new natural turf pitches are assumed to be available for use in Summer 2025 as a result of a phased handover and operational approach.

10.12 The programme includes allowance for a full planning application at the end of Stage 3 Spatial Coordination and transfer of the sports pitch land based on timescales shown in the Section 106 Agreement. Discharge of the planning conditions that relate to the residential development to the north and the conditions imposed as part of the planning permission for the sports hub site will require careful management and coordination.

10.13 The programme shows the delivery of the project from appointment of the consultant team to handover and use of the facilities, based on a two-stage, design and build procurement strategy.

10.14 Detailed design programmes and schedule of deliverables will be developed during the project based on further information gathered from the Council, consultant team and key stakeholders. The client procurement and approval processes include key dates for report preparation, meetings, board

10. PROJECT DELIVERY



approvals and standstill periods. All of these items will have durations on the programme and may result in work that continues at risk while decisions are to be made.

- 10.15 The development requires the removal of existing trees and hedgerows and the opportunity to undertake this work may be limited by the nesting season between March and August each year. An enabling works package to remove trees and hedges in advance of the main contract may mitigate this.
- 10.16 The full scope of works to form new natural turf pitches and improve existing pitches will be developed during the next stage, however, will need to take account of growing seasons and the need for new pitches to mature for a typical period of twelve months. The optimum time for construction of new natural turf pitches is between April and June each year.
- 10.17 The programme targets completion of the Sports & Community Hub works as soon as possible and shows design development including contractor involvement running concurrently with planning determination and land transfer activities. It is possible that this will incur additional client risk in the event that planning permission is not granted, or the transfer of the sports pitch land fails to occur for any reason. The Section 106 Agreement includes a Longstop Date for transfer of the sports pitch land to be within five years from the date of the agreement on 13th March 2020.

Page 79

11. CONCLUSIONS & NEXT STEPS

11.1 Following the completion of this Stage Two Feasibility Study and Options Appraisal, the following conclusions have been reached in relation to the development of a Sports & Community Centre at Palmer Road Recreation Ground.

Quantity of 3G Pitches

11.2 Consultation with key stakeholders suggests that the provision of a single full-sized 3G pitch would be sufficient to cater for demand from local football clubs and Palmer Road's surrounding community.

11.3 A single 3G pitch at Palmer Road Recreation Ground will provide sufficient pitch space for local schools and community organisations to use the pitch during the day and in some evenings.

11.4 The consultation also found that clubs from neighbouring towns consider Palmer Road too far to travel to consistently use the 3G pitch for their training needs. For this reason, it is recommended that if the council seeks to further reduce the deficit of 3G pitches within the district, another location is to be found in conjunction with Palmer Road Recreation Ground.

Facility Mix

11.5 The strategic review, needs analysis, stakeholder consultation and proposed usage programme have informed the following conclusions surrounding the recommended facility mix for the project.

Table 13: Recommended Facility Mix

Facility Mix
1x Full-sized 3G Football Pitch with Floodlighting
1x Adult Grass Football Pitch
2x Minisoccer 7v7 Grass Football Pitches
4x Minisoccer 5v5 Grass Football Pitches
2x Small-sided Grass Football Pitches
1x Artificial Turf Wicket Cricket Pitch

1x MUGA
1x Play Area (LEAP)
1x Community Hub
Parking for 109 vehicles
Access

Optional Facilities

1x Natural Turf Cricket Wicket Square
1x Full-sized 3G Pitch to National League System criteria

External Funding

11.6 Consultation with the Sussex County FA has indicated that there is high potential for Football Foundation funding at Palmer Road Recreation Ground. The project is a high priority within the Local Football Facility Plan for Arun. At this current time, the scale of funding is uncertain and while there are Section 106 allocations for the project in the region of £2m, there is currently a funding gap.

11.7 External funding through the Sussex County FA is only viable if the facility is built through the FA's framework / specification to maximise benefit to the community. This includes:

- Sufficient changing rooms for adult & youth teams,
- Storage areas within changing rooms to allow staggered usage,
- A social facility with the provision of food & beverage.

11.8 Outcomes that the Football Foundation would expect from a funded project include:

- Local community provision,
- Development of the female game,
- Development of flexible football (e.g. walking football),

- Development of disability football,
- Getting inactive people active,
- Keeping active people active for longer / more active,
- Engagement with the Community Foundation section of the local professional clubs.

NEXT STEPS

11.9 The work completed during this report represents the Stage Two Feasibility Study and Options Appraisal in developing the new Sports & Community Hub at Palmer Road Recreation Ground. The next stages of work are set out in the project programme and involve progressing through subsequent stages of design development and delivery. The main stages of work going forward are listed below:

Table 14: Next Stages of Work

Stage of Work	
1.	Council to review this report and raise any comments or queries
2.	Council to review procurement requirements and standing orders with regard to the consultant team and main contractor procurement, including the use of frameworks
3.	Council to consider a pre-planning advice application to identify approval in principle, potential planning issues and submission requirements
4.	Council to review programme and potential project start date
5.	Council to identify project procedures and arrangements for project management
6.	Council to consider early procurement of surveys and investigation (ecology, topography, site investigation, utilities, traffic/transport, etc.)
7.	Council to consider likely site use and parking provision

This page is intentionally left blank

Arun District Council

REPORT TO:	Policy and Finance Committee – 9 February 2023
SUBJECT:	Anti-Slavery Pledge
LEAD OFFICER:	Cathryn French – Safeguarding Officer
LEAD MEMBER:	Councillor Shaun Gunner
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
<p>The anti-slavery pledge directly contributes to the council’s vision of improving the wellbeing of its residents, by ensuring that potential exploitation does not exist within the council’s operations or within its supply chain.</p>	
DIRECTORATE POLICY CONTEXT:	
<p>Arun District Council as part of Local Government and as an employer, recognises that it has a responsibility to take a robust approach to slavery and human trafficking.</p> <p>This is a corporate pledge that Arun District Council commits to do everything in its to make our district free of modern slavery.</p>	
FINANCIAL SUMMARY:	
<p>There are no direct financial implications in signing the Anti-Slavery pledge for Arun District Council.</p>	

1. PURPOSE OF REPORT

- 1.1. The purpose of this report is to request that the Policy and Finance Committee endorse and approve the Arun District Council’s Anti-Slavery Pledge.

2. RECOMMENDATIONS

- 1.2. It is recommended that the Committee endorses the Anti-Slavery Pledge and recommends it onto Full Council so that the Pledge can be adopted.

2. EXECUTIVE SUMMARY

- 2.1. The Modern Slavery Policy was adopted by the Council on 9 December 2021. The Council is requested to sign and publish an Anti-Slavery Pledge demonstrating its public commitment to taking action, within the organisations powers and responsibilities to make the district free of modern slavery.

3. DETAIL

- 3.1. The Committee is asked to endorse and approve the Anti-Slavery Pledge, this has been attached as an Appendix to the report.
- 3.2. If approved, the Pledge will be published on the Council’s website.

3.3. The Pledge is in addition to the Council's Procurement Strategy which ensures supply chain transparency, to mitigate Modern Slavery in supply chains when purchasing goods and services.

4. CONSULTATION

4.1. For the purpose of this report consultation has been undertaken with Human Resources, Legal Services and the Finance Department.

5. OPTIONS / ALTERNATIVES CONSIDERED

5.1. Consideration of options/ alternatives are not required for this report.

6. COMMENTS BY THE INTERIM GROUP HEAD OF FINANCE/SECTION 151 OFFICER

6.1. There are no direct financial implications in signing the Anti-Slavery pledge for Arun District Council.

7. RISK ASSESSMENT CONSIDERATIONS

7.1. There are none.

8. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

8.1. This report has been shared with the Council's Legal Services team who have provided guidance for this report in that the Policy and Finance Committee are to refer the Pledge for Full Council consideration.

9. HUMAN RESOURCES IMPACT

9.1. As a local authority the council is encouraged to publish a supply chain transparency statement under Section 54 of the Modern Slavery Act 2015 which, whilst not currently a legal Duty, is expected to become one in the near future. Human Resources are in support of the recommendations.

10. HEALTH & SAFETY IMPACT

10.1. There is no direct impact.

11. PROPERTY & ESTATES IMPACT

11.1. There is no direct impact.

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

12.1. There is no direct impact- this Pledge is seeking to ensure the equality and diversity of all citizens.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

13.1. There is no direct impact.

14. CRIME AND DISORDER REDUCTION IMPACT

14.1. This report has been shared with the Wellbeing and Communities team. The Council works in partnership with partner agencies such as West Sussex County Council and Sussex Police to work to reduce harms caused by Modern Slavery and Human Trafficking. The Pledge demonstrates the Council's commitment to this.

15. HUMAN RIGHTS IMPACT

15.1. There is no direct impact- this Pledge is seeking to enhance the human rights of all.

16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

16.1. There is no direct impact.

CONTACT OFFICER:

Name: Cathryn French
Job Title: Safeguarding Officer
Contact Number: 01903 737 828

BACKGROUND DOCUMENTS:

[9 December 2021: Arun District Council Corporate Policy and Performance Committee: Modern Slavery Policy Statement](#)

Appendix 1- Anti Slavery Pledge

Pledge to become a Slavery Free Community

This page is intentionally left blank

Arun District Council anti-slavery pledge



Pledge to become a slavery-free community

As leaders in Arun we, the undersigned, commit to doing everything in our power to make our district free of modern slavery. We will work proactively with national and local government, law enforcement agencies, business, the community and voluntary sector, faith bodies and our local communities to:

- demonstrate strong leadership for anti-slavery initiatives
- raise awareness amongst our staff, associates, and the people we service on a daily basis
- train our staff to recognise and respond appropriately to potential signs of slavery
- share intelligence and information to help detect slavery and ensure it cannot take root
- support victims and survivors in our communities
- ensure potential exploitation does not exist within the council's operations or within its supply chain
- contribute to building a prosperous and slavery-free economy

In this way Arun District Council stands in support of the United Nations Global Sustainable Goal 8.7 to take immediate and effective measures to eradicate forced labour, end modern slavery and human trafficking and secure the prohibition and elimination of the worst forms of child labour by 2030.

This has been agreed and signed by the following:

Chief Executive Officer	Signature
Leader of the Council	Signature
	Date

For more information on modern slavery, spotting the signs and how to report these, please see:
<https://www.arun.gov.uk/modern-slavery>

This page is intentionally left blank

REPORT TO:	Policy and Finance Committee - 9 February 2023
SUBJECT:	Budget Monitoring Report to 31 December 2022
LEAD OFFICER:	Carolyn Martlew – Interim Group Head of Finance & Section 151 Officer
LEAD MEMBER:	Councillor Shaun Gunner
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
The Council’s budget supports all the Council’s Objectives.	
DIRECTORATE POLICY CONTEXT:	
Budget monitoring is a major component in ensuring sound financial control and control of spending is in place. It is also a major part in ensuring sound governance arrangements.	
FINANCIAL SUMMARY:	
The report shows the Capital, Housing Revenue Account and General Fund Revenue budget performance to the end of September 2022.	

1. PURPOSE OF REPORT

1.1. The purpose of this report is to apprise the Policy and Finance Committee of performance against the budgets approved by the Council at its meeting on 23 February 2022.

2. RECOMMENDATIONS

1.2. There are no recommendations for the Committee to consider.

2. EXECUTIVE SUMMARY

2.1. The budget monitoring report appended to this report sets out the Capital, Housing Revenue and General Fund Revenue performance to the end of December 2022.

3. DETAIL

3.1. The Council approved a General Fund revenue total net budget of £25.874 million; a Housing Revenue Account revenue total expenditure budget of £19.361 million; and a capital budget of £11.473 million for 2022/23.

- 3.2. The Committee is requested to note the budget monitoring report in Appendix 1. The report provides information on a management by exception basis to enable the reader to understand the overall performance of the budget book summary. The report highlights significant expenditure and income variations against profiled budget for the third quarter of 2022.

4. CONSULTATION

- 4.1. No consultation has been undertaken with external bodies.

5. OPTIONS / ALTERNATIVES CONSIDERED

- 5.1. There are no other options or alternatives.

6. COMMENTS BY THE INTERIM GROUP HEAD OF FINANCE/SECTION 151 OFFICER

- 6.1. It is sound governance to monitor spend against budget during the financial year. Such control allows the Council to take prompt corrective action if spending or income varies significantly from the approved budget.
- 6.2. Inflationary pressure is having an adverse effect on the Council's financial position. An inflationary earmarked reserve of £500k was set up at the end of 2021/22 to help mitigate the effects of the unprecedented high rates of inflation on expenditure including major contracts. These are reviewed as part of the budget monitoring process and the reserve has now been fully allocated.
- 6.3. The revised HRA budget was approved by Full Council at its meeting on 18 January. This will enable the HRA balance to remain positive, whilst declining below the £2m recommended minimum balance approved by Full Council. The budget 2023/24 report elsewhere on this agenda updates members on the financial position of the HRA with recommendation to Full Council to allow the balance to remain below £2m for the period 2023/24 to 2026/27 to enable the realisation of savings in Repairs and Supervision & Management to deliver a sustainable HRA.

7. RISK ASSESSMENT CONSIDERATIONS

- 7.1. Budget monitoring mitigates against the risk of poor financial control. Regular monitoring ensures that members are informed if corrective action is required and that this is taken promptly.

8. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

- 8.1. The Council must set the budget in accordance with the provisions of the Local Government Finance Act 1992 and approval of a balanced budget each year is a statutory responsibility of the Council. Sections 25 to 29 of the Local Government Act 2003 impose duties on the Council in relation to how it sets and monitors its budget. These provisions require the Council to make prudent allowance for the risk and uncertainties in its budget and regularly monitor its finances during the

year. The legislation leaves discretion to the Council about the allowances to be made and action to be taken.

9. HUMAN RESOURCES IMPACT

9.1. None direct

10. HEALTH & SAFETY IMPACT

10.1. None direct

11. PROPERTY & ESTATES IMPACT

11.1. None direct

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

12.1. None

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

13.1. None

14. CRIME AND DISORDER REDUCTION IMPACT

14.1. None

15. HUMAN RIGHTS IMPACT

15.1. None

**16. FREEDOM OF INFORMATION / DATA PROTECTION
CONSIDERATIONS**

16.1. None

CONTACT OFFICER:

Name: Carolin Martlew

Job Title: Interim Group Head of Finance and Section 151 Officer

Contact Number: 01903 737558

BACKGROUND DOCUMENTS:

Budget Book 2022/23

HRA report to Policy and Finance Committee 13 December 2022.

This page is intentionally left blank

ARUN DISTRICT COUNCIL BUDGET MONITORING

Financial Position as at end of December 2022

1. Introduction

- 1.1 This report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to end of December 2022 and presents performance information for all aspects of financial risk such as income and specific savings targets.
- 1.2 Budget performance is presented after taking account of the following:
- Spend to date excluding commitments against profiled budgets.
 - Consultation with managers and budget holders on service performance.
 - Budget savings identified where possible from existing budgets to cover additional expenditure.

2. General Fund Summary

- 2.1 The 2022/23 budget was approved by Full Council on 23 February 2022.
- 2.2 General Fund performance to end of December 2022 against profiled budget is shown in the table below. The table presents only the variances on budget in excess of +/- £50k.
- 2.3 Table below shows a general net expenditure variance of £268k favourable profiled budget to the end of December 2022. Variations are on services first, followed by corporately controlled budgets.

General Fund variance on profiled budget to end of December 2022			
Service controllable spend	Variance on Budget Sep £'000	Variance on Budget Dec £'000	Change £'000
Corporate Committee			
Elections - bi-election and local planning elections	0	86	86
Housing and Wellbeing Committee			
Nightly paid accommodation and homelessness (see 2.5.1)	335	700	365
Planning Policy Committee			
Planning Income (Fees and Charges)	(98)	(337)	(239)
Planning Expenditure - Professional Fees	0	64	64
Policy & Finance Committee			
Legal (Fees and Charges)	(78)	(103)	(25)
Other Variances less than +/- 50k	212	(240)	(452)
Total Service controllable budget variance	371	170	(201)
Corporate controllable budget			
Establishment against savings target	90	(69)	(159)
Corporate Underspends	(395)	(296)	99
Rates	(79)	(73)	6
General Fund net expenditure variance against profiled budget	(13)	(268)	(255)
Note: Economy Committee and Environment Committee have no variances in excess of +/- £50k			

2.4 Corporate Support Committee

2.4.1 Due to recent by-elections, including a West Sussex County Council by-election, and ongoing digital transformation of the service, the Electoral Services budget has a spending variance of £86k. This variance will be met by £24k contribution from WSCC, £16k grant funding for digital transformation and £46k being funded corporately.

2.4.2 Legal fees and charges have exceeded profile budget by (£103k). Part of this relates to beach hut renewals, which occur every 3 or 7 years depending on the type of lease, and to income generated from legal fees associated within the preparation of Section 106 Agreements. Efforts are also being made by the Legal Services team to increase its income during the 2023/24 financial year.

2.5 Housing and Wellbeing Committee

2.5.1 To date, the overall spending variance for nightly paid accommodation (net) and homelessness is £700k, not including salaries.

2.5.2 The £700k consists largely of nightly paid net expenditure of £917k, £27k due to Temporary Accommodation and grants totalling (£244k). A breakdown of the (£244k) grants is shown in the table below:

Description	£'000
Ex-offender's grants (to be spent by 31-03-23)	6
Prevention grants	(81)
Rough sleeping grants	(109)
Domestic abuse grants (to be spent by 31-03-23)	(20)
COMF grant (to be spent by 31-03-23)	(40)
Total	(244)

2.5.3 The numbers of households in emergency accommodation reached a peak of 132 in September but had been steadily rising throughout the summer holidays. All emergency accommodation was full and the hotels that would normally be used as overspill were also fully occupied because of the number of events happening locally. We have a legal obligation to provide accommodation for anyone who is homeless and in priority need and so this resulted in having to be far more flexible around the type of emergency accommodation being used, for example, holiday parks/caravans which come at a greater cost. However, since September, the numbers of households in emergency accommodation have slowly been reducing thanks to the efforts of the Housing Options Team, and at 18 December, stood at 114: a significant reduction and at a level not seen since the beginning of 2022. This has been achieved against a backdrop of the cost of living crisis and the tail end of the impact of the pandemic.

2.5.4 In addition to reducing the number of households in emergency accommodation, new processes for income generation are being put in place from January 2023 which will help to offset the expenditure on emergency accommodation. The processes will focus on increasing the collection of housing benefit on behalf of our clients and maximising the clients' own contributions towards accommodation costs. The same processes will also be applied to removals and storage costs.

2.5.5 For Rough Sleeper Initiatives (RSIs), a 3-year settlement, Arun District Council has successfully secured £1.714m. Plans are progressing well with implementing new ways to prevent homelessness for single people and support for verified rough sleepers.

2.5.6 RSIs 22-25 were slow to start which meant that a small underspend was forecast. Negotiations with our DLUHC colleagues have been ongoing and agreement has been reached to repurpose the underspend to direct it elsewhere to ensure that it is spent in year.

2.5.7 £824k has been secured in Homelessness Prevention Grant which is a 1-year settlement. The grant is to prevent and relieve homelessness wherever possible. For example, by providing help with deposits, rent in advance and other landlord incentives.

2.5.8 DLUHC announced in December that they would be issued a top payment for the Homelessness Prevention Grant. Arun is set to receive £130,734 to help cope with winter pressures.

2.5.9 Accommodation for Ex-Offenders funding has been carried forward from 2021/22 and a further £31.5k of funding has been agreed but the project will draw to a close at the end of March 2023 as no further funding has been awarded.

2.6 Planning Policy Committee

2.6.1 Planning income is (£337k) above profile. This is largely due to an additional 19 applications totalling (£669k) in value.

2.6.2 As a consequence of the extra income, professional fees within the service have increased to £64k above profile.

2.6.3 Members are asked to note any increase in large applications are unlikely to result in more resources. Currently, there is no agreed mechanism to quickly increase staff beyond that presently budgeted for. As a result, there may be a negative impact upon reported performance for the determination of major applications.

2.7 Corporate Underspend

2.7.1 The corporate underspend relates to identified unrequired contingency and corporately controlled budgets and Government grants that are available for potential resource allocation. Budgets are set based on assumptions about service delivery, which sometimes result in a different actual budget requirement resulting in surplus budget. As these are identified, the surplus budget is vired to a corporate underspend account and made available for resource re-allocation. The advantage of this is a reduction in the need for supplementary estimates and managing service delivery within the approved budget and Medium-Term Financial Strategy. The Senior Management Team are expected to exercise their discretion in managing their budgets responsibly and prudently and wherever possible meeting additional cost pressures by virement from within existing budgets. The corporate net underspend is £295k at the end of December 2022 and the breakdown is shown in the following table:

Corporate Underspends Confirmed December 2022			
	Sep 22	Dec 22	Change
	£'000	£'000	£'000
Additional investment income	600	700	100
Underspends from contingencies/miscellaneous budgets / corporate controllable	63	63	0
Total identified corporate underspend	663	763	100
Virements actioned/earmarked from corporate underspend	(268)	(468)	(200)
Corporate Underspends December 2022 (Net)	395	295	(100)

2.7.2 There has been a £100k contribution to the corporate underspends:

Description	£'000
Investment income – increase in interest rates	700
Rates – Public Conveniences now outside NDR	63
Total	763

2.7.3 The corporate underspend has so far been used to fund the following items:

Description	£'000
Regeneration Specialist	100
Seasonal Staff	57
Feasibility Study for new build theatre	18
Funding of Finance Business Partners	93
Cost of Living	180
Recruitment of GH Wellbeing and Communities	20
Total	468

3. Externally Funded Services

3.1 Arun District Council hosts several services under its stewardship as the Accountable Body. Whilst these services are entirely externally funded, Arun District Council has service provision interests. These services are the Wellbeing team and Car Parking enforcement. There are no budgetary concerns to report on these services.

4. Rates

4.1 Legislation excluding non-domestic rate charges on public conveniences has been approved by central government. As legislation has been backdated to 2020/21 this has resulted in a refund of £73k to the Council.

5. Establishment

5.1 Each year a vacancy management target is included within the budget to ensure that the establishment complement is scrutinised for efficiency and reflects the needs of on-going service delivery changes. For the Financial Year 2022/23 the target is set at £500k.

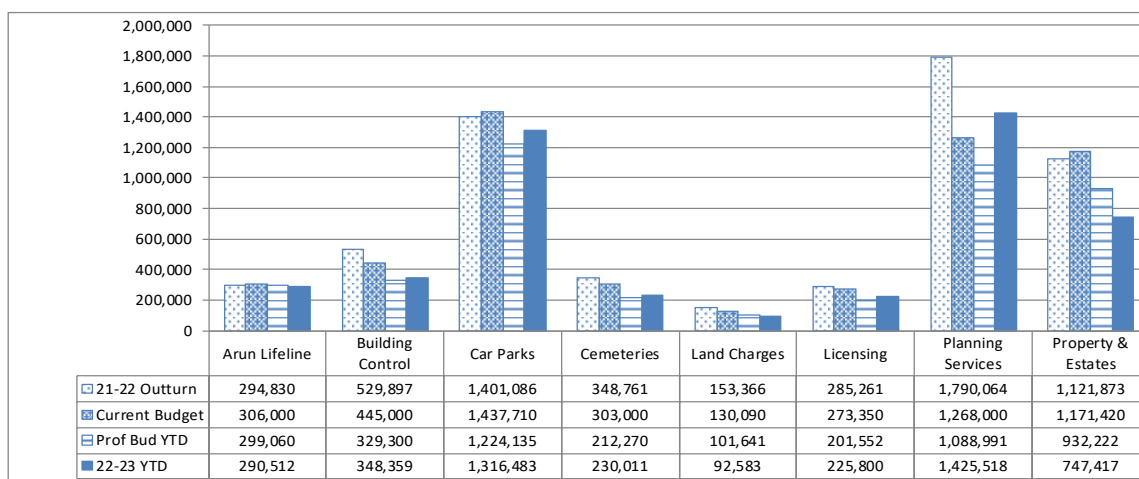
5.2 Current vacancy allowance is (£69k) favourable to December 2022. This includes the pay award for 2022-23 of £1,925 for every employee. This averages at approximately 6.4% overall for the Council's establishment and it should be noted that only 3% was included in budget. This highlights the extent of staffing vacancies at the Council.

6. Income

6.1 Income from fees, charges and rents are included within net cost of service. In total this amounts to an overall financing of £5.335 million. Income is a key risk area to the budget as it is predominantly externally influenced, without direct link to service cost and each source is unique.

6.2 General Fund income is currently overachieving by (£288k). This is mainly due to increased planning income mentioned in paragraph 2.7.1 above.

6.3 The graph below shows income by source and value, achievement to end of December 2022 against profiled budget, full year budget and 2022/23 outturn.



7. Estimated Outturn

7.1 There have been 4 supplementary estimates approved at Full Council to 31 December 2022. These are listed below:

Description	£'000
Defending planning appeals	100
Combined cleansing contract	180
Continuing weekly refuse collections	109
HMO additional licensing consultation	40
Total	429

7.2 The change in planned original budget General Fund Reserve movement due to budget performance to end of December 2022 is shown in the table below:

General Fund Reserve Movement estimated outturn 2022/23	Original Budget £'000	Current Budget £'000
Net Budget Requirement	22,132	22,657
Financed by:		
Government Grants and Retained Business Rates	(4,866)	(4,962)
Council Tax	(17,266)	(17,266)
Taken From / (Added to) Balances	0	429
General Fund Balance 01 April 2022	5,000	5,000
Budgeted draw down from GF Reserve	0	(429)
Current Budget Variation Estimated Outturn 2022/23	0	268
General Fund Balance 31 March 2023	5,000	4,839

Should the General Fund Reserve balance be above or below £5m at 31 March 2023, a transfer from the Financial Resilience Reserve will be made to maintain the General Fund Balance at £5m as approved by Council. It should be noted that the Council's services including contracts are subject to significant inflationary pressure which is likely to impact the second half 2022/23.

8. Earmarked Reserves

- 8.1 Earmarked reserves are amounts set aside from General Fund Reserve to provide financing for specific future expenditure plans and held alongside the General Fund for drawdown as required under the scheme of virement. These reserves are to be reviewed regularly to ensure that they are being drawn down as appropriate or returned to General Fund reserve.
- 8.2 The Medium Term Financial Plan (MTFP) considered by the Policy and Resources Committee on 13 December 2022 and approved by Full Council on 18 January 2023 identified a significant budget gap of circa £4m from 2023/24. The Council will have to embark on a transformation programme to close the budget gap. This will be subject to further reports to member. It is therefore proposed to set up a Transformation Earmarked Reserve to help fund this programme. To date £443k has been identified for transfer into this reserve.

9. Housing Revenue Account (HRA)

- 9.1 The profiled variance for the HRA against original budget to end of December 2022 is shown in the table below:

Housing Revenue Account							
	Full year Budgets	Full year Budgets	Year to date Profile budget	Year to date actuals	Year to date Variance	Estimated Outturn 2022-23	
	(Orig) 2022/23	(Current) 2022/23	2022/23	2022/23	2022/23	2022/23	
	£000	£000	£000	£000	£000	£000	
Expenditure							
Repairs & Maintenance	5,181	5,181	3,886	5,566	1,681	2,001	
Supervision & Management	5,357	5,352	2,629	3,176	548	652	
Movement in Allowance for bad debts	136	136	136	0	0	(36)	
Rents, Rates, Taxes and other charges	177	177	133	113	(20)	(14)	
Total Expenditure	10,850	10,845	6,783	8,856	2,208	2,604	
Income							
Dwelling rents	(16,941)	(16,941)	(12,707)	(12,574)	133	163	
Non-dwelling rents	(481)	(481)	(357)	(333)	24	30	
Charges for services and facilities	(641)	(641)	(381)	(335)	46	34	
Other Income	0	0	0	0	0	(3)	
Total Income	(18,062)	(18,062)	(13,445)	(13,242)	203	224	
Net Expenditure or Income of HRA Services as included in the whole authority Comprehensive Income and Expenditure Statement	(7,212)	(7,217)	(6,662)	(4,386)	2,411	2,827	

The estimated outturn for 2022/23 is a deficit of £4.403m against the current year budgeted £1,576m deficit, resulting in a forecast adverse variance of £2.827m as per the final column in the above table.

- 9.2 The resulting projected reserve movement for the HRA against original budget to end of 2022/23 is shown in the table below along with the forecast position as per the revised budget which was approved by Full Council on 18 January:

Housing Revenue Account Reserve Movement estimated outturn 2022/23	Original Budget	Actual v profile to date	Estimated 31/03/23
	£'000	£'000	£'000
HRA balance 01 April 2022	4,921	3,891	3,891 *
Budgeted deficit for 2022/23	(1,396)	(1,396)	(1,396)
Capital slippage		(181)	0
Current Budget Variation Estimated Outturn 2022/23 (YTD)		(1,452)	(1,894)
HRA Balance at 31 March 2023	3,525	862	601

HRA Major Repairs Reserve is currently £2,886k at 01 April 2022

* The current budget shows the actual HRA balance on 1 April 2022.

- 9.3 It should be noted that this report is concerned with the projected outturn as at the end of December 2022.
- 9.4 The 2022/23 budget has been reviewed to arrive at a revised budget which is the forecast year end position. Future monitoring and reporting will be against the revised budget.
- 9.5 Repairs and maintenance (planned and responsive) expenditure remains an area for concern, however this is under regular review with action plans being formulated to address this going forwards. There are significant one-off costs relating to compliance issues in 2022/23 which will not be repeated in future years.
- 9.6 HRA income consists almost entirely of rents. Current projections forecast rental income to be below target.
- 9.7 The projection of the HRA balance at 31 March 2023 is £0.601m. This is below the Council's recommended minimum level of £2m. This is expected to improve following a review of the depreciation policy to reduce the current charge of £1,800 per property closer to the median of £1,300 per property for similar HRAs
- 9.8 Loss of income due to Right to Buy (RTB) disposals and void dwellings remain a key financial risk. The estimated number of RTB disposals for 2022/23 was set at 10 (there were 11 RTB disposals in 2021/22 and 4 disposals in 2020/21). To date there has been 7 disposals in the current year.

9.9 Details of the HRA capital, improvements and repairs programmes are shown in Paragraph 10 and 11.

10. Capital Receipts

10.1 Arun has entered into an agreement with the Government to keep the additional receipts generated by the relaxation of the Right to Buy discount rules, subject to these receipts being used for the provision of new social housing and Arun matching every £40 of receipts with £60 of its own funding. A further condition is that the receipts must be spent within five years, failing which they must be returned to the Government plus interest at 4% above base rate.

10.2 All “1 for 1” receipts up to the end of December 2022 is £345k. However, as pooling is done on an annual basis we won’t know for certain until financial year end.

10.3 One of the key priorities of Arun’s HRA Business Plan is a development programme to enable the delivery of an additional 250 new Council dwellings over a ten-year period.

10.4 In order to protect the Council’s investment in the provision of new social housing, exemption from capital receipt pooling has been obtained in respect of all Arun’s new dwellings in the current investment programme. This will enable Arun to retain 100% of the receipts from any future right to buy disposals in respect of these new dwellings (although it is worth noting that these receipts will be net of any discount entitlement).

11. Capital, Asset Management and Other Project Programmes

11.1 The Council’s budget for 2022/23 was set at £17.471m in February 2022. Recommended carry forwards from 2021/22 have increased the budget to £55.286m. The main changes in budget are:

	£’000
Total Original Budget	17,471
General Fund	
Levelling Up Fund Alexander Theatre	12,190
Levelling Up Fund Littlehampton Sea Front	7,234
Littlehampton Public Realm	3,301
Asset Management	2,479
Other GF Schemes less than £500k	1,767
Housing Revenue	
Stock Development	7,645
Summer Lane, Pagham	1,687
Cinders Nursery, Yapton	842
Chichester Road, Bognor Regis	571
Other Housing Schemes less than £500k	181
Total Current Budget	55,368

- 11.2 The capital and projects budget will continue to be monitored on a corporate level as this provides better information and control of the budget. In addition, officers will be requested to review all capital budgets as part of the 2023/24 budget preparation exercise to determine if projects are still required in the budget, can be re-profiled or delayed to future years.

	Original Budget £'000	Current Budget £'000	Actual 2022/23 £'000	Balance £'000
General Fund				
<i>Policy & Finance</i>				
Levelling Up Fund Alexander Theatre	-	12,190	525	11,665
Levelling Up Fund Littlehampton Seafront	-	7,234	271	6,963
<i>Corporate Support</i>				
Computer Services	-	348	51	297
Arun Direct Telephony	200	200	2	198
<i>Economy</i>				
L'ton Public Realm	-	3,301	1,906	1,395
Asset Management	240	703	89	614
Works to Public Conveniences	-	495	226	269
Changing Places	157	384	7	377
Fitzleet Car Park	200	546	280	266
Car Parks Resurfacing	-	202	202	-
Arcade Roof	210	210	-	210
Beach Huts	-	260	-	260
Air B&B	-	486	2	484
<i>Environment and Neighbourhood Services</i>				
Disabled Facilities Grants	1,400	1,400	958	442
Keystone Centre	-	250	-	250
Sunken Gardens	-	466	32	434
Bersted Brooks Country Park	320	320	-	320
Place St. Maur	-	465	303	162
Play Areas	25	18	-	18
BR Seafront Gym	-	30	29	1
Hotham Park Play Area	-	27	27	-
Ferring Village Green	-	25	-	25
Longbrook	-	18	-	18
Trinity Way	-	20	19	1
Lashmar Play Area	-	50	49	1
Homewood Play Area	-	42	40	2
Linnet Close West	-	15	-	15
Aubrey Fletcher	-	18	-	18
Bognor Skate Park	200	200	-	200
<i>Residential and Wellbeing Services</i>				
ALC Wet Change	987	987	2	985
Total General Fund	3,939	30,910	5,020	25,890

Housing Revenue Account

Residential and Wellbeing Services

Stock Development	100	7,745	235	7,510
Summer Lane, Pagham	-	1,687	762	925
Cinders Nursery, Yapton	-	842	808	34
Chichester Road, Bognor Regis	-	571	157	414
Sheltered Accommodation	2,600	2,600	-	2,600
Housing IT				
Civica Implementation	285	466	276	190
Housing Improvements	690	690	360	330
Domestic Boiler Installations	651	651	682	(31)
Commercial Boiler Rooms	100	100	-	100
Reroofing Programme	950	950	93	857
Kitchen & Bathroom Replacement Programme	950	950	158	792
Windows & Doors	1,575	1,575	1,374	201
Aids & Adaptations	450	450	169	281
Housing Repairs	2,649	2,649	2,953	(304)
Day to Day General Repairs	1,519	1,519	1,753	(234)
Voids	1,013	1,013	857	156
Total Housing Revenue Account	13,532	24,458	10,637	13,821
Total Programme	17,471	55,368	15,657	39,711

Please note Housing Improvements, Adaptations & Repairs expenditure includes QL commitments taken from the Housing Mgmt. System

Total programme comprises Capital, Asset Management and other projects budget plus Housing Repairs. Although Housing Repairs forms part of the HRA revenue budget it is included here because of the close link with the Housing Improvements Programme.

General Fund

- 11.3 LUF Alexandra Theatre - Officers are finalising design ideas, elevations and fitout and have a number of forums to take this through. Following this we will have a better idea of the programme, forecast spend and cashflow. Expenditure to date only relates to professional fees.
- 11.4 LUF Littlehampton Seafront – A report was presented to the Policy & Finance Committee on 13 December 2022 with the results of public consultation. Cashflow for capital expenditure will only become available once the tender process is complete. Expenditure to date only relates to professional fees and public consultation costs. Construction works will commence in the 2023/24 financial year.
- 11.5 Wireless infrastructure and edge switch expenditure (total £100k) are still on track to be spent this financial year. Digital (currently £91.5k) is likely to slip into the new financial year, along with VMware Site Recovery Manager (£20k) and Cisco Network Access Control (£20k).
- 11.6 Telephony - The project has changed direction and has now become an annual revenue cost, and the 2023/24 budget has been adjusted to reflect this change. Therefore, at year end the capital receipts set aside originally for this project will be applied to other capital expenditure which will help free up the revenue to compensate for this budget growth.

- 11.7 Public Conveniences - Works are underway on the £250k refurbishment of Bedford Street public conveniences, works are expected to complete March 2023, whilst the budget also allows for the refurbishment of Crown Yard to allow for the changing places facilities to be incorporated.
- 11.8 Changing Places - facilities in Bognor and Littlehampton are forming part of the larger Levelling up Fund project whilst Hotham Park & Crown Yard are being delivered by Property & Estates. We are in communication with Changing Places for Hotham and Crown Yard as the 31 March 2023 deadline is potentially no longer achievable. Arun is also working with Rustington Parish Council to help with the delivery of their facilities.
- 11.9 Arcade Roof - the east side flat roof is currently on hold until summer 2023 to avoid the worst of the winter weather and therefore this budget will be carried forward into the new year. The west side pitched roof is more urgent and it may be that the underspend against Fitzleet is required to fund these works, especially due to the complexity of access.
- 11.10 Beach Huts – Officers are in discussions with the composite beach hut manufacturer to verify the size, layout, design and price of these bespoke huts in order to confirm project viability. Once this is finalised the draft plan will be confirmed and a revised scheme will then be submitted for planning consent incorporating three accessible beach huts in this initial phase. The project will not be delivered this financial year and therefore the budget will be carried forward.
- 11.11 Air B&B - an environmental survey is pending before a planning application is submitted. The only spend this financial year will be for planning consultancy and therefore the remaining budget will be carried forward.
- 11.12 Keystone Centre – the project start has been delayed to January 2023, Arun's contribution is not due until completion of the roof and therefore potentially this payment may not happen until the new financial year, if this is the case this budget will be carried forward.
- 11.13 Sunken Gardens – A report went to Environment committee in November 2022, and construction costs will be £312k plus fees. Since the report, the revised commencement date is 9 January 2023 with completion expected April 2023.
- 11.14 Bersted Brooks - Consultants are being appointed to support the council in preparing a masterplan for the site, involving stakeholder engagement and public consultation. Works are not expected until the financial new year and therefore the budget will be carried forward.
- 11.15 Place St Maur - Project is practically complete, final construction account has been confirmed, so only remaining project costs are to be concluded.
- 11.16 Play Areas - Bognor skate park will now be delivered in the new financial year, and the £200k budget will be carried forward.
- 11.17 ALC Wet Change - Currently in the pre-construction phase which runs through January 2023, construction phase will follow this and will likely complete in the new financial year, so the budget balance will be carried forward at year end.

Housing Revenue Account

11.18 Sheltered Accommodation - This year's budget will not be spent. The three-year programme has been slipped and therefore year 1 has been budgeted for again in 2023/24, so this will not be carried forward. Any scheme would require a sound business case/options appraisal before progression.

11.19 Stock Development - 17 properties at Summer Lane, Pagham have been handed over so far to the Council, the 10 remaining properties are anticipated May/June 2023. The 8 properties at Chichester Road, Bognor are due in the next couple of months.

12. Section 106 Sums

12.1 Section 106 (s106) agreements, also known as planning obligations, are agreements between developers and Arun District Council as the local planning authority that are negotiated as part of a condition of planning consent. The Town and Country Planning Act 1990 enables Arun to negotiate contributions towards a range of infrastructure and services, such as community facilities, public open space, transport improvements and/or affordable housing.

12.2 The Council currently holds £7.286m on deposit for s106 agreements, plus £3.954m is held on behalf of other organisations (e.g., NHS and WSCC). The total held on deposit on 31 December 2022 is £11.240m.

13. Cash Flow and Treasury Management

13.1 As at December 2022 it is estimated that by year end the budgeted investment returns will exceed original budget by approximately £1m. This is largely due to increased sums available to invest and many increases in the Bank of England rate (now at 3.5%). During Budget setting, it was assumed that the average principal sums would be around £44m, this is now at an average of £63m resulting in extra interest income. This is due to the following reasons:

- Unused Covid-19 grant funding (£2.75m) was only repaid to the government in October 2022, and new grants have been received.
- Council Tax energy rebate grant majority paid out by end September 2022.
- House building programme is delayed; and
- General Fund capital/asset management slippage.

14. Risk Analysis

14.1 Corporate and Operational risk registers are reviewed and updated for financial implications as part of the Council's risk management process on the criteria of probability of occurrence and materiality of impact upon balances. The most significant risk to the Council at present is the inflationary pressures building up within the economy.

14.2 Other risks which are inherent within the overall budget are analysed below.

- 14.3 As the DLUHC has changed the capital receipt pooling arrangements, with a cap being introduced on Right to Buy receipts for acquisitions with effect from 1 April 2022, going forward, it is important that the Council has a robust HRA Business Plan to meet the new requirements. This will prevent the Council having to repay to the Government some or all of these “1 for 1” receipts, together with interest at a penalty rate of base rate (currently 3.5%) plus 4%.
- 14.4 The Council’s External Auditors, Ernst & Young LLP, have continued to charge the same fees since 2019/20 based on the current Public Sector Audit Appointments Ltd (PSAA) scale fee as no final decision has been made on the rebasing. Depending on the outcome, the Council could be charged up to £30k for the previous year. New Burdens Funding for this is expected from central government.
- 14.5 Labour shortages are becoming a major problem across the United Kingdom. Unfilled vacancies were estimated at 1.3m in April 2022 (source: Office of National Statistics). This is causing recruitment issues in many areas across the Council with agency staff covering vacant posts, leading to increased establishment costs.

15. Conclusions and Recommendations

- 15.1 The budget monitoring to 31 December 2022 indicates that for 2022/23 the Council will:
- Be on track against the General Fund Revenue budget;
 - The Housing Revenue Account budget is currently under review to enable corrective action to be taken to avoid the year-end balance reaching a critically low level as outlined in Section 9.
 - Significantly underspend on its Capital, Asset Management and Projects;
 - Where it becomes clear that any budget provision is no longer required, it will be removed in future budgets.

Arun District Council

REPORT TO:	Policy and Finance Committee – 9 February 2023
SUBJECT:	Committee Revenue and Capital Budget 2023/24
LEAD OFFICER:	Carolyn Martlew, Interim Group Head of Finance and Section 151 Officer
LEAD MEMBER:	Councillor Shaun Gunner
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
The Council's financial planning and budget promotes all the Council's Corporate Priorities.	
DIRECTORATE POLICY CONTEXT:	
The Council's financial planning and budget has an effect on all Directorates of the Council.	
FINANCIAL SUMMARY:	
The draft budgets for this Committee are shown in the appendices. The financial forecast for the General Fund Revenue Budget predicts significant budget deficits in 2023/24 and future years. The detailed effects are contained in the body of the report.	

1. PURPOSE OF REPORT

1.1. The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the Council's 2023/24 revenue budget for 2023/24. These will be considered by this Committee later on this agenda. In addition, this Committee will consider the overall revenue and capital budgets for 2023/24 to make recommendations to the Special Meeting of the Council on 1 March 2023 on the General Fund budget to be set and level of Council Tax for the District for 2023/24.

2. RECOMMENDATIONS

1.2. It is recommended that this Committee:

- (a) Agree on the 2023/24 Revenue Budget as illustrated in Appendix A of this report;
- (b) Agree on the list of uncommitted growth items as illustrated in Appendix B of this report; and
- (c) Agree the capital the capital programme as illustrated in appendix C of this report.
- (d) Agree to recommend that the Revenue Budget for this Committee be included in the overall General Fund Budget when considering the overall budgets later on this agenda; and

- (e) Agree to recommend that the Revenue Budget, list of growth items and Capital Programme for this Committee be included in the overall General Fund Budget when considering the overall budgets to recommend to Full Council.

2. EXECUTIVE SUMMARY

- 2.1. The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2023/24 revenue budget, which will be considered later on this agenda. This Committee will consider the overall revenue budget for 2023/24 so that it can make recommendations to a Special Meeting of the Council on 1 March 2023 on the budget to be set and level of Council Tax for the District for 2023/24.
- 2.2. In addition, Committees must consider and recommend their draft capital budget for inclusion in the overall capital programme, which will be considered later on this agenda. This Committee will consider the overall capital programme to make a recommendation to a Special Meeting of the Council on 1 March 2023 on the overall capital programme to be set for 2023/24.

3. DETAIL

- 3.1. 2022/23 was the first year of budget preparation under the Committee form of governance introduced to the Council on 19 May 2021. Under Committee governance, Service Committees such as this consider and recommend revenue and capital budgets for the services, they provide to the Committee responsible for budget setting (the Policy and Finance Committee). The Policy and Finance Committee then considers an overall budget to recommend to Full Council.
- 3.2. The Council has undertaken a Zero Based Budgeting (ZBB) exercise during 2022/23 that has reviewed and rebased the Council's revenue budgets and future assumptions. ZBB has given a greater understanding of the information behind budgets and will aid budget processes in future years
- 3.3. The general background to the 2023/24 budget process was included in the Financial Prospects 2022/23 to 2026/27 report to Policy and Finance Committee on 13 December 2022 for approval by Full Council on 18 January 2023. The main points to note are:
- a significant budget deficit of circa £4m for 2023/24;
 - a roll over funding settlement similar to 2022/23 is provided from central government for 2023/24;
 - Council Tax increases by a maximum of £5 per annum or 2.99%, which is currently the maximum allowed for similar District Councils;
 - There is an increase in salary costs in 2022/23 as per the employers' offer;
 - The effect of the government's announcement to reverse increasing National Insurance contributions from November 2022/23 is included;
 - If possible, cash limited sums for goods and services (no inflationary rise) for the period are included, otherwise inflation is provided for;

- A triennial review of the pension fund is due with revised figures required from 2023/24. Preliminary indications have been received and the financial effects of this are favourable and are built into projections;
 - At this stage, no increase in discretionary fees and charges imposed by the Council has been assessed and included in the financial projections.
 - Growth items are not included in service committee estimates. They will be considered as a separate list by service committees. Items agreed by service committees will then form part of the final growth list which Policy and Finance Committee will need to consider when it sets the overall budget. It has been made clear to budget officers that growth requests should be minimised and restricted to those with a significant impact on service provision.
- 3.4. Financial forecasting was difficult due to the COVID 19 pandemic in recent years. However, this has now been largely overtaken by high inflation rates, brought about by various external factors. Budgets have been compiled on the best information available. In addition, where appropriate, central government funding has been applied to mitigate against increased costs and reductions in income.
- 3.5. The Committee's capital programme for 2023/24 is shown in Appendix C. Full Council approved the additional to the capital budget for the LUF Alexander theatre project at its meeting on x.
- 3.6. The basis of revenue budgeting for 2023/24 assumes that current levels of service remain unchanged. Any change arising from the ZBB exercise has been included where appropriate. Any proposed increase in the service level, or other significant new area of expenditure, is treated as uncommitted growth. These items are listed as an Appendix B and are not included in the budgets. If this Committee agrees this list either in full, or in part, it will be considered by this Committee later on this agenda in the context of the overall General Fund budget. The committee has a growth bid for £100k to continue with the programme of carbon reduction initiatives.
- 3.7. The significant budget deficit forecast for 2023/24 has resulted in only essential growth bids being put forward to this committee for approval. Uncommitted growth indicates an enhanced level of base service provision. This is not included in the budgets at this stage. The final inclusion in the Authority's overall revenue budget will be subject to consideration by this committee later on the Agenda before the Council's budget is recommended to Council for approval.
- 3.8. The significant changes in the revenue budget between 2022/23 and 2023/24 are:
- The expenditure on Climate change has reduced by £155k. This is due to the fall out of part of the £200k 2022/23 budget bid for carbon reduction initiatives. However, this is replaced with a bid for £100k for 2023/24 (paragraph 4. 6 above).

4. CONSULTATION

- 4.1. No consultation has taken place with external organisations.

5. OPTIONS / ALTERNATIVES CONSIDERED

5.1. Not applicable.

6. COMMENTS BY THE INTERIM GROUP HEAD OF FINANCE/SECTION 151 OFFICER

6.1. The financial implications are shown throughout the report. Capital spending is susceptible to overrun, delay and increased costs. It is important that close monitoring of both revenue budgets, and the capital programme is in place.

7. RISK ASSESSMENT CONSIDERATIONS

7.1. The risks listed in the Financial Prospects Report 2022/23 to 2026/27 remain relevant. Members may wish to review these alongside this report.

7.2. The main risk in preparing the detailed budgets is that the Council sets an illegal budget (expenditure is greater than income). This will be avoided.

7.3. An inaccurate or illegal budget would cause reputational damage to the Council. This is a risk and the controls and processes in place will avoid this.

8. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

8.1. The Council has a legal duty to ensure its revenue and capital expenditure can be met by its income, inclusive of reserves. TO BE CONFIRMED

9. HUMAN RESOURCES IMPACT

9.1. There are no direct implications.

10. HEALTH & SAFETY IMPACT

10.1. There are no direct implications.

11. PROPERTY & ESTATES IMPACT

11.1. There are no direct implications.

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

12.1. There are no direct implications.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

13.1. There are no direct implications.

14. CRIME AND DISORDER REDUCTION IMPACT

14.1. There are no direct implications.

15. HUMAN RIGHTS IMPACT

15.1. There are no direct implications.

16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

16.1. There are no direct implications.

CONTACT OFFICER:

Name: Carolin Martlew

Job Title: Interim Group Head of Finance and Section 151 Officer

Contact Number: 01903 737568

BACKGROUND DOCUMENTS:

2022/23 Budget Report to Full Council 23 February 2022;

Financial Prospects 2022/23 to 2026/27 – Finance and Policy Committee 13

December 2022;

Budget Consultation Report – Corporate Support Committee 15 September 2022;

Statement of Accounts 2021/22.

**Policy and Finance Committee
General Fund Revenue Budget 2023/24**

Actual 2021-22 £'000	Description	Budget 2022-23 £'000	Budget 2023-24 £'000
Policy and Finance Committee			
1,795	Corporate Management	1,882	1,901
71	Climate Change	254	102
1,866	Committee Total:	2,136	2,003
Actual 2021-22 £'000	Description	Budget 2022-23 £'000	Budget 2023-24 £'000
Policy and Finance Committee			
<u>Corporate Management (N35 & N60 to N72 & N75)</u>			
1,779	Employees	1,787	1,788
0	Transport	10	5
16	Supplies and Services	85	108
1,795	Total for Corporate Management:	1,882	1,901
<u>Climate Change (N80)</u>			
51	Employees	99	102
21	Supplies and Services	155	0
71	Total for Climate Change:	254	102
1,866	Committee Total:	2,136	2,003

Policy and Finance Committee Budget 2023/24 Growth Items

	£'000
Carbon Reduction Funding (£150k previous year)	100
Total	100

**Policy and Finance Committee
Capital Programme 2023/24**

Actual 2021/22 £'000	Description	Original Budget 2022/23 £'000	Updated Budget 2022/23 £'000	Budget 2023/24 £'000	Budget 2024/25 £'000	Budget 2025/26 £'000	Budget 2026/27 £'000	Note
0	Levelling Up Fund – Littlehampton Sea Front	0	7,234	0	0	0	0	1
0	Levelling Up Fund – Alexandra Theatre	0	12,190	0	0	0	0	1
0	Alexandra Theatre – Council Contribution	0	0	3,750	0	0	0	2
0	Committee Total	0	19,424	3,750	0	0	0	

Notes

1. The Levelling Up Fund projects have been the subject of previous reports to this Committee.
2. On 6 September 2022, Policy and Finance Committee considered a report 'Strategic Options for the Regeneration of the Regis Centre.' This recommended the inclusion of a sum of £3.750m in the 2023/24 draft capital programme from the Council's resources to fund anticipated additional spending on the project. It should the capital expenditure is shown gross. The project will generate a £1.0m capital receipt.

Arun District Council

REPORT TO:	Policy and Finance Committee – 9 February 2023
SUBJECT:	Council Revenue and Capital Budgets 2023/24
LEAD OFFICER:	Carolyn Martlew, Interim Group Head of Finance and Section 151 Officer
LEAD MEMBER:	Councillor Shaun Gunner
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
The Council's financial planning and budget promotes all the Council's Corporate Priorities.	
DIRECTORATE POLICY CONTEXT:	
The Council's financial planning and budget has an effect on all Directorates of the Council.	
FINANCIAL SUMMARY:	
The draft budgets for this Committee are shown in the appendices. The financial forecast for the General Fund Revenue Budget predicts significant budget deficits in 2023/24 and future years. The detailed effects are contained in the body of the report.	

1. PURPOSE OF REPORT

- 1.1. The purpose of the report is for this Committee to consider and make recommendations to Full Council on 1 March 2023 on the overall budget to be set, level of Council Tax for the District, Housing Revenue Account (HRA) budget and rent levels for 2023/24.
- 1.2. In addition, the Policy and Finance Committee must consider the overall capital programme to make recommendations to Full Council on 1 March 2023 on the overall capital programme (HRA and General Fund) to be set for 2023/24.

2. RECOMMENDATIONS

- 1.3. It is recommended that this Committee:

- (a) Notes that the Interim Group Head of Finance, in consultation with the Leader of the Council has approved a tax base of 64,159 for 2023/2024;
- (b) Notes the budget report in Appendices A, 1,2 and 3;

The Policy and Finance Committee is requested to recommend to Full Council that:

- (c) The General Fund Budget as set out in Appendix 1 is approved;

- (d) Arun's Band D Council Tax for 2023/24 is set at £202.34, an increase of 2.99% over 2022/23;
- (e) Arun's Council Tax Requirement for 2023/24, based on a Band D Council tax of £202.34, is set at £12.982m, plus parish precepts as demanded, to be transferred to the General Fund in accordance with statutory requirements;
- (f) The Council's General Fund Balance minimum balance to continue to be set at £5m;
- (g) The HRA budget as set out in Appendix 2 is approved;
- (h) HRA rents be increased by 7% in accordance with the provisions of the rent standard;
- (i) HRA garage rents be increased by 7% to give an average rent of £14.50 per week (excluding VAT) and heating and water/sewerage charges be increased on a scheme by scheme basis, with the aim of balancing costs with income; and
- (j) The HRA Balance to remain below the minimum level of £2.0m for the period 2023/24 to 2026/27 to enable the realisation of savings in Repairs and Supervision & Management expenditure to deliver a sustainable HRA; and
- (k) Agree the balance of the capital budget as illustrated in appendix C of this report.

2. EXECUTIVE SUMMARY

- 2.1. The purpose of this report is for this Committee to consider and recommend to Full Council on 1 March 2023, the overall budget to be set, level of Council Tax for the District, Housing Revenue Account budget and rent levels for 2023/24.
- 2.2. In addition, Committees must consider and recommend the overall capital programme (HRA and General Fund) to be set for 2023/24.

3. DETAIL

- 3.1. 2022/23 was the first year of budget preparation under the Committee form of governance introduced to the Council on 19 May 2021. Under Committee governance, Service Committees such as this consider and recommend revenue and capital budgets for the services they provide to the Committee responsible for budget setting. At Arun, this is the Policy and Finance Committee. The Policy and Finance Committee then consider an overall budget to recommend to Full Council. This report is compiled on the assumption that all previous recommendations on this agenda and other Committee agendas were agreed.

- 3.2. A largely similar approach has been used for 2023/24. The main change to the 2022/23 process is the Council has undertaken a Zero Based Budgeting (ZBB) exercise that has reviewed and rebased the Council's revenue budgets and future assumptions. It is important that these matters are considered when determining the budget parameters for 2023/24
- 3.3. The ZBB Project has informed the budget preparation for 2023/24 and figures derived from this have been used as the base for the 2023/24 budget figures. ZBB has given a greater understanding of the information behind budgets and will aid budget processes in future years.
- 3.4. Growth items were not included in service committee estimates. They were considered as a separate list by service committees and agreed for submission to this Committee. These items now form the final growth list which this Committee must consider when setting the overall budget. The current total is included under the Contingencies and Miscellaneous budget vote in the Council Budget Summary in appendix 1. The committee growth bids totalling £1.156m are summarised below:

Committee	Growth Items	£'000
Corporate Support	Deputy Committee Services Manager	49
Corporate Support	Member Liaison Officer	41
Corporate Support	Electoral Services Assistanat	19
Economy	Small Grants Fund	100
Economy	Careers Advice	13
Environment	Assistant Tree officer	37
Environment	Countryside and Volunteering Officer	37
Environment	Apprentice EHO	30
Housing and Wellbeing	Events Co-ordinator	50
Housing and Wellbeing	Events	100
Housing and Wellbeing	Support for Leisure Provider	580
Policy and Finance	Carbon Reduction Funding	100
	Total Growth Bids 2023/24	1,156

- 3.5. In addition, the draft Housing Revenue Account budget for 2023/24 is also attached for Member consideration, following presentation to the Housing and Wellbeing Committee on 25 January 2023. The HRA budget reflects the revised HRA budget approved by Full Council at its meeting on 18 January 2023. The details are contained appendix 2.
- 3.6. The draft capital programme for 2023/24 is also included in appendix 3.
- 3.7. Prior to the start of each financial year, the Council sets its budget, Council Tax levels and housing rent levels for the year. This report allows Policy and Finance Committee to make a recommendation to Full Council on the budgets, Council Tax level and Housing rent levels to be set for 2023/24.

3.8. The Policy and Finance Committee is requested to consider the attached report (Appendix A) and to approve the recommendations made.

4. CONSULTATION

4.1. Consultation is being undertaken with representatives of non-domestic ratepayers on the Council's proposals for expenditure for the 2023/24 financial year in accordance with Section 65 of the Local Government Finance Act 1992.

4.2. Individual committees have been consulted on their individual budgets as part of the budget process.

5. OPTIONS / ALTERNATIVES CONSIDERED

5.1. Not applicable.

6. COMMENTS BY THE INTERIM GROUP HEAD OF FINANCE/SECTION 151 OFFICER

6.1. The financial implications are shown throughout the budget report in appendix A . Capital spending is susceptible to overrun, delay and increased costs. It is important that close monitoring of both revenue budgets, and the capital programme is in place.

6.2. The General Fund Revenue budget was rebased following a ZBB exercise, as stated in the report . It is prudent to review this for the budget 2024/25 process to ensure that the assumptions made are still valid in light of the transformation programme that the Council will need to embark on to ensure that future budgets are balanced without excessive use of reserves as highlighted in the Medium Term Financial Plan considered at Full Council on 18 January 2023.

6.3. The HRA budget reflects the assumptions in the latest draft HRA Business Plan. It is recommended that the HRA Business plan is reviewed mid 2023/24 to ensure that these assumptions continue to be valid.

7. RISK ASSESSMENT CONSIDERATIONS

7.1. The risks listed in the Financial Prospects Report 2022/23 to 2026/27 remain relevant. Members may wish to review these alongside this report.

7.2. The main risk in preparing the detailed budgets is that the Council sets an illegal budget (expenditure is greater than income). This is avoided through the planned use of reserves; however, the risk of reserves being run down to support the General Fund Budget remains if work on the transformation programme does not result in a more balanced budget.

7.3. An inaccurate or illegal budget would cause reputational damage to the Council. This is a risk and the controls and processes in place will avoid this.

8. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

- 8.1. The Council must set its budget in accordance with the provisions of the Local Government Finance Act 1992 and approval of a balanced budget each year is a statutory responsibility. Sections 25 to 29 of the Local Government Act 2003 impose duties on the Council in relation to how it sets and monitors its budget. These provisions require the Council to make prudent allowance for the risk and uncertainties in its budget and to regularly monitor its finances during the year. The legislation leaves discretion to the Council about the allowances to be made and action to be taken.
- 8.2. Section 30(6) of the Local Government Finance Act 1992 provides that the Council must set its budget before 11 March in the financial year preceding the one in respect of which the budget is set.
- 8.3. The provisions of Section 25 of Local Government Act 2003 require that, when the Council is making the calculation of its budget requirement, it must have regard to the report of the Chief Finance Officer (Section 151 Officer) as to the robustness of the estimates made for the purposes of the calculations and the adequacy of the proposed financial reserves.
- 8.4. Consultation must take place in accordance with the Council's duties under Section 65 of the Local Government Finance Act 1992. It must be borne in mind that this is consultation on the budget proposals, not on the decision to take whatever decision is implied by the adoption of that budget. Consultation has taken place as set out in section 5 of this report, including with Group Heads and Directors in conjunction with the Finance team.
- 8.5. When considering options, Members must bear in mind their fiduciary duty to the council taxpayers of the District. Members must have adequate evidence on which to base their decisions on the level of quality at which services should be provided.
- 8.6. Where a service is provided pursuant to a statutory duty, it would not be lawful to fail to discharge it properly or abandon it, and where there is discretion as to how it is to be discharged, that discretion should be exercised reasonably.
- 8.7. The report sets out the relevant considerations for Members to consider during their deliberations and Members are reminded of the need to ignore irrelevant considerations. Members have a duty to seek to ensure that the Council acts lawfully. Members must not come to a decision which no reasonable authority could come to; balancing the nature, quality and level of services which they consider should be provided, against the costs of providing such services.
- 8.8. There is a particular requirement to take into consideration the Council's fiduciary duty and the public sector equality duty in coming to its decision.

8.9. The public sector equality duty is that a public authority must, in the exercise of its functions, have due regard to the need to: (1) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010; (2) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and (3) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

8.10. Any decision made in the exercise of any function is potentially open to challenge if the duty has been disregarded.

8.11. Members are also individually reminded that Section 106 of the Local Government Finance Act 1992 applies to this meeting. Members who are two months or more in arrears with their Council Tax must declare this to the meeting and must not vote on budget recommendations, as to do otherwise can be a criminal offence.

9. HUMAN RESOURCES IMPACT

9.1. There are no direct implications.

10. HEALTH & SAFETY IMPACT

10.1. There are no direct implications.

11. PROPERTY & ESTATES IMPACT

11.1. There are no direct implications.

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

12.1. There are no direct implications.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

13.1. There are no direct implications.

14. CRIME AND DISORDER REDUCTION IMPACT

14.1. There are no direct implications.

15. HUMAN RIGHTS IMPACT

15.1. There are no direct implications.

16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

16.1. There are no direct implications.

CONTACT OFFICER:

Name: Carolin Martlew

Job Title: Interim Group Head of Finance and Section 151 Officer

Contact Number: 01903 737568

BACKGROUND DOCUMENTS:

2022/23 Budget Report to Full Council 23 February 2022;

Financial Prospects 2022/23 to 2026/27 – Finance and Policy Committee 13
December 2022;

Budget Consultation Report – Corporate Support Committee 15 September 2022;
Statement of Accounts 2021/22.

ARUN DISTRICT COUNCIL BUDGET 2023/24

REPORT BY THE INTERIM GROUP HEAD OF FINANCE

1. Introduction

- 1.1. 2023/24 is the second year of budget preparation under the Committee form of governance introduced by the Council on 19 May 2021. Under Committee governance, Service Committees have considered and recommended budgets for the services they provide to the Policy and Finance Committee to allow a recommendation to be made to Full Council on the overall budget to be set for 2023/24.
- 1.2. The 2023/24 provisional local government finance settlement was issued on 19 December 2022. The draft settlement was preceded with announcement in the Autumn Statement and a subsequent briefing note from the Department of Levelling Up, Housing and Communities (DLUHC). The details are covered in this report. The consultation period on this concluded on 16 January 2023 and the final settlement is anticipated in February 2023
- 1.3. The unprecedented budget challenges faced by the Council in 2021/22, and 2022/23 have continued into 2023/24 with significant inflationary pressures. The wider reforms of local government funding (the Fair Funding Review) continue to be delayed and the Council has had to set its budget against a background of considerable uncertainty and increasing costs.
- 1.4. The report sets out the Capital, Housing Revenue and General Fund Revenue budget for 2023/24. These budgets have been prepared taking account of the following:
 - The Medium-Term Financial Strategy 2022/23 to 2026/27 considered at Finance and Policy Committee on 13 December 2022 and Full Council on 18 January 2023.
 - Housing Revenue Account Business Plan update 2022/23 considered at Housing and Wellbeing Committee on 25 January 2023 and the Revised HRA 2022/23 budget approved at Full Council on 18 January 2023.
- 1.5. Local Government Act 2003 requires the Chief Financial Officer to report on the robustness of the estimates made for the purposes of calculating Council Tax and housing rent levels, and the adequacy of the proposed financial balances. I am satisfied that the estimates, as presented in the draft budget, are sufficiently robust and that the reserve balances proposed for 2023/24 are adequate. However, there is a significant risk for the General Fund when the Council's Funding Resilience Reserve is anticipated to be depleted due to a fundamental budget imbalance from 2023/24 which will require savings in the short to medium term. In addition, there is significant pressure on the level of the HRA balance,

which is predicted to remain below the £2m recommended balance set by the Council for a number of years. The HRA Business Plan and future years budgets need to be closely monitored to ensure that expenditure on reactive repairs, the stock acquisition programme, decarbonisation programme and enhanced repairs and improvements programme remain affordable.

2. The Local Government Finance Settlement and Council Tax

2.1. The provisional local government finance for 2023/24. The significant headlines from the announcement were:

- One year settlement for 2023/24 with some indications about funding for 2024/25.
- Revenue Support Grant (RSG) uplifted by 10.1% but other items like the LCTS administration grant was rolled in.
- Services grant lower than expected.
- 3 % Funding Guarantee.
- Core Spending Power assumes that authorities apply the maximum increase in Band D and tax bases rise in line with average for the authority.
- no changes made for those authorities in a “negative RSG” position – cost continues to be met by the Government.
- Additional year of New Homes Bonus, with no indication of the future of the NHB 2024/25 and beyond.

New homes Bonus (NHB)

2.2. The allocation for New Homes Bonus (NHB) in 2023/24 is £616k (a reduction of £676k from 2022/23). The grant is now a simple one-year payment, with the final legacy payment being received in 2022/23. It should be noted this allocation is for one year only and there is still no indication of what the replacement will be. When the NHB was introduced in 2011/12, the aim was to create an incentive to reward local authorities delivering sustainable housing growth in their areas. The NHB is shared between Arun (80%) and WSCC (20%). The scheme has undergone major reviews and changes having started off with 6 years of payments, which reduced to 4 years and was only expected to guarantee legacy payments, declining to zero in 2023/24. The Council has benefitted significantly from the original scheme.

Revenue Support Grant (RSG)

2.3. The provisional settlement announced an allocation of RSG of £194k. The grant now includes rolled in grants for Local Council Tax Support Grant (£155k in 2022/23). The negative RSG (payment to the Government) anticipated from 2019/20 continues to be funded by Government.

Lower Tier Services Grant

2.4. This grant has been discontinued and replaced by the Minimum Funding Guarantee of 3% for 2023/24 (£164k in 2022/23).

Services Grant

- 2.5. The services grant was introduced in 2022/23. The £143k allocation is a reduction of £110k from the previous year.

Funding Guarantee

- 2.6. The provisional settlement introduced a Funding Guarantee. The Council's allocation is £956k for 2023/24

Retained Business Rates

- 2.7. The Business Rate Retention scheme was introduced in April 2013. The scheme focuses on promoting economic growth through the local retention of business rates. The scheme has also transferred a considerable risk to the council by linking government (DLUHC) support directly to the local economy. This is a strong incentive for the Council to ensure that the business ratings list is fully inclusive and to encourage a buoyant local economy. It is also important to note that any significant negative changes in the value of the ratings list will directly reduce the level of funding received in future, such as valuation appeals which can be backdated.
- 2.8. The Council has benefitted from comparatively large increases in its business rates base due to the substantial growth in the area. Business rate income is forecast to increase by £1.450m to £7.626m (including s31 grants) in 2023/24, following the business rate revaluation which will take place on 1 April 2023. There is a high degree of risk in relation to the level of business rate appeals which may be received and to the extent that they are successful. The budget is currently based on information supplied by the Council's external consultants, and this will require close monitoring in case an in year adjustment is required.
- 2.9. The business rates pool consisting of West Sussex County Council, Adur, Arun, Horsham and Mid Sussex approved in 2022/23 will continue in 2023/24.
- 2.10. Non ringfenced grant income is summarised in the table below:

Non-Ringfenced Grant Income	Budget	Budget	Change
	2022/23	2023/24	
	£'000	£'000	£'000
Retained Business Rates including s31 grants from earmarked res	6,176	7,626	1,450
New Homes Bonus	1,292	616	(676)
Other non-ringfenced grants			
Lower Tier Services Grant	164		(164)
Services Grant	253	143	(110)
Housing Benefit Administration Grant	384	348	(36)
Localised Council Tax Support Administration Grant**	155	0	(155)
Funding Guarantee		956	956
Revenue Support Grant	0	194	194
Business rates collection allowance	184	184	0
Total Other Non-ringfenced grants:	1,140	1,825	685
Total Non-ringfenced grants:	8,608	10,067	1,459
* restated: including s31 grants, Tariff and Levy and earmarked reserve contributions			
** rolled into RSG as part of the draft LG Settlement			

Council Tax

2.11. Council Tax Income – Arun excluding Parish Councils is summarised below:

Actual 2021/22	Arun excluding Parish Councils	Budget 2022/23	Budget 2023/24	Change
62,628	Tax base *	63,011	64,159	1,148
£191.52	Band D Tax	£196.47	£202.34	£5.87
	Percentage increase			2.99%
£11,995,000	Council Tax Income (excluding parishes)	£12,380,000	£12,982,000	£602,000

*the tax base represents the number of Band D equivalent dwellings in the district adjusted for exemptions, discounts, council tax reduction and collection rate percentage.

2.12. The Council Tax income of £12.982m for Arun (excluding Parish/Town Councils) referred to in the General Fund Summary (appendix 1) is based on an Arun Band D Council Tax of £202.34, which represents an increase of £5.87 or 2.99% (£4.95 or 2.58% 2022/23). Arun's tax base for 2023/24 shows an increase of 1,148 from 2022/23 (383 previous year). This is mainly due to the completion of new dwellings in the district.

3. Budget Assumptions

- 3.1. The budget for 2023/24 assumes a pay award of 4.5% for 2022/23 in the absence of better information.
- 3.2. The budgets for 2023/24 have been rebased following the Zero Based Budget exercise.
- 3.3. Individual service fees and charges budgets have not been uplifted in line with inflation. The contingency budget for 2023/24 contains a target of (£0.5m) for fees and charges.
- 3.4. HRA rents have been set at an increase of 7.0%. Garage rents have been set at an increase of 7.0% over 2022/23.
- 3.5. The general background to the 2023/24 budget process was included in the Financial Prospects 2022/23 to 2026/27 report to Policy and Finance Committee on 13 December 2022, which was approved by Full Council on 18 January 2023.

The main points to note are:

- a significant budget deficit of circa £4m for 2023/24;
- a roll over funding settlement similar to 2022/23 is provided from central government for 2023/24;
- Council Tax increases by a maximum of £5 per annum or 2.99%, which is currently the maximum allowed for similar District Councils;
- There is an increase in salary costs in 2022/23 as per the employers' offer;
- The effect of the government's announcement to reverse increasing National Insurance contributions from November 2022/23 is included;
- If possible, cash limited sums for goods and services (no inflationary rise) for the period are included, otherwise inflation is provided for;
- A triennial review of the pension fund is due with revised figures required from 2023/24. Preliminary indications have been received and the financial effects of this are favourable and are built into projections;
- At this stage, no increase in discretionary fees and charges imposed by the Council has been assessed and included in the financial projections.
- Growth items are not included in service committee estimates. They will be considered as a separate list by service committees. Items agreed by service committees will then form part of the final growth list which Policy and Finance Committee will need to consider when it sets the overall budget. It has been made clear to budget officers that growth requests should be minimised and restricted to those with a significant impact on service provision.

4. General Fund Revenue Budget

- 4.1. A summary of the General Fund Revenue budget showing 2022/23 Original Budget and 2023/24 proposed budget, summarised by Service Committee is shown in appendix 1. Service Committees have recommended budgets for inclusion in the overall budget at their meetings in January and February 2023.

- 4.2. The medium-term financial plan considered by Full Council on 18 January 2023. Identified a significant circa £4m budget gap for 2023/24.
- 4.3. The budget for 2023/24 has been balanced through the use of £4.996m of revenue reserves, including a net draw down of £1.185m for planned specific purposes, and a further £3.811m from the Funding Resilience Reserve to cover a general deficit in the General Fund (GF) budget. The funding resilience reserve is anticipated to reduce to £4.284m at the end of 2023/24. It is proposed that the deficit is funded from the Funding Resilience reserve and the budget has been prepared on this basis. The GF will remain at £5m, which is the minimum recommended balance until the approval of a transformation programme to balance the underlying budget. The level of the GF will be kept under review as part of this process.

Transformation Budget 2023/24

- 4.4. Significant work will be required to reduce the budget deficit over the coming years. The budget therefore contains a £3m Transformation Budget which will be applied in 2023/24 and future years to enable a programme including cost reductions and increased income to be achieved. The budget for 2023/24 assumes a base budget reduction of £2.5m comprised of £2m expenditure reduction and £0.5m increase in discretionary income. This budget will be controlled by the Chief Executive in consultation with the Group Head of Finance and s151 Officer using sound invest to save principles. The Policy and Finance Committee will be provided with regular updates on the Transformation programme during 2023/24. The transformation budget is supported by a £1.0m contribution from the Transformation Reserve set up in 2022/23.
- 4.5. Budget changes for 2023/24 over £300k are summarised in the table below:

General Fund Budget 2023/24 Headline Changes > £300k	
	£'000
Change in Establishment	1,234
Increase in Combined Cleansing Contract	1,800
Net increase in Homelessness Expenditure	1,400
District Election (one off)	300
Utility prices	300
Retained Business Rates (including s31 grants)	(1,450)
Reduction in New Homes Bonus	676
Increase in other non ringfenced grants	(685)
Council Tax	(602)
Committee Growth Bids 2023/24	1,156
Fall out of Committee Growth Bids 2022/23	(670)
Interest on Investments	(1,413)
Increase in income (Planning and Estates)	(502)
Transformation budget	3,000
Savings Target 2023/24	(2,000)
Discretionary Fees and Charges Target 2023/24	(500)
Change in Reserve Contributions	(3,068)
Other net variations < £300k	1,024
Net Change	0

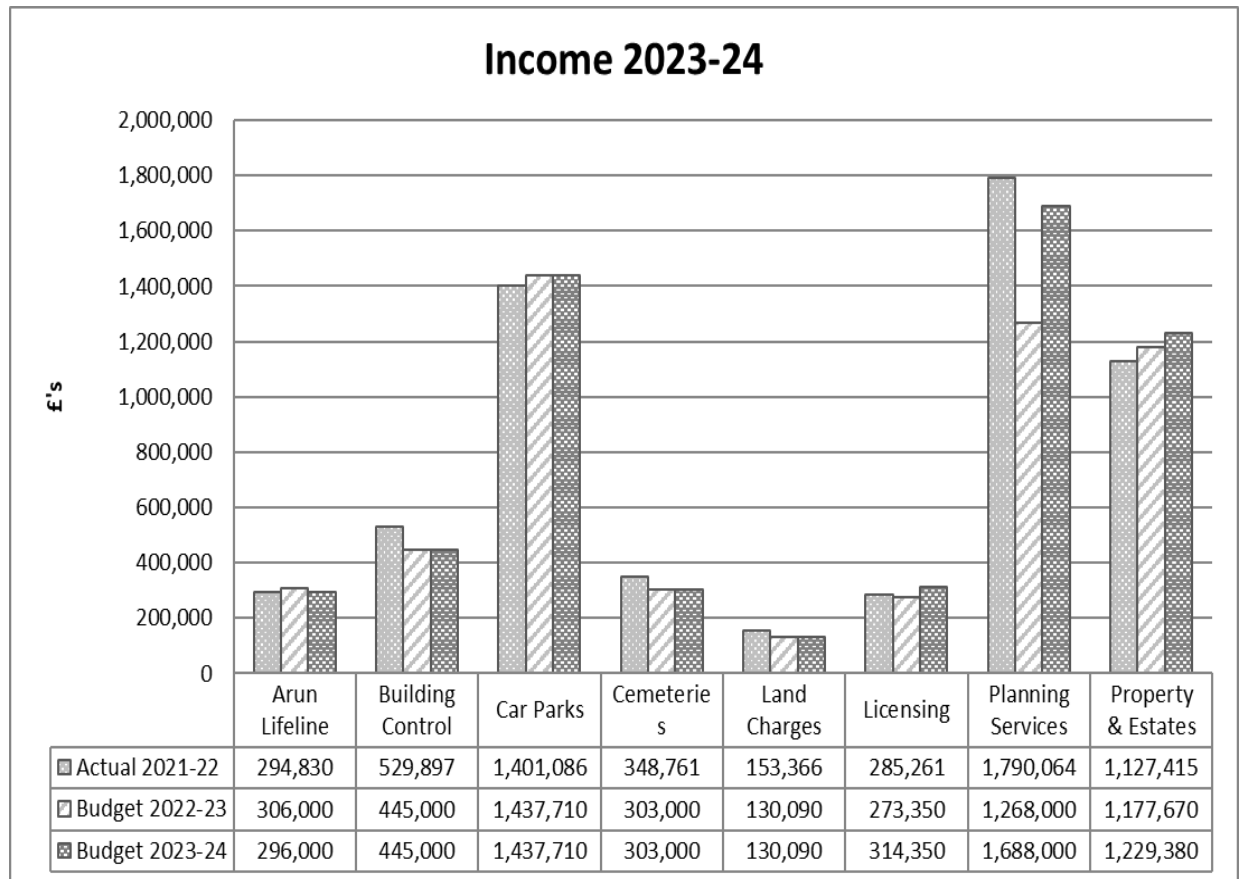
- 4.6. Members of the Environment Committee agreed the service configuration for the three year extension of the Combined Cleansing Services Contract (CSC) at their meeting on 19 May 2022. The contract extension is for the period 1 February 2023 to 31 January 2026. The financial implications were considered at Policy and Finance Committee on 30 June 2022 and a supplementary estimate of £180k (contract indexation) and £109k (continuing weekly refuse collections) were approved at Full Council on 13 July 2022 to cover the additional costs for the remainder of 2022/23. A further report was considered at the Environment Committee on 17 November 2022 informing members of the additional indexation required to cover the increase in contractual costs due to inflation, pay negotiations and fuel cost pressures. The increase in cost of £269k was met by virement from the Inflationary pressure earmarked reserve and comprised of £163k for April 2022 to January 2023 and £106k for February 2023 to March 2023. The timing and impact of the Extended Producer Responsibility (EPR) in waste announced in the policy statement alongside the Settlement remains unclear.
- 4.7. The budget assumes in year net cost reductions of £2.5m comprised of an estimated base budget reduction in cost of £2m and an increase in discretionary income of £0.5m. These actions will be the first step towards balancing the budget without the use of general reserves. However, failure to meet those targets will place even further pressure on future budgets.

- 4.8. Employee costs have increased significantly which is mainly due to the impact of the staff pay awards. The staff pay awards are negotiated nationally by the National Joint Council for Local Government Service (NJC) and given the current high level of inflation the pay increase agreed for 2022/23 was substantially higher than the assumption made when setting the 2022/23 budget. The budget for 2023/24 assumes a 4.5% pay award.
- 4.9. Members have been informed about the pressure on the Homelessness budget during 2022/23. The budget reflects that the situation is a national problem and is expected to continue during 2023/24.
- 4.10. The changes in government funding and Council tax are explained in section 2 above.
- 4.11. The increase in interest on balances is due to higher interest rates.
- 4.12. Other net variations are due year on year changes in the level of service provision (e.g. Local Plan £170k and net increases in Housing Benefit £127k) as well as the generally high level of inflation which is reflected in contract renewals as well as the regularisation of some budgets identified as part of the ZBB exercise.
- 4.13. In considering the budgets, service committees were all requested to consider increased service requests as growth items totalling £1.156m. The bids are summarised in the table below:

Committee	Growth Items	£'000
Corporate Support	Deputy Committee Services Manager	49
Corporate Support	Member Liaison Officer	41
Corporate Support	Electoral Services Assistanat	19
Economy	Small Grants Fund	100
Economy	Careers Advice	13
Environment	Assistant Tree officer	37
Environment	Countryside and Volunteering Officer	37
Environment	Apprentice EHO	30
Housing and Wellbeing	Events Co-ordinator	50
Housing and Wellbeing	Events	100
Housing and Wellbeing	Support for Leisure Provider	580
Policy and Finance	Carbon Reduction Funding	100
	Total Growth Bids 2023/24	1,156

- 4.14. Income from fees, charges and rents are included within the net cost of service. In total this amounts to an overall financing of £5.843m (£5.341m 2022/23) an increase of £502k. The main reason for the increase is planning fees (£420k) which are set by statute, with the remaining increase from Licensing fees (£41k) and Property and Estates (£51k) and a reduction in Lifeline fees of £10k. Income is a key risk area to the budget as it is predominantly externally influenced, without a direct link to service cost and each source is unique. The budgets for

discretionary charges were not uplifted in the budget. However, the contingency budget contains a (£500k) income target which is required for the Council to close the budget gap and become more self-sufficient. The graph below shows income by source and value and demonstrates trend. The income estimates included in the 2023/24 budget are reasonable.



5. Earmarked Reserves

5.1. Earmarked Reserves are amounts of money specifically identified for operational purposes and held alongside the General Fund for drawdown as required. The total value of earmarked reserves at the end of 2021/22 financial year was £27.533m (£29.162m previous year). The carry forward balance into 2023/24 will be a minimum of £15m, depending upon the amount of budget variation during 2022/23. It should be noted that S.31 grant which is received to cover the Collection Fund loss in relation to Business Rates can cause extreme fluctuations in the level of earmarked reserves as the grants cannot be carried forward to match the following years collection fund losses. Budget expenditure relating to these reserves is isolated from the cost of service for General Fund financing purposes. Earmarked reserves are drawn down into the budget as required through the virement approval process.

- 5.2. The Council has a Funding Resilience Reserve (balance £9.073m 1 April 2022), which was established to mitigate against the risk of a significant drop in government funding (Fair Funding Review, Review and reset of Business Rates and New Homes Bonus) to ensure that the General Fund balance does not drop below the recommended minimum balance of £5m. Any surplus or deficit will therefore be transferred to/from the Funding Resilience Reserve at the end of the Financial Year. It is anticipated that the balance of the FRR will reduce to approximately £8.1m at 31 March 2023. The closing balance for 2022/23 will depend on the actual budget variation at the 31 March 2023. The budget for 2023/24 required a drawdown of £3.8m resulting in an estimated FRR reserve balance of £4.3m at 31 March 2024. The anticipated FRR appropriations are summarised in the table below:

Funding Resilience Reserve	£'000
Balance at 1 April 2022	9,073
Budgeted draw down 2022/23	(817)
Supplementary Estimates	(429)
Budget variation to Q3 2022/23	268
Estimated closing balance 31 March 2023	8,095
Budgeted draw down 2023/24	(3,811)
Estimated Balance at 31 March 2024	4,284

6. Risk analysis

- 6.1. Corporate and Operational risk registers have been reviewed for financial implications as part of the budget process on the criteria of probability of occurrence and materiality of impact upon balances.
- 6.2. Income: the budget includes £5.341m (£5.341m previous year) from fees, charges and rents; these have been set on the basis of achievement of the level of predicted income and previous outturn, including known changes in environment. At present, the main risks to this are a poor summer resulting in lower car park income and income from planning fees declining if the economy contracts.
- 6.3. Transformation programme and resulting savings will be challenging for the Council to achieve. Delays in closing the budget gap will place further pressure on future budgets.
- 6.4. The budget contains an assumption of a pay increase of 4.5% in 2023/24 and the vacancy management factor has been kept at £500k. There is currently no information on the likely pay award for 2023/24.
- 6.5. Retained Business Rates: the reset of the retained business rates baseline has been postponed again. This could effectively wipe out all or a proportion of the past gains through growth, built up since the inception of the scheme. The significant adverse effect of a full baseline reset is mentioned in section 2 above. However, the magnitude of the change will be subject to potential damping.

- 6.6. The future and timing of the Fair Funding Review and the New Homes Bonus remain uncertain.
- 6.7. The timing of any prudential borrowing will have to be kept under review to ensure that loans are not taken out at higher rates unless necessary.
- 6.8. Continuing high rates of inflation will result in significant budget pressure as the costs built into the base budgets.

7. Housing Revenue Account

7.1. The Revenue Budget is shown at Appendix 2. The budget has been prepared using the most up to date information available. A housing rent increase of 7.0% has been assumed for 2023/24 giving an average rent of £102.34 per week (excluding VAT). In addition, a garage rent increase of 7.0% for 2023/24 has been assumed giving an average rent of £14.50 per week (excluding VAT). The HRA budget for 2023/24 shows an expected surplus of £0.995m, leaving a balance carried forward at 31 March 2024 of £4.191m (HRA Reserve £1.261m and Major Repairs Reserve £2.930m).

7.2. The expected surplus of £0.995m is subject to the delivery of the following savings in 2023/24 as part of the recovery plan to address the growing revenue costs of repairs, supervision and management:

- Responsive Repairs - £0.143m
- Supervision and Management - £0.186m

The 2023/24 responsive repairs budget has been based on 2022/23 actual expenditure after removing the impact of one-off spend in relation to compliance issues.

7.3. The target is to bring Arun into line with the median benchmark of 3 repairs per property and average cost of £135 (2023/24 prices). To achieve this the following cumulative savings targets have been applied in consultation with Housing Management:

- 2023/24 = 5% (£0.143m)
- 2024/25 = 8% (£0.390m)
- 2025/26 = 8% (£0.642m)
- 2026/27 = 9% (£0.928m)

7.4. Cumulative savings targets of 3% have been assumed for Supervision and Management over the period 2023/24 to 2026/27 resulting in total savings of £0.776m by 2026/27.

7.5. The achievement of the savings is critical to the sustainability and viability of the HRA.

7.6. The minimum level HRA Balance is set at £2.0m. During 2022/23 this minimum level has been breached and is not forecast to return to a level in excess of

£2.0m until 2027/28, the critical elements of this being the delivery of the savings targets as previously mentioned in the preceding paragraphs. Forecast HRA Balance 2024/25 to 2027/28 is as follows:

- 2024/25 = £1.380m
- 2025/26 = £1.385m
- 2026/27 = £1.649m
- 2027/28 = £2.307m

8. Capital Budget

- 8.1. The Capital budget together with the proposed method of financing can be found in Appendix 3.
- 8.2. Full council will be asked to approve the capital strategy on 15 March 2023 (after consideration by Policy and Finance Committee on 7 March 2023). The capital strategy forms the policy framework for capital investment decision over the next three years informing the detailed annual capital budgets over this period. The strategy aims to balance capital expenditure needs and expectations with the scarcity of available resources.
- 8.3. The total General Fund capital programme is £5.944m. However, it should be noted that Full Council approved a capital supplementary estimate totalling £3.750m on 29 September 2022 (FC 29/9/22 minute ref 329). It comprised of £3m to support the Alexander Theatre (Regis Centre site) levelling up fund project and £750k to buy back the lease for the property to gain vacant possession, to allow delivery of the project. The Council is anticipating £1m capital receipt which will be applied to this scheme and therefore Members will be asked to approve the remaining £2.194m balance of the general fund capital budget for 2023/24.
- 8.4. The capital budget for 2023/24 and future years is limited by the funding that is available. If all capital receipts in hand are applied, then other funding will need to be considered, such as borrowing or revenue funding. Both would place pressure on the revenue account. The budget will apply £1.285m of capital receipts to finance the programme, in previous years this has been part financed from revenue contributions.

8.5. A summary of the capital budget and financing for 2023/24 is set out below:

	£'000
General Fund	
Disabled Facilities Grants	1,400
Capital Project Programme	794
Alexandra Theatre	3,750
Total General Fund	5,944
Housing Revenue Account	
Housing IT	467
Housing Improvements	2,931
Decarbonisation	3,000
Sheltered Accommodation	2,600
Total Housing Revenue Account	8,998
Total Capital Programme	14,941
Financed by:	
Capital Grants	1,400
Capital Receipts	1,285
Major Repairs Reserve	2,931
Prudential Borrowing	9,325
Total Financing	14,941

9. Capital Receipts

- 9.1. Capital receipts are an important source of funding for the Council's capital programme. There are two categories of capital receipts: "1 for 1 replacement" receipts and general receipts. "1 for 1 replacement" receipts are those accrued under the terms of Arun's agreement with the Government to retain the additional receipts generated by the relaxation of the Right to Buy discount rules. Under the terms of this agreement these receipts can only be used for the provision of new social housing and Arun must match every £40 of receipts used with £60 of its own funding. A further condition of the agreement is that receipts must be spent within five years, failing which they must be returned to the Government plus interest at 4% above base rate. One of the approved priorities of the Council's Housing Revenue Account Business Plan is a significant new stock development programme. Any new receipts (net of amounts paid to the Government under pooling), will be used to support this programme. There are very few restrictions relating to the use of general receipts, these can be used for any capital purpose and there are no time constraints relating to their use.
- 9.2. The Council's available capital receipts totalled £2.035m as at 31 March 2022 (£1.933m previous year). The total comprises of only general receipts, all 1 for 1 receipts had been utilised at this date to fund HRA new build/acquisitions. The 2023/24 budget assumes application of £1.285m of capital receipts. This is dependent on actual receipts and the amount of capital expenditure. If all usable receipts are applied, then alternative funding will be used.

10. Conclusion

- 10.1. The General Fund revenue budget and Capital budgets are set within the medium-term financial strategy. The budget for 2023/24 is subject to significant pressure on expenditure due to the unprecedented rates of inflation, growth in the homelessness budget and the Combined Cleansing Contract resulting in a significant budget gap from 2023/24. The Council has significant reserves to ensure financial resilience, however, balances are anticipated to reduce significantly from 2023/24. The Council's Corporate Management Team (CMT) are working with members to identify efficiencies and income generating ideas, which will continue to be worked on during 2023/24. The £2.5m base budget reduction assumed in the contingency budget will be challenging to achieve.
- 10.2. The 2023/24 budget requires a drawdown of £3.9m from the funding resilience reserve leaving a balance of circa £4.4m. This is in addition to a £5m General Fund Balance
- 10.3. The HRA will be below the recommended minimum of £2m for a number of years. It is important to continue to monitor progress to ensure that the HRA remains financially sustainable.
- 10.4. The total General Fund capital programme for 2023/24 totals £5.9m. The Council's ability to deliver future programmes is dependent on funding. A review will be undertaken during 2022/23 on current schemes to determine their deliverability and whether they should remain in the programme. This will free up resource for other projects

General Fund Revenue Budget Summary

Actual 2021-22 £'000	Description	Budget 2022-23 £'000	Budget 2023-24 £'000
Cost of Service			
1,866	Policy and Finance Committee	2,136	2,003
6,854	Corporate Support Committee	6,592	7,569
1,450	Economy Committee	2,713	2,336
8,386	Environment Committee	8,257	10,556
23	Planning Policy Committee	945	906
4,453	Housing and Wellbeing Services	3,311	5,217
0	Vacancy Management	(500)	(500)
(1,710)	Recharges to Housing Revenue Account	(1,545)	(1,526)
21,322	Total Cost of Service:	21,909	26,561
Corporate Cost			
4,877	Parish Precepts	5,024	5,289
256	Other precepts and levies	247	249
(442)	Interest & investment income	(413)	(1,825)
(727)	Contingencies / miscellaneous	0	1,706
426	Contribution to/(from) earmarked reserves	(1,928) x	(4,996)
1,059	Capital expenditure financed from revenue	52	0
1,098	Pension deficit contributions	982	1,323
6,547	Total Corporate Cost:	3,964	1,746
27,869	Total Net Budget Requirement	25,874	28,306
Financed By			
(5,963)	Retained Business Rates	(6,176) xx	(7,626)
(1,040)	New Homes Bonus	(1,292)	(616)
(4,201)	Other non ringfenced grants	(1,140)	(1,825)
(11,836)	Council Tax Income - Arun Excluding Parishes	(12,380)	(12,982)
(5,036)	Council Tax Income - Town & Parish Councils	(5,024)	(5,289)
207	Collection Fund deficit/(surplus)	138	32
(27,869)	Total External Finance:	(25,874)	(28,306)
(0)	Transfer (to) / from General Fund Reserve	(0)	0

^x Excluding £3.742m S31 Grant received in 2021/22

^{xx} Including £3.742m S31 Grant received in 2021/22

Housing Revenue Account Budget Summary

Actual 2021-22 £'000	Description	Budget 2022-23 £'000	Budget 2023-24 £'000
	Expenditure		
5,144	Supervision and management	5,199	5,534
4,525	Repairs and maintenance	3,887	5,181
1,860	Financing of capital expenditure	4,732	5,851
5,043	Net loan charges	5,162	2,785
16,572	Total Expenditure:	18,980	19,351
	Income		
(15,982)	Rents (dwellings, garages, hostels, other property)	(16,391)	(17,286)
(521)	Charges for services and facilities	(632)	(641)
45	Interest on balance	10	(28)
(16,458)	Total Income:	(17,013)	(17,955)
114	HRA (surplus) / deficit	1,967	1,396
	Housing Revenue Account Reserves		
(8,948)	Balance brought forward	(8,834)	(4,921)
114	HRA (surplus) / deficit	1,967	1,396
	Capital Slippage in year	1363	
	Estimated variation in 2022/23 out turn	583	
(8,834)	Balance carried forward	(4,921)	(3,525)

Capital, Asset Management and other projects Budget Summary

Actual 2021-22 £'000	Description	Budget 2022-23 £'000	Budget 2023-24 £'000
Capital expenditure by Committee Portfolio			
464	Corporate Support Committee	200	0
2,231	Economy Committee	807	539
2,943	Environment Committee	1,945	1,655
7,617	Housing & Wellbeing Committee	9,338	8,997
0	Policy & Finance Committee	0	3,750
13,255	Total Expenditure:	12,290	14,941
Summary			
5,663	General Fund	6,539	11,544
7,592	Housing Revenue Account	5,751	3,397
13,255	Total Expenditure	12,290	14,941

Actual 2021/22 £'000	Description	Original Budget 2022/23 £'000	Updated Budget 2022/23 £'000	Budget 2023/24 £'000	Budget 2024/25 £'000	Budget 2025/26 £'000	Budget 2026/27 £'000
GENERAL FUND							
Environment							
1,413	Disabled Facilities Grants	1,400	1,400	1,400	1,400	1,400	1,400
23	Parks Chipper	-	-	-	-	-	26
-	Keystone Centre	-	250	-	-	-	-
34	Sunken Gardens	-	466	-	-	-	-
1,311	Place St Maur	-	465	-	-	-	-
162	Play Areas	225	462	255	65	100	100
-	Bersted Brooks Country Pk	320	320	-	-	-	-
2,943	Total Environment	1,945	3,363	1,655	1,465	1,500	1,526
Economy							
1,310	Littlehampton Public Realm	-	3,302	-	-	-	-
921	Asset Management	807	3,285	539	453	1,110	320
2,231	Total Economy	807	6,587	539	453	1,110	320
Policy & Finance							
-	Levelling Up Fund - L'ton Sea Front	-	7,234	-	-	-	-
-	Levelling Up Fund - Alexandra Theatre	-	12,190	-	-	-	-
-	Alexandra Theatre - Council Cont.	-	-	3,750	-	-	-
-	Total Policy & Finance	-	19,424	3,750	-	-	-
Corporate Support							
75	Arun Improvement Programme	-	-	-	-	-	-
356	ICT	200	548	-	50	-	355
33	E5 Upgrade	-	-	-	-	-	-
464	Total Corporate Support	200	548	-	50	-	355
Housing & Wellbeing							
25	Littlehampton Wave	-	-	-	-	-	-
-	Arun Leisure Centre wet change	987	987	-	-	-	-
25	Total Leisure	987	987	-	-	-	-
5,663	TOTAL GENERAL FUND	3,939	30,909	5,944	1,918	2,610	2,201
HOUSING							
Housing & Wellbeing							
262	CX Implementation	285	466	467	53	-	-
262	Total Housing IT	285	466	467	53	-	-
4,328	Stock Development	100	10,845	-	-	-	-
105	Reroofing Programme	950	950	250	500	500	500
21	Roofline	150	150	100	150	150	150
49	Lift Replacement Programme	50	50	75	75	75	75
130	Kitchen & Bathroom Replacement Programme	950	950	200	500	500	500
210	Kitchen & Bathroom Replacement Programme Voids	250	250	125	125	125	125
241	Commercial Boiler Room Improvements	100	100	150	150	150	150
242	Domestic Heating Programme	651	651	651	651	651	651
	Stores	30	30	250	100	100	0
516	Fire Compliance	-	-	-	-	-	-

30	Structural	140	140	120	120	120	120
1,060	Windows & Doors	1,575	1,575	520	20	20	20
18	Rewiring	70	70	140	173	162	135
380	Aids & Adaptations	450	450	350	350	350	350
7,330	Total Housing Stock Dev & Improvements	5,466	16,211	2,931	2,914	2,903	2,776
-	Decarbonisation	-	-	3,000	-	-	-
-	Total Decarbonisation	-	-	3,000	-	-	-
-	Sheltered Accommodation	2,600	-	2,600	2,000	1,400	-
-	Total Sheltered Accommodation	2,600	-	2,600	2,000	1,400	-
7,592	TOTAL HOUSING	8,351	16,677	8,998	4,967	4,303	2,776
13,255	TOTAL PROGRAMME	12,290	47,585	14,941	6,935	6,913	4,977
FINANCED BY:							
3,174	Capital Grants	1,400	24,184	1,400	1,400	1,400	1,400
1,396	Capital Receipts	1,500	1,500	1,285	285	285	285
2,381	Charge to General Fund (RCCO)	52	3,752	-	-	-	-
2,467	Major Repairs Reserve	5,336	5,336	2,931	2,914	2,903	2,776
653	Charge to the HRA	515	-	-	-	-	-
3,184	Prudential Borrowing	3,487	12,813	9,325	2,336	2,325	516
13,255	TOTAL FINANCING	12,290	47,585	14,941	6,935	6,913	4,977

This page is intentionally left blank

Agenda Item 11

Policy and Finance Committee –Work Programme 9 February 2023

Policy & Finance Committee	Lead Officer	Date of Meeting	Time	Full Council Meeting Date
<p>Council Vision - Quarter 1 Performance Report</p> <p>Littlehampton Seafront Project</p> <p>Equality, diversity & Inclusion Policy</p> <p>Items put forward from Service Committees</p> <p>Options for introducing further controls on the quality of House in Multiple Occupation – Financial Implications</p> <p>Budget Monitoring Report to 30 June 2022</p> <p>Revenue and Capital Outturn 2021/22 - Report</p> <p>Budget Process 2023/24</p> <p>Regis Centre Heads of terms Report – Exempt</p> <p>Strategic Options for the Regeneration of the Regis Centre – Exempt</p> <p>Work Programme</p>	<p>Jackie Follis</p> <p>Rachel Alderson</p> <p>Karen Pearce</p> <p>Carolyn Martlew</p> <p>Carolyn Martlew</p> <p>Carolyn Martlew</p> <p>Carolyn Martlew</p> <p>Neil Taylor</p> <p>Neil Taylor</p>	<p>6 September 2022</p>	<p>6pm</p>	<p>09-Nov-22</p>
<p>Update on the Council's Scope 1, 2 and 3 emissions for 2021-2022</p> <p>Littlehampton Seafront Project</p> <p>Business Rate Pooling</p> <p>Key Performance Indicators 2022-2026 – Quarter 1 Performance Report</p>	<p>Will Page</p> <p>Rachel Alderson</p> <p>Carolyn Martlew</p> <p>Jackie Follis</p>	<p>20 October 2022</p>	<p>6 pm</p>	<p>09-Nov-22</p>

Policy and Finance Committee –Work Programme
9 February 2023

Update on the Regeneration of the Regis Centre – Presentation on the Latest Design by Mace Work Programme	Neil Taylor			
Financial Prospects 2022/23 to 2026/27 Budget Monitoring Report – Quarter 2 Arun District Council's Residents' Survey Council Vision – Quarter 2 Performance Report Littlehampton Seafront Projects – Update Report Regeneration of The Regis Centre, Bognor Regis – Update Report Feedback from Committee – Housing & Wellbeing Committee – 6 December 2022 – Housing Revenue Account Revised Business Plan and Financial Implications Work Programme	Carolyn Martlew Carolyn Martlew Jackie Follis Jackie Follis Rachel Alderson Neil Taylor Moh Hussein	13 December 2022 [Date change from 8 December meeting]	6pm	18-Jan-23
Budget Monitoring Report – Quarter 3 Committee Revenue and Capital Budget 2023/24 The council's Revenue and Capital Budgets 2023/24 Palmer Road Project	Carolyn Martlew Carolyn Martlew Carolyn Martlew Philippa Dart/Joe Russell-Wells	09 February 2023	6 pm	1 March 2023 1 March 2023

Policy and Finance Committee –Work Programme
9 February 2023

<p>Regeneration of The Regis Centre, Bognor Regis – Update Report</p> <p>Anti-Slavery Pledge</p> <p>Work Programme</p>	<p>Neil Taylor</p> <p>Cathryn French</p>		
<p>Council Vision – Quarter 3 Performance Report</p> <p>Update – Climate Change and Sustainability Action Plan</p> <p>Littlehampton Seafront Projects – Update Report</p> <p>Regeneration of The Regis Centre, Bognor Regis – Update Report</p> <p>Capital Strategy 2023/24 to 2027/28</p> <p>Work Programme</p>	<p>Jackie Follis</p> <p>Will Page</p> <p>Rachel Alderson</p> <p>Neil Taylor</p> <p>Antony Baden</p>	<p>7 March 2023</p> <p>6pm</p>	<p>15-March-2023</p>

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank