



Public Document Pack

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Committee Manager - Andrew Bishop (Ext. 37984)

8 September 2022

PLANNING POLICY COMMITTEE

A meeting of the Planning Policy Committee will be held in the **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Wednesday 21 September 2022 at 6.00 pm** and you are requested to attend.

Members: Councillors Bower (Chair), Hughes (Vice-Chair), Chapman, Coster, Edwards, Elkins, Goodheart, Jones, Lury, Thurston and Yeates

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 webpages](#).

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 **Tuesday, 13 September 2022** in line with current Committee Meeting Procedure Rules.

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

For further information on the items to be discussed, please contact Committees@arun.gov.uk.

AGENDA

1. APOLOGIES

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 - 12)

The Committee will be asked to approve as a correct record the Minutes of the Planning Policy Committee held on 27 July 2022.

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 CIRCUMSTANCES

5. PUBLIC QUESTION TIME

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

6. BUDGET 2023/2024 - PROCESS

(Pages 13 - 20)

The purpose of this report is to inform Members of the budget process for 2023/24 for this Committee as required by the Council's Constitution.

7. KEY PERFORMANCE INDICATORS 2022-2026 - QUARTER 1 PERFORMANCE REPORT FOR THE PERIOD 1 APRIL TO 30 JUNE 2022

(Pages 21 - 26)

This report updates the Committee with the Quarter 1 Performance Outturn for the Key Performance Indicators for the period 1 April 2022 to 30 June 2022.

8. THE PROVISION OF RESOURCES TO ASSIST THE COUNCIL ON MATTERS RELATING TO THE A27 ARUNDEL IMPROVEMENTS - FINANCIAL IMPLICATIONS (Pages 27 - 30)

The purpose of this report is to make financial arrangements to implement the recommendation of the Planning Policy Committee at its meeting of 27 July 2022.

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

9. WORK PROGRAMME (Pages 31 - 32)

The Committee's Work Programme for the remainder of 2022/23 is attached for the Committee's information.

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](#)

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Subject to approval at the next Planning Policy Committee meeting

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PLANNING POLICY COMMITTEE

27 July 2022 at 6.00 pm

Present: Councillors Bower (Chair), Hughes (Vice-Chair), Chapman, Coster, Gunner (Substitute for Edwards), Kelly (Substitute for Elkins), Lury, Thurston and Yeates

The following Member was absent from the meeting during consideration of the matters referred to in the Minutes indicated:- Councillor Lury – Minute 192 [Part]; Councillor Coster – Minute 195 [Part].

Apologies: Councillors Edwards and Elkins

188. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

189. MINUTES

The Minutes of the previous meeting held on 7 June 2022 were approved by the Committee and signed by the Chair.

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

The Chair confirmed that there were no urgent items.

191. PUBLIC QUESTION TIME

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

192. RESPONSE TO SOUTHERN WATER'S DRAINAGE AND WASTEWATER MANAGEMENT PLAN CONSULTATION

[Councillor Lury was absent for the vote on this item.]

The Chair welcomed David Murphy, Senior Project Manager at Southern Water, to the meeting. Upon the invitation of the Chair, Mr Murphy gave a presentation to the Committee on Drainage and Wastewater Management Plans and Southern Water's current public consultation (*a copy of the presentation can be found on the meeting's [webpage](#)*). The Planning Policy Team Leader then presented the report which asked Members to consider and agree the proposed consultation response to Southern Water's consultation on its Drainage and Wastewater Management Plan (DWMP). It was explained that the DWMP document had been split into 5 papers (Internal Sewer Flooding, Sewer Condition and Groundwater Pollution, Storm Overflows, Compliance

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and Pollution, and the Environment) which covered the overall strategy and approach Southern Water intended to take over the next 25 years for the wastewater catchments they served.

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

- support for the management plan and the Officers' response to the consultation
- the need to very strongly support nature-based solutions
- regret that the Local Plan update had been put on hold as it had climate change development management policies that would have enabled the Council to ask more of developers
- the need for sustainable rainwater catchment solutions in an increasingly urban area in order to keep rainwater and wastewater drainages separate
- concern that without the Local Plan update resumed, the District could see several more years of housing development without adjustment for this issue
- Lidsey Treatment Works capacity and whether this would exceed the permit levels before 2025
- Southern Water's previous capital investment horizon having been 17 years, this having now increased to 25 years and both durations being long periods of time when compared with the rate of house building in the District
- the issue of blockages to internal sewer flooding and, whilst still needing to educate customers to change habits, whether Southern Water was considering fitting interceptors at strategic points in the network to lessen the impact of these
- following the Environment Agency's recent report into Southern Water's performance as 'terrible across the board' including a threefold increase in serious pollution incidents in the last year and 'significant issues' in the reporting of their water management plans to DEFRA, how anyone could have any confidence that any of Southern Water's plans would happen
- given Southern Water's admission that water in Sussex was stressed, the extent to which water neutrality was considered at the housing development design stage but also what was being done about water neutrality now
- the impact of any increase in permit levels by the Environment Agency and the resultant perceived increase in capacity on the Local Plan update, and in particular housing numbers and an increase in incidents of overflow
- the need for some sort of enforcement to deal with blockages as the largest single reason for internal sewer flooding, either on manufacturers to use more suitable materials or by putting warnings on packaging to better educate consumers
- where the most serious ingresses to the system were or were expected to be
- agreement about the lack of education around what was flushable
- rainwater having been identified very clearly in Southern Water's presentation as the principal issue of overflows and therefore getting people to use less water not really making any difference to the issue of flooding
- how Southern Water would stop rainwater from roads, paved areas and roofs going into the sewers

- how sustainable drainage systems such as green roofs, permeable paving and wetlands would work in this area with very high groundwater levels
- storage tanks as a solution to overflows, but questions over a lack of detail in how much bigger these would need to be in order to solve this issue and the levels of disruption the installation works might cause
- concerns over the need for tankage if the storage tanks were not big enough to hold the necessary quantities
- the need for grey water systems and their installation in all new developments to be part of the Local Plan update when resumed
- the importance of the tourist economy to the area and the impact of raw sewage discharges to Arun's communities
- the public perception of Southern Water not willing to change the area's Victorian sewer systems originally designed for a significant smaller population
- a lot of the work on nutrient neutrality taking place further upstream which meant that farm run-off and its resultant pollution were dealt with before they reached Arun and so the District still benefitted from current initiatives
- rain gardens and other nature-based solutions and their ability to filter run-off water before it reached water courses
- the need for the Committee to educate itself on the solutions available whilst at the same time working with the water companies

The Senior Project Manager from Southern Water provided Members with responses to points raised during the debate, including:

- confirmation that action was already being undertaken at Lidsey Treatment Works on capacity, and in the current investment period of 2020-25 £15 million was being spent at Lidsey to increase capacity to provide headroom for growth up to 2035 and to increase the amount of flow that could be taken through to full treatment to avoid spilling to the environment in dry weather
- long-term planning demonstrated that Southern Water was thinking ahead particularly regarding growth and climate change, and that the timescales allowed for the infrastructure to be built in order to deal with the climate projections of future decades
- the need to change the way the urban environment was built and securing as much of it as possible through new development, for example more trees to help with both rainwater and increasing temperatures
- the work already undertaken and still to be done to change customer habits – Southern Water having an award-winning customer education programme, and one of the purposes of the DWMP being the broadening of this messaging (rainwater capturing and reuse etc), whilst also through such infrastructure as interceptors capturing as much as possible at source
- acceptance that Southern Water's track record was not great and that there had been some serious pollutions instances that they regretted and apologised for, but that they were determined to improve their performance and were working very hard to do that

- being heavily regulated by the Environment Agency who set the permit levels Southern Water operated against, whilst also being regulated for the money that could be charged to customers, and the difficulties in balancing these two
- concerning water resource management plans, being in a water-stressed part of the country but working closely with other water companies across the South East as part of the Water Resources South East Group to develop a water resources management plan for the next five-year period with the best value options to provide a safe and secure water supply for customers across the South East in the areas Southern Water served
- it was explained that Southern Water did not receive guaranteed funding until a business case was put through Ofwat, which was done for a five-year period (currently 2020-25), so whilst Southern Water was setting out its investment needs for the next 25 years, its current business planning approach was to submit a business plan for the next five year investment period (2025-30) and price review plan which the DWMP was informing, in order to set out the level of funding needed to invest in infrastructure to provide a resilient drainage and wastewater service to customers going forward
- water neutrality being a big issue in the north Sussex supply area and work being done with Horsham and Crawley District Councils to see how challenges could be addressed
- water companies not being statutory consultees in the planning process so less able to influence design around water neutrality amongst other things
- the need for building regulations to change in order to meet water neutrality, for example the average amount of water consumed by customers was 135 litres per person per day and though building regulations could push that down to 110 litres per person per day, in order to get to water neutrality that level really needed to get down to around 85 litres per person per day
- most water being used to flush toilets, wash cars and water gardens, and the need to think about rainwater and grey water capture and recycling for these uses to really reduce levels of water consumption
- the permits from the Environment Agency also covering the quality of the discharges with levels of pollution deemed harmful determined by the Environment Agency, and nutrient neutrality being influenced by the environmental capacity of the water body being discharged into and therefore should the amount of water in a body decrease in future due to drought then permit levels might need to be lowered
- lobbying Government on better product labelling and discussions around banning non-flushable wet wipes through the trade body Water UK
- the DWMP was helping Southern Water to explore the issues raised by Members and through its pathfinder projects was exploring mechanisms of how positive changes in behaviour could be incentivised (for example, drainage charges for rainwater getting into the sewer system)
- the significant impact of groundwater levels on sewer systems, particularly where groundwater levels caused infiltration into the sewer system increasing the flow into treatment works and how this was an issue along the South Coast south of the South Downs

- given the area's topography and projections of summer storms of shorter duration but greater intensity in the future likely to overwhelm the sewer system, the drainage and wastewater strategy would have to be one of attenuation rather than separation in order to allow systems to cope
- recognition of the importance of the beaches and internationally designated areas such as Pagham Harbour to the local economy and local communities and that improving the performance of systems was Southern Water's number one priority by maximising the current infrastructure's performance and making it more resilient, whilst at the same time putting in measures to minimise system failures and responding more rapidly when these do happen to avoid pollution incidents occurring
- recognition that the sewer system was Victorian in original and designed for a different climate and population size, but that due to the size of the network, the level of investment would not enable Southern Water to proactively replace all sewers and so instead critical sewers were targeted for proactive maintenance and any smaller diameter sewer collapse or failure was responded to as rapidly as possible
- in response to the Director of Growth's question on nutrient neutrality and whether Southern Water would be applying the legal duty on water companies in nutrient neutrality areas to upgrade sewer systems to the highest achievable technological levels as indicated by the Government in its forthcoming Levelling Up and Regeneration Bill as its default position for upgrade works across the Arun area, the answer was no due to issues of affordability for customers as regulated by Ofwat whilst balancing what the Environment Agency asked to be delivered against affordable levels of investment. The Director of Growth suggested to Members that they may wish Officers to make representations to the District's MPs as part of the Levelling Up Bill process that nutrient neutrality apply across all Local Planning Authorities regardless of whether they had been designated as nutrient neutral already. The Leader of the Council noted, from discussions he had had with MPs in recent weeks, that this was a live issue and that he would endeavour to make those representations

The Planning Policy Team Leader provided Members with responses to points raised during the debate, including:

- confirmation that the Local Plan did include a number of policies that tried to address the environmental impact of built development such as the sustainable design guide
- that when the Local Plan update was resumed, the evidence base would also be updated to improve the application and impact of these policies through tougher standards

The recommendation was then proposed by Councillor Hughes and seconded by Councillor Thurston.

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The Committee

RESOLVED

That the proposed consultation response to the Drainage Wastewater Management Plan consultation be agreed.

193. THE PROVISION OF RESOURCES TO ASSIST THE COUNCIL ON MATTERS RELATING TO THE A27 ARUNDEL IMPROVEMENTS

Upon the invitation of the Chair, the Director of Growth presented the report which sought recommendation to Policy and Finance Committee for budgetary provision of up to £50,000 to enable the Council to engage a professional resource for the Development Control Order (DCO) process in relation to the National Highways A27 Improvement scheme at Arundel. He explained that this need arose due to the retirement of the current Engineering Services Manager.

Members thanked the Engineering Services Manager for his years of service and then took part in a full debate on the item where a number of points were raised including:

- clarification was sought over what the provision was for (i.e. to produce the report or direct the project)
- whether the justification for the supplementary estimate was the Officer's retirement or because the Council did not have the expertise in-house
- why this provision had not been included in the budget for the year if it had been known when the work might have been expected to take place
- needing the strongest possible representation in this process in order to ensure the best outcomes for Arun due to the substantial impacts and problems that might result from what was a national scheme

The Director of Growth confirmed that the intention was to have a budget of up to £50,000 available with which to commission someone with the relevant technical expertise to prepare reports and undertake any detailed work as required in support of Arun's submission as part of the DCO process, and that any other specialist advice if required might also be able to be funded from this provision. He explained that DCO processes could vary in length due to their complexity and so at this point in time it was difficult to predict how long the services of this individual might be needed, but that a Local Impact Statement would have to be produced and that these could vary quite substantially in length (and therefore the length of time needed to prepare it) depending on the issues covered. It was not known exactly when the DCO process would start but it was anticipated that this would be towards the end of the year. He concluded that the purpose of the £50,000 budget was to allow Officers to undertake this work without having to come back to Committee (and subsequently Policy and Finance Committee and Full Council) for other funds not budgeted for, and that had the Engineering Services Manager not been retiring it was still expected that some addition budget would have been necessary to undertake work of a more technical nature.

The recommendations were then proposed by Councillor Thurston and seconded by Councillor Yeates.

The Committee

RESOLVED

That a budgetary provision of up to £50,000 in 2022/23 be sought to employ, on a 'call-off' basis, a consultant to support Arun's involvement with the National Highways A27 Arundel Bypass scheme;

The Committee

RECOMMEND TO POLICY AND FINANCE COMMITTEE

That Full Council be requested to authorise a Supplementary Estimate of £50,000, which is equivalent to £0.79 on a Band D Council Tax Bill.

194. WORK PROGRAMME IMPLICATIONS OF FULL COUNCIL'S DECISION NOT TO RECOMMENCE LOCAL PLAN REVIEW

Upon the invitation of the Chair, the Planning Policy Team Leader presented the report which set out what work streams would cease, continue or start as a consequence of the decision at Full Council not to resume preparation of a Local Plan update [Minute 129]. He explained the appendix which highlighted the key work streams that decision had an impact on, with seven streams continuing and the remaining eleven not. He also noted the impact of next year's local elections on the timescales for a resumption of the Local Plan update, should the decision at Full Council wish to be looked at in or after six months' time.

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

- dissatisfaction with the impression given in the Officer's report in paragraph 1.2 that the decision to resume the Local Plan update would be repeatedly given back to Members until a decision to resume was made, and connecting that decision in any way to next year's elections
- the resourcing issues within the Planning Policy and Conservation team that made it questionable whether the items to cease were ever deliverable
- that those items now not being delivered had been budgeted for and what would happen to this resource
- whether the West Bank (LEGA) Evidence Study should also cease due to concerns with the viability of the project and its relation to the current Local Plan
- the legal need to begin working on a Local Plan update so that by the time the work was completed the current Local Plan had not expired

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- concerns about continuing to build houses with no increase in the standards or additional policies (grey water recycling, increased biodiversity targets etc) to which they were built
- concerns raised over particular studies and the all or nothing nature of the decision to continue or cease
- whether the fact that certain studies identified to cease was compatible with the Council's declaration of a Climate Emergency
- the financial implications of not being able to progress some of the studies identified to cease
- the legal issues of the continued absence of progress on updating the Local Plan
- implications for sustainability and equality due to the delay in being able to set new planning policies to address these issues
- the danger of second guessing what the Government may or may not do with regards planning policies in the future

The Director of Growth explained that the Council had a duty to have a Local Plan and keep it up to date, and that it was the responsibility of Officers to bring reports to Members to that effect and that it was then for Members to debate and decide on the way forward. He clarified that the purpose of this report was to help Officers develop a work programme between now (July 2022) and June 2023, and that any future decisions on the resumption of the Local Plan update may best be taken after the local elections in May 2023 as the Local Plan preparation was a long process that was ideally not repeatedly stopped and started. He also confirmed that a report on the West Bank (LEGA) Evidence Study would come to Committee later in the year.

The recommendation was then proposed by Councillor Chapman and seconded by Councillor Hughes.

The Committee

RESOLVED

That the proposed work outlined in the Appendix setting out what work could continue and what work was unable to be progressed at this time be endorsed.

195. ARUN TRANSPORT MODEL UPDATE

[Councillor Coster was absent for the vote on this item.]

Upon the invitation of the Chair, the Planning Policy Team Leader presented the report which updated Members on the Arun Transport Model Phase 1 work commissioned in 2021 for the purposes of evidencing the transport impacts and necessary mitigation schemes of the Local Plan update when it resumed. It was noted that this study would now be paused following the decision of Full Council to not resume preparation of a Local Plan update [Minute 129], and that there were risks that

this model could become out of date should a decision to resume not be made within appropriate timescales.

The recommendation was then proposed by Councillor Gunner and seconded by Councillor Hughes.

The Committee

RESOLVED - That

1. Progress be noted on Phase 1 of the Arun district-wide Arun Transport Model;
2. The A259 Local Model Validation Report (i.e. including Arun district-wide ATM) be uploaded to the evidence web page to inform the Local Plan Update when this resumed;
3. The work on the further phases of developing the ATM be paused until the Council resolved to resume the Local Plan Update.

196. TRANSPORT FOR THE SOUTH EAST STRATEGIC INVESTMENT PLAN CONSULTATION

Upon the invitation of the Chair, the Planning Policy Team Leader presented the report which asked Members to consider and agree the proposed consultation response to Transport for the South East's (TfSE) public consultation on a Strategic Investment Plan (SIP) with a vision to 2050. It was explained that the £45 billion Strategic Investment Plan would provide a framework for delivering sustainable, integrated transport investment, levelling up, housing and economic growth, carbon reduction and adaption to climate change. The Planning Policy Team Leader highlighted the following responses:

- question 5 and the need for TfSE to provide more explanation about supporting local place making and delivery
- question 9 with its plans for rail improvements too narrowly focused on the Worthing to Brighton corridor and east of the region whilst overlooking the strategic importance of links to Southampton and Portsmouth and connectivity to the west, and also the role of branch line rail improvements across the District
- question 16 and the need for methodologies to align between different agencies and authorities when determining value for money to ensure confidence in the plan was not undermined

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

- the need for the Arundel Chord branch line and connectivity to London from the Arun Valley, and the need to re-emphasise our feelings on this
- the overlap with much of Arun's Local Plan
- the focus to the east of the region
- the connectivity between rural and urban areas and the desire that this be dealt with more strongly in the response
- the lack of mention of Bognor Regis and the need for more attention on the west of the District
- the need to think outside the box and not just about more buses and trains (i.e. a metro system etc)
- concern that the response supported road user charging which would penalise rural communities that had no realistic alternative due to the state of the public transport system in particular areas
- the need for realistic expectations regarding new mobility (electric bikes and scooters etc) given the demographics of the District
- the need to harness lower carbon options and be less reliant on road building
- the merits of a tramway along the south coast
- the hazards to road users of others using electric mobility scooters

The recommendation was then proposed by Councillor Lury and seconded by Councillor Chapman.

The Committee

RESOLVED

That the proposed consultation response to the Transport for the South East Strategic Investment Plan be endorsed.

197. GYPSY & TRAVELLER DEVELOPMENT PLAN DOCUMENT UPDATE

Upon the invitation of the Chair, the Planning Policy Team Leader presented the report which updated Members on the progress to resolve objections from West Sussex County Council in relation to proposed sites for intensification identified in the Regulation 18 consultation Gypsy & Traveller Development Plan Document and the next steps needed to deliver a Regulation 19 publication.

The recommendations were then proposed by Councillor Lury and seconded by Councillor Chapman.

The Committee

RESOLVED - That

1. Officers progress with the commission of The Gypsy Sites Deliverability Study 2022 in order to resolve the delivery of sites and the objection to a preferred location based on potential flooding;
2. Officers continue to undertake further 'duty to cooperate' discussions with West Sussex County Council and to update the joint Statement of Common Ground in this regard, published on the Council's website;
3. Officers proceed with progressing the Gypsy & Traveller and Traveller Showperson Development Plan Document to Regulation 19 publication in Spring 2023, followed by submission in the Summer 2023 and subsequent examination in Winter 2023.

198. WORK PROGRAMME

The Planning Policy Team Leader noted that the Arun Action Plan needed to be updated every year whilst Arun did not have a five-year housing land supply and that this would be added to the Work Programme and brought to the September meeting. He also noted a previously mentioned consultation on the National Planning Policy Framework but, due to changes in central Government, the status of this was uncertain and he would keep Members informed. The lack of items for the November and January meetings was raised. The Director of Growth noted that the Work Programme needed to be updated following the decision at Full Council not to resume the Local Plan update and the decision at tonight's meeting at Minute 194. The need for greater understanding by Members of the meaning of sustainability in planning terms, whether that be via a workshop or seminar, was raised again. The timings involved in the National Highways A27 Arundel consultation were queried to ensure the Council's response was received in time. The Director of Growth explained that Officers were still awaiting the official announcement of when the consultation would begin, and should it be necessary, with the Chair's agreement a Special meeting of the Committee would be called in order to deal with this item.

The Committee then noted the Work Programme.

(The meeting concluded at 8.25 pm)

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Arun District Council

REPORT TO:	Planning Policy Committee – 21 September 2022
SUBJECT:	Budget 2023/2024 - Process
LEAD OFFICER:	Carolyn Martlew, Interim Group Head of Finance and Section 151 Officer
LEAD MEMBER:	Councillor Ricky Bower
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
The Council’s budget promotes all of the Council’s Corporate Priorities.	
DIRECTORATE POLICY CONTEXT:	
The Council’s budget has an effect on all Directorates of the Council.	
FINANCIAL SUMMARY:	
The financial effects are contained in the body of the report.	

For general release

1. PURPOSE OF REPORT

1.1. The purpose of this report is to inform Members of the budget process for 2023/24 as required by the Council’s Constitution.

2. RECOMMENDATIONS

1.2. The Committee is recommended to note the Budget process for 2023/24 as outlined in the report.

2. EXECUTIVE SUMMARY

2.1. The report provides a summary of the budget process for 2023/24 as required by the Council’s Constitution. The Committee is then asked to approve the Budget process for 2023/24 as outlined in the report, having been endorsed by the Policy & Finance Committee on 6 September 2022.

3. DETAIL

3.1. The budget for 2022/23 was the first to be completed under the Committee system form of governance. The relevant budgets were considered by each Service Committee before the full Budget was considered by Policy and Finance Committee on 10 February 2022 before approval by Special Council on 23 February 2022.

3.2. The process went reasonably well for 2022/23 and a budget was set on 23 February 2022 for the 2022/23 financial year.

- 3.3. Members are aware that the Council continues to face net expenditure pressures due to the unprecedented financial uncertainty over Government funding, the economy which has been compounded by the COVID-19 crisis and the current other inflationary pressures.
- 3.4. Members will be updated with the most up to date information when the Financial Prospects Report is considered by Policy and Finance Committee on 20 October 2022. It should be stressed that the Financial Prospects Report only covers the General Fund and that the Housing Revenue Account has its own business plan and financial model. The HRA Business Plan is due to be considered by the Residential and Wellbeing Services Committee on 6 December 2022. The Financial Prospects Report will confirm the budget parameters for 2023/24.
- 3.5. It is accepted that within the resource constraints there is the requirement for some resource switching to enable the Council's priorities to be progressed and to meet new statutory requirements. Similar to 2022/23, Committees will be consulted on the budget, taking account of the medium term requirement to make savings and that any growth should be minimised and met from resource switching where possible.
- 3.6. The budget guidelines issued will run parallel with any initiatives that are being worked on; in particular the Zero Based Budgeting project which will inform and assist with budget preparation.
The budget resource switching parameters for 2023/24 are:
- Growth will only be allowed in essential/priority areas;
 - Proposals should aim to be cost neutral;
 - Proposals should clearly identify any expenditure savings and Income generating ideas where appropriate.

It should be noted that reports that require resource switching can be considered by Committees at any time during the year. However, significant permanent resource switching requires approval by Full Council as part of the formal budget setting process.

- 3.7. The key dates for this Committee for the Budget 2023/24 process are summarised below:

Budget Reports	Date
Budget Consultation Report	21 September 2022
Financial Prospects Report General Fund (Policy and Finance Committee) – confirms budget parameters	20 October 2022
Committee Report – Service Specific	26 January 2023
Policy and Finance Committee	9 February 2023
Special Council	1 March 2023

4.8 It should be noted that any budget proposals should be fully costed and feasible to be delivered for inclusion in the budget for 2023/24.

4.9 A summary of the budgets managed by this Committee and the out turn for 2021/22 is shown in Appendix B for information. This Committee's controllable budget for 2022/23 is £0.945m. The figures shown for controllable expenditure and income exclude items that are for accounting purposes only.

4. CONSULTATION

4.1.No consultation has been undertaken with external bodies.

5. OPTIONS / ALTERNATIVES CONSIDERED

5.1.No other options are available.

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

6.1.The budget will form the main reference point for financial decisions made in 2023/24 and the process has to comply with the Constitution.

7. RISK ASSESSMENT CONSIDERATIONS

7.1.The main risks arising from the process are:

- The statutory deadline for setting the budget including setting the Council tax is not met;
- The budget is not considered within statutory guidance and the Constitution.

Processes in place and financial controls mitigate against these risks.

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

8.1.The Council has a legal duty to ensure its expenditure can be met by its income, inclusive of reserves. The process outlined above must comply with relevant legislation.

9. HUMAN RESOURCES IMPACT

9.1. This is a report about process. It expected that as the reports goes to each committee each committee will draw attention to any Human Resources impact of the committee's functions.

10.HEALTH & SAFETY IMPACT

10.1.This is a report about process. It expected that as the reports goes to each committee each committee will draw attention to any Health and Safety impact of the committee's functions.

11. PROPERTY & ESTATES IMPACT

11.1. This is a report about process. It expected that as the reports goes to each committee each committee will draw attention to any Property & Estates impact of the committee's functions

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

12.1. This is a report about process. It expected that as the reports goes to each committee each committee will have regard to the Public Sector Equality duty in making their recommendations.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

13.1. This is a report about process. It expected that as the reports goes to each committee each committee will draw attention to any Climate Change environmental impact and social value impact of the committee's functions.

14. CRIME AND DISORDER REDUCTION IMPACT

14.1. This is a report about process. It expected that as the reports goes to each committee each committee will draw attention to any Crime and Disorder reduction impact of the committee's functions.

15. HUMAN RIGHTS IMPACT

15.1. This is a report about process. It expected that as the reports goes to each committee each committee will draw attention to any Human Rights impact of the committee's functions.

16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

16.1. This is a report about process. It expected that as the reports goes to each committee each committee will draw attention to any FOI/Data Protection impact of the committee's functions.

CONTACT OFFICER:

Name: Carolin Martlew

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

Contact Number: 01903 737558

BACKGROUND DOCUMENTS:

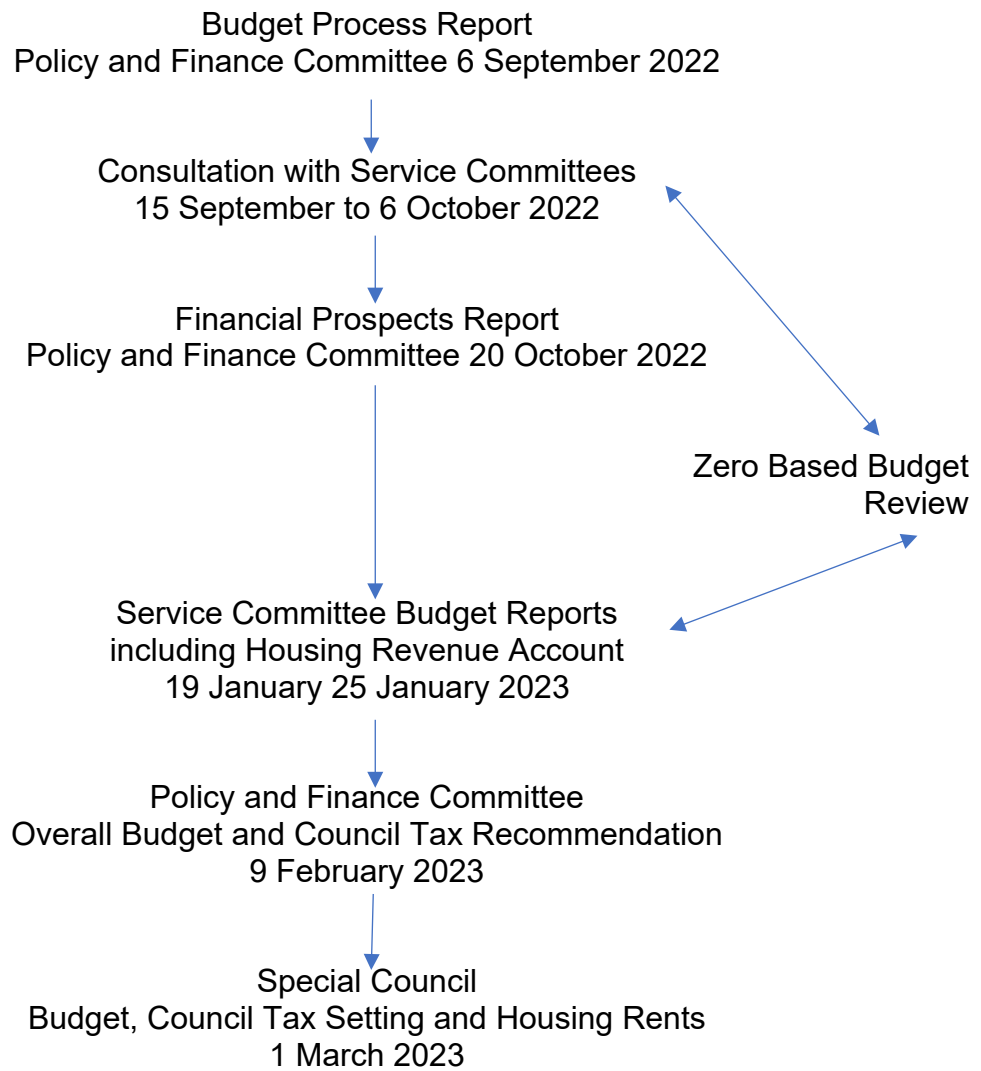
Council Constitution

Approved Budget 2022/23

Budget Process 2023/24 Report to Policy and Finance Committee 6 September 2022

Statement of Accounts 2021/22

Budget Process 2023/24 Flowchart



Actual 2021-22 £'000	Description	Budget 2022-23 £'000
Planning Policy Committee		
<u>Planning & Development Control (D20 & D25)</u>		
1,530	Employees	1,837
0	Premises	0
21	Transport	21
455	Supplies and Services	353
60	Third party costs	67
0	Transfer payments	0
(2,042)	Other Income	(1,333)
24	Total for Planning & Development Control:	945
24	Planning Policy Committee Total:	945

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Arun District Council

REPORT TO:	Planning Policy Committee – 21 September 2022
SUBJECT:	Key Performance Indicators 2022-2026 – Quarter 1 performance report for the period 1 April 2022 to 30 June 2022.
LEAD OFFICER:	Jackie Follis – Group Head of Organisational Excellence
LEAD MEMBER:	Cllr Ricky Bower
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
The Key Performance Indicators support the Council's Vision and allows the Council to identify how well we are delivering across a full range of services.	
DIRECTORATE POLICY CONTEXT:	
This report is produced by the Group Head of Organisational Excellence to give an update on the Q1 Performance outturn of the Key Performance Indicators.	
FINANCIAL SUMMARY:	
Not required.	

1. PURPOSE OF REPORT

- 1.1. In order for the Committees to be updated with the Q1 Performance Outturn for the Key Performance indicators for the period 1 April 2022 to 30 June 2022.

2. RECOMMENDATIONS

- 1.2. As this report is an information paper, there are no recommendations for the Committee to consider. This report is to be taken as read only with Members having the opportunity to ask questions at the meeting on service performance. Members can also submit questions or comments on the indicators relevant to their Committee and these will be considered by the Policy and Finance Committee on 20 October 2022.

2. EXECUTIVE SUMMARY

- 2.1. This report sets out the performance of the Key Performance indicators at Quarter 1 for the period 1 April 2022 to 30 June 2022.

3. DETAIL

- 3.1. The Council Vision 2022-2026 was approved at Full Council in March 2022. To support the Vision we need a comprehensive and meaningful set of performance measures which allow us to identify how well we are delivering across a full range of services. Two kinds of indicators were agreed at the Policy and Finance Committee on 17 March 2022. The first of these are annual indicators and will primarily update the progress against strategic milestones. In addition to this 'key

performance indicators' (KPIs) will be reported to committees every quarter. These KPIs are known as our Corporate Plan.

- 3.2. A short report and appendix will go to each of the other Committees in the cycle of meetings after each quarter has ended. This appendix will only contain the indicators which are relevant to each Committee.
- 3.3. A full report showing quarterly performance against all indicators (which are measured at that quarter) will go to the relevant Policy and Finance Committee meeting at the end of the cycle of the other Committee meetings. Members of the other Committees will be able to give comments or ask questions about the KPI indicators that are relevant to their Committee and these will be submitted to the Policy and Finance Committee for consideration.
- 3.4. This is the first quarterly report covering performance from 1 April 2022 to 30 June 2022 and will cover only those indicators that are due to be measured at this point.
- 3.5. Please note that the CMT Member shown on the appendix was as of the end of Q1. CMT Members have changed for some service areas following the Group Head restructure which took effect from 4 July 2022.
- 3.6. Thresholds are used to establish which category of performance each indicator is within.

Achieved target	100% or above target figure
Didn't achieve target but within 15% range	85%-99.9% below target figure
Didn't achieve target by more than 15%	85% or less target figure

- 3.7. There are 42 Key Performance indicators. 1 indicator relates to this Committee and is measured at Q1.
- 3.8. This report gives the status of the indicator at Q1, which may be different to the status for June. To view the status of indicator for June please see Appendix A. This appendix gives full commentary for this indicator and notes any action to be taken to address any under performance.

Status	Number of Key Performance indicators in this category
Achieved target	0
Didn't achieve but within 15% range	0
Didn't achieve target by more than 15%	1
TOTAL	1

4. CONSULTATION

- 4.1. No consultation has taken place.

5. OPTIONS / ALTERNATIVES CONSIDERED

5.1. To review the report

5.2. To request further information and/or remedial actions be undertaken

6. COMMENTS BY THE GROUP HEAD OF CORPORATE SUPPORT/SECTION 151 OFFICER

6.1. None required.

7. RISK ASSESSMENT CONSIDERATIONS

7.1. None required

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

8.1. None required

9. HUMAN RESOURCES IMPACT

9.1. Not applicable.

10. HEALTH & SAFETY IMPACT

10.1. Not applicable.

11. PROPERTY & ESTATES IMPACT

11.1. Not applicable.

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

12.1. Not applicable.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

13.1. Not applicable.

14. CRIME AND DISORDER REDUCTION IMPACT

14.1. Not applicable.

15. HUMAN RIGHTS IMPACT

15.1. Not applicable.

16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

16.1. Not applicable.

CONTACT OFFICER:

Name: Jackie Follis

Job Title: Group Head of Organisational Excellence

Contact Number: 01903 737580

BACKGROUND DOCUMENTS: *None*

No.	Indicator	Council Vision Theme	Service Committee	Service Area	CMT Member for June data	Frequency data collected	Assess by	Target 2022-2026	June 22 Outturn (June only)	June 22 Outturn - Q1 (April-June)	June 22/Q1 Commentary	June 22 Status	Q1 Status
CP36	Number of new homes completed	Fulfilling Arun's economic potential	Planning Policy	Planning	Karl Roberts	Monthly	Higher is better	1288 (22/23) 1247 (23/24) 1059 (24/25)	34	115	The number of homes being delivered appears fairly constant per month but is well below the number that we require to be delivered to meet our housing delivery targets. As this is new indicator we will need to continue to monitor this over coming months. We are currently engaging in a series of conversations with the principal home builders to get a better understanding around their intended delivery programmes and we will be reviewing a report commissioned from external consultants on whether the market is actually able to deliver the required number of homes in this area.	Not achieving	Not achieving

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Arun District Council

REPORT TO:	Planning Policy Committee 21 September 2022
SUBJECT:	The Provision of Resources to assist the Council on matters relating to the A27 Arundel Improvements – Financial Implications
LEAD OFFICERS:	Carolyn Martlew – Interim Group Head of Finance and Section 151 Officer Karl Roberts – Director of Growth
LEAD MEMBER:	Councillor Ricky Bower
WARDS:	Arundel
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
<p>The recommendation supports:</p> <ul style="list-style-type: none"> • Supporting our environment to support us; • Fulfilling Arun’s economic potential. 	
DIRECTORATE POLICY CONTEXT:	
<p>The report confirms a virement of £50,000 be made from the Local Plan budget to engage a professional resource in relation to the National Highways A27 Improvement scheme at Arundel.</p>	
FINANCIAL SUMMARY:	
<p>The report confirms a virement of £50,000 be made from the Local Plan budget to fund the work outlined in the Directorate Policy Context above.</p>	

1. PURPOSE OF REPORT

- 1.1. The purpose of this report is to make financial arrangements to implement the recommendation of the Planning Policy Committee at its meeting of 27 July 2022.

2. RECOMMENDATIONS

- 1.2. It is recommended that Planning Policy Committee note that a virement from the Local Plan budget of up to £50,000 in 2022/23 to employ, on a ‘call-off’ basis, a consultant to support Arun’s involvement with the National Highways A27 Arundel Bypass scheme has been actioned and this supersedes minute 193 of the meeting of the 27 July 2022 .

2. EXECUTIVE SUMMARY

- 2.1. The Planning Policy Committee considered a report 'The Provision of Resources to assist the Council on matters relating to the A27 Arundel Improvements' at its meeting on 27 July 2022. The Planning Policy Committee report contained a recommendation to approve a supplementary revenue estimate of up to £50,000 which has a financial implication for the Council. Under the Council Constitution, the Planning Policy Committee resolution is subject to Policy and Finance Committee and Full Council confirmation of finances being available. This report recommends that Policy and Finance Committee approve the finance subject to Full Council approval.
- 2.2. However, after this decision was made the Planning Policy Committee discussed and agreed the future Local Plan work programme of the Policy Team as a result of the decision of Full Council to approve the continued suspension of work on the Local Plan for 2022/23. This decision now means that some of the budget provision in 2022/23 for the Local Plan is available to fund other matters, subject to necessary approval. Funding the proposed work by virement from another budget is preferable as the net spending of the Council is not increased although it will mean that the funding for the Local Plan will need to be revisited in the future.

3. DETAIL

- 3.1. As outlined above, the Planning Policy Committee have approved the engagement of a professional resource in relation to the National Highways A27 Improvement scheme at Arundel.
- 3.2. There is no current provision for this in the 2022/23 General Fund Revenue Budget approved by the Council in February 2022. For the resource to be engaged, the Council must provide additional resource.
- 3.3. This report therefore notes the revenue virement of up to £50,000 in 2022/23, while noting that when work recommences on the Local Plan, the Council must make provision as previously budgeted.

4. CONSULTATION

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

5. OPTIONS / ALTERNATIVES CONSIDERED

- 5.1. Requesting a supplementary revenue estimate was considered.

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

- 6.1. The proposal is to fund the project from virement as opposed to a supplementary budget. Virement has a neutral effect on General Fund balances so is considered to be preferable.

7. RISK ASSESSMENT CONSIDERATIONS

- 7.1. Engaging a specialist resource will ensure the Council engages correctly in all matters relating to the A27 Arundel improvements. This will reduce any potential risks to the Council.

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

- 8.1. The Council is under a legal obligation to produce a Local Impact Report in relation to the proposed A27 improvements.

9. HUMAN RESOURCES IMPACT

- 9.1. None internally.

10. HEALTH & SAFETY IMPACT

- 10.1. None.

11. PROPERTY & ESTATES IMPACT

- 11.1. None as a direct impact of the purpose of the report

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 12.1. None.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

- 13.1. None as a direct impact of the purpose of the report

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: Karl Roberts

Job Title: Director of Growth

Contact Number: 01903 737760

BACKGROUND DOCUMENTS:

[Minutes of Planning Policy Committee Meeting of 27 July 2022;](#)

[Report to Planning Policy Committee of 27 July 2022 - The Provision of Resources to assist the Council on matters relating to the A27 Arundel Improvements](#)

Agenda Item 9

Planning Policy Committee	Report Author	Date of Meeting	Full Council Meeting Date
Karl Roberts, Neil Crowther			
Local Plan Evidence Update - Tourism & Visitor Accommodation Study	K Owen	7 June 22	13 July 22
Housing Delivery Test Update	K Owen		
Arun Local Plan Update – 6 month review	K Owen		
Arun Infrastructure Topic Papers - A27 junction Improvements; Wastewater Capacity; Water Neutrality; Housing Market Absorption	K Owen		
Transport for the Southeast Strategic Investment Plan Consultation	K Owen	27 July 22	14 Sep 22
Gypsy & Traveller Development Plan Document Update	K Owen		
The provision of resources to assist the Council on matters relating to the A27 Arundel Improvements	R Spencer		
Response to Southern Water's Drainage and Wastewater Management Plan (DWMP) consultation	K Owen		
Arun Transport Model Update	K Owen		
Planning Policy Work following Full Council on 13 July 2022	K Roberts/ N Crowther		
The Provision of Resources to assist the Council on matters relating to the A27 Arundel Improvements – Financial Implications	K Roberts	21 Sept 22	9 Nov 22
Budget 2023/24 Process	C Martlew		
Q1 KPI Reporting			

Q2 KPI Reporting		24 Nov 22	18 Jan 23
Local Plan Evidence Update - Biodiversity Net Gain Study	K Owen		
Arun Housing Market Absorption Study	K Owen		
Housing Delivery Test Action Plan	K Owen		
Arun Transport Apportionment Methodology Update	K Owen		
Arun Infrastructure Funding Statement	K Owen		
A Response to the National Highways A27 Arundel Further Consultation	K Roberts		
Q3 KPI Reporting		26 Jan 23	15 Mar 23
Committee Revenue & Capital Budgets 2023/2024	C Martlew		
Local Development Scheme Update	K Owen		