



Public Document Pack

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03 November 2022

ENVIRONMENT COMMITTEE

A meeting of the Environment Committee will be held in **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Thursday 17 November 2022 at 6.00 pm** and you are requested to attend.

Members: Councillors Edwards (Chair), Chace (Vice-Chair), Bicknell, P. English, Goodheart, Huntley, Needs, Pendleton, Wallsgrove, Warr and Worne

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 **Wednesday 09 November 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

A G E N D A

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 - 6)

The Committee will be asked to approve as a correct record the Minutes of the Environment Committee held on 22 September 2022.

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

5. PUBLIC QUESTION TIME

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

6. EAST HAMPSHIRE COMMERCIAL SERVICES ENFORCEMENT AGREEMENT

(Pages 7 - 12)

The report will provide an update on the current East Hampshire Council Commercial Services enforcement agreement and recommendations for how the agreement will operate in the future.

[10 Minutes]

7. SUNKEN GARDENS PROJECT, BOGNOR REGIS (Pages 13 - 18)

Tenders have been received for the delivery of the Sunken Gardens scheme which exceed the previously approved works sum of £230k set out in the heads of terms for contract award. Approval is sought to increase the value of the construction contract, within the approved £500k supplementary estimate.

[20 Minutes]

8. BERSTED COUNTRY PARK PROJECT (Pages 19 - 30)

This report provides detail on the project to be undertaken in Bersted to create a Country Park and seeks approval for the scope of the project. The council is procuring the services of a landscape consultant to advise on and produce a masterplan for public consultation.

[20 Minutes]

9. PARKING SERVICES REVIEW (Pages 31 - 42)

The Council's car parks are important assets for directly contributing to the delivery of the Council's Vision aims, and indirectly through generating revenue to support delivery of other Council services.

This report sets out a proposal to commission a review of the Council's off-street parking services to make recommendations on how to obtain best value from these assets. The recommendations from the proposed review would be reported back to the Environment Committee for consideration and implementation.

[20 Minutes]

10. TREE PLANTING STRATEGY UPDATE (Pages 43 - 54)

The report provides an update for year one of the Council's adopted Tree Planting Strategy and proposals for year 2

[10 Minutes]

11. VIREMENT FOR ADDITIONAL COSTS RELATING TO COMBINED CLEANSING SERVICES CONTRACT (Pages 55 - 60)

Due to rising national inflation, supply chain and wage pressures within the waste industry and collections sector, an agreed pay settlement between the Council's contractor Biffa and the GMB Union in August 2022 averted the threat of summer holiday strike action for waste services in Arun. The result is that a virement from inflation contingency budget is required for this financial year to meet the increased costs of the Combined Cleansing Services Contract.

[10 Minutes]

12. KEY PERFORMANCE INDICATORS 2022-2026 - QUARTER 2 PERFORMANCE REPORT FOR THE PERIOD 1 APRIL 2022 TO 30 SEPTEMBER 2022 (Pages 61 - 68)

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

[15 Minutes]

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

13. WORK PROGRAMME (Pages 69 - 72)

The Committee is required to note the Work Programme for 2022/23.

[5 Minutes]

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

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

Public Document Pack Agenda Item 3

Subject to approval at the next Environment Committee meeting

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ENVIRONMENT COMMITTEE

22 September 2022 at 6.00 pm

Present: Councillors Edwards (Chair), Chace (Vice-Chair), Bicknell, English, Goodheart, Huntley, Needs, Pendleton, Thurston, Warr and Worne

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

[Note: Councillor P. English was absent from the meeting for all or part of discussions at Minute Items 279 - 283]

279. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

280. MINUTES

The Minutes of the meeting held on 14 July 2022 were approved by the Committee. These would be signed at the end of the meeting.

281. 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.

282. PUBLIC QUESTION TIME

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

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

The Chair confirmed that the report was an information paper with no recommendations for the Committee to consider.

Members then took part in a question-and-answer session and the following points were made:

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- There did not appear to be a Key Performance Indicator (KPI) around tree planting and it was asked whether this could be added. The Chair explained that although this was not a KPI, there would be a report coming to Committee to update on this.
- CP22 (private sector dwelling return to completion) - the target was 50, the outturn 36, but it noted the Council were achieving, how was this? The Group Head of Technical Services explained this was because 50 was the annual target and they were ahead of target due to the Committee's decision to allocate more resources to this area.
- CP24 (recycling and composting) – it was noted that this had improved, however it seemed the Committee were being blamed for not being able to achieve this, and it was asked why. The Group Head of Environment and Climate Change referred back to the report that went to Committee in May and explained the recommendation from that report had set out alternative ways of collection, however the Committee did not adopt the recommendation.
- CP39 and 40 (building control) – these were disappointing results, and an explanation was requested. The Group Head of Technical Services explained there were vacancies and long term sickness within a relatively small team, and despite repeated attempts to recruit a surveyor, this had not yet been possible due to a national skills shortage. It was hoped that a trainee would soon be taken on as part of a national training programme run by the Local Authority Building Control (LABC) as well as a career grade post within the Council. Alongside those issues were unprecedented volumes of work.
- CP24 (recycling and composting) – it was thought some residents had withdrawn from the brown bin scheme and may be taking garden waste to the recycling centres instead. If all garden waste going to Littlehampton Recycling Centre was included in the figures, the target may be achieved. The Chair explained he did not think this would be possible to measure.
- CP39 (building control) – It was asked whether the lack of staff was the reason for delays regarding Planning. The Group Head of Technical Services explained the Building Control was a separate service from Planning.

Members then noted the report.

284. BUDGET 2023/2024 - PROCESS

Upon the invitation of the Chair, the Interim Financial Services Manager presented this report to the Committee. He explained this was the second year of the budget preparation under the Committee style of governance. The proposed process was outlined in section 3. He drew Members attention to Appendix A, a flowchart showing the process, and Appendix B, a list of services managed by this Committee and their published budget for the year.

There were no questions from Members regarding the process.

The recommendation was Proposed by Councillor Chace and Seconded by Councillor Goodheart.

The Committee

RESOLVED

That the Budget process for 2023/24, as outlined in the report, be noted.

285. ACCESS AGREEMENT RELATING TO THE FRAMEWORK AGREEMENT FOR THE SUSSEX COASTAL POLLUTION CLEAN-UP AND DISPOSAL SERVICE

Upon the invitation of the Chair, the Emergency Planning Officer presented this report to the Committee. He explained the report sought the approval of the Committee to give the Group Head of Environment and Climate Change delegated authority to sign up to a framework agreement which provided access to a specialist clean-up and disposal contractor, at pre-agreed rates, to be used in the event of significant coastal pollution on Arun District Council's coastal shoreline. Typically, the pollution would be oil but other pollutants such as overboard cargo may be included. The objective of the framework was to be able to appoint specialist contractors to perform the coastal pollution clean-up role on behalf of district and borough councils and a coastal pollution waste disposal service on behalf of the upper tier authorities. The framework contractor would have the capability to provide a 24 hour emergency spill response; provide specialist staff; carry out sampling and analysis; conduct environmental site investigations; they had specialist clean-up equipment; were able to carry out remediation of contaminated sites; and they had waste disposal facilities. Benefits of signing up to the agreement included there being no requirement to conduct a costly and time-consuming procurement exercise, the framework agreement offered a means of calling off services that had already been competitively tendered, there would be no retainer fee incurred for Arun.

Members then took part in a question-and-answer session and the following points were made:

- It was asked how often anything like this had been used in the last five years. The Emergency Planning Officer confirmed such a service had not been required in the previous 5 years.
- Would this cover pollution coming from pipes from land into the sea? It was confirmed that only pollution coming from the sea would be covered.
- The issue of coastal pollution coming from land was discussed and it was felt this needed to be dealt with separately.
- Members expressed their support for signing up to the framework agreement.

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The Chair expressed his support for signing up to the framework agreement, however wanted to sign this himself on behalf of the Committee, rather than delegating authority for the Officer to sign it. The Chair then Proposed an amendment to the recommendation as follows:

The Chair of the Environment Committee sign the 'Access Agreement relating to the Framework Agreement for the Sussex Coastal Pollution Clean-up and Disposal Service'. If this is not possible, then the Environment Committee approve the delegated authority for the Group Head of Environment and Climate Change to sign the 'Access Agreement relating to the Framework Agreement for the Sussex Coastal Pollution Clean-up and Disposal Service'.

This amendment was Seconded by Councillor P. English.

The Chair invited debate on the amendment. It was stated that all that mattered was that the framework agreement was signed, and it was felt unnecessary to change the recommendation.

Following a vote, the amendment was confirmed as CARRIED.

The substantive recommendation was Proposed by Councillor Bicknell and Seconded by Councillor Edwards.

The Committee

RESOLVED

That the Chair of the Environment Committee sign the 'Access Agreement relating to the Framework Agreement for the Sussex Coastal Pollution Clean-up and Disposal Service'. If this is not possible, then the Environment Committee approve the delegated authority for the Group Head of Environment and Climate Change to sign the 'Access Agreement relating to the Framework Agreement for the Sussex Coastal Pollution Clean-up and Disposal Service'.

286. OUTSIDE BODIES

There were no updates from Members regarding Outside Bodies.

287. WORK PROGRAMME

Upon the invitation of the Chair, the Group Head of Environment and Climate Change introduced the Work Programme. He confirmed that the Update on Tree Planting Strategy would be added onto this.

The Group Head of Technical Services explained that they would not be in a position to present the Car Park Charges Revue item at the November meeting, however they now planned to present a report proposing a wider review of the parking service.

The Work Programme was noted.

(The meeting concluded at 6.45 pm)

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REPORT TO:	Environment Committee 17 November 2022
SUBJECT:	East Hampshire Commercial Services Enforcement Agreement
LEAD OFFICER(S):	Oliver Handson – Environmental Services & Strategy Manager and Daniel Cox – Cleansing Operations Manager
LEAD MEMBER:	Cllr David Edwards
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: Corporate Performance Indicators CP4 Level of Customer Satisfaction with Cleanliness of the District	
DIRECTORATE POLICY CONTEXT: Supports delivery of an enhanced street scene, reducing levels of littering and cleaning up high profile areas.	
FINANCIAL SUMMARY: The financial model predicts a zero cost to Arun District Council with any revenues reinvested into targeted educational patrols and enforcement.	

1. PURPOSE OF REPORT

- 1.1. To get the Environment Committees approval to extend the successful partnership agency agreement with East Hampshire Council Commercial Services.

2. RECOMMENDATIONS

- 2.1 That the Environment Committee support an extension to the existing agency agreement with East Hampshire Council Commercial Services for a period of up to 3 years in line with the principles as set out in the report.

3. EXECUTIVE SUMMARY

- 3.1 The report will provide an update on the current East Hampshire Council Commercial Services enforcement agreement and recommendations for how the agreement will operate in the future.

3. DETAIL

- 4.1 Since May 2017, Arun District Council has provided environmental enforcement services through an agency agreement with East Hampshire Council Commercial Services. Previous reports through the Environment and Leisure Working Group have outlined the detail of the services arrangements with recommendations to Cabinet to approve the principles of the agreement. This report provides an update to Members of the Environment Committee and seeks their approval to extend this partnership for up to a further 3 years.
- 4.2 The impact of dropping litter has a significant and detrimental impact on the environment. Even small pieces of litter such as cigarette ends can block drainage systems and find their way into marine environments. The costs for the cleansing of streets to combat this issue is a cost of which is footed by the taxpayer.
- 4.3 The Council has a duty under S89 of Environmental Protection Act 1990 (EPA 1990) to keep relevant land clear of litter.
- 4.4 Delegation of enforcement powers was given to East Hampshire Council to enable their officers to undertake littering enforcement across the district with a focus on hot spot areas such as town centres. Due to its immediate success this was subsequently extended in December 2017 for a further period of two years up until 15th May 2020. The arrangement also allows officers to enforce Arun's Public Space Protection Orders for dog fouling and dog controls.
- 4.5 The scheme was further extended for a period of two years in May 2020 with a revised financial model. However, due to the impact of Covid the new model was not implemented until earlier this year. Delegated Authority from the Group Head of Neighbourhoods was sought for a short-term extension under the new arrangements in May this year.
- 4.6 The scheme operates on a zero-tolerance basis. Generally, two officers are dedicated to the district between two and three days per week and will target areas on an intelligence led basis. Their working times are also determined partly by area issues.
- 4.7 Officers are instructed to issue a Fixed Penalty Notice (FPN) to offenders where there is a breach the EPA 1990 and the issuing of the FPN is in accordance with the Council's own Enforcement Policy. This ensures a consistent and fair approach to all.
- 4.8 A person may appeal the issue of a FPN if they feel this was not justified. The ticket may be cancelled upon consideration if the circumstances warrant such. The contractor will advise each person of the outcome of their appeal in writing.
- 4.9 The service is delivered at zero cost to the taxpayer, through the income generated by the payment of FPN's which is currently retained by EHDC. Any income above the baseline is reinvested within the service in terms of targeted patrol activity.

4.10 Officers are provided with full training which is regularly under review. Part of this review is undertaken by the viewing of footage captured on body worn video which is also reviewed when a FPN is appealed.

4.11 Neighbouring authorities Chichester District Council and Adur and Worthing Council operate similar arrangements with East Hampshire Council Commercial Services

4.12 The table below sets out the number of correctly issued FPNs each month from May 2021. This shows the grand total of 950 FPNs issued, 33 of which were for Dog Control and Fouling Issues and the remaining 917 for littering.

	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
FPNS	26	21	45	51	67	54	43	46	40	32	52	24	86	90	109	78	86

4.13 The table does show the peak times for issuing FPNs are over the summer months. Due to the Covid 19 Pandemic there is no data for months prior to April 2021 as patrols ceased in line with restrictions.

4.14 When shops re-opened following the easing of Covid 19 restrictions, the Council's partnership with East Hants District Council was used to undertake checks on business compliance in relation to Government policy.

5 CONSULTATION

5.1 Consultation about service arrangements has been sought with East Hampshire Commercial Services.

5.2 Consultation with other service areas for whom patrols are targeted including Parks and Greenspace and Housing has been undertaken

6 OPTIONS / ALTERNATIVES CONSIDERED

6.1 To end the arrangement and provide no direct enforcement patrols to tackle littering and dog controls

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

7.1 There is a very low risk that financial arrangements may require a small level of contingency budget to cover costs. If this is required, it will be met by existing service budgets within Greenspace for enforcement. The modelled services should however make £10k to reinvest in targeted coordinated patrols.

8 RISK ASSESSMENT CONSIDERATIONS

8.1 None

9 COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

9.1 The following enforcement functions are delegated to East Hampshire Commercial Services the offence for a person to drop, throw, leave or deposit litter in a public place (sections 87 and 88 of the Environmental Protection Act 1990).

9.2 Authority to deliver the service is delegated under the enforcement agreement referred to in the report (a deed of delegation) under the terms of Section 101 of the Local Government Act 1972 and section 9AE Local Government act 2000 together with regulation 5 of the Local Authorities (Arrangements for the Discharge of Functions) Regulations 2012. These respective Acts and Regulations allow a Local Authority to arrange for the discharge of certain functions to another Local Authority.

10 HUMAN RESOURCES IMPACT

10.1 None, the service is staffed by East Hampshire Council under an agency agreement

11 HEALTH & SAFETY IMPACT

11.1 Managed by East Hampshire in relation to their own staff and risk assessments.

12 PROPERTY & ESTATES IMPACT

12.1 None

13 EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1 None

14 CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 Support a positive outcome in respect of environmental impact and social value.

15 CRIME AND DISORDER REDUCTION IMPACT

15.1 Work with Sussex Police on joint patrols in hotspot areas in Bognor Town Centre.

16 HUMAN RIGHTS IMPACT

16.1 Enforcement undertaken in line with existing policy and public interest. Statutory powers to enforce relevant legislation given to local authorities to tackle environmental crime committed by the public.

17 FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 Continuation of previous data sharing agreement.

CONTACT OFFICER:

Name: Oliver Handson

Job Title: Environmental Services and Strategy Manager

Contact Number: 01903 737955

Name: Daniel Cox

Job Title: Cleansing Operations Manager

Contact Number: 01903 737688

BACKGROUND DOCUMENTS:

[\(Public Pack\)Agenda Document for Environment & Leisure Working Group, 27/02/2020 18:00 \(arun.gov.uk\)](#)

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Arun District Council

REPORT TO:	Environment Committee – 17 November 2022
SUBJECT:	Sunken Gardens Project, Bognor Regis
LEAD OFFICER:	Philippa Dart, Director of Environment and Communities / Joe Russell-Wells, Group Head of Environment and Climate Change
LEAD MEMBER:	Cllr David Edwards
WARDS:	Marine Ward
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: <p>The Sunken Gardens project meets the Wellbeing theme of the Council Vision by providing easily accessible and safe greenspace. Its location close to Bognor Regis town centre also means that the enhancement works will also support the Economic theme and make it a more attractive place to visit.</p>	
DIRECTORATE POLICY CONTEXT: <p>The Sunken Gardens project is listed in the current and forward planned activities for Environment and Communities Directorate Plan 2022/23.</p>	
FINANCIAL SUMMARY: <p>Full Council, at their meeting on 13 January 2021 (Minute 414), approved a budget of £500k for the Sunken Gardens project.</p> <p>The report to the Environment Committee on 23 September 2022 noted that the project team were working to deliver the scheme within a total budget of £300k, which includes consultant fees, survey costs and the capital works. The Committee also approved the construction contract heads of terms for the project which included the award of contract up to a value of £230k.</p> <p>Tenders received exceed the approved sum by £82k but can be accommodated within the original project budget approval of £500k.</p>	

1. PURPOSE OF REPORT

- 1.1. Committee approval is sought to increase the value of the award of construction contract from £230k to £312k due to increased costs.

2. RECOMMENDATIONS

- 1.2. To approve an increase in value for the award of the construction contract up to a total cost of £312k for the delivery of the Sunken Gardens scheme.

2. EXECUTIVE SUMMARY

- 2.1. Tenders have been received for the delivery of the Sunken Gardens scheme which exceed the previously approved works sum of £230k set out in the heads of terms for contract award. Approval is sought to increase the value of the construction contract, within the approved £500k supplementary estimate.

3. DETAIL

3.1. Current approval

The Environment Committee at its meeting on 23 September 2021 approved that the concept design presented, for the proposed Sunken Gardens scheme, was taken forward for public consultation and the preferred option is implemented by the project team. The Committee also approved the construction contract heads of terms for the project which included the award of contract up to a value of £230k.

Concept proposals presented for public consultation incorporated the requirement to provide play facilities on the site as well as create a new southern entrance to the existing gardens. Replacement of some existing features such as walls, railings, seating, planting and the introduction of new side access points were also included. The intention of the proposals is to activate the site by creating a more welcoming and inviting space, therefore encouraging more visitors and increasing footfall.

The proposals were well-received at public consultation with support highest for the changes to the play area and creation of a new southern entrance.

3.2. Procurement

Following the public consultation, options for the procurement of the Sunken Gardens project were reviewed with the Procurement team. The potential to use a framework was explored however on this occasion it was not appropriate for the scope of works required. An open tender was therefore published in summer 2022.

At tender return only 2 tender submissions were received. This was a disappointing response but currently not uncommon because the marketplace is proving extremely challenging. It is reported that suppliers are being very selective due to the wide choice of tenders, and many are turning down the opportunity to tender due to the pressures of other commitments.

Both prices received exceeded the approval value for the Sunken Gardens project. Following evaluation of the price and quality submissions the preferred supplier's bid was confirmed to be just below £312k. Since the contract value was approved by committee a number of unprecedented economic factors have increased the cost of construction works, which has been reflected in the tender prices submitted.

3.3. Contract award

In order to progress the project a letter of intent has been issued to the contractor for works up to the value of £230k. This will enable materials to be ordered prior to commencement on site. An early order was also placed for the supply of new play equipment to ensure the project was not impacted by current supply chain issues.

The works which make up the value of £230k are integral to the elements which received the highest level of support at public consultation and include changes to the play area and creation of the new southern entrance. Items which have been omitted at this stage are not required until the end of the project, such as planting.

A contract which exceeds the approved sum cannot be awarded without further committee approval. It is proposed to award a contract of up to £312k. This would be an increase of £82k above the approved contract sum of £230k but can be accommodated within the original budget allocation of £500k, approved by Full Council.

The proposed contract award includes a project contingency to account for unforeseen work during the construction phase. The contract also allows for a series of provisional sums, for work which may be required but cannot be determined until the project starts. It is possible that not all allocations will be used.

3.4. Project programme

It is anticipated that the project will commence in November, with the works expected to take approximately 4 months to complete.

4. CONSULTATION

- 4.1. The concept design proposals for the Sunken Gardens project were prepared for public consultation in November 2021, with the results and a preferred option published in February 2022.

5. OPTIONS / ALTERNATIVES CONSIDERED

- 5.1. The contract could be awarded at the value of £230k as originally approved but would require the omission of some elements of the scheme.
- 5.2. Retendering the project was not considered to be a viable option as construction prices are known to have increased since the heads of terms approval was gained.

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

- 6.1. The proposals in the report have no effect on the sum allocated to the project. On this basis no comment is made.

7. RISK ASSESSMENT CONSIDERATIONS

- 7.1. The highest risks to the project are a delay to delivering the project, not being able to deliver the intended scope and the potential for further cost increases.

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

- 8.1. Under paragraph 5.2 of the Contract Standing Orders, no Committee decision is required at the pre-award stage unless the proposed contract's value is in excess of the approved budget. While Full Council agreed a total budget of £500,000 for this project, the Committee previously approved Heads of Terms for works up to £230,000 in value and hence the need for a further decision now.

9. HUMAN RESOURCES IMPACT

- 9.1. None.

10. HEALTH & SAFETY IMPACT

- 10.1. The design team have produced a designer's risk assessment and the project is being delivered in accordance with the Construction, Design and Management (CDM) Regulations 2015.

11. PROPERTY & ESTATES IMPACT

- 11.1. The project will result in improvements to council assets. The council will retain ownership and therefore management and maintenance responsibility for the site.

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 12.1. An Equalities Impact Assessment for the project identifies positive impacts to the following protected characteristics/groups:
- Age – enhanced facilities will encourage wider range of people to use the gardens.
 - Disability – improvements to access and play facilities will increase accessibility for all.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

- 13.1. The carbon footprint impact of the project has been considered as part of the design and tender phases, through the reuse and recycling of products and materials.

14. CRIME AND DISORDER REDUCTION IMPACT

- 14.1. The public consultation highlighted concerns about safety and security. The design aims to improve feelings of safety and security by opening up views, encouraging footfall and creating a more welcoming and inviting space.

15. HUMAN RIGHTS IMPACT

- 15.1. It is not anticipated there will be any impact.

16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

- 16.1. Sensitive data will be handled in accordance with the GDPR.

CONTACT OFFICER:

Name: Rachel Alderson

Job Title: Principal Landscape and Project Officer

Contact Number: 01903 737946

BACKGROUND DOCUMENTS:

[Full Council 13 January 2021, Minute 414](#)

[Environment Committee on 23 September 2021, Minute 288](#)

[Proposals and summary of public consultation results – published February 2022](#)

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Arun District Council

REPORT TO:	Environment Committee 17 November 2022
SUBJECT:	Bersted Country Park Project
LEAD OFFICER:	Philippa Dart, Director of Environment and Communities / Joe Russell-Wells, Group Head of Environment and Climate Change
LEAD MEMBER:	Cllr David Edwards
WARDS:	Bersted Ward
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: The Bersted Country Park project will implement the council's vision that aims to provide infrastructure that supports wellbeing, through easily accessible and safe greenspace, and encourage our community to embrace healthy and active lifestyles. It will also deliver the environment theme of the vision which aims to protect and enhance our natural environment, while considering climate change and biodiversity.	
DIRECTORATE POLICY CONTEXT: The Bersted Country Park project sits within the Environment and Communities Directorate plan.	
FINANCIAL SUMMARY: A sum of £320k has been included in the capital programme to create a country park in Bersted. The allocation was agreed by the Environment Committee on 20 January 2022 and approved by Full Council on 23 February 2022. Project costs will include professional fees to prepare plans for the scheme and capital works to implement the proposals.	

1. PURPOSE OF REPORT

- 1.1. This report provides detail of the scope of the Bersted Country Park project and seeks approval for the project proposal.

2. RECOMMENDATIONS

- 2.1 The Committee is requested to:

1. Approve the scope of the Bersted Country Park project set out in Appendix 1.

3. EXECUTIVE SUMMARY

- 3.1 This report provides detail on the project to be undertaken in Bersted to create a Country Park and seeks approval for the scope of the project. The council is procuring the services of a landscape consultant to advise on and produce a masterplan for public consultation.

4. DETAIL

4.1 Budget Approval

A report presented to the Environment Committee on 20 January 2022 proposed that a sum of £320K budget be included in the planned Capital Programme to create a Country Park in Bersted. Committee agreed the proposed funding which was ratified by Full Council on 23 February 2022.

4.2 Background

It is proposed to create a Country Park in North Bersted. This will comprise a total area of approximately 47 hectares of public open space land, in the ownership and management of Arun District Council.

The Country Park will incorporate the existing Bersted Brooks Local Nature Reserve (LNR – designated June 2010) located to the north of Aldingbourne Rife, and areas of public open space to the north and south of Rowan Way (A259) which was adopted from new development, formerly known as Site 6 Bersted. A plan of the area is included in Appendix 1.

4.3 Proposed Scope

The Project Proposal in Appendix 1 sets out the proposed scope for the project. The key design principle is to create a masterplan for Bersted Country Park and provide a natural area designated for local people to visit and enjoy recreation in a countryside environment, whilst enhancing biodiversity. The masterplan proposals will create an identity for the Country Park as well as enabling access to improve the experience for visitors.

It is proposed that the Country Park masterplan will enable the following:

- Footpaths and off-road cycleways to improve accessibility and connectivity
- Opportunities for habitat improvements (trees and shrubs, grassland, aquatic)
- Site furniture (e.g. seating, bins, signage)
- Management of water bodies
- Natural play provision

4.4 Stakeholder Engagement

Stakeholder engagement will be carried out to obtain initial views and feed into the design proposals. Following this a public consultation will be carried out on the concept design masterplan.

There are various key stakeholders who will have an interest in the proposed Country Park and will be invited to give their views on the emerging designs.

4.5 External Resources /Procurement

The Council is procuring the services of a landscape consultant to support the council to deliver the project. The consultant services will include:

- Review survey and site information, identify gaps in survey information and produce a plan for stakeholder engagement.
- Conduct engagement with stakeholders and obtain initial views for input into the proposed design and prepare a draft concept masterplan for public consultation.
- Produce a final concept plan following public consultation, with management and maintenance requirements.

As well as local stakeholders the consultant will need to work with appropriate environmental and technical bodies including the Environment Agency and Natural England where relevant interests overlap with the Country Park.

4.6 Programme

The following table sets out the expected work programme:

Consultant appointment, stakeholder engagement	Autumn - Winter 2022
Masterplan design, public consultation	Winter - Spring 2023
Final masterplan, tender process	Spring - Summer 2023
Delivery	Summer 2023 onwards

A further report will be presented to the Environment Committee to present the concept design masterplan.

5. CONSULTATION

- 5.1 Stakeholder engagement will be undertaken to seek input to the masterplan design, followed by public consultation on the concept design masterplan.

6. 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, therefore risking allocated funding.

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

- 7.2 The Financial Summary states a sum of £320k is included in the approved capital programme for 2022/23. Paragraph 4.6 states that project delivery will be during summer 2023. The capital programme will therefore be revised to show the £320k in 2023/24.

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1 The risk log (see Appendix 1) sets out potential risks which may impact the project.
- 8.2 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.

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

- 9.1 There are no direct legal implications arising out of this report.

10. HUMAN RESOURCES IMPACT

- 10.1 Additional revenue funding approved by Full Council on 23 February 2022 will contribute to the future management of the Country Park.

11. HEALTH & SAFETY IMPACT

- 11.1 The project will be delivered in accordance with the Construction, Design and Management (CDM) regulations 2015. 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.

12. PROPERTY & ESTATES IMPACT

- 12.1 The Council will retain responsibility for the completed Country Park. The project will result in improvements to council assets as well as additional maintenance obligations.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 13.1 The provision of the Bersted Country Park will help to improve the social and environmental well-being of the district, and tackle health inequality by providing a good quality greenspace that is accessible free of charge for the whole community.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

- 14.1 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. 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.
- 14.2 The scheme will provide a natural area designated for local people to visit and enjoy recreation in a countryside environment and improve their mental health and well-being. In addition, the scheme will enhance biodiversity and make improvements to flora and fauna. Additional visitors from the local area and further afield will help to improve the economic status of the area. The proposed open space improvements offer the opportunity to build a stronger community so that local people have more confidence in their local services.

15. CRIME AND DISORDER REDUCTION IMPACT

- 15.1 Improvements to the open space for leisure and recreation will help to discourage crime associated with anti-social behaviour (ASB). Encouraging greater use of a well-maintained open space will allow the community to take ownership from the minority who may misuse the site. The presence of local custodians with a greater sense of responsibility will act as a deterrent to anti-social behaviour.
- 15.2 Improvements to site design and layout will create open views and clear sight lines and are a reassurance to users that the site is safe. Regular scheduled maintenance of trees, hedgerows, bushes and brambles should assist with this and not create areas that are hidden from view, which could encourage ASB to develop.

16. HUMAN RIGHTS IMPACT

- 16.1 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.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

- 17.1 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 & Project Officer

Contact Number: 01903 737946

BACKGROUND DOCUMENTS:

[Environment Committee - 20 January 2022, Item 579](#)

[Full Council Meeting - 23 February 2022, Item 681](#)

PROJECT PROPOSAL

Bersted Country Park

Release:	DRAFT v1
Date:	October 2022
Author:	Rachel Alderson
Document Name:	Project Proposal
Date Approved:	

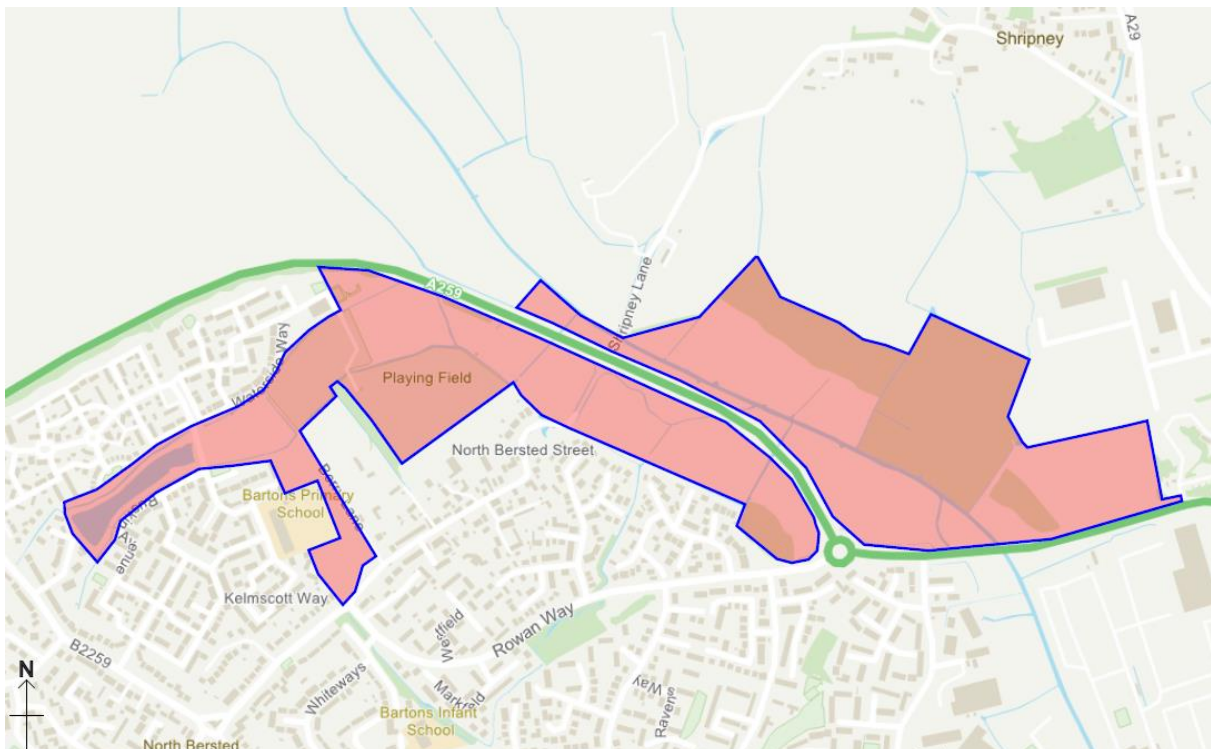
1. Purpose of Document

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

2. Background

Following the development of Bersted Site 6 areas of public open space / greenspace were transferred to Arun District Council. These areas of open space link with Bersted Brooks Local Nature Reserve (LNR) to the north of Aldingborne Rife. The funding identified provides an opportunity to integrate both areas into a Country Park which will improve public access. It will also meet the aims of the Council Vision by providing infrastructure that supports wellbeing and focuses on sustainability, biodiversity and the environment.

The proposed Country Park will comprise of a total area of approximately 47 hectares of public open space land in the ownership and management of Arun District Council in North Bersted Bognor Regis. The extent of the proposed area is illustrated on the plan below – shown in red.



The County Park will incorporate the existing Bersted Brooks LNR (designated June 2010) located to the north of Aldingbourne Rife, and areas of public open space to the north and south of Rowan Way (A259) which was adopted from new development, formerly known as Site 6 Bersted.

The land is bordered by a caravan site to the east, Saltbox Business Park to the north-east, open farmland to the north and north-west, and existing and new housing development to the south. Much of the area is in the flood plain being adjacent to the Aldingbourne Rife, except for the sports pitch land and some areas of open space within the new housing.

The areas of open space are located close to residential areas, including deprived wards. The Country Park, incorporating the LNR, will offer local special natural interest, educational potential, and community value. The area already has a variety of habitats, including wet woodland and is a popular destination for local dog walkers, with potential for further biodiversity enhancement.

3. Scope

It is proposed to:

- a. Appoint a consultant to advise on a masterplan for Bersted Country Park which allows for the following:
 - i. Review of site information, identify gaps in survey information and plan to carry out surveys (including an entomology survey) to complete a robust evidence base.
 - ii. Conduct stakeholder engagement.
 - iii. Production of draft concept masterplan with recommended specification of features, in preparation for public consultation to include but not be limited to:

Feature		Detail Required
1.	Footpaths and off-road cycleways to improve accessibility and connectivity	<ul style="list-style-type: none"> • Locations of footway and off-road cycleway network • Widths, surfacing materials, construction specification (e.g. pathways, boardwalks, footbridge over Rife)
2.	Habitat improvements to Grounds Maintenance Specification	<ul style="list-style-type: none"> • Locations, species mixes and planting specification • Tree planting and/or removal, shrubs, grass mixes, aquatic/marginal • Replacement of Poplars, Riverine woodland improvements, flying flock • Other biodiversity projects
3.	Site furniture	<ul style="list-style-type: none"> • Locations and style • Seating, litter bins, dog bins, cycle stands, signage and interpretation boards
4.	Site boundaries	<ul style="list-style-type: none"> • Location and treatment (e.g. fencing, gates, planting) • Style, heights, installation details, planting details
5.	Water bodies and flood risk	<ul style="list-style-type: none"> • Standing water, swales, drainage ditches • Enclosure treatment, safety considerations (RoSPA)

		<ul style="list-style-type: none"> • Access for maintenance • Flood compensation areas
6.	Natural play provision	<ul style="list-style-type: none"> • Play value, natural play specification
7.	Habitat survey points	<ul style="list-style-type: none"> • Style, location, construction materials, installation details

b. Undertake public consultation on draft concept masterplan and produce updated masterplan following consultation.

c. Implement phased delivery of the masterplan.

4. Stakeholders

- Arun District Council teams (e.g. Greenspace, Property and Estates, Engineers and others)
- Ward Members
- Bersted Parish Council
- Friends of Bersted Brooks
- Local residents
- Tivoli Ltd
- Rowan Caravan Park
- Neighbouring tenant farmers and landowners
- Environment Agency
- Natural England
- Sussex Wildlife Trust
- Saltbox Business Park
- Freedom Leisure
- Sussex Crime Prevention Team
- Utility Companies e.g. Southern Water, SSE/UK Power Networks

5. Interface Activities

- Bersted Brooks Local Nature Reserve Management Plan 2013 – 2023
- Bersted Park and Willows Edge (Site 6) – Management Plan 2018 – 2023
- Greenspace Management Contract 2017 – 2027
- Public Art Projects
- Green Flag Award Scheme
- Car park works

6. Costs

Item	Total Cost
Signage / site furniture	£40K
Footpath network	£200K
Tree planting	£30K
Consultant services	£30K
Contingency	£20K
Total	£320K

The costs above are a best estimate at the current time and final costs will be known following the procurement process. 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. These are expected to be known once the design stage commences.

7. Risk Log

The following risks were highlighted and require further investigation to establish mitigation measures and associated costs:

ID	Risk Type	Score
1	<u>Budget and project funding:</u> Capital funding for project has been agreed at Environment Committee and by Full Council.	Low
2	<u>Programme:</u> Phasing of works to retain site access for general public.	Low
3	<u>Planning consent:</u> Anticipated planning application and approval process required for car park extension–separate project.	Low
4	<u>Highways:</u> Consultation to take place as part of planning process for access improvements.	Low
5	<u>Existing site constraints:</u> Location of services and water extraction pipe could impact construction.	Medium
6	<u>High water table:</u> Site floods annually, and requires flood compensation areas within the enhancements.	Medium
7	<u>Existing car park:</u> Improvements are required as part of a separate project.	Medium
8	<u>End users/Public support:</u> Minor disruption to site users (e.g. dog walkers) likely during construction phase.	Low
9	<u>Stakeholders/Planning:</u> Consultation with residents of Site 6, landowners, stakeholders (e.g. Volunteers/Friends of Bersted Brooks, Environment Agency) at all stages and during planning application.	Low

10	<u>Ecology/wildlife/conservation:</u> Ecological surveys are required to determine presence of protected species. Flora and Fauna surveys to be carried out.	Medium
11	<u>Anti-social behaviour</u> Issues may increase as a result of better access e.g. motor cross bikes.	Medium
12	<u>Utility Companies</u> Risks associated with services e.g. Southern Water/SSE.	Medium

8. Programme

The proposed programme identifies the project stages:

Project Activities	Timescale
Consultant appointment, stakeholder engagement	Autumn - Winter 2022
Masterplan design, public consultation	Winter - Spring 2023
Final masterplan, tender process	Spring - Summer 2023
Delivery	Summer 2023 onwards

Arun District Council

REPORT TO:	Environment Committee, 17 November 2022
SUBJECT:	Parking Services Review
LEAD OFFICER:	Nat Slade, Group Head of Technical Services
LEAD MEMBER:	Councillor David Edwards
WARDS:	All

CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:

To seek to identify the best way of using the Council's car park assets to deliver the Arun Council Vision 2022-2026 aims:

Fulfilling Arun's economic potential

Supporting our environment to support us

DIRECTORATE POLICY CONTEXT:

The Council's recently adopted Off-Street Parking Strategy established the vision for the Council's Parking Service: "We will provide safe, well-maintained car parks that meet the needs of residents, shoppers and visitors to Arun, providing support for economic growth, promoting a sustainable environment and creating a positive parking experience." This report seeks authority to commission a review of the Council's Parking Services to obtain specific recommendations on how to deliver this vision and the elements within the strategy:

- Appropriate management and charging structures to support vitality and economic growth;
- Providing safe parking;
- Investment to provide well-maintained car parks;
- Promoting a sustainable environment;
- Providing support for economic growth, and;
- A positive parking experience.

The income generation principles are in line with the commercialisation and income generation strategy's objectives which is currently being developed. The strategy focuses on maximising current income sources that are sustainable in the longer term; and on developing quality chargeable services that meet the needs of the customer and whereby full cost are recovered by the Council.

FINANCIAL SUMMARY:

The review would be commissioned, and the cost is expected to be in the region of £40,000. The expected cost is containable within existing budgets.

The purpose of the review is to recommend how best to use the car park assets to deliver the strategic aims set out in the Council's Vision directly through service provision, and indirectly by optimising the revenue it generates from these assets.

It is therefore considered to be an investment that will yield increases in revenue. The proposed review will include benchmarking of the income the council receives from its assets and recommend what levels of revenue the Council should expect to generate from its assets. Alongside a review of the fee setting process, the review is expected to optimise the revenue it generates from its assets. The proposed review will consider existing and future levels of car parking demand and provide recommendations on any development or disposal options for existing car park sites and whether any new car parks should be developed. The financial implications of any such recommendations would need further detailed consideration before any decisions on specific recommendations from the review are taken forward.

1. PURPOSE OF REPORT

- 1.1 To seek the Committee's agreement to commission consultants to undertake a review of the Council's Parking Services that will make recommendations for Committee to consider in future. Furthermore, to set out the proposed scope of the review. The purpose of the review itself is to seek recommendations on how the Council's car park assets can best contribute to the delivery of the Council's Vision directly through service provision, and indirectly by generating revenue to support the revenue needs of the wider Council.

2. RECOMMENDATIONS

- 2.1 That committee agree:
 - 1) that a Parking Services Review be commissioned, and;
 - 2) the scope of the Parking Services Review (as set out in paragraphs 4.5 – 4.18)

3. EXECUTIVE SUMMARY

- 3.1 The Council's car parks are important assets for directly contributing to the delivery of the Council's Vision aims, and indirectly through generating revenue to support delivery of other Council services.
- 3.2 This report sets out a proposal to commission a review of the Council's off-street parking services to make recommendations on how to obtain best value from these assets. The recommendations from the proposed review would be reported back to the Environment Committee for consideration and implementation.

4. DETAIL

- 4.1 The Council operates 28 car parks, 3 in shared ownership. London Road coach & lorry park has been marketed for disposal. Banjo Road and Mewsbrook car parks have coach bays within them. In addition, there are some smaller parking facilities attached to some Council owned public open spaces. The car parks provide a vital service to residents and the local economy facilitating visits by people from outside the district, helping to support the tourism sector.
- 4.2 The car parks are defined as short stay, long stay, seasonal or free depending on their location and charging structure. The short stay and long stay car parks are within town centres whilst the seasonal car parks are mainly on the seafront and have summer and winter charging structure.
- 4.3 The Council's gross off-Street pay and display income for 2021/22 was £1,329,300. Income from permits for using seasonal and town centre car parks generated gross income of £61,530 in 2021/22. Income from Penalty Charge Notices (PCN) for 2021/22 was £109,000 which is exclusively for re-investment into the delivery of parking services. The Council incurs costs in managing the parking services, planned and reactive maintenance of its car parks and on improvement initiatives. Net income derived from the Council's car parks is significant in helping to fund delivery of other Council services which contribute to delivering the Council's vision.
- 4.4 In November 2021 the Environment Committee approved an Off-Street Parking Strategy which established the Parking Services vision. It is proposed that to inform how the Council's vision, and the Parking Services vision is best delivered a review be commissioned to make recommendations. The recommendations would then be presented to the Environment Committee for their consideration.
- 4.5 The proposed scope of the review is set out as follows:
- 4.6 How to make best use of the car park assets to support delivery of the Council's Vision.
- 4.7 How to increase revenue from the assets whilst also facilitating economic development and the interests of other stakeholders.
- 4.8 Analyse current usage of existing car and coach parks to establish current levels of demand.
- 4.9 Forecast how demand will change over the next 15 years.
- 4.10 Use the usage analysis and future demand forecasting and an appraisal of the sites' development potential to make recommendations on our parking capacity, and whether there are viable opportunities for acquisition of new sites or disposal and/or development of existing sites.
- 4.11 Benchmarking of parking services, charging levels and revenues against neighbouring Council areas.

- 4.12 Engaging with key stakeholders including as a minimum all town and relevant parish councils, WSCC, Arundel Chamber of Commerce, Bognor Regis BID, Littlehampton Traders Association, Bognor Regis Regeneration Board, Butlins, Harbour Park, Chichester University, Freedom Leisure, Arundel & Downland Community Leisure Trust, and coach operators.
- 4.13 Make recommendations about how the Council's car parks can contribute to delivering the Council's Carbon Neutral Strategy 2022 -2030.
- 4.14 The usage analysis and forecasts, benchmarking and stakeholder input to help inform recommendations on optimal charging structures for each car park. The scope of this to consider all concessionary, permit and disc parking schemes, hours and levels of charging.
- 4.15 Designing a methodology for reviewing future years charging levels, ensuring the scope of charging is both practical and effective in increasing revenue to the organisation whilst supporting economic growth.
- 4.16 Consider the existing coach parking/drop-off facilities and recommend what type, scale and location of facilities should be provided by the Council in the future.
- 4.17 Review the condition, layout and use of space to optimise revenue, design, accessibility and safety in line with the guidance from the British Parking Association.
- 4.18 Review the Council's current use of technology and identify and make recommendations on relevant opportunities for new use of technology including but not limited to for example automatic number plate recognition and sensors that assist with enforcement, monitoring and managing capacity and usage including free car parks, payment methods etc.

5. CONSULTATION

- 5.1 Consultation has not been undertaken as part of the process of preparing this report for decision. If Committee agree that a review should be commissioned, the specification will require the Reviewer to engage with and seek the views of all key stakeholders including Town/Parish Councils, West Sussex County Council, Safer Arun Partnership and Bognor Regeneration Board. These views will be considered by the Reviewer when preparing their recommendations.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1 Not to undertake a review of Parking Services. Opportunities for using these assets to deliver Council Vision aims and opportunities for revenue generation may go unrealised.
- 6.2 Undertake an internal review. There is currently insufficient capacity within the Council to undertake the review.

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

- 7.1 The Financial Summary of the report states the planned review can be accommodated from within existing budgets. There is no increase in total Council spending. The financial implications of any recommendations arising from the review will be reported to Members when these are known.

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1 The following risks and mitigations have been identified.

- Risk of costs exceeding available budget. Soft market testing has been undertaken and indicates that it should be possible to have the work delivered from within existing budgets.
- Risk of being unable to find a consultant with the necessary skills and expertise with availability. Soft market testing has been undertaken which indicates this should not be an issue.
- Risk that the review does not identify deliverable recommendations that will increase revenue and contribute to the delivery of the council's vision aims. This is considered unlikely given the broad scope of the review.

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

- 9.1 In accordance with section 32 of the Road Traffic Regulation Act 1984, the Council has the power to provide car parks. Section 35 of the Act allows the Council to make orders in respect of parking places for their conditions of use and the charges that apply.

- 9.2 The use of any surplus from penalty charge notices relating to off-street parking is governed by Section 55 of the Road Traffic Regulation Act 1984 which specifies that the surplus may be used for:

(a) the making good to the general fund of any amount charged to that fund (to make good any deficit in the Special Parking Account) in the 4 years immediately preceding the financial year in question;

(b) meeting all or any part of the cost of the provision and maintenance by the local authority of off-street parking accommodation, whether in the open or under cover;

(c) the making to other local authorities or to other persons of contributions towards the cost of the provision and maintenance by them, of off-street parking accommodation, whether in the open or under cover;

(d) if it appears to the local authority that the provision in their area of further off-street parking accommodation is unnecessary or undesirable, the following purposes-

- i. meeting costs incurred, whether by the local authority or by some other person, in the provision or operation of, or of facilities for, public passenger transport services,
 - ii. the purposes of a highway or road improvement project in the local authority's area,
 - iii. in the case of a London authority, meeting costs incurred by the authority in respect of the maintenance of roads maintained at the public expense by them,
 - iv. the purposes of environmental improvement in the local authority's area,
- in the case of such local authorities as may be prescribed, any other purposes for which the authority may lawfully incur expenditure.

10. HUMAN RESOURCES IMPACT

- 10.1 There is insufficient internal capacity to undertake the proposed review, following the retirement of the Parking and Customer Services Manager in September 2022.
- 10.2 Commissioning an external review will have no adverse impact on internal capacity to continue to deliver the existing services.

11. HEALTH & SAFETY IMPACT

- 11.1 Any recommendations by the review regarding future design or layouts must have regard to the British Parking Association guidance.

12. PROPERTY & ESTATES IMPACT

- 12.1 The proposed review will consider whether car park redesign, layout change, or if development of car parks would better assist in delivering the Council's Vision aims and if new car parks should be developed. The Council's Property, Estates and Facilities team will be consulted as part of that process e.g. to advise on site constraints and any opportunities which may already have been explored. If disposals, leases, or acquisitions are recommended by the review, the Economy Committee will also be advised. Recommendations may also have implications for the planned maintenance programme which is developed and delivered by the Property, Estates and Facilities Team. These implications will be assessed and presented to the relevant committee as part of taking forward any specific recommendation in the future.
- 12.2 The proposed review will take account of any relevant projects under development at the time which may affect the Council's car park assets.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 13.1 The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions to have due regard to:
- i. the need to eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by or under the Equality Act 2010,

- ii. the need to advance equality of opportunity between persons who share protected characteristics and those who do not; and
- iii. foster good relations between those who have protected characteristics and those who do not

Note: 'Protected characteristics' are age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

13.2 The Council is committed to all of the above which will be considered and included within the parking strategy as it is developed improving the quality of life and wellbeing for all residents in respect of socio-economic and health determinants.

13.3 The EIA for the review identifies positive impacts for the following protected groups:

- Age – any vulnerable person, regardless of age will be able to access suitable parking for their needs.
- Disability – any person with a disability, regardless of their disability will be able to access suitable parking for their needs.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 The scope of the review includes a request for recommendations on how the car park assets can contribute to delivering the Council's Carbon Neutral Strategy 2022 -2030.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1 Twenty-five of the Council's car parks currently hold the "Park Mark" award. The Safer Parking Scheme is managed by the British Parking Association (BPA) on behalf of Police Crime Prevention Initiatives Ltd. A Park Mark is awarded to parking facilities that have met the requirements of a risk assessment conducted by local police. These requirements mean the parking operator has put measures in place to help deter criminal activity and anti-social behaviour, thereby doing everything they can to prevent crime and reduce the fear of crime in their parking facility.

15.2 Good design, effective lighting, CCTV and increasing their use can be useful in deterring crime and anti-social behaviour.

15.3 Any recommendations made by the Reviewer for changes to the layout and design of the Council's car parks must have regard to the British Parking Association's guidance.

15.4 Stakeholder engagement with the community safety team and 'Safer Arun Partnership' (the statutory local partnership with responsibility for reducing crime and disorder) will assess potential issues.

16. HUMAN RIGHTS IMPACT

16.1 No human rights impacts have been identified from this review beyond the accessibility impacts summarised in Section 13.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 The findings and recommendations of the proposed review will be reported back to Committee in a public session.

17.2 Any personal data will be handled in accordance with the General Data Protection Regulations.

CONTACT OFFICER:

Name: Lisa Emmens

Job Title: Interim Parking Services Manager

Contact Number: 01903 737643

BACKGROUND DOCUMENTS:

[Council Vision 2022 - 2026 | Arun District Council](#)

[Off Street Parking Strategy 2021-2026 | Arun District Council](#)

[Carbon neutral strategy | Arun District Council](#)

[Car parks | Arun District Council](#)

Equalities Impact Assessment

EQUALITY IMPACT ASSESSMENT

Name of activity:	Parking Services Review	Date Completed:	22/09/2022
Directorate / Division responsible for activity:	Technical Services	Lead Officer:	Nat Slade
Existing Activity	no	New / Proposed Activity	no
		Changing / Updated Activity	no

What are the aims / main purposes of the activity?

To propose a commission of review of the Councils off street parking services to make recommendations on how to obtain best value from these assets.

What are the main actions and processes involved?

To appoint independent consultants to complete review on increasing the assets from our car parks whilst facilitating economic growth.

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

The beneficiaries of this review will be users of our Car Parks.

Have you already consulted on / researched the activity?

Consultation has not been undertaken as part of the process of preparing this report for decision. If Committee agree that a review should be commissioned, the specification will require the Reviewer to engage with and seek the views of all key stakeholders including Town/Parish Councils, West Sussex County Council and Bognor Regeneration Board. These views will be considered by the Reviewer when preparing their recommendations.

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

Protected characteristics / groups	Is there an impact (Yes / No)	If Yes, what is it and identify whether it is positive or negative
Age (older / younger people, children)	No	At this stage there is no impact on any person, regardless of age. The review may suggest changes in charging, layout of bays and location our Car Parks and the needs of the protected characteristics group will be considered .
Disability (people with physical / sensory impairment or mental disability)	No	At this stage there is no impact on any person, regardless of age. The review may suggest changes in charging, layout of bays and location our Car Parks and the needs of the protected characteristics group will be considered
Gender reassignment (the process of transitioning from one gender to another.)	No	
Marriage & civil partnership (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	No	
Pregnancy & maternity (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	No	At this stage there is no impact on any person, regardless of age. The review may suggest changes in charging, layout of bays and location our Car Parks and the needs of the protected characteristics group will be considered
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	No	
Religion & belief (religious faith or other group with a recognised belief system)	No	
Sex (male / female)	No	
Sexual orientation (lesbian, gay, bisexual, heterosexual)	No	

Whilst Socio economic disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	Yes	
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What evidence has been used to assess the likely impacts?

Decision following initial assessment			
Continue with existing or introduce new / planned activity	Yes / No	Amend activity based on identified actions	Yes / No

Action Plan			
Impact identified	Action required	Lead Officer	Deadline
none	none		

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

Date EIA completed:	23/09/2022
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Signed by Person Completing:	Paul Broggi – Property, Estates & Facilities Manager
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REPORT TO:	Environment Committee 17 November 2022
SUBJECT:	Tree Planting Strategy update
LEAD OFFICER(S):	Oliver Handson – Environmental Services & Strategy Manager
LEAD MEMBER:	Cllr David Edwards
WARDS:	All
<p>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</p> <p>Corporate Vision – ‘Supporting our environment to support us’</p> <p>Overall aims within the Corporate Vision</p> <ul style="list-style-type: none"> • To consider climate change, sustainability, biodiversity and the environment in everything the council is responsible for • To Protect and enhance our natural environment. <p>Achieved by - Ensuring that climate change and sustainability is at the heart of all council services</p>	
<p>DIRECTORATE POLICY CONTEXT:</p> <p>Delivery of the proposals as set out in the Tree Planting Strategy which is to plant on average 3,000 trees per year over the next 10 years</p>	
<p>FINANCIAL SUMMARY: There is an existing agreed revenue budget to support delivery of the Council’s Tree Planting Strategy</p>	

1. PURPOSE OF REPORT

1.1 To update members of the Environment Committee on progress with the previously adopted Tree Planting Strategy 2021-2031.

2. RECOMMENDATIONS

2.1 None, this is an update/information report only.

3. EXECUTIVE SUMMARY

3.1 The report provides an update for year one of the Council’s adopted Tree Planting Strategy and proposals for year 2.

3. DETAIL

4.1 Introduction

Arun's Tree Planting Strategy (TPS) 2021-2031 was approved by Members of the Environment Committee in November 2021. The report and links to the full strategy can be viewed by following the link in the background documents section of this report.

In line with principles set out in the TPS and the 10-year plan contained within, Arun's Tree Officer coordinates the year-on-year planting plan with input from the Greenspace Service. All procurement is through reputable and approved suppliers, with quality of stock at the forefront of our requirements.

In year 1 (Nov 2021 - Feb 2022) 75 Standards were planted across Arun's parks & open spaces. The year 1 planting list can be viewed in Appendix 1 of this report. Planting was carried out through the Council's in house Tree & Maintenance Team (TMT) to ensure adherence to best practice planting principles.

To celebrate the launch of the TPS, a community planting event took place at Bersted Park in early 2022. This included the planting of 1200 whips and some Oak standards. Details of this event can be viewed in the background documents section of this report

4.2 Challenges

The unprecedented long and very hot summer was not an ideal start for the first year of the TPS. However, this was largely mitigated through the TMT and Countryside & Volunteer Officer watering newly planted trees on a weekly basis, giving each tree at least 40 litres of water, and where required some trees were watered twice a week. Whilst this was time consuming, it was necessary to ensure the trees are given the best chance to successfully establish. Failures were avoided due to these efforts. There were a small number of oaks whose form was impacted by the harsh conditions. These trees will be removed and reused on our countryside sites and replaced during the planting this coming winter with new trees of better form.

Whilst a low level of vandalism did occur - mainly to a small number of cherry trees, overall, the vast majority of new trees have been left alone.

4.3 Year 2 planting (Nov 2022 – Feb 2023)

The year 2 list of standards to be planted is available to view in Appendix 2 of this report.

6200 whips are also due to be planted in year 2, across 10 different sites, including Bersted Brooks, Bersted Park, Langmeads Field and Larksfield Recreation Ground.

It is the intention to run a proactive volunteer watering campaign should conditions this year once again dictate a significant requirement for watering for both year 1 and year 2 planted trees. Details of newly planted trees which are plotted on GIS will be available for volunteers to support this initiative. This will supplement any watering carried out directly by Arun.

4.4 Funding support

All 6200 whips for year 2 and 9 standards have kindly been funded by Willmott Dixon, as part of their corporate sustainability strategy and corporate tree planting targets. This is a significant and much welcome contribution to the strategy.

4.5 Parish Trees scheme

In addition to the Council's own TPS, an offer was made to all Parish & Town Councils to support their own tree planting aspirations. As a result of this initiative Arun are donating a mix of native standards and whips to eight Town & Parish Councils this winter.

4.6 Queen Elizabeth II memorial trees/King's Charles III Coronation

Planting proposals to both commemorate the passing of Queen Elizabeth II and celebrate the Coronation of King Charles III will be planned to dovetail with year 3 of the tree planting programme and will be communicated accordingly.

5 CONSULTATION

5.1 None

6. OPTIONS / ALTERNATIVES CONSIDERED

6.1 N/A

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

7.1 None

8. RISK ASSESSMENT CONSIDERATIONS

8.1 All Council trees are managed as per the principles and risk assessment set out in the Council's adopted Tree Policy

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

9.1 None

10. HUMAN RESOURCES IMPACT

10.1 None

11. HEALTH & SAFETY IMPACT

11.1 None

12. PROPERTY & ESTATES IMPACT

12.1 None

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1 None

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 Supports delivery of the Council's Vision and commitment to the environment and tackling climate change.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1 None

16. HUMAN RIGHTS IMPACT

16.1 None

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 None

CONTACT OFFICER:

Name: Oliver Handson

Job Title: Environmental Services and Strategy Manager

Contact Number: 01903 737955

BACKGROUND DOCUMENTS:

1. Report pack & Minutes of Environment Committee 17 November 2021 [Arun District Council](#)

2. Launch event communications [Arun's 10-year tree planting strategy launched | Latest news | Arun District Council](#)

APPENDICES

Appendix 1 - Year 1 planting plan (Standards)

Appendix 2 - Year 2 planting plan (Standards)

TOWN/VILLAGE	SITE	TREE TYPE	SCIENTIFIC NAME	QTY
Bognor Regis	Hotham Park	Golden rain tree	Koelreuteria paniculata	1
Bognor Regis	Hotham Park	Black walnut	Juglans nigra	1
Bognor Regis	Hotham Park	Japanese cherry	Prunus serrulata cv	1
Bognor Regis	West Park	Midland hawthorn	Crataegus laevigata	4
Bognor Regis	West Park	Hop hornbeam	Ostrya carpinifolia	1
Bognor Regis	West Park	Wild service	Sorbus torminalis	1
Bognor Regis	Ladybrook Orchard	Japanese cherry	Prunus serrulata cv	1
Findon	The Oval	Lime, small-leaved	Tilia cordata	2
Arundel	Canada Road POS	Wild cherry	Prunus avium	3
Arundel	Canada Road POS	Wild service	Sorbus torminalis	1
Arundel	Arundel Orchard	Japanese cherry	Prunus serrulata cv	3
Barnham	Marshall Close	Cherry, winter-flowering	Prunus subhirtella Autumnalis	3
Felpham	King George V Rec	Midland hawthorn	Crataegus laevigata	2
Middleton On Sea	Cootes Lane	Pedunculate oak	Quercus robur	1
Middleton On Sea	Cootes Lane	Wild cherry	Prunus avium	1

TOWN/VILLAGE	SITE	TREE TYPE	SCIENTIFIC NAME	QTY
Middleton On Sea	Larksfield Rec. (Extension)	Japanese cherry	Prunus serrulata cv	3
Rustington	Woodlands Avenue Recreation Ground	Birch, paper bark	Betula papyrifera	1
Rustington	Brickfields Rec	Pedunculate oak	Quercus robur	2
Rustington	Brickfields Rec	Lime, small-leaved	Tilia cordata	2
Rustington	Brickfields Rec	Beech	Fagus sylvatica	2
Ferring	Glebelands Rec	Pedunculate oak	Quercus robur	3
Bognor Regis	Bersted Park (Berry Lane)	Field maple	Acer campestre	8
Bognor Regis	Bersted Park (Berry Lane)	Pedunculate oak	Quercus robur	4
Bognor Regis	The Brooks	Japanese cherry	Prunus serrulata cv	6
Littlehampton	Sunken Lane	Lime, small-leaved	Tilia cordata	5
Littlehampton	The Whapple POS 1	Crab apple	Malus sylvestris	1
Littlehampton	The Whapple POS 1	Hornbeam	Carpinus betulus	1
Littlehampton	Brookfield Park	Japanese cherry	Prunus serrulata cv	3
East Preston	Langmead Rec	Lime, small-leaved	Tilia cordata	2

TOWN/VILLAGE	SITE	TREE TYPE	SCIENTIFIC NAME	QTY
East Preston	Langmead Rec	Pedunculate oak	Quercus robur	2
Yapton	Cobham Close	Crab apple	Malus sylvestris	1
Climping	Wooldridge Walk	Pedunculate oak	Quercus robur	1
Climping	Wooldridge Walk	Crab apple	Malus sylvestris	2
			Total:	75
TOWN/VILLAGE	SITE	TREE TYPE	SCIENTIFIC NAME	QTY
Bognor Regis	Hotham Park	Golden rain tree	Koelreuteria paniculata	1
Bognor Regis	Hotham Park	Black walnut	Juglans nigra	1
Bognor Regis	Hotham Park	Japanese cherry	Prunus serrulata cv	1
Bognor Regis	West Park	Midland hawthorn	Crataegus laevigata	4
Bognor Regis	West Park	Hop hornbeam	Ostrya carpinifolia	1
Bognor Regis	West Park	Wild service	Sorbus torminalis	1
Bognor Regis	Ladybrook Orchard	Japanese cherry	Prunus serrulata cv	1
Findon	The Oval	Lime, small-leaved	Tilia cordata	2
Arundel	Canada Road POS	Wild cherry	Prunus avium	3
Arundel	Canada Road POS	Wild service	Sorbus torminalis	1

TOWN/VILLAGE	SITE	TREE TYPE	SCIENTIFIC NAME	QTY
Arundel	Arundel Orchard	Japanese cherry	Prunus serrulata cv	3
Barnham	Marshall Close	Cherry, winter-flowering	Prunus subhirtella Autumnalis	3
Felpham	King George V Rec	Midland hawthorn	Crataegus laevigata	2
Middleton On Sea	Cootes Lane	Pedunculate oak	Quercus robur	1
Middleton On Sea	Cootes Lane	Wild cherry	Prunus avium	1
Middleton On Sea	Larksfield Rec. (Extension)	Japanese cherry	Prunus serrulata cv	3
Rustington	Woodlands Avenue Recreation Ground	Birch, paper bark	Betula papyrifera	1
Rustington	Brickfields Rec	Pedunculate oak	Quercus robur	2
Rustington	Brickfields Rec	Lime, small-leaved	Tilia cordata	2
Rustington	Brickfields Rec	Beech	Fagus sylvatica	2
Ferring	Glebelands Rec	Pedunculate oak	Quercus robur	3
Bognor Regis	Bersted Park (Berry Lane)	Field maple	Acer campestre	8
Bognor Regis	Bersted Park (Berry Lane)	Pedunculate oak	Quercus robur	4
Bognor Regis	The Brooks	Japanese cherry	Prunus serrulata cv	6

TOWN/VILLAGE	SITE	TREE TYPE	SCIENTIFIC NAME	QTY
Littlehampton	Sunken Lane	Lime, small-leaved	Tilia cordata	5
Littlehampton	The Whapple POS 1	Crab apple	Malus sylvestris	1
Littlehampton	The Whapple POS 1	Hornbeam	Carpinus betulus	1
Littlehampton	Brookfield Park	Japanese cherry	Prunus serrulata cv	3
East Preston	Langmead Rec	Lime, small-leaved	Tilia cordata	2
East Preston	Langmead Rec	Pedunculate oak	Quercus robur	2
Yapton	Cobham Close	Crab apple	Malus sylvestris	1
Climping	Wooldridge Walk	Pedunculate oak	Quercus robur	1
Climping	Wooldridge Walk	Crab apple	Malus sylvestris	2
			Total:	75

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TOWN/VILLAGE	SITE	TREE TYPE	SCIENTIFIC NAME	QTY
ALDWICK	ROSE GREEN POS	Hop hornbeam	<i>Ostrya carpinifolia</i>	1
ALDWICK	ROSE GREEN POS	Pedunculate oak	<i>Quercus robur</i>	1
ALDWICK	ROSE GREEN POS	Crab apple	<i>Malus sylvestris</i>	1
ALDWICK	QUEENS FIELD REC	Bird cherry	<i>Prunus padus</i>	4
ALDWICK	QUEENS FIELD REC	Wild service	<i>Sorbus torminalis</i>	1
ALDINGBOURNE	ST RICHARD'S ROAD	Field maple	<i>Acer campestre</i>	1
ALDINGBOURNE	ST RICHARD'S ROAD	Wild cherry	<i>Prunus avium</i>	1
ANGMERING	BEWLEY ROAD ESTATE	Crab apple	<i>Malus sylvestris</i>	2
ANGMERING	LLOYD GORING CLOSE	Lime, small-leaved	<i>Tilia cordata</i>	3
BOGNOR REGIS	LABURNUM REC	Lime, small-leaved	<i>Tilia cordata</i>	1
BOGNOR REGIS	LABURNUM REC	Field maple	<i>Acer campestre</i>	3
BOGNOR REGIS	LABURNUM REC	Pedunculate oak	<i>Quercus robur</i>	1
FELPHAM	THE HARTINGS POS	Bird cherry	<i>Prunus padus</i>	3
FERRING	GLEBELANDS	Wild service	<i>Sorbus torminalis</i>	4
FINDON	FINDON CEMETERY	Beech	<i>Fagus sylvatica</i>	4
LITTLEHAMPTON	TRINITY WAY POS	Lime, small-leaved	<i>Tilia cordata</i>	3
LITTLEHAMPTON	SUNKEN LANE	Lime, small-leaved	<i>Tilia cordata</i>	2
LITTLEHAMPTON	THE WHAPPLE POS	Pedunculate oak	<i>Quercus robur</i>	2
LITTLEHAMPTON	THE WHAPPLE POS	Wild service	<i>Sorbus torminalis</i>	2
LITTLEHAMPTON	MEWSBROOK	Wild service	<i>Sorbus torminalis</i>	4
LITTLEHAMPTON	MEWSBROOK	Japanese cherry	<i>Prunus serrulata cv</i>	12
MOS	JUNIPER CLOSE POS	Wild cherry	<i>Prunus avium Plena</i>	1
MOS	LARKSFIELD REC.	Pedunculate oak	<i>Quercus robur</i>	2
RUSTINGTON	BRICKFIELDS REC	Pedunculate oak	<i>Quercus robur</i>	3

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REPORT TO:	Environment Committee 17 November 2022
SUBJECT:	Virement for Additional Costs Relating to Combined Cleansing Services Contract
LEAD OFFICER(S):	Joe Russell-Wells, Group Head of Environment & Climate Change / Oliver Handson, Environmental Services & Strategy Manager
LEAD MEMBER:	Cllr David Edwards
WARDS:	All
<p>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</p> <p>The recommendation supports:</p> <p>Fulfilling Arun’s Economic potential: Increase opportunities for more high-quality, well-paid employment, encouraging more people to live, work, study and visit Arun.</p> <p>‘Your council services’: serving our communities well by delivering the best services we can afford</p> <p>Corporate performance indicators:</p> <p>CP1 The level of public satisfied or very satisfied with the overall quality of the council's services</p> <p>CP4 The level of customer satisfaction with the cleanliness of the District</p>	
<p>DIRECTORATE POLICY CONTEXT:</p> <p>Delivery of the Council’s Combined Cleansing Services Contract. This includes SDP12 - Number of missed refuse and recycling collections per 100,000 within contractual target</p>	
<p>FINANCIAL SUMMARY:</p> <p>This report outlines the requirement for an in-year budget virement of £269k from the inflationary pressure reserve to cover negotiated inflationary costs for the Combined Cleansing Services Contract.</p>	

1. PURPOSE OF REPORT

1.1 The purpose of this report is to make financial arrangements to ensure the in-year budget is available to cover additional costs required to support delivery of the Combined Services Cleansing Contract for 2022/23

2. RECOMMENDATIONS

2.1 It is recommended that the Environment Committee note a virement of £269k from the inflationary pressure reserve, to cover in year costs associated with rising inflationary costs and the recent nationally negotiated pay deal for Biffa staff on the Combined Cleansing Services Contract.

3 EXECUTIVE SUMMARY

3.1 Due to rising national inflation, supply chain and wage pressures within the waste industry and collections sector, an agreed pay settlement between the Council's contractor Biffa and the GMB Union in August 2022 averted the threat of summer holiday strike action for waste services in Arun. The result is that a virement from inflation contingency budget is required for this financial year to meet the increased costs of the Combined Cleansing Services Contract.

4. DETAIL

4.1 On the 19th May 2022, Members of the Environment Committee agreed to a series of recommendations relating to a proposed three-year extension offer for the Combined Cleansing Services Contract (CCSC) with Biffa. The extension would run from 1st February 2023 until 31st January 2026.

4.2 Contained within the May report to the Environment Committee was confirmation that the costed service options included a commitment to the Real Living Wage (RLW) for operatives and aligning all wages, including Large Goods Vehicle (LGV) drivers, with market rates for the region which are negotiated on a national level. This was recommended on the basis that almost every one of the 120 plus staff working on the CCSC are residents of Arun, as well as being necessary to sustain the contract and its future delivery through staff retention. A new hire fleet of vehicles was also required to replace the aged current fleet, which is beyond life expectancy.

4.3 The report outlined that costs were based on 2021/22 rates and therefore indexation would be calculated back over the previous 24 months from February 2021 – February 2023. This is required to ensure that the starting position is correct on the extension commencement date.

4.4 The financial implications of this decision were subsequently recommended to Policy & Finance Committee on 30th June 2022 and then to Full Council. It was highlighted that the costs as set out in the report to Policy & Finance reflected the current position, however Members were reminded of the inflationary pressures that existed in the economy and the impact this was having on the cost of living. It was possible that as a result of those pressures, the council would need to revisit these costs.

4.5 Due to growing sector pressure regarding operative pay and conditions, many local authorities across the south and south-east region have suffered strike action and major disruption for waste collections services. This pressure and the threat of strike action remains live in a number of local authorities.

4.6 In July 2022, Biffa union members were balloted on an initial pay offer tabled at a national level which was rejected. As a result, negotiations on a local level were arranged. A pay deal which mirrored that of other deals within the region was agreed and accepted, thus averting the threat of strike action and significant disruption to residents. Vehicle hire build costs have also increased in this period. As a result, there is a financial implication to the CCSC, both in the current financial year and for the proposed three-year extension period.

4.7 For this financial year the Interim Group Head of Finance & S151 Officer has approved:

- the virement of £163,048 from the inflationary pressure reserve. This represents a 50/50 split between the Council and Biffa on costs incurred this year between the period April 2022 – Jan 2023 (current contract)
- From February 2023 at the start of the new 3-year extension, a sum of £106k, which represents two months of additional costs (Feb 2023 & March 2023) and is subject to indexation.

4.8 Future financial year budget implications for the CCSC will be presented through the 2023/24, 2024/25 & 2025/26 budget setting processes and respective committee reports. Members are alerted to an increase in budget to cover the rise in contractual costs. These are a result of the pay award and maintaining pay differentials within the workforce, along with the published Consumer Price Index (CPI) and Diesel Engine Road Vehicle (DERV) rates, which form the basis for contract indexation and have increased considerably in the last 9-12 months.

4.9 Base contractual costs for the extension will therefore increase in the region of a further £585k. Whilst final calculations for CPI & DERV are not known, estimated figures based on rates published to this point are outlined below.

TABLE 1. Estimated costs (£ million)

21/22 base CCSC core cost	Base extension costs increase	Total base	24 months backdated CPI/DERV indexation	Feb 23 base	23/24 estimated index	23/24 estimated full year actual
£5.36	£1.24	£6.60	£0.64	£7.24	£0.35	£7.59

4.10 It is worth noting that under Government Resource & Waste Strategy proposals for Extended Producer Responsibility (EPR) that part/all of service costs associated with the collection and processing of packaging may be subsidised in future. This could ease any long-term financial implication of both the extension and future contract. However, clarity around the mechanism and how EPR would be implemented has yet to be provided by Government.

5. CONSULTATION

5.1 Ricardo consulting.

The Council has previously sought advice from specialist waste industry consultants Ricardo to undertake detailed cost analysis of the contract. Further advice in relation to the implications of the pay award has been sought from Ricardo. They have confirmed that proposals are not out of line with other settlements which have been recently

agreed in the industry. While the proposed increase is in excess of RPI, this could be considered a 'one-off' adjustment, caused by the real living wage, driver shortages, cost of living pressures and competition from alternative job options, for example Amazon.

5.2 Procurement advice from the Commercial Lead -External Partners, Strategic Procurement Team, Hampshire County Council.

The contract allows for a negotiated inflationary increase in any extension periods. That would make sense for a long-term contract like this where no-one at the time would know what would happen that far in the future. Given the current economic situation this seems like a very reasonable (pay) award by Biffa to its staff. From a procurement/contracts point of view this is reasonable and there are no further procurement considerations.

6. OPTIONS / ALTERNATIVES CONSIDERED

6.1 None

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

7.1 The proposed virement is within delegation levels and aligns with the reasons the inflationary pressure reserve was set up at 31 March 2022. I am happy to support the proposed virement to fund the service provision for 2022/23. Due to the significant financial sums involved it is recommended Members be advised of the actions undertaken.

8. RISK ASSESSMENT CONSIDERATIONS

8.1 The Council must have a viable and sustainable CCSC in order to provide statutory waste services to its residents. This report and the recommendations within support this and reduce the risk of both current and future disruption to services.

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

9.1 The risk associated with any in-contract increase in a contract sum lies with the potential to be seen to be acting in breach of procurement regulations. However, advice from both the Council's external advisors at Hampshire County Council and the Group Head of Law and Governance confirms that the proposed inflationary payment falls within the terms of the contract and would be considered reasonable in the circumstances set out within this report.

10. HUMAN RESOURCES IMPACT

10.1 N/A

11. HEALTH & SAFETY IMPACT

11.1 The Council has various statutory duties as a waste collection authority to provide waste collections and manage waste/litter. This report supports delivery of the Council discharging these functions.

12. PROPERTY & ESTATES IMPACT

12.1 N/A

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1 N/A

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 The Council has various statutory duties as a waste collection authority to provide waste collections and manage waste/litter. This report supports delivery of the Council discharging these functions.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1 N/A

16. HUMAN RIGHTS IMPACT

16.1 N/A

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 N/A

CONTACT OFFICER(S):

Name: Joe Russell-Wells

Job Title: Group Head of Environment & Climate Change

Contact Number: 01903 737914

Name: Oliver Handson

Job Title: Environmental Services & Strategy Manager

Contact Number: 01903 737955

BACKGROUND DOCUMENTS:

1. Environment Committee 19th May 2022 published report - Combined Cleansing Services Contract extension minutes [Arun District Council](#)
2. Policy & Finance Committee 30th June 2022 published report – Combined Cleansing Services Contract extension – financial implications & published minutes [Arun District Council](#)

Arun District Council

REPORT TO:	Environment Committee - 17 November 2022
SUBJECT:	Key Performance Indicators 2022-2026 – Quarter 2 performance report for the period 1 April 2022 to 30 September 2022.
LEAD OFFICER:	Jackie Follis - Group Head of Organisational Excellence
LEAD MEMBER:	Councillor David Edwards
WARDS:	N/A
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 Q2 Performance outturn of the Key Performance Indicators.	
FINANCIAL SUMMARY: Not required.	

1. PURPOSE OF REPORT

- 1.1. This report is to update the Committee on the Q2 Performance Outturn for the Key Performance Indicators (KPIs) which make up the Corporate Plan, for the period 1 April 2022 to 30 September 2022. The process is described in section 4. of this report.

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 13 December 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 September 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 of officers about the KPI indicators that are relevant to their Committee and these can be referred to the Policy and Finance Committee for consideration if deemed necessary.
- 3.4. The Committee meetings that will receive Q2 KPI reports are as follows:

Committee meeting dates	Indicators to receive report on
Corporate Support Committee - 10 November 2022	9 (CP1, CP2, CP3, CP4, CP5, CP6, CP7, CP8, CP9)
Environment Committee - 17 November 2022	10 (CP12, CP13, CP37, CP38, CP39, CP40, CP22, CP23, CP24, CP25)
Economy Committee - 22 November 2022	2 (CP41, CP42)
Planning Policy Committee - 24 November 2022	1 (CP36)
Planning Committee – 30 November 2022	10 (CP26, CP27, CP28, CP29, CP30, CP31, CP32, CP33, CP34, CP35)
Housing & Wellbeing Committee - 6 December 2022	8 (CP11, CP15, CP16, CP17, CP18, CP19, CP20, CP21)
Licensing Committee – 9 December 2022	1 (CP14)
Policy & Finance Committee - 13 December 2022	41 indicators - not CP10 (only at Q4)

- 3.5. This is the second quarterly report covering performance from 1 April 2022 to 30 September 2022 and will cover only those indicators that are due to be measured at this point.
- 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. 10 of these indicators are reportable to the Environment Committee.
- 3.8. This report gives the status of all indicators at Q2. Appendix A gives full commentary for each indicator. This appendix shows the figures and commentary for both Q1 and Q2 and a column which shows the direction of travel of the status for each indicator.

Status	Number of Key Performance indicators in this category
Achieved target	5
Didn't achieve but within 15% range	3
Didn't achieve target by more than 15%	2
TOTAL	10

- 3.9. The table at 4.4 sets out the reporting structure for Q2 KPIs. Members will see that relevant indicators have been presented to the listed committees prior to this meeting. A separate appendix will be presented to the Policy and Finance Committee, should any items be forwarded on from the other Committees.

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	CMT Member	Frequency data collected	Assess by	Target 2022-2026	June 22 Outturn - Q1 (April-June)	Q1 Status	September 22 Outturn - Q2 (April-Sept)	Q2 Commentary	Q2 status	Improved or not since Q1 figure (Q2 compared to Q1)
CP12	Number of missed refuse and recycling collections per 100,000 within contractual target	Improving wellbeing of Arun	Environment	Philippa Dart	Monthly	Lower is better	80	101	Not achieving	107.79	This is an improvement on the previous month (121.39) and shows that measures put in place are beginning to work, there have also been less breakdowns during September that has assisted in reducing number of missed bins compared to last month. However, it is acknowledged that the Q2 figure (107.79) is slightly higher than Q1 (101).	Not achieving	Down by 6.79 bins 
CP13	Food businesses with food hygiene ratings of 3 (satisfactory and above)	Improving wellbeing of Arun	Environment	Karl Roberts	Monthly	Higher is better	93%	98.80%	Achieving	98.72%	Whilst there has been a very small reduction in compliance over quarter 1, this still is a good result showing overall high standards are being maintained across our food businesses. Follow up action is being taken to ensure compliance of the 1.3% of businesses who do not achieve a broadly compliant rating. It should be noted the FHRS rating is not updated even if standards have improved at reinspection, unless the premises specifically requests and pays for a re-score inspection.	Achieving	Down by 0.08% 
CP22	Vacant private sector dwellings returned to occupation	Delivering right homes in right places	Environment	Karl Roberts	Quarterly	Higher is better	50	36	Achieving	53	We have achieved our target 6 months ahead of schedule. Please note that this is a cumulative figure at Q2.	Achieving	Up by 17 
CP23	Residual household waste per household per annum	Supporting environment	Environment	Philippa Dart	Quarterly	Lower is better	450kg	112.46kg/hh	Achieving	218.14 kg.hh	This is on course to meet the target of the year. When compared to Q2 from 21-22 (242.42) this is significantly lower, which is very positive and is attributed to the current economic climate and cost of living crisis having an effect on consumer behaviour and what is thrown away	Achieving	Up by 105.68kg 

No.	Indicator	Council Vision Theme	Service Committee	CMT Member	Frequency data collected	Assess by	Target 2022-2026	June 22 Outturn - Q1 (April-June)	Q1 Status	September 22 Outturn - Q2 (April-Sept)	Q2 Commentary	Q2 status	Improved or not since Q1 figure (Q2 compared to Q1)
CP24	Household waste sent for re use, recycling and composting. 50% annual target. (Increase and improve our recycling to meet future target of 55% recycling by 2025 and 60% by 2030. This will be achieved through and the introduction of measures such as food waste collection to encourage wholesale behaviour change based on the premise of 'reduce, reuse' recycle' to our residents and businesses)	Supporting environment	Environment	Philippa Dart	Quarterly	Higher is better	50%	46.10%	Not achieving but within 15% range	45%	This is performing better when compared with the same quarter for 21/22, which was 43.52%. The tonnage of waste thrown away with general refuse is down from 16225 tonnes to 15307 tonnes which is an almost 8% drop. The green waste club is performing well with higher tonnage than the previous period.	Not achieving but within 15% range	Down by 1.1% 
CP25	Contractor achieving performance target for all green space management operations following monitoring	Supporting environment	Environment	Philippa Dart	Quarterly	Higher is better	>66%	67.38%	Achieving	70.27%	July and August were unforgettably dry. This meant a slight reprieve from the demands of grass mowing which had put pressure on Tivoli in the previous quarter. Instead the fine weather led to use of our parks and open spaces at levels similar to that seen during the heights of the pandemic. Litter became the new challenge and whilst expectations were broadly met there were isolated issues, especially at large recreation grounds. Occasional full bins but more regularly finding discarded litter strewn across sites led to significant time being allocated to resolve. September saw rain return and with it better growing conditions. Grass and weeds started to become the priority again. 69 sites inspected for performance monitoring only 8 sites failed to reach the minimum 66% contractual minimum score and action was taken. 33 sites exceeded 80% (exceptional)	Achieving	Up by 2.89% 
CP37	Building Regulation submissions processed within 5 weeks (or 2 months if client requests extension)	Fulfilling Arun's economic potential	Environment	Karl Roberts	Monthly	Higher is better	100%	100%	Achieving	99.67%	Target not met due to work volume, long-term staff absence and current Surveyor vacancy. Currently 20% down on Service establishment.	Not achieving but within 15% range	Down by 0.33% 

No.	Indicator	Council Vision Theme	Service Committee	CMT Member	Frequency data collected	Assess by	Target 2022-2026	June 22 Outturn - Q1 (April-June)	Q1 Status	September 22 Outturn - Q2 (April-Sept)	Q2 Commentary	Q2 status	Improved or not since Q1 figure (Q2 compared to Q1)
CP38	% of Building Regulation submissions assessed within 21 days of date of deposit with the Council	Fulfilling Arun's economic potential	Environment	Karl Roberts	Monthly	Higher is better	60%	90%	Achieving	77%	Target exceeded	Achieving	Down by 13% on Q1 but still overachieving 
CP39	% of Building Control applications registered within 3 days	Fulfilling Arun's economic potential	Environment	Karl Roberts	Monthly	Higher is better	60%	31%	Not achieving	23%	Target not met due to work volume, long-term staff absence and current Surveyor vacancy. Currently 20% down on Service establishment.	Not achieving	Down by 8% 
CP40	Building control site inspection dealt with within one day	Fulfilling Arun's economic potential	Environment	Karl Roberts	Monthly	Higher is better	100%	99.73%	Not achieving but within 15% range	99.66%	Only 10 out of 2951 Inspections not undertaken on the same day but all within statutory period.	Not achieving but within 15% range	Down by 0.07% 

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Environment Committee	<u>Report Author</u>	<u>Date of Meeting</u>	<u>Time</u>	<u>Full Council Meeting Date</u>
Cleansing contract May 2022 Update from the Beach Access Working Party (information update)	Oliver Handson	19-May-22	6pm	13.7.22
Keystone update Options for Introducing Further Controls on the Quality of Houses in Multiple Occupation Update from the Beach Access Working Party (information update) Potential increase in the number of designated Bathing Waters in Arun District	Joe Russell-Wells Louise Crane Roger Spencer	14-Jul-22	6pm	14.9.22
Q1 KPI Reporting Coastal Pollution Framework	Michael Rowland	22-Sep-22	6pm	9.11.22

Environment Committee	<u>Report Author</u>	<u>Date of Meeting</u>	<u>Time</u>	<u>Full Council Meeting Date</u>
Bersted Brooks Country Park project	Joe Russell-Wells	17-Nov-22	6pm	18.1.23
East Hants Enforcement Agreement	Dan Cox/Oli Handson			
Sunken Gardens	Rachel Alderson			
Tree Planting Update	Oliver Handson			
Approval of virement for additional costs relating to the combined cleansing services contract.	Oliver Handson			
Parking Services Review	Nat Slade			
Q2 KPI Reporting				
Parks / Greenspace Strategy	Oliver Handson	31-Jan-23	6pm	15.3.23
Empty Property Strategy 2023-2028	Louise Crane			
Update from the Beach Access Working Party (information update)				

Environment Committee	<u>Report Author</u>	<u>Date of Meeting</u>	<u>Time</u>	<u>Full Council Meeting Date</u>
Committee Revenue & Capital Budgets 2023/2024 Q3 KPI Reporting	Carolyn Martlew			

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