



Public Document Pack

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Committee Manager Helen Burt (Ext. 37614)

23 January 2023

ENVIRONMENT COMMITTEE

A meeting of the Environment Committee will be held in **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Tuesday 31 January 2023 at 6.00 pm** and you are requested to attend.

Members: Councillors Edwards (Chair), Chace (Vice-Chair), Bicknell, P. English, Goodheart, Huntley, Madeley, Needs, 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 **Monday 23 January** 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 - 10)

The Committee will be asked to approve as a correct record the Minutes of the Environment and Neighbourhood Services Committee held on 17 November 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. COMMITTEE REVENUE & CAPITAL BUDGETS 2023/2024

(Pages 11 - 22)

The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2023/24 revenue budget, which will be submitted to the Policy and Finance Committee on 9 February 2023. The Policy and Finance Committee will consider the overall revenue budget for 2023/24 so that it can make recommendations to a Special Meeting of the Council on 1 March 2023 on the budget to be set and level of Council Tax for the District for 2023/24.

[30 Minutes]

7. VARIATION TO PARKING CHARGES (Pages 23 - 38)

The Council's Medium Financial Strategy assumes that income from all charges should be reviewed. The Off-Street Parking Strategy sets out that the vehicle parking tariffs will be kept under review to optimise yield. This report sets out proposed tariff options for Committee to select from them.
[20 Minutes]

8. EMPTY HOMES STRATEGY 2023 - 2028 (Pages 39 - 64)

The Council is committed to playing its full part in the national campaign to bring empty homes back into use and has had an empty homes strategy for the past 10 years the latest one being 2018 – 2023. The strategy details the aims and objectives of addressing long term empty homes in the district.

The strategy has been updated and it details the positive work that has been achieved since 2018 and outlines a revised plan for the next 5 years to tackle empty homes across all tenures within the Arun district. This report therefore recommends the adoption of the new Empty Homes Strategy 2023 – 2028 which is appended to the report.
[10 Minutes]

9. PARKS AND GREENSPACES STRATEGY (PGS) - SCOPING REPORT (Pages 65 - 80)

In order to meet the new Council Vision, a strategy which focuses specifically on our parks and greenspaces is highly desirable. This is to ensure that future decisions concerning the management, maintenance and development of the service and its existing greenspace assets is driven by guiding and well-established principles and is supported by robust consultation with valued stakeholders.
[10 Minutes]

10. KING GEORGE V PLAY AREA, FELPHAM (Pages 81 - 94)

This report provides a summary of the proposed project to make improvements at King George V play area, Felpham. The Project Summary in Appendix 1 provides the background information to the existing play areas located in the Felpham area and detail on the Section 106 developer play funding contributions available for improvements to these play areas.

This report recommends that the Section 106 funding generated by the residential development at Land North of Felpham (Site 6) under FP/92/04 should be drawn down and allocated for expenditure at King George V play area.
[15 Minutes]

11. BATHING WATER QUALITY (Pages 95 - 100)

Following notification of the bathing water classifications for 2022 a working group has been established between Arun District Council, the Environment Agency (EA) and Southern Water, to investigate the causes of the Poor bathing water classification for Bognor Regis Aldwick and to agree an action plan to address these.
[30 Minutes]

12. KEY PERFORMANCE INDICATORS 2022-2026 - QUARTER 3 PERFORMANCE REPORT FOR THE PERIOD 1 APRIL 2022 TO 31 DECEMBER 2022 (Pages 101 - 106)

This report sets out the performance of the Key Performance Indicators at Quarter 3 for the period 1 April 2022 to 31 December 2022.

13. UPDATE FROM THE BEACH ACCESS WORKING PARTY (INFORMATION UPDATE) (Pages 107 - 112)

The Chair of the Bognor Regis Beach Access Working Party, Councillor Worne, will provide a brief update of the meeting held on 16 January 2023.
[10 Minutes]

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

14. WORK PROGRAMME (Pages 113 - 116)

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](#)

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Public Document Pack Agenda Item 3

Subject to approval at the next Environment Committee meeting

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ENVIRONMENT COMMITTEE

17 November 2022 at 6.00 pm

Present: Councillors Edwards (Chair), Chace (Vice-Chair), Bicknell, English, Goodheart, Madeley, Needs, Stanley (Substitute for Warr) and Wallsgrove

[Note: Councillor Wallsgrove was absent from the meeting for all or part of discussions at Minute Items 422 - 427]

422. APOLOGIES

Apologies for absence had been received from Councillors Huntley and Warr.

423. DECLARATIONS OF INTEREST

Councillor Goodheart declared a Personal Interest in Agenda Item 10 as a Member of Bognor Regis Town Council.

Councillor Needs declared a Personal Interest in Agenda Item 10 as a Member of Bognor Regis Town Council.

424. MINUTES

The Minutes of the meeting held on 22 September 2022 were approved by the Committee. These would be signed at the end of the meeting.

425. 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.

426. PUBLIC QUESTION TIME

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

427. EAST HAMPSHIRE COMMERCIAL SERVICES ENFORCEMENT AGREEMENT

Upon the invitation of the Chair, the Environmental Services & Strategy Manager presented the report to the Committee. He explained that the purpose of the report was to seek the Committee's approval to extend the partnership agreement with East Hampshire Council Commercial Services, which provided a littering and dog fouling enforcement service at zero cost to the taxpayer. He highlighted paragraph 4.12, an update regarding the Fixed Penalty Notices (FPNs). The report also detailed a break to the service due to Covid-19, where patrols stopped in line with restrictions, however he noted that the Enforcement Officers were given alternative responsibilities during this period.

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

- It was noted that there was a cost to the public when additional litter bins were put in hotspot areas.
- Where should the public direct intelligence regarding hot spot areas? The Environmental Services & Strategy Manager explained people could get in touch directly with himself or Dan Cox, Cleansing Operations Manager.
- How much were the FPNs? Were these usually issued for large scale offences or singular items of litter? The Environmental Services & Strategy Manager explained the cost of an FPN was £60 if paid within the appropriate timescales, and these were usually issued for singular items of litter.
- Why was there a spike since May 2022? The Environmental Services & Strategy Manager explained there were usually more people out and about in the summer months and therefore the numbers of FPNs issued were usually higher.
- If this generated income, why would Arun not take this over themselves? The Environmental Services & Strategy Manager explained there was not huge profit generated from this service, it covered the baseline costs and East Hampshire were market leaders in the service and carried out the scheme very successfully.
- Was there an arrangement with local schools regarding the litter dropped by children? The Environmental Services & Strategy Manager thought this may have been done in the past, and could be something to look at reinvesting any income generated from the scheme into.

The recommendation was proposed by Councillor Chace and seconded by Councillor English.

The Committee

RESOLVED

That 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, be supported.

428. SUNKEN GARDENS PROJECT, BOGNOR REGIS

[Councillor Needs declared a Personal Interest during discussion in this Item as a Member of Bognor Regis Town Council]

Upon the invitation of the Chair, the Principal Landscape and Project Officer introduced the report to the Committee. She explained that two tenders had been received for the delivery of the Sunken Gardens scheme. They would usually expect more tenders, however contractors were being very selective around what they wanted to tender for in the current climate. Both tenders exceeded the previously approved works sum of £230k set out in the heads of terms for contract award. Approval was sought to increase this to £312k, which would still be within the approved £500k supplementary estimate. It was possible that the full £312k would not be required as this did include a contingency. The plan would be to commence work after Christmas, and was expected to take around 4 months to complete.

The Chair then invited questions from Members. Concern was expressed that Members did not get to see the tenders, and it was felt that it would be good to have a firmer idea of what would be eventually delivered, which could change from the initial artist impression shown to Members at a previous meeting.

Councillor Stanley then proposed an amendment to the Officer recommendation as follows (additions have been shown in **bold** with deletions shown using ~~strikethrough~~):

- 1) To approve an increase in value for the award of the construction contract up to a total cost of £312k **£500k** for the delivery of the Sunken Gardens scheme.
- 2) **Monthly updates would be delivered to all Members via email.**

The amendment was seconded by Councillor Worne.

The Chair then invited debate on the amendment and the following points were raised:

- There was concern around increasing the sum to £500k.
- There was concern that in order for the project to be delivered according to tender, the project may end up being a dampened down version of what was promised, however offering excess of the quote for the original project to be delivered was also not felt to be a good idea.
- One Member felt the additional money should be used to ensure all the required elements were included to a high standard, in particular the addition of a café. The Group Head of Environment and Climate Change explained that the quotes provided by the contractors had been based on the design scheme published in February 2022 following the public consultation. There would be no requirement to spend money in excess of £312k.
- Some Members felt the contractors should be allowed to spend up to the full £500k in order to ensure the project was as good as it could be.

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Following the debate, at the request of Councillor Stanley a recorded vote was carried out for the first part of the amendment – part 1). Those voting for were Councillors Goodheart, Needs, Stanley, Wallsgrove and Worne. Those voting against were Councillors Bicknell, Chace, Edwards, English and Madeley. Upon this being tied, the Chair used his casting vote to vote against, and the vote was therefore declared LOST.

A vote was then taken on the second part of the amendment, with recommendation 1) reverting back to that of the original Officer recommendation as follows:

- 1) 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) Monthly updates would be delivered to all Members via email.

Following a vote, this amendment was confirmed as CARRIED.

Turning to the substantive, Members asked that the monthly update run concurrently and should include any agreed variations.

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

The Committee

RESOLVED that

- 1) 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 be approved.
- 2) Monthly updates be delivered to all Members via email.

429. BERSTED COUNTRY PARK PROJECT

Upon the invitation of the Chair, the Principal Landscape and Project Officer introduced the report to the Committee. The report provided detail on the project to be undertaken in Bersted to create a country park and sought approval for the scope of the project. The Council was procuring the services of a landscape consultant to advise on and produce a masterplan for public consultation.

Members then took part in a question-and-answer session, summarised below.

One Member had various concerns and said that Bersted Brooks was currently a nature reserve and turning it into a country park would be completely different. He felt consultation should have taken place with the relevant community groups prior to getting to this stage, to establish whether it was a good idea from an environmental perspective. There was concern as to whether sustainability had been considered; how the access would be improved; and the impact of anti-social behaviour that the report suggested may increase in the area. The Chair explained that these were all good points, but the project needed to be scoped out before consultation could take place, and it was then that the answers to these points would be looked at. The Group Head of Environment and Climate Change explained they were aware of the huge habitat potential and this along with other environmental factors, would be respected in the proposals going forward. It may be that certain areas would be off-limits to the public and set aside for wildlife entirely. Full consultation would take place, first with stakeholders then with the wider public.

Consideration should be given to how the country park would be made accessible for everyone whilst working in harmony with nature. The access getting in and out would need to be improved and transport links should be considered.

It was felt the area should not be urbanised at all, and car travel to the site should be kept to a minimum. A minibus to transport people to the site may provide a solution to this.

Other Members agreed that the project needed to be scoped prior to consultation taking place.

The recommendation was proposed by Councillor Bicknell and seconded by Councillor Goodheart.

The Committee

RESOLVED

That the scope of the Bersted Country Park project, as set out in Appendix 1, be approved.

430. PARKING SERVICES REVIEW

Upon the invitation of the Chair, the Group Head of Technical Services introduced the report to the Committee. He introduced the Interim Parking Services Manager to Committee, who was also in attendance to help answer questions from Members. He explained The Council's car parks were 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 set out a proposal to commission a review of the Council's off-street parking services, which would be carried out by external consultants using existing resources to make

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recommendations on how to obtain best value from these assets. He highlighted paragraphs 4.5-4.18, which was the proposed scope, and he continued to go through each one. The recommendations from the proposed review would be reported back to the Environment Committee for consideration and implementation.

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

- Clarification was sought on some of the wording used in the report, which was provided by the Group Head of Technical Services.
- It was asked whether another report would be brought back to the Committee for the final scope of the review to be presented. The Group Head of Technical Services confirmed the scope was set out in this report.
- There was concern about trying to increase the revenue generated from car parks during a recession.
- It was felt that trying to predict how demand would change over the next 15 years would be a challenge.
- One Member felt it was clear which car parks were under-used and over-used, and a review was unnecessary.
- It was felt this was not the time to spend money on such a review due to the cost of living crisis.
- In what timeframe would the review take place, and would regular updates be provided to Members? The Group Head of Technical Services predicted this would take around 3 months to complete, and a report would be brought back to the Environment Committee.
- A breakdown of the figures was requested, such as how much car parks cost to run and how much income was generated from these. The Group Head of Technical Services would provide an update to Members outside of the meeting.
- It was thought Fitzleet Car park was under-used. A Member of the Committee had previously suggested that improved signage should be installed. It was requested that this be looked at by Officers.
- It was suggested that a Park and Ride scheme be looked into by Officers.
- Support was offered for alternatives to increasing more cars and looking at schemes such as Park and Ride.
- Would electric charging points be included in the review? Consideration should be given to making sure these were accessible for everyone. The Chair explained that the largest electric vehicle charging point project in Europe was currently taking place in the area.

The following recommendation was proposed by Councillor Chace and seconded by Councillor Edwards:

- 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)

Upon taking the vote, this was LOST and therefore the Committee RESOLVED NOT TO commission a Parking Services Review.

431. TREE PLANTING STRATEGY UPDATE

[During discussion of this item Councillor English explained why he felt he did not need to declare a Personal Interest in the Item as a Member of Felpham Parish Council. He did not feel his interest was any greater than any other Felpham resident.]

[Councillor Goodheart re-declared his interest in this Item]

Upon the invitation of the Chair, the Environmental Services & Strategy Manager presented the report to the Committee. He explained the report provided an update for year one of the Council's adopted Tree Planting Strategy and proposals for year 2, which was on target.

The Chair issued thanks to everyone that had been involved with this. Members then took part in a question-and-answer session and the following points were made:

- Support was offered for this report, and the amount of trees being planted in the area.
- One Member felt more trees should be planted in Yapton, Ford and Climping. The Environmental Services & Strategy Manager believed the Council were about to donate some trees to Yapton Parish Council. He would update relevant Members about this outside the meeting.
- It was asked whether more trees would be planted in West Park. The Environmental Services & Strategy Manager explained that some trees had already been planted there and when deciding where to plant trees they were required to think of how the space was used.
- It was felt existing trees needed to be supported as well as new trees being planted.
- Support was offered for the Parish Trees Scheme initiative.
- There was concern expressed for the use of whips unless there was sufficient budget and plans in place to nurture and care for them.

The Committee noted the report.

432. VIREMENT FOR ADDITIONAL COSTS RELATING TO COMBINED CLEANSING SERVICES CONTRACT

Upon the invitation of the Chair, the Environmental Services & Strategy Manager presented the report to the Committee. He explained that 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 was that a virement from inflation contingency budget was required for

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this financial year to meet the increased costs of the Combined Cleansing Services Contract. This ensured that this local workforce were paid within market rates, and put the contract in a stronger, more sustainable position going forward. Whilst Members were not required to approve this as the proposed virement was within delegation levels assigned to the Group Head of Finance, it was important to bring this report to Members' attentions so they were aware of inflationary pressure.

The Chair then invited Member questions. It was asked whether the Council's costs may increase if another pay increase was requested by BIFFA next year. The Environmental Services & Strategy Manager explained that this was a 2 year pay deal, so the figures in the report factored in the pay increase for year 2.

The recommendation was proposed by Councillor Bicknell and seconded by Councillor Edwards.

The Committee

RESOLVED

That 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, be noted.

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

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

Members were then given the opportunity to ask questions as summarised below.

CP12 – There were occasions when the green waste bin had not been collected and it was thought BIFFA had confirmed they would not refund customers, but would make a donation to the community instead. Was there any update on this donation? The Environmental Services & Strategy Manager explained the delays collecting the green waste bins were due to driver shortages at the time. It had been agreed that as part of an offer to compensate residents, BIFFA would collect additional bags left out by those residents.

Members then noted the report.

434. OUTSIDE BODIES

There were no updates from Members regarding Outside Bodies.

435. WORK PROGRAMME

The Committee noted the Work Programme.

(The meeting concluded at 8.01 pm)

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Arun District Council

REPORT TO:	Environment Committee – 31 January 2023
SUBJECT:	Committee Revenue and Capital Budgets 2023/24
LEAD OFFICER:	Carolyn Martlew, Interim Group Head of Finance and Section 151 Officer
LEAD MEMBER:	Councillor David Edwards
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: The Council's financial planning and budget promotes all the Council's Corporate Priorities.	
DIRECTORATE POLICY CONTEXT: The Council's financial planning and budget has an effect on all Directorates of the Council.	
FINANCIAL SUMMARY: The draft budgets for this Committee are shown in the appendices. The financial forecast for the General Fund Revenue Budget predicts significant budget deficits in 2023/24 and future years. The detailed effects are contained in the body of the report.	

1. PURPOSE OF REPORT

- 1.1. The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the Council's 2023/24 revenue budget for 2023/24. These will be submitted to the Policy and Finance Committee on 9 February 2023 when it considers the overall revenue and capital budgets for 2023/24 so recommendations can be made to a Special Meeting of the Council on 1 March 2023 on the budgets to be set and level of Council Tax for the District for 2023/24.

2. RECOMMENDATIONS

- 1.2. It is recommended that this Committee:
 - (a) Agrees on the 2023/24 Revenue Budget as illustrated in Appendix A of this report;
 - (b) Agrees on the list of uncommitted growth items as illustrated in Appendix B of this report;
 - (c) Agrees on the 2023/24 Capital Programme as illustrated in Appendix C of this report; and
 - (d) Recommends to Policy and Finance Committee that the Revenue Budget for this Committee be included in the overall General Fund Budget when the Policy and Finance Committee considers the overall budgets at its meeting on 9 February 2023.

2. EXECUTIVE SUMMARY

- 2.1. The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2023/24 revenue budget, which will be submitted to the Policy and Finance Committee on 9 February 2023. The Policy and Finance Committee will consider the overall revenue budget for 2023/24 so that it can make recommendations to a Special Meeting of the Council on 1 March 2023 on the budget to be set and level of Council Tax for the District for 2023/24.

3. DETAIL

- 3.1. 2022/23 was the first year of budget preparation under the Committee form of governance introduced to the Council on 19 May 2021. Under Committee governance, Service Committees such as this consider and recommend revenue and capital budgets for the services, they provide to the Committee responsible for budget setting (the Policy and Finance Committee). The Policy and Finance Committee then considers an overall budget to recommend to Full Council.
- 3.2. The Council has undertaken a Zero Based Budgeting (ZBB) exercise during 2022/23 that has reviewed and rebased the Council's revenue budgets and future assumptions. ZBB has given a greater understanding of the information behind budgets and will aid budget processes in future years
- 3.3. The general background to the 2023/24 budget process was included in the Financial Prospects 2022/23 to 2026/27 report to Policy and Finance Committee on 13 December 2022 for approval by Full Council on 18 January 2023. The main points to note are:
- a significant budget deficit of circa £4m for 2023/24;
 - a roll over funding settlement similar to 2022/23 is provided from central government for 2023/24;
 - Council Tax increases by a maximum of £5 per annum or 2.99%, which is currently the maximum allowed for similar District Councils;
 - There is an increase in salary costs in 2022/23 as per the employers' offer;
 - The effect of the government's announcement to reverse increasing National Insurance contributions from November 2022/23 is included;
 - If possible, cash limited sums for goods and services (no inflationary rise) for the period are included, otherwise inflation is provided for;
 - A triennial review of the pension fund is due with revised figures required from 2023/24. Preliminary indications have been received and the financial effects of this are favourable and are built into projections;
 - At this stage, no increase in discretionary fees and charges imposed by the Council has been assessed and included in the financial projections.
 - Growth items are not included in service committee estimates. They will be considered as a separate list by service committees. Items agreed by service committees will then form part of the final growth list which Policy and Finance Committee will need to consider when it sets the overall budget. It has been made clear to budget officers that growth requests

should be minimised and restricted to those with a significant impact on service provision.

- 3.4. Financial forecasting was difficult due to the COVID-19 pandemic in recent years. However, this has now been largely overtaken by high inflation rates, brought about by various external factors. Budgets have been compiled on the best information available. In addition, where appropriate, central government funding has been applied to mitigate against increased costs and reductions in income.
- 3.5. The basis of revenue budgeting for 2023/24 assumes that current levels of service remain unchanged. Any change arising from the ZBB exercise has been included where appropriate. Any proposed increase in the service level, or other significant new area of expenditure, is treated as uncommitted growth. These items are listed as an Appendix B and are not included in the budgets. If this Committee agrees this list either in full, or in part, it will be considered by Finance and Policy Committee on 9 February 2023 in the context of the overall General Fund budget.
- 3.6. The significant budget deficit forecast for 2023/24 has resulted in only essential growth bids being put forward to this committee for approval. Uncommitted growth indicates an enhanced level of base service provision. This is not included in the budgets at this stage. The final inclusion in the Authority's overall revenue budget will be subject to consideration by the Policy and Finance Committee and Council.
- 3.7. The budget growth bids are summarised in Appendix B and are comprised of: Apprentice EHO; Assistant Tree Officer; and Countryside and Volunteering Officer.
- 3.8. The significant changes in the revenue budget between 2022/23 and 2023/24 are:
 - Combined Cleansing Contract;
 - Foreshores - cost of beach patrol service;
 - Establishment; and
 - Grounds maintenance contract (CPI inflation)
- 3.9. The level of funding for the capital programme will be determined at the Policy and Finance Committee on 9 February 2023. It is clear that capital resources will have to be assessed and the proposed programme may need to be adjusted if planned expenditure exceeds expected resources. In addition, because of the strain on the revenue budget, capital financing will require review, including an assessment of borrowing to ease the revenue budget
- 3.10. The planned capital programme for this committee totals £1.655m for 2023/24 (Appendix C) and is comprised of:
 - Disabled Facilities Grants £1.4m (grant funded)
 - Play Areas £255k

4. CONSULTATION

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

5. OPTIONS / ALTERNATIVES CONSIDERED

- 5.1. Not applicable.

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

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

7. RISK ASSESSMENT CONSIDERATIONS

- 7.1. The risks listed in the Financial Prospects Report 2022/23 to 2026/27 remain relevant. Members may wish to review these alongside this report.
- 7.2. The main risk in preparing the detailed budgets is that the Council sets an illegal budget (expenditure is greater than income). This will be avoided.
- 7.3. An inaccurate or illegal budget would cause reputational damage to the Council. This is a risk and the controls and processes in place will avoid this.

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

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

9. HUMAN RESOURCES IMPACT

- 9.1. There are no direct implications.

10. HEALTH & SAFETY IMPACT

- 10.1. There are no direct implications.

11. PROPERTY & ESTATES IMPACT

- 11.1. There are no direct implications.

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 12.1. There are no direct implications.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

13.1. There are no direct implications.

14. CRIME AND DISORDER REDUCTION IMPACT

14.1. There are no direct implications.

15. HUMAN RIGHTS IMPACT

15.1. There are no direct implications.

16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

16.1. There are no direct implications.

CONTACT OFFICER:

Name: Carolin Martlew

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

Contact Number: 01903 737568

BACKGROUND DOCUMENTS:

[2022/23 Budget Report to Full Council 23 February 2022;](#)

[Financial Prospects 2022/23 to 2026/27 – Policy & Finance Committee 13 December 2022;](#)

[Budget Consultation Report – Corporate Support Committee 15 September 2022;](#)

[Statement of Accounts 2021/22.](#)

**Environment Committee
General Fund Revenue Budget 2023/24**

Actual 2021-22 £'000	Description	Budget 2022-23 £'000	Budget 2023-24 £'000
Environment Committee			
Direct Services			
(44)	Building Control	112	192
(15)	Bus Shelters & Street Nameplates	11	10
(842)	Car Parks	(912)	(898)
28	Cemeteries & Churchyards	(33)	12
5,909	Cleansing Services	5,696	7,699
134	Coast Protection & Land Drainage	131	69
45	Emergency Planning & Support	54	50
879	Environmental Health & Protection	555	577
130	Foreshores	36	47
1,510	Parks & Green Spaces	1,744	1,933
203	Private Sector Housing	302	288
7,937	Total for Direct Services:	7,696	9,979
Environment Committee			
Management & Support Services			
449	Engineering & Infrastructure Services	561	576
449	Total for Management & Support Services:	561	576
8,386	Environment Committee Total:	8,257	10,555

Actual 2021-22 £'000	Description	Budget 2022-23 £'000	Budget 2023-24 £'000
Environment Committee			
	<u>Building Control (D10)</u>		
448	Employees	513	591
18	Transport	22	22
20	Supplies and Services	22	24
(530)	Other Income	(445)	(445)
(44)	Total for Building Control:	112	192
	<u>Bus Shelters & Street Nameplates (K13 & K15)</u>		
31	Employees	32	40
8	Premises	8	6
1	Supplies and Services	0	0
(55)	Other Income	(29)	(36)
(15)	Total for Bus Shelters & Street Nameplates:	11	10
	<u>Car Parks (F10)</u>		
102	Employees	115	100
464	Premises	333	324
20	Transport	17	24
229	Supplies and Services	138	169
189	Third party costs	217	217
(1,780)	Other Income	(1,666)	(1,666)
(66)	Grants and Contributions	(66)	(66)
(842)	Total for Car Parks:	(912)	(898)
	<u>Cemeteries & Churchyards (K20 & M21)</u>		
72	Employees	72	96
262	Premises	184	204
3	Transport	4	2
45	Supplies and Services	18	21
(354)	Other Income	(311)	(311)
28	Total for Cemeteries & Churchyards:	(33)	12

Actual 2021-22 £'000	Description	Budget 2022-23 £'000	Budget 2023-24 £'000
Environment Committee (Continued)			
<u>Cleansing Services (K40, K45, K46, K70, K71, R57 & R69)</u>			
293	Employees	318	295
283	Premises	165	104
28	Transport	27	27
430	Supplies and Services	188	189
7,610	Third party costs	7,887	10,244
(2,654)	Other Income	(2,867)	(3,138)
(81)	Grants and Contributions	(22)	(22)
5,909	Total for Cleansing Services:	5,696	7,699
<u>Coast Protection & Land Drainage (F30 & F50)</u>			
177	Premises	99	99
22	Supplies and Services	34	38
1	Third party costs	1	1
(66)	Other Income	(3)	(69)
134	Total for Coast Protection & Land Drainage:	131	69
<u>Emergency Planning & Support (R02)</u>			
73	Employees	75	72
1	Transport	2	1
3	Supplies and Services	4	4
(32)	Other Income	(27)	(27)
45	Total for Emergency Planning & Support:	54	50

Actual 2021-22 £'000	Description	Budget 2022-23 £'000	Budget 2023-24 £'000
Environment Committee (Continued)			
	<u>Environmental Health & Protection (M01, M03, M04, M10 to M14, M16, M17 & M20)</u>		
965	Employees	668	704
12	Transport	16	15
237	Supplies and Services	131	182
15	Third party costs	0	0
(350)	Other Income	(260)	(325)
879	Total for Environmental Health & Protection:	555	577
	<u>Foreshores (K50)</u>		
97	Employees	114	127
104	Premises	27	29
7	Transport	8	3
100	Supplies and Services	70	72
2	Third party costs	2	2
(180)	Other Income	(185)	(186)
130	Total for Foreshores:	36	47
	<u>Parks & Green Spaces (K25, K30, L13, L40, L41 & L42)</u>		
516	Employees	554	676
1,039	Premises	1,166	1,233
27	Transport	31	17
499	Supplies and Services	288	297
69	Contractual	82	85
(348)	Other Income	(377)	(375)
(292)	Grants and Contributions	0	0
1,510	Total for Park & Green Spaces:	1,744	1,933

Actual 2021-22 £'000	Description	Budget 2022-23 £'000	Budget 2023-24 £'000
Environment Committee (Continued)			
	<u>Private Sector Housing (J05, M05, M07 & M15)</u>		
529	Employees	494	518
16	Transport	13	13
1,496	Supplies and Services	1,429	1,432
48	Third party costs	5	0
(199)	Other Income	(44)	(85)
(1,687)	Grants and Contributions	(1,595)	(1,590)
203	Total for Private Sector Housing:	302	288
7,937	Total for Direct Services:	7,696	9,979
Environment Committee Management & Support Services			
	<u>Engineering & Infrastructure Services (F60 & F91)</u>		
393	Employees	552	475
30	Transport	41	34
73	Supplies and Services	28	73
(47)	Other Income	(60)	(6)
449	Total for Management & Support Services:	561	576
8,386	Environment Committee Total:	8,257	10,555

Environment Committee Budget 2023/24 Growth Items

	£'000
Assistant Tree Officer	37
Countryside and Volunteering Officer	37
Apprentice EHO	30
Total	104

**Environment Support Committee
Capital Programme 2023/24**

Actual 2021/22 £'000	Description	Original Budget 2022/23 £'000	Updated Budget 2022/23 £'000	Budget 2023/24 £'000	Budget 2024/25 £'000	Budget 2025/26 £'000	Budget 2026/27 £'000	Note
1,413	Disabled Facilities Grants	1,400	1,400	1,400	1,400	1,400	1,400	1
23	Parks Chipper	0	0	0	0	0	26	
0	Keystone Centre	0	250	0	0	0	0	
34	Sunken Gardens	0	466	0	0	0	0	
1,311	Place St Maur	0	465	0	0	0	0	
162	Play Areas	225	462	255	65	100	100	2
	Bersted Brooks Country Park	320	320	0	0	0	0	3
2,943	Committee Total	1,945	3,363	1,655	1,465	1,500	1,526	

Notes

1. The Council offers grants to homeowners to adapt their properties enabling them to remain in their own homes and community. The scheme is funded by government grant.
2. The Play Areas spend is the Council's scheme of replacing play areas with up to date, safe equipment.
3. Creation of a Country Park in Bersted to include master plan, extend car park, signage, seating and bins, new footpath network and Park Ranger

Arun District Council

REPORT TO:	Environment Committee, 31st January 2023
SUBJECT:	Variation to Parking Charges
LEAD OFFICER:	Nat Slade, Group Head of Technical Services
LEAD MEMBER:	Councillor David Edwards
WARDS:	All
<p>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</p> <p>The Medium-Term Financial Plan (MTFP) considered at Policy and Finance Committee on 13 December 2022 recommended to Full Council the maximising of income including fees and charges, where possible, as part of the 2023/24 budget process. Car parking charges are discretionary and can be set by the Council in order to optimise its revenue in accordance with the Council's Off-Street Parking Strategy.</p> <p>This report sets out proposed car parking tariff options for Committee to select from.</p>	
<p>DIRECTORATE POLICY CONTEXT:</p> <p>The recently adopted Off-Street Parking Strategy sets out that the Council will review the charges annually. The Strategy aims to maximise the use of car parks in a way that supports the needs of businesses, workers, shoppers, commuters, and visitors, whilst looking to optimise yield from parking in line with the corporate charging principles. This report sets out proposed car parking tariff options for Committee to agree.</p>	
<p>FINANCIAL SUMMARY:</p> <p>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.</p> <p>The Town Centre Car Parks as well as Town Centre permits have not seen an increase in charges since 2016.</p> <p>The three tariff options in Appendix 1 all generate additional revenue for the Council. Car parking income is highly dependent on the weather during the peak summer season which affects visitor numbers to the beaches.</p> <p>Option A is expected to generate £392K</p> <p>Option B is expected to generate £556K</p> <p>Option C is expected to generate £780K</p>	

1. PURPOSE OF REPORT

- 1.1 To seek the Committee's agreement to one of the tariff options set out in Appendix 1.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Committee agrees to introduce parking tariff option B with effect from 01 April 2023.

3. EXECUTIVE SUMMARY

- 3.1 The Council's Medium Financial Strategy assumes that income from all charges should be reviewed. The Off-Street Parking Strategy sets out that the vehicle parking tariffs will be kept under review to optimise yield. This report sets out proposed tariff options for Committee to select from them.

4. DETAIL

- 4.1 The Council operates 28 pay and display car parks within the district. The car parks provide a vital service to residents and the local economy facilitating visits by people outside our 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 cost of delivering the Council's services is increasing which makes it necessary to increase its revenues. This is mainly due to the effects of inflation such as its impact on the national living wage and energy prices. Other cost factors are associated with the Council's move to reduce the carbon emissions from Parking Service in line with its declared climate emergency and adopted carbon neutral strategy. Examples include switching to an electric vehicle fleet and renewably sourced electricity supplies. Investments have been made in software which have enabled the Council to provide permits to customers electronically. Over the last two years a substantial programme of resurfacing has been delivered to significantly improve the condition of the car parks. Higher levels of maintenance funding are included in the five-year asset management plan than have been the case in previous years. Other investments needed in accordance with commitments in the Off-Street Parking Strategy include upgrading and/or replacing our 58 pay machines to meet the commitment within the strategy for all machines to enable contactless payments by 2024.
- 4.4 Consequently, three car parking tariff options have been prepared from which the Committee is asked to select. The tariffs within each of the three options all considered to be reasonable and have been developed with the need to ensure town centres and amenity areas remain accessible.

- Option A delivers the smallest increase in revenue for the Council. This has been achieved by rounding up the tariff charges.
- Option B delivers a medium increase in revenue, and this has been realised with detailing higher increases for longer stays in our Car Parks.
- Option C delivers the highest increase in revenue, with higher increases across all tariffs.

Option B is the recommended option and is considered to support the needs of businesses, workers, shoppers, commuters, and visitors, whilst optimising yield from parking in 23/24 in line with the corporate charging principles.

- 4.5 The proposals do not change the 2-hour free parking schemes that allow parking in Fitzleet, Hothamton, and Lyon Street car parks in Bognor Regis and St. Martins, Anchor Springs and Manor House car parks in Littlehampton. These schemes are funded by the District Council, Town Councils, traders in Littlehampton and the Bognor Regis Business Improvement District. Known as Littlehampton disc parking scheme and Bognor Regis disc parking scheme, a modest annual administrative fee is charged.
- 4.6 The proposal does not include introducing charging to car parks which are currently free to users. The proposals do not affect the parking charges at the Fitzalan Pool car park in Arundel. That car park is leased by the Arundel & Downland Community Leisure Trust and operated by Arun District Council under contract. Revenues from Fitzalan Pool car park in Arundel will continue to go to the Arundel & Downland Community Leisure Trust, less the Council's management costs.

5. CONSULTATION

- 5.1 The only external consultation undertaken was with the Arundel & Downland Community Trust who had recently decided not to increase daily tariffs, having introduced charging between 6pm and 8pm within the last year at the Fitzalan Pool car park.
- 5.2 The proposed changes are allowed under of a Notice of Variation under Section 35C of the Road Traffic Regulation Act 1984 and Regulation 25 of the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. The new tariffs must be advertised in the press and at the car parks for at least 21 days prior to their introduction on 1st April 2023.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1 The 3 tariff options are attached in appendix 1. Each option will provide the Council with additional income to support its financial position.

- 6.2 Not to agree an increase in parking charges. The corporate budget is being prepared on the basis that the Council generates significant additional revenue in 23/24. Car Parking charges are one of the Councils largest sources of revenue. Charges for many other (non-related) charges are only permitted on a cost-recovery basis. If the Committee does not agree to increase the parking charges as set out in the appendix, savings from the proposed budget will need to be identified which will diminish the ability of the Council to deliver on its agreed vision aims.

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

- 7.1 The Medium-Term Financial Plan identifies a significant budget deficit for 2023/24. The recommended increase in parking charges will significantly help to reduce that deficit. Failure to increase fees and charges will inevitably result in additional budget cuts in the future to the detriment of the quality of parking services.

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1 The following risks and mitigations have been identified.

- Risk of negative economic impact and possible fall in town centre visitors. The Council are still offering 2-hour free parking disc within our town centres and the costs of parking in our town centres remains very competitive within the West Sussex area.
- Risk of not going far enough in terms of Climate change. This is a very difficult period and therefore it calls for a fine balance between economic recovery and the green agenda. Higher charges than those proposed maybe useful in encouraging modal shift.

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

- 9.1 The power to provide and maintain off-street parking spaces by a local authority is to be found in section 32 of the Road Traffic Regulation Act 1984. By section 35 the Act the Council has power to make orders for the

- (i) the use of the parking place
- (ii) the conditions on which it may be used, and
- (iii) the charges to be paid in connection with its use.

In exercising these powers the Council is required by section 122 of the Act to secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities.

- 9.2 In this report committee is being asked to agree to the variation of parking charges in accordance with tariff B from 1 April 2023. It is a general principle of public law

that a public body must exercise a statutory power for the purpose for which the power was conferred by Parliament, and not for any unauthorised purpose. Section 122 empowers the Council to have regard to any relevant matters in exercising these functions and the Council's Off-Street Parking Strategy 2021-2026 is relevant in that it requires the council to consider optimising its charges.

10. HUMAN RESOURCES IMPACT

10.1 The proposals do not have Human Resource Implications

11. HEALTH & SAFETY IMPACT

11.1 There are no direct health and safety impacts from the proposals/

12. PROPERTY & ESTATES IMPACT

12.1 The Council car parks require regular maintenance to ensure that they remain in a good and safe condition to be used by members of the public.

12.2 Maintenance is part funded from penalty charge notices and part funded from the Council's general revenue budget. Income from parking charges is needed to support the latter funding source.

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 An equality Impact assessment has been undertaken which identifies that there is a financial impact on almost all users of our car parks. However, the Council offers 2 hours free town centre parking schemes in Littlehampton and another in Bognor Regis. The Council also offers free all-day car parking in all its car parks to disabled

people displaying a “blue badge”. There is not, therefore considered to be an adverse impact on protected characteristics.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 The increased in parking tariffs are not motivated by an intention to encourage modal shift from private cars. The scale of the increases proposed in the amended options are considered unlikely to do so. A potential impact of implementing the highest car parking tariff (option C) is to reduce car journeys and encouragement for people to switch to more sustainable transport modes such as walking, cycling buses and trains. In turn, this may have a positive impact on air quality, carbon emission, physical activity levels and communities.

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.

16. HUMAN RIGHTS IMPACT

16.1 The proposals do not adversely impact on human rights.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 There are no specific Freedom of Information or Data Protection Consideration issues arising from the proposals of this report.

CONTACT OFFICER:

Name: Lisa Emmens

Job Title: Interim Parking Services Manager

Contact Number: 01903 737643

BACKGROUND DOCUMENTS:

Appendix 1 –Car Parking Tariff Options

Equalities Impact Assessment

[Council Vision 2022 - 2026](#)

[Off Street Parking Strategy 2021-2026](#)

[Carbon Neutral Strategy 2022-2030](#)

[Current ADC car park tariffs](#)

Appendix 1

Tariff Option A

Town Centre Car Parks

Proposed new fee	£1.00	£2.00	£3.00	£4.00	£8.00
Tariff	0 - 1 hrs	1 - 2 hrs	2-3 hrs	3-4 hrs	4 hrs plus
Regis Centre, Hothamton, Lyon Street, Manor House, Surrey Street, St Martins, Anchor Springs, Crown Yard and River Road					

Proposed new fee	£1.00	£2.50	£3.50	£7.00
Tariff	0 - 2 hrs	2 - 3 hrs	3 - 4 hrs	4 hrs plus
Fitzleet				

Proposed new fee	£1.00	£2.00	£4.00
Tariff	0 - 1 hrs	1 - 2 hrs	2 hrs plus
London Road			

Summer Seasonal Car Parks

Proposed new fee	£1.70	£2.50	£3.50	£9.00
Tariff	0 - 1 hrs	1-2 hrs	2-3 hrs	3 hours plus
Hotham Park				

Proposed new fee	£2.00	£4.00	£10.00	£12.00
Tariff	0 - 2 hrs	2-4 hrs	4 hours plus	4 Hours plus July & August
Mewsbrook				

Proposed new fee	£2.00	£4.00	£10.00	£12.00
Tariff	0 - 1 hrs	1-2 hrs	2 hours plus	2 hours plus July & August

East Green, Sea Road, The Wall, West Beach & Gloucester Road				
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Proposed new fee	£2.00	£4.00	£10.00
Tariff	0 - 1 hrs	1-4 hrs	4 hours plus
Culver Road, Banjo Road & Rock Gardens			

Proposed new fee	£2.00	£4.00	£10.00	£12.00
Tariff	0 - 1 hrs	1-3 hrs	3 hours plus	3 hours plus (July & August)
West Green				

Winter Seasonal Car Parks

Proposed new fee	£1.00	£2.00	£4.00
Tariff	0 - 1 hrs	1 - 2 hrs	2 hrs plus
Gloucester Road, Rock Gardens, Culver Road, East Green, West Green, Banjo Road, Mewsbrook, Sea Road, The Wall, West Beach & Hotham Park			

Permits

Proposed new price	£500	£440	£150	£200	£150	£110	£150.00	£200
Permit	7-Day Town Centre	5-Day Town Centre	7-Day Town centre Monthly	Seasonal Annual	Seasonal Summer	Seasonal Winter	Fitzleet	Crown Yard

Tariff Option B

Town Centre Car Parks

Proposed new fee	£1.50	£2.00	£3.50	£5.50	£8.00
Tariff	0 - 1 hrs	1 - 2 hrs	2-3 hrs	3-4 hrs	4 hrs plus
Regis Centre, Hothamton, Lyon Street, Manor House, Surrey Street, St Martins & Anchor Springs, Crown Yard and River Road					

Proposed new fee	£1.50	£2.50	£4.00	£7.00
Tariff	0 - 2 hrs	2 - 3 hrs	3 - 4 hrs	4 hrs plus
Fitzleet				

Proposed new fee	£1.20	£2.00	£5.00
Tariff	0 - 1 hrs	1 - 2 hrs	2 hrs plus
London Road			

Summer Seasonal Car Parks

Proposed new fee	£2.00	£3.50	£5.00	£10.00
Tariff	0 - 1 hrs	1-2 hrs	2-3 hrs	3 hours plus
Hotham Park				

Proposed new fee	£2.00	£4.00	£10.00	£12.00
Tariff	0 - 2 hrs	2-4 hrs	4 hours plus	4 Hours plus July & August
Mewsbrook		£3,244.50	£332.00	£268.00

Proposed new fee	£2.00	£3.50	£10.00	£12.00
Tariff	0 - 1 hrs	1-2 hrs	2 hours plus	2 hours plus July & August
East Green, Sea Road, The Wall, West Beach & Gloucester Road				

Proposed new fee	£2.00	£4.00	£10.00
Tariff	0 - 1 hrs	1-4 hrs	4 hours plus
Culver Road, Banjo Road & Rock Gardens			

Proposed new fee	£2.00	£4.00	£10.00	£12.00
Tariff	0 - 1 hrs	1-3 hrs	3 hours plus	3 hours plus (July & August)
West Green				

Winter Seasonal Car Parks

Proposed new fee	£1.20	£2.00	£4.00
Tariff	0 - 1 hrs	1 - 2 hrs	2 hrs plus
Gloucester Road, Rock Gardens, Culver Road, East Green, West Green, Banjo Road, Mewsbrook, Sea Road, The Wall, West Beach & Hotham Park			

Permits

Proposed new price	£500	£440	£150	£200	£150	£110	£150.00	£200
Permit	7-Day Town Centre	5-Day Town Centre	7-Day Town centre Monthly	Seasonal Annual	Seasonal Summer	Seasonal Winter	Fitzleet	Crown Yard

Tariff Option C

Town Centre Car Parks

Proposed new fee	£2.00	£2.50	£3.50	£5.00	£8.00
Tariff	0 - 1 hrs	1 - 2 hrs	2-3 hrs	3-4 hrs	4 hrs plus
Regis Centre, Hothamton, Lyon Street, Manor House, Surrey Street, St Martins, Anchor Springs, Crown Yard & River Road					

Proposed new fee	£1.50	£3.00	£5.00	£7.00
Tariff	0 - 2 hrs	2 - 3 hrs	3 - 4 hrs	4 hrs plus
Fitzleet				

Proposed new fee	£2.00	£2.50	£5.00
Tariff	0 - 1 hrs	1 - 2 hrs	2 hrs plus
London Road			

Summer Seasonal Car Parks

Proposed new fee	£2.50	£4.00	£6.00	£12.00
Tariff	0 - 1 hrs	1-2 hrs	2-3 hrs	3 hours plus
Hotham Park				

Proposed new fee	£2.50	£4.00	£10.00	£12.00
Tariff	0 - 2 hrs	2-4 hrs	4 hours plus	4 Hours plus July & August
Mewsbrook				

Proposed new fee	£2.50	£4.00	£10.00	£12.00
Tariff	0 - 1 hrs	1-2 hrs	2 hours plus	2 hours plus July & August
East Green, Sea Road, The Wall, West Beach & Gloucester Road				

Proposed new fee	£2.50	£4.00	£10.00
Tariff	0 - 1 hrs	1-4 hrs	4 hours plus
Culver Road, Banjo Road & Rock Gardens			

Proposed new fee	£2.50	£4.00	£10.00	£12.00
Tariff	0 - 1 hrs	1-3 hrs	3 hours plus	3 hours plus (July & August)
West Green				

Winter Seasonal Car Parks

Proposed new fee	£1.50	£2.50	£4.00
Tariff	0 - 1 hrs	1 - 2 hrs	2 hrs plus
Gloucester Road, Rock Gardens, Culver Road, East Green, West Green, Banjo Road, Mewsbrook, Sea Road, The Wall, West Beach & Hotham Park			

Permits

Proposed new price	£500	£440	£150	£200	£150	£110	£150.00	£200
Permit	7-Day Town Centre	5-Day Town Centre	7-Day Town centre Monthly	Seasonal Annual	Seasonal Summer	Seasonal Winter	Fitzleet	Crown Yard

EQUALITY IMPACT ASSESSMENT

Name of activity:	Variation (Increases) to Parking Charges			Date Completed:	10/1/2023			
Directorate / Division responsible for activity:	Technical Services			Lead Officer:	Nat Slade			
Existing Activity		yes	New / Proposed Activity		no	Changing / Updated Activity		yes

What are the aims / main purposes of the activity?

The proposal is to increase our off-street parking charges, to continue to support the needs of businesses, workers, shoppers, commuters, and visitors, whilst optimising yield from parking in 23/24 in line with the corporate charging principles

What are the main actions and processes involved?

To increase off street parking charges within the District

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

The main stakeholders are users of our Car Parks. This includes residents and people who work within the district. The car parks support significant volumes of visitors to the area, particularly during summer season and school holidays.

Local business rely upon availability of car parking spaces for their customers and staff.

The Council's car parks help facilitate events run by a variety of organisers including Town and Parish Councils.

All our car park customers will benefit from an adequately resourced parking service with well-maintained car parks and modern, convenient ways of transacting business.

Disabled users of our Car Parks who display a blue badge benefit from free all-day parking in all of our car parks in any space.

Users of certain town Center car parks in Littlehampton are able to park for 2 hours free of charge when displaying a Littlehampton Disc. Users of certain town center car parks can also obtain a disc from Bognor Regis Business Improvement District which allows 2-hour free parking for a year for a modest annual fee.

Have you already consulted on / researched the activity?

Consultation has not been undertaken as part of the process of preparing this report for decision. The proposed changes are allowed under of a Notice of Variation under Section 35C of the Road Traffic Regulation Act 1984 and Regulation 25 of the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. If Committee agree to these changes, we are required to advertise these changes in the press for 21 days.

Bench marking has been completed comparing other district councils' charges

An external consultation was undertaken with Arundel & Downland Community Trust regarding their charging structure.

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	
Disability (people with physical / sensory impairment or mental disability)	No	<p>Whilst there is no direct impact based on disability. All users of our car parks will see an increase in charges. This may have an impact on those who are economically disadvantaged.</p> <p>All car park users continue to have access to 2 hours free parking for certain town centre car parks in Bognor and Littlehampton</p> <p>Holders of blue badges can continue to park for free all day in all our off street car parks, in any car parking space.</p> <p>There will continue to be an option to purchase town centre and seasonal permits. All users of these permits will benefit for any length of stay in town centres or seasonal car park at a considerable reduced rate</p>
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	
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	<p>Whilst there is no intended impact based on socio economically disadvantaged people- all who use our off-street parking will see an increase in charges. This could have an impact on those who are economically disadvantaged. However, the costs of parking stays equate only to a small percentage of the annual costs of running a motor vehicle and therefore the impact is small. All Car Park users will still be able to park for 2 hours free in some town centre car parks in Littlehampton & Bognor Regis.</p> <p>There will continue to be an option to purchase town centre and seasonal permits. All users of these permits will benefit for any length of stay in town centres or seasonal car park at a considerable reduced rate</p>

What evidence has been used to assess the likely impacts?

The Government published information in December 2022 advising the cost of living has been increasing across the UK since early 2021. Higher inflation affects the affordability of goods and services for households. The Government Office of Budget expects the real post tax household income to fall in 2022/23

Decision following initial assessment

Continue with existing or introduce new / planned activity	Yes	Amend activity based on identified actions	No
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Action Plan			
Impact identified	Action required	Lead Officer	Deadline
Yes	To minimise the risk of having a socio-economic impact, the proposal is to continue to provide 2-hour free parking in certain town center car parks in Bognor and Littlehampton for a modest administrative fee where relevant. The Council also offers free parking in certain outlying car parks. The Council will continue to offer annual/monthly permits at a reduced rate, which provides 24-hour parking in town center car parks along with an option to purchase seasonal permits.		

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:	17/01/2023
Signed by Person Completing:	Lisa Emmens Interim Parking Services Manager

Arun District Council

REPORT TO:	Environment Committee - 31 January 2023
SUBJECT:	Empty Homes Strategy 2023 – 2028
LEAD OFFICER:	Karl Roberts – Director of Growth Nat Slade – Group Head of Technical Services
LEAD MEMBER:	Councillor David Edwards
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: <p>The Empty Homes Strategy supports the Council Vision priority of delivering the right homes in the right places. The Vision document states that one of the ways which the Council will do so is to continue to bring empty homes back into use for the benefit of the community.</p>	
DIRECTORATE POLICY CONTEXT: <p>The Directorate has an existing strategy which was adopted in 2018 for a period of 5 years and is therefore due for renewal in 2023. It is good practice to have a strategy in place with clear aims and objectives to help support the empty homes work and enforcement.</p>	
FINANCIAL SUMMARY: <p>Capital funding was allocated in 2014 to offer financial assistance to empty property owners in the form of grants and loans, and to also assist with enforcement work. Action is taken to ensure monies are either recycled, in terms of the loans and enforcement action is recharged and paid back. However, with increased enforcement activity and the length of time it can take in certain circumstances for the Council to recoup their money there is the potential for funds to be decreased and limit activity in this area. Revenue budget is provided for a fulltime officer. Since June 2022 following Environment Committee recommendation, budget has been provided for an additional part time Technical Support Assistant resource to increase capacity to deliver this function.</p>	

1. PURPOSE OF REPORT

- 1.1. The current Empty Homes Strategy expires in 2023 and therefore requires revision and update, the purpose of this report is to review the previous strategy and performance and to seek members approval to adopt a new 5 year strategy for 2023 – 2028.

2. RECOMMENDATIONS

- 1.2. That committee adopt the Empty Homes Strategy 2023 – 2028.

2. EXECUTIVE SUMMARY

- 2.1. The Council is committed to playing its full part in the national campaign to bring empty homes back into use and has had an empty homes strategy for the past 10 years the latest one being 2018 – 2023. The strategy details the aims and objectives of addressing long term empty homes in the district.
- 2.2. The strategy has been updated and it details the positive work that has been achieved since 2018 and outlines a revised plan for the next 5 years to tackle empty homes across all tenures within the Arun district. This report therefore recommends the adoption of the new Empty Homes Strategy 2023 – 2028 which is appended to the report.

3. DETAIL

- 3.1. Empty homes represent a wasted resource and can have a negative impact on local communities. Long term empty homes can:
 - Attract crime, vandalism and anti-social behaviour
 - Become a public health hazard and magnet to vermin as well as look unsightly and pose a potential danger to the community including children
 - Detract from the neighbourhood amenity
 - Reduce the value of adjacent properties
 - Cost the community for visits and action by Police and the Council's Private Sector Housing and Public Health Team as well as the loss of Council Tax revenue.
- 3.2. Arun District Council is committed to playing its full part in the national campaign to bring empty residential properties back into use. Since 2006 the Council has had a part time resource in an Empty Homes Officer and from April 2017 this position was made full time. In addition a part time resource was also made available in 2022 for a Technical Support Assistant to work alongside the Empty Homes Officer.
- 3.3. There has been an empty homes strategy in place since 2012, therefore this will be the third edition and details the aims and objectives of addressing long term empty residential properties in the district.
- 3.4. As of November 2022 Council Tax records showed 556 homes as empty for over 6months within the Arun area. The Empty Homes Officer works closely with the Council's Revenues Team and receives monthly reports that identifies empty properties in the district.
- 3.5. Each empty property is different and there are many reasons why they become empty. These reasons can be sensitive and it is important to be understanding of different situations. Therefore the empty homes strategy has three key steps:
 - Engage – engage in methods of identifying properties
 - Encourage – encourage owners of empty properties to bring them back into use

- Enforce – enforcement action will be used in appropriate circumstances to target long term empty properties if owners fail to co-operate.

- 3.6. The updated strategy identifies the positive work and achievement during the second strategy period 2018 – 2023 and details the plan and approach for the next five years to tackle the issue of empty homes across the district.
- 3.7. Summarised below are some achievements over the last strategy period 2018–2023 and changes that have been adopted and implemented for the coming Strategy.

Achievements and Performance 2018-2023

- 3.8. The table below shows the number of empty homes which have been brought back into use through direct intervention by the Empty Homes Officer.

Year	Target	Actual
2018/2019	30	82
2019/2020	30	67
2020/2021	30	76
2021/2022	50	141

- 3.9. The informal engagement and encouragement can be effective in a number of cases, however, often the Empty Homes Officer has to resort to enforcement to ensure that the property is brought back into use. This can involve a range of formal enforcement notices requiring repair and renovation works to be completed by the owner in a specified timescale or requiring works to deal with public health issues such as clearing gardens and/or properties of waste and tackling rodent infestations. Often failure to comply with such a notice provides the Council with a legal right to carry out the works in default and to recover the cost.
- 3.10. Over the past 5 years works in default have been carried out on 17 properties. Various pieces of legislation have been utilised to deal with a range of issues, for example, garden clearances to address potential vermin infestations, securing of premises where unauthorised entry is being made and there is a risk to public safety, internal refurbishments where improvement notices have not been complied with. In all cases, the works in default have either facilitated the property being sold or reoccupied.
- 3.11. The funding from the Empty Property Assistance Programme is used to support the Council undertaking enforcement action including works in default. Any money the Council spends undertaking works in default is recovered by charging the owner of the property for the remedial works. The Council is also able to charge the owner for officer time incurred coordinating the remedial works.

- 3.12. The Council can enter a local land charge onto the Council's Local Land Charges Register if payment is not received. The charge enables the Council to implement the Enforced Sale Procedure should the debt remain unpaid for a specified period despite demands or notices being issued.
- 3.13. The Council has the power of sale of the property, conferred by the Charge, and is therefore able to sell the property using its statutory power of sale. It is the same power that a bank or building society would rely upon to sell a house, when the owner has defaulted on the mortgage. The Council receives the sale proceeds on completion of the sale and is then able to deduct monies to pay for the works in default and the associated costs of the sale. During 2018 – 2023, 2 enforced sales were completed, recovering in total £28,170.87.
- 3.14. For the first time in 2018 the Council used powers under the Housing Act 1985 and 2004 to serve demolition orders, 3 have been served to date, the outcomes of which were:
- The owners of the property complied with the order and undertook the demolition works themselves
 - The property was sold via auction and the new owner has undertaken significant renovation and refurbishment to a high standard.
 - The demolition order was unsuccessfully appealed and has now become operative. If the owners do not undertake the necessary works within the given timeframe the property must be demolished. Should the owners fail to complete the works, the Council shall have the ability to conduct the demolition as works in default and charge the owner for the cost of those works.
 -
- 3.15. Demolition orders remain available under Part 9 of the 1985 Act as amended. They are a possible response to serious hazards that are identified in a property where this is the appropriate course of action. In deciding whether to make a demolition order the Council will:
- take into account the availability of local accommodation for rehousing any occupants;
 - take into account the demand for, and sustainability of, the accommodation if the hazard was remedied;
 - consider the prospective use of the cleared site;
 - consider the local environment, the suitability of the area for continued residential occupation and the impact of a cleared site on the appearance and character of the neighbourhood.
- 3.16. Whilst this course of action removes a residential property from the private sector housing stock, and therefore these decisions are not taken lightly, it does deal with and remove an empty property and in turn generally provides for a more viable plot of land and development opportunity either for the owner or a prospective buyer.

- 3.17. Since 2018 the Council has received 10 appeals, via the First Tier (Property) Tribunal from property owners regarding Housing Act 2004 Improvement Notices and also Housing Act 1985 Demolition Orders that have been served. In all but one case, the Tribunal found in favour of the Council and upheld the notices, thus supporting the work and enforcement approach that the Council has taken in regard to empty homes.
- 3.18. It should be noted that any appeal requires considerable time to prepare and therefore impacts on the time available to the Empty Homes Officer to engage with owners of other empty properties. However, learning from these experiences some work has been undertaken to review our enforcement processes and decision making to help ensure appeals are less likely or where they do occur, they take less time to deal with.
- 3.19. Another enforcement option available is one of compulsory purchase. This is considered a last resort and would mean that the Council becomes the legal owner of the property before then selling it on the open market. Such action was undertaken in 2014 in respect of a property in Bognor Regis and in January 2019 the compensation funds were credited to the nominated account and the process finalised, illustrating that enforcement cases can be very complex and time consuming.
- 3.20. The success of the work being achieved in regard to empty properties has been recognised by the Empty Homes Officer obtaining three awards for National Empty Homes Conference Practitioner of the Year 2019, National Empty Home Network – Meeting the Challenge Award 2021, National Empty Homes Network – Best Before and After Property Photographs 2022.

Changes to the Strategy for 2023 – 2028

Empty Property Assistance Program

- 3.21. The Housing and Customer Services Working Group on 3 July 2014 recommended to Cabinet that the Empty Property Assistance Programme was set up to help provide grants and loans to owners of empty properties to bring them up to decent home standard and back into occupation. £200,000 was approved for the provision of loans which would be directly paid back and a supplementary estimate of £100,000 was agreed to support the grants and enforcement work.
- 3.22. Property owners can apply for assistance which can be in the form of a grant which will be up to a maximum of £5,000 or an interest free loan which is up to £10,000 and paid back on a monthly basis over an agreed term.
- 3.23. In exchange for a grant or loan the Council would have nomination rights for a five-year period. The property owner is also required to join the Arun and Chichester Landlord Accreditation Scheme and meet these standards.
- 3.24. The grants and loans are registered with the Land Registry as a charge on the property and become payable if the property is sold or there is a change of tenure within 5 years.

- 3.25. There has been limited take up of this funding, unfortunately because of the misconceptions perceived by property owners regarding potential tenants nominated by the Council. Therefore, a review has been undertaken to make the scheme more attractive and thereby increasing the number of empty properties brought back into use.
- 3.26. Kent County Council are very active in the empty homes field and have a multimillion pound “No Use Empty Scheme” and using delegated authority provided by the Environment Committee on 17 November 2021 the Group Head for Technical Services has agreed an expansion to the criteria for financial assistance to empty homeowners to renovate their properties to sell.
- 3.27. It is anticipated that the adoption of the same practice by Arun District Council will increase the likelihood of a positive outcome for all parties and prevent any potential enforcement action.
- 3.28. The Council's interest will be protected by the registration of a local land charge. This is the usual practice currently operated under the existing scheme. Once the property is sold a proportion of the sale proceeds are paid back to the council to redeem the charge.

Council Tax Charges

- 3.29. On 30 September 2021 a report was presented to the Residential and Wellbeing Committee regarding Council Tax and empty homes discount. The recommendation to increase the premium on long term empty properties was approved by Full Council and took effect from 01 April 2022. These increases are detailed within the revised strategy and provide another tool for the Empty Homes Officer to encourage empty homeowners to bring their properties back into use.

Review of Procedures

- 3.30. A review has taken place of the processes and procedures for empty homes work and the mail out timings have been changed to target those properties that are 12+months empty with an aim of targeting the longer-term empty homes rather than the ones that are going through protracted sales, probate or refurbishment.

Staffing

- 3.31. Since 2017 the Council has had a full time Empty Homes Officer, and resources were made available and in June 2022 a part time Technical Support Assistant was recruited.
- 3.32. This additional resource will enable further work in the form of:
- Publicise the work of the Empty Homes Officer through press articles, Arun Times and social media to help promote the success stories but also to raise awareness of how the Council can assist.

- Partnership working could be developed with agencies such as Turning Tides, YMCA and other charitable housing organisations to partner and match fund mutually beneficial projects.
- Set up quarterly inter departmental meetings to assist with transparency and communication across the Council, to include discussion on long term empty properties to ensure a corporate approach and joint working.
- Streamline enforcement and works in default processes by procuring a five-year contract for a local business to undertake small works following non-compliance with legal notices. Currently the Empty Homes Officer has to obtain a number of quotes to show value for money which is time consuming.

Summary

- 3.33. The Empty Homes function has shown successful activity over the past two successive strategies spanning 10 years, but this continues to be an evolving and important area of work in bringing much needed empty homes back into use. Therefore, members are requested to support the adoption of the Empty Homes Strategy 2023 -2028.

4. CONSULTATION

- 4.1. Internal consultation only with relevant Council departments.

5. OPTIONS / ALTERNATIVES CONSIDERED

- 5.1. It is not a legal requirement for the Council to have an empty homes strategy, however, the strategy provides a framework setting out clearly what the objectives are in this area of work and how we will deliver them.

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

- 6.1. No comment.

7. RISK ASSESSMENT CONSIDERATIONS

- 7.1. New Homes Bonus - In early 2021, a consultation was published by central government on the future of the New Homes Bonus to seek views from the sector on a range of issues from how effective the current scheme had been, to potential changes in calculations of payments to focus the Bonus where homes are needed most. The consultation for the New Homes Bonus closed in April 2021 and Ministers are now considering the responses. As of late 2022 no further details or proposal have been published as part of the upcoming provisional Local Government Finance Settlement. In previous years (2014-2020) The Empty Property Officer bought in an income, from the

New Homes Bonus, of around £1 million pounds. The future of New Homes Bonus remains unclear.

- 7.2. Financial Assistance – If there is a significant take up of the grants and loans offered by the Council there is a risk that this money could be exhausted.
- 7.3. Enforcement Action – Decisions in respect of appeals to the First Tier (Property) Tribunal against the Council's enforcement action could be found in favour of the homeowner, restricting the course of action that could be taken to bring the property back into use. Recovery of debts via enforced sale procedures could be unsuccessful, leaving the Council with the unpaid debt and potentially an empty home not brought back into use.

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

8.1. Section 87 of the Local Government Act 2003 imposes a statutory obligation on local authorities to adopt a Housing Strategy. Section 1 of the Homelessness Act 2002 imposes a statutory obligation on local authorities to adopt a Homelessness Strategy. The current Arun District Council Housing and Homelessness Strategy 2019-2021 (as extended) contains four main objectives:

- a) Increase housing supply
- b) Prevent and Relieve Homelessness
- c) Improve housing conditions across all tenures
- d) Create sustainable communities to meet the needs of all residents

8.2. The Empty Homes Strategy describes the Council's commitment to continuing to work with owners of empty properties to bring them back into residential use and will enable the Council to achieve the objectives within the Housing and Homelessness Strategy.

9. HUMAN RESOURCES IMPACT

- 9.1. Within the establishment budget there is funding for a full time Empty Homes Officer and part time Technical Support Assistance for Empty Homes, the report does not recommend changing this resource allocation.

10. HEALTH & SAFETY IMPACT

- 10.1. Identifying empty properties early and bringing them back into use has many positive impacts related to health and health and safety of the community, Arun District Council staff and any contractors that are involved. Tackling the issues as early as possible will reduce the extent of any dilapidation and any accumulations of waste and pests and the risks presented in dealing with them. Improved engagement should result in any health and safety concerns being more easily brought to the attention of those responsible. Improve

communications with neighbouring properties when they see the councils involvement on what the council is doing will improve their wellbeing.

- 10.2. During inspections of empty properties and when completing works in default where Arun District Council staff or contractors are engaged to work on premises we will plan, monitor and control their work for the safety of everyone who could be affected by their activities. This may include the risks presented by asbestos, legionella, noise, vibration, confined spaces and lone working.

11.PROPERTY & ESTATES IMPACT

- 11.1. Although the general fund property portfolio has relatively few residential units to which this strategy would apply, there has been a case in the past which required intervention by the Empty Homes Officer.
- 11.2. The Property, Estates, and Facilities service is in support of the recommendation for committee to adopt the Empty Homes Strategy 2023 – 2028.

12.EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 12.1. An Equality Impact Assessment has been completed and the strategy does not affect disproportionately one or more of the nine characteristics outlined in the Equality Act 2010.

13.CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

- 13.1. Bringing empty properties back into use has a positive impact on the environment and local community.

14.CRIME AND DISORDER REDUCTION IMPACT

- 14.1. Empty properties can be a source of vandalism and anti-social behaviour, therefore bringing them back into use reduces potential crime and disorder within a neighbourhood.

15.HUMAN RIGHTS IMPACT

- 15.1. Enforcement action will be taken in accordance with the adopted enforcement policy for Environmental Health, Private Sector Housing, Licensing and Cleansing. This policy sets out the principles of enforcement ensuring proportionality, consistency, openness and helpfulness, transparency and targeting. This would therefore take account of and assess any potential human rights impact that the proposed enforcement action may have.

16.FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

16.1. None

CONTACT OFFICER:

Name: Louise Crane

Job Title: Principal Environmental Health Officer

Contact Number:01903 737669

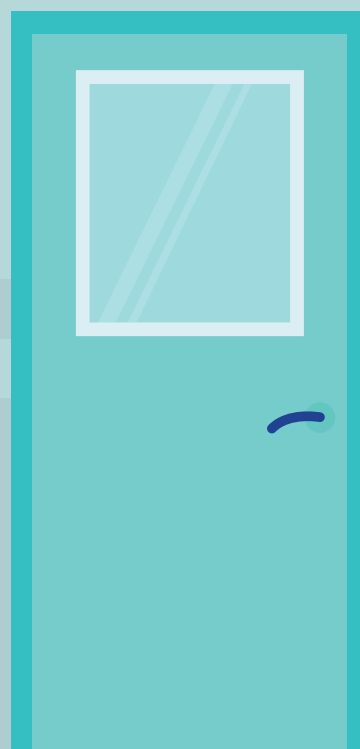
BACKGROUND DOCUMENTS:

Empty Homes Strategy 2023 -2028

Equalities Impact Assessment

Empty Homes Strategy

2023-2028



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Introduction

Arun District Council presents their third Empty Homes Strategy. This will review the positive work that has been achieved since our first and second strategy (2012-2017&2018-2023). It also outlines the work we will continue to do to address the problem with long term empty properties within our district.

This Empty Homes Strategy provides a revised plan for the next five years and what we are consistently doing to tackle the problem with empty homes within the area. The document demonstrates our corporate approach and commitment in dealing with long-term empty homes and ensures we and other departments within the council are working together in bringing these much-needed properties back into use.

As of October 2021 there were 385 properties compared to October 2017 when there were 408 in our district that were unoccupied and unfurnished. This figure does not include second homes, holiday homes, homes where the owner is receiving care elsewhere or homes where the owner has passed away. In line with central government guidelines the intention is for the council to work with **all** empty homeowners to bring their properties back into use. To start with, our focus is on the properties that are unoccupied and unfurnished as these are a wasted resource that could provide much-needed homes for local people.

Why do we need an Empty Homes Strategy?

The Arun district comprises of three towns, Arundel, Bognor Regis and Littlehampton all of which are popular places to live and work. As of August 2022 our records show there are 77,049 residential properties with a population of 164,800 (2021 census). Empty homes within any area of the country represent a wasted resource especially in the current climate where housing needs are critical and properties are built to be lived in and used as a home for individuals or larger families.

The Housing Options Team has a current register of 1465 families (September 2022) in need of council housing, compared to 1357 families (March 2017). The number of long-term empty homes in the district equates to a third of the number of families on the housing register. Reusing empty properties, flats over shops or derelict units also increases the housing supply and improves neighbourhoods.

If properties are allowed to remain unused and neglected, they can begin to cause issues within the community including:

- attracting anti-social behaviour, vandalism and arson
- fly tipping , accumulations of waste and pests
- adverse possession - when a person who does not have the legal title to land (or property) and occupies the land without the permission of the legal owner
- causing damage to neighbouring properties
- being an eyesore
- a cost to the council in lost council tax revenue
- wasted resource of a capital or rental income

This strategy sets out how Arun District Council will continue to work with empty home owners in order to bring their home back into habitable use and continue to reduce empty homes as a wasted resource on the district.

Before



After works completed by the property owner



What is an 'empty home'?

In Arun an empty home refers to non-Arun District Council owned residential properties that have remained unoccupied for at least six months. Empty home owners will continue to pay Council Tax at the normal rate, unless a Council Tax exemption applies.

As of April 2022 the council exercised the power afforded to them, under The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings charged) Act 2018, to introduce a premium on homes left empty as shown in the table below:

Length of time residential property has been 'empty'	Council Tax additional premium
Empty for up to 2 years	0% (you will pay normal council tax charges)
Empty for between 2 and 5 years	100%
Empty for between 5 and 10 years	200%
Empty for over 10 years	300%

Information regarding empty home owners council tax is provided to the dedicated full time Empty Homes Officer by the Revenues Team. Permissions were introduced in the Local Government Act 2003 to enable Council Tax data to be used for the sole purpose of bringing empty properties back into use. **It is important Council Tax records are up to date as a home may be recorded as empty following refurbishments, sales, probate etc. when it is actually occupied.**

Empty homes are not always easy to identify, a rundown property with an overgrown garden may appear empty but is actually someone's home. On the flip side a well-kept, tidy property could have been vacant for several years. The property needs to be unfurnished and not lived in, therefore someone's second/holiday home is not classed as an empty home.

What are we trying to achieve?

- our aim is trying to reduce the number of homes on the district that are empty for more than six months
- improve the existing built environment by bringing derelict land and buildings that are uninhabitable back to occupied use
- returning unoccupied residential properties to use
- improvement and re-occupation of 'problem' long term empty properties
- by using existing empty homes on the district by bringing them back into habitable use in order to help reduce the need for potential greenfield developments
- contribute towards the district's stock of good quality affordable housing

How will it be achieved?

- since 2017 Arun District Council has had a full time Empty Homes Officer and a part-time Technical Support Officer was appointed in 2022 both are dedicated to Empty homes work. They liaise with the Revenues Team on a monthly basis to obtain a database of empty homes and their owners
- monthly mailshots to all empty home owners within the district to ensure records are up to date with the most current information
- to encourage empty home owners to engage with the local authority who will provide advice, guidance and financial assistance regarding ways to bring the property back into use
- carrying out inspections to ensure properties are free from category one hazards as assessed under the Housing Health and Safety Rating System
- consistently working with long term empty property owners to encourage their engagement with the council to bring their property back into use
- where informal action has been unsuccessful then a range of enforcement action maybe taken to facilitate re-occupation of the properties

Why are there empty homes?

There are various reasons why properties become empty. Understanding these reasons allows for a range of different approaches to be adopted to tackle the problem. Some of these reasons or causes include:

- abandonment, sometimes due to age, or ill-health of owners or family disagreements
- property inherited – owner lacks knowledge or inclination to deal with the property
- property unfurnished and involved in a protracted probate case
- owners unaware of options to bring property back into use
- owner may not be in a position to finance refurbishment or repair costs
- speculative purchase by an owner who lacks funds to redevelop and/or skills and knowledge to manage the project
- properties abandoned by the owner-occupiers or repossessed by finance institutions
- empty residential property above shops – unsuitable means of access, security problems for the business property, reluctant freeholders or lease restrictions
- properties bought for the purpose of site assembly and left empty pending refurbishment or redevelopment
- owner just wants to have an empty home

The council will use existing information held on empty homes. The council may use other means to identify potential empty homes via information from the electoral register so these can also be bought back into use under the strategy.

An empty homes database has been maintained by the Empty Homes Officer since 2014 and includes details of properties which have been identified as empty for six months or more as well as the long-term empty properties which are prioritised and targeted by the council to return them to use.

The Empty Homes Officer will ensure that the empty homes database is maintained and updated on a weekly basis with any relevant/new information received being passed to the relevant team to ensure transparency throughout the council.

How many empty homes are there?

The first table below gives an idea of some of the reasons why homes are empty and the number of these that are recorded within Arun as of August 2022.

A number of the categories are excluded from the empty homes remit as they still remain someone's primary residence i.e. the empty home owner is in hospital, prison or receiving care elsewhere, however if a member of the public is concerned about a property – report it via the [online form here](#) and it can be looked into.

Primary focus for the next five years will be on any home that has been recorded as unoccupied and unfurnished for 12 months or more.

An idea of empty home figures on the district can be seen in the second table below.

Reason for being unoccupied	Number of homes
Second homes or holiday homes (furnished)	1665
Unoccupied and unfurnished for 12-24 months	254
Unoccupied and unfurnished for 2-5 years	87
Unoccupied and unfurnished for 5-10 years	18
Unoccupied and unfurnished for 10+ years	5
Information provided by council tax records 2022	

The table to the right shows the empty homes figures for the financial years of 2017/2018 to 2020/2021.

Year	Number of empty homes in Arun
2017/2018	398
2018/2019	426
2019/2020	540
2020/2021	385

Our approach

Engage

The starting point for us is to 'engage' with the empty home owner and where possible talk to them directly. A meeting is sometimes more helpful to an empty home owner as it's a more personal approach, however this is not always possible. We aim to offer helpful information to homeowners which explains how the owner can bring their property back into use.

Each empty home is different and there are many reasons why they become empty. These reasons can be sensitive and it is important to understand all different circumstances. However, it is also important to be committed to the principles of our strategy and recognise that to the community an empty home is a wasted resource or annoyance.

Owners of empty homes should be aware that while the council would prefer to work with them amicably, and on an informal basis, more formal enforcement action may be taken. Under the Housing Act 2004 the Council is required to keep housing conditions within their area under review and if a Category 1 hazard under the Housing Health and Safety Rating System is identified the Council is under a duty to act. The Council must discharge its statutory duties.

Encourage

Every empty home that is brought back into use effectively increases the housing supply in the area and provides a home for somebody. The council offers advice on ways to bring empty homes back into use which can be viewed via the Empty Homes page on Arun District Council's website www.arun.gov.uk/empty-properties. Ultimately if homeowners are engaging, provide reasonable timeframes, are transparent and not

avoiding officers or work needed, then bringing the home back into use can be monitored rather than enforced.

When empty home owners are struggling financially to bring their home back into use the council has secured funding for different types of financial assistance. This can be in the form of a non-repayable loan, an interest free loan or a loan to sell, more information on the financial packages Arun District Council offer can be found on the website www.arun.gov.uk/empty-properties

More information on renting your home can be found through our website www.arun.gov.uk/empty-properties

Rent your property to students, more information on this can be obtained by emailing Chichester University direct at privatesector@chi.ac.uk

As part of the conditions of the financial assistance the empty home owner will be required to join the Arun and Chichester Landlord Accreditation Scheme which is run by Chichester University. More information can be found on the website www.arun.gov.uk/landlord-accreditation-scheme

The YMCA also offer funding to refurbish empty homes in return for a set leasing scheme, with guaranteed rents, Arun District Council may also be able to contribute financially towards this. More information can be obtained on the website www.arun.gov.uk/empty-properties

Properties that have been empty for two years or more can benefit from a VAT reduction to 5% and in some cases there is zero VAT charged for carrying out works to bring it back into use. More

Our approach (continued)

information can be accessed at [Buildings and construction \(VAT Notice 708\) - GOV.UK \(www.gov.uk\)](#)

Empty home owners may also find reliable trades people through

www.buywithconfidence.gov.uk

www.checkatrade.com or

www.mybuilder.com

A letter confirming how long the property has been empty for can also be provided by your Empty Homes Officer by emailing empty.homes@arun.gov.uk

Enforce

Enforcement action undertaken in relation to empty homes is designed to ensure the reoccupation and/or refurbishment of an empty home. This will include the service of enforcement notices under a range of legislation available to the council to bring the empty home and associated land back into occupied use.

Enforcement action will be taken where a residential home has been empty for more than one year, or earlier if deemed appropriate. Action can also be taken if a home is causing nuisance, is dangerous or seriously dilapidated. It will also be taken when it is considered that the home will not be bought back into use unless enforcement action is used, and on empty homes where the owner hasn't co-operated with us. Local authorities have a number of ways to enforce which can be used when insufficient progress is made by the owner, or the owner does not engage.

Enforcement powers are available to the Empty Homes Officer to address any immediate risks posed by a problem property, to improve an empty home's appearance or to secure an empty home. If the owner does not take the action needed to remedy the problem, then the local authority may carry out work in default. If remedial works in default become necessary, the cost of the works and any other associated costs incurred by the Council will become a debt owed to the Council. If the debt remains unpaid the Council will enter a local land charge on the Council's Local Land Charges Register.

The Council has statutory powers to enforce the sale of a property where debts are owing to the Council, and a local land charge has been entered on the Council's Local Land Charges Register.

Enforcement Powers

The Council has a number of enforcement powers that it can utilise to deal with empty homes. These include but are not limited to:

1. Improvement Notices (Housing Act 2004)
2. Demolition Orders (Housing Act 1985)
3. Prevention of Damage by Pests Notices (Prevention of Damage by Pests Act 1949)
4. Compulsory Purchase Orders (Housing Act 1985)
5. Empty Dwelling Management Order (Housing Act 2004)

Target for Arun

We will continue to focus on all empty homes within the district with our target increasing from 17 in 2014 to 30 in 2018 to 50 from 2022. This reflects the number of empty homes bought back into use each year through direct intervention of the Empty Homes Officer.

Year	Target	Actual
2018/2019	30	82
2019/2020	30	67
2020/2021	30	76
2021/2022	50	141

The table (right) shows the number of Empty Homes which have been brought back into use through direct intervention by Arun District Council in the last 5 years.

Promoting the strategy

The Empty Homes Strategy will be publicised locally and on the council website to promote awareness.

The general public is encouraged to advise the council of empty homes of which they are aware and property owners are encouraged to make their unused home available.

An e-form was launched on the council website in 2012 which enables members of the public to [‘Report an Empty home’](#) to the council.



Arun’s empty homes activity will help to focus upon the specialist work to deal with problem cases; particularly where there is no other party with the legal power to deal with a problem empty home or where a homeowner refuses to co-operate.

Empty homes – a wasted resource.

EQUALITY IMPACT ASSESSMENT

Name of activity:	Empty Homes Strategy 2023 - 2028	Date Completed:	29 November 2022
Directorate / Division responsible for activity:	Growth/Technical Services	Lead Officer:	Nat Slade
Existing Activity	Y	New / Proposed Activity	N
		Changing / Updated Activity	Y

What are the aims / main purposes of the activity?

- To reduce the number of homes on the district that are empty for more than 6 months
- To improve the existing built environment by bringing derelict land and buildings that are uninhabitable back into use
- To return un-occupied residential properties to use
- Improvement and re-occupation of “problem” long term empty properties
- To contribute towards the district’s stock of good quality affordable housing.

What are the main actions and processes involved?

Proactively and reactively investigating long term (6month or more) empty properties, to bring them back into use by informal means, offer of financial assistance or through enforcement action. A review of this activity is proposed to assist with bringing more empty properties back into use.

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

Internal stakeholders – Private Sector Housing Team, Revenues & Benefits Team, Legal, Planning and Housing, to help identify empty homes, locate owners, provide support and assistance to owners, support enforcement action. The grants and loans also support owners to let their properties with the Council having nomination rights. Thereby assisting with homelessness prevention households from the housing register and or at risk from homelessness can be supported into a new home.

External Partners – Letting/estate agents, developers, local charitable housing organisations, helping to ensure empty homes are renovated and let or sold. Registered housing providers looking for property to return to use as affordable housing or buildings to acquire for specialist accommodation.

Empty Home Owners – The Strategy details the support available to assist with bringing homes back into use or the enforcement action that can be taken if owners do not take action.

Arun District Council Residents – The Strategy deals with tools and ways that the Council will tackle long term empty properties that could be affecting residents and also how they can repot empty homes.

Have you already consulted on / researched the activity?

The Council have had an Empty Homes Officer for a number of years therefore activity in this area is based upon experience as well as researching good practice from other local authorities and playing an active role in the National Empty Homes Network.

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

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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)	Yes	Positive – The activity applies across all age groups, but young people may lack access to social housing and unable to afford to buy or rent in the private sector. Increasing supply and property types helps young people access the housing market. Older people may go into care without making adequate provision for their existing home, or relatives may find the situation difficult to deal with. The Strategy aims to raise awareness of options available.
Disability (people with physical / sensory impairment or mental disability)	Yes	Positive – Support can be offered to those with a disability or whose health has deteriorated to overcome difficulties in selling empty property in order to move forward.
Gender reassignment (the process of transitioning from one gender to another.)	No	No specific impacts, a person's gender reassignment, will not affect support offered or enforcement programmes but returning empty homes to use offers housing choice to those living or wishing to live in Arun.
Marriage & civil partnership (Marriage is defined as a 'union between a man and a woman'. Civil	Yes	Positive – Often properties can become left empty due to a marriage breakup, therefore the strategy offers support and assistance that is available to sell or bring the property back into

partnerships are legally recognized for same-sex couples)		use.
Pregnancy & maternity (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	No	No specific impacts, a person's pregnancy or maternity, will not affect support offered or enforcement programmes but returning empty homes to use offers housing choice to those living or wishing to live in Arun.
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	No	No specific impacts, a person's race, will not affect support offered or enforcement programmes but returning empty homes to use offers housing choice to those living or wishing to live in Arun.
Religion & belief (religious faith or other group with a recognised belief system)	No	No specific impacts, a person's religion or belief, will not affect support offered or enforcement programmes but returning empty homes to use offers housing choice to those living or wishing to live in Arun.
Sex (male / female)	No	No specific impacts, a person's sex, will not affect support offered or enforcement programmes but returning empty homes to use offers housing choice to those living or wishing to live in Arun.
Sexual orientation (lesbian, gay, bisexual, heterosexual)	No	No specific impacts, a person's sexual orientation, will not affect support offered or enforcement programmes but returning empty homes to use offers housing choice to those living or wishing to live in Arun.
Whilst Socio economic disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	No	No specific impacts, a person's socio economic status, will not affect support offered or enforcement programmes but returning empty homes to use offers housing choice to those living or wishing to live in Arun.

What evidence has been used to assess the likely impacts?

Experience of delivering this activity and researching good practise from other local authorities.

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

Action Plan			
Impact identified	Action required	Lead Officer	Deadline

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

Date EIA completed:	29/11/22
Signed by Person Completing:	Louise Crane

Arun District Council

REPORT TO:	Environment Committee – 31 January 2023
SUBJECT:	Parks and Greenspaces Strategy (PGS) - Scoping Report
LEAD OFFICER:	James Jones-McFarland, Parks & Cemeteries Manager / Oliver Handson, Environmental Services & Strategy Manager
LEAD MEMBER:	Councillor David Edwards
WARDS:	All
<p>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</p> <p>The Parks and Greenspaces Strategy (PGS) shall focus on and set out how it will contribute towards the delivery of a number of the overall aims identified in three themes of the new Council Vision for the period 2022-2026;</p> <ul style="list-style-type: none"> • Improving the wellbeing of Arun <ul style="list-style-type: none"> ➤ Improve our parks and greenspaces by providing infrastructure that supports wellbeing • Supporting the environment to support us <ul style="list-style-type: none"> ➤ To consider climate change, sustainability, biodiversity, and the environment in the management and maintenance of parks and greenspaces ➤ Protect and enhance our parks and greenspaces. ➤ Regularly review progress toward Arun's Carbon Neutral Strategy (2022-30) as set out in the annual Climate Action and Biodiversity Work Plan ➤ Make low carbon transport including walking, cycling, travel by public transport and electric vehicle easy, convenient, and pleasant and a fundamental part of our placemaking by interconnecting communities through parks and greenspaces. • Fulfilling Arun's economic potential <ul style="list-style-type: none"> ➤ Encourage the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend ➤ Use regeneration opportunities to attract new and relocating businesses to the district. ➤ Make best use of our parks and greenspaces to help drive the economy 	

DIRECTORATE POLICY CONTEXT:

Current service delivery plan (SDP) indicators for the parks and greenspaces are;

- SDP13 – Contractor achieving performance for all green space management operations following monitoring
- SDP14 – Achieve Green Flag Award for the Councils Parks, 4 by 18/19, 5 by 19/20 and maintain 5 thereafter
- SDP15 – Increase grass regimes managed specifically for biodiversity purposes

The PGS will make recommendations for revised service delivery plan indicators at the next point of review.

FINANCIAL SUMMARY:

The PGS is anticipated to be contained within existing budgets. A feature of the PGS is to help identify additional income streams and unlock future funding.

1. PURPOSE OF REPORT

- 1.1. To seek Member approval for the principle of developing a PGS which specifically concerns existing council owned parks and greenspaces.
- 1.2. In developing and subsequently adopting the PGS, the Council will demonstrate it aspires to preserve, enhance, and improve its parks and greenspaces and at very least will have clear strategic direction and widespread understanding in respect of future decision making for this service.
- 1.3. A full draft PGS is intended to be presented before Committee within 18 months of this reports approval.

2. RECOMMENDATIONS

- 1.4. For the Environment Committee to approve the development and drafting of a Parks and Greenspaces Strategy as per methodology and structure set out in the scoping report.

2. EXECUTIVE SUMMARY

- 2.1. In order to meet the new Council Vision, a strategy which focuses specifically on our parks and greenspaces is highly desirable. This is to ensure that future decisions concerning the management, maintenance and development of the service and its existing greenspace assets is driven by guiding and well-established principles and is supported by robust consultation with valued stakeholders.

3. DETAIL

- 3.1. The PGS will establish and consult on seven key strategic outcomes which deliver the Councils 2022-2026 Vision (stated above) and are as follows;
 1. Improve health and wellbeing of Arun residents
 2. Implement biodiversity net gain
 3. Implement climate change mitigation
 4. Improve social cohesion
 5. Preserve parks and greenspace heritage
 6. Enhance learning opportunities through training, apprenticeships, and volunteering
 7. Unlock the investment and economic potential of the district's parks and greenspaces
- 3.2. The PGS will develop an action plan aligned with the key outcomes above.
- 3.3. The PGS will inform potential future Service Delivery Plan indicators to monitor the performance and delivery of the actions identify to meet the key outcomes.
- 3.4. It is intended that the PGS will be in place for at least ten years with a full review in year 5.
- 3.5. The PGS will provide a clear framework which will review existing systems/processes/procedures, develop practical actions and solutions to deliver the seven key strategic outcomes and identify how to measure progress with target dates. (The framework is laid out visually in the Scoping Report in Appendix 1 of this document).
- 3.6. The PGS strategic framework will include reviews of all areas relevant to the management, maintenance and development of parks and greenspaces under the ownership of the Council as well as the functions of the parks and greenspaces service itself.

3.7. The PGS will establish appropriate means to measure success. External review/assessment of our progress in delivering the PGS will be encouraged; for example through Green Flag Award and other land stewardship awards. Membership with other sector-relevant regional and national organisations will be sought.

3.8. Draft Timetable

Timeframe	Action
31st Jan 2023	Initial scoping report to Env Committee. Approval sought to take PGS forward
Feb 2023 March 2023	Develop consultation strategy & questionnaires
April 2023 – July 2023	Public/stakeholder consultation
Aug 2023 – Sept 2023	Analyse results of public/stakeholder consultation
Oct 2023 – Dec 2023	Draft PGS
Jan 2024 – Feb 2024	Seek committee approval for draft PGS

4. CONSULTATION

- 4.1. Consultation on the PGS will be extensive and will include a wide range of internal and external stakeholders as outlined in section 4.7 of the scoping report in Appendix 1. Consultation will primarily take the form of online digital surveys asking key questions based on the PGS outcomes.
- 4.2. Where appropriate dedicated focus groups will be arranged to brainstorm each of the seven outcomes and to propose a range of actions for consideration within the PGS.

5. OPTIONS / ALTERNATIVES CONSIDERED

- 5.1. Not to develop a parks & greenspace strategy

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

6.1. None at this stage

7. RISK ASSESSMENT CONSIDERATIONS

7.1. None at this stage.

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

8.1. There are no legal or governance issues arising from the development and ultimate adoption of this strategy.

9. HUMAN RESOURCES IMPACT

9.1. None at this stage.

10. HEALTH & SAFETY IMPACT

10.1. None at this stage.

11. PROPERTY & ESTATES IMPACT

11.1. None at this stage, but the Property and Estates Service will be a key internal stakeholder and will be fully consulted if pursuing the development of a strategy.

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

12.1. Not needed at this stage but will be included at the time the draft strategy is ready to be brought to committee.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

13.1. This will form an important element of the overall strategy with two of the seven key outcomes focussed on Biodiversity Net Gain and Climate Change Mitigation.

14. CRIME AND DISORDER REDUCTION IMPACT

14.1. None at this stage but Community Safety will be a key internal stakeholder and will be fully consulted if pursuing the development of a strategy.

15.HUMAN RIGHTS IMPACT

15.1. None

16.FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

16.1. None at this stage

CONTACT OFFICER:

Name: James Jones-McFarland

Job Title: Parks & Cemeteries Manager

Contact Number: 01903 737956

BACKGROUND DOCUMENTS: None

Appendix 1 – Scoping report



Arun District Council

Parks and Greenspaces Spaces (PGS) Strategy
2024-2034

APPENDIX 1 - PROJECT SCOPING REPORT

ENVIRONMENT COMMITTEE 31 JANUARY 2023

1.0 INTRODUCTION

1.1 The council introduced its new Vision for the period 2022-2026. It is now beneficial that the Parks and Greenspaces Service develops a Parks and Greenspaces Strategy which underpins the Vision and supports delivery of its aims.

- **Improving the wellbeing of Arun**
 - Improve our parks and greenspaces by providing infrastructure that supports wellbeing
- **Supporting the environment to support us**
 - To consider climate change, sustainability, biodiversity, and the environment in the management and maintenance of parks and greenspaces
 - Protect and enhance our parks and greenspaces.
 - Regularly review progress toward Arun's Carbon Neutral Strategy (2022-30) as set out in the annual Climate Action and Biodiversity Work Plan
 - Make low carbon transport including walking, cycling, travel by public transport and electric vehicle easy, convenient, and pleasant and a fundamental part of our placemaking by interconnecting communities through parks and greenspaces.
- **Fulfilling Arun's economic potential**
 - Encourage the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend
 - Use regeneration opportunities to attract new and relocating businesses to the district.
 - Make best use of our parks and greenspaces to help drive the economy

1.2 The PGS will be designed to bring together a strategic framework for the management and development of better-quality parks and greenspaces which delivers on the key outcomes by identifying a series of actions which then link back to the Council's Vision. For example, the PGS will establish key policies with respect to the procurement and direction of future grounds maintenance contracts.

1.3 The PGS will identify priorities for future service delivery plans and performance indicators.

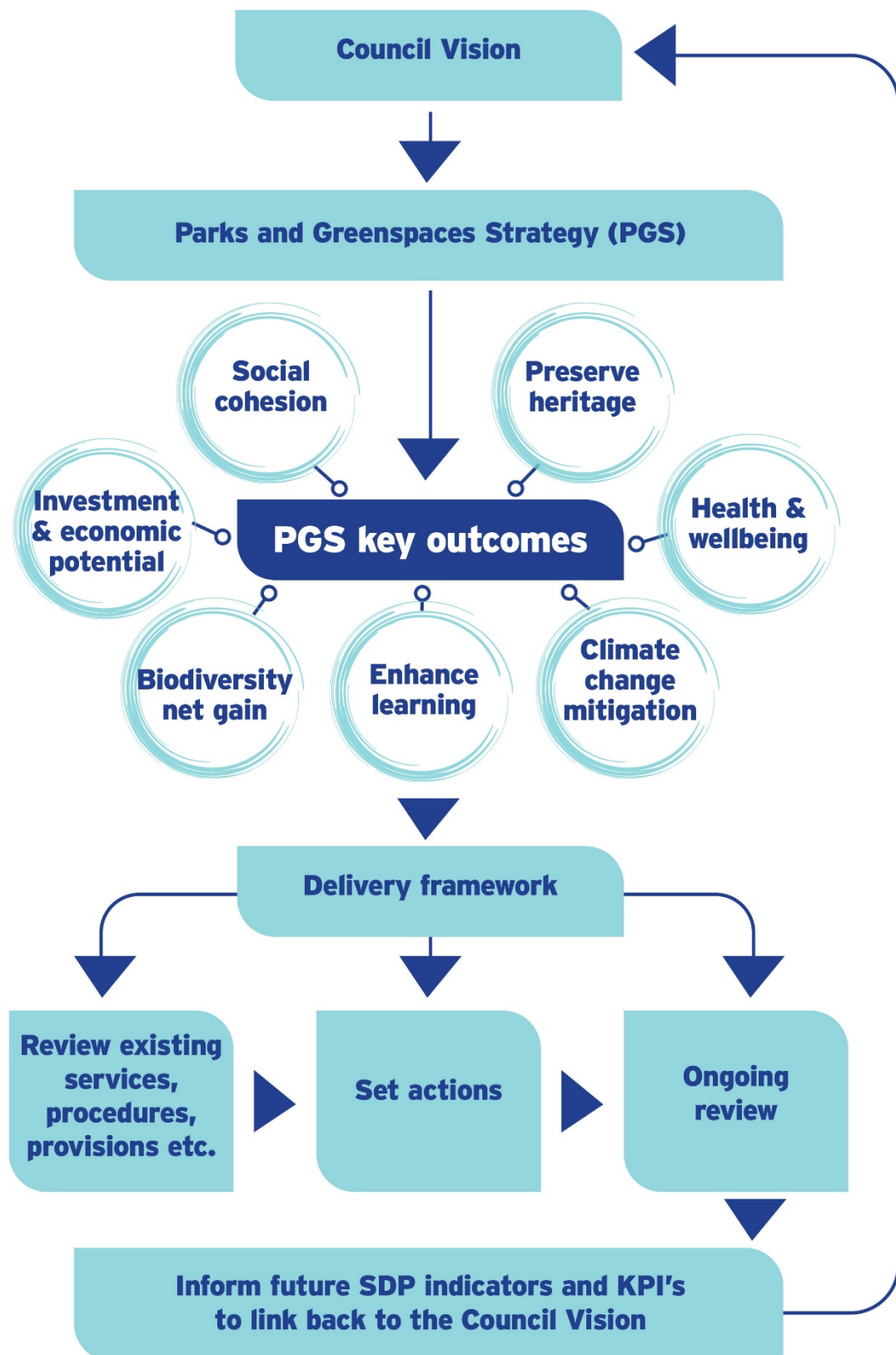
1.4 The PGS will support and underpin existing local and national planning/sector strategies and other corporate objectives. Other greenspace strategies/policies will underpin the PGS: for example the Children's Play Strategy or the Tree Planting Strategy.

1.5 The PGS will be informed by pre-existing national/regional policy/strategy, best practice among our peer authorities and consultation with our partners and stakeholders, including Councillors, community representatives, concessions, Parish and Town Councils among others. It will help to ensure that the Council acts in a co-ordinated way with all stakeholders to ensure best use of parks and greenspaces by

as much of the community as possible, across the whole District. A key part of achieving success with the strategy will be working with a variety of partners and stakeholders. In this way we can ensure that all residents of the district can have suitable access to the right types of high-quality parks and greenspaces.

1.6 The PGS will therefore represent a robust framework for delivering parks and greenspaces for the foreseeable future in line with the Councils vision and is illustrated in diagram 1. below.

Diagram 1.



2.0 DETAIL

2.1 It is proposed that the PGS will be in place for ten years, with a full review at 5 years.

2.2 It will guide the prioritisation and resource allocation for the management and improvement of parks and greenspaces. It will deliver good practice in the management of new and existing parks and greenspaces. It will also exploit opportunities to increase the provision of parks and greenspaces, and support and enable bids for funding to improve the network of parks and greenspaces.

2.3 Limitations & Parameters

2.3.1 The PGS does not seek to set policy in a planning context and does not refer to parks and greenspaces which are the responsibility of other landowners, however it is anticipated that future development sites (where parks and greenspaces would ultimately transfer to the council) should refer to and be influenced by the PGS.

2.3.2 The PGS will not set policy relating to beaches, foreshores or other outdoor open spaces not under the management responsibility of the Parks and Greenspaces Service.

2.3.3 The strategy will also ensure the Council's commitment to high quality parks and greenspaces is fully integrated into its strategies, plans and programmes, by influencing and informing policy development and implementation across the Council's activities.

2.4 In adopting a PGS, Arun District Council will show it aspires to make significant improvements in the provision of parks and greenspaces in Arun.

2.5 A key part of achieving success with the strategy will be working with a variety of partners and stakeholders. In this way we can ensure that all residents of the district can have suitable access to the right types of high-quality parks and greenspaces.

3.0 Outcomes

3.1 The development of seven key beneficial outcomes in respect of parks and greenspaces, assessed in a scoring matrix:

- Health and wellbeing inc. accessibility
- Biodiversity net gain
- Climate change mitigation
- Social cohesion
- Preserve heritage
- Enhance learning
- Investment and economic potential

3.2 Review of processes, provisions and procedures:

- Review role of Parks and Greenspace service
 - Evaluate 'parks officer' role - fit for 21st century
 - Community engagement
 - Training needs
 - The Tree and Maintenance Team
 - The Landscapes & Project Delivery Team
- Review of parks and greenspace management, maintenance, and development interventions
 - Income generation
 - Maximising the potential of built assets within parks
 - Events, education, and community engagement
 - Biodiversity enhancement
 - Repairs and maintenance
 - Regeneration
 - Green infrastructure
 - Climate change mitigation
 - Biodiversity net gain
 - Social cohesion
 - Green Flag aspiration
 - Volunteering
 - Accessibility enhancements
 - Child and adult outdoor recreation and play
 - Prioritising resources
 - Events
 - Marketing and promotion
- Review performance of GMC and other contracts
 - Performance monitoring
 - Public surveying
 - Evolution
- Review how maintenance is undertaken and by whom
 - New GMC considerations
 - Volunteer engagement
 - TMT involvement
- Maximise collaborations with colleagues/services/stakeholders
 - Cleansing
 - Health & wellbeing
 - Property & estates
 - Economic regeneration
 - The Landscapes & Project Delivery Team
 - Environmental health
 - Residential services (Housing)
 - Foreshores
 - Community safety

- Cemeteries Service
 - Review existing local and national policies/strategies
- 3.3 An action plan for the future delivery of parks and greenspaces to meet identified deficiencies where they may exist as highlighted in the Local Plan.
- Quality standards for each parks and greenspaces typology and set out policy statements
 - Parks & gardens
 - Natural & semi natural open space
 - Amenity green spaces
 - Provision for children and young people
 - Outdoor sports facilities
 - Allotments, community gardens and urban farms
 - Cemeteries and closed churchyards
 - Green corridors
 - Civic spaces
 - Tree and hedgerows
 - Woodlands
 - Grasslands
 - Information to the communities of Arun on the provision of parks and greenspaces.
 - Consultation through events, surveys, activities – be a leader
 - An opportunity for communities to participate in a series of workshops for the duration of the strategy to help shape and inform ongoing decision making and deliver continuous improvement
 - Prioritisation of funding – accepting that the likely investment needed far and exceeds finance available through conventional income streams (S106, CIL, revenue budgets)
 - Consider disposal options on facilities that ‘overlap’ provision to ensure reinvestment is secured
 - Review land use to maximise income opportunities, to include third sector
 - Act as critical ‘friend’ to key partners and provide advice and support where possible
 - Unlock funding opportunities
 - Develop a matrix of enhancement projects indemnified by need which are ‘ready to go’ when funding sources are identified.

4.0 Questions the PGS will answer:

4.1 General

- Why have a strategy?
- How can we build further on existing success and what we already do well?
- How will we measure improvement?
- Why should we invest in parks?

4.2 Income

- How could we fund parks and green spaces
- What opportunities exist to secure additional income?
- How do we value parks and greenspaces?
- How will we market, promote parks and the service?
- What are the investment opportunities available to unlock income potential?

4.3 Performance

- How will we measure our performance?
- How will we measure improvement once it is place?
- How will we promote the strategy and the work we do to implement it?

4.4 People

- How will we renew the social contract between how we manage and maintain these spaces with the communities they serve?
- How will we engage communities and develop engagement in parks?
- How can we gather meaningful feedback from our park users to support a culture of continuous improvement?
- How will we develop events in parks?
- How will we improve children and young adult outdoor recreation provision?
- How will we undertake visitor management?
- How do we maximise the health and wellbeing potential of parks and greenspaces?
- How can we make parks and greenspaces more accessible and inviting?

4.5 Operations

- What role will the future GMC play in supporting delivery of the Strategy?
- How will we reverse the decline in green space skills?
- How will we improve diversity in green space management?
- How will we co-ordinate with others across the sector?
- How will we develop relationships across the sector?
- How will we develop cross-sector partnerships?
- How will we maximise the opportunities technology represents in enhancing productivity?

4.6 Environment

- How will we address the climate emergency?
- How will improve biodiversity?
- What is our 'natural capital balance'?

4.7 Existing relevant Council strategies/reports/studies/etc which will link with the PGS and which need to be considered in respect of developing a PGS include;

- Play Strategy 2018-2028
- Tree Planting Strategy 2021/22-2031/22
- Playing Pitch & Outdoor Sports Strategy & Action Plan 2016
- Playing Pitch Strategy 2009
- Open Space Sport & Recreation Study 2009
- Open Space Assessment Report 2016
- Leisure and Cultural Strategy 2013-2028
- Arun Green Infrastructure Study 2012
- Bognor Regis GI Framework A Landscape & Green Infrastructure Framework Connecting Bognor Regis to the South Downs National Park
- Arun Open Space and Sports Assessment 2006
- Arun Local Plan 2011-2023

4.7 Key consultees

- Internal services – e.g. Property & Estates, Housing, Community Safety, Cleansing
- Parks Management Association
- South East Parks Managers Forum
- APSE
- Concession holders
- Community groups
- WSCC, Towns & Parishes
- SDNPA
- Incumbent GM contractor -Tivoli
- Other key contractors i.e. Biffa/Freedom Leisure
- Sports clubs
- University, colleges, schools
- Neighbouring authorities

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Arun District Council

REPORT TO:	Environment Committee - 31 January 2023
SUBJECT:	King George V Play Area, Felpham
LEAD OFFICER:	Philippa Dart – Director of Environment and Communities and Joe Russell-Wells – Group Head of Environment and Climate Change
LEAD MEMBER:	Cllr David Edwards
WARDS:	Felpham
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: <p>The project to make improvements at King George V play area 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. The improvements support the delivery of the objectives set out in the council's Play Strategy 2018-2028.</p>	
DIRECTORATE POLICY CONTEXT: <p>The improvement project at King George V play area in Felpham sits within the Environment and Communities Directorate plan.</p>	
FINANCIAL SUMMARY: <p>A sum of £67K Section 106 funding from the residential development at Land North of Felpham (Site 6) has been identified to make improvements at King George V play area. This report seeks approval for draw down and expenditure of this funding and any other potential partnership funding contributions that may be made available.</p>	

1. PURPOSE OF REPORT

- 1.1. This report seeks approval to drawdown the Section 106 play funding allocation from the residential development at Land North of Felpham (FP/92/04), and to approve the expenditure of the funding for play area enhancements at King George V (KGV) play area to meet the demand created by the increase in population.

2. RECOMMENDATIONS

The Committee is requested to:

- 2.1. Approve the drawdown and expenditure of £67K Section 106 funding allocated from Land North of Felpham (FP/92/04) plus any other partnership funding that may be made available to carry out improvements at King George V play area in Felpham and deliver an objective from the Council's play strategy 2018-2028.

- 2.2. Approve that a procurement process is undertaken for a design and build contract and to enter into a contract for up to £67K (subject to recommendation 2.3) with the preferred bidder in order to carry out play area improvements at KGV.
- 2.3. Delegate authority to officers to increase the contract value at recommendation 2.2 should additional funding become available ahead of, during, or following the procurement process.

3. EXECUTIVE SUMMARY

- 3.1. This report provides a summary of the proposed project to make improvements at King George V play area, Felpham. The Project Summary in Appendix 1 provides the background information to the existing play areas located in the Felpham area and detail on the Section 106 developer play funding contributions available for improvements to these play areas.

This report recommends that the Section 106 funding generated by the residential development at Land North of Felpham (Site 6) under FP/92/04 should be drawn down and allocated for expenditure at KGV play area.

4. DETAIL

4.1 Budget

The council has identified £67K Section 106 funding from Land North of Felpham (planning ref FP/92/04) for play area improvements that could be used for necessary improvements at King George V play area in Felpham.

4.2 Background

The current play area at King George V (KGV) play area in Felpham is very popular but lacks a cohesive style or theme and would benefit from being modernised and enhanced (and expanded where possible). The inclusivity of play area could be improved with the provision of play equipment that targets a range of senses (e.g. auditory, visual and tactile) and provides play opportunities for those with a range of different abilities. In addition, the play area could be improved in terms of accessibility for those in wheelchairs and with impaired mobility so that equipment can be accessed from a seated or standing position.

The play area is designated a 'Parish Priority' in the council's play strategy 2018-2028 as it plays a significant role for residents within a parish area. This means that the council is committed to ensuring that KGV play area is improved in line with best practice to ensure it is one of the council's good quality play areas.

In comparison to other play areas in Felpham it is considered that KGV plays the most significant role in local play provision for residents in the Felpham area, including those living on the Site 6 development, and would benefit the most from allocation of the Section 106 funding from the residential development.

Alternative play areas in Felpham have been considered for the Section 106 funding, however these are not recommended as they have already undergone

recent improvements or have recently been installed and are in relatively good condition.

It is proposed that the Council will seek designs from reputable play companies for the play area improvements at KGV. It is proposed that the improvement works will take place during 2023/24.

4.3 Proposed Scope

The council proposes to enhance the existing play area at KGV including installation of new play equipment for a range of ages and abilities, and improvements to the surfacing. This will include improvements to the inclusivity and accessibility of the play area.

4.4 Public Consultation

The council will carry out a public consultation to determine the opinions of local site users which will feed into the design brief for the proposed improvements.

4.5 Procurement

Following the public consultation, the council will undertake a tender process to procure a preferred supplier to carry out the improvement works.

4.6 Programme

The following table sets out the expected work programme:

Project Activities	Timescale
Public Consultation	Spring 2023
Tender Process for designs	Late Spring - Summer 2023
Delivery	Autumn – Winter 2023

5. CONSULTATION

- 5.1. Consultation will be carried out with the public and stakeholders including Felpham Parish Council to obtain local opinions and determine the key requirements for the play area improvements. These key requirements will feed into the design brief submitted to the play companies. Following initial discussions, it is the Council's intention to work closely in partnership with Felpham Parish Council on this project.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1. To approve the recommendations as set out in the report.

- 6.2. To not approve the recommendations and delay the improvement project at King George V play area, and potentially cause the project to be defunded.

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

- 7.1. The report indicates that the proposed project will be funded from S106 income and any other third party funding identified. There is therefore no direct budget pressure arising from the recommendation.

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. The contract will be procured in accordance with the Council's contract standing orders and relevant legislation.

10.HUMAN RESOURCES IMPACT

- 10.1 There are no human resources implications arising out of this report.

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 enhanced play area. 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 play area improvements at King George V will help to improve the social and environmental well-being of the Felpham area, by providing a better quality, safe play facility for use by 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 during the play area improvement works. Contractors will be required to provide evidence of their environmental sustainability policies, including any carbon impact footprints, and demonstrate how these will be applied/reduced on the project.

15. CRIME AND DISORDER REDUCTION IMPACT

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

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 and Projects Officer

Contact Number: 01903 737946

BACKGROUND DOCUMENTS:

[Play Strategy 2018-2028](#)

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PROJECT SUMMARY

King George V Play Area, Felpham

Release:	DRAFT FOR COMMITTEE
Date:	December 2022
Author:	Rachel Alderson
Document Name:	Project Summary

1. Purpose of Document

The purpose of this document is to summarise the project.

2. Background

The Council is proposing to make improvements to King George V play area in Felpham. The Council has identified 67.4K S106 funding from local developer contributions (from FP/92/04 Land North of Felpham) that can be allocated to the site to carry out the improvement works.

There are several other play areas in the Felpham area, including Flansham Lane, Larksfield, and the new play areas at Site 6 Felpham including Meadows Keep, Blakes Mead and Stanhorn Grove.

It is considered that KGV plays a significant role in local play provision for residents in the Felpham area, including those living on the Site 6 development, and the site would benefit the most from allocation of the S106 funding from the residential development.

2.1. King George V play area

King George V (KGV) play area is on the boundary of the wards of Felpham East and Felpham West close to the Site 6 residential development. The play area serves a large population in the Felpham area and is aimed at children up to the age of 14. The play area currently comprises a mixture of equipment including two rockers, a freestanding slide, a flat swing set, cradle swing, a roundabout, seesaw rocker and a basic climbing unit with tyre swings and a rope net.

Although the current play area at KGV is very popular it currently lacks a cohesive style or theme and would benefit from being modernised and enhanced. In addition, the play area could be improved in terms of inclusivity and the provision of play opportunities for those with a range of different abilities, and in terms of accessibility for those in wheelchairs or with impaired mobility.

The play area is designated a 'Parish Priority' in the Council's play strategy 2018-2028 as it plays a significant role for residents within a parish area. This means that the Council is committed to ensuring that KGV play area is improved in line with best practice to ensure it is one of the Council's good quality play areas.

The play area is located at the northern end of King George V recreation ground which is also used for wider events such as the funfair, kite festival and football tournaments. The play area is close to amenities such as a shop, local nursery, and local school which are all utilised by residents of the Site 6 development and residents in the wider area of Felpham.

2.2. Analysis of alternative play areas in the Felpham area (as shown in Figure 1)

Figure 1: Location of existing play areas in the Felpham area



2.2.1. Flansham Lane play area

Flansham Lane play area is the closest play area geographically to the Site 6 development. The play area has already been enhanced in 2012 through developer play funding contributions of £48,651.58 from the Site 6 development under planning reference FP/92/04. The play area currently provides a wide range equipment for a different ages and abilities and is in good condition.

2.2.2. Larksfield play area

Larksfield is also located near to KGV geographically, although not in the Felpham ward. The play area has also had recent Council investment in 2020/21 as part of the play strategy using capital play funding.

2.2.3. Site 6 Felpham play areas

Three phases of residential development were permitted at Site 6 Felpham under planning reference FP/92/04. The developer provided three play areas (Meadows Keep, Blakes Mead and Stanhorn Grove) as part of the development.

Meadows Keep play area is aimed at children under the age of 12, with a range of basic units including cradle swings, a basket swing, climbing tower with slide, and two spring rockers.

Blakes Mead play area has a range of play units that are aimed at the junior age group, up to the age of 14, including a junior climbing unit, flat swings, basket swing, rotating cone net, seesaw, embankment slide and spinning carousel.

Stanhorn Grove play area also has a range of equipment for children up to the age of 14, including a spinning bowl, rocker, roundabout, basic climbing unit with rope net, climbing wall and fireman's pole, a seesaw, flat swings and a basket swing. The play area will see an investment of approximately £29K from allocated S106 funding from FP/171/18/PL by 2029.

The equipment in these three play areas is in relatively good condition having been installed in recent years, and although the style is basic, it provides adequate play opportunities for a range of age groups for those living on the Site 6 development.

In addition to the play areas on Site 6 Felpham, the existing Multi-Use Games Area (MUGA) and the skate park are located adjacent to the Felpham Community Hall and Conference Centre and are both in good condition.

2.3. S106 funding - Site 6 Felpham residential development

The three phases of residential development were permitted at Site 6 Felpham under planning reference FP/92/04.

Under the S106 agreement for the development, sums of £48,000 and £24,000 were provided as play maintenance contributions for the three play areas. Additional off-site S106 play funding contributions were provided and the purpose of these S106 developer contributions is to create or improve play facilities close to the development to meet the demand created by the increase in population.

The additional S106 play contribution sums resulting from the development were identified as follows:

Planning reference	Funding amount	Wording in S106 agreement
FP/55/15/PL (FP/92/04)	£2,596.12	Additional Locally Equipped Area of Play (LEAP) Contribution
FP/90/13 (FP/92/04)	£31,311.86	Locally equipped area of play (LEAP) contribution
FP/102/16/PL (FP/92/04)	£33,489.66	Increased locally equipped area of play (LEAP) contribution

The following S106 sum specifically allocated to Stanhorn Grove play area was identified as follows:

Planning reference	Funding amount	Wording in S106 agreement
FP/171/18/PL	£29,183.36	Local Play Facilities Contribution. The sum to be paid to the council in accordance with paragraph 2 of the first schedule to be used for local play facilities at Stanhorn Grove Play Area. Fifty percent prior to commencement and the remaining fifty percent prior to first occupation.

Further sums of £132,568 for public open space maintenance, £48,000 for MUGA maintenance, £57,000 for senior football pitch maintenance, £26,695 for junior football pitch maintenance, £9,694 for changing facilities maintenance and £48,000 for five a-side football pitch maintenance were also allocated to facilities across the wider Site 6 development.

2.4. Conclusion

It is proposed to allocate £67K S106 funding from the Site 6 Felpham residential development (FP/92/04) for play enhancements at King George V play area in Felpham. This allocation is in line with the wording of the S106 agreements which seeks to enhance play equipment in the local area and will also allow improvements to be made in accordance with the Council's play strategy.

Alternative play areas in Felpham have been considered for the S106 funding, however these are not recommended as they have already undergone recent improvements or have recently been installed and are in relatively good condition.

3. Scope

The council proposes to enhance the existing King George V play area including installation of new play equipment for a range of ages and abilities, and improvements to the surfacing. This will include improvements to the inclusivity and accessibility of the play area.

4. Deliverables

- a. Undertake public consultation to help inform the design brief
- b. Undertake a tender process to obtain a preferred supplier
- c. Improve theme/design concept to create a sense of space that is appropriate for the location
- d. Undertake improvements so that the enhanced play area is open for use by end of financial year 2023/24.

5. Interface Activities

- Greenspace Management Contract 2017 – 2027
- Play Area Strategy 2018-2028

6. Costs

Item	Total Cost
Removal works, ancillaries	£5K
Play equipment	£30K
Surfacing, installation works	£25K
Contingency	£7K
Total	£67K

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> S106 funding for the project has been proposed for the improvement works.	Low
2	<u>Programme:</u> Requirement for the play area to be operational by end of financial year	Low
3	<u>Planning consent:</u> Planning consent not required. Enhancement of play area itself is allowed under permitted development.	Low
4	<u>Highways:</u> No envisaged impact on cost/programme of Traffic Regulation Orders (TROs), access from Felpham Way.	Low
5	<u>Existing site constraints:</u> Location of services and sewer pipe could impact construction. Sewer pipe running along northern edge of site.	Low
6	<u>End users/Public support:</u> Minor disruption to site users and local residents likely during construction phase.	Low

7	<u>Public Consultation:</u> Consultation with local residents, general public, ward members.	Low
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8. Programme

The proposed programme identifies the project stages:

Project Activities	Timescale
Public Consultation	Spring 2023
Tender Process for designs	Late spring - Summer 2023
Delivery	Autumn – Winter 2023

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Arun District Council

REPORT TO:	Environment Committee - 31 January 2023
SUBJECT:	Bathing Water Quality
LEAD OFFICER:	Nat Slade - Group Head of Technical Services
LEAD MEMBER:	Cllr David Edwards
WARDS:	Aldwick East & West
<p>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</p> <p>Improving the wellbeing of Arun by working with partners to ensure bathing water quality standards that encourage use of our bathing waters.</p> <p>Supporting our environment to support us by working with partners to manage bathing water quality and prevent pollution.</p> <p>Fulfilling Arun's economic potential, by working with partners to ensure bathing water quality standards that help make the best use of natural assets and help support the local economy.</p>	
<p>DIRECTORATE POLICY CONTEXT:</p> <p>The working group aims to identify and action the causes of reduced bathing water quality at Bognor Regis Aldwick, thereby helping to improve the social, economic, and environmental wellbeing of the District.</p>	
<p>FINANCIAL SUMMARY:</p> <p>No additional expenditure has been identified at this stage. Participation in the working group will be met within existing staff resource by reprioritising other work. Additional expenditure may be required to support any action plans that are agreed, including targeted education, improved signage and enforcement. If this cannot be met within existing budgets, then a further report will be made to Committee.</p>	

1. PURPOSE OF REPORT

- 1.1. This report seeks to update the Environment Committee on the results of the bathing water classifications for 2022, and the actions being taken to identify and address the causes of the Poor bathing water classification for Bognor Regis Aldwick.

2. RECOMMENDATIONS

- 1.2. That the Environment Committee endorse staff participation in the Working Group, as an appropriate mechanism, to identify and address the causes of the reduced bathing water classification for Bognor Regis Aldwick.

2. EXECUTIVE SUMMARY

- 2.1. Following notification of the bathing water classifications for 2022 a working group has been established between Arun District Council, the Environment Agency (EA) and Southern Water, to investigate the causes of the Poor bathing water classification for Bognor Regis Aldwick and to agree an action plan to address these.

3. DETAIL

- 3.1. The EA carry out monitoring of the water quality of designated bathing waters (DBW), between May and September each year. DBW are given a classification of Excellent, Good, Sufficient or Poor, indicating the water quality based on water quality monitoring results over previous years.
- 3.2. Water samples are taken by the EA and provide a point in time indication of quality by looking for bacteria which indicate the presence of faecal contamination. There are a range of potential sources for these bacteria including sewage, livestock, birds and road drainage.
- 3.3. The latest bathing water classifications for 2022 were published on 30 November and are shown in the table below, together with the previous classifications for 2021.

Designated Bathing Water	Classification 2021	Classification 2022
Bognor Regis Aldwick	Good	Poor
Bognor Regis East	Excellent	Good
Felpham	Good	Good
Littlehampton	Good	Good
Middleton-on-sea	Excellent	Excellent
Pagham	Excellent	Excellent

- 3.4. Four out of six of our DBW maintained their previous classifications of Good or Excellent. Two locations have had their classifications reduced. Bognor Regis Aldwick changes from Good to Poor and Bognor Regis East from Excellent to Good.
- 3.5. A classification of Poor means that the water quality results were worse than the standards permitted for a Sufficient classification, indicating higher levels of faecal indicator organisms are being found.
- 3.6. The above classifications will be displayed at each location during next bathing season (May to September), with additional signage at Bognor Regis Aldwick advising against bathing.
- 3.7. A working group has been established following notification of the bathing water classifications for 2022, involving staff from EA, Southern Water and the council, to investigate the causes of the Poor bathing water classification for Bognor Regis Aldwick, and to agree an action plan to address these. This may include consideration of improved signage, potentially offering real-time electronic

display of any advice against bathing when short-term pollution warnings are issued by EA, and the council using enforcement powers to address any wastewater misconnections identified. This is where wastewater for example, from kitchen and bathrooms, has been connected to the surface water sewer, rather than the foul sewer. At present there is no clear linkage between the elevated sample results seen in 2022 and operation of storm overflows for Bognor Regis Aldwick.

- 3.8. A further report will be made to Committee if any expenditure associated with the action plans cannot be met within existing budgets.
- 3.9. An update on any further actions that have occurred will be provided at the Committee meeting, and a further update report will be made to Committee in 2023.

4. CONSULTATION

- 4.1. Standard consultation carried out with internal service areas.

5. OPTIONS / ALTERNATIVES CONSIDERED

- 5.1. Not to participate in the working group.

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

- 6.1. The report states no additional expenditure is requested. If so, further reports will be submitted to Members. On this basis, no comment is made.

7. RISK ASSESSMENT CONSIDERATIONS

- 7.1. There are no risk assessment considerations.

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

- 8.1. There are no direct legal implications from this report.

9. HUMAN RESOURCES IMPACT

- 9.1. There are no human resource impacts identified at this stage.

10. HEALTH & SAFETY IMPACT

- 10.1. There is a potential risk of stomach bugs and other illnesses from any open water swimming, as there will always be microorganisms present.
- 10.2. A Poor bathing water classification however indicates higher levels of faecal indicator organisms are being found, which may mean bathers are at a higher risk of becoming ill when using a bathing water classified as poor over those classified as sufficient, good or excellent.
- 10.3. The council provides information on its designated bathing waters, including displaying classification signage at each location, and any advice against swimming issued by EA during the bathing season (May to September), to enable people to make informed decisions about bathing.
- 10.4. Signage will be displayed at Bognor Regis Aldwick advising against bathing for the whole of the bathing season, whilst a Poor bathing water classification is in place.
- 10.5. Actions agreed by the working group will help to improve bathing water quality at Bognor Regis Aldwick, thereby reducing potential health impacts to bathers.

11. PROPERTY & ESTATES IMPACT

- 11.1. No direct property and estates impacts have been identified.

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 12.1. Maintaining bathing water quality standards potentially benefits all residents and visitors, by encouraging use of our beaches and supports the local economy.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

- 13.1. Addressing potential impacts on bathing water quality is also likely to reduce pollution entering the sea and thereby protect the environment.

14. CRIME AND DISORDER REDUCTION IMPACT

- 14.1. There are no direct adverse impacts for crime and disorder.

15. HUMAN RIGHTS IMPACT

- 15.1. There are no direct adverse impacts for Human Rights.

16.FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

- 16.1. There are no direct adverse impacts for Freedom of Information and Data Protection. Information regarding bathing water classifications and sample results are freely available and published by Defra. Links to public information resources have been provided within the background documents section of this report.

CONTACT OFFICER:

Name: Neil Williamson

Job Title: Environmental Health Team Manager

Contact Number: 01903 737 676

BACKGROUND DOCUMENTS:

Previous report on Bathing Water Quality reported to the Environment Committee 23 September 2021- [Environment Committee 23 Sep 21](#)

[Bathing Water Quality Overview](#)

[Bathing Water profile Bognor Regis Aldwick](#)

[ADC Bathing Water Quality Media Release 30 November 2022](#)

[Misconnections: an invisible threat to our local waterways \(southernwater.co.uk\)](#)

[Swim healthy - GOV.UK \(www.gov.uk\)](#)

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Arun District Council

REPORT TO:	Environment Committee – 31 January 2023
SUBJECT:	Key Performance Indicators 2022-2026 – Quarter 3 Performance Report for the Period 1 April 2022 to 31 December 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 Indictors 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 Q3 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 Q3 Performance Outturn for the Key Performance Indicators (KPIs) which make up the Corporate Plan, for the period 1 April 2022 to 31 December 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 7 March 2023.

2. EXECUTIVE SUMMARY

- 2.1. This report sets out the performance of the Key Performance Indicators at Quarter 3 for the period 1 April 2022 to 31 December 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 Q3 KPI reports are as follows:

Committee meeting dates	Indicators to receive report on
Corporate Support Committee - 19 January 2023	9 (CP1, CP2, CP3, CP4, CP5, CP6, CP7, CP8, CP9)
Housing & Wellbeing Committee - 25 January 2023	8 (CP11, CP15, CP16, CP17, CP18, CP19, CP20, CP21)
Planning Policy Committee - 26 January 2023	1 (CP36)
Environment Committee - 31 January 2023	10 (CP12, CP13, CP37, CP38, CP39, CP40, CP22, CP23, CP24, CP25)
Economy Committee - 2 February 2023	0
Planning Committee – 8 February 2023	10 (CP26, CP27, CP28, CP29, CP30, CP31, CP32, CP33, CP34, CP35)
Licensing Committee – 3 March 2023	1 (CP14)
Policy & Finance Committee – 7 March 2023	39 indicators - not CP41, CP42 (only at Q2 and Q4) and CP10 (only at Q4)

- 3.5. This is the third quarterly report covering performance from 1 April 2022 to 31 December 2023 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 Q3. Appendix A gives full commentary for each indicator. This appendix shows the figures Q2 and the

figures and commentary for Q3. The end column which shows the direction of travel of the status for each indicator.

Status	Number of Key Performance indicators in this category
Achieved target	6
Didn't achieve but within 15% range	2
Didn't achieve target by more than 15%	2
TOTAL	10

- 3.9. The table at 4.4 sets out the reporting structure for Q3 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	September 22 Outturn - Q2 (April-Sept)	Q2 status	December 22 Outturn	December 22 Outturn - Q3 (April-Dec)	Q3 Commentary	December 22 Status	Q3 status	Better or worse since Q2 figure (Q3 compared to Q2)
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	107.79	Not achieving	90.39	109.83	The figure is being brought down from the summer and shows settled crews and supervision work being put in by the contractor. It is expected that with a new fleet arriving during January and February that missed bins will further reduce.	Not achieving	Not achieving	Down by 2.04 (worse) ↓
CP13	Food businesses with food hygiene ratings of 3 (satisfactory and above)	Improving wellbeing of Arun	Environment	Karl Roberts	Monthly	Higher is better	93%	98.72%	Achieving	98.86%	98.83%	High standards are being maintained. Follow up action is being taken to ensure compliance of the 1.2% of businesses who do not achieve a broadly compliant rating, using a range of interventions including revisits, sampling and education, and enforcement where appropriate. 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	Achieving	Up by 0.11% (better) ↑
CP22	Vacant private sector dwellings returned to occupation	Delivering right homes in right places	Environment	Karl Roberts	Quarterly	Higher is better	50	53	Achieving	No data - quarterly indicator	74	Exceeded annual target	No data - quarterly indicator	Achieving	Up by 21 (better) ↑
CP23	Residual household waste per household per annum	Supporting environment	Environment	Philippa Dart	Quarterly	Lower is better	450kg	218.14 kg.hh	Achieving	No data - quarterly indicator	330.30kg/hh	This is on target	No data - quarterly indicator	Achieving	Up by 112.16kg/hh (worse) - but note this is still achieving the target anyway ↓
CP24	Household waste sent for re use, recycling and composting. 50% annual target.	Supporting environment	Environment	Philippa Dart	Quarterly	Higher is better	50%	45%	Not achieving but within 15% range	No data - quarterly indicator	44.04%	This is made up of a composting rate of 20.01% and Dry Recycling Rate of 24.04%. The overall residual black bag waste collected has reduced by 7.5% in comparison with the corresponding period last year. There is an overall improvement over the corresponding period last year.	No data - quarterly indicator	Not achieving but within 15% range	Down by 0.96% (worse) ↓
CP25	Contractor achieving performance target for all green space management operations following monitoring	Supporting environment	Environment	Philippa Dart	Quarterly	Higher is better	>66%	70.27%	Achieving	71.08%	71.08%	Warm spring-like weather dominated this quarter which led to grass growing quickly again. We needed to balance customer expectations (i.e. continue grass cutting) with seasonal operational needs (i.e. to commence autumn and winter maintenance operations which are undertaken to a tight schedule). Generally operations have proceeded successfully and grass mowing was prioritised where the need was greatest. Litter volumes continue to be above average putting some pressure on teams workloads. 77 sites inspected for performance monitoring. 10 sites failed to reach the minimum 66% contractual minimum score and action was taken. 35 sites exceeded 80% (exceptional)	Achieving	Achieving	Up by 0.81% (better) ↑

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%	99.67%	Not achieving but within 15% range	100%	100%	Target met	Achieving	Achieving	Up by 0.33% (better) ↑
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%	77%	Achieving	63.79%	78.68%	Target exceeded.	Achieving	Achieving	Up by 1.68% (better) ↑
CP39	% of Building Control applications registered within 3 days	Fulfilling Arun's economic potential	Environment	Karl Roberts	Monthly	Higher is better	60%	23%	Not achieving	17%	14%	Target not met due to work volume; staff resignation; long-term staff absences; current Surveyor vacancies; and annual leave commitments. We are currently 30% - 40% down on Service establishment this month. Action plan being delivered to provide capacity.	Not achieving	Not achieving	Down by 9% (worse) ↓
CP40	Building control site inspection dealt with within one day	Fulfilling Arun's economic potential	Environment	Karl Roberts	Monthly	Higher is better	100%	99.66%	Not achieving but within 15% range	95.90%	95.89%	Temporary change continues in some selected, low-risk Site Visits being inspected remotely. 1338 Inspections requested with 55 administered remotely. We are currently 30% - 40% down on Service establishment this month. Action plan being delivered to provide capacity.	Not achieving but within 15% range	Not achieving but within 15% range	Down by 3.77% (worse) ↓

Public Document Pack Agenda Item 13

Subject to approval at the next Bognor Regis Beach Access Working Party meeting

5

BOGNOR REGIS BEACH ACCESS WORKING PARTY

16 January 2023 at 10.00 am

Present: Councillors Worne (Chair), Mrs Staniforth (Vice-Chair), Brooks, Edwards and Warr (Substitute for Needs)

Phillip King (nominated representative from the Bognor Regis Town Council Access Group) was also in attendance

[Note: Councillor Worne was absent from the meeting during discussion of Agenda Items 1-3]

9. WELCOME

The Vice Chair in the Chair, Councillor Staniforth, opened the meeting and welcomed those in attendance to what was the third meeting of the Bognor Regis Beach Access Working Party.

10. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Chace and Needs, and from Marion Wells (nominated representative from the Bognor Regis Town Council Access Group).

11. DECLARATIONS OF INTEREST

Councillor Brooks declared a Personal Interest in Agenda Item 4 as he had put forward various ideas for beach access schemes to Arun District Council in past years.

12. MINUTES

The Minutes of the meeting held on 06 July 2022 were approved by the Working Party. These would be signed after the meeting.

13. BEACH ACCESS FOR ALL, BOGNOR REGIS - AN INTRODUCTION TO THE PRESENTATION DUE ON 16 JANUARY 2023

The Vice-Chair in the Chair handed over to the Chair, Councillor Worne.

Upon the invitation of the Chair, the Group Head of Environment and Climate Change presented the report to the Working Party. He then introduced Rupert

Bognor Regis Beach Access Working Party - 16.01.23

Teasdale, Project Manager for Coastal Partners, who delivered the presentation as summarised below.

The Project Manager for Coastal Partners introduced himself and gave an overview of Coastal Partners, explaining that they were also in the process of reviewing access solutions for other locations. He explained the challenges associated with beach access, such as that any permanent structure would need to withstand a wave height of 4 metres at Bognor Regis. National guidance regarding the least restrictive access to the outdoors was highlighted, and it was explained that there was a shift away from adhering to Building Regulations requirements as a way of demonstrating compliance with the Disability and Discrimination Act (DDA), now the Equality Act 2010, with regard to the natural environment, and instead a focus on the quality of experience and equality of access to the countryside for people of all ages, circumstances and backgrounds. He explained the necessity for achieving the balance between catering for everyone whilst preserving and enhancing the natural environment.

The Access Chain was then explained, which was a chain of events that led from a person's decision to visit, through the journey, arrival and visit of the site, then the journey home. It was important no links in this chain were broken. He then went into detail about what this meant in practice.

A review of all the options looked at so far was then provided. These included permanent structures – concrete/timber ramp or walkway; repurposing existing structures such as the ramps already in place for other uses; semi-permanent structures including decking; adaptable/seasonal structures including matting, boards and retractable platforms; mechanical; expanding the offer – alternatives to beach access and seafront experiences such as a hub for beach wheelchairs to be kept. Each category was then expanded upon, highlighting capital cost; operation and maintenance costs; access extent; timeframe to deliver; and other factors to consider.

The Project Manager for Coastal Partners then explained their recommendations which were to establish and engage with a user/stakeholder group; to apply the latest national guidance for equality of access to the natural environment; to establish a vision statement and clear project critical success factors/objectives such as what does success would look like; to review seafront amenities and access in conjunction with the solution, such as disabled parking, toilet and changing facilities; to utilise existing assets where possible coupled with a combination of smaller interventions for 'least restrictive access'.

The short term steps suggested were to undertake asset inspections and carry out a survey of existing structures suitable for repurposing; to review amenities and access in conjunction with the solution such as disabled parking, toilet and changing facilities; review and work with the latest national guidance for equality of access to the natural environment; establish and engage with a stakeholder/user group, including the nearest disability forum, local groups and individuals; establish a vision statement and clear project critical success factors/objectives; to seek feedback and visit working examples of good practice; to clear identified ramps ready for the summer season; review potential funding sources to inform budget/match-funding requirements.

The medium term steps suggested were to continue engagement through stakeholder/user groups; to deliver a matting and decking solution; adapt/repurpose an existing ramp and implement any amenity modifications such as disabled parking bays; undertake a Royal National Lifeboat Institution (RNLI) / Royal Society for the Prevention of Accidents (RoSPA) safety audit on modified assets if required; monitor the use of existing ramps over the 2023 summer season; identify funding sources for a capital project and draft a supporting Business Case; launch a capital project to deliver beach access.

The long term steps suggested were the implementation and delivery of capital project; a monitoring plan.

The Project Manager from Coastal Partners then handed over to Arun's Senior Coastal Engineer, who introduced himself and provided an update on information he had gained from Brighton & Hove Council, who had set up a Working Group regarding beach access in 2018. Brighton & Hove were in a similar position to Arun, although further forward. They had carried out extensive engagement with a user group, from which they had found that most people wanted independent access to the beach. Brighton & Hove experienced similar challenges to Arun, and also had a steep shingle beach. They had been trying to deliver lots of small actions to help as many people as possible access the beach. They had manual all-terrain wheelchairs, beach matting, they had carried out some foreshore profiling and had recently taken delivery of an electric wheelchair. Use of the manual all-terrain wheelchairs was operated by the Foreshores Officers on a 'use at your own risk' approach, for which there was no waiver to sign. The Foreshores Officers gave a brief introduction to users regarding how best to use the wheelchairs and how to find the most negotiable section of beach. One challenge faced with the beach wheelchairs was that a lot of users found they were unable to get back up to the top of the shingle unassisted, and lifeguards usually stepped in to assist with helping people get back up. The matting they used was made from old conveyor belts that had been upcycled. Feedback on this was neither overwhelmingly positive nor overwhelmingly negative as some people chose to use it, others did not. The electric wheelchair, which cost in the region of £10,000, had so far only been tested by staff, but they were pleased with this.

Members then took part in a discussion, where the following points were raised:

- If shifting away from DDA compliance, could this leave the Council exposed to legal action? The Project Manager for Coastal Partners did not think this would be the case, however agreed to explore this matter further.
- It was asked whether ramps had already been discounted due to the timeframes that they would actually allow users to access to the beach each day. The Chair explained that some wheelchair users could access the foreshore with the ramps already in existence, and if these could be resurfaced and repurposed it would make it accessible for more people.

- Would access to ramps used by other groups cause a conflict of access time? It was felt by some Members that if an agreement could be made with other user groups, this may result in positive benefits such as a combined financial pool, and management of shingle.
- The shingle on existing ramps was a problem, however if when repurposing a ramp, consideration was given to the track size of a vehicle to remove the shingle, this would make it a much quicker issue to resolve each time.
- It was asked whether all shingle could be removed, or a barrier of rocks put out at sea. The Project Manager for Coastal Partners explained that littoral drift had to be considered and that Arun was lucky to have the shingle as a sea defence, which was something that other areas had to import in at vast expense. Building hard structures was no longer favourable and would likely cost tens of millions to implement. It was also probable that Arun would not be successful in obtaining a licence for this as there was no justification to necessitate it.
- It was felt that using a ramp would be much easier if using a beach wheelchair, rather than the users own wheelchair.
- Some years ago a rubber track was put down at Arun which was found to be very useful and allowed some wheelchair users to access the upper shore.
- One Member asked if an area of shingle could be cleared to find out what the effects of this would be, and to inspect the ramps and steps underneath. Other Members felt this would be costly and time-consuming.
- It was felt the ramp by the Boat House, which had a nearby accessible toilet, would be a good ramp to clear initially.
- There was concern from both a welfare and also a litigation perspective about people using ramps to get onto the beach, and then not being able to get back up again. The Senior Coastal Engineer explained that people were expected to undertake their own dynamic risk assessment as to what they could/could not do.
- If some existing ramps were cleared, this may also help people with pushchairs wanting to access the beach.
- Members confirmed that the Working Party were open to all beach access opportunities possible.
- The beach wheelchairs required regular hosing down and maintenance, which would need to be factored in to any plans.
- In Greece there were small vehicles on rails to assist users directly into the water and it was asked whether something like this could be considered. The Project Manager for Coastal Partners explained that these types of vehicles were only suitable for less steep beaches with less of a tidal range.
- It was asked whether the foreshores tractor could be utilised to move shingle. The Group Head of Environment and Climate Change explained a more powerful vehicle would probably be required.

The Group Head of Environment and Climate Change explained that he would bring a report to the next meeting of the Working Party, containing recommendations as suggested during the presentation from Coastal Partners. If the Working Party agreed with these recommendations, they would be presented as recommendations from the Working Party to the Environment Committee at its Special meeting on 27 February 2023.

The Working Party noted the report and also the presentation delivered by the Project Manager from Coastal Partners.

14. ANY OTHER BUSINESS

One Member informed the Working Party that he had spoken to two business people, both of whom had expressed an interest in being part of a beach access scheme, which he felt may provide a source of potential funding.

Members were of the view that there should be no charge to users of any beach access schemes implemented.

15. DATE OF NEXT MEETING

It was noted that the next meeting of the Bognor Regis Beach Access Working Party would take place at 9.30am on 06 February 2023.

(The meeting concluded at 11.42 am)

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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	Oliver Handson	19-May-22	6pm	13.7.22
Update from the Beach Access Working Party (information update)	Chair			
Keystone update	Joe Russell-Wells	14-Jul-22	6pm	14.9.22
Options for Introducing Further Controls on the Quality of Houses in Multiple Occupation	Louise Crane			
Update from the Beach Access Working Party (information update)	Chair			
Potential increase in the number of designated Bathing Waters in Arun District	Roger Spencer			
Update from the Beach Access Working Party (information update)	Chair	22-Sep-22	6pm	9.11.22
Q1 KPI Reporting	Michael Rowland			
Coastal Pollution Framework				

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
King George V Section 106 Report	Joe Russell-Wells			

Environment Committee	<u>Report Author</u>	<u>Date of Meeting</u>	<u>Time</u>	<u>Full Council Meeting Date</u>
Empty Property Strategy 2023-2028 Bathing Water Quality Update from the Beach Access Working Party (information update) Committee Revenue & Capital Budgets 2023/2024 Variation to Parking Charges Q3 KPI Reporting	Louise Crane Neil Williamson Chair of Beach Access Working Party Carolin Martlew Lisa Emmens			
Environment Committee Special		<u>Date of Meeting</u>	<u>Time</u>	<u>Full Council Meeting Date</u>
Lawn Tennis Association funded improvement project for Arun's tennis sites. Beach Access Working Report		27.02.23	6 pm	15.03.23

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