



# Public Document Pack

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Committee Manager Helen Burt (ext. 37614)

10 November 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 21 November 2023 at 6.00 pm** and you are requested to attend.

Members: Councillors Wallsgrove (Chair), Worne (Vice-Chair), Blanchard-Cooper, P. Bower, Brooks, Elkins, Greenway, Madeley, May, Warr and Wiltshire

**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](mailto:Committees@arun.gov.uk) by 5.15 pm on **Tuesday 14 November** in line with current Committee Meeting Procedure Rules.

For further information on the items to be discussed, please contact [Committees@arun.gov.uk](mailto:Committees@arun.gov.uk)

## AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declaration of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda, and are reminded that they should re-declare their interest before consideration of the items or as soon as the interest becomes apparent.

Members and Officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a pecuniary/personal interest and/or prejudicial interest
- c) the nature of the interest

3. MINUTES

(Pages 1 - 12)

The Committee will be asked to approve as a correct record the Minutes of the Environment Committee held on 07 September 2023.

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. QUARTER 2 BUDGET MONITORING REPORT

(Pages 13 - 18)

The report sets out in further detail the Committee's Revenue and Capital programme budget performance projections to the 31 March 2024.

[10 Minutes]

7. BERSTED BROOKS PARK (Pages 19 - 86)

The report provides an update on the Bersted Brooks Park project, including a summary of the stakeholder engagement and public consultation, and outlines proposals to be taken forward.

[30 Minutes]

8. ADDITIONAL HOUSES IN MULTIPLE OCCUPATION LICENSING SCHEME (Pages 87 - 162)

At the Environment Committee on 14 July 2022 Members agreed to instigating the consultation process for a proposed additional licensing scheme for Houses in Multiple Occupation (HMOs) for the wards Marine, Hotham and River, to cover privately rented properties occupied by three or four people making up two or more households and properties converted into self contained flats that meet the definition of Section 257 HMOs.

The statutory 10 week consultation took place between 12 June to 20 August 2023 and this report details the results and outcomes of this consultation.

[15 Minutes]

9. AIR QUALITY STRATEGY (Pages 163 - 194)

Local authorities are expected to take proactive action to improve air quality. For Arun, which does not have any Air Quality Management Areas (AQMA), this means developing an Air Quality Strategy setting out the actions that will be taken to improve air quality in our area.

This report seeks adoption of an Air Quality Strategy for Arun.

[20 Minutes]

10. VARIATION TO PARKING FEES (Pages 195 - 226)

Annual review of the Council's Car Park fees in accordance with the Off-Street Parking Strategy and allied service development proposals.

[30 Minutes]

11. UPDATE ON BEACH ACCESS FOR ALL - BOGNOR REGIS (Pages 227 - 264)

The report summarises the activities agreed at the Environment Committee meeting on 27<sup>th</sup> February 2023 where the recommendations of the Bognor Regis Beach Access Working Party (BRBAWP) were reported. It presents the findings of the desk study and site surveys conducted by the Coastal Engineers and Flood Prevention team and updates on actions taken this year to improve access to the beach.

[10 Minutes]

12. KEY PERFORMANCE INDICATORS 2022-2026 - QUARTER 2 PERFORMANCE REPORT FOR THE PERIOD 1 APRIL 2023 TO 30 SEPTEMBER 2023. (Pages 265 - 272)

This report sets out the performance of the Key Performance indicators at Quarter 2 for the period 1 April 2023 to 30 September 2023.

[10 Minutes]

## **OUTSIDE BODIES - FEEDBACK FROM MEETINGS**

13. WORK PROGRAMME (Pages 273 - 274)

The Committee is required to note the Work Programme for 2023/24.

[5 Minutes]

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

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



# Public Document Pack Agenda Item 3

Subject to approval at the next Environment Committee meeting

159

## ENVIRONMENT COMMITTEE

7 September 2023 at 6.00 pm

Present: Councillors Blanchard-Cooper, Mrs Bower, Brooks, Greenway, Madeley, Warr, Wiltshire, Birch (Substitute for Wallsgrove), O'Neill (Substitute for May), Stanley (Substitute for Worne) and Turner (Substitute for Elkins)

Councillors Goodheart and Oppler were also in attendance for all or part of the meeting.

### 219. WELCOME

The Director of Growth and Interim Chief Executive Officer (CEO) explained that he was opening the meeting as the Chair and Vice-Chair of the Committee were unable to be in attendance. He explained the first business would therefore be for the Committee to appoint a Chair and Vice-Chair for the evening. He welcomed Councillor Stanley, who was substituting for Councillor Worne; Councillor Birch, who was substituting for Councillor Wallsgrove; Councillor O'Neill, who was substituting for Councillor May; and Councillor Turner who was substituting for Councillor Elkins.

### 220. APPOINTMENT OF CHAIR AND VICE-CHAIR FOR THE MEETING

The Director of Growth and Interim CEO explained that as stated in Part 5, Section 2, 3.1 (i) of the Constitution, the Committee needed to 'appoint a person to preside if the Chair or Vice Chair are not present'.

Councillor Stanley proposed that Councillor Birch Chair the meeting, which was seconded by Councillor Wiltshire.

Following a vote, this was declared CARRIED, and it was confirmed that Councillor Birch would Chair the meeting.

Councillor Wiltshire proposed that Councillor O'Neill should act as Vice-Chair for the meeting, which was seconded by Councillor Stanley.

Following a vote, this was declared CARRIED, and it was confirmed that Councillor O'Neill would act as Vice-Chair for the meeting.

### 221. APOLOGIES

Apologies for absence had been received from Councillors Wallsgrove, Worne, May and Elkins.

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222. DECLARATIONS OF INTEREST

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

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

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

Councillor Blanchard-Cooper declared a Personal Interest in Agenda Item 10 as a Member of Littlehampton Town Council.

Councillor O'Neill declared a Personal Interest in Agenda Item 10 as a Member of Littlehampton Town Council.

Councillor Wiltshire declared a Personal Interest in Agenda Item 10 as a Member of Littlehampton Town Council.

223. MINUTES

The Minutes of the meeting held on 15 June 2023 were approved by the Committee. These would be signed at the end of the meeting.

224. 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.

225. PUBLIC QUESTION TIME

The Chair confirmed two questions had been submitted, which are briefly summarised below:

- 1-2 From Joanne Hains to the Chair of the Environment Committee, regarding Bersted Brook Park.

*(A schedule of the full question asked and the response provided can be found on the [Environment Committee Public Question Web page](#))*

The Chair then drew Public Question Time to a close.

226. BUDGET 2024/25 PROCESS

Upon the invitation of the Chair, the Interim Financial Services Manager presented the report to the Committee. The report provided a summary of the budget process for 2024/25. He highlighted the key dates in 3.7 of the report, and the Budget Process 2024/25 flowchart in Appendix A.

The Chair then invited questions. Councillor Turner confirmed that prior to the meeting he had raised with the Group Head of Technical Services the state of the car park behind the Bluebird Café in Ferring and the Rife River, which was in disrepair and needed urgent maintenance to improve it. He requested this be noted in the Minutes.

The Committee noted the Budget process for 2024/25 as outlined in the report.

227. QUARTER 1 BUDGET MONITORING REPORT

Upon the invitation of the Chair, the Interim Financial Services Manager presented the report to the Committee. He updated that there was an error in the report in table 1, and the line regarding Bus Shelters and Street Nameplates, should read an outturn of £210k, not £10k, so this was a nil variance.

The report set out in detail the Committee's Revenue and Capital programme budget performance projections to the 31 March 2024. The Interim Financial Services Manager highlighted Table 1 which detailed the 2023/24 forecast revenue budget outturn as at Quarter 1, which anticipated a minor overspend of £3,000; and Table 2 which detailed the 2023/24 forecast capital programme outturn as at Quarter 1 and showed an anticipated underspend of £200,000, which would be carried forward into the following financial year.

The Chair then invited questions and it was asked what the reason was for the slippage of £200k regarding the Skate Park project detailed in 3.4. The Interim Financial Services Manager would provide a written response to Members after the meeting.

The Committee noted the report.

228. Q1 PERFORMANCE REPORT FOR THE KEY PERFORMANCE INDICATORS (KPI'S) WHICH FORM PART OF THE COUNCIL'S VISION 2022-2026

Upon the invitation of the Chair, the Group Head of Technical Services introduced the report to Committee. The report set out the performance of the Key Performance Indicators at Quarter 1 for the period 1 April 2023 to 30 June 2023.

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The Chair then invited questions and it was asked whether there was an update on the surveyor vacancy shown at CP39. The Group Head of Technical Services explained a temporary administrator had been appointed to deal with the vacancy and the ill health within the team. A market supplement proposal had been developed for consideration, to try and address the position regarding the surveyor vacancy.

The Committee noted the report.

## 229. PUBLIC SPACE PROTECTION ORDERS FOR DOGS FOR ADOPTION

Upon the invitation of the Chair, the Environmental Health Team Manager presented the report to Committee. The report sought to update Committee on the outcome of the public consultation process on the renewal of the Public Space Protection Orders (PSPOs) for the control of dogs following the report brought to Committee in June. He explained the PSPOs covered Fouling of Land by Dogs; Dogs on Leads; Dogs Exclusions; and Dogs on Lead by Direction. The results of the consultation had been provided in appendix 2, which showed overall support for the suggested actions. The recommendations were to renew the PSPOs for a further three years from November 2023 with amendments to The Dogs on Leads schedule to include a further three areas, and to delegate authority to the Council's Legal Services Team to seal the PSPOs.

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

- It was felt positive that there was roughly an equal split of feedback from both dog owners and people without dogs, and that dog owners were supportive of the recommendations.
- What was the process for dealing with specific feedback such as dog fouling in certain areas? The Environmental Health Team Manager explained that this feedback would be disseminated to the relevant departments to take action as required.
- Would dogs still be allowed in the majority of Hotham Park? The Environmental Health Team Manager confirmed dogs would still be allowed in the majority of the park.
- It was suggested that an additional section in the report, showing how the specific feedback had been addressed by Officers, would have been beneficial.

The recommendations were proposed by Councillor Blanchard-Cooper and seconded by Councillor Greenway.

The Committee

RESOLVED that

1. The renewal of the existing PSPOs for a further three years with effect from November 2023 be approved; with amendment to the Schedule within The Dogs on Leads PSPO to include the further three areas:
  - (i) Public Water play areas (fenced and unfenced) including Place St Maur, Bognor Regis
  - (ii) Hotham Park Discovery Garden
  - (iii) West Beach Board Walk
2. Authority be given to the Council's Legal Services Team to seal the PSPOs as above in recommendation 1.

230. TWO HOUR TOWN CENTRE PARKING SCHEMES

*[Councillor Blanchard-Cooper re-declared his Personal Interest as a Member of Littlehampton Town Council during discussion of this item]*

Upon the invitation of the Chair, the Group Head of Technical Services introduced the report to Committee. He explained that there were currently two town centre 2 hour free parking schemes in operation in the District, which both expired at the end of 2023. The purpose of these parking schemes was to support footfall in the town centres of Littlehampton and Bognor Regis. Both schemes currently used a cardboard clock disc.

In Littlehampton Arun made available 3 car parks and forwent car parking revenue from those 349 parking spaces. Littlehampton Town Council made a contribution to Arun of £28500 per annum towards this loss of revenue. Littlehampton Traders Partnership Ltd had been contributing £6,600 per annum, however were to be dissolved as they had been unable to collect the contributions from traders and owed the Council £14000 in outstanding contributions. Approximately 30,000 discs were produced and distributed to retailers each year at a cost of £4,500 per annum. The discs were given free of charge to drivers.

In Bognor Regis Arun made available 3 car parks and forwent car parking revenue from those 605 parking spaces. Bognor Regis Town Council made a contribution to Arun of £21000 per annum towards this loss of revenue. Bognor Regis Business Improvement District (BID) contributed £5000. Around 25,000 discs were produced and distributed to retailers each year by the BID at a cost of around £35-40K per annum. The discs were sold by the BID to businesses for £1.60, and the discs were retailed at £2 equating to gross profit for retailing businesses in total of around £10000 per annum.

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There were limitations of the current scheme, which included misuse as cardboard discs were impractical to enforce. Some clocks were moved forward once the initial 2 hour free period had expired leading to further lost revenue to Arun; The cardboard disc scheme provided the Council with no data on use of the scheme. This meant there was no data on how much these schemes cost the Council to operate. If each disc obtained by a driver each year was used for just 1 hour on one occasion, taking account of the contributions from partners, the schemes cost Arun £28K per annum. If each disc was used on average once per month for 1 hour, the schemes cost Arun £935,500 every year. This lack of cost information was clearly unsatisfactory.

The proposal within the report would address these limitations. It was proposed to continue to operate two, 2 hour free parking schemes in Bognor Regis and Littlehampton. Arun would operate these schemes by moving to a virtual permit using software and the MiPermit app it already used successfully for all other types of parking permits. Arun would sell cardboard discs alongside the virtual permit during 2024 as a transition year. If agreement could not be reached with Town Councils, who, along with the BID were not in favour of the proposal (their responses had been circulated to the Committee) the purchase price would be £3 for an annual permit. It was recommended that a working group would be established to steer the transition to virtual only schemes from January 2025 to provide assurance that the needs of elderly drivers would be adequately met. It was also recommended that the Littlehampton Traders Partnership Ltd debt of £14000 be written off.

The Group Head of Technical Services concluded by explaining the proposed virtual permit scheme would lower operating costs; did not rely on contributions from or administration by other organisations; would stop the malpractice of moving the disc clocks forward; would provide detailed usage information which would inform the Council regarding costs of operating the scheme and allow Committee to make informed decisions in the future.

The Chair invited questions or comments from Members. Councillor Stanley spoke on the Item explaining that he understood the aims of the report, and thanked Officers for this. However he was aware that both Littlehampton and Bognor Regis Town Councils, and also Bognor Regis BID had sent in strong representations, and he had concerns around the app only scheme. It was a delicate time for town centres and both Littlehampton and Bognor Regis town centres were in a state of flux. The disc scheme had provided a lifeline to the town centres through the pandemic and had supported residents during the cost of living crisis. Bognor Regis BID had raised valid points regarding the ability of the vulnerable and elderly to access and pay for the scheme if they were not able to pay by cash. He then proposed an amendment to the recommendations as follows (additions have been shown in **bold** and deletions in ~~strikethrough~~):

2.1 That Committee delegate authority to the Group Head of Technical Services to implement a further 2 hour free town centre virtual parking permit scheme administered by Arun District Council effective 1 January 2024 in Bognor Regis **for 2 years** and, to enter into and implement any further agreement with Bognor Regis Town Council and **Bognor Regis BID**, to make any necessary changes to Arun

District Council's Parking Orders and to take any other actions necessary to enable the scheme to take effect. ~~The scheme will include virtual permits and cardboard discs in 2024 before moving to virtual permits only from 1 January 2025.~~ **This scheme will include virtual permits alongside the existing cardboard disc scheme.**

- 2.2 That Committee delegate authority to the Group Head of Technical Services to implement a further 2 hour free town centre virtual parking permit scheme administered by Arun District Council effective 1 January 2024 in Littlehampton **for 2 years** and, to enter into and implement any further agreement with Littlehampton Town Council and **Littlehampton Traders**, to make any necessary changes to Arun District Council's Parking Orders and to take any other actions necessary to enable the scheme to take effect. ~~The scheme will include virtual permits and cardboard discs in 2024 before moving to virtual permits only from 1 January 2025.~~ **This scheme will include virtual permits alongside a cardboard disc scheme with the same parameters as that operating in Bognor Regis.**
- 2.3 **That Committee establishes a working party to comprehensively review the free parking scheme and report its recommendations to the Committee as soon as possible. The membership of the working party shall be made up of the Chair and Vice-Chair of the Environment Committee plus three other Committee Members who are also not town councillors, two named representatives from each of Bognor Regis and Littlehampton Town Councils, a named representative of the Bognor Regis Business Improvement District and a named representative of Littlehampton Traders. Only Arun District Council Councillors will have voting rights and substitutions are not permissible.**
- 2.4 That Committee approves the write-off of the balance of £14,770 that remains due from the Littlehampton Traders Partnership Ltd in financial contributions to Arun District Council.

The amendment was seconded by Councillor Wiltshire.

Upon the invitation of the Chair, Members (and a non-Committee Member given permission to speak by the Committee, then took part in a debate which is summarised as follows:

- Support was offered for the amendment. Any changes needed to be accessible, and it was felt the amendment would ensure this.
- It was asked whether any adjustments to contributions had been made to reflect the fact that parts of St Martin's car park had been unavailable due to the Public Realm Project and the Covid Centre. The Group Head of Technical Services confirmed that there had been no adjustments to the contributions as a consequence of the reduced amount of parking spaces available.
- Further support was offered for the amendment.

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- It was stated that Arun were not necessarily losing money from the disc scheme. People that were using this, may not visit the town centres and use the car parks if the scheme were not available.
- It was suggested that Automatic Number Plate Recognition (ANPR) should be used, which it was felt would provide clear evidence to ensure the car parks were being managed successfully.
- The Chair stated that the app would be user-friendly, and it would facilitate users paying for and adding additional time onto their parking allowance while they were out and about. The Group Head of Technical Services explained they would be able to monitor how often the virtual permit was used. He explained the use of the scheme would not be solely reliant on an app, and there would also be a telephone number users could ring.
- It was felt other technological solutions should be investigated such as Vehicle Management Systems (VMS). The Group Head of Technical Services explained that a report would be coming to Committee in November proposing that a review be undertaken to identify technological solutions. This proposal had already been put to Committee last year.
- It was felt the scheme needed to work for the whole District, and it was important that money was not solely spent in certain areas.
- The purpose of the scheme was to keep the footfall in both town centres high, which it was felt should be the key motivation for the Committee going forward.
- It was felt the report should have acknowledged and thanked the work of the partners facilitating the scheme.
- Some Members looked forward to using the app, however it was agreed the disc system should continue at present. When this did change it should be communicated well to residents.

During the above debate, it was noted that it would not be possible for each of the Committee Members that would make up the Working Party to not also be Bognor Regis or Littlehampton Town Councillors, as the Working Party would need to be politically proportionate and too many Members of the Committee were also Members of those Town Councils. It was suggested this be removed from the amendment in 2.3. This was accepted by the proposer and seconder of the amendment. Amendment 2.3 was therefore altered to:

**2.3 That Committee establishes a working party to comprehensively review the free parking scheme and report its recommendations to the Committee as soon as possible. The membership of the working party shall be made up of the Chair and Vice-Chair of the Environment Committee plus three other Committee Members ~~who are also not town councillors~~, two named representatives from each of Bognor Regis and Littlehampton Town Councils, a named representative of the Bognor Regis Business Improvement District and a named representative of Littlehampton Traders. Only Arun District Council Councillors will have voting rights and substitutions are not permissible.**



Following a vote, the amendment was declared CARRIED.

Following on from the previous amendment, the Director of Growth and Interim CEO suggested an additional amendment in the form of an additional recommendation, and asked that Members give consideration to proposing and seconding this as follows:

**2.5 In 2024 the Bognor Regis BID be permitted to sell to the general public and distribute to businesses for resale at face value cardboard discs procured by Arun District Council. All sales are to be accounted for and any excess income received over and above an agreed handling fee (as agreed in writing before any discs are distributed or sold by the Bognor Regis BID) shall be paid over to Arun District Council. All unsold discs are to be returned to Arun District Council for accounting purposes.**

The Director of Growth and Interim CEO went on to say that this would help the Council to be as transparent as possible around the sums of money generated in relation to the disc system. He explained it only referred to Bognor Regis as the proposal was that at Littlehampton the disc would be provided by the Council rather than a third party. A question-and-answer session then took place as follows:

- There was concern it would appear that Arun did not trust their partners to run the scheme. The Director of Growth and Interim CEO explained this suggestion was about being transparent, and all information provided would be beneficial.
- It was asked why Littlehampton traders couldn't continue to sell the discs. The Director of Growth and Interim CEO explained that the Littlehampton Traders Partnership Ltd were in a hiatus and were not in a position to deal with the financial element involved.
- There was concern that Littlehampton would suffer if the discs were not available to purchase in Littlehampton. The Director of Growth and Interim CEO explained that following the amendment, Officers would need to look at how the discs would be distributed in Littlehampton, and whether there would be other options in addition to the Civic Centre.
- Clarification was sought on the financial element of the production of discs and whether Bognor Regis BID would be required to hand back any unused discs to Arun. The Director of Growth and Interim CEO explained it was important that a handling fee be agreed with Bognor Regis BID, factoring in how much they were spending on the scheme in order that their costs be covered. The excess income would then be returned to Arun, alongside any unsold discs. The process should be transparent.

The suggested amendment of 2.5 was then proposed by Councillor Bower and seconded by Councillor Madeley. Debate on the amendment commenced as follows:

- Clarification was sought on why this was necessary. The Director of Growth and Interim CEO explained it was about being transparent around the costs

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involved in making and distributing the discs and what happened to the excess income.

- It was asked whether Bognor Regis BID already provided any such information. The Group Head of Technical Services explained that limited information was provided but this was not as comprehensive as suggested in the amendment.
- It was stated that the surplus income was currently invested by Arun's partners back into the town centres. The Director of Growth and Interim CEO explained that if excess income was being invested, it should be an explicit and conscious decision of the Council, not a by-product of the process.
- It was suggested that the audit trail could be something for the Working Party to consider.
- Clarification was sought on how Bognor Regis BID would be saving £5000. The Group Head of Technical Services explained that the proposal was for contributions from the Bognor Regis BID to cease, which would be a saving of £5000 for them.
- What would happen if there was not a surplus from the scheme at all, and maybe even a deficit? The Director of Growth and Interim CEO explained he did not believe there would be a deficit, however full transparency would ensure Arun were aware of the figures.
- If some discs were missing, would it be Bognor Regis BID or the shopkeepers that were accountable for this? The Director of Growth and Interim CEO explained there would be conversations with Bognor Regis BID to understand what had occurred, as in any audit when discrepancies were found.

The Chair suggested that the amendment be re-worded as she felt it was very rigid, and it was something the Working Party should be involved in. The following wording was suggested:

**2.5 Any Agreement between Arun District Council and Bognor Regis BID should have an audit trail as agreed by the two of them.**

This wording was accepted by the proposer and seconder of the amendment. Following a vote, the amendment was declared CARRIED.

For clarity, the Director of Growth and Interim CEO read out the substantive recommendations. He also explained that the Working Party would be politically proportionate, and the 5 Arun District Council Members from the Environment Committee would consist of 2 Conservative, 1 Labour, 1 Green Party and 1 Liberal Democrats Members. If Committee agreed the Chair and Vice-Chair formed part of the Working Party, the other Membership would be made up of 1 Labour and 2 Conservative Members, and would be agreed by Group Leaders.

Following the invitation of the Chair, a question and answer session on the substantive recommendations then took place as follows:

- Recommendation 2.3 mentioned a named representative from Littlehampton traders to be included in the Working Party membership, but it was asked how this would work if the Littlehampton Traders Partnership Ltd would no longer exist. The Director of Growth and Interim CEO explained the representative would be one of the Littlehampton traders, and Officers would seek to identify somebody happy to sit on the Working Party and represent the traders.
- It was asked why the free parking on the app could only be used once per day. The Group Head of Technical Services explained the intention was to support visits to the town centres, but there should be a limit on the frequency this was used, just as there was for the duration.
- Could users automatically renew on the app? Or would they have to manually renew each year? The Group Head of Technical Services confirmed that users could set their profile to auto-renew each year.
- It was asked whether the wording of recommendation 2.1 removed the chance of a cardboard scheme continuing to operate from January 2024. The Director of Growth and Interim CEO explained that this would not be the case as in the last line of the recommendation it stated 'This scheme will include virtual permits alongside the existing cardboard disc scheme'.

The recommendations were proposed by Councillor Greenway and seconded by Councillor Stanley.

#### The Committee

RESOLVED that

- 1 Authority be delegated to the Group Head of Technical Services to implement a further 2 hour free town centre virtual parking permit scheme administered by Arun District Council effective 1 January 2024 in Bognor Regis and, to enter into and implement any further agreement with Bognor Regis Town Council and Bognor Regis Business Improvement District, to make any necessary changes to the Arun District Council's Parking Orders and to take any other actions necessary to enable the scheme to take effect. This scheme will include virtual permits alongside the existing cardboard disc scheme.
- 2 Authority be delegated to the Group Head of Technical Services to implement a further 2 hour free town centre virtual parking permit scheme administered by Arun District Council effective 1 January 2024 in Littlehampton and, to enter into and implement any further agreement with Littlehampton Town Council and Littlehampton Traders, to make any necessary changes to the Arun District Council's Parking Orders and to take any other actions necessary to enable the scheme to take effect. This

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scheme will include virtual permits alongside a cardboard disc scheme with the same parameters as that operating in Bognor Regis.

- 3 A Working Party be established to comprehensively review the free parking scheme and report its recommendations to the Committee as soon as possible. The membership of the Working Party shall be made up of the Chair and Vice-Chair of the Environment Committee plus three other Committee Members, two named representatives from each of Bognor Regis and Littlehampton Town Councils, a named representative of the Bognor Regis Business Improvement District and a named representative of Littlehampton traders. Only Arun District Council Councillors will have voting rights and substitutions are not permissible.
- 4 The write-off of the balance of £14,770, that remains due from the Littlehampton Traders Partnership Ltd in financial contributions to Arun District Council, be approved.
- 5 Any Agreement between Arun District Council and Bognor Regis BID should have an audit trail as agreed by the two of them.

#### 231. OUTSIDE BODIES

Councillor Wiltshire gave an update on The Local Government Association Coastal Special Interest Group (LGA Coastal SIG).

(A copy of this report *can be found on the* [Environment Committee Public Question Web page](#))

#### 232. WORK PROGRAMME

The Group Head of Technical Services presented the Work Programme to the Committee. He explained that a report on Bersted Brooks Park and a Budget Monitoring Report would be added onto the Work Programme for the November meeting.

The Committee noted the Work Programme.

(The meeting concluded at 7.55 pm)

<b>REPORT TO:</b>	<b>Environment Committee - 21 November 2023</b>
<b>SUBJECT:</b>	<b>Budget Monitoring Report to 30 September 2023</b>
<b>LEAD OFFICER:</b>	<b>Antony Baden – Group Head of Finance &amp; Section 151 Officer</b>
<b>LEAD MEMBER:</b>	Councillor Sue Wallsgrove, Chair of Environment Committee
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
The Council’s budget supports all the Council’s Objectives.	
<b>DIRECTORATE POLICY CONTEXT:</b>	
Budget monitoring and forecasting are key in ensuring sound financial control and control of spending is in place. It is also a major part in ensuring sound governance arrangements.	
<b>FINANCIAL SUMMARY:</b>	
The report shows the Committee’s Revenue budget and Capital programme forecast out turn position for 2023/24 as at the end of Quarter 2.	

**1. PURPOSE OF REPORT**

1.1. The purpose of this report is to apprise the Environment Committee of its forecast out turn against the 2023/24 budgets, which were approved by Full Council at its meeting of the 9 March 2023.

**2. RECOMMENDATIONS**

2.1. To note the report.

**3. EXECUTIVE SUMMARY**

3.1. The report sets out in further detail the Committee’s Revenue and Capital programme budget performance projections to the 31 March 2024.

**4. DETAIL**

4.1. Table 1 below details the 2023/24 forecast revenue budget out turn as at Quarter 2 and anticipates an underspend of £55,000, which is a favourable movement of £58,000 against the £3,000 overspend reported in Quarter 1. The significant changes in the forecast are explained in paragraphs 4.2 to 4.7 below.

**Table 1**

<b>Environment Committee</b>					
	<b>Budget</b>	<b>Forecast</b>	<b>Variance</b>	<b>Variance</b>	<b>Movement</b>
	<b>2023-24</b>	<b>Outturn</b>		<b>(Qtr. 1)</b>	
<b>Description</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Building Control (D10)	192	227	35	-	35
Bus Shelters & Street Nameplates	11	3	(8)	-	(8)
Car Parks	(866)	(921)	(55)	-	(55)
Cemeteries & Churchyards	33	12	(21)	-	(21)
Cleansing Services	7,753	7,905	152	-	152
Coast Protection & Land Drainage	212	277	65	65	-
Emergency Planning & Support	50	50	-	-	-
Environmental Health & Protection	607	607	-	-	-
Foreshores	67	22	(45)	(45)	-
Parks & Green Spaces	2,435	2,310	(125)	(17)	(108)
Private Sector Housing	288	288	-	-	-
Management and Support Services (Engineering & Infrastructure Services)	581	528	(53)	-	(53)
<b>Total for Environment Committee:</b>	<b>11, 363</b>	<b>11,308</b>	<b>(55)</b>	<b>3</b>	<b>(58)</b>

- 4.2. **Building Control** – £35k overspend against budget. This is largely due to income from building control fees being lower than budgeted. The current economic climate including higher interest rates are impacting the level of anticipated activity and income.
- 4.3. **Car Parks** - £55k underspend against budget. This is due to increase in forecast income level against the budget for the year and reflects updated information on position reported earlier for Quarter 1.
- 4.4. **Cemeteries & Churchyards** - £21k overspend against budget. The variance is due to an overspend against the staffing budget.
- 4.5. **Cleansing Services** - £152k overspend against budget. This relates to an increase in the contract cost for two reasons. Firstly, the contract is increased annually for inflation and the published inflation rate was higher than what was

anticipated during the budget setting process. Secondly, a back dated pay increase for contract staff further impacted on the contract cost.

- 4.6. **Parks & Green Spaces** - £125k underspend against budget. Staff vacancies are expected to show an underspend against this service.
- 4.7. **Management & Support Services** – £125k underspend against budget. Staff vacancies are also expected to show an underspend against this service.
- 4.8. Table 2 below details the Committee’s 2023/24 forecast capital programme out turn as at Quarter 2 and anticipates slippage of £200,000, which will be carried forward into the following financial year.

**Table 2**

Budget Monitoring 2023/24 - Capital Programme								September 2023 (Quarter 2 - 2023/24)		
Environment Committee										
Project	Original Capital Budget (Approved) 2023/24	Carry Forwards from 2022/23	Additional Approvals In-Year	Other Changes	Revised Capital Budget (Approved) 2023/24	Forecast Outturn for the Year (2023/24)	Variance (Forecast Outturn vs Revised Budget)	Capital Budget 2024/25	Capital Budget 2025/26	Capital Budget 2026/27
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Improvement & Discretionary Grants*	1,400	0			1,400	1,400	0	1,400	1,400	1,400
Keystone Centre	0	250			250	250	0	0	0	0
Sunken Gardens	0	226		(50)	176	176	0	0	0	0
Bersted Brooks Country Park	0	320			320	320	0	0	0	0
Parks Chipper										26
Place St. Maur	0	22			22	22	0	0	0	0
Play Areas	255	285	30		570	370	(200)	65	100	100
<b>Environment Committee - Total</b>	<b>1,655</b>	<b>1,102</b>	<b>30</b>	<b>(50)</b>	<b>2,737</b>	<b>2,538</b>	<b>(200)</b>	<b>1,465</b>	<b>1,500</b>	<b>1,526</b>
* Improvement and Discretionary Grants - (Disabled Facilities Grants)										

4.9. The total capital budget for 2023/24 is £2,737,000, which includes slippage from the previous year of £1,102,000. The forecast in table 2 indicates slippage in 2023/24 of £200,000 on the Skate Park project.

4.10. The Capital programme is being reviewed as part of the budget setting process and will take account of progress against the 2023/24 budget. Any changes will be reported to this Committee for approval by Policy & Finance Committee.

## **5. CONSULTATION**

5.1. Consultation with other stakeholders is not required for this report.

## **6. OPTIONS / ALTERNATIVES CONSIDERED**

6.1. There are no alternative options to this report.

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

7.1. There are no additional financial implications arising from the matters set out in this report. Committee will note that the Group Head of Finance & Section 151 Officer will work throughout the financial year with other Group Heads to mitigate any overspends that have been highlighted in the report and to maximise potential income generation opportunities/cost avoidance efficiencies.

## **8. RISK ASSESSMENT CONSIDERATIONS**

8.1. Regular budget monitoring and forecasting mitigates against the risk of poor financial control and ensures that Members are informed when corrective action is required and what action has been taken.

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

9.1. None.

## **10. HUMAN RESOURCES IMPACT**

10.1. None.

## **11. HEALTH & SAFETY IMPACT**

11.1. None.

## **12. PROPERTY & ESTATES IMPACT**

12.1. None.

## **13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

13.1. None.

## **14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

14.1. None.

## **15. CRIME AND DISORDER REDUCTION IMPACT**



15.1. None.

## **16. HUMAN RIGHTS IMPACT**

16.1. None.

## **17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

17.1. None.

---

### **CONTACT OFFICER:**

Name: Antony Baden

Job Title: Group Head of Finance and Section 151 Officer

Contact Number: 01903 737558

### **BACKGROUND DOCUMENTS:**

[Budget Book 2023/24](#)

[Minute 779, Full Council 9 March 2023 – Arun District Council budget 2023/24.](#)

[Quarter 1 Budget Monitoring Report, Environment Committee, Minute 227.](#)

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## Arun District Council

<b>REPORT TO:</b>	<b>Environment Committee – 21 November 2023</b>
<b>SUBJECT:</b>	<b>Bersted Brooks Park Project</b>
<b>LEAD OFFICER:</b>	<b>Philippa Dart – Director of Environment and Communities and Interim CEO Joe Russell-Wells – Group Head of Environment and Climate Change</b>
<b>LEAD MEMBER:</b>	Councillor Sue Wallsgrove
<b>WARDS:</b>	<b>Bersted Ward</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
<p>The Bersted Brooks Park project will implement the council’s vision that aims to provide infrastructure that supports wellbeing, through easily accessible and safe greenspace, and encourage our community to embrace healthy and active lifestyles. It will also deliver the environment theme of the vision which aims to protect and enhance our natural environment, while considering climate change and biodiversity.</p>	
<b>DIRECTORATE POLICY CONTEXT:</b>	
<p>The Bersted Brooks Park project sits within the Environment and Communities Directorate plan.</p>	
<b>FINANCIAL SUMMARY:</b>	
<p>A sum of £320k for the project has been included in the capital programme. The allocation was agreed by the Environment Committee on 20 January 2022 and approved by Full Council on 23 February 2022.</p> <p>Project costs will include professional fees to prepare plans for the scheme and capital works to implement the proposals.</p>	

### 1. PURPOSE OF REPORT

- 1.1. This report provides an update on the project, a summary of the public consultation and masterplan proposals, and confirms the area of Bersted Brooks Park.

### 2. RECOMMENDATIONS

- 2.1 The Committee is requested to:

1. Endorse the revised area of the Bersted Brooks Park masterplan as shown in Appendix 5.

### **3. EXECUTIVE SUMMARY**

- 3.1 The report provides an update on the Bersted Brooks Park project, including a summary of the stakeholder engagement and public consultation, and outlines proposals to be taken forward.

### **4. DETAIL**

#### **4.1 Background**

Arun District Council commissioned consultants Stephenson Halliday to advise on the enhancement of the open spaces at Bersted Brooks and Bersted Park. The key principle was to create a design concept masterplan for these areas to enable local people to visit and enjoy recreation in a countryside environment, whilst enhancing biodiversity and mitigating the effects of climate change and flooding.

The area proposed is approximately 47 hectares of public open space, in the ownership and management of Arun District Council. This includes Bersted Brooks Local Nature Reserve, and areas of public open space to the north and south of Rowan Way (A259) which were adopted from the residential development at Bersted Park.

#### **4.3 Work undertaken to date**

Work undertaken by the consultants has included the following:

- Review of site information and previous survey work to identify evidence gaps and produce a baseline and analysis report, including Strengths, Weakness, Opportunities and Threats (SWOT) analysis.
- Engagement with stakeholders.
- Preparation of a draft concept masterplan for public consultation.
- Production of a final concept masterplan report following public consultation, with recommendations for proposed enhancement and future management and maintenance requirements.

During the initial scope review with the consultants, the reference to 'Country Park' was removed as this term was thought to be misleading and not representative of the planned proposals. The term was intended to differentiate between the district's formal, urban parks and the open spaces at Bersted which are more rural in character. However, 'Wildspace on your doorstep', a strap line introduced by Stephenson Halliday is more representative of the proposal – giving a local resource to local residents within the district.

#### **4.4 Site review and analysis**

In reviewing previous surveys and information about the site, Stephenson Halliday were able to identify any gaps in evidence, and assess constraints and opportunities of the site. These are summarised in Appendix 1.

The open spaces were analysed in terms of typography, hydrology, landscape character, connectivity, facilities and habitats. Future survey needs were also identified. A review of constraints looked at what is preventing the sites being used to their full potential, while site opportunities were summarised in themes linked to the environmental and social benefits of green infrastructure. The themes helped to form early proposal ideas with the aim of generating discussion in how the open space could be enhanced.

#### 4.5 Stakeholder engagement

Stakeholder engagement was carried out between March - June 2023 to obtain initial views from a range of stakeholders and feed these into the design proposals.

Contact was made with representatives from different organisations who have an interest in the open spaces. They were invited to share information on site management and give views on what improvement ideas might be feasible.

Stakeholders included Arun District Council (ADC) Officers, ADC Members, Bersted Parish Council, West Sussex County Council, Environment Agency, Southern Water, Natural England, Sussex Wildlife Trust, Arun and Rother Rivers Trust, Langmead Group, Friends of Bersted Brooks and residents of Bersted Park.

Stakeholders supported better access for visitors, enhancing habitat opportunities, inclusion of new facilities (e.g. temporary café, natural play) and promoting education. The importance of protecting wildlife and ensuring proposals do not impact on flooding was highlighted. Parking and the need for additional bins were noted as current challenges.

Residents of Bersted Park were asked how they currently use the open spaces, what they see as important and how the sites could be improved.

Many residents regularly use both Bersted Brooks and Bersted Park for a range of activities including dog walking, enjoying the wildlife and landscape and to keep fit. Opportunities to be close to nature, to enjoy a clean and litter-free environment and to feel safe were most important to residents when visiting the site. When thinking about improvements, residents identified concerns about ditch maintenance. This was followed by wanting improvements to flood mitigation and water quality and also the condition of the footpaths and site access.

In addition, residents of the Bersted Park development highlighted concerns about encouraging more people to the area which would increase issues with car parking, drainage and litter. A summary of the stakeholder engagement undertaken is included in Appendix 1.

#### 4.6 Public consultation

Following the stakeholder engagement, the feedback was incorporated into the draft concept masterplan.

The proposals were published online for public consultation between 5 and 31 July 2023. The masterplan was also available to view at Bersted Community Centre on 15 July which gave people the opportunity to talk to the project team. The results of the public consultation which included Parish Council representation can be found in the summary report in Appendix 2.

The principles of enhancing the open spaces were supported with the results showing that most people responded positively to the proposals presented. The most popular proposals were as follows:

- 86% want to see the creation of natural flood interventions.
- 85% supported the idea of wetland planting to improve flood resilience.
- 76% were in favour of the interpretation and restoration of historic features.
- 71% agreed with the proposal for a wildspace meeting point.
- 70% wish to see the introduction of new ditch crossing points.

Other supported proposals included the creation of nature-only zones to encourage wildlife, the installation of raised walkways to enable year-round access, a safe crossing over the A259, the incorporation of natural play features and expanding the car park at Bersted Brooks.

Overall, respondents were largely supportive of the proposals for Bersted Brooks, but less supportive that the masterplan proposals include the residential area of the Bersted Park public open space. A number of comments stated a preference for making improvements at Bersted Brooks rather than Bersted Park.

In addition to the completed survey questions a number of written representations were also received. Particular concerns raised by residents focused on the issues set out in Appendix 3.

#### 4.7 Summary of Consultant Report

Stephenson Halliday has provided a Concept Masterplan Report (Appendix 4) which summarises the aims of the project and the opportunities presented by the public open spaces. The report sets out the themes which came from the public consultation and recommends proposals to be implemented in a phased approach. The proposals are described in 4.8.

#### 4.8 Summary of masterplan proposals and recommendations

The consultation results and feedback received has been valuable in understanding how people would like to see the proposals taken forward. They have defined the concept masterplan proposals and incorporate those which received the highest level of support. The masterplan area has been revised in response to the consultation and Appendix 5 shows the updated area of Bersted Brooks Park.

The masterplan is a long-term plan which can be delivered in phases over a number of years and as funding becomes available. This could include opportunities for Biodiversity Net Gain (BNG) funding. Some proposals are simpler in scope and can be progressed in the short term. Others are more complex and

will require further surveys and studies to be undertaken.

The following table sets out the vision and proposals for the open spaces and summarises the benefits of each:

<b>Vision</b>	<b>Proposals</b>	<b>Benefits</b>
1. A place to enjoy the outdoors	Raised walkways / improved access	To increase the accessibility of the open spaces and enable access all year round, including to areas susceptible to flooding.
	Nature only areas	To limit human activity in sensitive areas of the site and enhance wildlife habitats.
	Improved parking	To expand and improve quality of parking provision at Bersted Brooks.
	Wild space meeting point	To create a focal point for people to enjoy the natural setting.
2. To learn from and respond to nature and the landscape	Waymarking and signage	To assist people in navigating across the open spaces.
	Natural play	To create interest and promote learning for young visitors.
	Community events	To encourage sense of community and introduce volunteering across the open spaces.
	Historical interpretation / restoration	To further understanding of the site and its historical context.
	Natural flood interventions	To mitigate for the future impact of flooding.
	Linear edible landscapes	To encourage engagement with nature.
3. To bring wildlife to your doorstep	Enhance existing habitats and biodiversity through planting and management	To ensure wildlife and open spaces are accessible to local people.

The initial priorities for delivery will focus on expanding the car park at Bersted Brooks and introducing signage to help visitors navigate the site and are expected to be carried out by spring 2025.

## **5. CONSULTATION**

- 5.1 Stakeholder engagement has been undertaken to seek input from a range of stakeholders to the design proposal. This was followed by public consultation on the concept design masterplan, as detailed in 4.5 and 4.6 above.

## **6. OPTIONS / ALTERNATIVES CONSIDERED**

1. To approve the recommendation as set out in the report.
2. To not approve the recommendation.

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

- 7.1 Funding for delivering the project is included in the capital programme which was approved by Full Council in February 2022.

## **8. RISK ASSESSMENT CONSIDERATIONS**

- 8.1 A risk assessment and method statement will be produced by the Principal Designer for any proposals progressed, 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 This is an update report and there are no governance or legal implications at this stage.

## **10. HUMAN RESOURCES IMPACT**

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

## **11. HEALTH & SAFETY IMPACT (for review)**

- 11.1 Where applicable, aspects of the proposals 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. There will also be ongoing health and safety management responsibilities for the proposals, such as risk assessment, inspection and maintenance, that will need to be considered and appropriately resourced.

## **12. PROPERTY & ESTATES IMPACT**

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

## **13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

- 13.1 The project will help to improve the social and environmental well-being of visitors, and tackle health inequality by providing a good quality greenspace that is available for the whole community. The project also aims to improve accessibility to areas of public open space.

## **14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

- 14.1 Environmental sustainability will be addressed at design stage to ensure that the council reduces its carbon footprint, its impact on the environment and the use of natural resources. Contractors will be required to provide evidence of their environmental sustainability policies, including any carbon impact footprints, and demonstrate how these will be applied/reduced on the project.
- 14.2 The scheme will provide a natural area designated for local people to visit and enjoy recreation in a countryside environment and improve their mental health and well-being. In addition, the scheme will enhance biodiversity and make improvements to flora and fauna.

## **15. CRIME AND DISORDER REDUCTION IMPACT**

- 15.1 Improvements to the open space for leisure and recreation will help to discourage crime associated with anti-social behaviour (ASB). Encouraging greater use of a well-maintained open space will allow the community to take ownership from the minority who may misuse the site. Improvements to site design and scheduled maintenance will open views and create clear sight lines.

## **16. HUMAN RIGHTS IMPACT**

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

## **17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

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

---

### **CONTACT OFFICER:**

Name: Rachel Alderson

Job Title: Principal Landscape & Project Officer

Contact Number: 01903 737946

### **BACKGROUND DOCUMENTS:**

Environment Committee - 20 January 2022, Item 579

Full Council Meeting - 23 February 2022, Item 681

Environment Committee – 17 November 2022, Item 429



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HALLIDAY**

Planning, Landscape & Environment  
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Rev 01 FINAL

# **BERSTED BROOKS PARK**

## **Wildspace on your doorstep**

### **Summary Baseline Analysis and Consultation Report**

## Document history

	Name	Date / Revision
Author	David Walker	07/11/23 - Rev01
Technical Reviewer	Lynne Houlbrooke	07/11/23 - Rev01
Approved	Andrew Tempany	07/11/23 - Rev01



# CONTENTS

<u>Page</u>	<u>Section Title</u>
4	1. Introduction
6	2. Understanding the Significance of the Site
7	3. Study and Landscape Context
13	4. Constraints and Opportunities
15	5. Consultation Summary.



# 1. INTRODUCTION

This report contains a summary of the detailed Baseline and Analysis Report which provides a more comprehensive analysis of the site and its surrounds.

Stephenson Halliday have been commissioned by Arun District Council to produce a RIBA Stage 2 Masterplan for an existing public open space, facilitating access to the countryside and contact with nature at Bersted, to the north of Bognor Regis in West Sussex. The masterplan design will be delivered together with outline management recommendations, and broad recommendations for future delivery. As part of the project, a stakeholder engagement process has been undertaken to obtain initial views to input into the proposed design, followed by a process of public consultation on the masterplan itself, once prepared.

An initial site visit and a review of existing site information was undertaken, along with an assessment to identify any gaps in survey information which are required to aid design progression. The process of gathering data relating to the natural, environmental and social assets, as well as using information gained from the site visit, have supported the development of constraints and opportunities, a summary of which are provided at Section 4.



Photograph 1: Bersted Brooks Local Nature Reserve.



Photograph 2: Aldingbourne Rife.



Photograph 3: Eastern Field.



Photograph 4: Western Field.



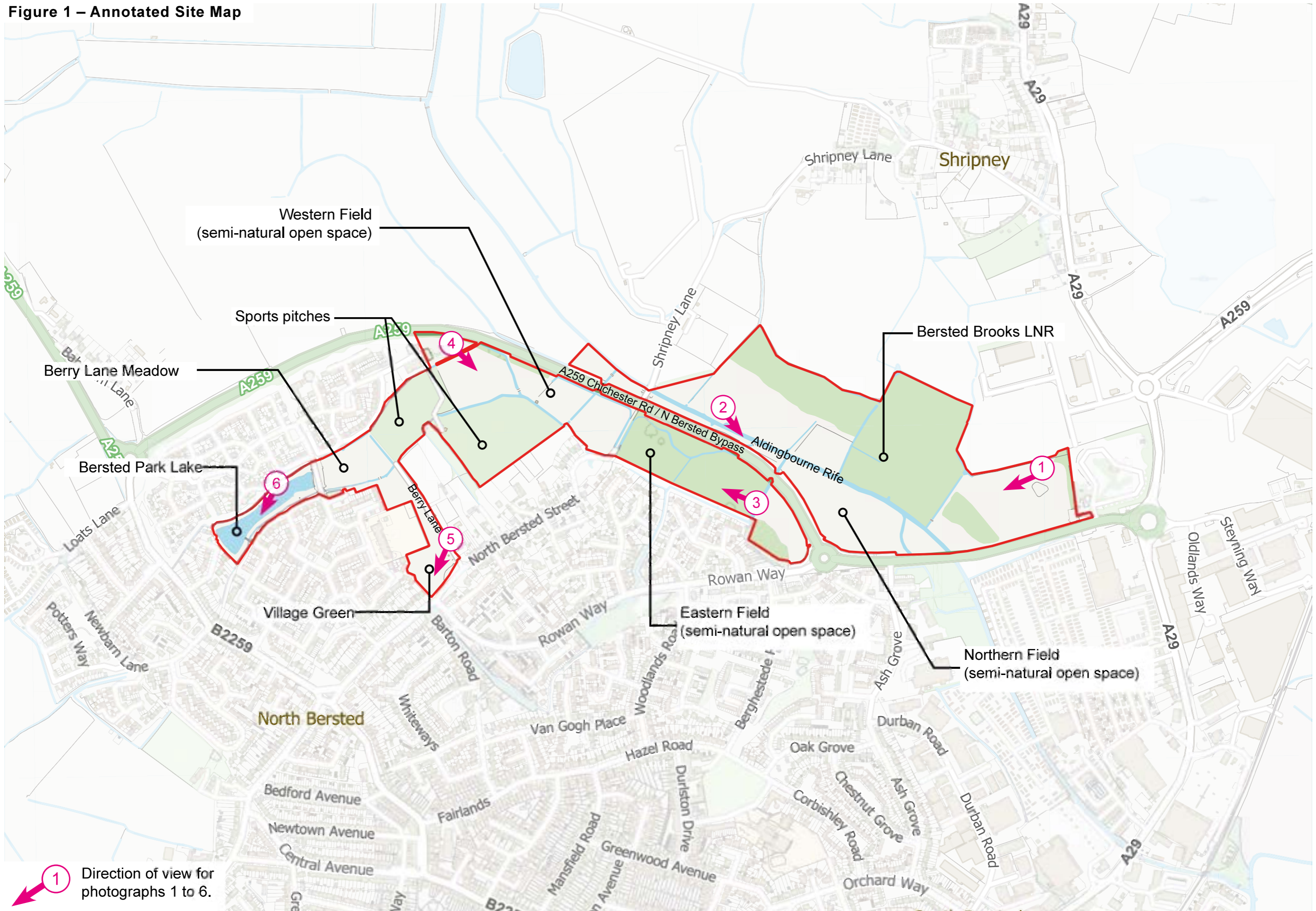
Photograph 5: Village Green.



Photograph 6: Bersted Park Lake.



Figure 1 – Annotated Site Map



① Direction of view for photographs 1 to 6.



# 2. UNDERSTANDING THE SIGNIFICANCE OF THE SITE

The site has been analysed and viewed within its wider setting (1km study area) in order to understand the context that it sits within.

## DOCUMENT REVIEW

The documents reviewed include plans, frameworks, strategies, guides, assessments, studies and reports, providing valuable insight, policies and objectives.

The documents provide recommendations which relate either specifically to the site and it's surrounds, or more generally to the wider area or surrounding landscape.

The following information was recorded as part of the review:

- The key findings of the document;
- The importance/relevance and key considerations of the key findings for masterplan;
- Where more information is required.

## FINDINGS FROM THE DOCUMENT REVIEW

The results of the document review have fed into constraints and opportunities for the site, and these are presented at Section 4 of this report.

Opportunities have been identified to fall within seven main themes which link closely to ecosystem services and environmental and social functions of green infrastructure. They relate to Green Flag Award

standards, Building with Nature standards and the United Nations Sustainable Development Goals (SDGs), as relevant. These opportunities have been considered in the context of the existing site and will build a robust, evidence-based picture and context for the masterplan proposals.

The seven opportunity themes across the site are identified below:



## GAP ANALYSIS

As part of the review process, gaps in site survey information which could be required to improve knowledge and provide an evidence base for developing the later stages of design work, such as RIBA Stage 3, 4 and 5, have been identified. Information which may contribute to the progress of the project is listed below.

- Ecological information
- Hydrology information
- Transport Assessment / Active Travel Plan
- Arboricultural information
- Topographic information
- Visitor surveys and accessibility reporting
- Disability and access audit
- Play area information
- Management Plans



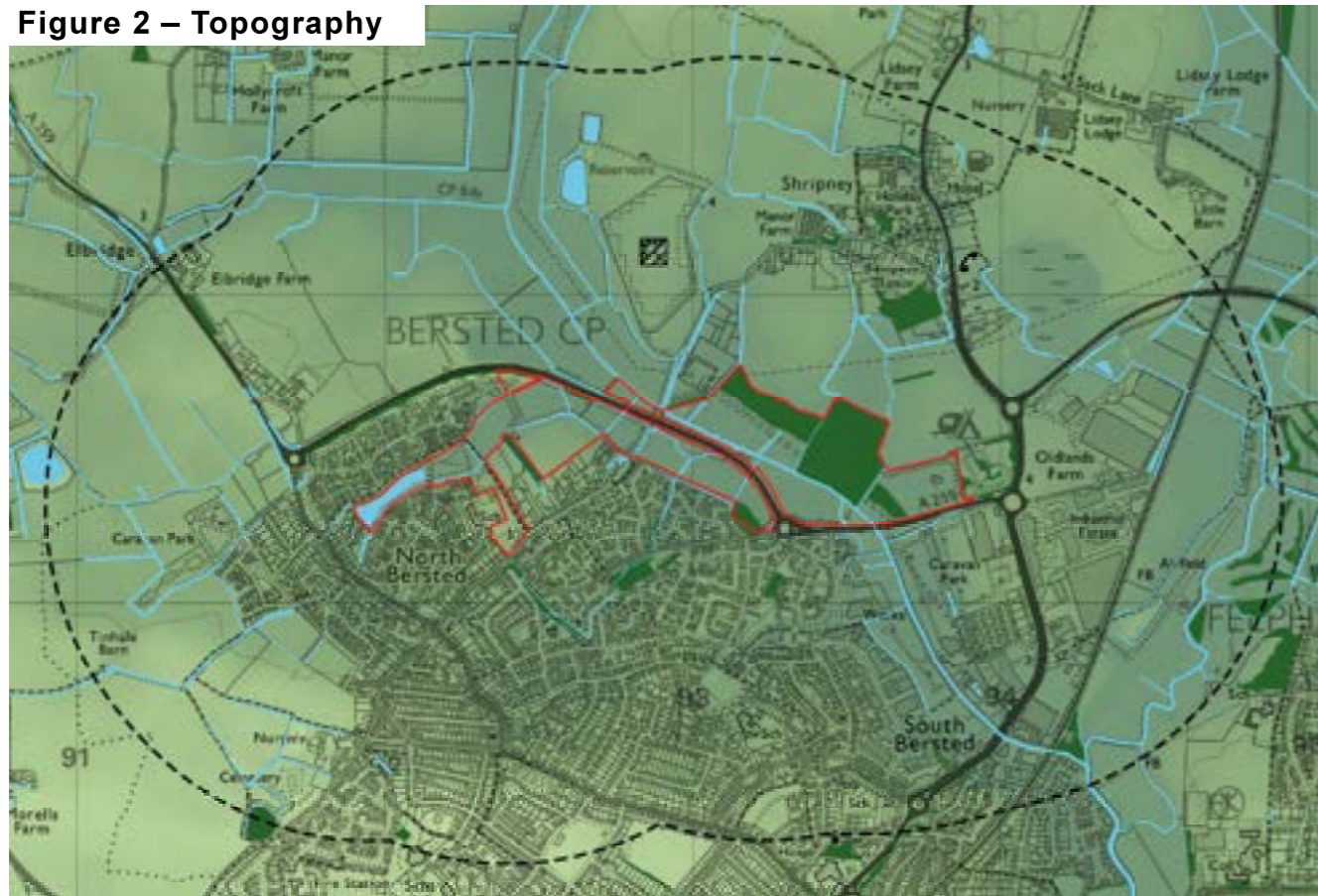
# 3. STUDY AND LANDSCAPE CONTEXT

As part of the analysis, a review of mapping data in relation to the site and its wider setting (1km study area) has been undertaken. The following information has been reviewed in relation the site and it's surrounds:

- Topography
- Hydrology
- Landscape character
- Designations
- Access / connectivity
- Facilities / local amenities
- Land ownership

Mapping is shown on the subsequent pages in this section. A more comprehensive analysis of mapping has been provided as part of the full version of this report.

Figure 2 – Topography



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## TOPOGRAPHY

The topography of the site and its surrounds are shown on Figure 2.

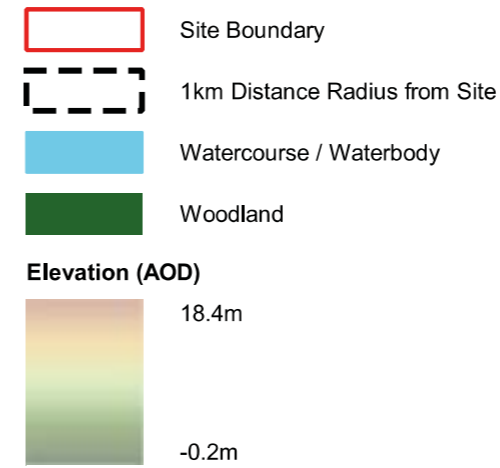
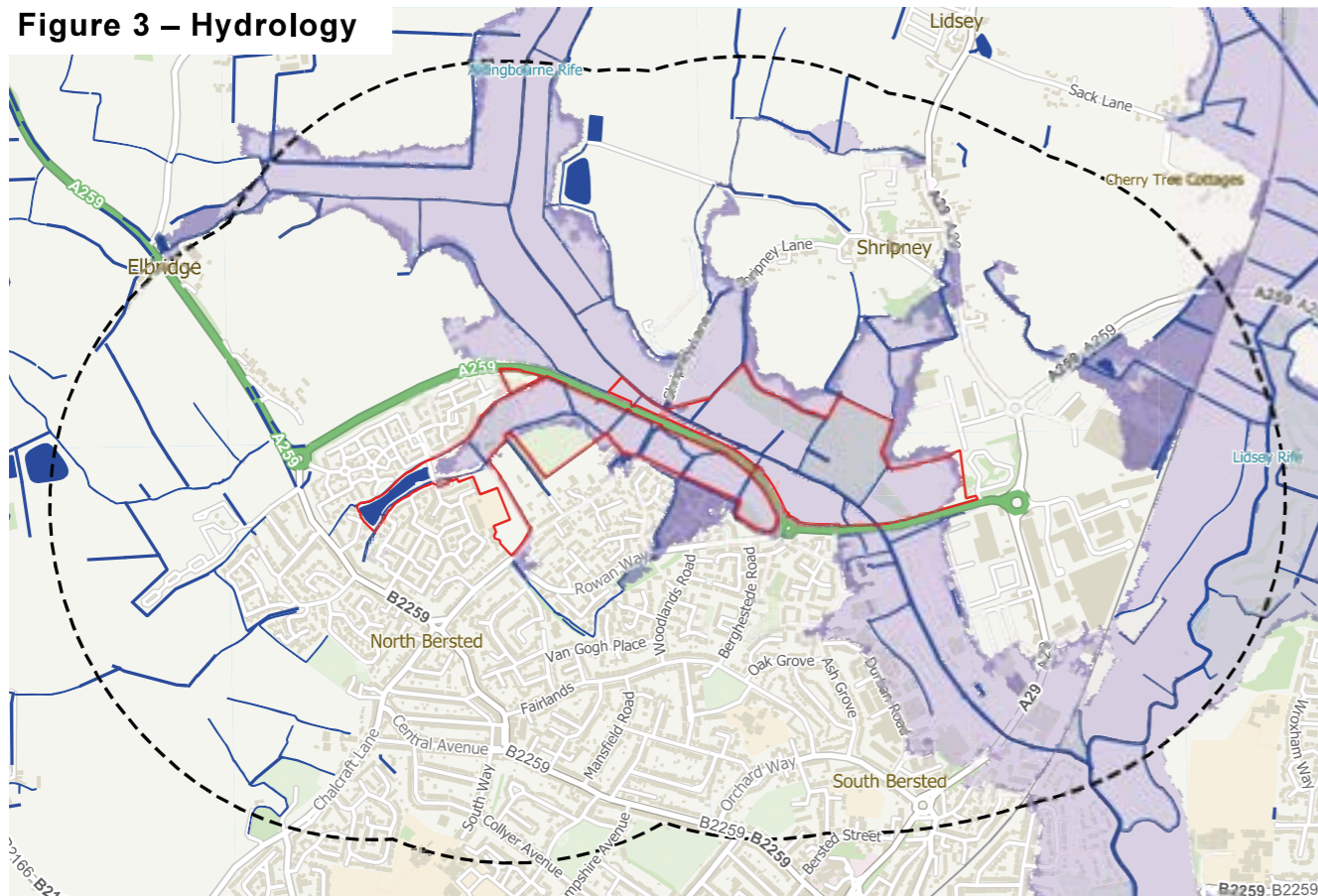


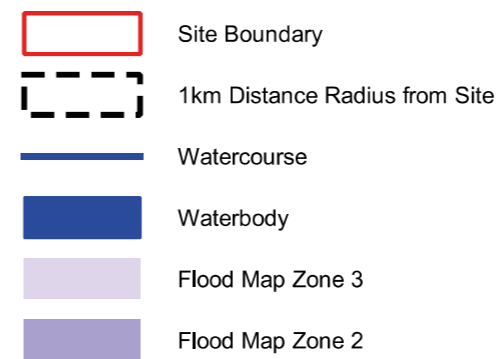
Figure 3 – Hydrology



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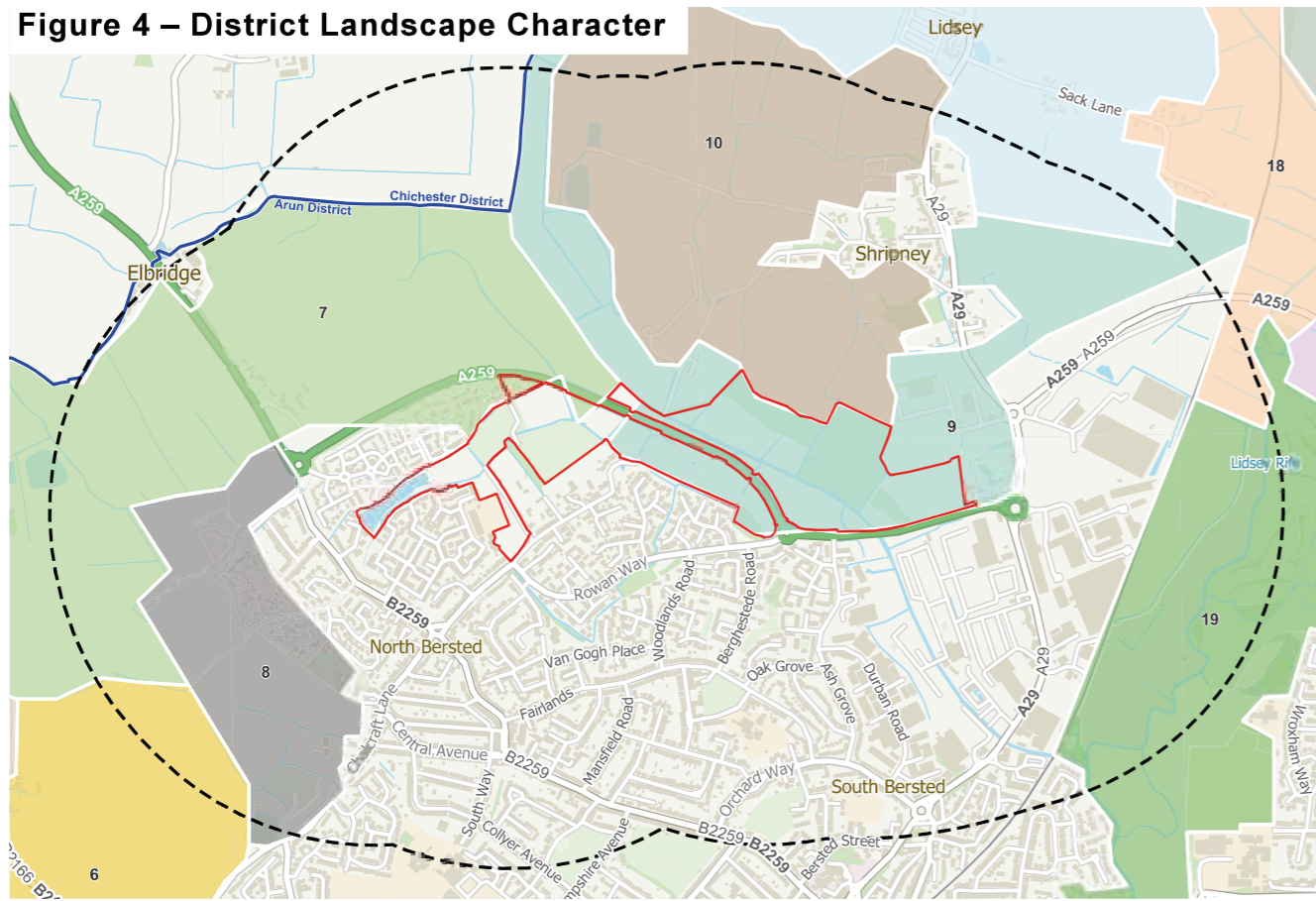
## HYDROLOGY

The hydrology of the site and its surrounds are shown on Figure 3.





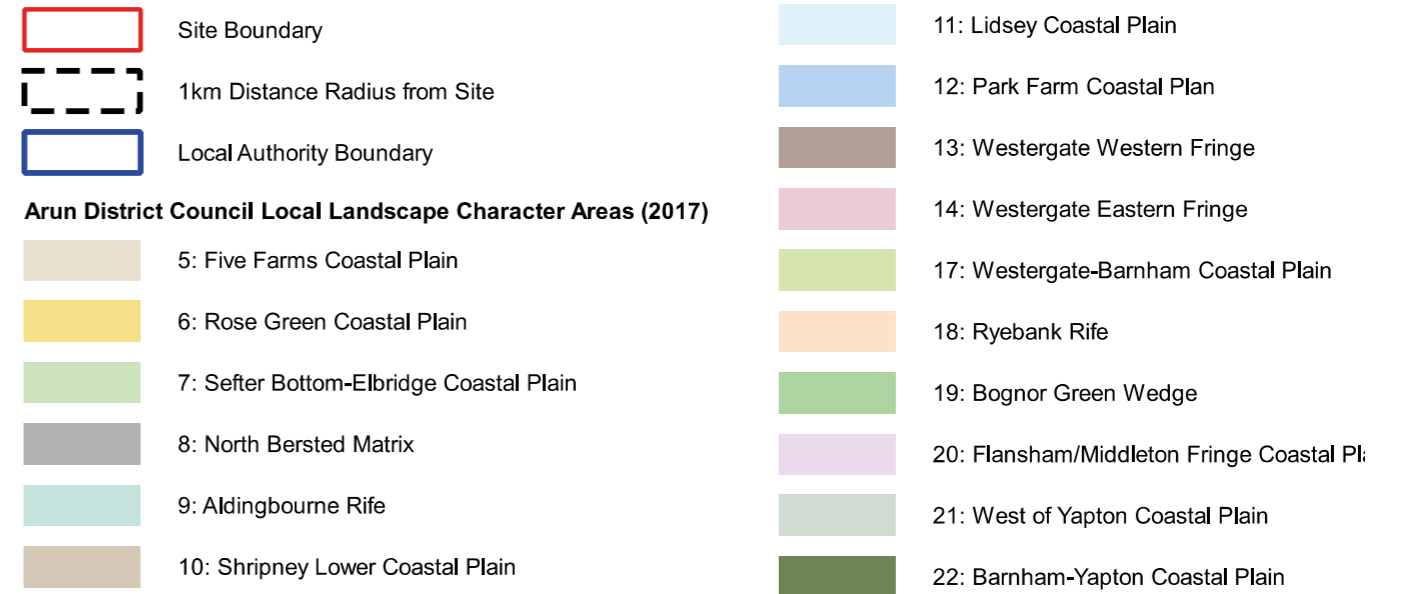
**Figure 4 – District Landscape Character**



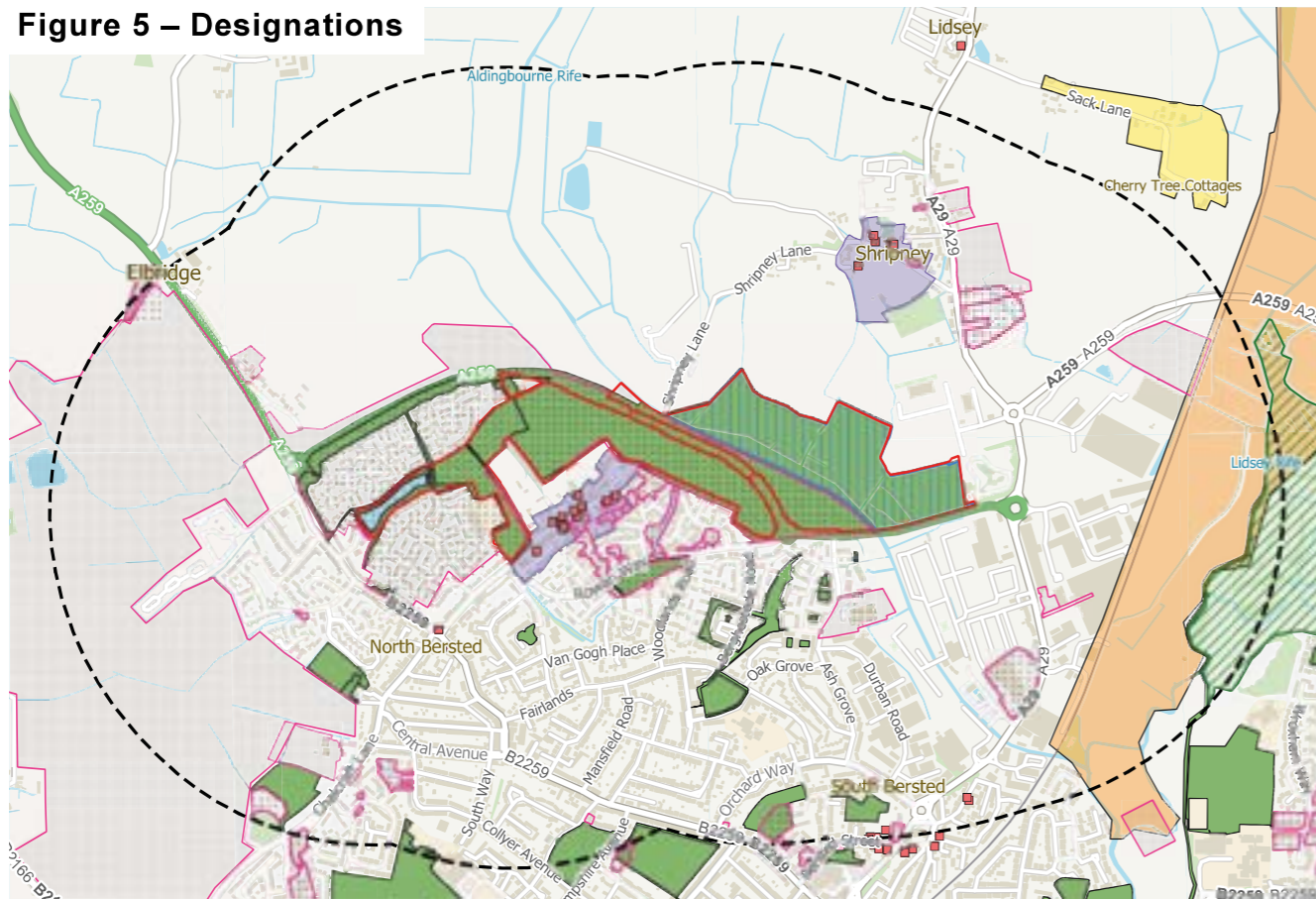
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## DISTRICT LANDSCAPE CHARACTER

Arun district LCAs are shown on Figure 4.



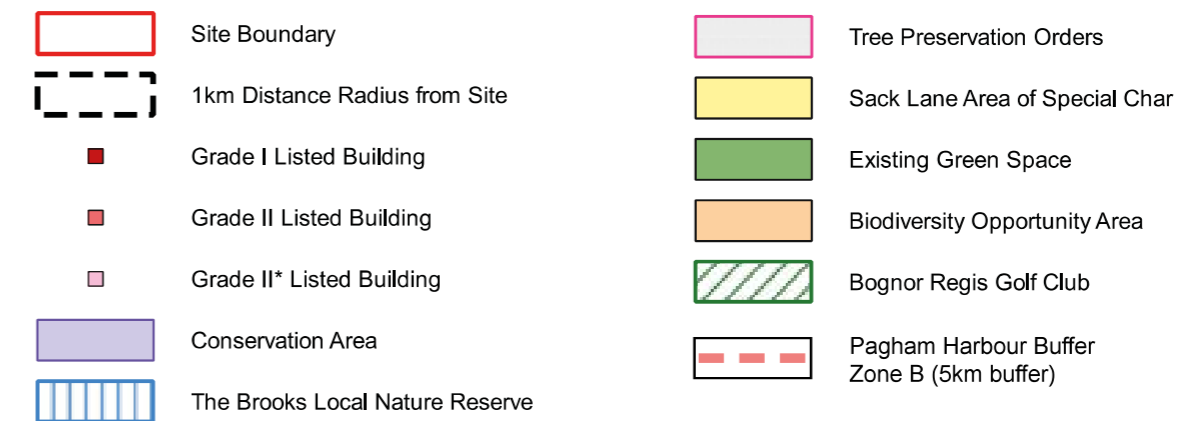
**Figure 5 – Designations**



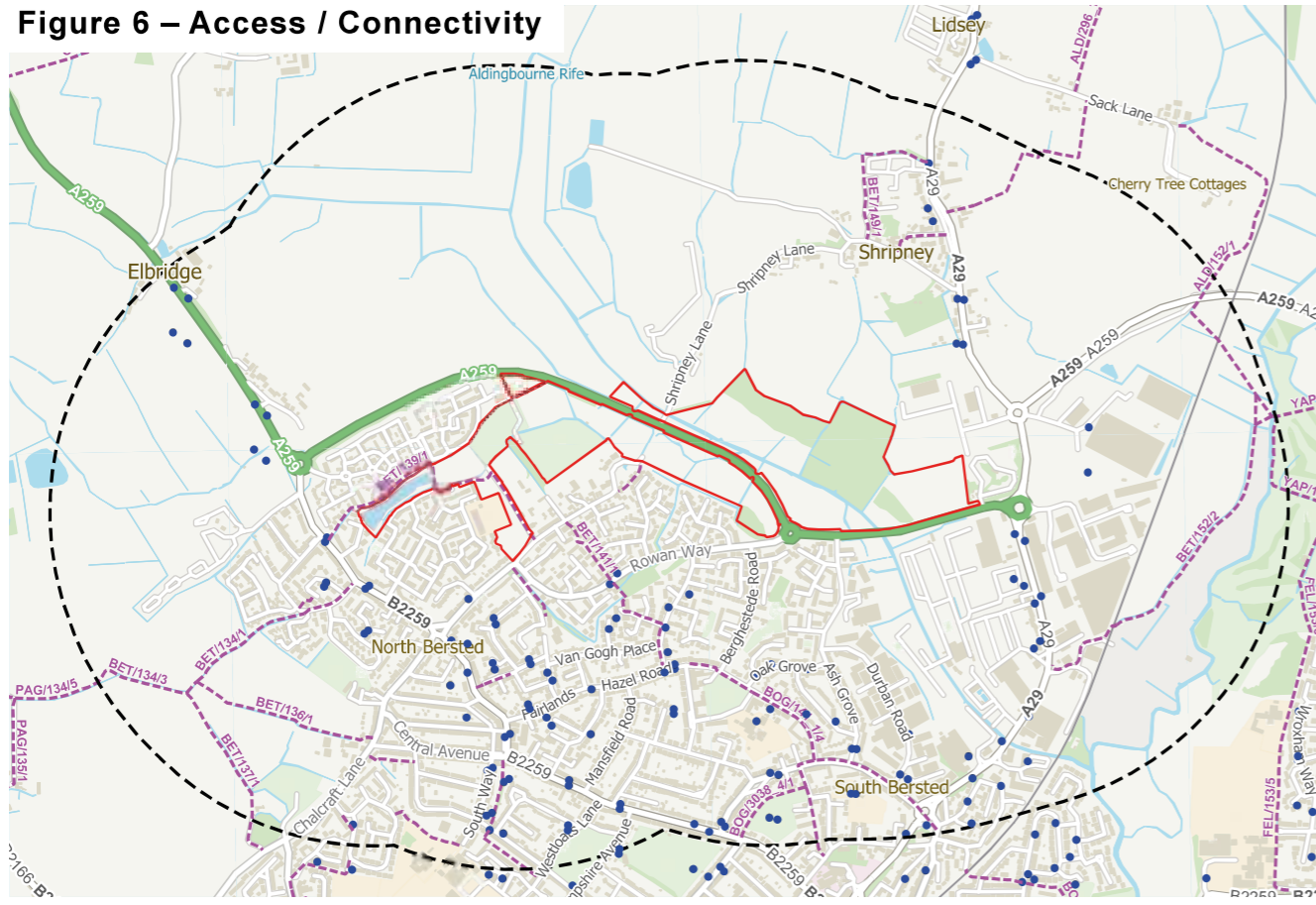
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## DESIGNATIONS

Relevant designated interests are shown on Figure 5. These either influence the character of the site and/or form constraints material to the development of the Masterplan.







**Figure 6 – Access / Connectivity**



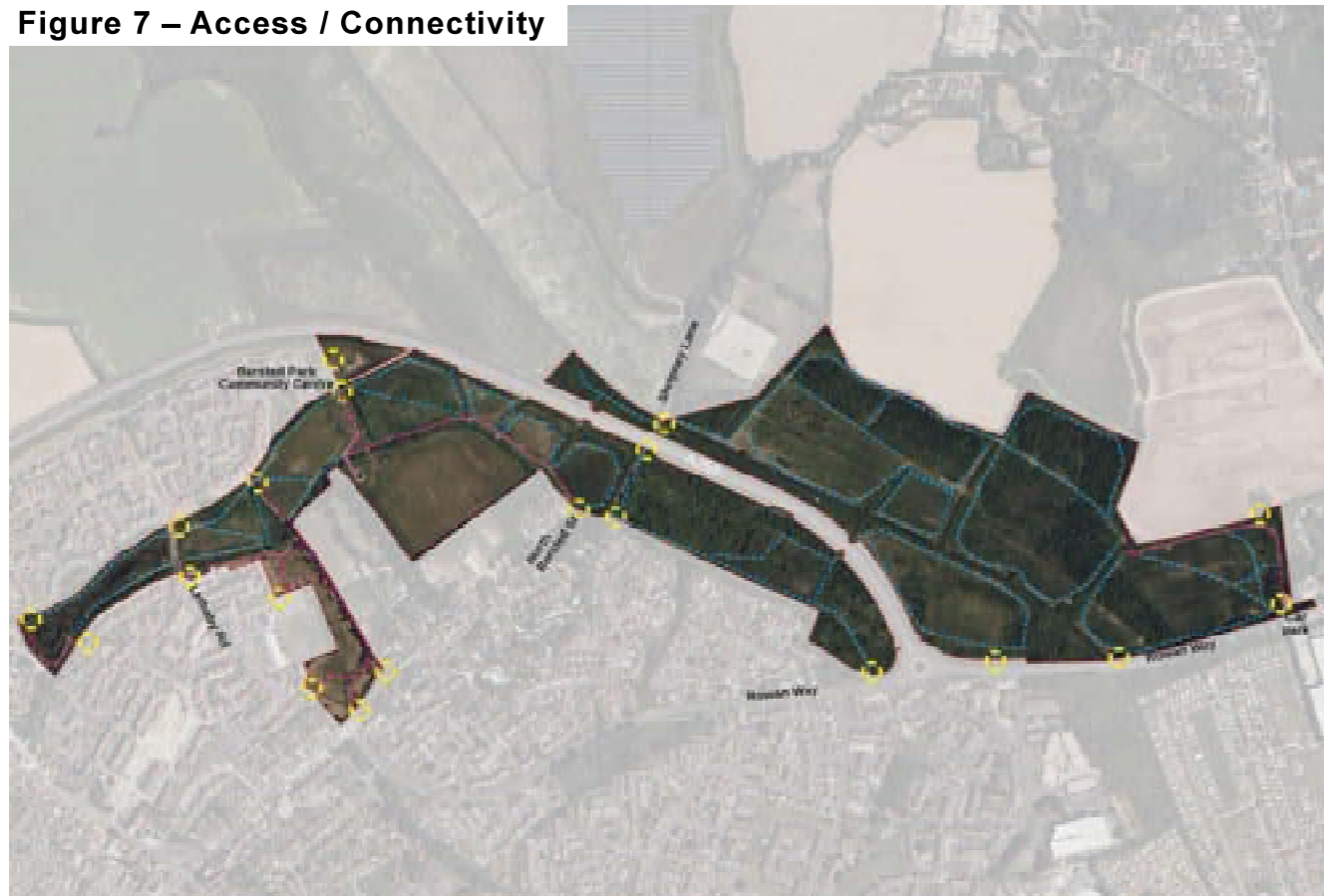
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**ACCESS / CONNECTIVITY**

Figure 6 shows the local road network, bus stops and Public Rights of Way which provide access to the site.

-  Site Boundary
-  1km Distance Radius from Site
-  Footpath
-  Bus Stop




**Figure 7 – Access / Connectivity**



Aerial image. © 2022 Microsoft Corporation © 2022 Maxar ©CNES (2022) Distribution Airbus DS.

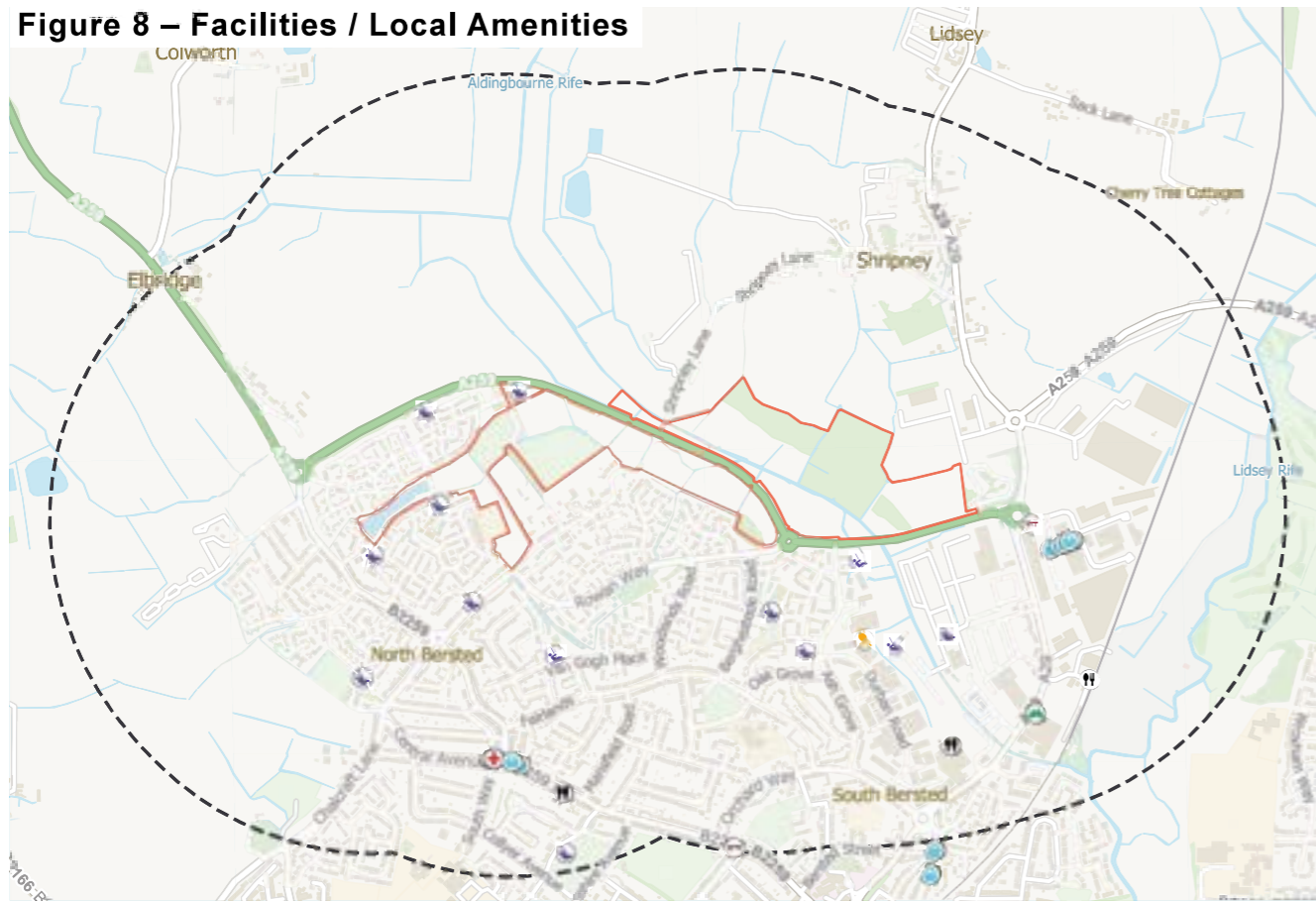
**CONNECTIVITY - WITHIN THE SITE**

There are various formal access routes (both hard surfaced or mown paths) as well as unofficial routes/desire lines noted across the site. These have been shown on the annotated aerial image at Figure 7, together with all the points of access / entrance points from the surrounding areas.

-  Access point
-  Hard surfaced paths
-  Mown paths or desire lines













**Figure 8 – Facilities / Local Amenities**



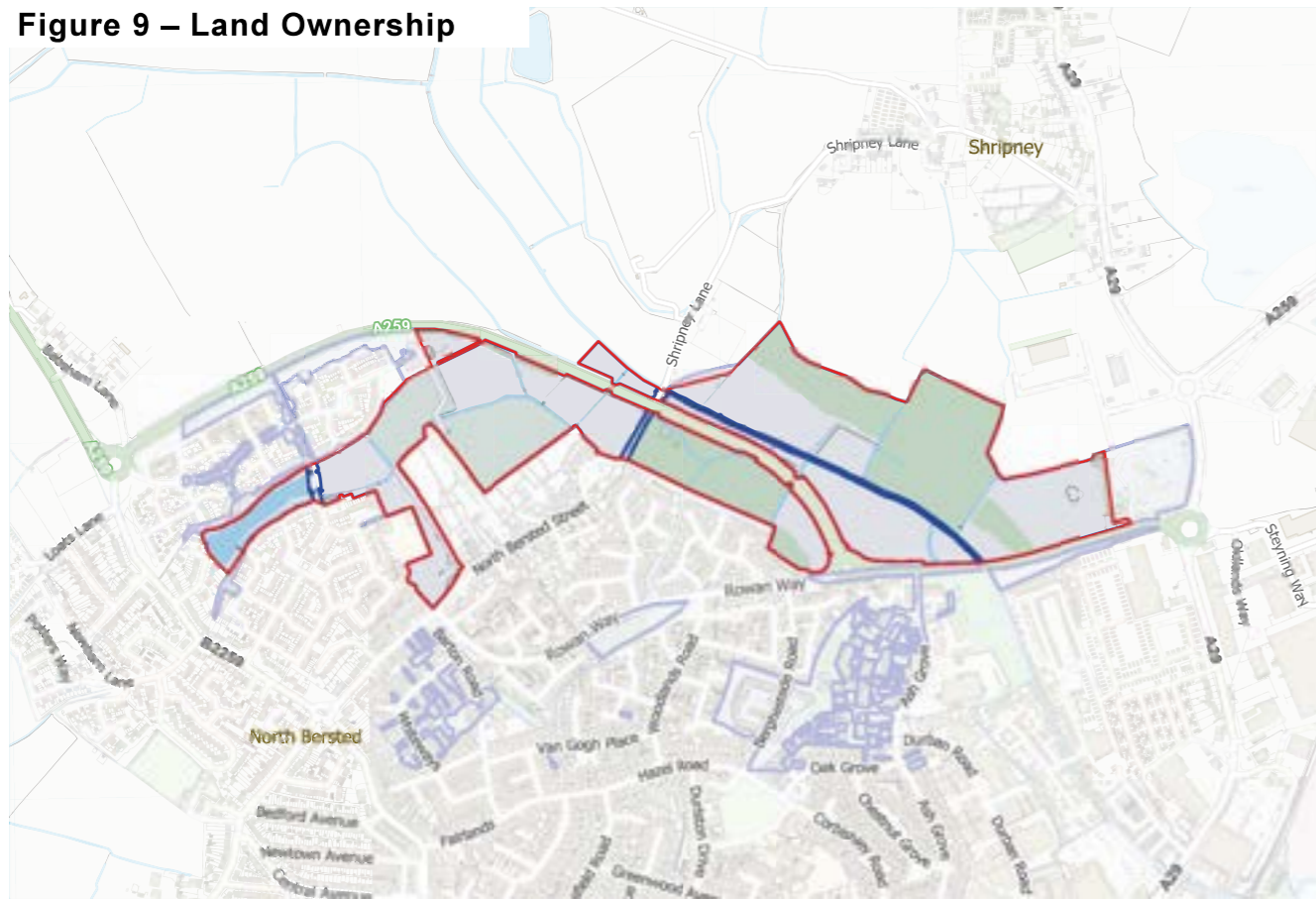
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 © Crown copyright and database right 20220 | Map data from OpenStreetMap

**FACILITIES / LOCAL AMENITIES**

Local facilities and amenities are shown on Figure 8.

-  Site Boundary
-  1km Distance Radius from Site
-  Restaurant/Cafe/Fast Food
-  Bench
-  Cycle Parking/Cycle Repair Station
-  Healthcare
-  Post Box
-  Shop
-  Playground
-  Fitness/Sports Centre



**Figure 9 – Land Ownership**



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**LAND OWNERSHIP**

Land owned by Arun District Council is shown on Figure 9.

-  Site Boundary
-  Land within Ownership of Arun District Council within the Vicinity of the Site



## BIODIVERSITY / HABITAT SURVEY INFORMATION - Summary

The site has notable wildlife value at several locations, particularly at Bersted Brooks LNR, Aldingbourne Rife and the associated ditch network, and at Bersted Lake. The information gathered from site visits carried out by Stephenson Halliday in October 2022 and January 2023, together with a review of survey/management information have helped build an understanding of the site in terms of species and habitat diversity.

Bersted Brooks comprises a range of habitats including mature trees, mixed woodland, wildflower areas, an area laid out as an orchard area, hedges, scrub, ponds, ditches, reed beds and habitats bordering Aldingbourne Rife.

Bersted Park comprises areas of wildflower grassland, hedgerows, scrub, treelines, ditches, amenity grassland, shrub beds and sports pitches. Bersted Park Lake comprises a pond area with significant reeds and an island containing mainly Willow.

There are numerous species of note recorded at the site, including European Water Vole (mammal), Common Pipistrelle Bat (mammal), Marsh Harrier (bird), Lapwing (bird), Wasp Spider (invertebrate), Stag Beetle (invertebrate), Adder (reptile), and Ruff (bird).



Photograph 7: A water vole eating by Jonathan Ridley.

## HISTORIC / CULTURAL - Summary

The site is located on former agricultural land, previously used for growing a range of arable crops. Through reference to historic aerial photography, the site comprised a series of irregular shaped fields, divided by mostly intact hedgerows and ditches/watercourses.

Archaeological surveys have revealed artefacts relating to the Palaeolithic, Neolithic, Bronze Age (early, middle and late), Iron Age (middle and late) and Roman periods.

The North Bersted Man - A warrior grave equipped with an exceptional set of objects was discovered by Thames Valley Archaeological Services Ltd in 2008 during archaeological investigations, prior to the construction of the housing development Bersted Park. Additionally, there are two pillboxes constructed in 1940 and 1941 located on site. The pillboxes were designed to house machine guns and rifles contributing to lines of defense along the south-east and eastern coast of Britain.

Through reference to historic maps and aerial imagery, the site can be interpreted as forming part of extensive former agricultural land. Berry Lane appears to be a historic route, and this is evident on the ground today as it has a holloway or sunken lane character, with ancient woodland indicator species at the edges.



Photograph 8: Pillbox within Western Field



Photograph 9: Berry Lane



# 4. CONSTRAINTS AND OPPORTUNITIES

This section provides a summary of identified constraints and opportunities that have become apparent through site visits, and document / baseline review. A full list of constraints and opportunities, as well as corresponding plans, are included within the full version of this report.

## CONSTRAINTS

A range of spatial and thematic constraints were identified in relation to issues such as access and connectivity, safety, lack of site usability at times of flooding, character and sense of unity, lack of wayfinding and interpretation, deterioration of features, lack of car parking, biodiversity and management.



Photograph 10: Defaced information board at Bersted Brooks.



Photograph 11: Impacts from overhead lines on landscape character



Photograph 12: Busy crossing over the A259 / N Bersted Bypass.



Photograph 13: Pot holes at Bersted Brooks LNR car park.

# OPPORTUNITIES

A series of opportunities have been identified relating to...



Conserving and enhancing biodiversity

... the management of existing and/or creating new habitats, providing a richer landscape mosaic, natural flood management, and enhancement of biodiversity and ecological connectivity.



Access to green recreation

... increased year-round usability for recreational and educational use, enhancing rights of way, paths and wider access links within the vicinity, facilitating equal access, and improving visitor access infrastructure.



Flood mitigation and healthy ecosystems

... the restoration and re-naturalisation of the watercourses, improving wetland habitat and flood capacity, targeted tree / woodland planting to aid attenuation, and enhancing biodiversity.



Lifelong learning/ skills for life

... learning and development, bringing local people together to engage with the floodplain landscape, building knowledge, skills and confidence, developing relationships whilst learning about natural processes.



Landscape setting and character/sense of place

... re-naturalisation and restoration of aspects of historic lowland wetland landscape character, increasing perceived tranquility and the sense of relative naturalness, whilst maintaining key views / visual links.



Healthy and cohesive communities

... encouraging sustainable, active and healthy travel, education, engaging visitors about wildlife value and healthier living, facilitating child development, and using the site for local green prescribing initiatives.



Historic character

... increasing public knowledge and appreciation of the sites historic and cultural associations, its past uses and historic features.



# 5. CONSULTATION SUMMARY

## OBJECTIVES

This section summarises the approach and feedback received as part of the stakeholder and community consultation exercises to inform the development of proposals for the Bersted Brooks Park concept masterplan, that meet current and emerging needs and aspirations.

The aims and objectives of stakeholder and community engagement for this project were to gather key stakeholder views on both the opportunities and constraints for this area, assessing the current uses and condition and planning for the future. This was to be conducted taking account of planning regulations, national, regional and local guidance. Information would feed into initial concepts, which could be developed and presented as a evolving, fluid concept masterplan for delivery across a number of years.



Opportunities Map on Display on 15.03.23

## APPROACH

Consultation on such a large project included a high number of individuals and groups. After stakeholders were consulted, an initial concept plan would be available to the wider public for further consideration.

Stakeholders were categorised into 4 groups.

- Group 1 included ward, parish and county councillors, council departments, and the Friends of Bersted Brooks group.
- Group 2 included various non-departmental public bodies, government agencies, local conservation organisations, and residents' groups.
- Group 3 included neighbouring landowners and the local MP.
- Group 4 included other organisations using the site for various recreational activities, organisations operating on adjacent land and various other interested parties.

Methods of engagement included:

- Initial introductory email
- Meeting/event around parameters of potential project scope
- Follow up telephone calls with individual department representatives

- Email correspondence
- Telephone Interviews or online meetings
- Participation in survey on or offline
- Residents Newsletters/ Social Media Facebook project page
- Open event at local venue

### Consultation Activity Timeline

#### Group 1

An internal stakeholder event was held on the 15.03.23. Invitations were sent out following an introductory email from Arun District Council, to introduce the team and project. Of the 51 invitations sent 15 people attended the event, with requests for follow up discussions from a further 2 people. This represented a good cross section of stakeholders across various departments and organisations.

#### Group 2

The project team drafted specific, technical email introductions relating to areas these organisations were most likely to engage with us on. The team held several positive online Teams meetings with local organisations in this area.

**Group 3+4** - Various email, online meeting and phone contact were made.



Photograph 14: Feedback notes on one of the Opportunities plan 15.03.23

#### First advert in local newsletter

An advert was placed in the newsletter delivered over the weekend of 18/19th March 23. This advert informed residents that consultation was at an early stage and to look out for ways to engage.

#### Facebook page

A Facebook project page was created which went live on 20.04.23.

#### Residents survey

A residents' survey seeking feedback on initial plans was created and rolled out through the Council's website, and the Facebook



pages. The Residents survey went live and was open from the 22.05.23 until 12.06.23.

**Second advert in local newsletter**

Another advert was placed in the Bersted Park residents newsletter to notify of the public consultation which included an opportunity to view the revised and re-defined concept masterplan proposals in person at Bersted Community Centre on 15.07.23.

**Public Consultation**

A public consultation went live between 07.07.23 until 31.07.23. The survey contained several questions regarding individual elements of the concept masterplan proposals. Project staff for Stephenson Halliday and Arun District Council were present at the event on 15.07.23 to help answer queries on the day. The event was well attended.

Advertisement in Bersted Park Residents Newsletter

Three display boards within the online survey and at public event 15.07.23



## FEEDBACK

Initial feedback highlighted issues around flooding and drainage, highways for access and connectivity across the A259, parking, a need for raised pathways for year round access, and wildlife conservation and enhancement. Also dog fouling, bins, seating and issues around the addition of seasonal facilities like refreshments were raised.



Word cloud created from data collected on 15.03.23

The residents survey went live and was open from the 22.05.23 May until 12.06.23, and received 178 responses, which represented over 31% of the 564 Residents at Bersted park. This is a higher than average response rate (usually 10-15%) over 30% is considered good.

Some of the feedback from residents related to ownership and maintenance issues. The adoption of roads within the private Bersted Park estate (a process which began in January 2023) raised concerns that residents would have less privacy, security and parking than they do currently.

There were 121 responses to the public consultation. There was broad support for the design proposals with most people responding either strongly agree or somewhat agree to each. Additional comments received raised concerns about parking pressures in residential areas and were not supportive of seasonal parking in Shripney Lane. There was also concern about increased anti-social behaviour, potential for increased flooding, increased litter and future resource for maintenance. People were supportive of opportunities to increase accessibility to wet areas of the site, enhancing habitats and biodiversity and also introducing an area for seating and wildflower planting.



Project facebook page

### Final overall summary:

- People were happier to see improvements made to Bersted Brooks Nature Reserve, than Bersted Park.
- Some Bersted Park residents have some concerns around the move from private to Council adoption of roads and maintenance which need resolving before discussions around further improvements on the Bersted Park side can progress.
- Improvements to car parking at Bersted Brooks Local Nature Reserve are generally welcome.
- Limited boardwalks were popular if water resistant materials are used and can cope with flooding.
- A positive number of people responded to the option of volunteering in the parks.



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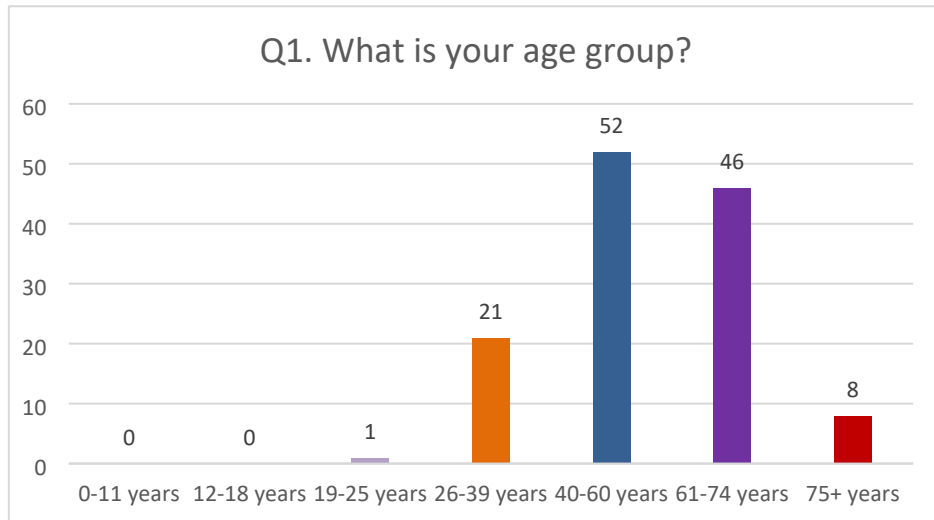
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## Bersted Brooks Park Public Consultation Summary

### Q1. What is your age group?



### Q2. Where do you live? (Please provide a postcode if you are happy to)

#### 121 responses:

Bognor (PO21): 65

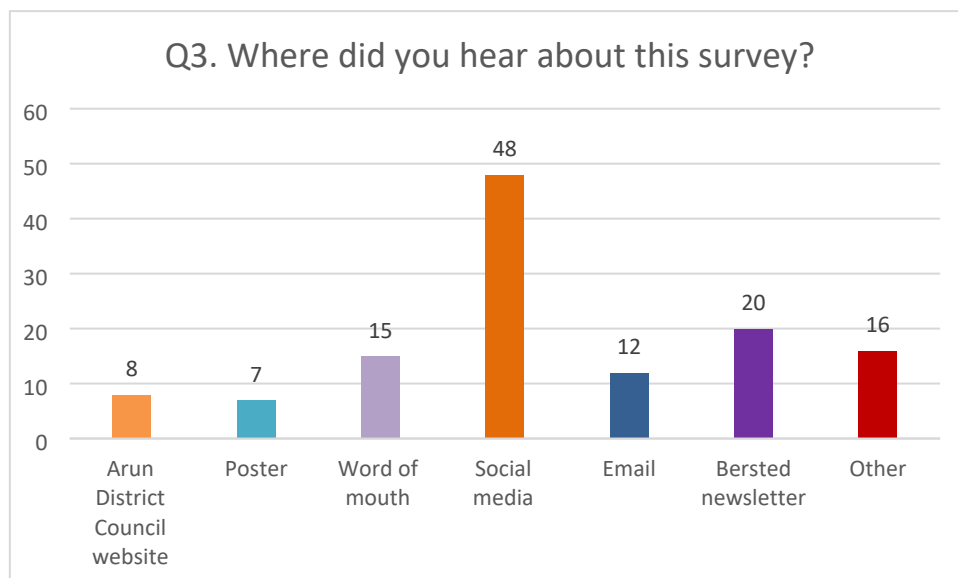
Bognor (PO22): 50

Bognor (Other): 4

Littlehampton: 1

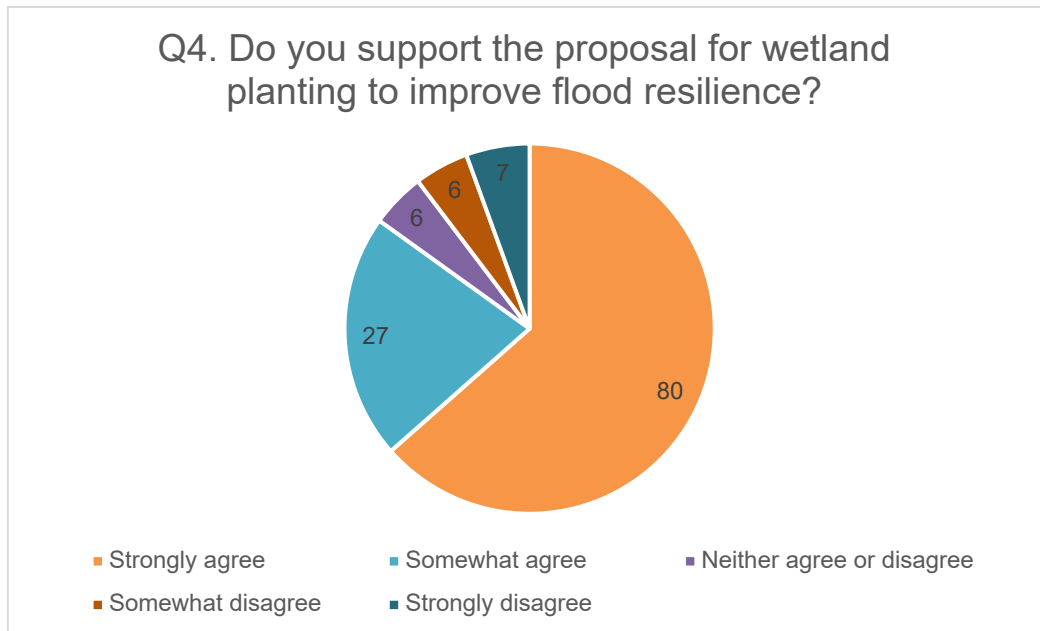
East Preston: 1

### Q3. Where did you hear about this survey?

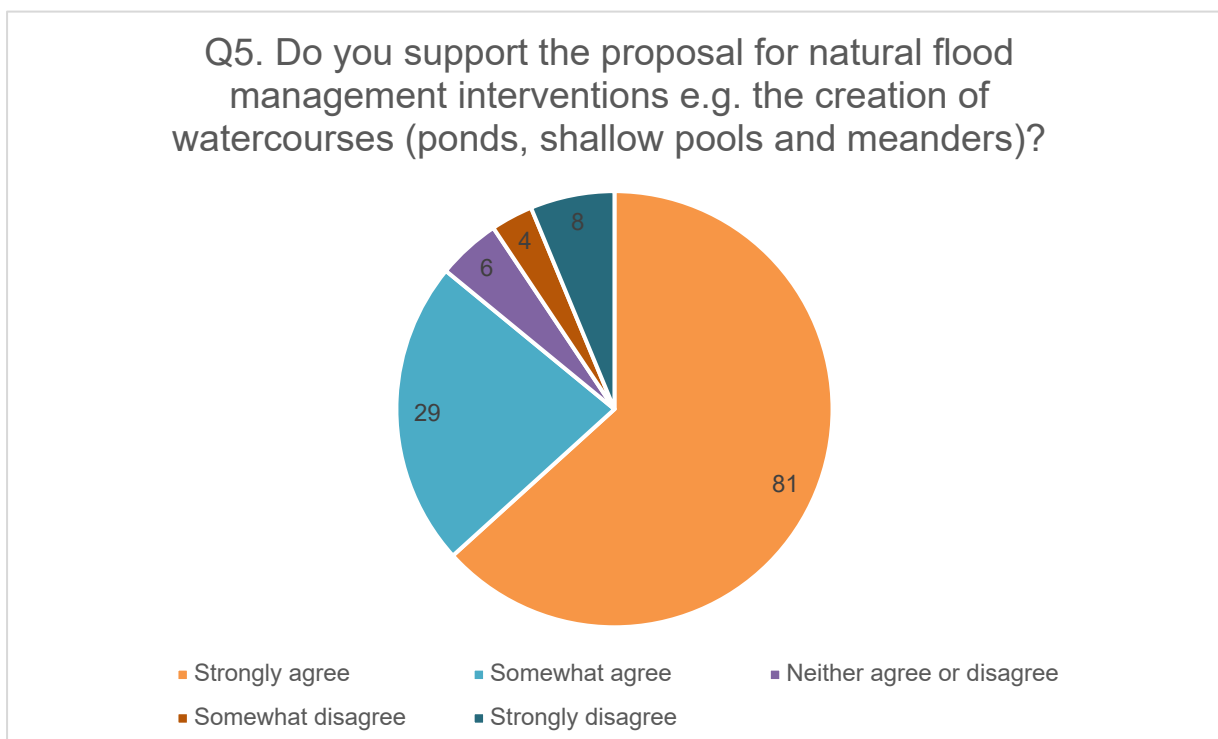


**The following questions are about making improvements to flood management and wildlife habitats:**

**Q4. Do you support the proposal for wetland planting to improve flood resilience?**

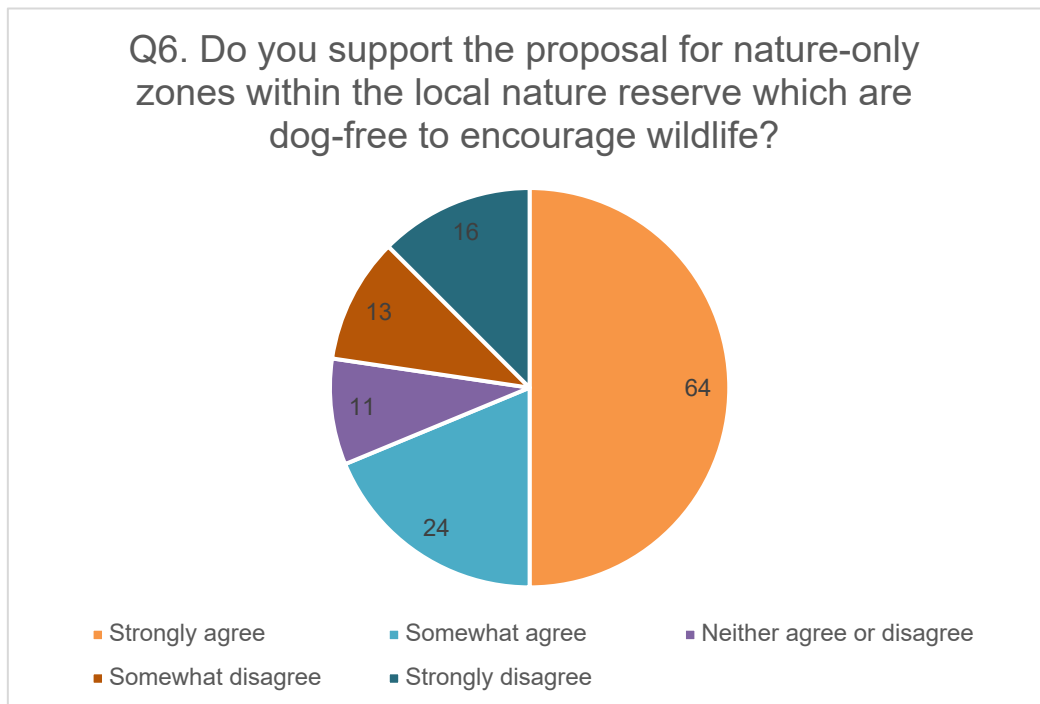


**Q5. Do you support the proposal for natural flood management interventions e.g. the creation of watercourses e.g. ponds, shallow pools and meanders?**



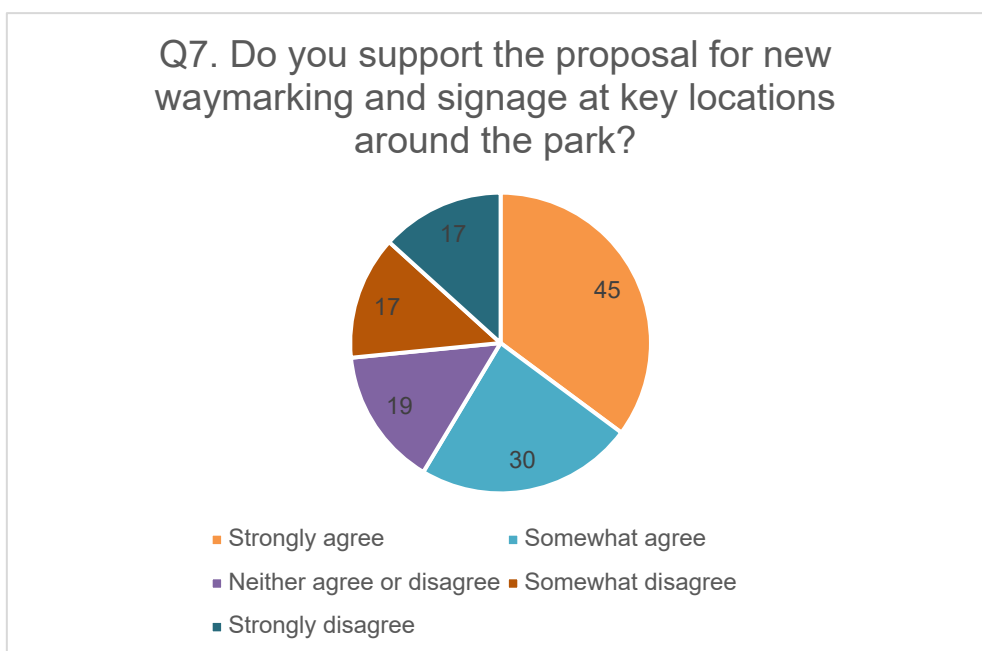


**Q6. Do you support the proposal for nature-only zones within the local nature reserve which are dog-free to encourage wildlife?**

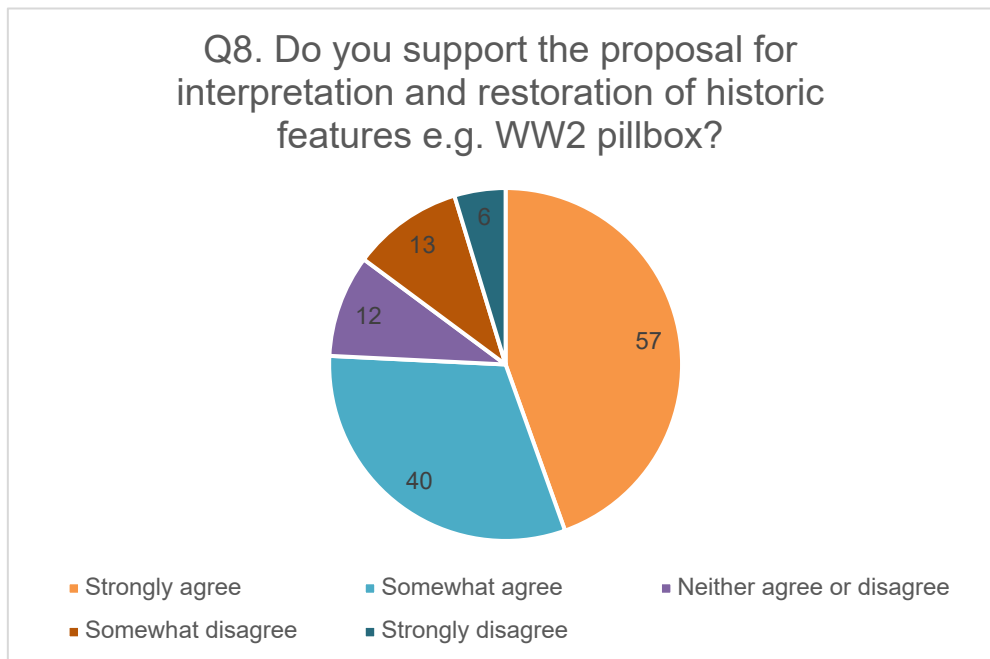


**The following questions are about introducing new signage and opportunities for education:**

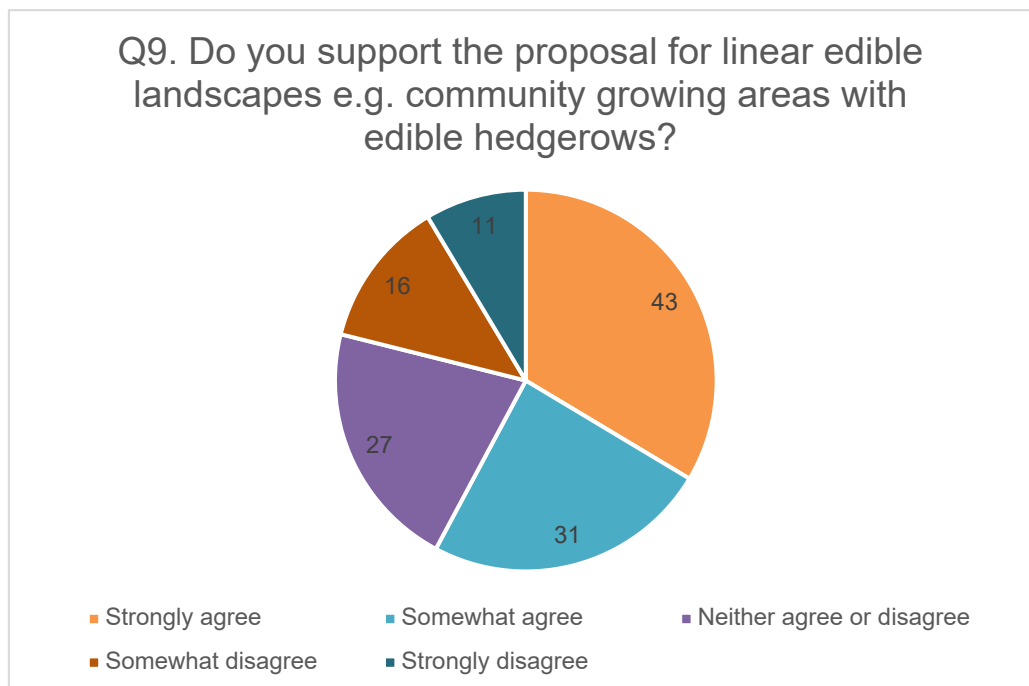
**Q7. Do you support the proposal for new waymarking and signage at key locations around the park?**



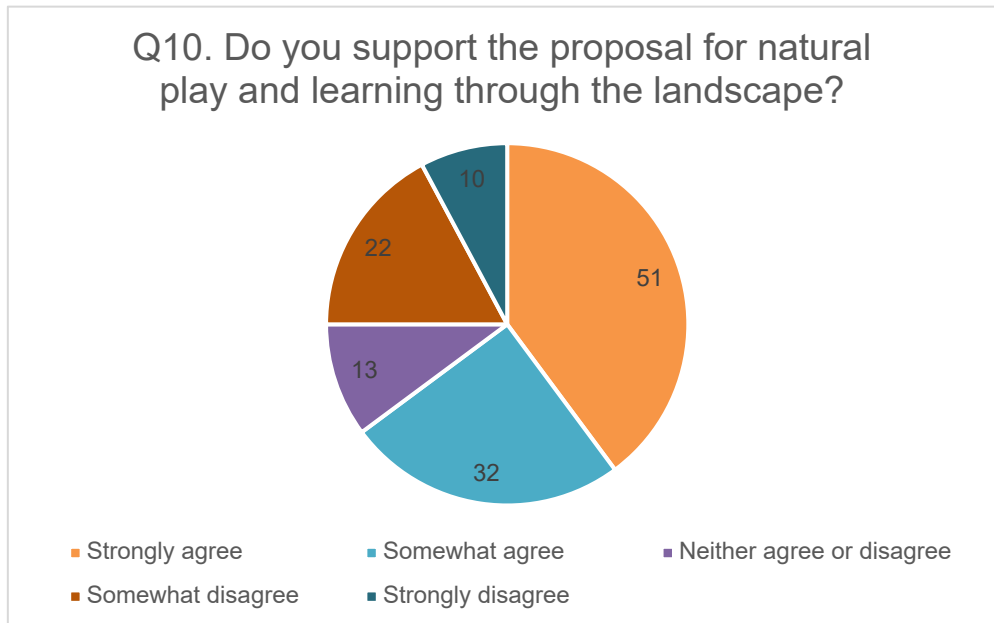
**Q8. Do you support the proposal for interpretation and restoration of historic features e.g. WW2 pillbox?**



**Q9. Do you support the proposal for linear edible landscapes e.g. community growing areas with edible hedgerows?**

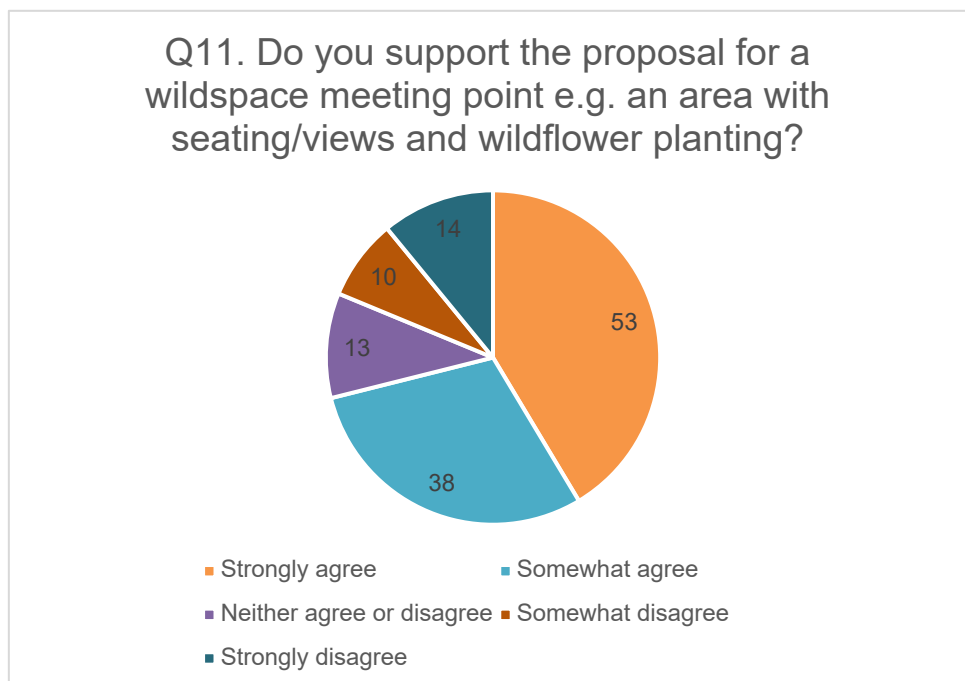


**Q10. Do you support the proposal for natural play and learning through the landscape?**

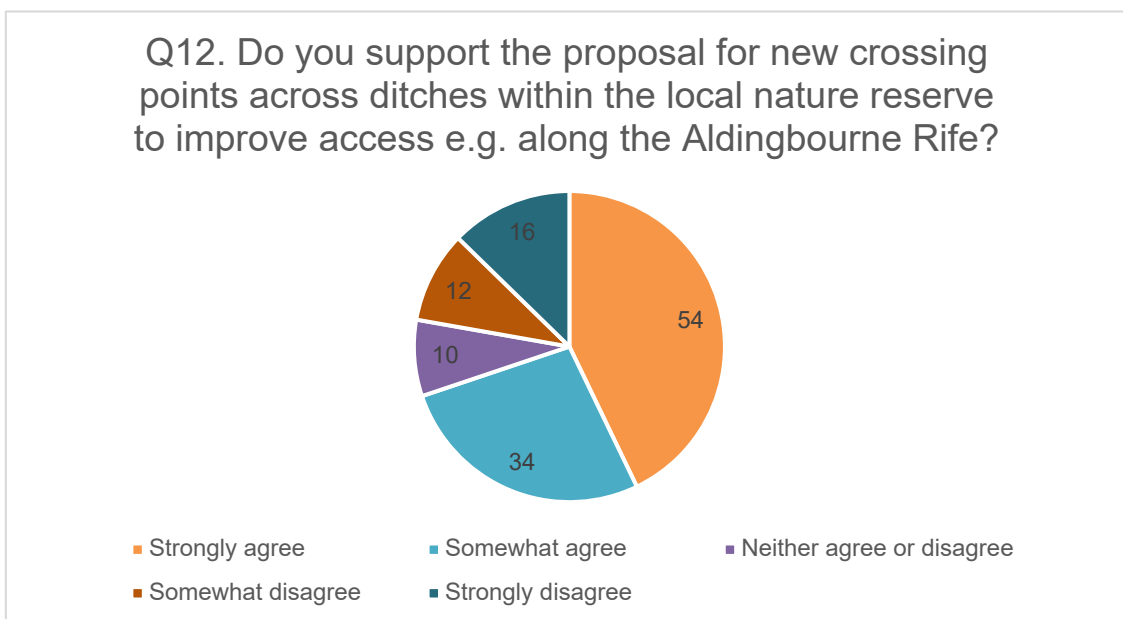


**The following questions are about making improvements to access around the open spaces:**

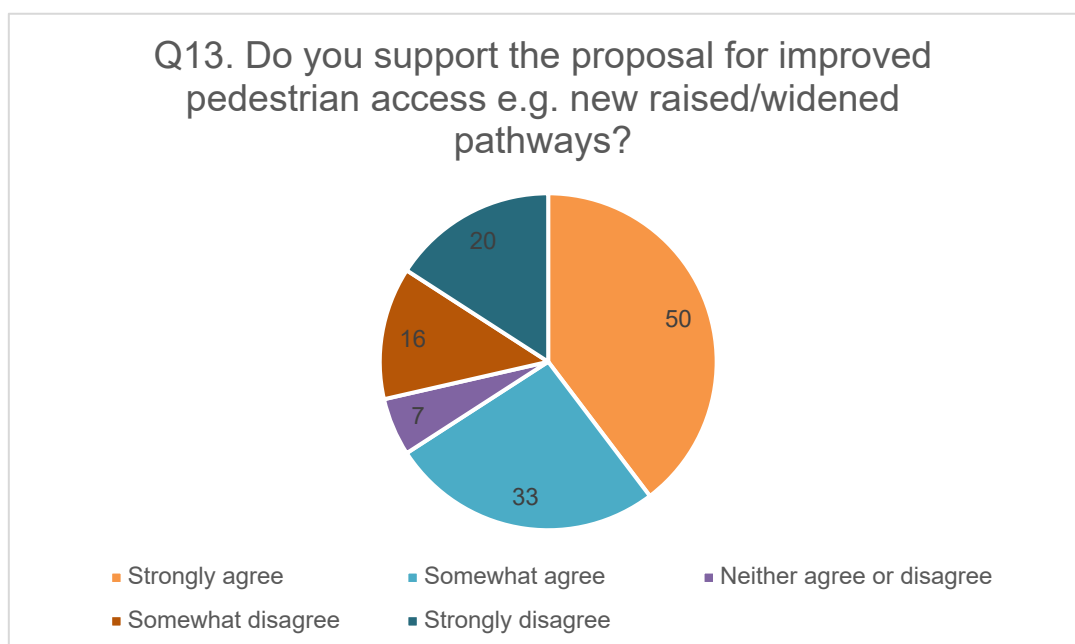
**Q11. Do you support the proposal for a wildspace meeting point e.g. an area with seating/views and wildflower planting?**



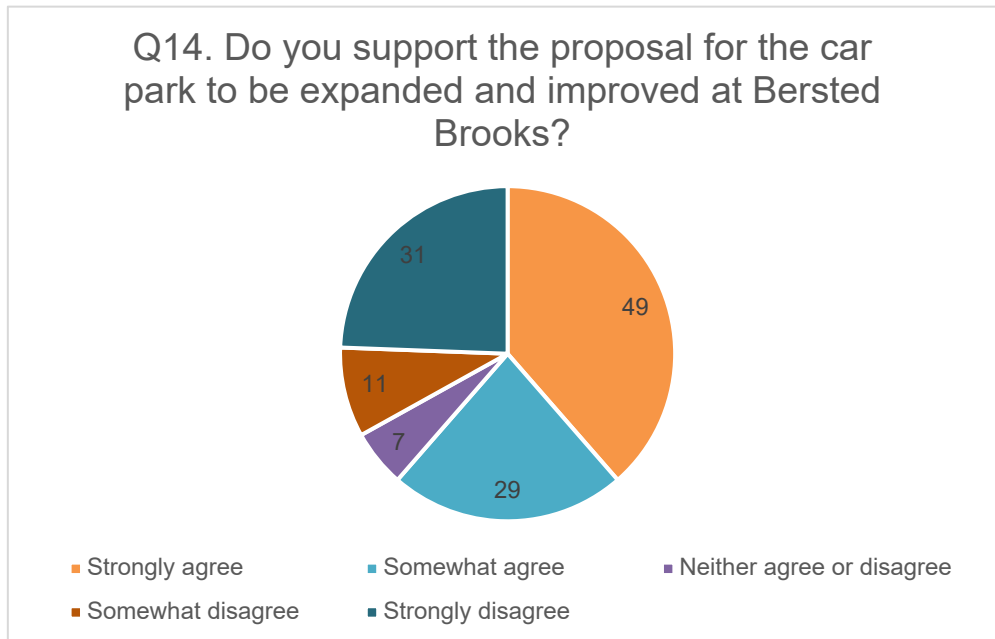
**Q12. Do you support the proposal for new crossing points across ditches within the local nature reserve to improve access e.g. along the Aldingbourne Rife?**



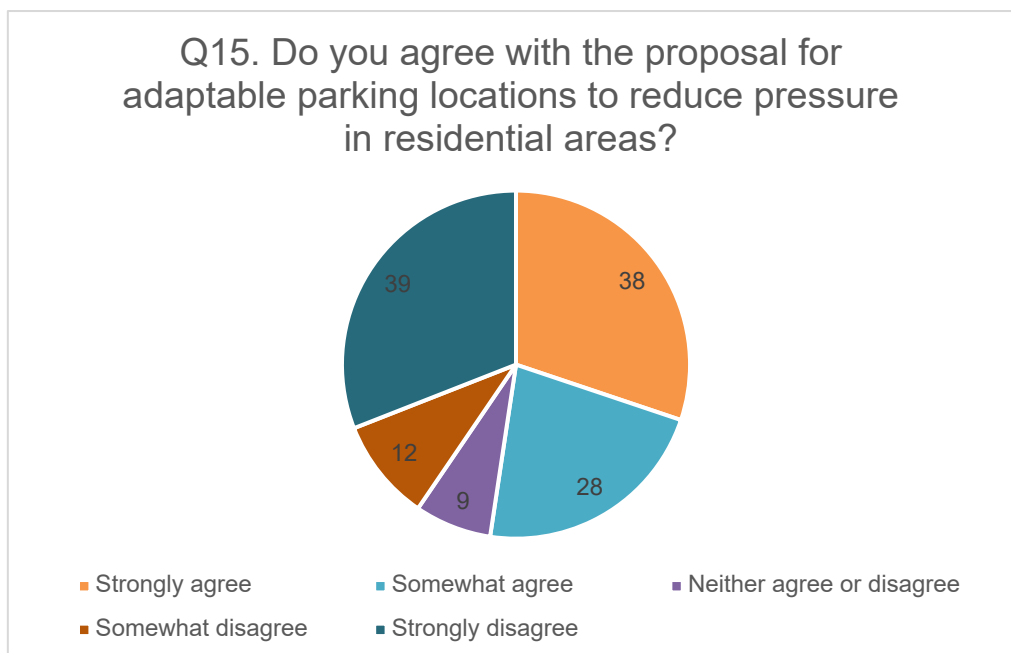
**Q13. Do you support the proposal for improved pedestrian access e.g. new raised/widened pathways?**



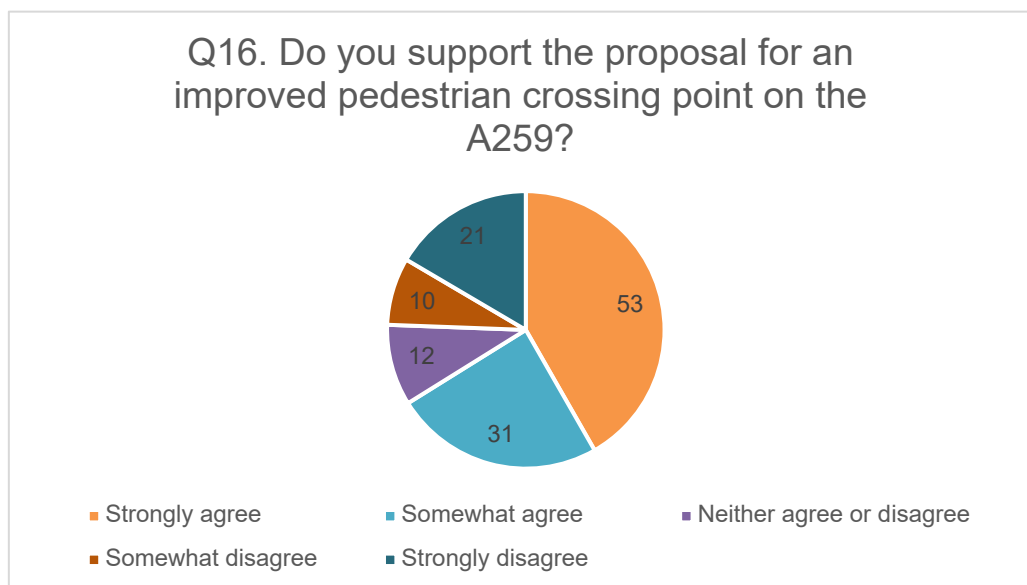
**Q14. Do you support the proposal for the car park to be expanded and improved at Bersted Brooks?**



**Q15. Do you agree with the proposal for adaptable parking locations to reduce pressure in residential areas?**



**Q16. Do you support the proposal for an improved pedestrian crossing point on the A259?**



**Q17. Do you have any comments you wish to share about the scheme?**

Main concerns arising from the masterplan	Number of responses
Increased demand for parking and issues with vehicle access for residents on the Bersted Park estate	30
Seasonal car parking area at Shripney Lane causing issues for residents	26
Increased anti-social behaviour/unauthorised access	20
Increased future flooding/drainage issues	20
Increased dog fouling and litter/fly tipping	15
Lack of resource for current/ future maintenance of site	15
Focus of masterplan should be on Bersted Brooks not Bersted Park	14
Impact on nature and biodiversity	9
Café facilities will create issues with litter and need for toilets	5
Safety of boardwalk/viewing platform design	5
Unnecessary removal of trim trail items	4
Practical safety of crossing point/bridge on A259 and the associated cost	4
Funding for the scheme being insufficient/ should be used elsewhere	4
The impact on covenants and legal issues arising from previous agreements	2

**Bersted Brooks Park**  
**Public consultation concerns**

Concern	Consultation Response
<p>Increased demand for parking and issues with vehicle access for residents on the Bersted Park estate.  Seasonal parking area at Shripney Lane causing issues for residents.</p>	<ul style="list-style-type: none"> <li>• Areas for additional seasonal parking were identified on the draft concept masterplan. These have since been reviewed and removed where not supported.</li> <li>• The existing car parking provision is proposed to be expanded subject to planning approval.</li> <li>• There is an option to amend the proposed site boundary and move focus away from Bersted Park.</li> <li>• Coach parking at the Bersted community centre could be reviewed with a view to replacing with additional car parking.</li> <li>• ADC can assist in liaising with WSCC to progress adoption of highways. This will enable the potential of residents permits to be considered in future.</li> </ul>
<p>Increased anti-social behaviour / unauthorised access</p>	<ul style="list-style-type: none"> <li>• Increasing accessibility across the site will encourage a wider range of people to use more of the site, and therefore improve natural surveillance. Increasing ownership and sense of pride in site can discourage anti-social behaviour.</li> <li>• Design proposals will open up lines of sight and views.</li> </ul>
<p>Increased future flooding and drainage issues</p>	<ul style="list-style-type: none"> <li>• The masterplan proposals include wetland planting to improve flood resilience of the site and natural flood management interventions.</li> <li>• Hydrology surveys would be required ahead of any works to inform design improvements. Plans would be reviewed by ADC's Engineers to ensure they are appropriate.</li> <li>• A response to concerns around the maintenance and protection of Sustainable Urban Drainage Systems (SuDS) was provided to the Environment Committee (Public Question Time) on 7 September 2023). In summary proposals will not impact on the existing SuDS provision and will need to comply with government guidance. Link to full response: <a href="https://www.arun.gov.uk/consultations/07/09/2023-18:00">Public Pack)Public Question Time Schedule - Environment Committee 07 September 2023 Agenda Supplement for Environment Committee, 07/09/2023 18:00 (arun.gov.uk)</a></li> </ul>
<p>Increased dog fouling, litter, fly tipping</p>	<ul style="list-style-type: none"> <li>• Design through management of the site will create opportunities to discourage human activity in certain locations. Specific areas can be designated for dog walking while other areas are left wilder.</li> <li>• Review of bin locations.</li> </ul>

Lack of resource for current and future maintenance of site	<ul style="list-style-type: none"> <li>The proposals are accompanied by management principles, which will require changes in maintenance regimes and additional resource to implement.</li> </ul>
Focus of masterplan should be on Bersted Brooks not Bersted Park	<ul style="list-style-type: none"> <li>The proposed site boundary has been amended to move focus away from Bersted Park.</li> </ul>
Impact on nature and biodiversity	<ul style="list-style-type: none"> <li>The aim of the project is to enhance habitat creation and biodiversity.</li> <li>Nature only zones will restrict human activity in some areas and benefit wildlife.</li> </ul>
Café facilities will create issues with litter and need for toilets	<ul style="list-style-type: none"> <li>There is an opportunity in future to locate mobile catering unit at Bersted Brooks car park.</li> </ul>
Safety of boardwalk / viewing platform design	<ul style="list-style-type: none"> <li>The design and routes of boardwalks would be subject to assessment and engineering advice, to ensure the selection of appropriate materials and implementation of correct maintenance regime.</li> </ul>
<p>Page 56</p> <p>unnecessary removal of trim trail items</p>	<ul style="list-style-type: none"> <li>The consultation plan identified that some items of trail equipment would be relocated. The results showed there was limited appetite for change. Equipment will continue to be managed in current location and subject to routine replacement depending on its condition.</li> </ul>
Practical safety of crossing point/bridge on A259 and the associated cost	<ul style="list-style-type: none"> <li>The A259 is a major barrier to crossing between the open spaces. A bridge would serve as a crossing point but as a long-term aspiration and be subject to future funding.</li> </ul>
Funding for the scheme being insufficient / should be used elsewhere	<ul style="list-style-type: none"> <li>Proposals would be delivered over a long period. Current funding will enable the delivery of early works, but other funding will need to be explored for longer-term works. The masterplan would need to be updated to reflect this.</li> </ul>
The impact on covenants and legal issues arising from previous agreements	<ul style="list-style-type: none"> <li>A response to concerns relating to restrictive covenants linked to the transfer of public open spaces was provided to the Environment Committee (Public Question Time) on 7 September 2023). In summary ADC will comply with its obligations under all covenants agreed to. Link to full response: <a href="#">(Public Pack)Public Question Time Schedule - Environment Committee 07 September 2023 Agenda Supplement for Environment Committee, 07/09/2023 18:00 (arun.gov.uk)</a></li> </ul>





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Rev 02 FINAL

# **BERSTED BROOKS PARK**

## Wildspace on your doorstep

Concept Masterplan Report



Project managed and funded by Arun District Council



Prepared by Stephenson Halliday, an RSK Company, with input from Plumb Associates

Consultation was undertaken with a range of stakeholders and the local community, whose contributions are gratefully acknowledged.

## Document history

	Name	Date / Revision		
Author	David Walker	10/10/23 - Rev00	27/10/23 - Rev01	03/11/23 - Rev02
Technical Reviewer	Lynne Houlbrooke	10/10/23 - Rev00	27/10/23 - Rev01	03/11/23 - Rev02
Approved	Andrew Tempny	11/10/23 - Rev00	27/10/23 - Rev01	03/11/23 - Rev02



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5	2. Towards a masterplan
7	3. Masterplan vision and concept
12	4. What happens next...
21	5. Delivery plan



# 1. INTRODUCTION

Bersted Brooks and Bersted Park are both well-loved by those that use and live by them. The open spaces provide valuable green recreation opportunity for visitors and a naturalistic outlook for the surrounding community – wildspace really is on the doorstep for many local people.

The open spaces are not without their challenges however, which needs to be addressed. There is potential to improve their contribution as valuable green and blue infrastructure through the masterplanning process. Response to these issues could include looking at how to build better resilience to climate change; promoting strong, well integrated, and cohesive communities; conserving natural resources and increasing biodiversity; and protecting and enhancing the outstanding landscape and historic features.

The Masterplan Report is provided along with the accompanying Summary Baseline Analysis and Stakeholder Feedback Report, a separate document which provides background information. This report should therefore be read in conjunction with that separate document.



Bersted Brooks Local Nature Reserve.



Aldingbourne Rife.



Western Field.



Eastern Field.



# 2. TOWARDS A MASTERPLAN

Bersted Brooks and Bersted Park have been identified as having potential for improvement to enhance their provision as valuable, usable open spaces within the local area, as part of the wider open space provision across the district.

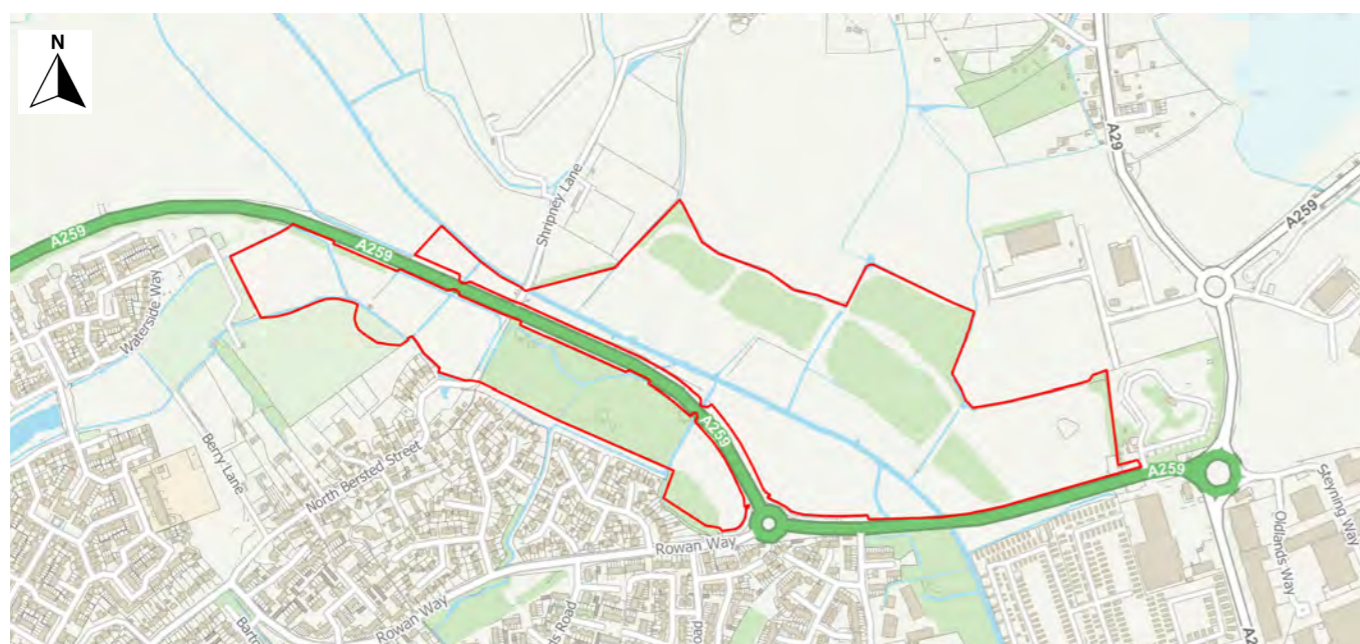
It is clear from the initial research and the public consultation processes carried out that these areas are used by local people for a range of activities, such as dog walking, enjoyment of the landscape setting and wildlife, keeping fit and spending time with family and friends. Many who live nearby already have a sense of ownership over the open spaces due to regular recreational use or even volunteering to help maintain the areas; this sense of ownership should

be encouraged and nurtured. Therefore, a sensitive approach is required to balance the various aspects of community use and interest, whilst looking to make needed improvements for the benefit of people and wildlife.

The site faces various challenges, and these have come to the forefront through the research and engagement process, as part of the evolution of the concept design. Some of the key challenges include flooding which causes large portions of the site to become inaccessible for long periods; and the lack of car park provision which results in congestion within the surrounding streets, which affects some residents' enjoyment of their homes.

With the above in mind, the types of intervention that have been explored as part of this process include:

- Flood mitigation and alleviation
- Improved access, including a focus on year-round access
- Potential to increase parking provision
- Enhanced opportunities for community use
- Opportunities for enhancing biodiversity, and
- Improved signage, interpretation, and wayfinding.



Site layout - Contains Ordnance Survey data © Crown copyright and database right 2022.



Key challenge - Flooding and future adaptability. Photo by Keir Greenway (17th Nov 2022)

The process has identified 7 themes which represent the priorities for the open spaces and which have been used to frame the development of the Concept Masterplan. The themes link closely to ecosystem services and environmental and social functions of green infrastructure as well as the Green Flag Award standards, Building with Nature standards and the United Nations Sustainable Development Goals (SDGs), as relevant.

The 7 themes are as follows:

:



Conserving and enhancing biodiversity



Landscape setting and character/ sense of place



Flood mitigation and healthy ecosystems



Historic character



Healthy and cohesive communities



Access to green recreation



Lifelong learning/ skills for life



# 3. MASTERPLAN VISION AND CONCEPT

The Bersted Brooks Park masterplan has developed from the consultation process where stakeholders and community members have engaged.

The masterplan vision for Bersted Brooks Park has evolved through the awareness of a landscape that needs improved climate change resilience in order to serve its purpose as a useable community open space. A 'design through management' approach would be adopted to help deliver the outcomes in different stages, seeking to conserve and protect the best and most valuable elements of the area, whilst managing access to open-up more opportunity for enjoyment of them, where appropriate.

The key aspects of the masterplan vision are as follows:

- **Bersted Brooks Park to be a place to enjoy the outdoors in all conditions.**
- **Bersted Brooks Park to be a place to learn from and respond to nature and the landscape.**
- **Bersted Brooks Park to be a place to bring wildlife to your doorstep.**



Aerial image. © 2022 Microsoft Corporation © 2022 Maxar ©CNES (2022) Distribution Airbus DS.



**Bersted Brooks Park to be a place to enjoy the outdoors in all conditions:**

Parts of the open space could become more accessible throughout the year via walkways to provide opportunity for green recreation, even when the site is suffering from flooding. Year-round access is considered important for both the physical and mental health of the local community. Improved access would allow more opportunity for regular engagement with the outdoors, sense of community, and to learn about the floodplain environment.

The benefits of walkways would be twofold – as well as providing continual opportunity for people to use the open space, the routes would also encourage people along specific routes, allowing other parts of the site to become wilder. Subtle landscape interventions could reinforce this, discouraging human and pet activity away from areas that are noted for their wildlife value.



Raised pathways



Year-round access for the benefit of the physical and mental health of the local community





**Bersted Brooks Park to be a place to learn from and respond to nature and the landscape:**

Part of the reason the site is special is due to its function as a floodplain. The land around the Aldingbourne Rife takes on excess water in times of flooding; this is what it is there to do. The landscape and associated ecology of the area should be celebrated as one of the park’s key characteristics. It is important that all proposed landscape interventions located within the floodplain are subject to detailed hydrological surveys and engineering input to ensure that the function of the floodplain is not compromised. As the site becomes more usable at times of flooding, opportunities would be unlocked for nature connectedness and education regarding the floodplain environment through interpretation boards, natural play, and community-based areas and events.

The park’s cultural heritage is also important; the site has a story which should be told. The WW2 pillboxes and the former agricultural use of the landscape are opportunities for further learning and community engagement.



Natural play and educational opportunities

Opportunities to learn about the floodplain landscape





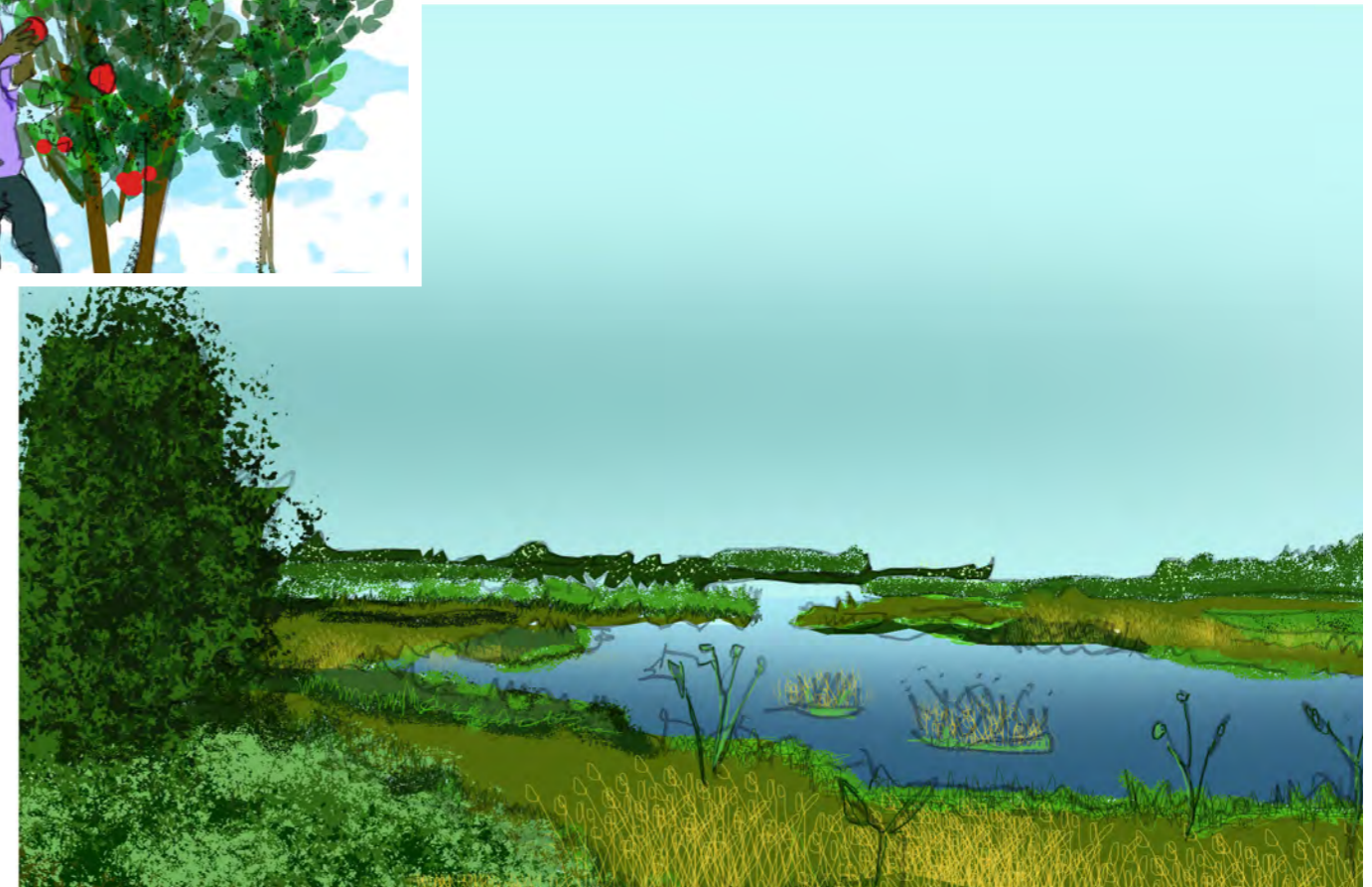
**Bersted Brooks Park to be a place to bring wildlife to your doorstep:**

The open space is bordered on several aspects by built up, residential areas. For local people, wild space really is on their doorstep with habitats associated with the river and surrounding tributaries and ditches, and wetland planting including meadows, hedgerows and trees just metres away.

Existing habitats across the park would be enhanced, and new planting would be provided to help increase biodiversity, enhancing the site's contribution to the ecological network of wildlife-rich places in the local area. New planting and habitat creation, located and managed appropriately, would increase the sense of naturalness and offer further opportunity for engagement with nature by the local community.



Engagement with nature

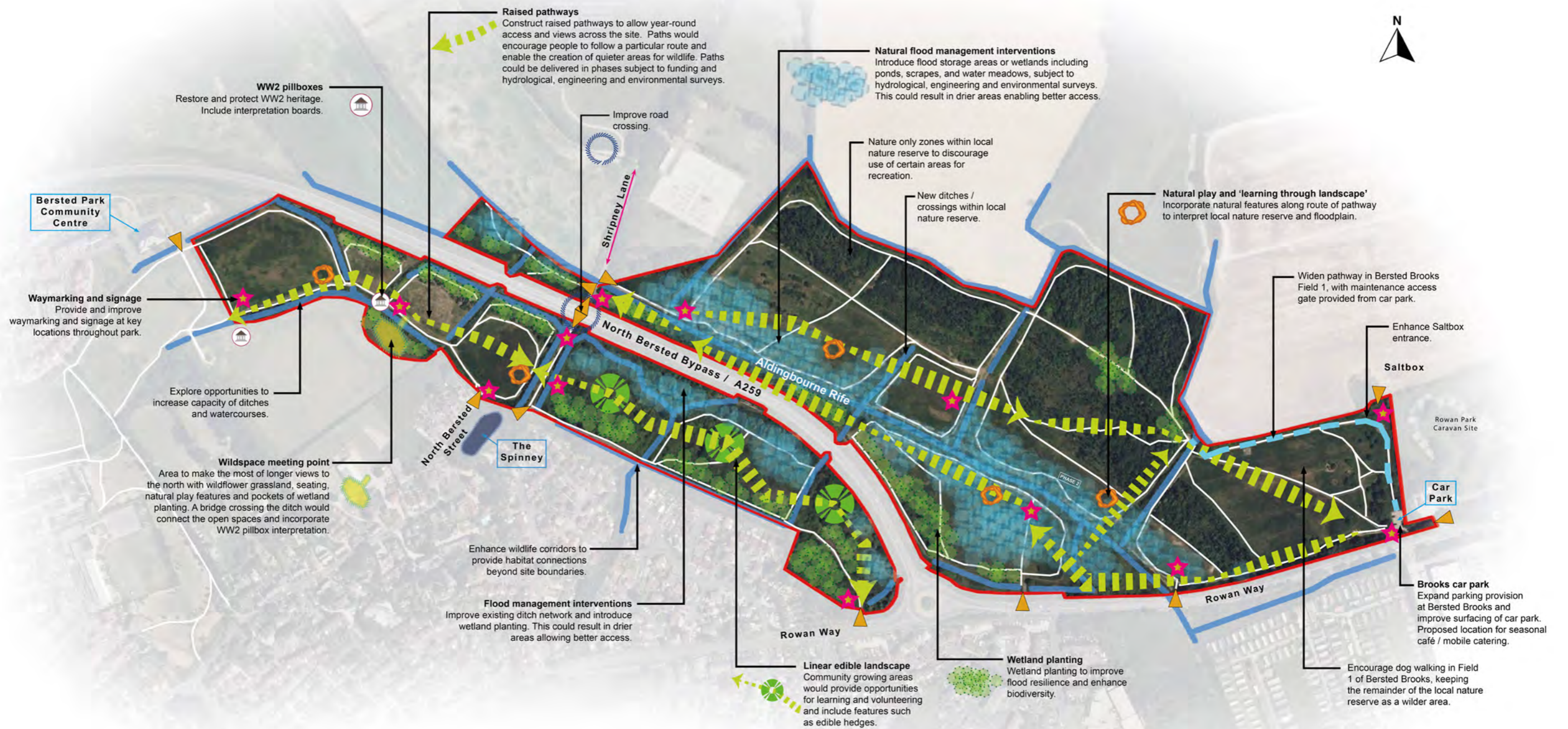


Wetland habitats associated with the river





# Concept Masterplan





# 4. WHAT HAPPENS NEXT

This section looks at how the Masterplan could be delivered, proposing a phased approach which takes into consideration the feedback received during the consultation stage.

Early-stage works are proposed, with medium and long-term projects also recommended. This section sets out the notion of the Masterplan as a fluid 'roadmap' document which can be changed and updated. Outline management principles of the various projects are also presented.

## Consultation

A summary of the key themes that were drawn out of the consultation process and are relevant to masterplanning at this strategic level, are provided below. Please refer to the Summary Stakeholder Feedback Report for the full picture in terms of stakeholder response to the scheme.

- A number of residents had concerns about the inclusion of areas of Bersted Park and felt the focus of works should be on Bersted Brooks LNR. Bersted Park is considered by many as an open space that was provided for the community in the localised area.
- The crossing over the A259 / North Bersted Bypass is seen as a barrier to connecting the two open spaces. Many see it as a dangerous crossing. There is considerable scepticism around ever being able to bring forward a safer bridge crossing due to significant costs.

- The vast majority of those who engaged understood the need for the open spaces to have better resilience to climate change. This includes the importance of year-round access, and there was considerable support for raised pathways to provide this. However, there was much scepticism about the costs of implementation and ongoing maintenance. There are also concerns around works within the floodplain (i.e., construction of walkways, raising ground levels, and allowing water to continue to flow as it should).
- The issue of congestion on the streets around Bersted Park, especially the lack of parking, is an emotive issue for residents. As a result, anything that is likely to bring more visitors to the area is generally looked upon negatively by many residents.
- The idea of satellite, seasonal parking areas to ease pressure on the residential streets was generally supported, although some discussion was had around suitable locations given the floodzone and potential for anti-social behaviour.
- Concerns were raised about the current and future management of Bersted Park Lake in terms of its function as an attenuation feature and its importance to the hydrology for the surrounding housing development, citing the level of reed growth as an issue.
- The proposal for natural play and 'learning through landscape' features was received positively, along with opportunities for education about the floodplain and landscape/ecology generally.
- Dog walking generally divided opinion, with many citing the naturalness of Bersted Brooks LNR needing better protection from dog walking activity, while others were less supportive of dog-free zones.
- There was some support for mobile/small scale catering, although this was to some degree countered by some residents considering this a

something that would encourage more people to the area, and therefore a negative thing.

- Most agree and support the idea of more opportunity for community involvement.
- Various technical advice was received from stakeholders, including high level hydrology/ drainage advice and regarding river and ditch habitat enhancement opportunity.

## The Concept Masterplan as a Roadmap – a dynamic process

The responses received as part of the consultation exercise have helped lead the type and location of the proposals, particularly in terms of priorities of delivery.

The Masterplan should be viewed as an evolving, fluid document with an estimated timeframe of around 30 years. Smaller, early works projects that are delivered successfully and are perceived positively may help to ease public and stakeholder concern in some respects, meaning similar schemes could be rolled out in other parts of the wider site as time goes on. Also, funding streams may become available which allow for progression of works that at one stage seemed unobtainable. Therefore, the concept masterplan may be updated to reflect the change in circumstances or general opinion.

The proposals are broken down into early works, mid to long-term works, and long-term aspirations.

### **Early works**

Specific aspects of the masterplan have been identified as having potential to be delivered earlier than others. These are works of a small to medium-scale which could be delivered with relative ease and at a lower estimated cost compared to some of the mid to long-term works proposed. Some of the early works have been broken down into individual smaller-scale projects as shown on the subsequent pages, with the project areas identified on the plan on the next page. The identification of the individual projects that could be delivered in the short-term is based on aspects of the concept masterplan that were met with general support during the consultation process as well as being generally simpler and less costly to deliver.

### **Mid to long-term works**

Other aspects of the masterplan are envisaged as interventions that could be delivered further down the line when more funding may be available, and in some cases based on the success of the smaller-scale projects delivered as part of the early works.

### **Long term aspirations**

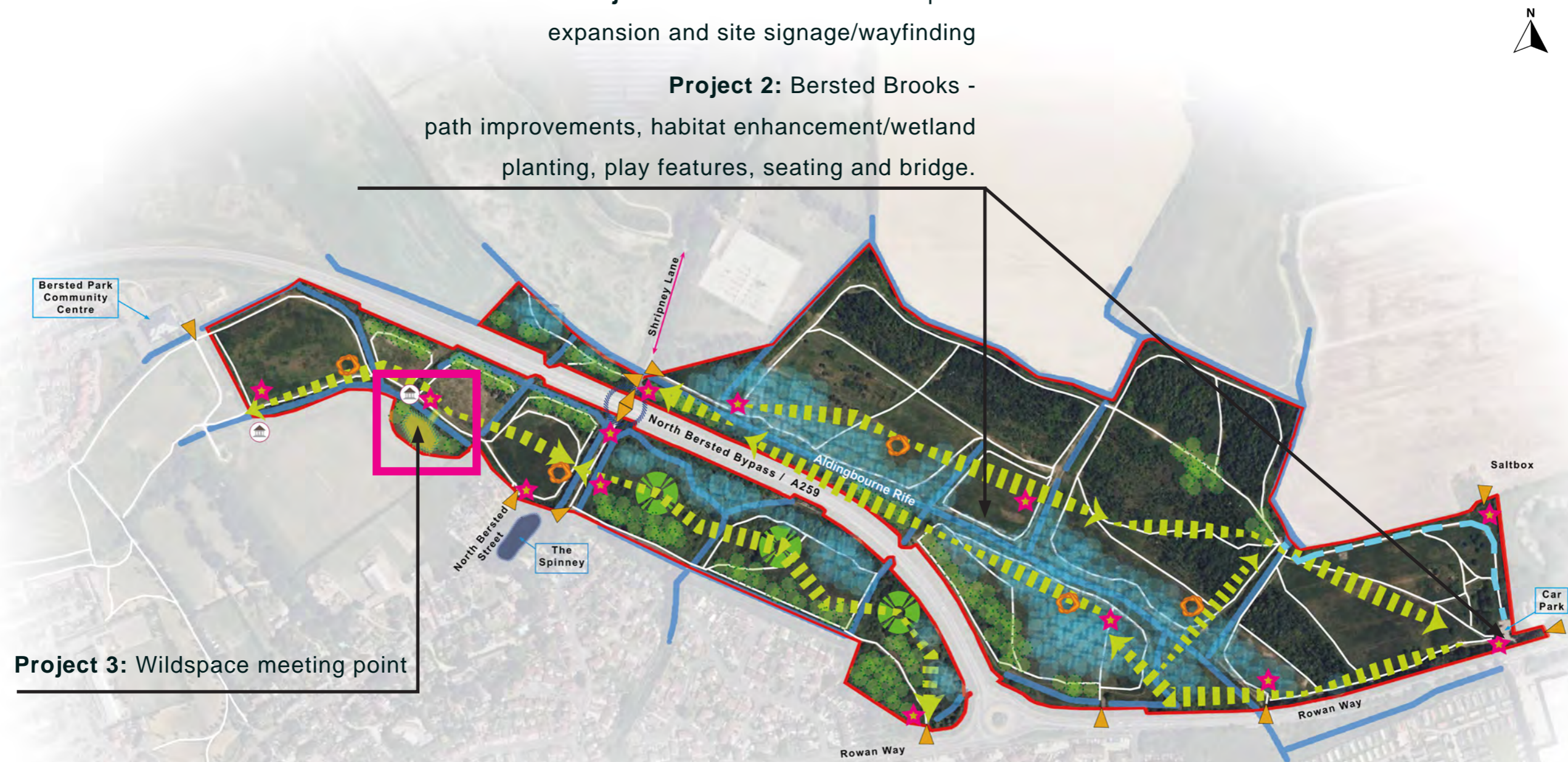
The long-term aspirations are large scale, high-cost works that would require a significant amount of stakeholder engagement and additional funding.



### Early works – individual, smaller-scale projects

**Project 1:** Bersted Brooks - car park expansion and site signage/wayfinding

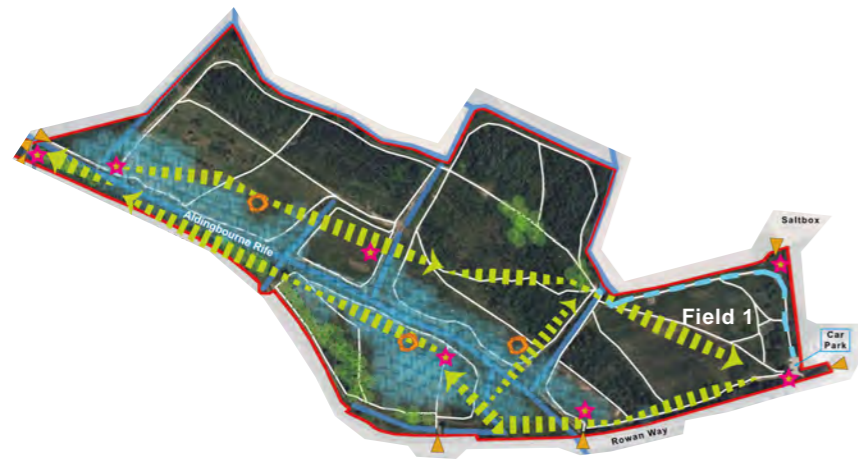
**Project 2:** Bersted Brooks - path improvements, habitat enhancement/wetland planting, play features, seating and bridge.



**Project 3:** Wildspace meeting point



**Project 1: Bersted Brooks - car park expansion and site signage/wayfinding.**



- Bersted Brooks car park to be expanded and resurfaced in accordance with detailed survey information and recommendations.
- Opportunity for mobile catering within remodelled car park to provide refreshments, local business opportunity, and heightened sense of community.
- Wayfinding within the site is to be improved to aid movement and flow of people, particularly for those who have not visited the site before. Wayfinding would encourage the use of certain parts of the site keeping other areas more natural, improve user experience, and contribute to a sense of wellbeing and security.
- Interpretation would help visitors form an emotional connection, encouraging those who use the open

space to care about the park's characteristics. Interpretation would establish features of value, helping visitors discover the meanings and significance associated with them. Interpretation may be in the form of boards, self-guided trails, viewing points, wildlife viewing hides and organised events within the local community.

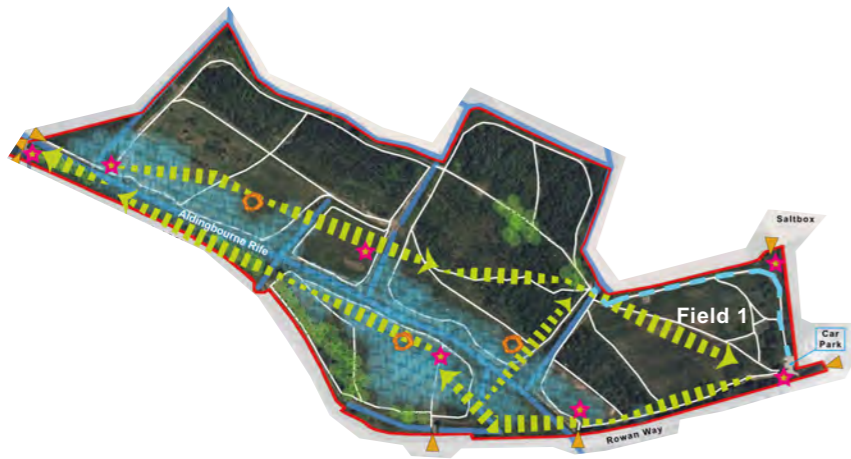
- More 'nature only zones' would be implemented, to ensure better protection of areas that are particularly ecologically sensitive. Subtle landscape interventions could be used such as wayfinding and strategically placed natural barriers, as well as natural fencing. Information boards would also be installed at key locations along Aldingbourne Rife, warning visitors of the risks.
- Measures to be taken to encourage dog walking to Field 1, keeping the remainder of the LNR as a wilder area. Signage to be installed to educate dog walkers of the potential damaging effects to wildlife from dogs. The grassed areas in the vicinity of the car park to be managed as short grass for amenity use and to allow dog waste to be picked up more easily than in long grass. A mosaic of pathways/ mazes, weaving posts, tunnels and other dog

exercise features made of natural materials, to encourage dog walking to Field 1, compensating for 'nature only zones' in other areas of the LNR.





**Project 2: Bersted Brooks - path improvements, habitat enhancement/wetland planting, play features, seating and bridge.**



- The pathway around the north of Field 1 would be widened, with maintenance access gate provided from the northern edge of the enlarged and resurfaced car park.
- Formal and informal natural play items would be located at key locations including steppingstones, logs, and wildlife seating circles, providing the opportunity for exploring, jumping, climbing, crawling, roleplay, feeling, smelling, and more, whilst exploring the open space. Opportunities to educate visitors about the floodplain environment would be explored as part of interactive play.
- Interface with Saltbox Industrial Estate to be enhanced both on the Brooks side, and on the Saltbox side with benched seating, wayfinding and

interpretation boards. Work with stakeholders who have shown interest in improving this crossover between sites.

- Opportunities to reinforce landscape structure and habitat would be fully explored throughout the project area. This would require detailed habitat surveys to ascertain the present condition and species composition. Planting would aim to increase biodiversity and habitat resource and aid flood mitigation. In terms of Biodiversity Net Gain, there is also potential for habitat creation in parts of the site to deliver off-site 'biodiversity units' for development being brought forward in the surrounding area, with money from the sales potentially reinvested into the park improvements. Work with Friends of Bersted Brooks who have a detailed understanding of the site.
- A boardwalk could be constructed to provide a circular route. This would be subject to detailed hydrological survey and assessment information and engineering advice. The location shown is indicative. The route of the pathway would be designed to make the most of views across the landscape setting, avoid any new planting and any features of notable landscape/ecological value. The walkway

could provide the opportunity to access this part of the site even at times of severe flooding and would, to a degree, encourage human/pet activity along one route, reducing impact on wildlife. The boardwalk could cross the Aldingbourne Rife at a chosen point, with interpretation regarding the floodplain environment at key locations.

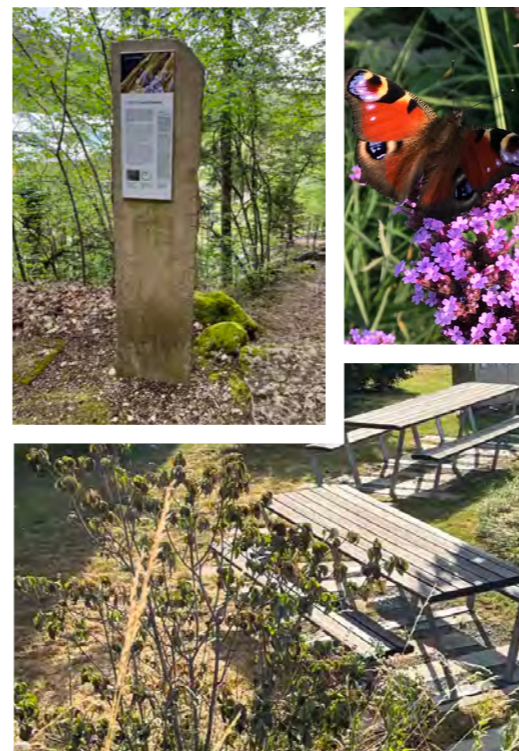
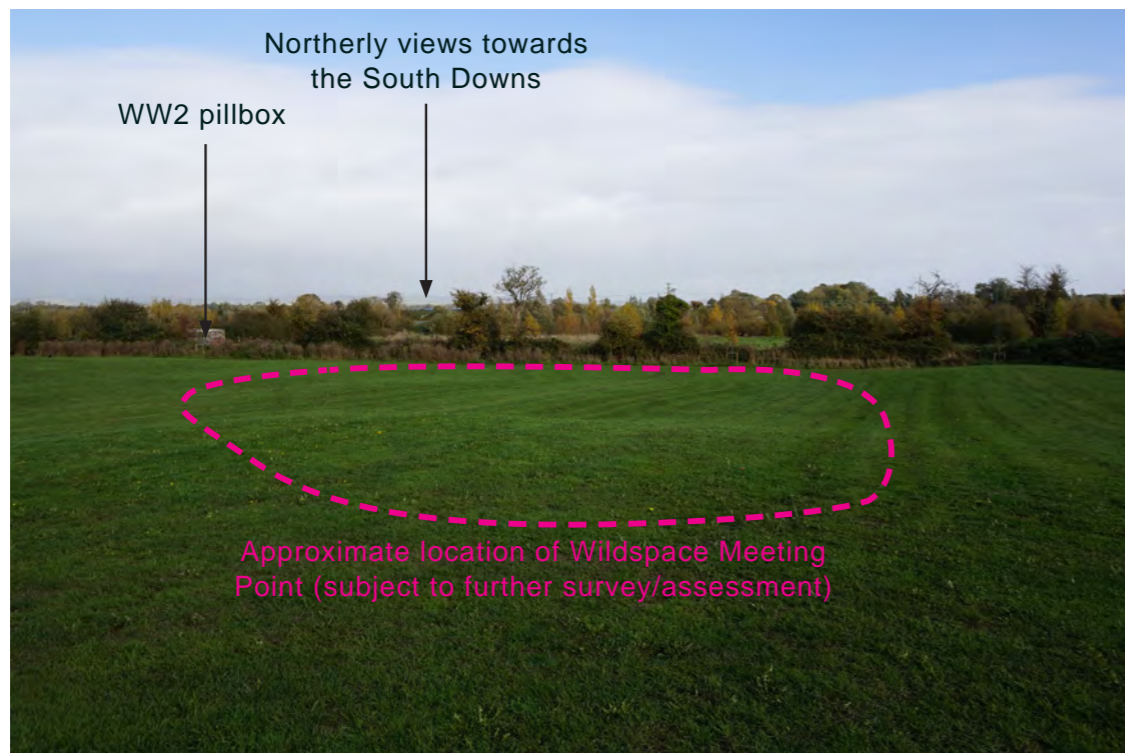




**Project 3: Wildspace meeting point**



- An area to make the most of the longer views towards the South Downs to the north and make full use of a relatively dry part of the site.
- Area to include wildflower grassland, pockets of native shrub planting, seating, natural play and 'learning through landscape' features.
- Visual connection to the WW2 pillbox on the northern side of the ditch, and potentially to the sunken pillbox to the west, to be enhanced. Interpretation boards to describe their importance as part of Britain's defences during WW2.
- Riparian planting along the ditch to be reinforced and enhanced where appropriate.
- Floodplain landscape and wildlife interpretation boards to be incorporated.
- Bridge crossing over the ditch to allow for better connectivity.
- A place for harnessing sense of place and quiet contemplation.
- An alternative space for users of the adjacent sports pitches and their families/spectators.





## Mid to long-term works

### Raised pathways

Based on the success and support for the early works within Bersted Brooks Nature Reserve, subject to detailed survey and assessment, and depending on access to funding, further raised walkways could be implemented to provide better year-round access across the site. Paths would encourage people to follow a particular route and enable the creation of quieter areas for wildlife. The main route along Aldingbourne Rife could be sufficient width to allow for bicycles, providing connectivity to the network beyond the site boundary. Raised pathways could be made of waste plastic or of a permeable raised causeway type design.



### Linear edible landscape alongside wetland

A raised pathway could provide access to a series of flood resistant community growing areas as a local resource and to provide opportunities for learning and volunteering. The pathway and growing areas would incorporate features such as edible hedges along with natural flood management interventions such as junction ponds and water meadows and wetland planting. Boundary planting would be bolstered to provide a buffer with the residential properties, whilst maintaining natural surveillance.

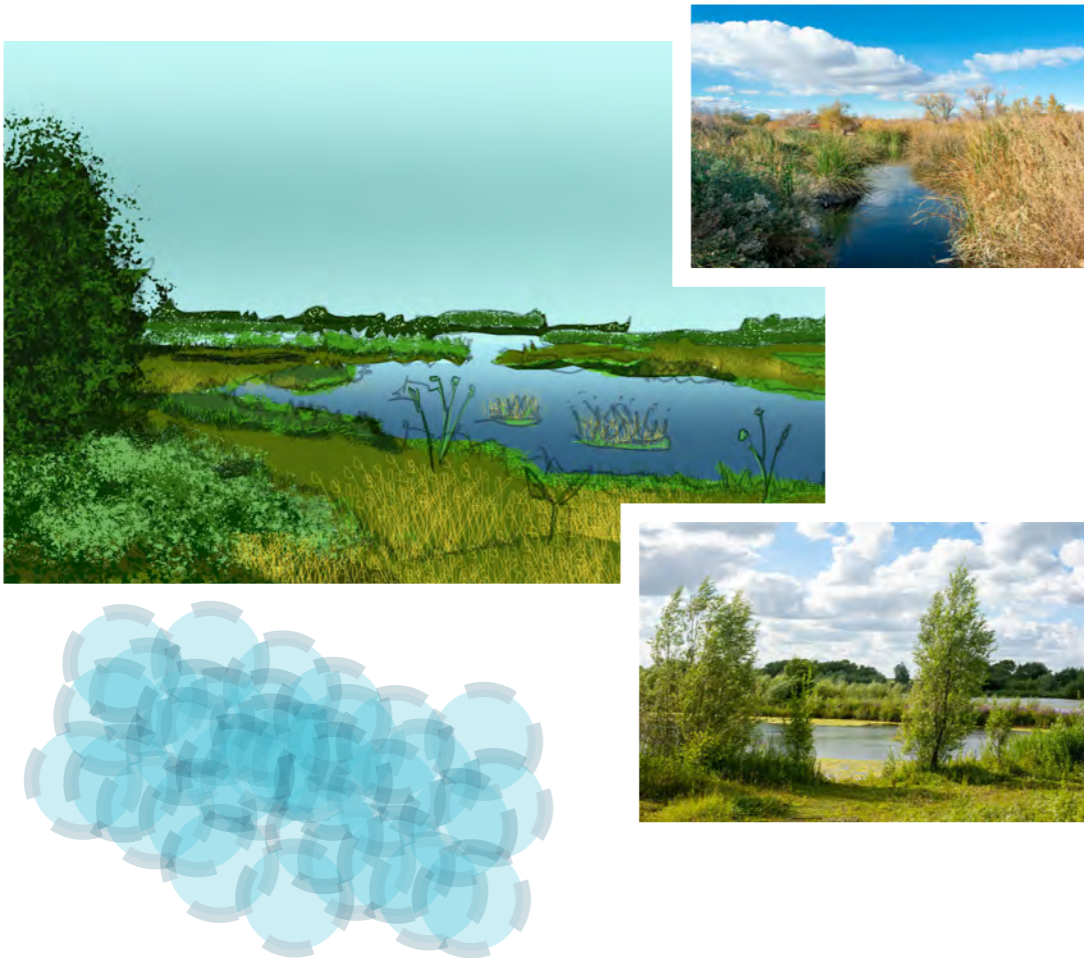




## Mid to long-term works

### Natural flood management interventions

Subject to detailed hydrological surveys and engineering input, the aim would be to store water in certain places for longer, meaning specific parts of the site were drier for longer periods than at present. Interventions could include junction ponds, scrapes, water meadows, along with further riparian planting and would alleviate flooding, benefit wildlife and provide enhanced recreation opportunity. Opportunities for education about the natural flood management methods used should be explored as part of the strategy for interpretation on the site.



## Long-term aspirations

### Road crossing improvements, potential bridge over North Bersted Bypass / A259 linking the two areas north and south

The masterplan process is an opportunity to identify future options for consideration as part of the feasibility exercise. The crossing over the bypass is clearly a major barrier to the overall connectedness of Bersted Brooks and Bersted Park, this was reinforced through feedback received during the consultation process. Road crossing improvements would be explored to provide a better link between the two areas, reducing or removing the risks associated with the busy crossing. As part of the inclusive design process, consideration should be given to quality design that meets the needs of the widest range of users.



## Outline management principles and aims

A series of outline principles and aims have been developed to help guide the ongoing management of the open space. These are as follows:

- The Adopt a 'design through management' approach, increasing access in certain areas, easing pressure on other parts of the open space. Discourage human activity in specific locations to aid the re-naturalisation and wilding of the landscape.
- Provide a welcoming environment, encouraging and facilitating year-round access to the open space for both physical and social benefit, whilst also safeguarding local wildlife and habitats across the park.
- Maintain and enhance the diverse range of habitats within the open space, notably woodland, scrub, meadow, and watercourses, increasing foraging, nesting and breeding opportunity with encouragement of wildlife corridors. Ensure habitat management is appropriate and based on best practice, particularly within Bersted Brooks Local Nature Reserve.
- Maintain formal/designed landscape areas whilst increasing awareness and understanding of the site's natural environment and history, such as the WW2 heritage.
- Ensure a healthy, safe and secure experience for site users.
- Provide opportunities to increase community use and involvement, allowing local people to take a degree of ownership, particularly through volunteering opportunities, education, events, interpretation and building partnerships.
- Improve the environmental quality and management of the park using sustainable practices, including the effective management of watercourses.
- Provide a well-maintained and clean open space for community use, maintaining the landscape and infrastructure to a high standard.

# 5. DELIVERY PLAN

This section provides summary discussion regarding a delivery plan for the masterplan proposals, potential delivery models and likely funding streams. The projects presented in the previous section are summarised in tabular form on the following page with the main features clearly identified. All works would be subject to detailed survey and assessment, particularly hydrological, ecological and engineering input.

## Delivery models

Delivery models used to deliver projects such as those presented and manage parks and open spaces include:

- Local authorities working with in-house parks teams or private contractors
- Local authorities forming partnerships with other public sector organisations (e.g. other local authorities / Environment Agency / Natural England), or with Parish and Town Councils
- Dedicated groups setting up charitable trusts or community interest companies (CIC)
- Private management companies established to manage open space associated with a specific development.

## Funding streams

There is a diverse offering of potential funding streams to support the delivery and future management of parks and open space projects. These include:

Grant funding applications can be made for projects and associated management, such as:

- Habitat creation / enhancements (e.g. Woodland Creation Planning Grant)
- Natural flood management (e.g. Natural Flood Management Programme)
- Historical environments (e.g. National Lottery Grants for Heritage)
- Sports facilities (e.g. Sport England - Active Together Fund)
- Community growing projects (e.g. National Lottery Community Fund)
- Improving connectivity (e.g. National Highways Environment Designated Funds).

Other sources of funding include:

- Community Infrastructure Levy (CIL)
- Biodiversity Net Gain (BNG) - habitat banking

- Income-generating opportunities
- Partner funding.



<b>Early works – individual, smaller-scale projects</b>	<b>Main features</b>
<b>Project 1:</b> Bersted Brooks - car park expansion and site signage/wayfinding.	Car expansion, site signage/wayfinding, establishment dog friendly area within Field 1 and nature only zones within the wider project area.
<b>Project 2:</b> Bersted Brooks - path improvements, habitat enhancement/wetland planting, play features, seating and bridge.	Path improvements, interpretation, planting/habitat creation or enhancement, natural play and 'learning through landscape' features, seating, a boardwalk could be constructed (3m width for pedestrians and cycles, made of waste plastic), including a bridge over the Rife.
<b>Project 3:</b> Wildspace meeting point	Hard and soft landscaping, seating, bridge, signage, play features.
<b>Mid to long-term works</b>	
<b>Raised pathways</b>	Additional boardwalks (3m width for pedestrians and cycles, made of waste plastic), or permeable causeway type paths, based on success and support of initial raised pathway works.
<b>Linear edible landscape alongside wetland</b>	Boardwalk (3m width for pedestrians and cycles, made of waste plastic), community garden.
<b>Natural flood management interventions</b>	Professional and contracting services to cover natural flood management interventions.
<b>Long-term aspirations</b>	
<b>Road crossing improvements, potential bridge over North Bersted Bypass / A259 linking the two areas north and south</b>	Pedestrian / cycle bridge.





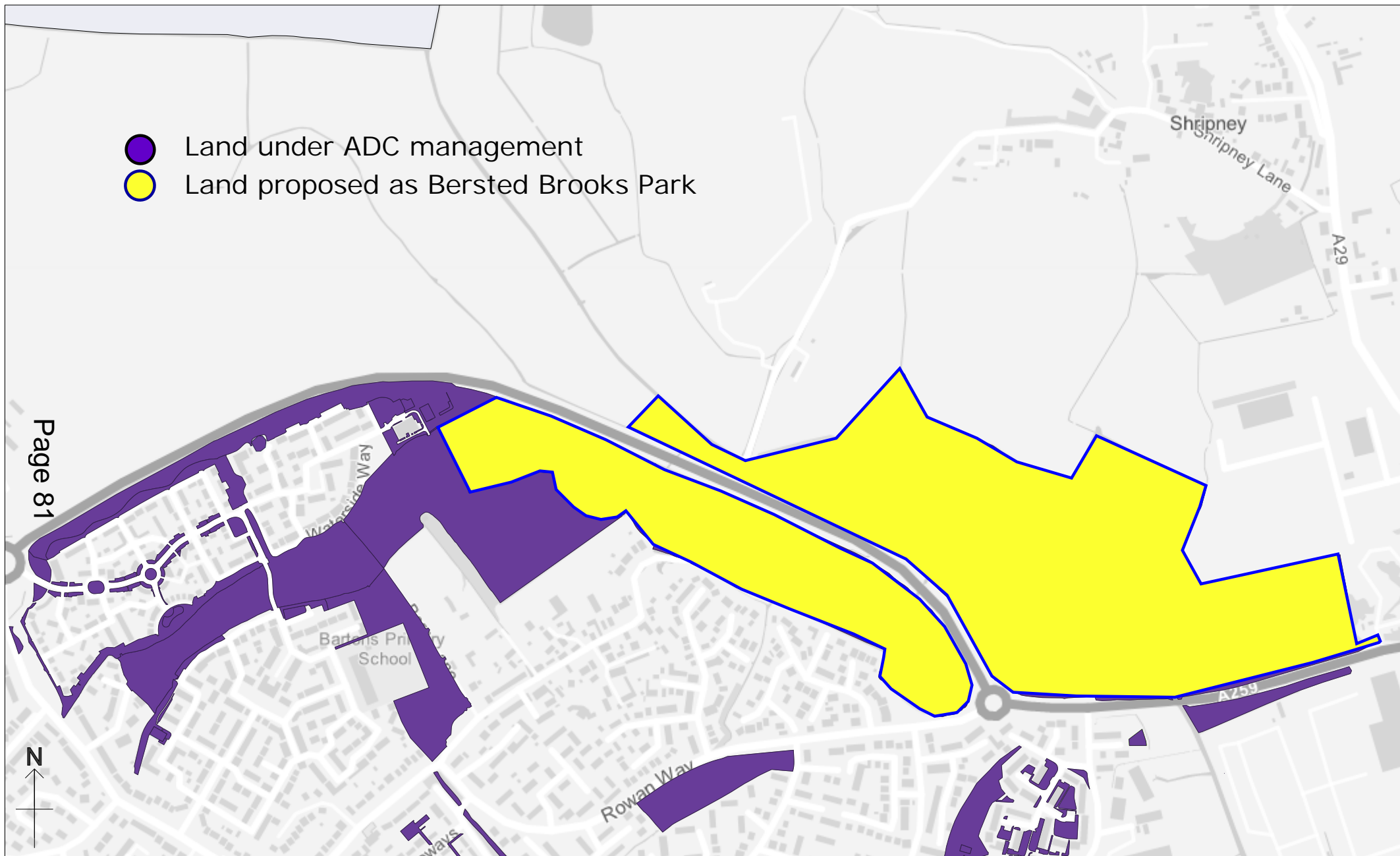
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# Arun District Council Maps



Page 81

Mapping produced by Arun District Council

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Production Date: 01 November 2023

Scale: 1:8000 @ A4

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## EQUALITY IMPACT ASSESSMENT

<b>Name of activity:</b>	Bersted Brooks Park	<b>Date Completed:</b>	18 October 2023
<b>Directorate / Division responsible for activity:</b>	Services	<b>Lead Officer:</b>	Rachel Alderson
<b>Existing Activity</b>	Y	<b>New / Proposed Activity</b>	Y
		<b>Changing / Updated Activity</b>	Y

### What are the aims / main purposes of the activity?

Public open space enhancements to enable local people to visit and enjoy recreation in a countryside environment, including improving accessibility, enhancing biodiversity and mitigating the effects of climate change.

### What are the main actions and processes involved?

Construction of improved footpaths, raised walkways, and enlarged car park. Introduction of natural play. Enhancements to biodiversity and flood mitigation measures

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

Residents and visitors to the area.

### Have you already consulted on / researched the activity?

Stakeholder engagement and public consultation was undertaken between March 2023 and July 2023.

### 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
<b>Age</b> (older / younger people, children)	Yes	Positive impact – the introduction of natural play items will create interest for younger visitors



		and encourage physical activity. Improving the accessibility of the open spaces will open up the site to a wider range of visitors.
<b>Disability</b> (people with physical / sensory impairment or mental disability)	Yes	Positive impact – improving the accessibility of the open spaces, particularly pathways and a larger car park, will enable visitors with impaired mobility to access a more rural environment.
<b>Gender reassignment</b> (the process of transitioning from one gender to another.)	No	
<b>Marriage &amp; civil partnership</b> (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	No	
<b>Pregnancy &amp; maternity</b> (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	Yes	Positive impact - the site will be more accessible for visitors with pushchairs.
<b>Race</b> (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	No	
<b>Religion &amp; belief</b> (religious faith or other group with a recognised belief system)	No	
<b>Sex</b> (male / female)	No	
<b>Sexual orientation</b> (lesbian, gay, bisexual, heterosexual)	No	
Whilst <b>Socio economic</b> disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	Yes	Positive impact – an enhanced, accessible local wildlife space close to residents which avoids the need to travel.

**What evidence has been used to assess the likely impacts?**

Widely documented benefits of accessible greenspace eg. Improving Access to Greenspace; A New Review for 2020 – Public Health England. Countryside for All; Good Practice Guide – Fieldfare Trust.

**Decision following initial assessment**

<b>Continue with existing or introduce new / planned activity</b>	<b>Y</b>	<b>Amend activity based on identified actions</b>	<b>N</b>
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**Action Plan**

<b>Impact identified</b>	<b>Action required</b>	<b>Lead Officer</b>	<b>Deadline</b>
Introduction of natural play features	Review as part of design phase	RA	October 2024
Improved accessibility of pathways and larger car park	Review as part of design phase	RA	October 2024
Enhanced, accessible local wildlife space	Review as part of design phase	RA	October 2024

**Monitoring & Review (additional note - to be reviewed regularly throughout detail design stages of the project)**

<b>Date of last review or Impact Assessment:</b>	As above
<b>Date of next 12 month review:</b>	October 2024
<b>Date of next 3 year Impact Assessment (from the date of this EIA):</b>	October 2026

<b>Date EIA completed:</b>	18 October 2023
<b>Signed by Person Completing:</b>	Rachel Alderson

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## Arun District Council

<b>REPORT TO:</b>	<b>Environment Committee 21 November 2023</b>
<b>SUBJECT:</b>	<b>Additional Houses in Multiple Occupation Licensing Scheme</b>
<b>LEAD OFFICER:</b>	<b>Karl Roberts – Interim CEO and Director of Growth</b>
<b>LEAD MEMBER:</b>	Councillor Sue Wallsgrove
<b>WARDS:</b>	<b>River, Marine and Hotham</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
<p>The Council’s Vision 2022 – 2026 has four key themes, one of which is “delivering the right homes in the right places”. To achieve this, amongst other measures, the council will “ensure the existing housing stock in the district (private sector and council owned) is maintained to a high standard”.</p>	
<b>DIRECTORATE POLICY CONTEXT:</b>	
<p>The service vision set out in the Directorate of Growth business Plan is to “raise the standard of private sector housing within the District and improve the health and wellbeing of its residents”.</p> <p>Introducing an Additional Houses in Multiple Occupation (HMO) Licensing Scheme will provide the resources to enable a proactive inspection regime of the properties included within the scheme. It will also provide greater confidence that there are adequate safeguards in place to help ensure that people in these types of properties are provided with appropriate, safe, good standard and affordable accommodation in private rented sector properties in the wards where the scheme is in place.</p>	
<b>FINANCIAL SUMMARY:</b>	
<p>With any licensing scheme fees can be charged to cover the cost of administering the scheme.</p>	

### 1. PURPOSE OF REPORT

- 1.1. To provide the results and outcomes of the 10 week statutory consultation on a proposed additional HMO Licensing scheme in the wards of River, Hotham and Marine.

### 2. RECOMMENDATIONS

- 2.1. The Environment Committee having considered the results of the consultation in relation to the proposed additional HMO Licensing Scheme as summarised in the report resolves:

- 2.1.1. To recommend to full Council to Designate the whole of the three wards of Marine, Hotham and River as subject to Additional Licensing under section 56(1)(a) of the Housing Act 2003 for all Houses in Multiple Occupation that contain three or four occupiers making up two or more households, irrespective of the number of storeys, and those properties defined as Section 257 Houses in Multiple Occupation under Housing Act 2004. Such designation to take effect in the financial year 2024/2025 and last for 5 years, the specific date to be agreed by the Group Head of Technical Services in consultation with Legal Services.
- 2.1.2. The fees for Additional HMO Licensing as set out in 4.35 be agreed for 2024/25.
- 2.1.3. To recommend to Policy and Finance Committee that the resources as set out in paragraph 4.29 are agreed in order to implement the additional HMO licensing scheme within the three wards of River, Marine and Hotham.

### **3. EXECUTIVE SUMMARY**

- 3.1. At the Environment Committee on 14 July 2022 members agreed to instigating the consultation process for a proposed additional licensing scheme for HMOs for the wards Marine, Hotham and River, to cover privately rented properties occupied by three or four people making up two or more households and properties converted into self contained flats that meet the definition of Section 257 HMOs.
- 3.2. The statutory 10 week consultation took place between 12 June to 20 August 2023 and this report details the results and outcomes of this consultation.

### **4. DETAIL**

- 4.1. At the meeting of Full Council on 25 February 2020 a resolution was passed which stated: -  
  
*“The Council is asked to support a request for officers to explore what options might exist for introducing further controls on the definition, number and quality of homes in Multiple Occupation and prepare appropriate reports for the relevant decision body of the Council”*
- 4.2. On 5 November 2020, the Housing and Customer Services Working Group recommended to Cabinet to continue to research and gather further evidence to help establish whether additional HMO licensing or selective licensing of the private rented sector was justified.
- 4.3. In addition Planning Policy presented a report to Development Control Committee on 28 October 2020 to recommend to Full Council that further research was undertaken to establish robust evidence to determine the justification and role for designating Article 4 Direction(s).

- 4.4. Both of these committee decisions were agreed and officers from Private Sector Housing and Public Health Team and Planning Policy jointly procured the services of a consultancy to undertake the required additional research.
- 4.5. The Building Research Establishment (BRE) were successful with their quote and project proposal and have provided the Council with a report on their findings.
- 4.6. The BRE report was presented to the Environment Committee on 14 July 2023. The Committee agreed to the instigating of the consultation process for a proposed additional licensing scheme for HMOs for the wards Marine, Hotham and River, to cover privately rented properties occupied by three or four people making up two or more households and properties converted into self-contained flats that meet the definition of Section 257 HMOs.
- 4.7. Section 257 HMOs are a converted block of flats, either the whole building or part of the building, where the following apply:
- The building or part of it (including those with commercial premises within the overall building and including common parts of buildings) has been converted into self contained; and
  - The conversion into self contained flats did not (and still does not) meet the Building Regulations 1991 (or later); and
  - Less than two thirds of the flats are owner occupied.
- 4.8. Planning Policy presented the research findings to Planning Committee on 26 October 2022 who resolved that:
- Notice be given of the authority's intention to designate Article 4 Directions under Article 4 (1) Schedule 3 (1) separately, for the three Wards of Marine, Hotham and River, following a notice period of six weeks (including to the Secretary of State) commencing on 2 November 2022 (which specifies a twenty one day representation period).
  - Any representations and amendments be reported back to Planning Committee on 11 January 2023, prior to recommending the Article 4 Directions be confirmed by Full Council on 18 January 2023 to commence on 19 January 2023.
  - The collective evidence studies demonstrably showed harm to the wards of River, Marine and Hotham, arising from the concentration of HMO developments and that this be used as a material consideration in determining further HMO proposals in those areas.
- 4.9. Therefore the outcome of this article 4 directive coming into force on 19 January 2023, means that a planning application is required to change the use of a dwelling house to a HMO which are shared houses occupied by between 3 and 6 unrelated individuals, as their only main residence, who share basic amenities such as a kitchen or bathroom.



4.10. The Article 4 direction is in the River, Hotham and Marine wards where existing future high concentrations of HMOs are considered likely to be harmful to the amenity or wellbeing of local residents and communities, As a result, the making of Article 4 direction ensures that the issue and impacts arising from this form of development can be properly assessed through planning policy.

Consultation Outcomes

4.11. The Private Sector Housing and Public Health Team carried out a 10 week statutory consultation on the proposed additional HMO licensing scheme between 12 June – 20 August 2023.

4.12. See paragraph 5.0 below for details of how the consultation took place.

4.13. The consultation results and feedback report is provided in Appendix 1 to this report. There were 99 responses to the survey, 69 being owner occupiers, 14 tenants, 10 landlords and 6 other. There were also 5 individual representations provided.

4.14. 55% of respondents said that they did not, based on their experience or opinion, agree that private landlords within the district maintain their properties to a good standard.

4.15. 29.6% thought that properties within the River ward Littlehampton, Hotham and Marin wards in Bognor Regis were more poorly maintained than those within the district as a whole.

4.16. The majority of respondents strongly agreed with the types of properties to be included within the proposed scheme:

Type of Property	Percentage Strongly Agree
Houses with 3 or 4 Occupants in 2 or more households sharing facilities	41.8%
Purpose built rented flats with 3 or 4 occupants in 2 or more households sharing facilities	34.7%
Building converted into flats with 3 or 4 occupants in 2 or more households in each flat sharing facilities	43.9%
Common parts of buildings converted into section 257 flats	28.6%

4.17. 38.8% of respondents either strongly disagreed or disagreed with the proposed licence fee. 20.4% of respondents strongly agreed or agreed with the proposed licence fee.

- 4.18. Representation was received from the National Residential Landlords Association (NRLA). They have a shared interest with the Council in ensuring a high quality private rented sector but strongly disagrees that the introduction of additional licensing is the most effective approach to achieve this aim both in the short term and long term.
- 4.19. Representation was received from Littlehampton Town Council:
- “This consultation was considered by the Town Council’s Planning and Transportation Committee at its meeting held on Monday 17 July 2023, particularly with reference to the proposed introduction of additional HMO licensing in the River Ward in Littlehampton and supported the Scheme. Members welcomed the move to capture accommodation which otherwise escaped the legislation and regulations for this type of housing that were currently in place. The majority of private landlords were considered responsible. However, it was clear from both the representation and reports that Members received from constituents, that the new regime and the proposed system of reporting, would provide a much needed mechanism for raising these issues and seeking redress.”*
- 4.20. The low response, in comparison to the number of properties within the three wards effected and the number of letters and emails circulated as part of the consultation, does make extrapolation of the results difficult. This has to be borne in mind when assessing any meaningful conclusion.
- 4.21. In summary there was agreement and support for the types of properties to be included within the scheme, the wards to be targeted and what the aims of the scheme will achieve. However, it must be noted that the highest number of respondents were from either tenants or owner occupiers, as opposed to landlords.

## Resources

- 4.22. The BRE previously provided a stock modelling report in 2020 on the wider private sector housing stock. Research undertaken by the BRE uses stock modelling data, they therefore use a variety of sources for example, national annual house condition surveys, Energy Performance Certificate data, tenancy deposit data and Experian data. This enables them to make a predictive assessment of house conditions and the geographical distribution of properties of interest.
- 4.23. Using this report and data the Private Sector Housing and Public Health Team checked these figures in terms of mandatory licensed HMOs. This established that around a third of the properties identified within the report were actually HMOs that required a licence.
- 4.24. Using the recent research undertaken by the BRE it identified that there would be a potential 344 additional properties requiring a license in the 3 wards. Based on previous findings the figures for the 3 to 4 person HMOs in the three wards have been reduced by one third, to project a more accurate fee income.

- 4.25. There is no comparable data to determine the accuracy of the Section 257 numbers provided therefore those within the BRE report have been included but it is acknowledged they may not be 100% accurate.
- 4.26. In total therefore there is estimated to be an additional 267 HMOs that would fall within scope of the proposed scheme
- 4.27. From experience of administering the mandatory HMO scheme the fee process has been broken down into its respective tasks and the time taken for each grade of officer eg. Team Leader, HMO Officer and Technical Support Assistant.
- 4.28. The cost to the Council of the respective posts are:

<b>Post</b>	<b>Grade</b>	<b>Cost (£)</b>
Team Leader	Scale 11	57,224
HMO Officer	Scale 9	49,026
Technical Support Assistant	Scale 5	33,992

- 4.29. In view of this the proposed increase in resources to implement the proposed additional HMO licensing scheme is:

<b>FTE</b>	<b>Post</b>	<b>Cost (£)</b>
1.0	Team Leader	57,224
0.4	HMO Officer	19,610.40
0.3	Technical Support	10,197.60
	<b>TOTAL</b>	87,032
	<b>Over 5 Years</b>	435,160

- 4.30. The aim of the Team Leader post would be to undertake a case load and be operational as well as having management/supervisory responsibilities.
- 4.31. There will be additional costs in terms of IT for all staff and equipment for inspections for the Team Leader and HMO Officer, that will be required. The approximate cost for these are:

Laptop	£550
Mobile Phone	£374



Damp Meter	£200
Disto (Laser measuring Device)	£150
Lone Working Device	£200
Personal Protective Equipment	£500

- 4.32. With any licensing scheme fees can be charged to recover the cost of administering the scheme. An analysis of the current mandatory licensing regime has been undertaken to ensure the Council has used a clear evidence base to set fees in order to fully recover the allowable costs it incurs in regulating these properties.
- 4.33. This continues to be reviewed to ensure tasks are being undertaken by the appropriate member of staff, that the times allocated to each task are an accurate average and whether efficiencies can be made by use of IT systems.
- 4.34. The fees cover the administration of the HMO Licensing process:
- Receipt of application
  - Checking the application, documentation provided and fee payments
  - Inspection of the property,
  - Producing a draft license for consultation,
  - Dealing with any representations made as part of the consultation
  - Producing the final license
  - Follow up visits and correspondence to ensure works identified as part of the licence conditions are completed

The fees do not cover other work undertaken by the HMO Officers:

- Proactive checks to identify unlicensed HMOs
- Enforcement of unlicensed HMOs – undertaking investigations, gathering evidence, obtaining and executing warrants, inspections, PACE interviews, Enforcement Review Panel, prosecution or civil penalty notices etc
- Working with landlords to reduce the number of occupants so the property falls outside of the scope of licensing – issuing a Temporary Exemption Notices
- Range of service requests of non licensed HMOs
- Planning consultations

4.35. Proposed fees for the additional HMO Licensing Scheme

<b>Part One: Initial Application Fee</b>	<b>Amount Payable</b>
Three-person or four person house base fee	£1662.10
<b>Part Two: Licence Issue Fee</b>	<b>Amount Payable</b>
Licence Issues Fee	£355.30

<b>Part One: Initial Application Fee</b>	<b>Amount Payable</b>
Three person or four person flat/apartment base fee	£1497.10
<b>Part Two: Licence Issue Fee</b>	<b>Amount Payable</b>
Licence issue fee	£355.30

<b>Part One: Initial Application Fee</b>	<b>Amount Payable</b>
Section 257 HMO base fee per building up to two storeys – only external parts and common parts such as hallways and landings under the control of the freeholder	£1332.10
Section 257 HMO case fee per building more than two storeys – only external parts such as hallways and landings under the control of the freeholder	£1386
<b>Part Two: Licence Issue Fee</b>	<b>Amount Payable</b>
Licence Issue Fee	£355.3

4.36. Using the BRE research and the potential number of new properties requiring licensing and the proposed license fees the fee income over 5 years is estimated at £466,135.80.

4.37. Summary of finances:

Estimated Income Generation over 5 Years:

Fees	£466,135.80
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Resources Over 5 Years:

Salaries	£435,160
Equipment etc	£4,498
<b>TOTAL</b>	<b>£439,658</b>

- 4.38. The proposed resources are therefore within the estimated income generation.
- 4.39. Any Additional HMO licensing scheme that is designated by a Local Authority lasts for a 5 year period and the Council would be required to review the scheme to determine whether it should continue and/or be expanded. A further report would therefore be presented to the Environment Committee with the results of the review and recommendation as to whether the scheme should continue for a further 5 years and consider whether the scheme should be expanded to additional wards within the district.
- 4.40. In conclusion the research showed that based upon modelled data there is sufficient evidence to support the introduction of an additional HMO licensing scheme in Arun. The analysis indicates that conditions in many of these properties where sharing of cooking, washing or toilet facilities is happening or where a building has been converted without Building Control approval into self-contained flats, may be below acceptable standards.
- 4.41. Therefore introducing an additional HMO licensing scheme will provide greater confidence that there are adequate safeguards in place to help ensure that people in these types of properties are provided with appropriate, safe, good standard and affordable accommodation in private rented sector properties in the wards where the scheme is in place.
- 4.42. Whilst the consultation received a low response rate, there was a general support of the scheme, its aims, the type of properties and the wards included.
- 4.43. The resources required for the proposed scheme have been calculated and outlined in paragraph 4.29, these are expected to broadly be recovered from licensing fees.
- 4.44. It is therefore recommended to proceed with the process for designation of the three wards for a period of 5 years.
- 4.45. As required by the legislation a review of the outcomes and impact of the scheme will take place prior to the 5 year expiry of the designation of the scheme. A report will be presented to the Environment Committee on the findings of this review to make a decision as to whether the scheme should be extended and designated for a further 5 year period and whether additional areas within the district should be included.



## **5. CONSULTATION**

- 5.1. A public statutory 10 week consultation took place between 12 June – 20 August 2023.
- 5.2. The Council's website was used to detail the proposals and provide information and a copy of the consultation document was available.
- 5.3. The consultation was advertised in local media and social media posts to advise that it was taking place and how to participate.
- 5.4. Paper copies of the consultation document and posters showing the details of the proposed scheme were available in the Arun Civic Centre and Bognor Regis Town Hall. Paper copies of the consultation document were also available at a number of local libraries within the district.
- 5.5. Students enrolled at the University of Chichester were able to view the consultation document at the University's accommodation office.
- 5.6. Feedback could be provided via an online survey form which was accessible from the Council's website.
- 5.7. Letters/leaflets advertising the consultation were sent to all residents and businesses within the wards of River, Hotham and Marine.
- 5.8. Two Landlords forum events took place:
  - In person Landlords Forum meeting held at Arun Civic Centre 26 July 2023
  - Remote meeting via Zoom, hosted and organised by National Residential Landlords Association (NRLA) 18 August 2023.
- 5.9. A wide portfolio of stakeholders and other people affected by the proposal, as well as internal stakeholders and department have been contacted regarding the consultation, including ward members, Councillors at both district and parish level, local MPs, landlord/property owners in the proposed ward areas and neighbouring ward areas tenants in the proposed ward areas, West Sussex Fire and Rescue Service, Sussex Police, letting and managing agents, the University of Chichester and Bognor Regis College, landlords on the Chichester and Arun Accreditation Scheme, landlord representatives such as the NRLA, local resident associations, Citizens Advice, West Sussex County Council, neighbouring local authorities and general public.

## **6. OPTIONS / ALTERNATIVES CONSIDERED**

- 6.1. To agree not to pursue additional HMO licensing. Officers would therefore continue to investigate complaints reactively rather than being able to proactively tackle the standard of accommodation through inspection.

- 6.2. To employ additional staff to implement a proactive inspection regime without introducing additional HMO licensing of the private rented sector. This approach would assist with tackling poor housing conditions, but without the creation of a licensing scheme enforcement powers are more restricted. This option would also require additional funding from the Council's general fund to recruit staff and unlike with a licensing scheme costs cannot be recovered through fees.

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

- 7.1. The income projected to be received with the introduction of this scheme over the 5 year period is by no means guaranteed. The additional core increase in cost to the establishment, as detailed would be a permanent cost. There is a risk that could result in additional growth, should the income fail to materialise. Other options could be explored to mitigate any potential growth, with a more flexible approach to the staffing required.

## **8. RISK ASSESSMENT CONSIDERATIONS**

- 8.1. The BRE report identified that the wards of River, Hotham and Marine had the largest number of HMOs which were in disrepair and poorly managed. Not introducing the proposed additional HMO licensing scheme would mean that a proactive inspection regime is not implemented to be able to ensure these properties are brought up to minimum health and safety standards.
- 8.2. Using the research undertaken by the BRE it identified that there would be a potential 344 additional properties requiring a license in the 3 wards. Having previously checked the accuracy of BRE stock modelling on mandatory licensed HMO figures it has been established that the figures provided were a third accurate. Based on this the figures for the 3 to 4 person HMOs in the three wards have been reduced by one third, to project a more accurate fee income.
- 8.3. Comparable data is not available to determine the accuracy of the properties classified as Section 257 numbers provided therefore those within the BRE report have been included but it is acknowledged they may not be 100% accurate. In total therefore there is estimated to be an additional 267 HMOs that would fall within scope of the proposed scheme.
- 8.4. The BRE data is based on modelling and therefore there is a risk that the figures provided could be over or under estimated, which will have an impact on the income generation.
- 8.5. The scheme, if designated, would be for a period of 5 years after which a review of its outcomes and impacts is undertaken. A further report would be presented to Environment Committee for a decision as to whether, based on the review findings, the scheme should continue for a further 5 years and also whether it should be expanded to other wards within the district. If the Environment Committee decide not to continue the scheme beyond the initial 5 years then there is the risk of potential redundancy costs for staff if redeployment is not possible within the Council.

8.6. From experience Private Sector Housing and Environmental Health have experienced difficulties in recruitment of qualified staff, therefore there is a risk that any proposed positions may be difficult to recruit to.

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

9.1. This report asks Committee to recommend to full Council to Designate the whole of the three wards of Marine, Hotham and River as subject to Additional Licensing under section 56(1)(a) of the Housing Act 2003.

9.2. This report further asks the committee to agree to the schedule of fees. Charges for HMO License fees are governed by Section 63(3),(4) and (7) of the Housing Act 2004 and the *Provision of Services Regulations 2009*(as amended). The Provision of Services Regulations have been considered by the Courts in *Gaskin v London Borough of Richmond*, and *Hemming v Westminster City Council*. These provisions and the court judgements establish that (1) Fees charged by the Council must be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of those procedures and formalities. (Regulation 18(4) of the Regulations) and (2) that fees should not be used as an economic deterrent to certain activities or to raise funds.

## **10. HUMAN RESOURCES IMPACT**

10.1. The recruitment of additional staff as identified within paragraph 4.29 of the report will be required, with support from the HR Team.

10.2. As detailed in paragraph 8.5 above, if the scheme does not continue beyond the initial 5 year period there will be potential implications of redundancy for those staff employed. It is not possible to predict what these costs will be as it is dependant upon who is employed and factors such as whether they have continuous service and their age which will impact upon the redundancy calculations.

10.3. Fixed term contracts are appropriate for employment up to a 2 year period, there after the member of staff would be protected and have additional rights in terms of redundancy for example. Contracts could be offered on a 5 year basis however, it would be made clear as part of the recruitment process, through the advert and at interview, and in any job offer correspondence that funding for the role is only for a fixed period and stating for how long. Any employee on a fixed term would not be treated any less favourably the only difference from the start of their employment is that they have a possible end date, and a clause addressing this could be included in any contract of employment.

10.4. Recruiting on this basis would not be practical for the 5 year term of the scheme and would not be a means of reducing costs.



## **11. HEALTH & SAFETY IMPACT**

- 11.1 There are direct health and safety impacts from these proposals. Risk assessments are already in place in relation to inspections and other visits made to HMOs, and these are kept under review to ensure that all reasonably practicable measures are taken to ensure the safety of officers.
  
- 11.1. The proposed Additional HMO Licensing Scheme would ensure minimum health and safety standards within privately rented accommodation for some of the more vulnerable residents in the wards of River, Hotham and Marine.

## **12. PROPERTY & ESTATES IMPACT**

- 12.1. There will be no direct impact on the management of the Council's property portfolio

## **13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

- 13.1. An Equality Impact Assessment has been completed and is attached at Appendix 2. The provision of this does not affect disproportionately one or more of the nine characteristics outlined in the Equality Act 2010.

## **14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

- 14.1. The additional licensing scheme applies to the wards of River, Marine and Hotham these are the most deprived areas within the district therefore the scheme will have a positive impact on those tenants who are socio economically disadvantaged. Good quality housing is important for people to achieve their educational and professional potential.
  
- 14.2. The process of requiring a licence will mean that action will be taken to raise the quality of private rented accommodation, resolve hazards which can include excess cold and ensure higher standards. The improved standards will be particularly beneficial for the most vulnerable tenants, who perhaps currently live in sub-standard accommodation. As well as the health benefit there will also be reductions of emissions associated with heating where homes are made to be more energy efficient, either through improvements to building envelopes or improvements to heating systems

## **15. CRIME AND DISORDER REDUCTION IMPACT**

- 15.1. Property licensing is intended to raise the standards of condition and management by landlords of rented properties. With greater engagement with landlords it is anticipated this will help reduce anti social behaviour and crime.

## **16. HUMAN RIGHTS IMPACT**

- 16.1. Consultation in relation to the proposed Additional HMO Licensing scheme was carried out as details in paragraph 5.0 of this report. The consultation whilst statutory also provided an opportunity for the public, businesses and stakeholders to provide feedback, ensuring that any human rights concerns could be highlighted and considered by the Environment Committee.

## **17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

- 17.1. Consultation feedback has been managed in accordance with GDPR provisions. Consultation responses are reported back to Committee within this report, and have been appropriately summarised and/or redacted to ensure compliance with GDPR.

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### **CONTACT OFFICER:**

Name: Louise Crane

Job Title: Principal Environmental Health Officer

Contact Number: 01903 737669

### **BACKGROUND DOCUMENTS:**

[Additional HMO licensing consultation 2023 | Arun District Council](#)

[Environment Committee Report 14 July 2022](#)

Appendix 1 – Consultation results and feedback report

Appendix 2 – Equality Impact Assessment

# Proposal to implement a Houses in Multiple Occupation (HMO) Additional Licensing Scheme in River, Hotham and Marine wards in Arun District.

## Survey results and feedback to the 2023 public consultation – Summary Findings





Arun District Council (the “council”) ran a public consultation for 10 weeks between 12 June and 20 August 2023 on a proposal to introduce Additional HMO Licensing in River ward in Littlehampton and Hotham and Marine wards in Bognor Regis.

The council wanted to know the views about the proposals from tenants, landlords, residents, letting agents and businesses living or operating in the area and that could be affected by the proposals outlined in the consultation document. The consultation also wanted to know the views of those that operate outside of the proposed licensing area who might be indirectly affected.

An online survey was available for consultees to complete on the dedicated website page. Paper copies of this survey were also available if requested by those unable to complete the survey online.

The consultation was advertised through a variety of means including:

- A dedicated Additional HMO Licensing webpage on the council’s website.
- A QR code directing people to the website.
- Displays for the duration of the consultation at The Arun Civic Centre in Littlehampton and at Bognor Regis Town Hall.
- Paper copies of the full consultation document were available to view at The Arun Civic Centre in Littlehampton and at Bognor Regis Town Hall.
- Paper copies of the full consultation document were available to view at local libraries within the district for the duration of the consultation.
- Over 12,700 letters sent to every address within the three proposed wards (River, Marine and Hotham).
- E-mails sent to managing and letting agents within Arun district.
- Paper copies of the full consultation document were available to view at the University of Chichester Bognor Regis campus accommodation office for the duration of the consultation. The University accommodation office and Student’s Union also sent out e-mails advising of the consultation to their students.
- Advertising of the consultation in local media and on the council’s Twitter and Facebook accounts.
- E-mails and/or letters were also sent to adjacent local authorities, West Sussex Fire and Rescue Service, Citizen’s Advice, local Councillors, national landlord associations, Tenant’s Union, Parish Council’s in the proposed wards, Bognor and Littlehampton Town Councils, landlords currently registered on the Chichester and Arun Landlord Accreditation Scheme, and current mandatory licensed HMO licence holders.

- E-mail signatures containing details and website links (including a QR Code) of the consultation sent out with all e-mails from the Private Sector Housing and Public Health team.

Although the council advertised the proposals widely and tried to reach as many groups and different relevant persons and groups as it could, it is acknowledged that this isn't a guaranteed way to reach all those individuals or groups that might be affected by the proposals or who might have wished to have responded. For example, there will be some landlords who live outside of the district or those proposed wards who won't have heard about the consultation if their tenants didn't pass on the letter received; didn't look at local media; their agents didn't advise them; or they are not part of a national landlord association or scheme or aren't in regular contact or liaison with the council. At the current time there is no requirement to be registered as a landlord and the Private Sector Housing team do not hold a list or register of local landlords. Similarly, there will have been tenants who didn't receive the letter sent to their address as it may have been picked up by another tenant in the same building, for example. The majority of respondents to the online survey was expected to be from owner-occupiers of properties within the proposed wards and where the targeted letter-drop was undertaken, and that proved to be the case.

## **Survey results – Summary Findings**

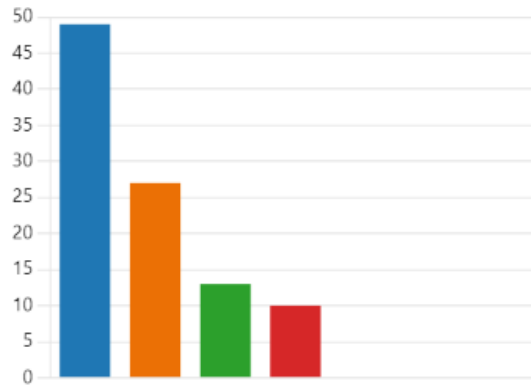
In total 99 responses to the online survey were received (fourteen from tenants, ten from landlords, 69 from owner-occupiers and six from "others"). This was below what was expected and was disappointing considering the number of letters and e-mails that were issued and the wide advertising of the proposals. It was expected that the majority of respondents would be owner-occupiers within the proposed wards, it was surprising however, that even those landlords and tenants who were fully aware of the proposals and have in the past commented on issues regarding licensing, maintenance and repair of properties, and have previously been quite vocal about mandatory licencing regimes, failed to submit any response or complete the online survey regarding the council's proposals.

The low figure does mean that extrapolation of the results is perhaps difficult, and this has to be borne in mind in assessing any meaningful conclusion. The low number of respondents may have a disproportionate effect on the overall results; however, even if the numbers responding was low, the percentage responding to each question would be consistent across the survey and so are comparable between each of the respondent categories.

(Note that some figures are rounded up/down where there is a percentage with a fraction of a total and so in some cases the totals may amount to just over or just under 100%.)

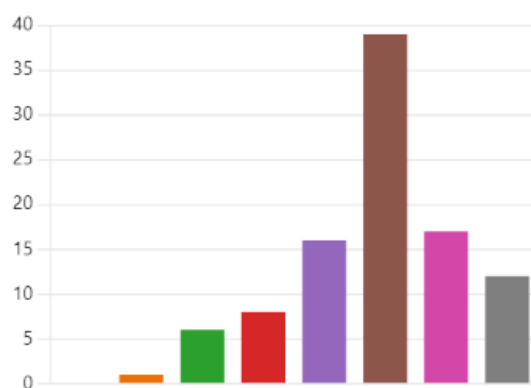
### 1. All respondents – Title

Mr	49
Mrs	27
Ms	13
Miss	10
Doctor	0
Councillor	0
Other	0



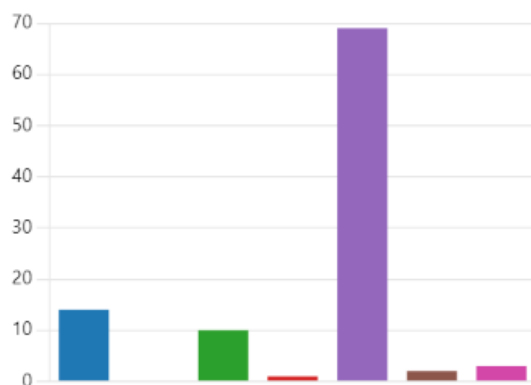
### 2. All respondents - What age band do you fall into?

Under 18	0
18-24	1
25-34	6
35-44	8
45-54	16
55-64	39
65-74	17
75 or over	12



### 3. All respondents - Which of the following apply to you in regard to a property you live in within Arun District?

Tenant in a privately rented pro...	14
Tenant in Social Housing	0
Landlord	10
Managing agent/agent	1
Owner-occupier	69
Other	2
None of the above	3



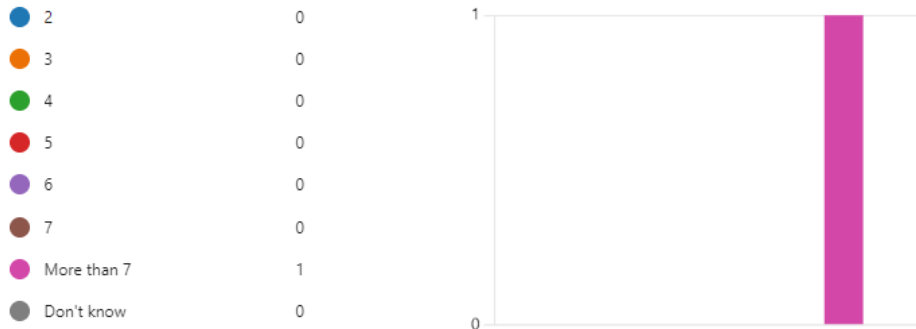
### 4. Privately renting tenants - What sort of property do you live in?

Entire house (only you or you a...	2
Shared house (you or you and y...	1
Self-contained flat (it has its ow...	11
Shared flat (you share bathroom...	0
Other	0



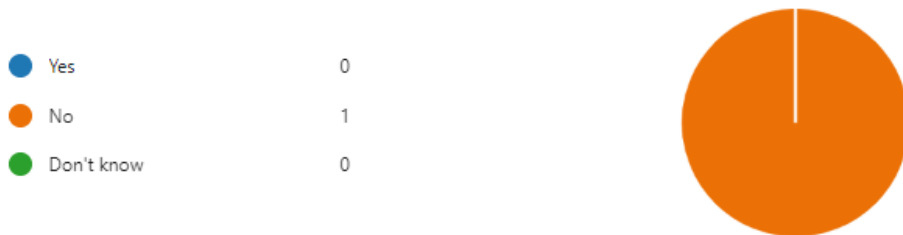


**5. Privately renting tenants - If you ticked that you live in a shared house or shared flat, how many people live in the property?**

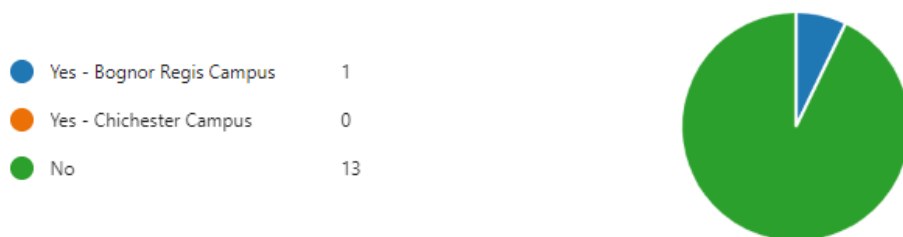


It can be deduced therefore that there was only one respondent who was a tenant in a shared property and all of the other tenants in private sector housing must be living in self-contained accommodation, such as a house or flat where they do not share any facilities, either living as a single occupant or as part of a single household.

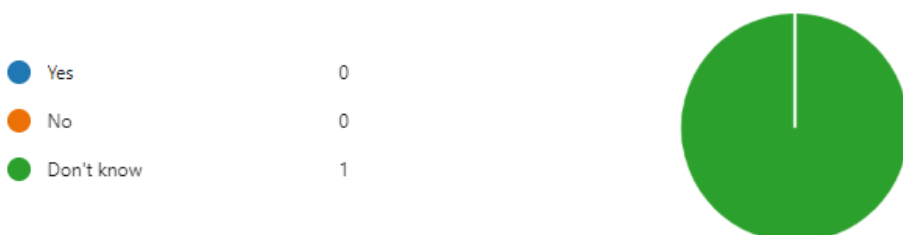
**6. Privately renting tenants - If you ticked that you live in a shared house or shared flat, does the property currently have a House in Multiple Occupation (HMO) licence?**



**7. Privately renting tenants - Are you a full-time student attending the University of Chichester?**

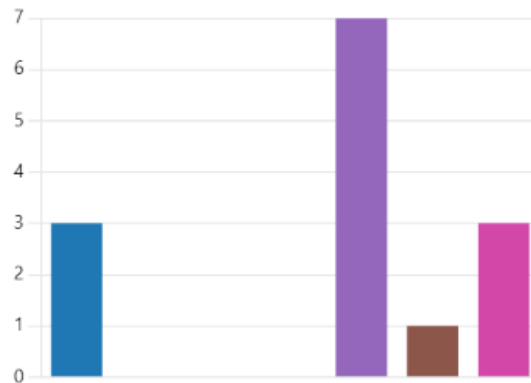


**8. Privately renting tenants - Is the property you rent registered on the Arun and Chichester Landlord Accreditation Scheme?**



**9. Privately renting tenants - Do you live or work in one of the wards proposed for the additional HMO licensing designation?**

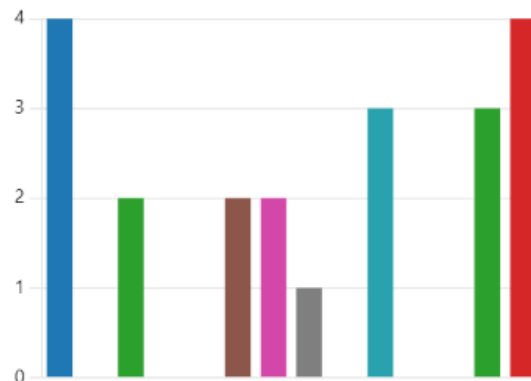
● Yes - I live in River ward	3
● Yes - I work in River ward	0
● Yes - I live in Hotham ward	0
● Yes - I work in Hotham ward	0
● Yes - I live in Marine ward	7
● Yes - I work in Marine ward	1
● No - I don't live or work in any ...	3



**Privately renting tenants were asked the following questions relating to their accommodation:**

**10. As a tenant renting from a private landlord, have you had problems with any of the following issues? Respondents were able to choose as many as were applicable (and thus the total numbers/percentage may be higher than the 14 privately rented respondents that answered):**

● Damp and disrepair	4
● Overcrowding	0
● Lack of heating	2
● Lack of basic amenities (bath/sh...	0
● Lack of safety measures	0
● Dirty and poorly maintained co...	2
● Rubbish and waste accumulations	2
● General lack of management an...	1
● Lack of tenancy paperwork	0
● Poor response to requests for re...	3
● Harassment and/or illegal evicti...	0
● Retaliatory eviction, for example...	0
● Other	3
● None	4



- Damp and disrepair – 4 (28.6%)
- Overcrowding – 0 (0%)
- Lack of heating – 2 (14.3%)
- Lack of basic amenities (bath/shower, kitchen facilities, etc.) – 0 (0%)
- Lack of safety measures – 0 (0%)
- Dirty and poorly maintained communal stairs and hallways – 2 (14.3%)
- Rubbish and waste accumulations – 2 (14.3%)
- General lack of management and supervision – 1 (7.1%)
- Lack of tenancy paperwork – 0 (0%)

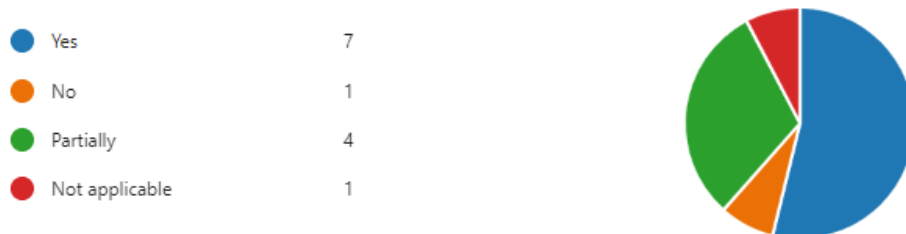
Poor response to requests for repairs – 3 (21.4%)  
 Harassment and/or illegal eviction including pressure to leave without notice – 0 (0%)  
 Retaliatory eviction, for example, evicted after complaining of disrepair – 0 (0%)  
 Other – 3 (21.4%)  
 None – 4 (28.6%)

Other = Fly-tipping/waste – 2 (14.2%)  
 Unaffordable rent increases – 1 (7.1%)

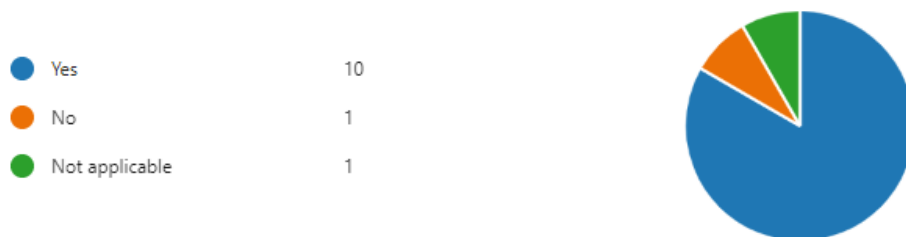
**11. If a respondent said they had experienced issues they were asked about how they went about resolving the issue(s) and who they contacted.**

Of the responses received to this question, two people replied that they contacted their landlord and two people stated that they contacted their managing agent.

**12. They were then asked if this was successful in resolving the matter.**



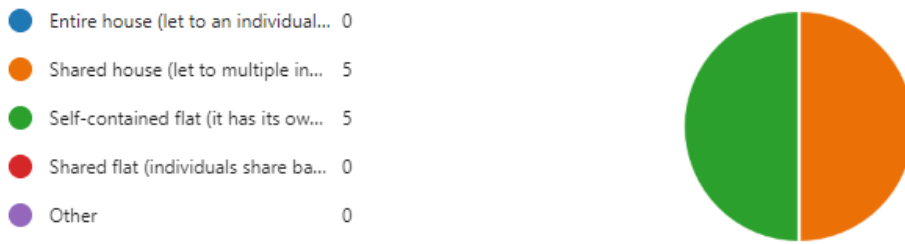
**13. When tenants were asked if the issue(s) they had encountered were at the same property that they still lived in:**



**Tenants renting from a Social Housing Provider/Housing Association were asked a number of questions relating to their accommodation; however, no tenants who live in social housing completed the survey and therefore there is no data or feedback to provide.**

**Landlords were asked the following questions relating to their rented properties. (If landlords wished to answer the survey as an owner-occupier (or other title), they were required to complete a further survey).**

**14. Landlords were asked what sort of property they rent out in Arun District:**



The responses indicate that half of the landlord respondents say they let out a shared house with four or more occupants and therefore could potentially fall into the proposed scheme definition if their rented properties are also within the proposed scheme wards.

**15. Landlords who responded that they rented shared houses or flats were then asked how many people live in the property.**



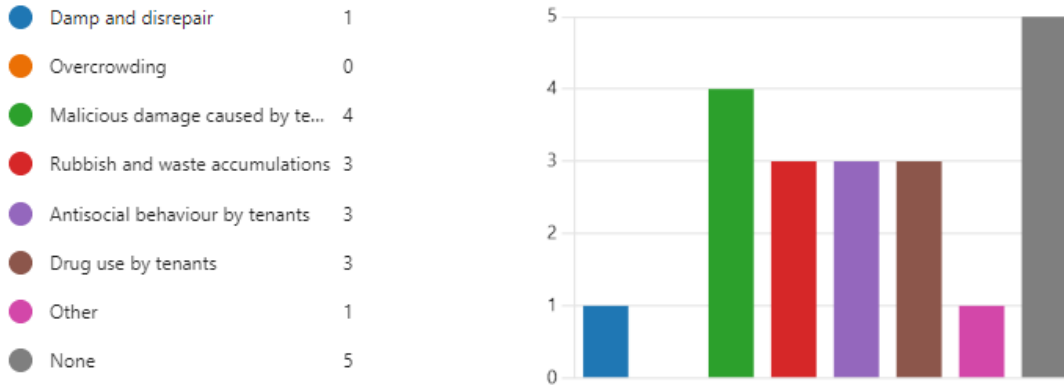
**16. Landlords were asked whether the shared house or flat that they rent out currently had a House in Multiple Occupation (HMO) licence:**



The single response of “no” is in relation to a HMO that has only four occupants, and thus is not required to be mandatorily licensed at this time; however, it would fall within the remit of the proposed additional licensing scheme..



**17. As a landlord renting out a property, have you had problems with any of the following issues? Respondents were able to choose as many as were applicable (and thus the number may be higher than the total of 10 landlord respondents):**



As five out of the ten respondents (50%) stated that they had no problems, if the remaining figures are divided between the other five respondents, the percentage totals are double to the figures shown, for example the 1 response for damp and disrepair actually becomes 20 percent of the total responses and malicious damage caused by tenants actually becomes 80 percent of the total responses (again allowing for the fact that respondents could tick as many issues as they liked).

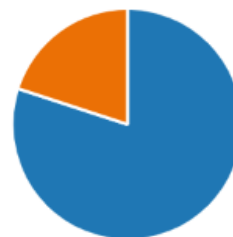
**18. Landlords were asked whether they were a member of a national landlord association?**

● Yes	7
● No	3

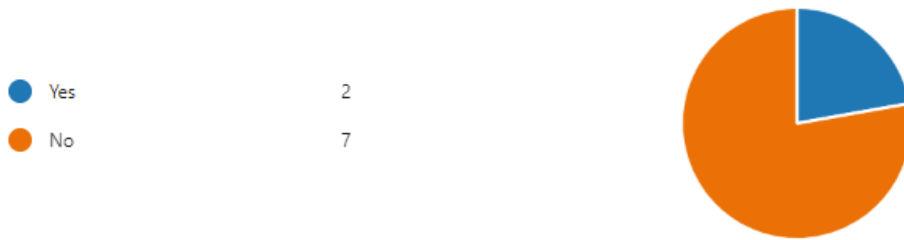


**19. Landlords were asked whether they had heard of the Chichester and Arun Landlord Accreditation Scheme:**

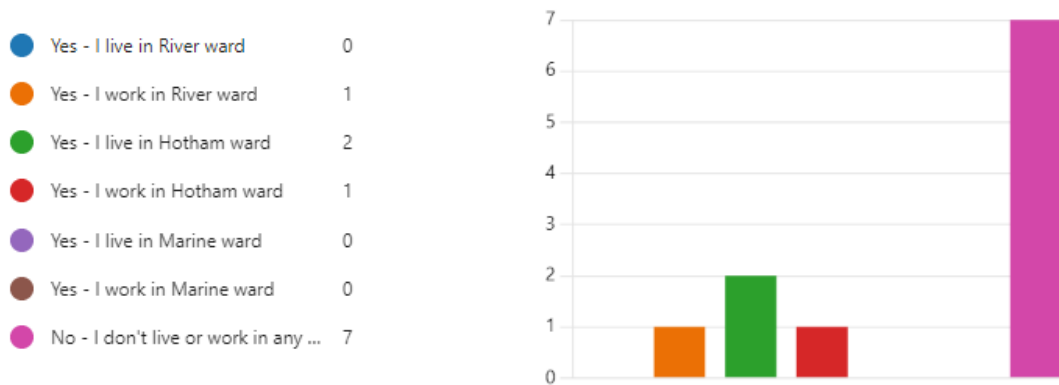
● Yes	8
● No	2



**20. Landlords were asked whether they were registered on the Chichester and Arun Landlord Accreditation Scheme:**



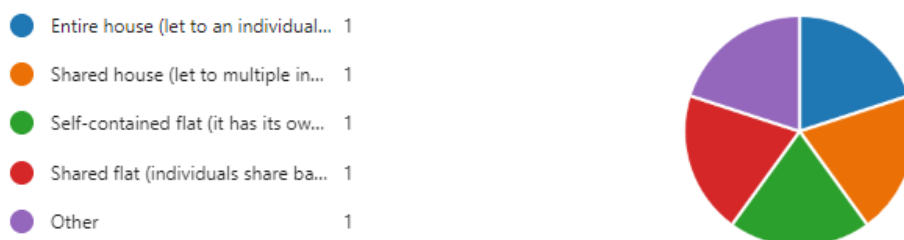
**21. Landlords were asked whether they live or work in one of the wards proposed for the additional HMO licensing designation? (Total may be more than 10 as some landlords may work and live in a particular ward).**



**Managing agents/agents were asked the following questions relating to the rented properties the manage or let. (If managing agents wished to answer the survey as a resident, they were required to complete a separate survey).**

Only one respondent identified themselves as a managing agent, and so each response where there is a total of more than 1 or there are multiple responses to the same question, means that all apply to that one individual agent, for example in question 31 below, each type of property has a single response and so it has to be deduced that the agent manages each type of these properties.

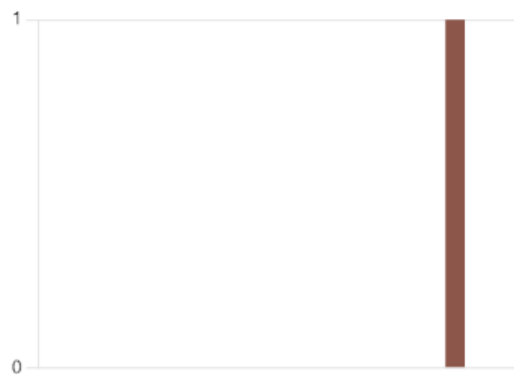
**22. What sort of property do you manage in Arun District?**



Although the figures represent 25% for each category, as it is based on one managing agent respondent, the figure for each sector could also be shown as 100% for each category as the answer to each is a positive one and is unlikely that each type of property is actually represented by an equal 25% share of the agent’s clients’ properties.

**23. As a managing agent, have you had problems with any of the following issues?  
Respondents were able to choose as many as were applicable:**

- Damp and disrepair 0
- Overcrowding 0
- Lack of heating 0
- Lack of basic amenities (bath/sh... 0
- Lack of safety measures 0
- Dirty and poorly maintained co... 0
- Rubbish and waste accumulations 0
- General lack of management an... 0
- Lack of tenancy paperwork 0
- Poor response to requests for re... 0
- Harassment and/or illegal evicti... 0
- Retaliatory eviction, for example... 0
- Malicious damage by tenants 0
- Drug use by tenants 0
- Antisocial behaviour by tenants ... 0
- Antisocial behaviour in the distri... 1
- Other 0
- None 0



**24. Managing agents were asked whether they live or work in one of the wards proposed for the additional HMO licensing designation?**

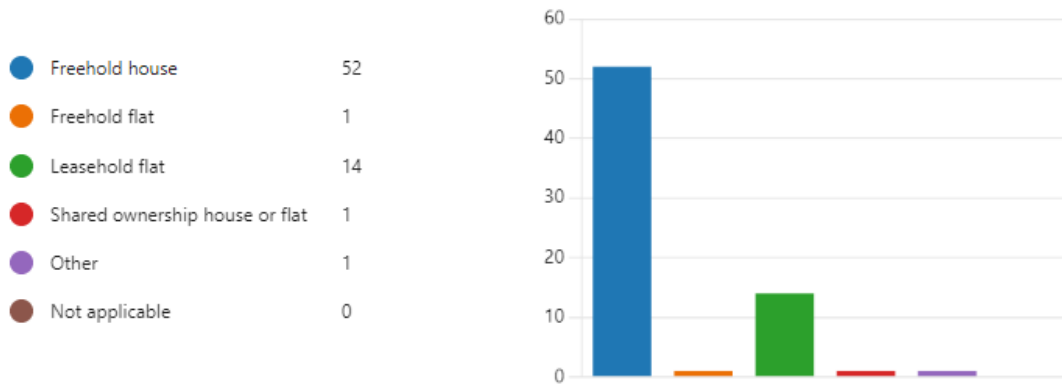
- Yes - I work in River ward 0
- Yes - I work in Hotham ward 1
- Yes - I work in Marine ward 1
- No - I don't work in any of theses... 0



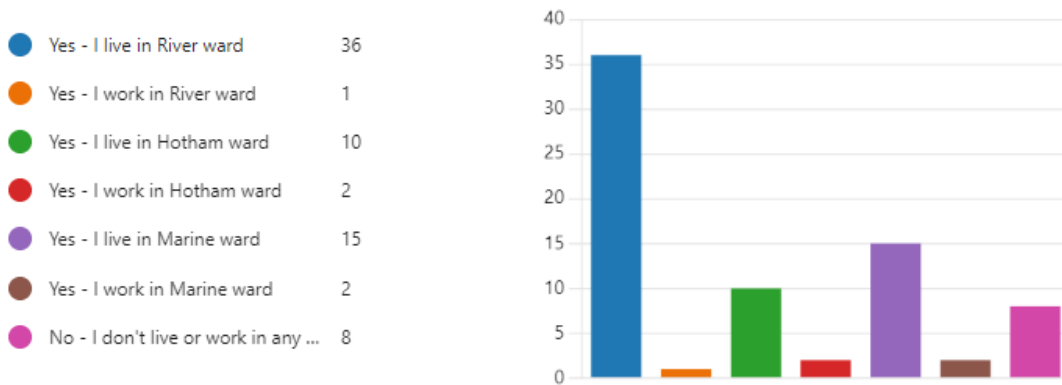
As only one managing agent identified themselves as such, it can be deduced that the overall figures above can be stated as being 100% work in Hotham and Marine wards and the fifty percent split is entirely due to the way the question is posed.

**Residents owning and living in their own property (“owner-occupier”) were asked the following questions relating to their property.**

**25. Which of the following applies to you in regard to a property within Arun District that you live in?**



**26. Owner-occupiers were asked whether they live or work in one of the wards proposed for the additional HMO licensing designation?**

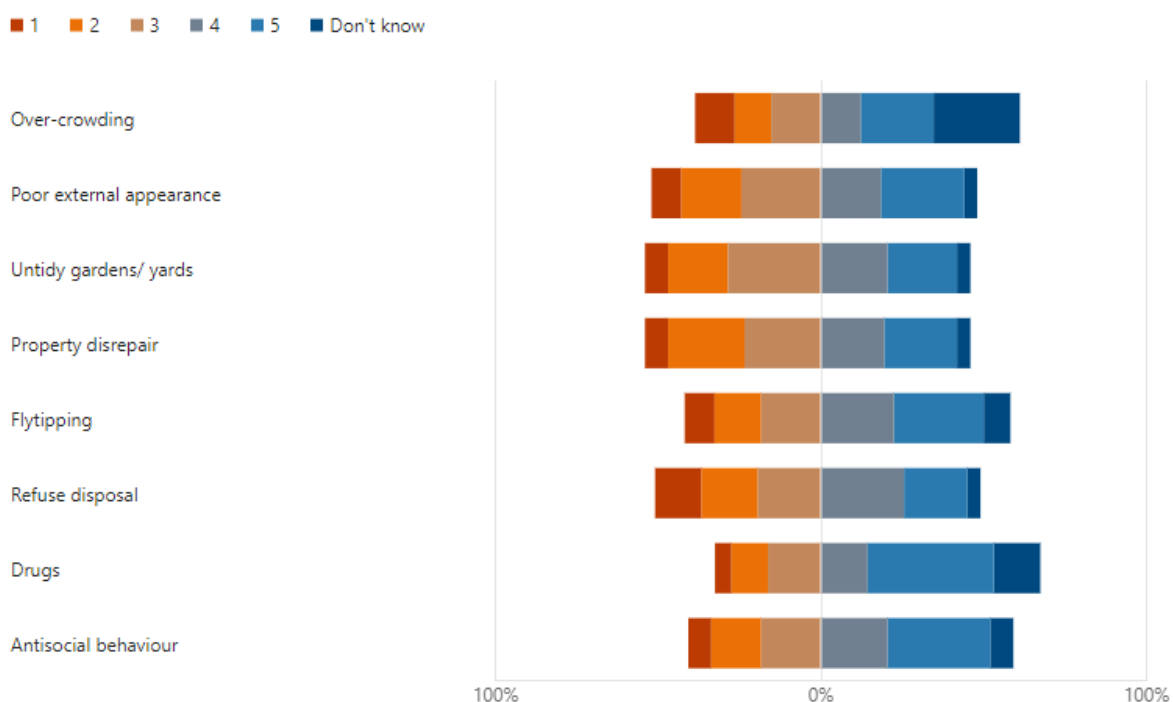




**All respondents were asked a number of questions regarding the proposed additional HMO licensing scheme. All responses are out of 99 - the total number of respondents to the online survey.**

**27. Respondents were asked, thinking about the housing within Arun District as a whole, how much of a problem were each of the following on a scale of 1-5 with 5 being the highest and 1 being the lowest:**

**All respondents (99)**



**Overcrowding**

1 - Less of an issue	12.2%
2	11.2%
3	15.3%
4	12.2%
5 - More of an issue	<b>22.4%</b>
Don't know	26.5%

27% of tenants were concerned about overcrowding being an issue, whereas 20% of landlords didn't feel this was a problem. 24% of owner-occupiers also considered this to be a high priority issue.

**Poor external appearance**

1 – Less of an issue	9.2%
2	18.4%
3	24.5%
4	18.4%
5 – More of an issue	<b>25.5%</b>
Don't know	4.1%

18% of tenants considered this as being a problem, whereas 20% of landlords considered the same and 30% of owner-occupiers considered this to be a problem.

### Untidy gardens/yards

1 – Less of an issue	7.1%
2	18.4%
3	28.6%
4	20.4%
5 – More of an issue	<b>21.4%</b>
Don't know	4.1%

50% of landlords considered that this was only a “moderate” issue, whereas a quarter of owner-occupiers and a third of tenants considered that this was a problem.

### Property disrepair

1 – Less of an issue	7.1%
2	<b>23.5%</b>
3	23.5%
4	19.4%
5 - More of an issue	22.4%
Don't know	4.1%

Interestingly more tenants considered this to be a lesser problem, along with landlords, whereas owner-occupiers considered it to be more important.

### Flytipping

1 – Less of an issue	9.2%
2	14.3%
3	18.4%
4	22.4%
5 – More of an issue	<b>27.6%</b>
Don't know	8.2%

Landlords, owner-occupiers and “other respondents” were in general more concerned about flytipping than tenants and considered it to be a problem.

### Refuse disposal

1 – Less of an issue	14.3%
2	17.3%
3	19.4%
4	<b>25.5%</b>
5 – More of an issue	19.4%
Don't know	4.1%

36% of tenants considered this to be a problem, whereas 30% of landlords considered it wasn't and a similar number (29%) of owner-occupiers also considered it to be a problem.

### Drugs

1 – Less of an issue	5.1%
2	11.2%
3	16.3%
4	14.3%
5 – More of an issue	<b>38.8%</b>
Don't know	14.3%

18.2% of tenants both considered this to be a problem and not a problem, presumably reflecting issue faced by tenants in different properties and areas where they may have experienced such issues. 20% of landlords considered that this was a problem and 45% of owner-occupiers considered this to be a large problem.

**Antisocial behaviour**

1 – Less of an issue	7.1%
2	15.3%
3	18.4%
4	20.4%
5 – More of an issue	<b>31.6%</b>
Don't know	7.1%

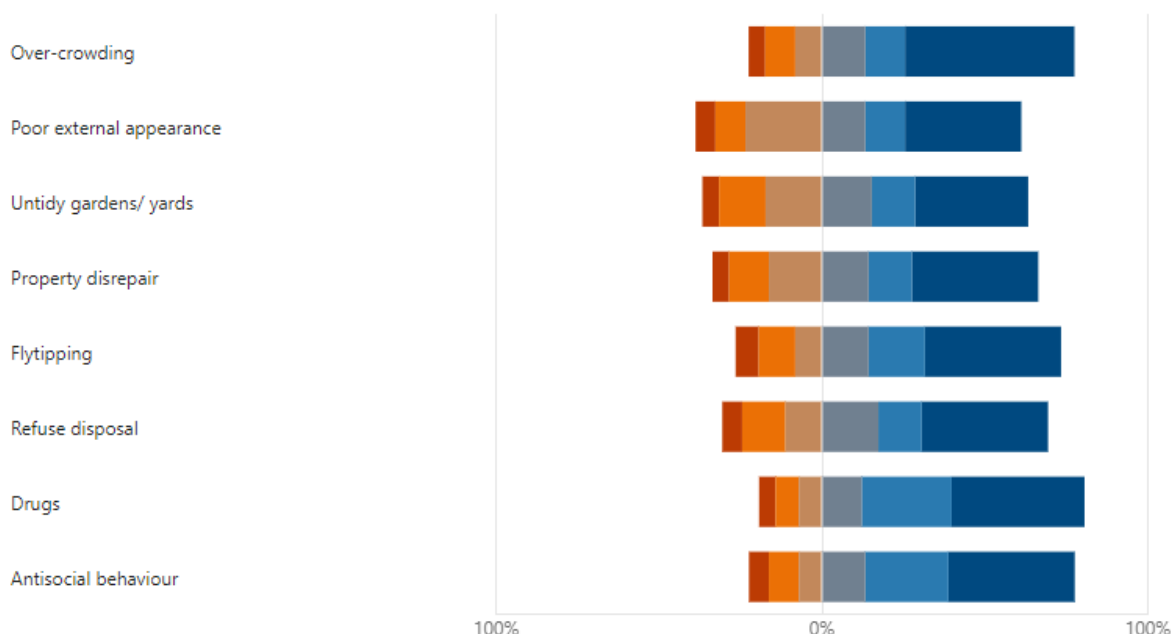
27.3% of tenants and 36% of owner-occupiers considered this to be a large problem and 40% of landlords considered it to be a problem.

**28. Respondents were then asked, thinking about the housing within the proposed additional HMO licensing scheme wards, how much of a problem were each of the following on a scale of 1-5 with 5 being the highest and 1 being the lowest:**

**River ward, Littlehampton**

**All respondents (99)**

1 2 3 4 5 Don't know



**Overcrowding**

1 – Less of an issue	5.1%
2	9.2%
3	8.2%
4	<b>13.3%</b>
5 – More of an issue	12.2%
Don't know	52%

14.2% of tenants considered this to be less of an issue, 16% of owner-occupiers considered it to be a problem and 10% of landlords responded in each of the 1-4 bands (i.e. from less of a problem through to more of a problem).

### **Poor external appearance**

1 – Less of an issue	6.1%
2	9.2%
3	<b>23.5%</b>
4	13.3%
5 – More of an issue	12.2%
Don't know	35.7%

The majority of tenants (21.4%) did not consider this to be a problem, 40% of landlords considered it a moderate problem as did 18.8% of owner-occupiers, with a slightly smaller percentage (18.8%) considering it to be a problem.

### **Untidy gardens/yards**

1 – Less of an issue	5.1%
2	14.3%
3	<b>17.3%</b>
4	15.3%
5 – More of an issue	13.3%
Don't know	34.7%

28.5% of tenants considered that this wasn't a major issue, whereas 20% of landlords considered it was a moderate issue or issue. 39% of owner-occupiers considered this to be an issue.

### **Property disrepair**

1 – Less of an issue	5.1%
2	12.2%
3	16.3%
4	<b>14.3%</b>
5 – More of an issue	13.3%
Don't know	38.8%

14.2% of tenants considered this to be a problem, whereas only 10% of landlords did and over 30% of owner-occupiers considered this to be a problem.

### **Flytipping**

1 – Less of an issue	7.1%
2	11.2%
3	8.2%
4	14.3%
5 – More of an issue	<b>17.3%</b>
Don't know	41.8%

Most tenants did not consider this to be an issue, 30% of landlords considered this a large problem and over 35% of owner-occupiers considered that this was a problem.

### **Refuse disposal**

1 – Less of an issue	6.1%
----------------------	------



2	13.3%
3	11.2%
4	<b>17.3%</b>
5 – More of an issue	13.3%
Don't know	38.8%

Only 7% of tenants thought that this was a problem, 40% of landlords considered it is a problem and two-thirds of owner-occupiers considered that this is a problem.

### **Drugs**

1 – Less of an issue	5.1%
2	7.2%
3	7.1%
4	12.2%
5 - More of an issue	<b>27.6%</b>
Don't know	40.8%

14.2% of tenants consider this to be a problem, 20% of landlords both considered it was a problem and not a problem and 31.8% of owner-occupiers considered this was a large problem.

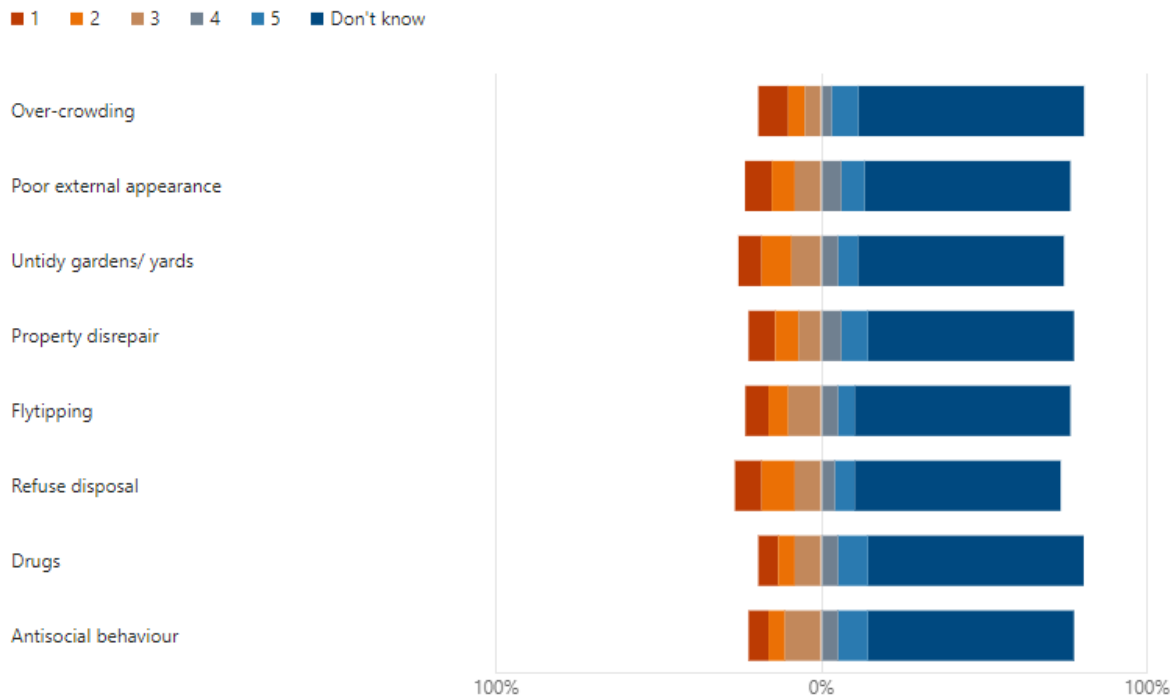
### **Antisocial behaviour**

1 – Less of an issue	6.1%
2	9.2%
3	7.1%
4	13.3%
5 – More of an issue	<b>25.5%</b>
Don't know	38.8%

21.3% of considered that anti-social behaviour was a large problem whereas only 10% of landlords did. 30.4% of owner-occupiers considered that this was a large problem.

## Hotham ward, Bognor Regis

### All respondents (99)



### Overcrowding

1 – Less of an issue	<b>9.2%</b>
2	5.1%
3	5.1%
4	3.1%
5 – More of an issue	8.2%
Don't know	69.4%

7% of tenants considered this was a problem as did 10% of landlords and owner-occupiers.

### Poor external appearance

1 – Less of an issue	<b>8.2%</b>
2	7.1%
3	<b>8.2%</b>
4	6.1%
5 – More of an issue	7.1%
Don't know	63.3%

14.3% of tenants thought this was less of a problem as did 10% of landlord and 8.7% of owner-occupiers.

### Untidy gardens/yards

1 – Less of an issue	7.1%
2	<b>9.2%</b>
3	<b>9.2%</b>
4	5.1%
5 – More of an issue	6.1%
Don't know	63.3%

Few tenants considered that this was an issue and the majority of landlords didn't think this was much of a problem. 14.4% of owner-occupiers considered this to be a problem.

### **Property disrepair**

1 – Less of an issue	<b>8.2%</b>
2	7.1%
3	7.1%
4	6.1%
5 – More of an issue	<b>8.2%</b>
Don't know	63.3%

14.3% of tenants did not think there was much of a problem in this respect, most landlords agreed with that but 10.1% of owner-occupiers considered that this was a problem.

### **Flytipping**

1 – Less of an issue	7.1%
2	6.1%
3	<b>10.2%</b>
4	5.1%
5 – More of an issue	5.1%
Don't know	66.3%

21% of tenants considered this was less of an issue and did 30% of landlords but 15% of owner-occupiers considered it was a problem.

### **Refuse disposal**

1 – Less of an issue	8.2%
2	<b>10.2%</b>
3	8.2%
4	4.1%
5 – More of an issue	6.1%
Don't know	63.3%

Most tenants didn't feel this was an issue, 10% of landlords responded for each of the scoring bands 1-4, and 13% of owner-occupiers considered it was a problem.

### **Drugs**

1 – Less of an issue	6.1%
2	5.1%
3	8.2%
4	5.1%
5 – More of an issue	<b>9.2%</b>
Don't know	66.3%

21% of tenants considered that this was a moderate or higher level problem, 10% of landlords responded for each of the scoring bands 1-4 and 13% of owner-occupiers considered this was a problem.

### **Antisocial behaviour**

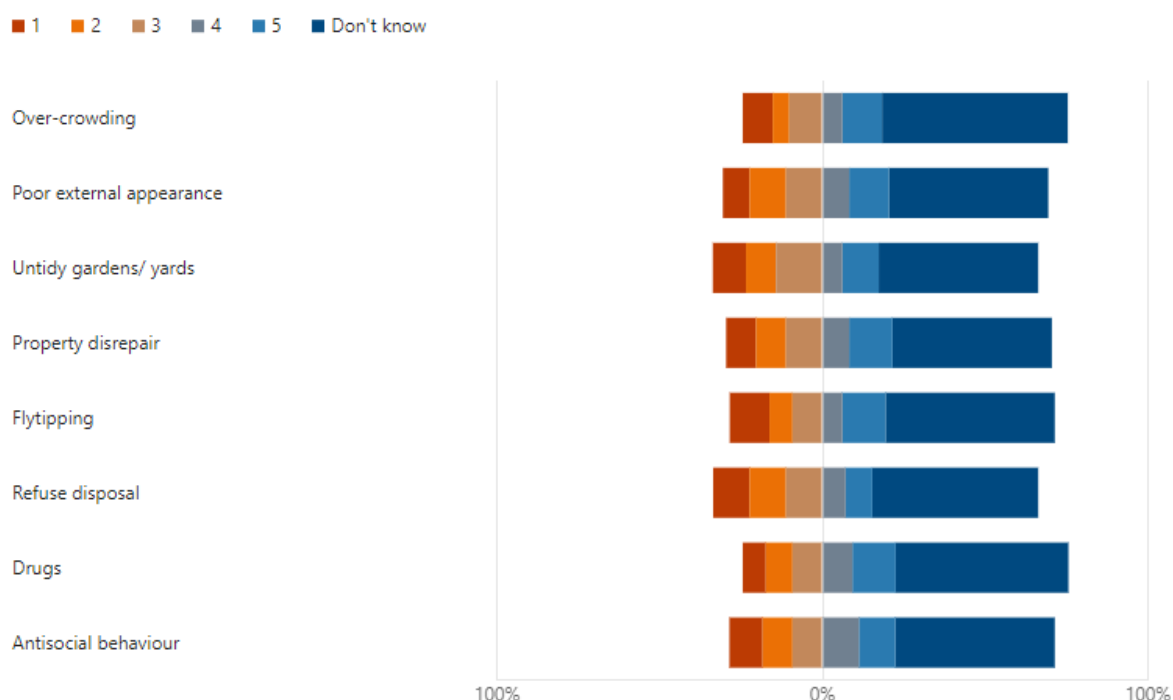
1 – Less of an issue	6.1%
2	5.1%

3	11.2%
4	5.1%
5 – More of an issue	<b>9.2%</b>
Don't know	63.3%

14.3% of tenants considered this was a problem as did 10% of landlords and 11.6% of owner-occupiers considered this was a higher level problem.

## Marine ward, Bognor Regis

### All respondents (99)



### Overcrowding

1 – Less of an issue	9.2%
2	5.1%
3	10.2%
4	6.1%
5 – More of an issue	<b>12.2%</b>
Don't know	57.1%

14.3% of tenants agreed this was a problem, 10% of landlords agreed, and 15.9% of owner-occupiers considered that this was a problem.

### Poor external appearance

1 – Less of an issue	8.2%
2	11.2%
3	11.2%
4	8.2%
5 – More of a problem	<b>12.2%</b>
Don't know	49%



14% of tenants considered that this was a problem and 10% of landlords considered this was a problem in the scoring bands 1-4; whilst 23% of owner-occupiers considered this was a higher level problem.

### **Untidy gardens/yards**

1 – Less of an issue	10.2%
2	9.2%
3	<b>14.3%</b>
4	6.1%
5 – More of an issue	11.2%
Don't know	49%

28.6% of tenants didn't think this was much of a problem, 10% of considered the same, although 20% considered this as a moderate problem, but 14.5% of owner-occupiers considered this a large problem.

### **Property disrepair**

1 – Less of an issue	9.2%
2	9.2%
3	11.2%
4	8.2%
5 – More of an issue	<b>13.3%</b>
Don't know	49%

14.3% of tenants considered this was a problem, whereas 10% of landlords felt it was less of a problem and 16% of considered this to a larger problem.

### **Flytipping**

1 – Less of an issue	12.2%
2	7.1%
3	9.2%
4	6.1%
5 – More of an issue	<b>13.3%</b>
Don't know	52%

14.3% of tenants considered this was a large problem, landlords were split evenly over scoring bands 1-4 on the level of problems regarding flytipping and 16% of owner-occupiers considered this to be a larger problem.

### **Refuse disposal**

1 – Less of an issue	<b>11.2%</b>
2	<b>11.2%</b>
3	11.2%
4	7.1%
5 – More of an issue	8.2%
Don't know	51%

21% of tenants considered this to be a problem, landlords were again split evenly over scoring bands 1-4 on the level of problems regarding refuse and 17.2% of owner-occupiers considered this was more of a problem.

## Drugs

1 – Less of an issue	7.1%
2	8.2%
3	9.2%
4	9.2%
5 – More of an issue	<b>13.3%</b>
Don't know	53.1%

More than a third of tenants considered that there were problems regarding drugs as did 20% of landlords and more than 24% of owner-occupiers.

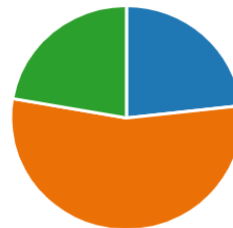
## Antisocial behaviour

1 – Less of an issue	10.2%
2	9.2%
3	9.2%
4	<b>11.2%</b>
5 – More of an issue	<b>11.2%</b>
Don't know	49%

Almost a third of tenants considered antisocial behaviour as a problem, as did a similar number of landlords and almost a quarter of owner-occupiers.

**29. Respondents were asked, based on their experience or opinion, whether they thought that private landlords within the district maintain their properties to a good standard?**

● Yes	23
● No	54
● Don't Know	22



**Yes: Overall 23.5%**

(Tenants – 28.8%; Landlords – 80%; Owner-occupiers – 11.6%; Other – 50%)

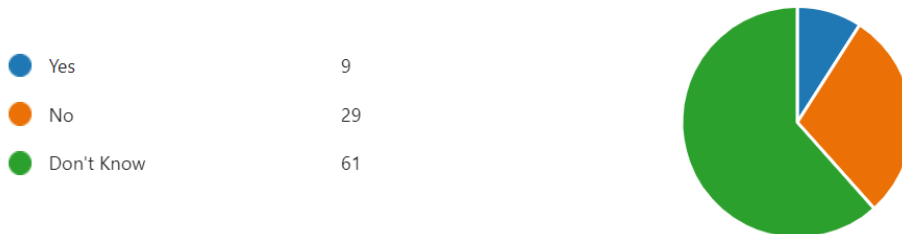
**No: Overall 55%**

(Tenants – 35.7%; Landlord – 10%; Owner-occupiers – 65.2%; Other – 50%)

**Don't know: Overall 21.4%**

(Tenants – 35.7%; Landlords – 10%; Owner-occupiers – 23.2%; Other – 0%)

**30. Respondents were asked whether they thought that properties within River ward, Littlehampton and Hotham and Marine wards in Bognor Regis are better or more poorly maintained than those within the district as a whole?**



**Better maintained: Overall 9.2%**

(Tenants - 7.1%; Landlords - 20%); Owner-occupiers – 5.8%; Other – 16.6%)

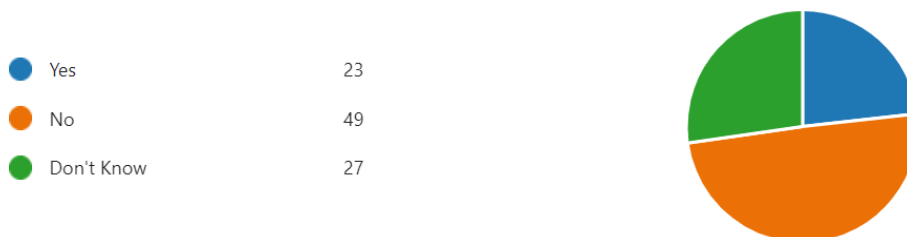
**More poorly maintained: Overall 29.6%**

(Tenants - 28.5%; Landlords – 0%; Owner-occupiers – 43.4%; Other – 50%)

**Don't know: Overall 61.2%**

(Tenants - 64.2% (9); Landlords - 80%; Owner-occupiers - 50.7%; Other – 33.3%)

**31. Respondents were asked whether they thought that private landlords act responsibly in letting, managing and maintaining their properties within the district?**



**Yes: Overall 23.5%**

(Tenants – 21.4%; Landlords – 80%; Owner-occupiers – 13%; Other – 50%)

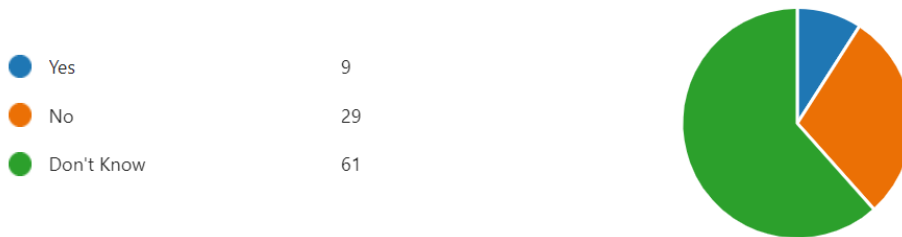
**No: Overall 50%**

(Tenants – 14.2%; Landlords - 10%; Owner-occupiers – 64%; Other – 33.3%)

**Don't know: Overall 26.5%**

(Tenants – 64%; Landlords - 10%; Owner-occupiers – 23%; Other – 16.6%)

**32. Respondents were asked whether they thought that landlords of properties within River ward, Littlehampton and Hotham and Marine wards in Bognor Regis are better or worse at managing and maintaining their properties than those within the district as a whole?**



**%/number of all respondents (Total 99)**

**Better: Overall 9.2%**

(Tenants – 7.1%; Landlords – 20%; Owner-occupiers – 5.8%; Others – 16.6%)

**Worse: Overall 29.6%**

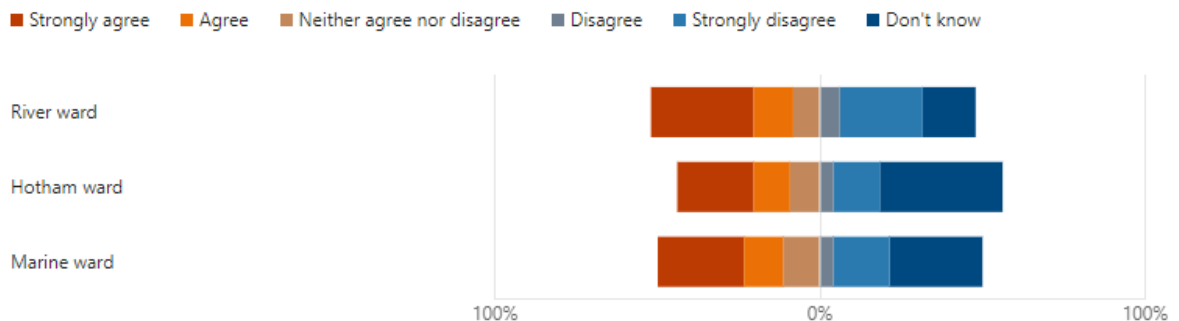
(Tenants – 28.5%; Landlords – 0%; Owner-occupiers – 43.4%; Others – 50%)

**Don't know: Overall 61.2%**

(Tenants – 64.2%; Landlords – 80%; Owner-occupiers – 50.7%; Others – 33.3%)

**33. Respondents were asked to what extent they agreed that the proposed licence scheme locations are appropriate.**

**All respondents (99)**



**River ward**

Strongly agree	31.6%
Agree	12.2%



Neither agree nor disagree	8.2%
Disagree	6.1%
Strongly disagree	25.5%
Don't know	16.3%

21.3% of tenants that responded strongly disagreed, as did 40% of landlords; however, 40% of owner-occupiers strongly agreed with the proposal for River ward. %0% of “others” strongly disagreed. Ignoring the “neither agree nor disagree” and “don’t know” responses, overall, 43.8% of respondents agreed and 31.6% disagreed that River ward was an appropriate location for additional licensing.

### **Hotham ward**

Strongly agree	<b>23.5%</b>
Agree	11.2%
Neither agree nor disagree	9.2%
Disagree	4.1%
Strongly disagree	14.3%
Don't know	37.8%

14.2% of tenants that responded either strongly agreed or strongly disagreed, as did 20% of landlords for the same answers; however, 29% of owner-occupiers strongly agreed with the proposal for Hotham ward. 16.6% of “others” either disagreed or strongly disagreed. Ignoring the “neither agree nor disagree” and “don’t know” responses, overall, 34.7% of respondents agreed and only 18.4% disagreed that Hotham ward was an appropriate location for additional licensing.

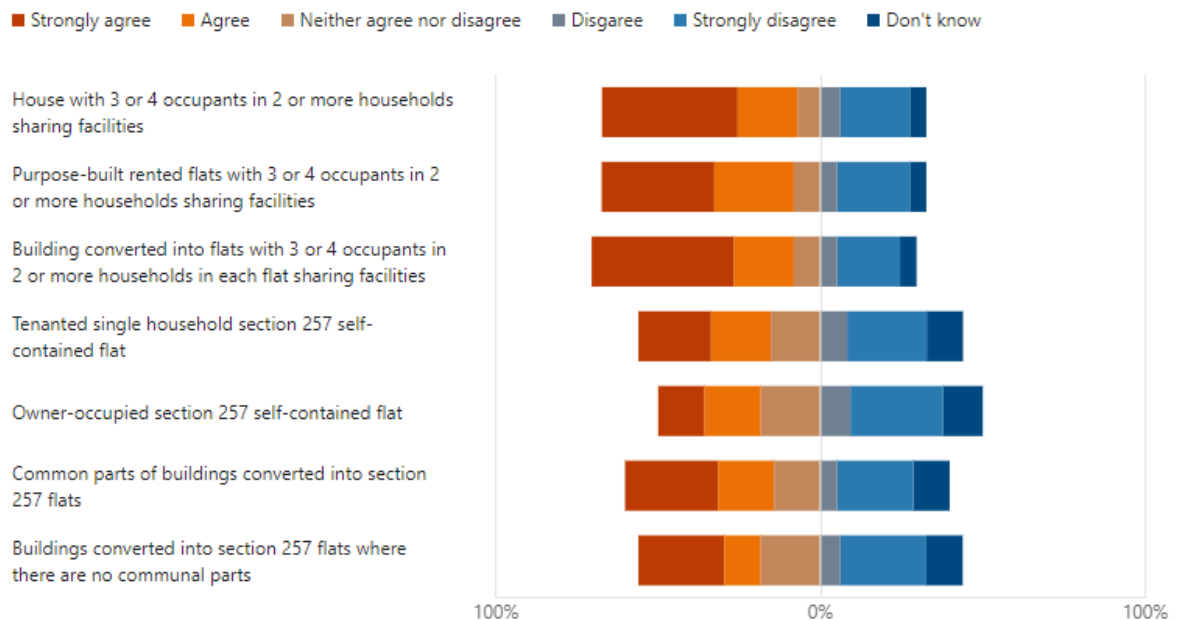
### **Marine ward**

Strongly agree	<b>26.5%</b>
Agree	12.2%
Neither agree nor disagree	11.2%
Disagree	4.1%
Strongly disagree	17.3%
Don't know	28.6%

14.2% of tenants that responded agreed, and 20% of landlords strongly agreed. 33.3% of owner-occupiers strongly agreed with the proposal for Marine ward. 16.6% of “others” either disagreed or strongly disagreed. Ignoring the “neither agree nor disagree” and “don’t know” responses, overall, 38.7% of respondents agreed and only 21.4% disagreed that Marine ward was an appropriate location for additional licensing.

## Properties that are proposed to be included in Arun’s additional HMO licensing scheme

34. Respondents were asked whether they thought that the properties/parts of properties proposed should be included in any additional HMO licensing scheme.



### House with 3 or 4 occupants in 2 or more households sharing facilities

#### All respondents (99)

Strongly agree	<b>41.8%</b>
Agree	18.4%
Neither agree nor disagree	7.1%
Disagree	6.1%
Strongly disagree	21.4%
Don't know	5.1%

21% of tenants strongly agreed that this type of property should be included in any additional HMO licensing scheme, as did 40% of landlords and 49% of owner-occupiers. 50% of “other” respondents strongly disagreed.

### Purpose-built rented flats with 3 or 4 occupants in 2 or more households sharing facilities

#### All respondents (99)

Strongly agree	<b>34.7%</b>
Agree	24.5%
Neither agree nor disagree	8.2%
Disagree	5.1%
Strongly disagree	22.4%
Don't know	5.1%

21% of tenants strongly agreed that this type of property should be included in any additional HMO licensing scheme, as did 70% of landlords who either agreed or strongly agreed, and 40% of owner-occupiers also strongly agreed. 66.6% of “other” respondents strongly disagreed.

### **Building converted into flats with 3 or 4 occupants in 2 or more households in each flat sharing facilities**

#### **All respondents (99)**

Strongly agree	<b>43.9%</b>
Agree	18.4%
Neither agree nor disagree	8.2%
Disagree	5.1%
Strongly disagree	19.4%
Don't know	5.1%

28.5% of tenants strongly agreed that this type of property should be included in any additional HMO licensing scheme, as did 80% of landlords who either agreed or strongly agreed, and 51% of owner-occupiers also strongly agreed. 50% of “other” respondents strongly disagreed.

### **Tenanted single household section 257 self-contained flat**

#### **All respondents (99)**

Strongly agree	22.4%
Agree	18.4%
Neither agree nor disagree	15.3%
Disagree	8.2%
Strongly disagree	<b>24.5%</b>
Don't know	11.2%

28.5% of tenants agreed that this type of property should be included in any additional HMO licensing scheme; however, 70% of landlords strongly disagreed and only 30% either strongly agreed or agreed, and 29% of owner-occupiers also strongly agreed, with 16% strongly disagreeing. 66.6% of “other” respondents strongly disagreed, although 33.3% agreed.

### **Owner-occupied section 257 self-contained flat**

#### **All respondents (99)**

Strongly agree	14.3%
Agree	17.3%
Neither agree nor disagree	18.4%
Disagree	9.2%
Strongly disagree	<b>28.6%</b>
Don't know	12.2%

28.5% of tenants agreed that this type of property should be included in any additional HMO licensing scheme; however, 70% of landlords strongly disagreed and only 10% strongly agreed and 10% agreed. 35% of owner-occupiers strongly agreed

or agreed, with 20% disagreeing or strongly disagreeing. 66.6% of “other” respondents strongly disagreed, although 16.6% agreed.

### Common parts of buildings converted into section 257 flats

#### All respondents (99)

Strongly agree	<b>28.6%</b>
Agree	17.3%
Neither agree nor disagree	14.3%
Disagree	5.1%
Strongly disagree	23.5%
Don't know	11.2%

36% of tenants strongly agreed or agreed that this type of property should be included in any additional HMO licensing scheme; however, 60% of landlords strongly disagreed and 10% strongly agreed and 20% agreed. 52% of owner-occupiers strongly agreed or agreed, with 21% disagreeing or strongly disagreeing. 66.6% of “other” respondents strongly disagreed, with only 16.6% agreeing.

### Buildings converted into section 257 flats where there are no communal parts

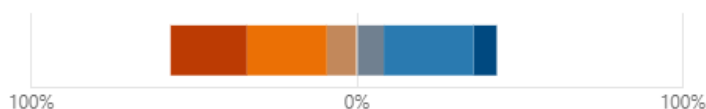
#### All respondents (99)

Strongly agree	<b>26.5%</b>
Agree	11.2%
Neither agree nor disagree	18.4%
Disagree	6.1%
Strongly disagree	<b>26.5%</b>
Don't know	11.2%

36% of tenants strongly agreed or agreed that this type of property should be included in any additional HMO licensing scheme; however, 60% of landlords strongly disagreed and 20% strongly agreed and 10% agreed. 40.5% of owner-occupiers strongly agreed or agreed, with 29% disagreeing or strongly disagreeing. 66.6% of “other” respondents strongly disagreed, with only 16.6% agreeing.

### 35. Respondents were asked to what extent overall did they agree that the property types in the proposed scheme are appropriate.

■ Strongly agree  
 ■ Agree  
 ■ Neither agree nor disagree  
 ■ Disagree  
 ■ Strongly disagree  
 ■ Don't know



#### All respondents (99)

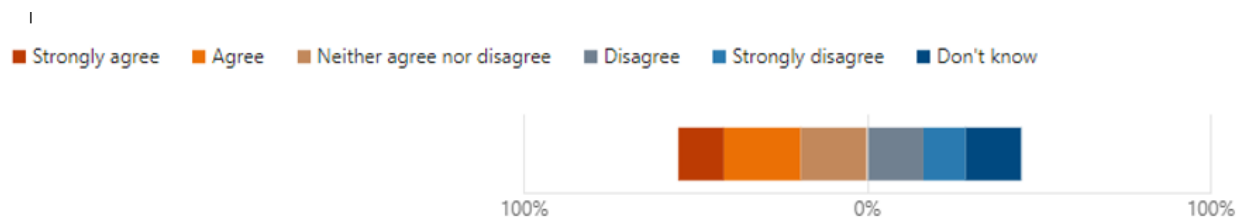
Strongly agree	23.5%
Agree	24.5%
Neither agree nor disagree	9.2%
Disagree	8.2%
Strongly disagree	<b>27.6%</b>



Don't know 7.1%

36% of tenants strongly agreed or agreed overall that the property types proposed should be included in any additional HMO licensing scheme; however, 60% of landlords strongly disagreed and 20% disagreed whereas only 10% strongly agreed and 10% agreed. 61% of owner-occupiers strongly agreed or agreed, with 23% disagreeing or strongly disagreeing. 66.6% of "other" respondents strongly disagreed, with 33.3% disagreeing.

**36. Respondents were asked to what extent they agreed with the council's HMO Standards (note that these are largely already in place and already applicable to all current HMO properties).**

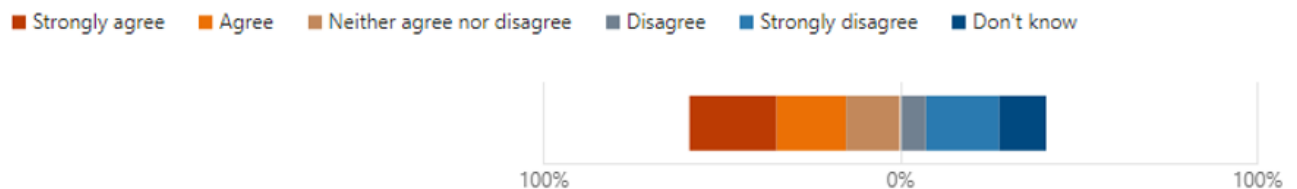


**All respondents (99)**

Strongly agree	13.3%
Agree	<b>22.4%</b>
Neither agree nor disagree	19.4%
Disagree	16.3%
Strongly disagree	12.2%
Don't know	17.3%

21% of tenants strongly agreed or agreed with the council's HMO Standards and 50% of landlords strongly agreed or agreed with 30% disagreeing or strongly disagreeing. 36% of owner-occupiers strongly agreed or agreed, with 30% disagreeing or strongly disagreeing. 33.3% of "other" respondents strongly agreed, but also with 33.3% strongly disagreeing.

**37. Respondents were asked to what extent did they agree with the proposed scheme licence Conditions (note that these are already in place and applicable to current mandatory licensable HMO properties)?**



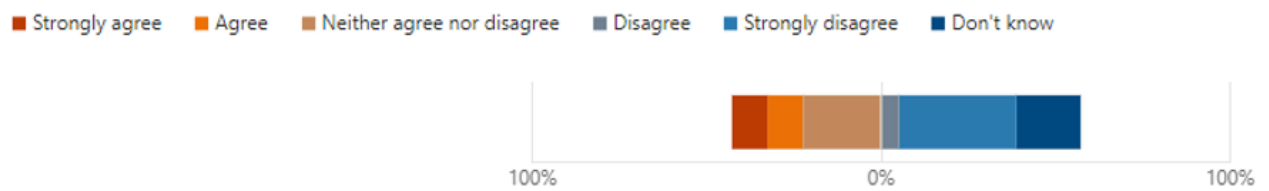
**All respondents (99)**

Strongly agree	<b>24.5%</b>
Agree	19.4%
Neither agree nor disagree	15.3%
Disagree	7.1%

Strongly disagree	20.4%
Don't know	13.3%

36% of tenants strongly agreed or agreed with the council's HMO licence Conditions with only 7% disagreeing or strongly disagreeing. 60% of landlords strongly agreed or agreed with 30% disagreeing or strongly disagreeing. 46% of owner-occupiers strongly agreed or agreed, with 26% disagreeing or strongly disagreeing. 66.6% of "other" respondents strongly disagreed, with 16.6% also disagreeing.

**38. Respondents were asked to what extent did they agree with the proposed licence scheme fees?**

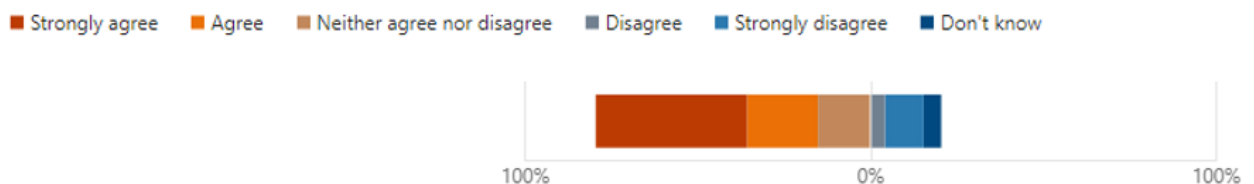


**All respondents (99)**

Strongly agree	10.2%
Agree	10.2%
Neither agree nor disagree	22.4%
Disagree	5.1%
Strongly disagree	<b>33.7%</b>
Don't know	18.4%

Just 7% of tenants strongly agreed or agreed with the council's proposed additional HMO licence fees with 36% disagreeing or strongly disagreeing. This was no doubt as a reflection that tenants believed that costs would be passed on to them in the form of rent increases. Unsurprisingly, 70% of landlords disagreed or strongly disagreed, although 30% neither agreed nor disagreed with the proposed fees. 27.5% of owner-occupiers strongly agreed or agreed, with 35% disagreeing or strongly disagreeing. 50% of "other" respondents strongly disagreed.

**39. Respondents were asked whether they thought that applicants for a HMO licence, whether mandatory or as part of an additional licensing scheme, should be required to provide a Disclosure and Barring Service (DBS) check.**



**All respondents (99)**

Strongly agree	<b>43.9%</b>
Agree	20.4%

Neither agree nor disagree	15.3%
Disagree	4.1%
Strongly disagree	11.2%
Don't know	5.1%

43% of tenants either strongly agreed or agreed that landlords should be required to provide a DBS check and only 40% of landlords strongly agreed or agreed, whereas 69.5% of owner-occupiers strongly agreed or agreed. 83% of “other” respondents strongly agreed or agreed. Only 7% of tenants, 13% of owner-occupiers and 16.6% of “other” stated that they disagreed or strongly disagreed. 40% of landlords, the same number that strongly agreed or agreed strongly disagreed with the need to provide a DBS check.

**40. Respondents were asked whether they thought that any additional licensing scheme should include other areas within Arun District in addition to River, Hotham and Marine wards.**



Yes	<b>33.7%</b>
No	23.5%
Don't know	42.7%

28.5% of tenants said that they thought additional HMO licensing should also be introduced in other wards within the district, but half that number said that they didn't think it should be introduced elsewhere. 20% of landlords stated that it should be introduced elsewhere, whereas 50% said it shouldn't. 38% of owner-occupiers said that they thought additional HMO licensing should also be introduced in other wards within the district but just 16% said that they didn't think it should be introduced elsewhere. One-third of “others” thought that it should be introduced in other wards as well, but two-thirds said that it shouldn't.

In general responses to which other areas should be included did not specify particular wards, but instead indicated that all parts of the district should be treated the same.

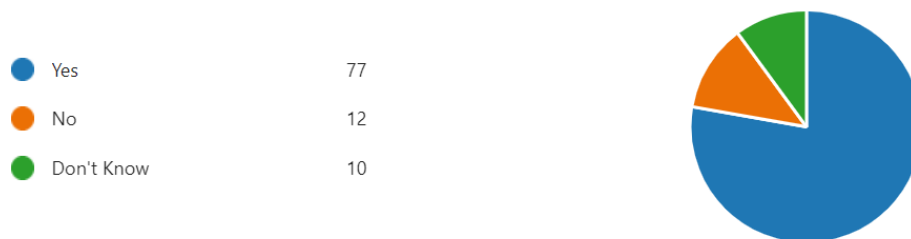
**41. Respondents were asked whether they thought that all HMOs should be required to be managed by a professional manager or agent.**



Yes	<b>52%</b>
No	32.7%
Don't know	15.3%

21.5% of tenants agreed that HMOs should be managed by a professional manager or agent with a similar number (20%) of landlords agreeing; however, 60% of owner-occupiers and 83% of “others” agreed. 28.5% of tenants, 70% of landlords, 11.5% of owner-occupiers and 17% of “others” said “no” to the question.

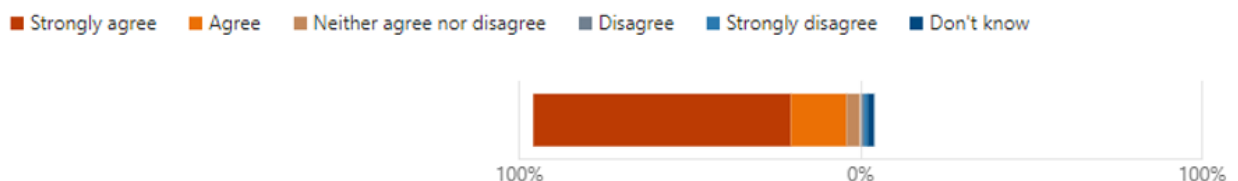
**42. Respondents were asked whether they considered that shorter licences (i.e. less than the five year norm) should be issued for those properties that are found to be sub- standard or fail to meet minimum standards during the licensing process. (Action will then be required by the landlord to bring them up to standard.)**



Yes	<b>78.6%</b>
No	12.2%
Don't know	9.2%

57% of tenants agreed with a similar number, 60%, of landlords agreeing. A very large proportion of owner-occupiers (83%) agreed on issuing shorter licences and 100% of “others” agreed.

**43. Respondents were asked whether they agreed that landlords should effectively and adequately manage their rented properties.**



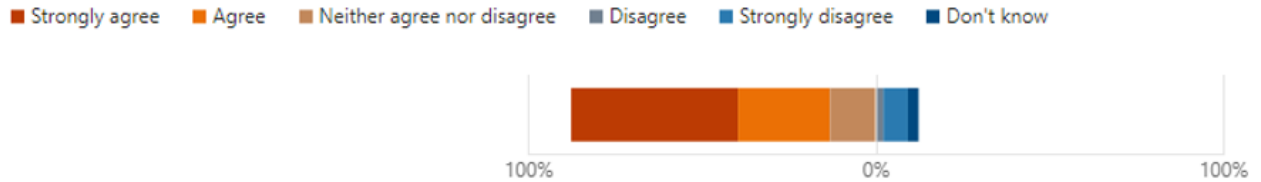
**All respondents (99)**

Strongly agree	<b>75.5%</b>
Agree	16.3%
Neither agree nor disagree	4.1%
Disagree	0%
Strongly disagree	1%
Don't know	2%

79% of tenants, 80% of landlords, 97% of owner-occupiers and 83% of “others” strongly agreed or agreed that they considered it was important that landlords effectively manage their rented properties. Pleasingly apart from one “other” respondent who surprisingly stated that they strongly disagreed!



**44. Respondents were asked whether they agreed that landlords should receive training where they fail to meet required standards, let out sub-standard properties or fail to undertake proper management or maintenance (as well as being required to undertake any remedial actions).**



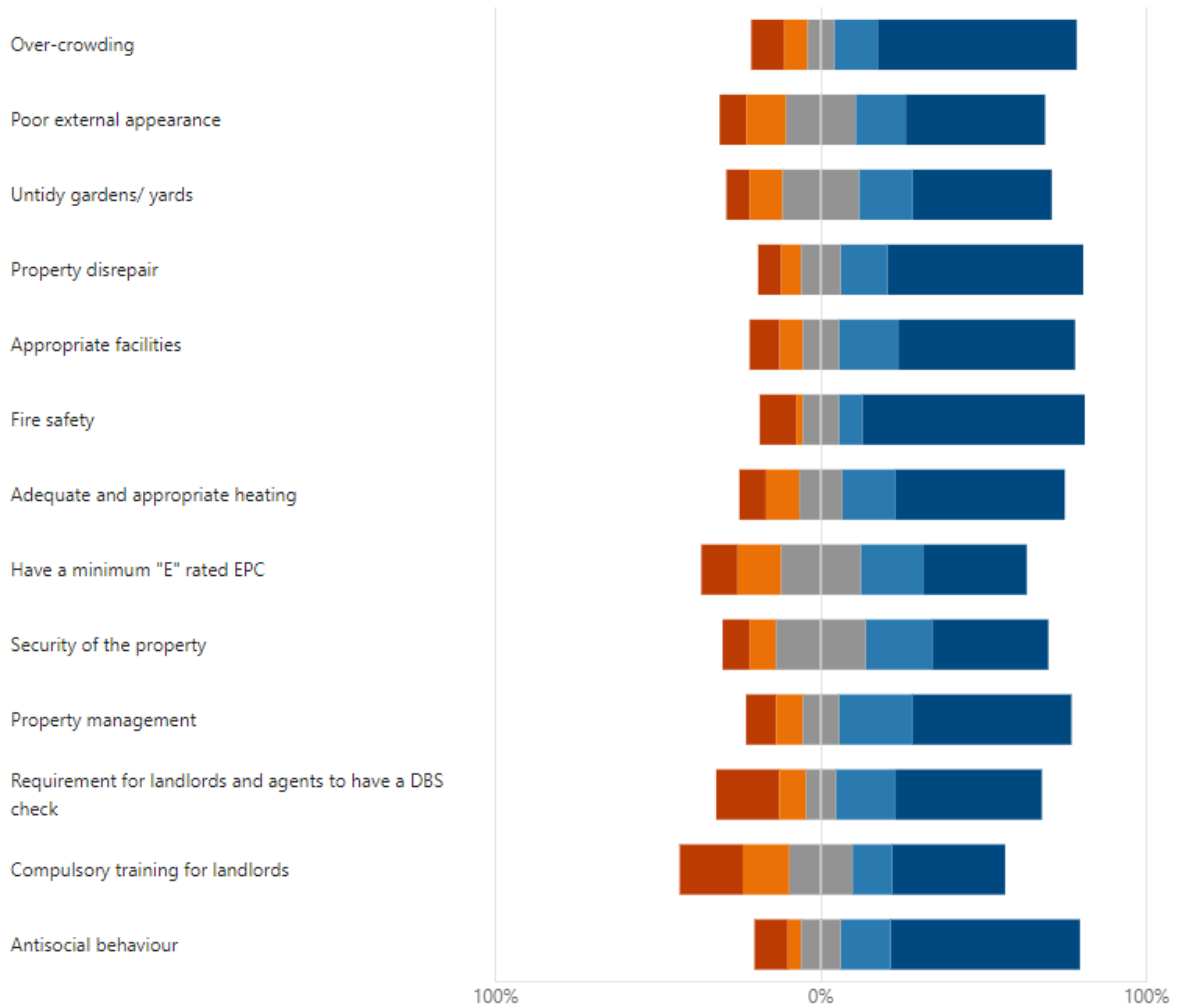
**All respondents (99)**

Strongly agree	<b>48%</b>
Agree	26.5%
Neither agree nor disagree	13.3%
Disagree	2%
Strongly disagree	7.1%
Don't know	3.1%

71% of tenants, 80% of landlords, 72% of owner-occupiers and 83% of “others” stated that they strongly agreed or agreed with training for those landlords that let substandard properties. Only 20% of landlords disagreed or strongly disagreed, 9% of owner-occupiers disagreed or strongly disagreed and 16% of “others” strongly disagreed. No tenants disagreed or strongly disagreed.

**45. Respondents were asked which matters relating to HMOs (including self-contained section 257 flats) they considered as the most important matters for inclusion in any additional licensing scheme to help improve the housing, on a scale of 1-5 with 5 being the highest and 1 being the lowest.**

■ 1 ■ 2 ■ 3 ■ 4 ■ 5



**All respondents (99)**

1 = least important; 5 = most important

**Over-crowding**

- 1 – 10.2%
- 2 – 7.1%
- 3 – 8.2%
- 4 – 13.3%
- 5 – **61.2%**

1 = least important; 5 = most important

### **Poor external appearance**

1 – 8.2%  
2 – 12.2%  
3 – 21.4%  
4 – 15.3%  
5 – **42.9%**

### **Untidy gardens/ yards**

1 – 17.1%  
2 – 10.2%  
3 – 23.5%  
4 – 16.3%  
5 – **42.9%**

### **Property disrepair**

1 – 7.1%  
2 – 6.1%  
3 – 12.2%  
4 – 14.3%  
5 – **60.2%**

### **Appropriate facilities**

1 – 9.2%  
2 – 7.1%  
3 – 11.2%  
4 – 18.4%  
5 – **54.1%**

### **Fire safety**

1 – 11.2%  
2 – 2%  
3 – 11.2%  
4 – 7.1%  
5 – **68.4%**

### **Adequate and appropriate heating**

1 – 8.2%  
2 – 10.2%  
3 – 13.3%  
4 – 16.3%  
5 – **52%**

### **Have a minimum "E" rated EPC**

1 – 11.2%  
2 – 13.3%  
3 – 24.5%  
4 – 19.4%  
5 – **31.6%**

1 = least important; 5 = most important

### **Security of the property**

1 – 8.2%  
2 – 8.2%  
3 – 27.6%  
4 – 20.4%  
5 – **35.7%**

### **Property management**

1 – 9.2%  
2 – 8.2%  
3 – 11.2%  
4 – 22.4%  
5 – **49%**

### **Requirement for landlords and agents to have a DBS check**

1 – 19.4%  
2 – 8.2%  
3 – 9.2%  
4 – 18.4%  
5 – **44.9%**

### **Compulsory training for landlords**

1 – 19.4%  
2 – 14.3%  
3 – 19.4%  
4 – 12.2%  
5 – **34.7%**

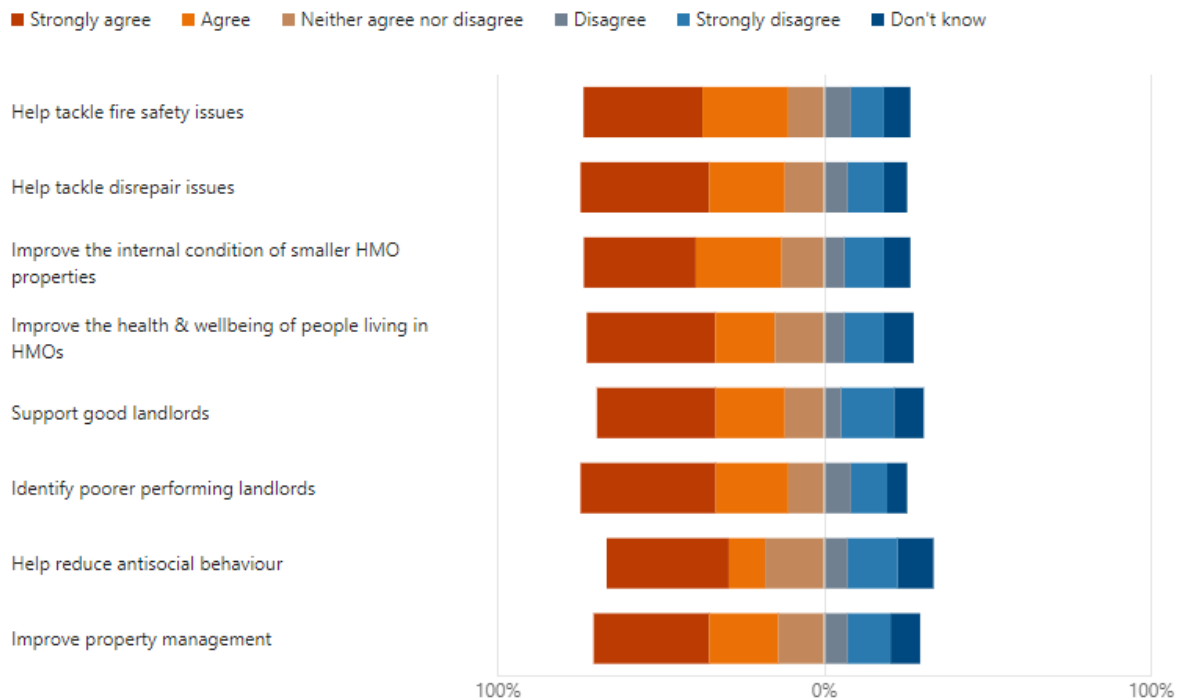
### **Antisocial behaviour**

1 – 10.2%  
2 – 4.1%  
3 – 12.2%  
4 – 15.3%  
5 – **58.2%**

In all cases, tenants, landlords, owner-occupiers and “others” all considered that these were important matters with the highest proportion of answers for all questions being in the 3, 4 or 5 scoring and with the majority being in the 4 and 5 scoring band. The only deviation from this was with regards to requiring landlords to have a DBS check and compulsory training for landlords. For these two points all respondent categories scored them in the 3, 4 or 5 bands, apart from landlords 60% of whom disagreed with having to have a DBS check and 50% disagreed with compulsory training for landlords. This isn't perhaps completely unsurprising.



**46. Respondents were asked to rate what they think about the following statements. Additional licensing will help to:**



**All respondents (99)**

1 = strongly agree; 2 = agree; 3 = neither agree nor disagree; 4 – disagree; 4 = strongly agree

**Help tackle fire safety issues**

- 1 – 36.4%
- 2 – 26.3%
- 3 – 11.1%
- 4 – 8.1%
- 5 – 10.1%
- Don't know – 8.1%

**Help tackle disrepair issues**

- 1 – 39.4%
- 2 – 23.2%
- 3 – 12.1%
- 4 – 7.1%
- 5 – 11.1%
- Don't know – 7.1%

**Improve the internal condition of smaller HMO properties**

- 1 – 34.3%
- 2 – 26.3%
- 3 – 13.1%
- 4 – 6.1%
- 5 – 12.1%
- Don't know – 8.1%

1 = strongly agree; 2 = agree; 3 = neither agree nor disagree; 4 = disagree; 5 = strongly disagree

### **Improve the health and wellbeing of people living in HMOs**

1 – **34.3%**  
2 – 26.3%  
3 – 13.1%  
4 – 6.1%  
5 – 12.1%  
Don't know – 8.1%

### **Support good landlords**

1 – **36.4%**  
2 – 21.2%  
3 – 12.1%  
4 – 5.1%  
5 – 16.2%  
Don't know – 9.1%

### **Identify poorer performing landlords**

1 – **41.4%**  
2 – 22.2%  
3 – 11.1%  
4 – 8.1%  
5 – 11.1%  
Don't know – 6.1%

### **Help reduce antisocial behaviour**

1 – **37.4%**  
2 – 11.1%  
3 – 18.2%  
4 – 7.1%  
5 – 15.2%  
Don't know – 11.1%

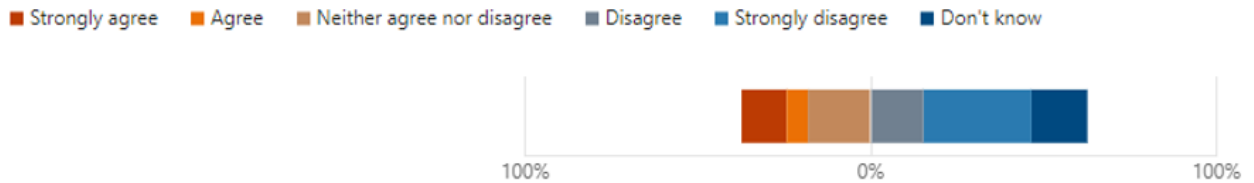
### **Improve property management**

1 – **35.4%**  
2 – 21.2%  
3 – 14.1%  
4 – 7.1%  
5 – 13.1%  
Don't know – 9.1%

In all cases, the majority of tenants and owner-occupiers all agreed or strongly agreed with the statements and the individual respondent categories reflected the overall percentages for all 99 respondents. For landlords it was a slightly more mixed bag, with for example, 30% strongly agreeing that additional licensing would help tackle fire safety issues, but also 30% stating that they strongly disagreed with the statement. Similarly, 30% of landlords stated that they strongly disagreed that the scheme would tackle disrepair and 30% stated that they strongly agreed or agreed with the statement. 40% of landlords did state that it would help to tackle the internal conditions of smaller HMOs, as did 43% of tenants and 34.5% of owner-occupiers.

30% of landlords and 36% of tenants (and 74% of owner-occupiers) strongly agreed or agreed that the proposed scheme would help identify poorer performing landlords.

**47. Respondents were asked whether they thought that there is already sufficient management of smaller HMO properties without an additional licensing scheme.**

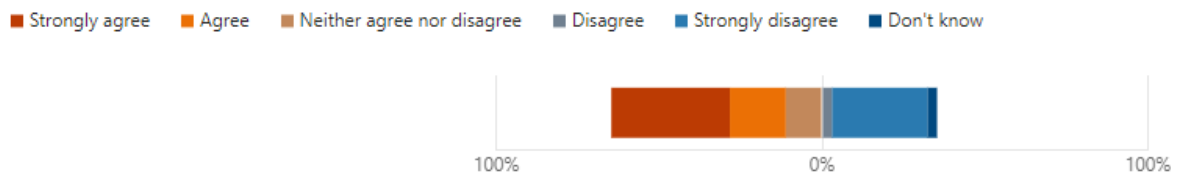


**All respondents (99)**

Strongly agree	13.1%
Agree	6.1%
Neither agree nor disagree	18.2%
Disagree	15.2%
Strongly disagree	<b>31.3%</b>
Don't know	16.2%

Just 14% of tenants but 60% of landlords stated that they agreed or strongly agreed that there was sufficient management of smaller HMOs already, along with just 13% of owner-occupiers. 33.3% of others also agreed or strongly agreed. 14% of tenants, 10% of landlords, 58% of owner-occupiers and 50% of “others” stated that they disagreed or strongly disagreed that there was already sufficient management of smaller HMOs.

**48. Respondents were asked to what extent overall did they agree with the proposed additional HMO licensing scheme.**



**All respondents (99)**

Strongly agree	<b>36.4%</b>
Agree	17.2%
Neither agree nor disagree	11.1%
Disagree	3%
Strongly disagree	29.3%
Don't know	3%

36% of tenants agreed or strongly agreed with the overall proposed scheme, as well as 30% of landlords, 64% of owner-occupiers and 16.6% of “others”; whereas 28.5% of tenants, 60% of landlords, 25% of owner-occupiers and 66.6% of “others” disagreed or strongly disagreed with the overall proposed scheme.

**49. Respondents were asked if they had ever been a victim of antisocial behaviour within Arun District.**



**All respondents (99)**

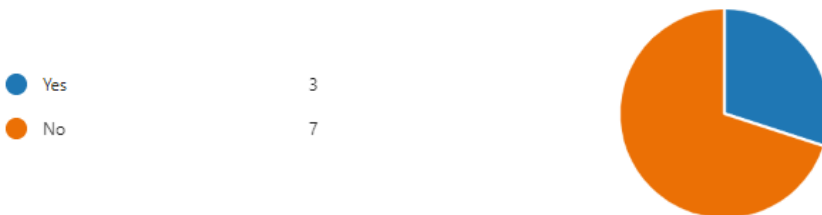
Yes	<b>60.6%</b>
No	<b>39.3%</b>

**Privately renting tenant respondents (14):**



Yes	<b>23%</b>
No	<b>77%</b>

**Landlord respondents (10):**



Yes	<b>30%</b>
No	<b>70%</b>

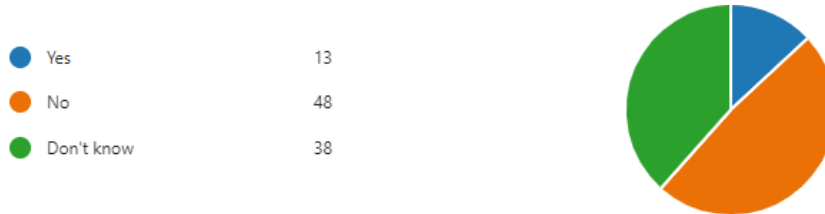
**Owner-occupier respondents (69)**



Yes	<b>46.4%</b>
No	<b>53.6%</b>



**50. All respondents were asked whether they had any comments about the potential positive and/or negative impacts that the options outlined in this consultation may have on individuals with a protected characteristic under the Equality Act 2010?**



**All respondents (99)**

Yes	13.1%
No	<b>48.5%</b>
Don't know	38.4%

**Respondents were asked to provide any other comments that they wished to make about the proposed additional HMO licensing scheme.**

It was clear that there was a mixed response to the proposed additional HMO licensing scheme from the answers provided throughout the survey, including this question regarding the overall comments about the scheme. It was also clear that some respondents believed that the scheme proposed to create more HMOs in these areas, whereas the reality is that these HMOs already exist and are HMOs in the eyes of the law but are not being checked or inspected on a regular basis. Some respondents did not appreciate that the improvement of these already-existing HMOs is the reason for the proposal. It was also apparent that many respondents had not read either the consultation document or the online information prior to submitting their response, and this was reflected in their responses as many raised points that were covered in both the report and online details. The newly instigated Planning Article 4 Direction in regard to the numbers of new HMOs in these wards appears to be more relevant to a lot of the comments received, and it is hoped that these respondents also took part in the Planning consultation when the Article 4 Direction was proposed in 2022.

“If it encourages good landlords and discourages those who see multiple occupancy as a good investment with little or no costs then it has to be a positive move.”

“There is a great shortage of accommodation for single people. Where I live is really good quality, with en-suites (which is necessary for my disability). Also I couldn't afford to live in a flat now, see below. I am concerned that some of the wording of the report appears to stereotype people who live in an HMO? I am sure some fit the description, but I have worked continuously in Arun for 26 years, for local government. I think some people reading the report will think that everyone who lives in an HMO is out of work, claiming benefits, and is guilty of anti-social behaviour. That is not true. It creates a prejudice on the part of the public to people - who for example, work in public service as I do, and earn half what you would need to buy even the smallest flat locally.”

“The accreditation scheme already in place would work if it was expanded.”

"I am pleased to know that my local council is showing some concern regarding increased use of properties as HMOs in my local area as increased occupancy of houses and increases in car parking issues which come with it are a big concern."

"As already stated it creates a second class society which I believe will back fire on the whole community it time."

"HMO Licensing schemes currently put the burden of managing anti-social behaviour on landlords, without understanding the legal framework that landlords are required to operate within. HMO officers need to engage with the Police and Social Services, rather than rely on landlords to deal with ASB. Landlords are not their tenant's parents, and are hugely restricted in their options for removing tenants who commit ASB without a conviction from the police."

"Why River Ward. We have enough HMOs here."

"its simple just stop all these HMO bedsits."

"I see this as a ruse to create more HMOs disguised as trying to manage them effectively."

"I dont care how you do this but I am sick of these places lowering the quality of life for residents whilst the landlords benefit. They must held to account and there have to be serious consequences for them if their tenants cause problems."

"It's the council properties that are the problem and where the council put tenants in private HMOs without proper referencing, degrading the area as a result, not adding more licensing to private smaller HMO's. The council with charities move bad tenants from area to area, causing untold issues to both areas."

"I hope the additional HMO licensing is approved."

"Perhaps ADC could lead by example and deal with the peeling front doors and constantly overflowing rubbish bins outside the blocks of flats it owns in London Road, Bognor Regis?! ;)"

"We live in River Ward and are disgusted by HMOs which are pulling our area down and allowing greedy landlords to take advantage of poor people."

"This scheme shouldn't apply to family homes."

"It is so important that a balanced selection of properties are in all areas. All should be monitored as much as possible so that Bognor remains a pleasant place to live and invest in."

"It would be good to have a release of an "accessible English version" of the consultation document as the affected wards do contain many residents who have "English as a second language" or may need documents in simple english due to learning difficulties.

It would of been nice if the consultation included case studies of other councils which have introduced an additional HMO licensing scheme and whether this has been successful. No "possible" negatives or concerns about the implimentation or effect of the HMO licensing scheme were published either, which may have given a fairer analysis.

There is also mention that HMO licenses may be given without inspection during high demand,

which would likely happen at the start of this licensing scheme period and on each 5 year mark renewal date. I worry that this might affect quality checks that the scheme hopes to introduce.”

“It is stressed throughout the consultation document that the HMO licensing scheme will address anti-social issues but these are not detailed in how or why the HMO scheme would help resolve this.”

“I am also concerned with the HMO licensing scheme digital setup as no plans have been published on whether an open-source/open-code solution will be used for license application and management website/form/software.”

“Landlord will pass the cost onto tenants. Owners will see their costs go up to. I'd expect this as madness in an already struggling and broken housing sector. I hope that whoever makes these decisions will think about people and how much financial pressure is already on them. I hope they don't all live in ivory towers. I'm alright Jack mentality.”

“As mentioned, HMOs have been the bane of our lives for far too long. I appreciate people fall on hard times and sometimes need help, however when the tenants of these properties have complete disregard for their immediate neighbours and how their actions affect the local community something has to be done.”

“No more should be built.”

“We don't need.”

“There is a UK-wide shortage of rental housing. Rents are already very high and renters have great difficulty finding and paying for any rental housing at all. See today's BBC article <https://www.bbc.co.uk/news/business-65903095>.”

“The proposed scheme will make the situation a lot worse, the proposed scheme discourages and punishes virtuous people who want to (a) help their fellow-men and fellow-women by sharing their homes (b) reduce loneliness. The proposed scheme is essentially anti-social.”

“Include single occupant renters/leaseholders living in properties built before 1980.”

“In the highlighted wards there needs to be a parallel focus (including investment) to improve the general appearance of the area to provide a 'better living environment. The streets in the area are poorly maintained and grubby (weeds and filth everywhere). Better traffic management needs to be considered to reduce speeds and prevent parking on pavements denying clear pedestrian access. Where there are anti-social hot spots CCTV should be considered. Also services for HMO areas need to be considered (i.e. does the current rubbish collection service really work or should there be communal bins).”

“I don't think this document will reduce the levels of deprivation nor safeguard the tenants nor the local community. It's a small step in the right direction in the huge issue of homelessness & deprivation. Proposed tenants should prove that they are local residents with the same criteria as council tenants to be rehoused.”

“Every landlord needs to be accountable for their HMO Business.”

“Give a bonus! If a landlord is constantly supplying a "good service" and their tenants are more than happy either give a financial discount or inspect less regularly.”

"A large house near my home has been turned in to a HMO and is being run on air b&b. This means that the car parking is not large enough as some users come in mobile homes and this is leading to over crowded roads as some of the properties in the same road only have on street parking. This is on an approach road to schools nearby. Also puts pressure on water supply and drainage etc. Over crowding will only lead to slum like conditions which do no one any good. Where are the doctors, dentists, school places for these extra people?"

"I would like to think the additional HMO licensing would help to provide more appropriate accommodation for people in our area."

"HMO scheme is good and I support this. Student accommodation in general needs looking at. It is pretty dire by some landlords. More help needed for council checks."

"The stronger and tighter the legislation, the better! I also think that people living in the neighbourhoods of proposed HMOs should be mail-shotted and asked for their opinions before licences are granted and that those opinions are actually taken into account when decisions are made."

"I unfortunately don't think this proposal will change anything, very much hoping I'm wrong."

"Unnecessary and burdensome on good landlords and bad landlords will not respond will do the minimum and the housing will not change the anti social behaviour of anyone. Experience shows me that anti social people will rip the smoke detector of the wall, light up the joint and blow it in your direction and stick up the middle finger to anyone with the courage to ask them to desist. And this scheme will not stop anti social behaviour because the occupants are not being licensed."

"River ward doesn't have the facilities to support more residents, the roads are too small, local dentists, doctors and schools are full and parking is already a big issue."

"They should definitely NOT be in the High Street."

"Care should be taken so there are not too many in one area."

"Inspections should be annually. I don't know if this is included but if not it should be and notice should be taken of the tenants' comments and action taken to expedite necessary repairs and improvements."

"I would support an open minded pragmatic approach to dealing with your problems. I would welcome all sincere efforts for mutual benefit. Experience proves that ADC are politically bigotted / not sincere and act illegally in their approach to Landlords. Happy to prove with real life examples regarding your Section 21 policy advice etc. Act within the law and I'll engage with you."

"If licensing helps some people it is a good thing. Inevitably the cost will reflect to the rent, which is not a good thing."

"Please do not put this through just because not many people object. Most people probably think it is pointless to object as you will do it anyway. Please leave things as they are. If you must meddle make it the big commercial landlords, not the small people."

"My flat, or the block I live in, would suffer a significant loss of value....put yourself in my situation."



"I think it is essential that any scheme takes into account the impact a HMO will have on existing residents of nearby properties and the social makeup of the area. The properties should be monitored for anti-social behaviour and drugs use and an effort should be made to ensure that tenants with a history of drug use and or anti-social and criminal behaviour are not concentrated together to live in a building where they can have a negative influence on each other and act as a group."

## **Representations received**

"This consultation was considered by the Town Council's Planning and Transportation Committee at its meeting held on Monday 17 July 2023, particularly with reference to the proposed introduction of additional HMO licensing in the River Ward in Littlehampton and supported the Scheme. Members welcomed the move to capture accommodation which otherwise escaped the legislation and regulations for this type of housing that were currently in place. The majority of private landlords were considered responsible. However, it was clear from both the representation and reports that Members received from constituents, that the new regime and the proposed system of reporting, would provide a much needed mechanism for raising these issues and seeking redress." - **Littlehampton Town Council**

*"Morning,*

*I object strongly to your thoughts of licensing all/most hmo's of any size for reasons below*

- 1 most private HMO's are managed satisfactory*
- 2 council HMO's are a disgrace, no management at all*
- 3 Private HMO's below license amounts currently, would give up, as if license comes in, would make it unviable to continue housing vulnerable people,*
- 4 Council cannot provide homes for people, so smaller HMO's are a valuable asset to the community and keeping people off the street*
- 5 Smaller HMO's being better managed keep the people in a safe environment, unlike council HMO's*
- 6 Council and Licensed HMO's that the council put tenants into are where the problems are, not the smaller ones, that are properly managed*
- 7 Smaller HMO's house thousands of vulnerable people, that can't live directly in the community, and the landlord/agent becomes an unpaid carer to a degree.*
- 8 smaller HMO's are more manageable, allowing more people to be housed adequately.*
- 9 Most of the smaller HMO's, being managed properly, unlike Council ones, are not even noticed in the community, as they are an asset, not a problem.*

*As you can see, Being an agent, we see the good and bad types. we watch council HMO's daily, drug dealing and parties daily. Unmanaged, so the tenants have a free-for-all in them.*

*These bring down communities, and where the council put tenants into private HMO's, generally 6 rooms +, these become a dangerous place to be around.*

*I could list many of both types, but there is no comparison between large and small.*

*Not seen a small HMO in a desperate state for many years, only council unmanaged and currently licensed private ones, the council have control of putting tenants in. 6 rooms and above.*

The staff you have don't actually know good from bad, they want to crucify private landlords, if they refuse council tenants, as experienced many, many times.

*I'll have a receipt of delivery and what happens next. Regards" – Local property manager/agent & landlord*

*"Nothing personal but having been a landlord for 41 years with a few rental properties in the Arun District I have already decided to evict my tenants and sell my properties when the Renters Reform Bill becomes law in any case. If I can not sell at the price I want then after the appropriate time the properties will either go to airbnb or be relet at substantially increased rents. With the onerous new legislation I can not offer rentals at substantially below market price anymore. Sorry but I and many other landlords are not even prepared to co-operate or waste our time on meaningless discussions anymore as it is with those who have never been landlords who always know best. When this scheme comes into force, which it will as it is an excuse for an income stream then please let me know ?. Sorry but we are not going to hang around to be whipping boys anymore. There will be substantially less rental properties available in the future so it is your problem not the landlords so you will have to just deal with it. Many thanks" – Local landlord*

*"Dear Whoever is dealing with this.*

*Public Consultation  
Re HMO Licensing Arun District Council*

*I am the owner and occupier of the above flat and have been for over 40 years since December 1982. As my flat is the basement/garden flat of No 5. I have my own entrance and rear door into my private garden with its own back gate. I am Independent of the rest of the building. I own a share of the Freehold along with the remaining other three self-contained flat owners*

*Therefore, I feel that I do not live in premise with HMO requirement. I do not need a Licence to Live in my Home!!!*

*It strikes me that Arun District Council are trying to force Owner/Occupiers out of their own homes in order to downgrade the area by declaring it an HMO area. It looks like you have a hidden Agenda. This area of Bognor Regis has already been downgraded by Arun District by permitting Hilary House Hotel a number of years ago to be changed from a quite seaside holiday hotel establishment to a rowdy HMO for residents from outside the area. Unfortunately, often the Police are in attendance which is not good for our Property Prices. Also, another HMO was permitted change of use from Care Home beside Tesco Express Aldwick Road. This road is one of the main throughfares to Pagham*

*Sadly, I have to admit the area has gone downhill over the last 10 to 15 years as the local village shops in the local Aldwick Road Conservation Area, consisting of Banks, Butchers, Ironmongers, Dry Cleaners, Hairdressers, Victoria Park Post Office with instore Chemist and Grocers, closed to be replaced predominantly by Estate Agents and offices. The community feel of the area has gone. Plus, parking has become a nightmare in the area. Because before there used to be shops with owners living above them, with one car per shop. Now the shops are offices with a number of staff with cars, plus the above premises have been converted into flats. The three closed banks are now offices or flats employees park in side streets making it very much hit and miss parking for residents. The double yellow lines outside properties 5 and 6 Park Road where not there when I moved in in 1982. But over the years whenever the yellow lines have been renewed, they have extended now to being short of being outside number 4. When WSCC Highways upgraded the Aldwick Road Traffic Lights to include pedestrian*

*crossing, they parked their very large shipping container of equipment outside my property for 12 weeks on the double yellow lines! When I spoke to the Highways person in charge, to find out when the container was being removed, as it made my flat very dark, I was told that there was no need for the double yellow lines to be outside our properties it was safe for it to end between houses 7 and 6. It seems that the only people who are benefitting from the yellow lines is Arun District Council with the money raised in fining the motorists who live in Park Road as every night cars have to park on the yellow lines on both sides of the road. The parking needs to be addressed, perhaps Park Road needs to be closed to through traffic to allow parking bays to be along one side only. All through traffic from Pagham to be directed at Gossamer Lane roundabout along Aldwick Road. Any other traffic can go along Silverstone Avenue It would help to make Marine Drive safer for the public and visitors to the area.*

*When I moved into the area the majority of the flats were Owner Occupied. Unfortunately, as they sold the buy to let market culture came in. Landlords and Estate Agents are only interested in MONEY. They do not Vet potential Tennent's, i.e., they let Garden Flats to people who do not know one end of a Hoe from the other. They do not even go out into the gardens from one year to the next, hence gardens become overgrown and impinge on the enjoyment of neighbouring properties. In other words, overgrown bushes which are now trees, also an eyesore. I use my garden all the time and regularly maintain it and pay for garden waste collection. At times I struggle to stay positive especially last summer when my garden had a rat problem and I was not able to sit and relax in it as I could not cope with seeing rats running along the fences and across my patio to hide amongst my flower borders, I spent a lot on rat boxes and bait. Both sides of me have overgrown gardens. I know the neighbours in flats above are fed up with having to look down on the gardens like I am living next door. We have been in touch with the letting agents who claim they will look into it and say it is the Tennent's responsibility. So, nothing is done to improve the situation. Unfortunately, I think the properties are let out to DHS as no one else is prepared to rent the properties. The trouble is the gardens are overgrown when the properties are viewed and people are foolish enough to take up the tenancy and improvements to garden and properties are never carried out. People should refuse to rent them, then both landlords and Estate Agents would have to pull their fingers out and get on with all improvements required.*

*I feel that the Estate Agents should be licensed before they are allowed to let out properties and they need to Vet the Landlords and their properties in the first place to ensure the tenant's go into the right property for their requirements. After 6 months the property should be checked by the licensing authority, if they are not looking after the property, they should be relocated to a more suitable home. Housing associations should be housing DHS clients and not the private sector. Bring back the old council housing. The Licensed Estate Agents Register should be kept and enforced by the Local Authority just like any other Public Register and any fees collected from this service would help to fund the administration costs of the Authority.*

*Meanwhile us homeowners struggle to maintain our homes having to juggle our purse strings. As absentee landlords along this road could not care less about the maintenance of their property and leave it to the remaining owners/occupiers to try and stretch the funds to maintain the property. They do not show their faces or contribute, even for the building insurance unfortunately, we have one in our house, we have never met him, and another owner lives half the time abroad and does not come near the building, all very unsatisfactory and a great worry. Decisions for works are made by the remaining owners/occupiers, who often pay extra, just to complete works. Scaffolding alone, before works commence is over £1000.*

*Unfortunately, my own flat/home needs a lot of work done to it, to make it more user friendly and my friends would say habitable, as being a basement and a property of over a hundred years it suffers from damp, I had works carried out in 2016 but not successful. My flat would benefit from double glazing etc. I am a Pensioner with health problems living on my own and to be honest I do not know where to start. Can I get grants, if so, how do I apply.*

*These are difficult times for everybody due to the Countries Financial Crisis, with rising costs everyday for energy, food etc. Covid and Brexit have been used as an excuse to inflate the costs. My fingers are crossed that my old central heating boiler will last another season. As I do not want to commit to replacing it at this time, despite the engineer recently trying to talk me into an upgrade.*

*At the moment we are slowly progressing in maintaining the exterior of the, building, having painted the front and now working on the Rear. We are trying to keep costs to a minimum. We are only able to do this due to the fact that one of the owners works on a building site and therefore is used to working on scaffolding. He has given up his free time to carry out the painting, hence it is a long process depending on his valuable time at Weekends only and the British Weather.*

*If the drains become blocked, which happens from time to time, as owner/occupier of the basement flat, I am the only one aware of the problem as my toilet starts to gurgle. I therefore use my drain rods, not a pleasant job, but it has to be done. Each time I save the fund over £100.00. No one is ever aware of the problem. Job is done.*

*We the Owner/Occupiers are trying to improve our homes and the local area for ourselves to enjoy and the enjoyment of visitors to the location. We really need the full support of yourselves, the local authority who we all pay large sums to each year in the form of Council Tax. I dread to think how much you collect just from Park Road. We could do with financial support (as these lovely Victorian Houses are money pits), as well as giving us encouragement and incentive to carry on upgrading the area for everyone's wellbeing. This is a conservation area. The West End of Bognor Regis, which we are so lucky to be living in this lovely prime location. West End of most towns usually mean the posh end, but you are helping to downgrade it to the poorest end of the town which was always was the East End.*

*The only recent thing I have seen the council spend our money on which took forever to complete, which increased the costs to the authority is the fountains beside The Regis Centre, which I considered to have been a total waste of government resources especially if it came out of the pot from central government to up lift rundown coastal resorts, like Bognor Regis. It is very strange how Littlehampton where your offices are, seem to be constantly upgraded over the years and Bognor Reis sinks further into becoming derelict. Which is a great shame as it is a fantastic resort and place to live. It is also a great shame Southern Water are allowed to pollute our beautiful beach and sea from Aldwick Avenue, which I am sure has affected this year's tourist trade to the whole of the area.*

*Therefore, I do not want to pay for an HMO Licence for my home which does not apply also, I do not benefit from any rents collected by the owners/Landlords in the rest of the building. I do not go upstairs as do not know the tenant's All the flats are self-contained not sharing bathrooms or cooking facilities*

*When a landlord registers with a licensed Estate Agent, if the property is substandard then the Estate Agents should reject the property until the individual landlord has complied, I agree they should take full responsibility for their property, but not at the expense of genuine owner occupiers who live in the buildings. If they want the income from these buildings, then they must be enforced to maintain their property and to contribute into the house funds for the insurance etc.*

*Thank you for taking time to read my views on this worrying matter.*

*Yours faithfully" – Local flat Owner-Occupier*

*“To whom it may concern...*

*I live at [REDACTED] and have done for nearly 9 years. I bought the flat because of it's original features, layout and location.*

*Over time I have spent a lot of money updating the tired and abused interior by installing a brand new bathroom, a new boiler and putting in a heating system, carpets, curtains, paint and I'm just waiting on having a new kitchen put in. After spending all this money I am concerned that if you chose Marine Ward as an HMO area this will have a serious affect on the value of my property.*

*Since we already have 2 HMOs very local to us I am surprised that you require more. You seem to have an agenda for lowering the standards at our end of Bognor, no money out of your 12 million funding will be spent in our direction. As it is we all see drug deals happening on a regular basis and the police and ambulance attend frequently.*

*You seem to think that by turning Park Road into a load of HMOs that it will improve it visually, well you are wrong! Many of the owner occupiers work hard on their block by having it painted on a regular basis, this in itself is a costly affair with scaffolding costly over £1000 and then paint etc. Myself and another neighbour are able to paint our own blocks saving thousands, both front and rear as we don't mind climbing the scaffolding. We spend a lot of money on our block as old properties need a lot of maintenance from cleaning the guttering, having the roof repaired, interior and exterior paintwork down to unblocking drains.*

*Sadly many of the flats along here are rented out, neither the agents nor the landlords are willing to spend out on improvements. This is the area that needs to be addressed. I know of one landlord who has never contributed to anything, not even building insurance for 18+ years, leaving others to pay the extra when they cannot afford to do so.*

*We have nowhere to park our cars, we put up with cars, vans, lorries and motorbikes roaring up and down our road. If you wanted to help us we would appreciate it very much if you could close our road and give us herringbone parking like they have in Brighton and Worthing.*

*As regards the costing of the license....do we not pay enough council tax to you. This is just a money spinning idea to generate more revenue for you – once again at our cost, no benefits. We have a close knit community here, oh I forgot to mention that we clean the grass/weeds out of our road/pavement...I have pictures to prove this too. We only want the best for Park Road and the beautiful flats we live in, it seems though that you don't.*

*Kind regards” – Local flat owner-occupier*



16 June 2023

19 JUN 2023

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

Dear Sirs

**HMO – Licensing Consultation**

Thank you for your recent correspondence regarding the above.

I am **against** anymore properties being divided up into HMO's especially in the Town Centre. Our town centre is crying out for a more diverse "shopping experience" and not more HMO's. The town centre is not very attractive for visitors and, indeed, residents and this will kill the town off. My parents who have lived in Littlehampton all their lives do not even come into the town centre anymore preferring to go into Rustington where the shopping experience is more attractive to them. My mother, in particular, finds it quite off putting coming into the town on her own as she does not feel particularly safe when there are certain people openly drinking/taking drugs on the street. I myself am beginning to feel the same way.

I am **for** having those HMO's we have already got/will be getting having to have an additional license but as stated above I do not want to see my town and surrounding area being overrun with HMO's.

The town centre has undergone extensive repaving and planting of trees etc. which looks lovely but what is the point if we have no shops! I want to go into the town to see a selection of shops, not just barbers, nail bars, vape shops and charity shops. We have to bring in a more diverse selection and encourage people into the town where there is something different not just the same old, same old. The Friday "market" is not going to bring people into the town. The market needs a total overhaul and we need a proper "farmers market". Three or four shabby stalls does not make a market!

Also, we need more affordable housing for couples, young families not just single people sharing a kitchen/bathroom, i.e. bedsits.

As stated above, I urge the council not to grant planning permission for anymore HMO's in our town. The old Lloyds bank will be the next up for conversion and I hope that the council will deny this lovely old building the same fate as Barclays Bank.

Yours faithfully

Local Resident

“Dear Sir or Madam,

### **Additional Licensing Proposals**

The NRLA is a newly formed association following the merger of the National Landlords Association and the Residential Landlords Association. Our membership represents over 95,000 landlords and agents, the largest organisation in the sector. Members own and manage around 10% of the PRS, equating to half a million properties.

Thank you for the opportunity to respond to the above consultation regarding the introduction of additional licensing in Arun. The NRLA objects to the relevance of Additional Licensing schemes by Local Authorities. Although we sympathise with the aims of Birmingham City Council, we believe that Licensing does not align with the successful completion of these objectives.

The NRLA seeks a fair legislative and regulatory environment for the private rented sector while ensuring landlords know their statutory rights and responsibilities.

### **Main Objections**

#### ***Antisocial behaviour and low housing***

Landlords are usually not experienced in managing antisocial behaviour and do not have the professional capacity to resolve tenants' mental health issues or drug and alcohol dependency. Suppose there are any allegations about a tenant causing problems, and a landlord ends the tenancy. In that case, the landlord will have fulfilled their obligations, even if the tenant has any of the above issues.

This moves the problems around Arun District Council but does not help the tenant, who could become lost in the system, or worst, move towards the criminal landlords. They will also blight another resident's life.

Furthermore, the overcrowding issue is complicated for a landlord to manage if the tenant has overfilled the property. A landlord will tell a tenant how many people are permitted to live on the property and that the tenant is not to sublet it or allow additional people to live there. Beyond that, how is the landlord managing this matter without interfering with the tenant's welfare? Equally, how will the council assist landlords when this problem arises? It is impractical for landlords to monitor tenants' everyday activities or sleeping arrangements. Where overcrowding occurs, the people involved know what they are doing and that they are criminals, not landlords. The council already has the power to deal with this.

Regarding reducing antisocial behaviour, landlords must tackle such activity within their properties; it should be highlighted that landlords and agents can only enforce a contract; they cannot manage behaviour.

Arun District Council has many existing enforcing powers that can rectify the identified problems as part of the council's housing strategy. These include:

1. Criminal Behaviour Orders
1. Crime Prevention Injunctions
1. Interim Management Orders
1. Empty Dwelling Management Orders
1. Improvement Notices (for homes that do not meet the Decent Homes Standard)
1. Litter Abatement Notices (Section 92 of the Environmental Protection Act 1990)

1. Fixed Penalty Notices or Confiscation of equipment (Sections 8 and 10 of the Noise Act 1996)
1. Directions regarding the disposal of waste (for example, Section 46 of the Environmental Protection Act 1990)
1. Notices to remove rubbish from land (Section 2-3 of the Prevention of Damage by Pests Act 1949)

### ***Waste management***

When tenants are nearing the end of their contract/tenancy and are moving out, they will dispose of excess household waste through various methods. These include but are not limited to putting waste out on the street for the council to collect. This is in the hope of getting their deposit back and is made worse when the council does not allow landlords access to municipal waste collection points. Local authorities with many privately rented properties need to consider a strategy for collecting excess waste at the end of a tenancy in place of selective licensing.

Would the council consider a free/low-cost service for private landlords to remove numerous bunk items when tenants vacate the property and not dispose of such waste beforehand if such a mechanism is not already in place?

### ***Licence fees and staff levels***

With the licence fee being exceptionally high, it is understandable that landlords have raised concerns about how the council has calculated the figure to be charged should the scheme come into force. The council should have included a cost breakdown of how they calculated the licence fee structure for transparency. The council have also confirmed that inspections, after a licence is granted, will only be done on a case-by-case basis subject to a complaint by a tenant in the property. Therefore, the Part B licence fee of £323 is high as enforcement action is not guaranteed for each licenced property. Consequently, the council should consider reducing this Part B fee to take into consideration the high cost of the Part A fee, and the fact that enforcement is not confirmed for all properties during the lifetime of the scheme.

### ***Conclusions and alternatives***

The NRLA believes local authorities need a healthy private rented sector to complement the other housing in an area. This provides a variety of housing types that can meet the needs of residents and landlords in the area. The sector is regulated, and enforcement is essential for keeping criminals who exploit landlords and tenants. An active enforcement policy that supports good landlords is crucial as it will remove those who exploit others and create a level playing field. It is essential to understand how the sector operates as landlords can often be victims of criminal activity and antisocial behaviour with their properties being exploited.

The NRLA advocates using council tax records to identify tenures used by the private rented sector and those landlords in charge of those properties. Unlike discretionary licensing, landlords do not require self-identification, making it harder for criminal landlords to operate under the radar. With this approach, the council would not need to consult and implement changes immediately.

If the scheme is approved, the council should consider providing an annual summary of outcomes to demonstrate to tenants and landlords' behaviour improvements and the impact of licensing on the designated area over the scheme's lifetime. This would improve transparency overall.

The NRLA has a shared interest with Arun District Council in ensuring a high-quality private rented sector but strongly disagrees that the introduction of additional licensing is the most effective approach to achieve this aim both in the short term and long term.

Yours Faithfully” – **Policy Officer, National Residential Landlords Association**

“The National Residential Landlords Association (NRLA) exists to protect and promote the interests of private residential landlords.

The NRLA would like to thank the council for the opportunity to respond to the consultation. We are happy to discuss any comments that we have made and develop any of the issues with the local authority.

The NRLA seek a fair legislative and regulatory environment for the private rented sector, while aiming to ensure that landlords are aware of their statutory rights and responsibilities.

#### Summary

The NRLA believes that local authorities need a healthy private rented sector to compliment the other housing in an area. Arun has seen the development of an unhealthy situation due to policies of lack of house building which has resulted in high rents and where the those on lowest incomes have greater difficulty renting in the private rented sector. This has created more house sharing. The ability to provide a variety of housing types that can be flexible around meeting the needs of both the residents that live and those who want to live in the area is being met by landlords in the area. There are already significant challenges around shortage of housing in the Borough, and we have concerns that this will be exasperated by this policy.

The sector is regulated, and enforcement is an important part of maintaining the sector from criminals who exploit landlords and tenants. An active enforcement policy that supports good landlords is important as it will remove those that exploit others and create a level playing field. This has been lacking in Arun. We have concerns around the council’s approach to licensing, your proposal is not about inspecting properties that come under Additional Licensing. Currently the council is poor on inspections compared to comparable local authorities. Some schemes are delivering multiple inspections, up to 3 of every property during the scheme. This is not being proposed within your scheme, with your financial modelling proposed, inspections will not happen. Multiple inspections push criminals out of the sector and drives up the standards for landlords and tenants – you don’t appear to be doing this.

We understand that the council have a reactive enforcement policy, but it is important to understand how the sector operates. Landlords are often victims of criminal activity with their properties being exploited, both through subletting and criminals exploiting properties through county lines and other criminal activity.

We believe the council should adopt an approach similar to the Leeds Rental Standard, which supports the compliant landlords and allows the local authority to target the criminals. Having considered the evidence presented, as well knowing the area very well and having undertaken our own evaluation of the circumstances faced by landlords, tenants and residents of Arun, a number of questions are raised:

- In following Hemmings and the Gaskin court cases, and with the fee is split. Monies paid by a landlord clearly now coming under the service directive (which has been adopted into UK legislation). Can the council provide a breakdown of your costs in relation to part A and part B monies paid by a landlord and how you make sure that it is apportioned to the individual landlord and works done in connection to the license. Your part a fee is five times that of neighbouring councils, and part B is significant lower, highlighting a lack of inspections.

- The documentation provided fails to indicate what additional funding will be available to support the expansion of licensing. Licensing will have an effect on housing especially as many tenants have mental health, alcohol, or drug related illnesses. How do landlords' access these services to support their tenants? Equally it will have an impact on the council delivering support services, and accommodation in the borough.
- The council fails to say how it will prevent malicious claims of poor housing being made, which could result in tenants losing their tenancies. Can this be provided and how will it operate?
- The council fails to say how the proposal will tackle rent-to-rent, modern day slavery, indentured labour, subletting, criminal enterprise/county lines or even Airbnb. These are all increasing in the county.

We would like clarification on these points so that the private rented sector has confidence in any scheme that is delivered, and it will deliver against its set aims. Equally the current proposal for fees needs to be corrected in line with the law. What is the service that a landlord can expect in line with the service directive which has been incorporated into UK law. How can the council charge such a high fee for part A compared to every other council in England.

The NRLA will judge the scheme against the criteria that the council is proposing the scheme under. We are not opposed to licensing schemes, what we wish to see is them delivered against what they are proposed to do. What we wish to know is how is the local authority going to deliver against what it is proposing. As you will be aware, the NRLA publishes data against performance. This is also proposed in the Renters Reform Bill, where councils will be judged on inspections and outcomes.

We believe that any regulation of the private rented sector must be balanced. Additional regulatory burdens should focus on increasing the professionalism of landlords, improving the quality of private rented stock and driving out the criminals who act as landlords and blight the sector. These should be the shared objectives of all the parties involved, to facilitate the best possible outcomes for landlords and tenants alike. Good practice should be recognised and encouraged, in addition to the required focus on enforcement activity. How does the local authority plan to communicate best practice to the landlord and tenants of Arun? Will Arun commit to inspect each property at least once?

Additional licensing will also introduce new social economic group of tenants into licensing. The law is clear landlords do not manage their tenants; they manage a tenancy agreement. If a tenant is non cooperative, or causing a nuisance a landlord can end the tenancy, will the council make it clear in the report that they will support the landlord in the ending of the tenancy?

#### Consultation

Licensing is a powerful tool. If used correctly by Arun Council, it could resolve specific issues. We have historically supported/worked with many local authorities in the introduction of licensing schemes (additional and selective) that benefit landlords, tenants and the community. From what has been presented there is still work needed to be done to make a scheme work. You introduced the one of the most expensive licensing schemes in the country and detrimentally affected the poorest the most. The government review into selective licensing highlighted how costs were transferred through to the tenants. We are disappointed that the local authority has not engaged with the NRLA to deliver a successful scheme, as other local authorities have. Equally you have not looked at other more successful schemes which have delivered better outcomes and managed to inspect all the properties multiple times for the local authority, tenants and landlords.

#### Costs



While any additional costs levied on the private rented sector runs the risk of these being passed through to the tenants, as has previously been established (Selective Licensing review by Government <https://www.gov.uk/government/publications/selective-licensing-review>). The introduction of licensing with interest rates increasing will have an impact on cash flow for many landlords.

This will also the issue of insurance is often overlooked as a cost, as premiums increase for everyone (homeowners and landlords) when a local authority designates an area with licensing it is indicating problems in the area. This will add costs to those renting as well as to owner-occupiers. Already Arun is expensive to live, and this will continue affecting those on the lowest income.

A joined-up coordinated approach within the council will be required. Additional costs in relation to housing along with support services will be incurred if the council's goal is to be achieved. Yet there is no evidence from the council that this will be done – can this be provided? How will landlords feed into system if they suspect a tenant is at risk? What support will be put in place so a landlord can support a tenancy where a tenant has mental health, alcohol, drug issues or they have problems and need support. The NRLA works with many local authorities on this.

#### Criminal Activity

In addition, the proposal does not take into account rent-to-rent or those who exploit people (both tenants and landlords). Landlords who have legally rented out a property that has later been illegally sublet; the property still has a license. With the council not inspecting the ability of criminals to exploit will remain.

In many cases a landlord does not rent the property as an HMO but is illegally sublet. There is no license holder, and the landlord can end the tenancy (of the superior tenant, the sub tenants have no legal redress) but the landlord would need support the local authority in criminal prosecution. But what is the process for landlords, it would help if the council could document how this would work. Often, landlords are victims, just as much as tenants. What support will the council provide for landlords to whom this has happened? Will the council support an accelerated possession order?

The issue of overcrowding is difficult for a landlord to manage if it is the tenant that has overfilled the property. A landlord will tell a tenant how many people are permitted to live in the property, and that the tenant is not to sublet it or allow additional people to live there. Beyond that, how is the landlord to manage this matter without interfering with the tenant's welfare? Equally, how will the council assist landlords when this problem arises? It is impractical for landlords to monitor the everyday activities or sleeping arrangements of tenants. Where overcrowding does take place, the people involved know what they are doing and that they are criminals, not landlords. The council already has the powers to deal with this.

#### Tenant behaviour

Landlords are usually not expected to manage the behaviour of tenants, and they do not expect to, with the introduction of the scheme this creates more challenges for landlords and tenants. The contractual arrangement is over the renting of a property, not a social contract. They do not and should not resolve tenants' mental health issues or drug and alcohol dependency or ASB. If there are allegations about a tenant causing problems (e.g. nuisance) and a landlord ends the tenancy, the landlord will have dispatched their obligations under the additional licensing scheme, even if the tenant has not committed these issues. This could end tenancies for those who are innocent. This will create further problems for the individual under the Renters Reform Bill.

Where there is a problem, it will be moved around the borough, but does not actually help the tenant, who could become lost in the system, or worst moved towards the criminal landlords. They will also blight another resident's life. There is no legal obligation within additional licensing for the landlord to resolve an allegation of behaviour. Rather, a landlord

has a tenancy agreement with a tenant, and this is the only thing that the landlord can legally enforce.

#### Tenancy Management

In many situations, the council should consider enforcement notices and management orders. The use of such orders would deliver immediate results.

We would also like to see the council develop a strategy that includes action against any tenants who are persistent offenders. These measures represent a targeted approach to specific issues, rather than a blanket licensing scheme that would adversely affect all professional landlords and tenants alike, while leaving criminals able to operate covertly. Many of the problems are caused by mental health or drink and drug issues. Landlords cannot resolve these issues and will require additional resources from the council.

Often when tenants are nearing the end of their contract/tenancy and are in the process of moving out, they will dispose of excess household waste by a variety of methods. These include putting waste out on the street for the council to collect. This is in hope of getting their deposit back, this is made worse when the council does not allow landlords access to municipal waste collection points. Local authorities with a large number of private rented sector properties need to consider a strategy for the collection of excess waste at the end of tenancies. We would be willing to work with the council to help develop such a strategy. An example is the Leeds Rental Standard, which works with landlords and landlord associations to resolve issues while staying in the framework of a local authority.

#### Current law

A landlord currently must comply with over 130 pieces of legislation, and the laws with which the private rented sector must comply can be easily misunderstood. A landlord is expected to give the tenant a 'quiet enjoyment' of the property. Failure to do so could result in a harassment case being brought against the landlord by the tenant. The law within which landlords must operate is not always fully compatible with the aims of the council. For example, a landlord keeping a record of a tenant and how many people are entering the property could be interpreted as harassment. This will be include monitoring sleeping arrangements.

#### Changes to section 21

We would like clarification on the council's policy in relation to helping a landlord when a section 21 notice (or future notice as currently being consulted upon under the Renters Reform Bill) is served. If the property is overcrowded or the tenant is causing antisocial behaviour, as per what the council says in the consultation. What steps will the council take to support the landlord? It would be useful if the council were to put in place a guidance document before the introduction of the scheme, to outline its position regarding helping landlords to remove tenants who are manifesting antisocial behaviour.

The change to how tenancies will end and a move to a more adversarial system under the Renters Reform Bill, will mean landlords will become more risk adverse to take tenants that do not have a perfect reference and history. This will place a greater burden on homelessness and affordable housing in the borough, where there is already a shortage.

We would be willing to work with the council and develop a dispute resolution service which we have with other local authorities. It also poses a question where does the council expect people to live who have been evicted due to a tenancy issue." - **National Residential Landlords Association**

## EQUALITY IMPACT ASSESSMENT

<b>Name of activity:</b>	Additional HMO Licensing Scheme	<b>Date Completed:</b>	19 September 2023
<b>Directorate / Division responsible for activity:</b>	<b>Growth/Technical Services</b>	<b>Lead Officer:</b>	Nat Slade
<b>Existing Activity</b>	<b>N</b>	<b>New / Proposed Activity</b>	<b>Y</b>
		<b>Changing / Updated Activity</b>	<b>N</b>

### What are the aims / main purposes of the activity?

To introduce an additional Houses in Multiple Occupation (HMO) licensing scheme in the three wards of River in Littlehampton and Marine and Hotham in Bognor Regis. This will apply to HMOs that contain three or four occupiers making up two or more households, irrespective of the number of storeys, and those properties defined as Section 257 Houses in Multiple Occupation under the Housing Act 2004.

### What are the main actions and processes involved?

Implementation of additional HMO licensing, which would require licences to be obtained for HMOs that contain three or four occupiers making up two or more households, irrespective of the number of storeys, and those properties defined as Section 257 Houses in Multiple Occupation under the Housing Act 2004 and within the wards of River, Hotham and Marine. This would be managed and enforced by the Private Sector Housing and Public Health Team. A fee is required as part of the application and the fees are set on a cost recovery basis.

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

The intended outcomes are to ensure all HMOs comply with minimum standards of safety, quality and management. This will benefit the tenants of the properties, the residents and the neighbourhood.

#### **Key stakeholders**

**Internal:** Private Sector Housing and Public Health Team, Environmental Health, Community Safety and Wellbeing, Housing, Revenue and Benefits, Planning, Building Control, Legal

**External:** Sussex Police, West Sussex Fire & Rescue Service, Landlords, Letting Agents, National Residential Landlords Association, University of Chichester, West Sussex County Council, Citizens Advice.

**Have you already consulted on / researched the activity?**

In 2022 the Building Research Establishment (BRE) were commissioned to provide data on key private rented sector housing variables for the Council in order to establish whether there was evidence to consider the introduction of additional HMO licensing scheme, Article 4 Directive or selective licensing for either the entire district or specific wards.

A public statutory 10 week consultation took place between 12 June and 20 August 2023, regarding a proposed additional HMO licensing scheme in the wards of River, Hotham and Marine.

The Council's website was used to detail the proposals and provide information and a copy of the consultation document was available.

The Consultation was advertised in local media and social media posts to advise that was taking place and how to participate.

Paper copies of the consultation document and posters showing the details of the proposed scheme were available in the Arun Civic centre and Bognor Regis Town Hall. Paper copies of the consultation document were also available at a number of local libraries within the district.

Students enrolled at the University of Chichester were able to view the consultation document at the University's accommodation office.

Feedback could be provided via an online survey form which was accessible from the Council's website.

Letters/leaflets advertising the consultation were sent to all residents and businesses within the wards of River, Hotham and Marine.

Two landlords forum events took place:

- In person Landlords Forum meeting held at Arun Civic Centre 26 July 2023
- Remote meeting via Zoom, hosted and organised by National Residential Landlords Association (NRLA) 18 August 2023.

A wide portfolio of stakeholders and other people affected by the proposal, as well as internal stakeholders and department have been contacted regarding the consultation, including ward members, Councillors at both district and parish level, local MPs, landlord/property owners in the proposed ward areas and neighbouring ward areas tenants in the proposed ward areas, West Sussex Fire and Rescue Service, Sussex Police, letting and managing agents, the University of Chichester and Bognor Regis College, landlords on the Chichester and Arun Accreditation Scheme, landlord representatives such as the NRLA, local resident associations, Citizens Advice, West Sussex County Council, neighbouring local authorities and general public.

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**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
<b>Age</b> (older / younger people, children)	No	Between the 2011 and 2021 census the average (median) age of Arun residents increased by two years from 47 to 49 years of age. This is a higher than the Southeast whole figure which is 41 and for England which is 40 years. The number of people aged 50 to 64 years rose by around 15.2%, whilst the number of residents between 35 and 49 years fell by 5.8%. The impact of licensing is neutral in terms of age. The licensing scheme provides advice and guidance as well as an enforcement element

		<p>this should be of value to landlords of all ages, especially those who may be concerned about complying with the requirements of the new scheme.</p> <p>Assistance is available by phone and email from Council Officers for those having difficulty using online application or payment systems.</p>
<b>Disability</b> (people with physical / sensory impairment or mental disability)	No	<p>Property licensing is intended to raise the standards of condition and management by landlords of rented properties. Therefore, tenants with a disability should benefit from the licensing regime as there are minimum standards set for amenities and licence conditions relating to the property which landlords must comply with.</p> <p>There is no known impact on landlords who have a disability, except in as much as assistance is available by phone and email from council officer for those having difficulty using on line application and payment systems.</p>
<b>Gender reassignment</b> (the process of transitioning from one gender to another.)	No	<p>There is no known impact on landlords or tenants who have gender re-assignment.</p> <p>The process of requiring a licence will mean that action will be taken to raise the quality of private rented accommodation, resolve hazards and ensure higher standards. The improved standards will be particularly beneficial for the most vulnerable tenants, who perhaps currently live in sub-standard accommodation. These more vulnerable residents often fall into one or more equality groups.</p>
<b>Marriage &amp; civil partnership</b> (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	No	<p>There is no known impact on landlords or tenants due to marriage or civil partnership.</p> <p>The process of requiring a licence will mean that action will be taken to raise the quality of private rented accommodation, resolve hazards and ensure higher standards. The improved standards will be particularly beneficial for the most vulnerable tenants, who perhaps currently live in sub-standard accommodation. These more vulnerable residents often fall into one or more equality groups.</p>
<b>Pregnancy &amp; maternity</b> (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	No	<p>There is no known impact on landlords or tenants due to pregnancy or maternity.</p> <p>The process of requiring a licence will mean that action will be taken to raise the quality of private rented accommodation, resolve hazards and ensure higher standards. The improved standards will be particularly beneficial for the most vulnerable tenants, who perhaps currently live in sub-standard accommodation. These more vulnerable residents often fall into one or more equality groups.</p>



<p><b>Race</b> (ethnicity, colour, nationality or national origins &amp; including gypsies, travellers, refugees &amp; asylum seekers)</p>	<p>No</p>	<p>There is no known impact on tenants due to race. Landlords in providing a service are not allowed to discriminate against tenants or prospective tenants for any protected characteristic including race.</p> <p>There is no known impact on landlords due to race. The licensing scheme provides advice and guidance as well as an enforcement element, and the advice and guidance should be of value to all landlords irrespective of their race.</p>
<p><b>Religion &amp; belief</b> (religious faith or other group with a recognised belief system)</p>	<p>No</p>	<p>There is no known impact on landlords or tenants due to religion or belief.</p> <p>The process of requiring a licence will mean that action will be taken to raise the quality of private rented accommodation, resolve hazards and ensure higher standards. The improved standards will be particularly beneficial for the most vulnerable tenants, who perhaps currently live in sub-standard accommodation. These more vulnerable residents often fall into one or more equality groups.</p> <p>Certain buildings occupied by a religious community are exempt from additional licensing.</p>
<p><b>Sex</b> (male / female)</p>	<p>No</p>	<p>There is no known impact on landlords or tenants due to sex.</p> <p>The process of requiring a licence will mean that action will be taken to raise the quality of private rented accommodation, resolve hazards and ensure higher standards. The improved standards will be particularly beneficial for the most vulnerable tenants, who perhaps currently live in sub-standard accommodation. These more vulnerable residents often fall into one or more equality groups.</p>
<p><b>Sexual orientation</b> (lesbian, gay, bisexual, heterosexual)</p>	<p>No</p>	<p>There is no known impact on landlords or tenants due to sexual orientation</p> <p>The process of requiring a licence will mean that action will be taken to raise the quality of private rented accommodation, resolve hazards and ensure higher standards. The improved standards will be particularly beneficial for the most vulnerable tenants, who perhaps currently live in sub-standard accommodation. These more vulnerable residents often fall into one or more equality groups.</p>
<p>Whilst <b>Socio economic</b> disadvantage that people may face is not a protected characteristic; the potential impact</p>	<p>Yes</p>	<p>The additional licensing scheme applies to the wards of River, Marine and Hotham these are the most deprived areas within the district therefore the scheme will have a positive impact on those tenants who are socio economically disadvantaged. Good quality housing is important for people to achieve their educational and professional potential.</p>

on this group should be also considered		<p>The process of requiring a licence will mean that action will be taken to raise the quality of private rented accommodation, resolve hazards and ensure higher standards. The improved standards will be particularly beneficial for the most vulnerable tenants, who perhaps currently live in sub-standard accommodation. These more vulnerable residents often fall into one or more equality groups.</p> <p>Properties managed by a social landlord are exempt.</p>
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<b>What evidence has been used to assess the likely impacts?</b>
<p>Building Research Establishment report 14 January 2022 and Public Consultation 12 June – 20 August 2023.</p> <p>In addition experience of administering the mandatory licensing scheme which has been in place since 2006 and applies to the whole district and properties occupied by 5 or more, forming 2 or more households and sharing of facilities.</p>

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

<b>Action Plan</b>			
<b>Impact identified</b>	<b>Action required</b>	<b>Lead Officer</b>	<b>Deadline</b>

<b>Monitoring &amp; Review</b>	
<b>Date of last review or Impact Assessment:</b>	

<b>Date of next 12 month review:</b>	
<b>Date of next 3 year Impact Assessment (from the date of this EIA):</b>	

<b>Date EIA completed:</b>	19 September 2023
<b>Signed by Person Completing:</b>	Louise Crane

## Arun District Council

<b>REPORT TO:</b>	<b>Environment Committee – 21 November 2023</b>
<b>SUBJECT:</b>	<b>Air Quality Strategy</b>
<b>LEAD OFFICER:</b>	<b>Karl Roberts, Director of Growth</b>
<b>LEAD MEMBER:</b>	Councillor Sue Wallsgrove
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
<ul style="list-style-type: none"> <li>• Improving the wellbeing of Arun</li> <li>• Supporting our Environment to Support us</li> </ul>	
<b>DIRECTORATE POLICY CONTEXT:</b>	
Air Quality responsibilities within Arun principally rest with the Environmental Health Service. The service vision within the Growth Directorate Plan July 2023 is <i>to protect public health by focusing our work on the quality of what we eat, where we live and work, the air we breathe and the land we stand on.</i>	
<b>FINANCIAL SUMMARY:</b>	
No additional expenditure has been identified as a result of this report.	

### 1. PURPOSE OF REPORT

1.1 To seek adoption of an Air Quality Strategy for Arun.

### 2. RECOMMENDATIONS

2.1 That Committee adopts the Air Quality Strategy.

2.2 That authority is given to the Group Head of Technical Services to make minor and administrative amendments to the Strategy.

### 3. EXECUTIVE SUMMARY

3.1 Local authorities are expected to take proactive action to improve air quality. For Arun, which does not have any Air Quality Management Areas (AQMA), this means developing an Air Quality Strategy setting out the actions that will be taken to improve air quality in our area.

3.2 This report seeks adoption of an Air Quality Strategy for Arun.

## 4. DETAIL

- 4.1 Air quality in the UK has improved significantly in recent decades with a decrease in all five major air pollutants. Between 2010 and 2020 emissions of fine particulate matter (PM2.5) decreased by 18%; emissions of nitrogen oxides (NOx) decreased by 44%; sulphur dioxide (SO<sub>2</sub>) by 70%, non-methane volatile organic compounds (NMVOC) by 14%, and ammonia (NH<sub>3</sub>) by 0.2%. These reductions have produced significant benefits for our health and environment. (Government environmental improvement plan 2023). However, air pollution continues to be the biggest environmental risk to human health, disproportionately affecting those who are already vulnerable.
- 4.2 Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children, the elderly, and those with existing heart and lung conditions. There is also often a strong correlation with equalities issues because areas with poor air quality are also often less affluent areas.
- 4.3 Areas with poor air quality are often less affluent areas. In Arun there are some areas that are within the most 10% deprived areas in England and Arun is the second most deprived district in West Sussex after Crawley.
- 4.4 While emissions from transport continue to decrease, data from 2020 indicates transport is still the source of 41% of NO<sub>2</sub> emissions and 16% of PM<sub>2.5</sub> emissions. Reducing emissions from transport is therefore essential to delivering better air quality.
- 4.5 According to the 2021 Census, Arun has a higher proportion of car ownership than the average for England. It is therefore appropriate to focus on reducing transport related emissions in Arun.
- 4.6 The Government have recently published their revised Air Quality Strategy (2023) and their Environmental Improvement Plan (2023). The air quality strategy has revised the local air quality management framework which Arun follows and now places a new requirement on Local Authorities without air quality management areas to produce an air quality strategy setting out the action that they will take to improve air quality in their area.
- 4.7 Air quality monitoring carried out by the Council continues to indicate that there is good air quality within the District and in particular the air quality objectives for Nitrogen Dioxide (NO<sub>2</sub>) are being met. Thus, it has not been necessary to declare an Air Quality Management Area in Arun District.
- 4.8 Despite pollution levels being generally low in the District road traffic exhaust emissions are the major source, and they have the potential to cause excessive levels of NO<sub>2</sub> when large volumes of road traffic are queuing.
- 4.9 As NO<sub>2</sub> levels are within government targets we have not had to declare an AQMA, but this means we are now required to develop an Air Quality Strategy.



- 4.10 This first Air Quality Strategy sets out the steps already being taken to help improve air quality, as part of the Sussex Air Quality Partnership and specifically within Arun, and the proposed priority areas.
- 4.11 The priority areas for focus within Arun include continuing with existing workstreams such as the NO<sub>2</sub> monitoring programme, amendments to the taxi licensing policy and our work as part of Sussex Air, which can be met within existing resources.
- 4.12 Initial work to determine the feasibility of smoke control areas, investigate use of fixed penalty notice powers relating to idling vehicles, and evaluating options for proactive dust monitoring of large construction sites, would also be carried out utilising existing capacity within the Environmental Health Service. However, the ability to take some of these items forward, for example should it be determined appropriate to introduce a smoke control area or a programme of proactive dust monitoring, may be contingent on identifying additional capacity or resources, such as may be available through Defra grants, or revenues received from fixed penalty notice receipts, as well as support from other stakeholders.
- 4.13 The Air Quality Strategy is provided at Appendix 1 and is recommended for adoption.

## **5. CONSULTATION**

- 5.1 Consultation has taken place with internal stakeholders including Planning Policy, Parking Services, Climate Change and Sustainability, and with external stakeholders, including Sussex Air Quality Partnership, which includes West Sussex County Council and the West Sussex Public Health, and their comments have been incorporated into the strategy as appropriate.

## **6. OPTIONS / ALTERNATIVES CONSIDERED**

- 6.1 Not to adopt an Air Quality Strategy. This would mean that Arun will not comply with its obligations under the local air quality management framework. It would also mean less transparency and accountability in relation to air quality and potentially that this area of work is not given priority.

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

- 7.1 There are no financial implications arising from this report.

## **8. RISK ASSESSMENT CONSIDERATIONS**

- 8.1 Adopting an Air Quality Strategy ensures Arun meets its obligations under the revised air quality management frameworks and importantly sets out the actions that will be taken to improve air quality within Arun.

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

The Local Air Quality Management Framework underpinned by the Environment Act 1995 sets local limits put into place through the Air Quality (England) Regulations 2000 (as amended in 2002). The framework requires relevant local authorities to assess the quality of their air and, if it does not comply with relevant concentration limits, put in place a plan to remedy the problem.

The recently published Air Quality Strategy (2023) and Environmental Improvement Plan (2023) which were recently revised now places a new requirement on all Local Authorities without air quality management plans to produce an air quality strategy setting out the action that they will take to improve air quality in their area by specifying proactive measure they will take in the air quality strategy.

Arun District Council does not currently have any air quality management areas and is therefore required to produce this air quality strategy. Paragraph 4.10 of the report suggests however, that although this is the first Arun Air Quality Strategy (intended to set out the action that Arun will take to improve air quality in the area), Arun in fact is not proposing to do anything differently as air quality monitoring carried out by the Council continues to indicate that there is good air quality within the District, and in particular the air quality objectives for Nitrogen Dioxide (NO<sub>2</sub>) are being met . Thus there are no legal or governance implications arising from this report.

**10. HUMAN RESOURCES IMPACT**

10.1 There are no direct human resource impacts arising from the proposals.

**11. HEALTH & SAFETY IMPACT**

11.1 Air pollution is associated with a number of adverse health impacts. The Air Quality Strategy sets out priorities and actions aimed at improving air quality within Arun, and as such will have a positive impact on health.

**12. PROPERTY & ESTATES IMPACT**

12.1 There are no direct property and estates impacts from the proposals.

**13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

13.1 An Equalities Impact Assessment has been carried out and is provided at Appendix 2 of this report.

13.2 Air pollution particularly affects the most vulnerable in society: children, the elderly, and those with existing heart and lung conditions. There is also often a strong correlation with equalities issues because areas with poor air quality are also often less affluent areas.

13.3 The priority areas identified should have a positive impact on these groups. For example, we currently have a project working with schools across Sussex funded by a Defra grant until early 2024. It is hoped further grant funding will continue for this project. Anti-idling powers could also potentially be focused on schools.

#### **14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

14.1 There are direct links between air quality and environmental impact and climate change and therefore work to improve air quality will also have positive environmental and climate change impacts.

#### **15. CRIME AND DISORDER REDUCTION IMPACT**

15.1 There are no direct impacts to crime and disorder from the proposals.

#### **16. HUMAN RIGHTS IMPACT**

16.1 There are no direct human rights impacts from the proposals

#### **17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

17.1 There are no freedom of information or data protection impacts from the proposals.

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#### **CONTACT OFFICER:**

Name: Joanne Lewis  
Job Title: Senior Environmental Health Officer  
Contact Number: 01903 737 666

#### **BACKGROUND DOCUMENTS:**

Appendix 1 - Air Quality Strategy 2023

Appendix 2 – Equality Impact Assessment

Air Quality Annual Status Reports 2018-2023 [Air quality | Arun District Council](#)

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# Air Quality Strategy

## 2023



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## Executive Summary

Air quality in the UK has improved significantly in recent decades with a decrease in all five major air pollutants. However, air pollution continues to be the biggest environmental risk to human health, disproportionately affecting those who are already vulnerable.

While emissions from transport continue to decrease, data from 2020 indicates transport is still the source of 41% of nitrogen dioxide (NO<sub>2</sub>) emissions and 16% of fine particulate matter (PM<sub>2.5</sub>) emissions in the UK. (Environmental Improvement Plan 2023). Reducing emissions from transport is therefore essential to delivering better air quality.

However, it is also recognised that burning of domestic solid fuels in appliances such as open fires and wood burners is harming local air quality, particularly due to the rise in popularity of wood burners in urban areas.

The Government have recently published their revised Air Quality Strategy (2023) and their Environmental Improvement Plan (2023). The air quality strategy has revised the local air quality management framework which Arun follows and now places a new requirement on Local Authorities without air quality management plans to produce an air quality strategy setting out the action that they will take to improve air quality in their area. Air quality monitoring carried out by the Council continues to indicate that there is good air quality within the District, and in particular the air quality objectives for Nitrogen Dioxide (NO<sub>2</sub>) are being met. Thus it has not been necessary to declare an Air Quality Management Area in Arun but we are now required to produce an air quality strategy.

As well as the ongoing work to improve air quality in the District the Council is committed to the following priority actions set out in this strategy:

1. Work with West Sussex County Council on road improvements, for example through the planning process.
2. Work through the Sussex Air Quality Partnership (SAQP) to seek grant funding and on projects to educate and raise awareness, particularly with schools and community groups

3. Continue with our programme to monitor NO<sub>2</sub> across the district and review sites annually
4. Investigate the feasibility of making some or all of Arun a Smoke Control Area
5. Review the Taxi Licensing Policy and look to consider introducing age and emissions requirements on new vehicle licences
6. Continue work related to the declaration of a climate emergency in January 2020.
7. Investigate the use of powers to require drivers to switch off their engines while their vehicles are parked and to issue fixed penalty notices to those who refuse.
8. Construction dust – Arun has a lot of large construction sites across the district which are frequently the subject of dust nuisance complaints. To address this the Council will consider additional ways to deal with dust nuisance.

## Introduction to air pollution

Air quality in the UK has improved significantly in recent decades with a decrease in all five major air pollutants. Between 2010 and 2020 emissions of fine particulate matter (PM<sub>2.5</sub>) decreased by 18%; emissions of nitrogen oxides (NO<sub>x</sub>) decreased by 44%; sulphur dioxide (SO<sub>2</sub>) by 70%, non-methane volatile organic compounds (NMVOC) by 14%, and ammonia (NH<sub>3</sub>) by 0.2% (Environmental Improvement Plan 2023).

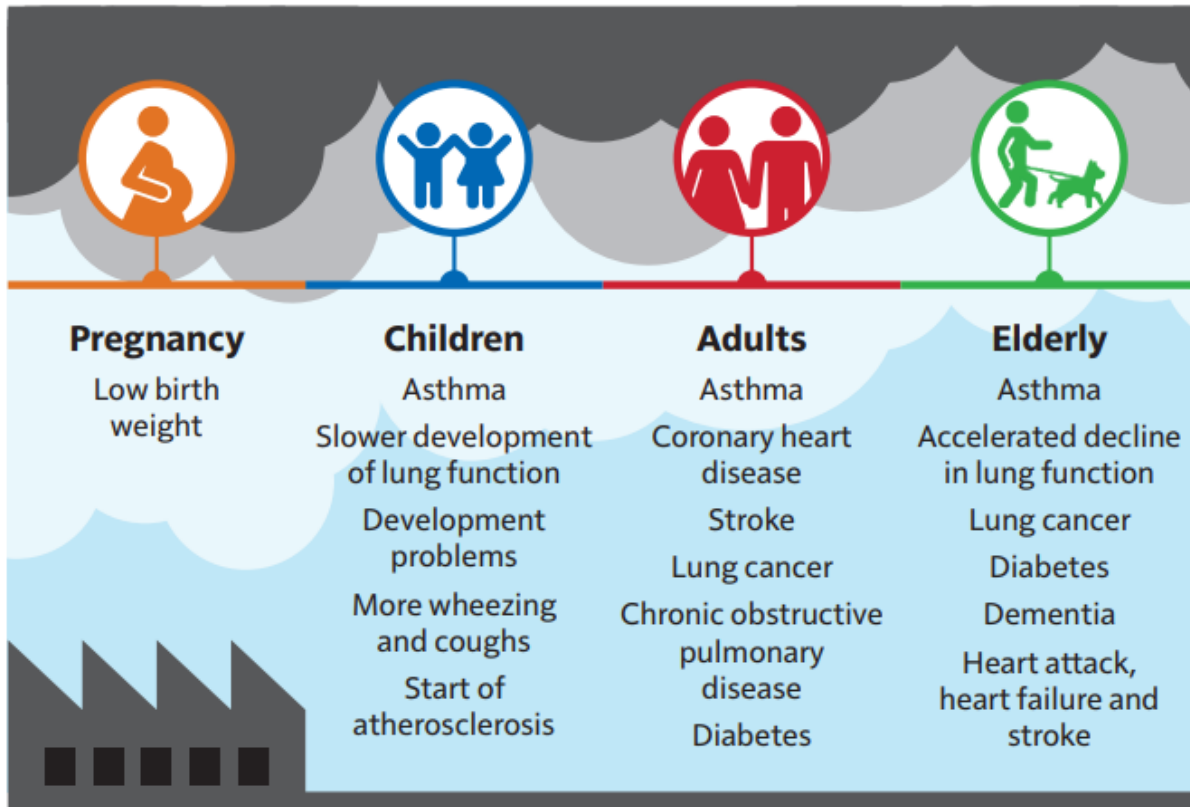
Similarly, NO<sub>2</sub> levels in Arun have remained relatively stable over the last five years with only small fluctuations and a general downwards trend since 2018. These reductions have produced significant benefits for our health and environment. However, air pollution continues to be the biggest environmental risk to human health, disproportionately affecting those who are already vulnerable.

## Health impacts

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution

particularly affects the most vulnerable in society: children, the elderly, and those with existing heart and lung conditions. There is also often a strong correlation with equalities issues because areas with poor air quality are often less affluent areas.

Figure 1 below shows a summary of the effects of air pollution on health across the age groups.



Source: Adapted from Public Health England (2018)<sup>1</sup>

Figure 1. A summary of the effects of air pollution on health (Chief Medical Officer’s annual report 2022).

The mortality burden of air pollution within the UK is equivalent to between 29,000 and 43,000 deaths at typical ages, with a total estimated healthcare cost to the NHS and social care of £157 million in 2017 (Defra and Public Health England quoted in Arun’s ASR).

In Arun in 2010 there were 2061 deaths from all causes in people aged over 25 years, of these, 98 or 4.8% were attributable to particulate air pollution (Data from PHE, Estimating Local Mortality Burdens associated with Particulate Air Pollution 2014).

## Social equity

Areas with poor air quality are often less affluent areas. In Arun there are some areas that are within the most 10% deprived areas in England and Arun is the second most deprived district in West Sussex after Crawley. 6.2% of residents in Arun are universal credit claimants in employment which is greater than the average for England of 5.7% (local insight profile 2022). Additionally, the annual household income in Arun in 2017/18 was below the England average (ONS in Local Insight Profile 2022).

A number of wards in Arun (Marine, Hotham, River, Orchard, Courtwick with Toddington and Rustington East) have a standardized mortality rate above that of England for deaths from respiratory diseases in all age groups. Marine, River and Courtwick with Toddington also have the highest Index of Multiple Deprivation Scores in Arun suggesting that these less affluent areas could be being affected by poor air quality.

## Pollution Sources

### Road traffic pollution

While emissions from transport continue to decrease, data from 2020 indicates transport is still the source of 41% of NO<sub>2</sub> emissions and 16% of PM<sub>2.5</sub> emissions in the UK. (Environmental Improvement Plan 2023). Reducing emissions from transport is therefore essential to delivering better air quality. Emissions from road traffic include exhaust emissions such as nitrogen dioxide – a product of combustion as well as tiny particulate matter from tyre and brake wear.



According to the 2021 Census, Arun has a higher proportion of car ownership than the average for England as show below in Table 1 and 4.15 billion vehicle miles were travelled on roads in West Sussex in 2022 (Department for Transport). It is therefore appropriate to focus on reducing transport related emissions in Arun.

	Arun	England average
Households with 0 cars	16.9%	23.5%
Households with 1 car	42.7%	41.3
Households with 2 cars	29.3%	26.1
Households with 3+ cars	11.1%	9.1%

Table 1. Levels of car ownership in Arun compared to the average for England.

## Domestic Burning

Until recently much of the public information issued about air pollution has been focused on the emissions from road traffic. However, it is now recognized that burning of domestic solid fuels in appliances such as open fires and wood burners is harming local air quality, particularly due to the rise in popularity of wood burners in urban areas.

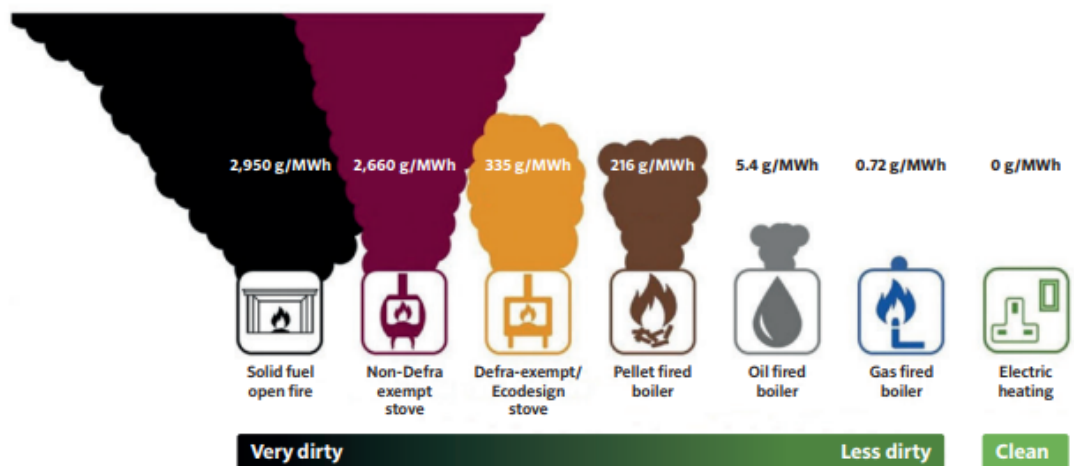
Recent data from Defra suggests that domestic combustion accounted for 16% of primary PM<sub>10</sub> and 27% of primary PM<sub>2.5</sub> emissions in 2021. The burning of solid fuel in nearby homes is regularly cited as a major barrier to opening windows for ventilation. Emissions of PM<sub>2.5</sub> from domestic wood burning increased by 124% between 2011 and 2021 (Defra, Emissions of air pollutants in the UK – Particulate matter).

In the UK, about 1.5 million households burn wood and just under 400,000 households use coal and other solid fuels (Chief Medical Officer’s report). In 2021, 1,010 households in Arun had no central heating (Census 2021) and 6,380 (8.7%) were in fuel poverty in 2020 (OHID Fingertips).

However, although some households depend on this solid fuel burning for space heating, many homes burn solid fuels in conjunction with other space heating methods for heating and for aesthetic purposes, especially in urban areas.

In 2020 a study was carried out to investigate solid fuel burning across Sussex. The results showed that a large majority of respondents (88%) use their stoves to produce some heating, however, over 40% of stove users chose ‘cosy atmosphere’ as a reason or one of the reasons for using a stove, which may mean that a higher than average proportion of stove users in Sussex are ‘recreational’ users. The study also found that the vast majority of wood users ‘season’ their wood by keeping wood in an enclosed store – however the duration of seasoning is unknown and it’s important to encourage a 2-summer seasoning period. [Clean Burning \(sussex-air.net\)](http://Clean Burning (sussex-air.net))

Additionally, the kind of appliance (for example, stove or fireplace), how well it is used and maintained and what fuels it burns all make a big difference to how much pollution is produced. A new efficient appliance will produce much lower emissions compared with an old stove or open fire. Figure 2 shows the difference in PM<sub>2.5</sub> emissions between different appliances.



Note: The air pollution emissions will also depend on the age of the appliance, how it is maintained and used and the fuel burned (for example, dry or wet wood).

The following definitions were used: *Solid fuel open fire*: wood burned in an open fire. *Non-Defra-exempt stove*: wood in a conventional stove. *Defra-exempt/Ecodesign stove*: wood in an advanced/ecolabelled stove. *Pellet fired boiler*: wood in pellet stoves and boilers. *Oil fired boiler*: fuel oil in a medium (>50kWth <1MWth) boiler. *Gas fired boiler*: natural gas in a small (≤50kWth) boiler.

Source: Emission factors taken from EMEP 2019 Guidebook<sup>12</sup> (IA4 small combustion tables). Adapted from the Clean Air Strategy<sup>13</sup> with updated data

Figure 2. The relative PM<sub>2.5</sub> emissions from domestic heating methods.

# The Governments Air Quality Strategy

The Government have recently published their revised Air Quality Strategy (2023) and their Environmental Improvement Plan (2023). The air quality strategy has revised the local air quality management framework which Arun follows and now places a new requirement on Local Authorities without air quality management areas to produce an air quality strategy setting out the action that they will take to improve air quality in their area.

Arun does not currently have any air quality management areas and is therefore required to produce this air quality strategy.

The Environment Act 2021 also set down new targets for air quality, which are laid out below. Whilst these are Government targets, local authorities are expected to work towards achieving them.

## Long term targets:

- By the end of 2040, we will achieve a maximum Annual Mean Concentration Target (AMCT) of 10 micrograms of PM<sub>2.5</sub> or below per cubic metre (µg/m<sup>3</sup>).
- By the end of 2040, we will reduce population exposure to PM<sub>2.5</sub> by 35% compared to 2018 levels.

## Interim targets:

By the end of January 2028:

- The highest annual mean concentration in the most recent full calendar year must not exceed 12 µg/m<sup>3</sup> of PM<sub>2.5</sub>.
- Compared to 2018, the reduction in population exposure to PM<sub>2.5</sub> in the most recent full calendar year must be 22% or greater.

Figure 3. Air Quality Targets from the Environment Act 2021

It is worth noting that the World Health organisation suggests a more ambitious Air Quality Guideline of 5 µg m<sup>-3</sup> as an annual mean for PM<sub>2.5</sub>.

Data from 2020 indicates that, in the UK, emissions from the home, agriculture, industry and transport combined contributed 85% of PM<sub>2.5</sub>, 87% of NO<sub>2</sub> and 90% of NH<sub>3</sub> emissions to the air. Therefore the Government and hence Arun should target our actions at these sources. These are set out in the Delivery plan which forms part of the Governments Environmental Improvement plan and is copied below in Figure 4.

- 1 Reducing emissions in the home** by managing domestic burning, which is the biggest source of emissions of fine particulate matter. Much of these emissions were in urban areas, increasing people's exposure to this harmful pollutant.
- 2 Driving effective local action through local authorities.** They have the legal responsibility and powers to deliver clean air in their areas and so have the greatest power to support the achievement of the population exposure targets.
- 3 Maintaining and improving our regulatory framework for industrial emissions,** which have already reduced significantly.
- 4 Supporting farmers to reduce the impact of ammonia emissions** from agriculture on air quality. They are responsible for 87% of the ammonia emissions in the UK.
- 5 Reducing emissions from cars and other forms of transport** which are still a major source of NO<sub>2</sub> and PM<sub>2.5</sub> emissions.

Figure 4. The Governments Delivery Plan

## An Emphasis on small particulate matter - PM<sub>2.5</sub>

The Government's environmental improvement plan, air quality strategy and the Chief Medical Officers report all set out a relatively new emphasis on tiny particulate matter or PM<sub>2.5</sub> (particulate matter with an aerodynamic diameter of 2.5µm or less).

As detailed in Policy Guidance LAQM.PG22 (Chapter 8), local authorities are expected to work towards reducing emissions and/or concentrations of PM<sub>2.5</sub>. There is clear evidence that PM<sub>2.5</sub> has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

Arun does not currently monitor PM<sub>2.5</sub>, however the Defra background mapping resource identifies the maximum background annual mean PM<sub>2.5</sub> concentration within the district as 10.2 ug.m<sup>3</sup> in 2021. This is below the current objective of 20 ug.m<sup>-3</sup> but slightly above the new target (10 ug.m<sup>-3</sup>) for 2040 and double the World Health Organisation's recommendations of 5 ug.m<sup>3</sup>.

## Air quality in Arun

Air quality monitoring carried out by the Council continues to indicate that there is good air quality within the District, and in particular the air quality objectives for Nitrogen Dioxide (NO<sub>2</sub>) are being met. Thus it has not been necessary to declare an Air Quality Management Area in Arun District.

Despite pollution levels being generally low in the District, road traffic exhaust emissions are the major source and they have the potential to cause excessive levels of NO<sub>2</sub> for example where large volumes of road traffic are queuing.



## Monitoring in Arun

Data collection is through a diffusion tube network, in 2023 there are 26 diffusion tubes located across the district. Their location is regularly reviewed and altered where data or local knowledge indicate a new location should be investigated. The latest monitoring data shows that levels of NO<sub>2</sub> continue to be well beneath the Government objective of 40 ug.m<sup>3</sup> and have decreased slightly since 2018. However, it is also worth noting that the World Health Organisation recommends that levels of NO<sub>2</sub> should be reduced to 10 ug.m<sup>3</sup>. Further details can be found in the annual reports on the Council's website. [Air quality | Arun District Council](#).

## Industrial emissions

The Council currently permits 28 installations across the district, details of which can be found at [Arun | Environmental Health Online Services | Licence Register](#)

All the permits are for Part B activities and all are deemed to be either low or medium risk. The Environment Agency also permits seven installations in Arun, details of which can be found at [Public Registers Online \(data.gov.uk\)](#)

## What is Arun currently doing to improve air quality?

Arun is a member of the Sussex Air Quality Partnership which is made up of officers from all the Local Authorities in Sussex and aims to assist partners in complying with their statutory local air quality management duties and to contribute to improving air quality and health in Sussex.

Local authorities review air quality across their areas to identify any breaches of air quality standards. This has resulted in the declaration of a number of Air Quality Management Areas (AQMAs) in other local authorities in Sussex.

West Sussex County Council, along with districts and boroughs, have reviewed action plans across the county and have developed a joint air quality action plan 'Breathing Better; a partnership approach to improving air quality in West Sussex'. This was updated in 2020 and 2023. [Breathing Better \(westsussex.gov.uk\)](https://www.westsussex.gov.uk)

Annual updates are expected to be reported to the West Sussex Joint Climate Change Board which is chaired by the West Sussex County Council Deputy Leader and Cabinet Member for Environment and Climate change. [Our strategy and commitment - West Sussex County Council](#)

General measures to reduce air pollution and prevent the exceedance of the Air Quality Objective in Arun include:

## Transport

- Working with the county council to install "Cut Engine – Cut Pollution" signs where there are periodic stationary traffic queues at level crossings.
- Working with the county council and assisting with progressing road schemes that will provide congestion relief and local reductions in air pollution via the planning process. For example, the opening of the A259 Angmering – Littlehampton improvements and cycle facilities such as the Findon Valley to Findon Village route.
- The council has adopted a flexible approach to working from home and in line with this, one of the priorities in the Council's Carbon Neutral Strategy encourages the use of active travel, public transport or car sharing to staff who choose to return to the office.

- Similarly, staff travelling for business purposes are encouraged to use public transport, active transport or virtual meetings before using petrol/diesel cars.
- The Sussex Air Quality Partnership (SAQP) bid for funds to cover projects which included upgrading the exhausts of buses serving Brighton & Hove and surrounding Districts (one route runs into Arun) to reduce the emissions they produce.

## Healthy and active

- Arun supports the promotion of sustainable travel and active travel to work by staff, contractors and partners - an interest free loan scheme for the purchase of a bicycle is available to staff and councillors to encourage the use of bicycles to travel to and from work, and on council business where appropriate.

## Electric Vehicle's

- To support the Council's vehicle fleet transition to electric vehicles, a total of ten electric vehicle charge points have been installed in Arun District Council depots, including four at Harewood Road and six at the Civic Centre.
- The Council has worked with other District and Boroughs and the County Council to adopt an Electric Vehicle Strategy, establish a partnership and appoint a concession contractor to install, operate and maintain a network of on and off-street EV chargepoints. Chargepoints in phase 1 became operational in 2023 with Phase 2 locations being consulted on in 2023.
- The Council's vehicle fleet has been reduced to 16 vehicles (from 21), 14 new electric vehicles have been delivered in 2023.
- The Sussex Air Quality Partnership (SAQP) ran a project with taxi operators in West Sussex to facilitate a transition to electric vehicles. [Sussex-air :: Promoting better Air Quality in Sussex :: sussex-air.net :: Air Quality Guidance Planning](#)

- The Council will look to encourage alternative methods for business travel to help reduce emissions related to vehicles. This could include electric vehicle pool cars, electric bikes for staff/members and supporting staff/members to travel with public and active transport where possible.

## Domestic Burning

- Initial research into declaring all or some of the district as a Smoke Control Area was carried out in 2022. If this were progressed it provides additional controls and enforcement options when smoke is emitted from a chimney and controls the sale of unauthorised fuels.
- Every winter the Council promotes Clean Burn Sussex via its website and social media channels. [Clean Burning \(sussex-air.net\)](https://www.sussex-air.net)
- In 2023 the Sussex Air Quality Partnership (SAQP) submitted a bid to Defra in partnership with Global Action Plan for a grant to improve knowledge and information about domestic burning and to create a connection between indoor woodburning, air pollution and its harm to health.

## Planning

- Policy QE DM3, of the Arun Local Plan shown below sets out the planning requirements related to air pollution.

### Policy QE DM3

#### Air pollution

All major development proposals will be required to assess the likely impacts of the development on air quality and mitigate any negative impacts by:

- a. Ensuring the development is located within easy reach of established public transport services;
- b. Maximising provision for cycling and pedestrian facilities;
- c. Encouraging the use of cleaner transport fuels on site, through the inclusion of electric car charging points; and
- d. Contributing towards the improvement of the highway network where the development is predicted to result in increased congestion on the highway network.

Development proposed nearby any Air Quality Management Area (AQMA) declared within the District within the Plan period, will require an air quality assessment to identify likely impacts of development upon the designated area. Developers will be required to ensure delivery of the actions set out within any Air Quality Action Plan.

Industrial development which is regulated by environmental permits (that creates or results in dust, smell, fumes, smoke, heat, radiation, gases, steam or other forms of pollution) must be located in such a position which ensures that the health, safety and amenity of users of the site or surrounding land is not put at risk and the quality of the environment would not be damaged or put at risk.

Developments shall also be consistent with all other Local Plan policies.

Figure 5. Planning Policy QE DM3 of the Arun Local Plan

- Using the Sussex Air Quality Partnership (SAQP) guidance, Arun District Council will require an air quality assessment and appropriate mitigation where necessary in line with Planning Policy QE DM3 above.
- Environmental health works closely with Planners and other agencies to ensure appropriate mitigation measures are implemented for new developments and due consideration is given to Air Quality issues during both construction and operation of new developments. The Sussex Air Quality Partnership (SAQP) Planning Guidance is used for major developments.
- Requiring dust control in Construction Management Plans for developments through the planning consultation process according to the merits of individual sites
- Publication of a guidance document for small scale construction sites which includes dust control advice [Construction Code of Practice \(arun.gov.uk\)](http://www.arun.gov.uk)



- Responding to complaints of dust nuisance using investigation and enforcement powers through Environmental Protection legislation.

## Education and raising awareness

- Increasing the availability of air quality information and incentivising people to change their travel behaviour via websites and social media.
- The Sussex Air Quality Partnership (SAQP) website has information on clean burning to raise awareness of the health and environmental impact of burning solid fuels and reduce emissions of particulates and the AirAlert service. [Sussex-air :: Promoting better Air Quality in Sussex :: sussex-air.net :: Home](http://sussex-air.net)
- Delivery of the SAQP, Defra funded intervention programme into primary and secondary schools. The project employed Sustrans to deliver the programme, aiming to raise awareness of air quality issues.
- Work with WSCC to promote sustainable transport - “Travelwise” schemes to include more car share schemes and alternatives to the car, promotion of school and work travel plans, development and promotion of cycle routes.

## Climate change and air quality

The Council declared a climate emergency in 2020 and set a target to become carbon neutral by 2030 across all of its scope 1, 2 and 3 emitters. Additionally, as part of the Council’s green agenda a number of other reports have been provided:

- 1) Arun’s [Carbon Neutral Strategy](#) – this sets the direction of travel for the Council and provides an outline on the major emitters
- 2) Arun’s [Climate Change and Biodiversity Work Plan](#) – this provides details on the current list of projects that are being considered or undertaken by the Council to reduce environmental impacts.

Though climate change is not fully focused on improving air quality, many actions will share a co-benefit of reducing air pollution and improving the air we breathe.

## Priority actions for the future

1. Work with West Sussex County Council on road improvements for example through the planning process.
2. Work through the Sussex Air Quality Partnership (SAQP) to seek grant funding and on projects to educate and raise awareness, particularly with schools and community groups
3. Continue with our programme to monitor NO<sub>2</sub> across the district and review sites annually
4. Investigate the feasibility of making some or all of Arun a Smoke Control Area.
5. Review the Taxi Licensing Policy and consider introducing age and emissions requirements on new vehicle licenses
6. Continue work related to the declaration of a climate emergency in January 2020, specifically encouraging active travel by updating planning policies regarding road infrastructure, reviewing the vehicles it lease's and aiming to change to 100% electric fuelled vehicles. [Climate change | Arun District Council](#)
7. Investigate the use of powers under Regulation 98 of the Road Vehicles (Construction and Use) Regulations 1986 and Regulations 12 and 13 of the Road Traffic (vehicle Emissions) (Fixed Penalty) (England) Regulations 2002 to require drivers to switch off their engines while their vehicles are parked and to issue fixed penalty notices to those who refuse. This could be targeted at areas around schools and level crossings, particularly those in areas that have higher pollution levels or increased deaths from respiratory conditions.
8. Construction dust – Arun has a lot of large construction sites across the district which are frequently the subject of dust nuisance complaints. To address this the Council will consider additional ways to deal with dust nuisance such as:

- a. Adoption of supplementary planning guidance for the control of dust and emissions from construction and demolition.
- b. Adoption of a code of construction practice, including minimum emission standards for non-road mobile machinery used in construction.
- c. Set up minimum emissions standards for equipment used by Council contractors.
- d. Investigate methods for dust monitoring around large construction sites.

## What can you do to help improve air quality?

We all need to play a part in reducing air pollution. Please consider whether you can do any of the following:

- Walk or cycle on shorter journeys
- Join a car-sharing scheme – see [West Sussex Car Share community - part of the Liftshare network](#)
- Turn your engine off when you're not moving
- If you know anyone with asthma or other breathing difficulties, let them know about "airAlert" [Sussex Air Quality Service for Sussex - Sussex-air :: Promoting better Air Quality in Sussex](#)
- Find out from your child's school about available travel options for getting to school
- Consider switching to a less polluting vehicle next time you change your car. For example: [Green cars UK - Guide to low emission cars - Next Green Car](#)
- Make use of the Energise network's electric vehicle charging points in the District [Map of charging points for electric car drivers in UK: Zap-Map](#)

- Consider whether you need to burn solid fuels to heat your home
- Review guidance on how to burn solid fuels to reduce air pollution [Open fires and wood-burning stoves - a practical guide \(defra.gov.uk\)](https://www.defra.gov.uk/energy/wood-burning-stoves-a-practical-guide)

## References and useful information

[Chief Medical Officer's Annual Report 2022 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

[Air Quality Strategy - Framework for local authority delivery \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

[Environmental Improvement Plan \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

[Road traffic statistics - Local authority: West Sussex \(dft.gov.uk\)](https://dft.gov.uk)

Public Health England. Air Quality: A Briefing for Directors of Public Health, 2017 in [Air Quality Annual Status Report 2023 \(arun.gov.uk\)](https://arun.gov.uk)

Defra. Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006 [Air Quality Annual Status Report 2023 \(arun.gov.uk\)](https://arun.gov.uk)

[Air quality | Arun District Council](#)

[Local Health - Office for Health Improvement and Disparities - Indicators: maps, data and charts](#)

Estimating Local Mortality Burdens associated with Particulate Air Pollution 2014 [PHE-CRCE-010 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Local Insight Profile for Arun District area. [www.ocsi.co.uk](http://www.ocsi.co.uk)

[Emissions of air pollutants in the UK – Particulate matter \(PM10 and PM2.5\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[LAQM-Policy-Guidance-2022.pdf \(defra.gov.uk\)](https://defra.gov.uk)

[Sussex-air :: Promoting better Air Quality in Sussex :: sussex-air.net :: Home](http://sussex-air.net)

[Clean Burning \(sussex-air.net\)](http://sussex-air.net)

[clean-air-for-cornwall-strategy-web.pdf](#)

[Air Quality Strategy Proof 01.05.19.pdf \(wiltshire.gov.uk\)](https://wiltshire.gov.uk)



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## EQUALITY IMPACT ASSESSMENT

<b>Name of activity:</b>	Air Quality Strategy	<b>Date Completed:</b>	4/10/2023
<b>Directorate / Division responsible for activity:</b>	Technical Services	<b>Lead Officer:</b>	Neil Williamson
<b>Existing Activity</b>		<b>New / Proposed Activity</b>	X
		<b>Changing / Updated Activity</b>	

### What are the aims / main purposes of the activity?

To establish an Air Quality Strategy for Arun

### What are the main actions and processes involved?

Seek approval for a Strategy which establishes priority actions for Air Quality within Arun.

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

The public and visitors to Arun. The main stakeholders are internal services, such as planning policy, and external stakeholders include Sussex Air, and neighbouring local authorities.

### Have you already consulted on / researched the activity?

Consultation with Sussex Air (this includes County and District Councils, West Sussex Public Health), Planning Policy and Sustainability at Arun.

### 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
<b>Age</b> (older / younger people, children)	<b>Yes</b>	Positive impact – Air pollution particular affects the most vulnerable in society and the strategy will potentially ensure greater protection is afforded to them
<b>Disability</b> (people with physical / sensory impairment or mental disability)	<b>No</b>	
<b>Gender reassignment</b> (the process of	<b>No</b>	

transitioning from one gender to another.)		
<b>Marriage &amp; civil partnership</b> (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	<b>No</b>	
<b>Pregnancy &amp; maternity</b> (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	<b>No</b>	
<b>Race</b> (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	<b>No</b>	
<b>Religion &amp; belief</b> (religious faith or other group with a recognised belief system)	<b>No</b>	
<b>Sex</b> (male / female)	<b>No</b>	
<b>Sexual orientation</b> (lesbian, gay, bisexual, heterosexual)	<b>No</b>	
Whilst <b>Socio economic</b> disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	<b>Yes</b>	Positive impact – areas with poor air quality are also often less affluent areas and the air quality strategy should potentially result in positive impacts.

**What evidence has been used to assess the likely impacts?**

Technical and public health knowledge of the Environmental Health team, and recognised sources of research.

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

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:	4/10/2023
Signed by Person Completing:	N. Williamson

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## Arun District Council

<b>REPORT TO:</b>	<b>Environment Committee, 21<sup>st</sup> November 2023</b>
<b>SUBJECT:</b>	<b>Variation to Parking Fees</b>
<b>LEAD OFFICER:</b>	<b>Karl Roberts, Interim CEO and Director of Growth</b>
<b>LEAD MEMBER:</b>	Councillor Sue Wallsgrove
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
<p>Car parking fees 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>To seek to identify the best way of using the Council's car park assets to deliver the Arun Council Vision 2022-2026 aims:</p> <ul style="list-style-type: none"> <li>• Fulfilling Arun's economic potential</li> <li>• Supporting our environment to support us.</li> </ul>	
<b>DIRECTORATE POLICY CONTEXT:</b>	
<p>The Off-Street Parking Strategy 2021-2026 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.</p> <p>This report sets out proposed car parking fee options for Committee to select from and agree, alongside amendments to Arun District Council's Parking Order.</p>	
<b>FINANCIAL SUMMARY:</b>	
<p>The fee option proposals are outlined in Appendix 1. The preferred Option B would yield additional income of approximately £230,00 per annum less a one-off cost of £50,000 in respect of a feasibility review and implementation costs.</p>	

### 1. PURPOSE OF REPORT

- 1.1 To seek the Committee's agreement to one of the fee options set out in Appendix 1.
- 1.2 To seek the Committee's agreement to the proposed changes to Arun District Council's Parking Order.
- 1.3 To seek the Committee's agreement to commission consultants to undertake a review of the Council's Parking Services that will make recommendations for Committee to consider in future. Furthermore, to set out the proposed scope of

the review. The purpose of the review itself is to seek recommendations on how the Council's car park assets can best contribute to the delivery of the Council's Vision directly through service provision, and indirectly by generating revenue to support the revenue needs of parking services.

## **2. RECOMMENDATIONS**

- 2.1 It is recommended that the Committee agrees:
- 2.2 To introduce parking fee option B with effect from 01 April 2024.
- 2.3 To delegate to the Group Head of Technical Services to advertise, consider representation and determine the following proposed amendments to the Parking Order:
  - a. To agree the redefinition of all short and long stay car parks as 'town centre' car parks.
  - b. To agree to the addition of Eldon Way car park to Arun District Council's Parking Order and the associated charging tariff as set out in Appendix 1.
  - c. To agree the installation of parking ticket machines within the three free car parks operated in partnership with Middleton-On-Sea and Felpham Parish Councils.
  - d. To agree the cessation of refunds issued for the cancellation of virtual parking permits for Arun District Council car parks.
- 2.4 To delegate authority to the Group Head of Technical Services to introduce and revise annually an administration fee for road closures based on the cost recovery principal.
- 2.5 To undertake a feasibility assessment for the installation of a solar canopy in Mewsbrook car park.
- 2.6 To the development of a plan for improving and introducing fees to the car park to the rear of the Bluebird Café, Ferring Rife, Ferring.
- 2.7 That a Parking Services Review be commissioned, and its scope as set out in paragraphs 4.17 – 4.30.

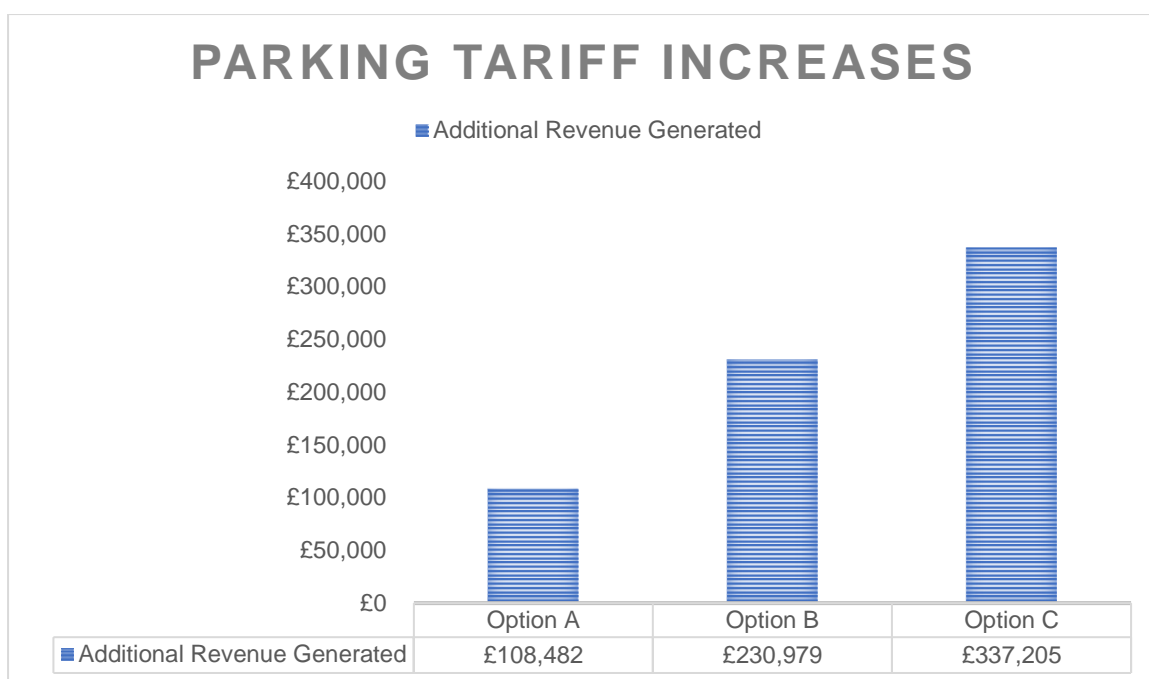
## **3. EXECUTIVE SUMMARY**

- 3.1 Annual review of the Council's Car Park fees in accordance with the Off-Street Parking Strategy and allied service development proposals.

#### **4. DETAIL**

- 4.1 The Council operates 28 pay and display car parks, 3 in shared ownership, 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 currently 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 parking 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 three 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.
- 4.4 The Council's Off-Street Parking Strategy 2021-2026 established the vision for the Council's Parking Service: "We will provide safe, well-maintained car parks that meet the needs of residents, shoppers and visitors to Arun, providing support for economic growth, promoting a sustainable environment and creating a positive parking experience." This report seeks authority to commission a review of the Council's Parking Services to obtain specific recommendations on how to deliver this vision and the elements within the strategy:
- Appropriate management and charging structures to support vitality and economic growth;
  - Providing safe parking;
  - Investment to provide well-maintained car parks;
  - Promoting a sustainable environment;
  - Providing support for economic growth, and;
  - A positive parking experience.
- 4.5 Consequently, three car parking fee options have been prepared from which the Committee is asked to select. The fees 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.

- i. Option A delivers the smallest increase in revenue for the Council. This has been achieved by increasing fees overall by 5%. This represents a below inflation increase and thus would represent a real term cut in income.
- ii. Option B delivers a medium increase in revenue, and this has been realised with detailing higher increases, broadly in line with inflation (10%) across fees overall.
- iii. Option C delivers the highest increase in revenue, with higher increases across all fees. This has been based on inflation plus 5%, for a 15% increase in fees overall.



4.6 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 24/25 in line with the corporate charging principles.

4.7 To introduce the charging of an administration fee for road closures. Road closures can be applied for through the Arun District Council website and the process is currently free to applicants. Throughout 2022/ 2023, Arun District Council issued orders for 51 road closures and 19 street parties. This figure does not include the applications that were reviewed and rejected. The process of reviewing and processing an application takes on average 4 staffing hours. After bench marking, there are various costs across Districts & Boroughs in West Sussex for road closures. The average cost is approx. £98 per road closure. Applications for street parties would remain free under the charging proposal. If Arun District Council introduced charging for road closures, based on last year's figures, an additional £4,998 in income would be generated. The proposed change would be to charge a fee of £98 during the application process to cover the administration costs and software subscription fees incurred by Arun District Council to review and process applications. It is considered that

this is encompassed under the previously granted delegated authority to the Group Head.

- 4.8 Proposed amendments to Arun District Council's Parking Order have also been prepared to assist in regularising operational matters. The changes proposed are set out in paragraphs 4.8 – 4.11.
- 4.9 To redefine all short and long stay car parks as 'town centre' car parks. Arun District Council currently only have 2 long stay car parks, alongside a coach & lorry park. As these two car parks have different charging fees, it is proposed to redefine all short and long stay car parks as 'town centre' car parks with standardised fees. The only exceptions would be London Road and Fitzleet multi-storey car parks, as they currently have separate lower charging structures. This will create a much simpler breakdown of car parks available; town centre, seasonal or free.
- 4.10 Arun District Council, in partnership with Felpham and Middleton-On-Sea Parish councils, operate 3 free car parks in Felpham and Middleton-On-Sea. Currently, there is no mechanism for obtaining data regarding the usage of these car parks as customers can park for free for up to 24 hours in one period. Currently, Arun District Council are unable to enforce against vehicles which exceed the 24-hour parking limit, resulting in vehicles being abandoned within the car parks or vehicles remaining in situ for prolonged periods of time, reducing amenity. The proposed amendments to the Parking Order would include the installation of parking ticket machines within the free car parks, alongside the implementation of a no return period. Visitors to the car parks would not be required to pay for parking but would be required to obtain a ticket for free parking from the parking ticket machine. Once obtained, visitors would be required to display the ticket on the dashboard of their vehicle. Any vehicles not displaying a valid free parking ticket would be issued with a Penalty Charge Notice. This would enable Arun District Council to gather quantifiable data regarding the usage of the car park and to ensure that abandoned vehicles are identified at an early stage. Parking Services currently have spare Pay & Display machines ready to install within the car parks. Alongside the introduction of machines within the car park, the proposed changes include introducing a no return period within the free car parks. Thus, ensuring that Arun District Council can take enforcement action against motorists abusing the car parks and to remove abandoned vehicles in a timelier manner. It is also considered that introducing the requirement to obtain a parking ticket, alongside the introduction of a no return period, will discourage 'long stayers' within the free car parks, enabling greater availability of parking spaces.
- 4.11 To add Eldon Way, Wick, to Arun District Council's Parking Order as a car park managed and operated by Arun District Council. Following the completion of the K2 Keystone Centre in Eldon Way, Arun District Council will undertake operational and management duties relating to the adjacent car park. Visitors to the centre will be able to obtain 4 hours free parking, after which parking will be chargeable. Visitors will be asked to log their vehicle registration details on a Pod located within the centres' foyer. A Pay & Display machine will be located at the entrance to the car park for visitors to pay for additional parking if required. Charges will apply from 8am – 8pm throughout the year, including bank



holidays. No motorhomes will be permitted, and overnight parking will be free. Tickets purchased after the charging hours will be valid from 8am the following morning. All other rules and regulations within the car park will be synonymous with other Arun District Council car parks, in line with the existing terms within the Parking Order. The proposed fees have been included in Appendix 1.

- 4.12 To include a term within the Parking Order that upon cancellation of any purchased virtual permit for any reason, any and all unused amount of time remaining will be forfeited. No refunds will be provided for any amounts already paid to Arun District Council. All sales and fees paid are final. This does not affect consumers statutory rights.
- 4.13 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 (Lido) car park in Arundel. That car park is leased by the Arundel & Downland Community Leisure Trust. ADC receive a management fee for carrying out enforcement in that car park.
- 4.14 The recommendations seek Committee's agreement to undertake a feasibility assessment for the installation of a solar canopy within Mewsbrook car park. The purpose of the assessment would be to establish the viability and value of installing a solar canopy within the car park. Electricity generated at this location could help support the Council's leisure service contractor with cheaper and less volatile energy costs. Any installation of a solar canopy within Mewsbrook car park would support Arun District Council's Carbon Neutral Strategy 2022-2030. If successful, other car parks within the district could be considered for a solar canopy. Furthermore, minimal space is required to install a solar canopy. The canopy would be installed over pre-existing bays and no additional space within the car park would be required or lost. Additionally, they not only help to generate power whilst improving Arun District Council's environmental image, but they also offer protection from precipitation as well as offering shade to those parking in the spaces underneath, ensuring vehicles stay cooler during the summer months. This is particularly important as average summer temperatures continue to rise.
- 4.15 The recommendations also seek Committee's approval to developing a plan for the improvement of the car park to the rear of the Bluebird Café in Ferring. Currently, part of the car park is owned by Arun District Council and the ground consists of uneven gravel, which is prone to ponding of rainwater which reduces its amenity and restricts access to the public toilets. The car park is heavily utilised during the summer months, and this is having a detrimental impact of the current surface of the car park. The plan would include resurfacing Arun District Council's part of the car park to create a more even surface for visitors to the beach and café. In addition, the opportunities to improve the drainage on site would be assessed and in an attempt to reduce the effects of ponding of rainwater. Part of the development plan would include investigating the possibility of the installation of a Pay & Display machine within the car park and the introduction of parking charges. Income generated would offset Arun District Council's operational and maintenance costs as well as the improvement works. Discussions will also take place with the owners of the adjoining sections of the car park regarding the possibility of creating a more comprehensive solution.

The plan and recommendations would then be presented to the Environment Committee for their decision on whether to proceed.

- 4.16 Additionally, in November 2021 the Environment Committee approved an Off-Street Parking Strategy which established the Parking Services vision. It is proposed that to inform how the Council's vision, and the Parking Services vision is best delivered, a review be commissioned to make recommendations. The recommendations would then be presented to the Environment Committee for their consideration.
- 4.17 The proposed scope of the review is set out as follows:
- 4.18 Review the Council's current use of technology and identify and make recommendations on relevant opportunities for new use of technology including but not limited to for example automatic number plate recognition and sensors that assist with enforcement, monitoring and managing capacity and usage including free car parks, payment methods etc.
- 4.19 How to make best use of the car park assets to support delivery of the Council's Vision.
- 4.20 How to increase revenue from the assets whilst also facilitating economic development and the interests of other stakeholders.
- 4.21 Analyse current usage of existing car and coach parks to establish current levels of demand.
- 4.22 Forecast how demand will change over the next 15 years.
- 4.23 Use the usage analysis and future demand forecasting and an appraisal of the sites' development potential to make recommendations on our parking capacity, and whether there are viable opportunities for acquisition of new sites or disposal and/or development of existing sites.
- 4.24 Benchmarking of parking services, charging levels and revenues against neighbouring Council areas.
- 4.25 Engaging with key stakeholders including as a minimum all town and relevant parish councils, West Sussex County Council, Arundel Chamber of Commerce, Bognor Regis BID, Littlehampton Town Centre Action Group, Bognor Regis Regeneration Board, Butlins, Harbour Park, Chichester University, Freedom Leisure, Arundel & Downland Community Leisure Trust, and coach operators.
- 4.26 Make recommendations about how the Council's car parks can contribute to delivering the Council's Carbon Neutral Strategy 2022 -2030.
- 4.27 The usage analysis and forecasts, benchmarking and stakeholder input to help inform recommendations on optimal charging structures for each car park. The scope of this to consider all concessionary, permit and disc parking schemes, hours and levels of charging.

- 4.28 Designing a methodology for reviewing future years charging levels, ensuring the scope of charging is both practical and effective in increasing revenue to the organisation whilst supporting economic growth.
- 4.29 Consider the existing coach parking/drop-off facilities and recommend what type, scale and location of facilities should be provided by the Council in the future.
- 4.30 Review the condition, layout and use of space to optimise revenue, design, accessibility and safety in line with the guidance from the British Parking Association.

## **5. CONSULTATION**

- 5.1 The proposed fee 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 fees must be advertised in the press and at the car parks for at least 21 days prior to their introduction on 1st April 2024.
- 5.2 Arun District Council proposes to vary the Arun District Council (Off-Street Parking Places) (Civil Enforcement and Consolidation) Order 2010 (Amendment No.1) Order 2022 under the provisions of Section 35C of the Road Traffic Regulation Act 1984, the effect of which will be to allow the proposed changes to the Parking Order as set out above.
- 5.3 As part of the proposed increase of Arun District Council's fees, West Sussex County Council must be consulted. West Sussex County Council must be made aware of any changes which may affect users of on-street parking, for which they are responsible. West Sussex County Council have provided the following comments.
  - a. There is a risk that off-street tariff increases will lead to displacement of vehicles on-street and so it would be in the interests of both authorities to monitor displacement. If issues arose on-street, there is an established mechanism for CPZ/TRO requests, and these can be found on the WSCC Parking Pages.
- 5.4 As part of the proposed increase of Arun District Council's fees, we have also consulted with the Arundel & Downland Community Leisure Trust in relation to Fitzalan Pool (Lido) car park in Arundel.
  - a. Arundel & Downland Community Leisure Trust have decided to maintain their current charges.
- 5.5 In addition, both Middleton-On-Sea and Felpham Parish Councils have been consulted regarding the proposed changes within the free car parks. Middleton-On-Sea Parish Council's comments are summarised below. Felpham Parish Council are not due to hold a full Council Committee meeting until 7<sup>th</sup> November 2023.

- a. Middleton-On-Sea Parish Council oppose the introduction of a free parking ticket machine and a no-return period describing it as counterproductive, unnecessary, bureaucratic and self-defeating and citing the following concerns:
  - i. Residents, many are elderly or infirm use the car park when accessing the pharmacy, local shops and Health Centre. They would be required to walk to a machine to get a ticket and then walk back to their car and walk again to where they wish to go – this will cause drivers to park outside of the shops on no parking areas. There is no enforcement in place to stop them.
  - ii. The Parish Council is trying to encourage residents and visitors to use the free car park. These proposals will not allow this to happen.
  - iii. We could have an unused car park with drivers parking on zig-zag lines by pedestrian crossings causing accidents.
  - iv. The car park works without bureaucratic interference, who is ensuring people get a ticket, who is going to ensure that they do not come back within a designated time period. Who will pick up all the tickets that will be thrown away in the car park.
  - v. What about anti-social behaviour and the possible abuse of ticket machine

5.6 If Committee agree that a service review should be commissioned, the specification will require the Reviewer to engage with and seek the views of all key stakeholders including Town/Parish Councils, West Sussex County Council, Safer Arun Partnership and Bognor Regeneration Board. These views will be considered by the Reviewer when preparing their recommendations.

## **6. OPTIONS / ALTERNATIVES CONSIDERED**

6.1 The three fee options are attached in appendix 1. Each option will provide the Council with additional income to support its financial position, though option A represents real terms cut in income.

6.2 Not to agree an increase in parking charges. Car Parking fees are one of the Councils largest sources of revenue. Charges for many other (unrelated) charges are only permitted on a cost recovery basis or have significant lead times. If the Committee does not agree to increase the parking charges as set out in the appendix 1, additional savings will need to be identified which will diminish the ability of the Council to deliver on its agreed vision aims.

6.3 Not to agree the proposed changes to the Parking Order, details of which are set out below:

- a. Not to agree the redefinition of the car parks. Presently, the definition short and long stay car parks is confusing as all car parks contain similar tariffs. By keeping the current definitions, the length of stay for customers would be confusing as there is minimal difference between the long and short stay car parks and tariffs.

- b. If Committee does not agree to add Eldon Way to the Parking Order and approve the associated tariff for the car park, significant challenges will be presented in Arun District Council's ability to effectively manage the car park. This includes the operation of any parking enforcement to ensure the car park is utilised by visitors to the centre and not residents and others within the locality.
  - c. Not to agree the proposed amendments regarding the introduction of Pay & Display machines in the three car parks operated in partnership with Felpham and Middleton-On-Sea Parish Council. There are challenges surrounding enforcement within the three car parks as visitors are not required to display a ticket for their stay. This is resulting in officer time being utilised for the management of abandoned and long staying vehicles. Arun District Council is also unable to quantify the usage of its car parks and the contribution it makes to the provision of free parking in these areas.
  - d. Not to agree to the changes to cancellations and refunds of virtual permits for Arun District Council car parks. Revenue and budgets are calculated based on the number of permits sold. By processing refunds for remaining months this makes the budgeting process more challenging and adds administration costs.
- 6.4 Not to undertake a review of Parking Services. Opportunities for using these assets to deliver Council Vision aims and opportunities for revenue generation may go unrealised.
- 6.5 Undertake an internal review. There is currently insufficient capacity within the Council to undertake the review.

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

- 7.1 The financial implications of the proposals in this report will generate additional income per annum of between £108,000 and £337,000, depending on which Option Members decide to adopt. All options will reduce by a one-off implementation cost of £50,000. Each proposal is additional to the current revenue budget base.

## **8. RISK ASSESSMENT CONSIDERATIONS**

- 8.1 The following risks and mitigations have been identified in relation to the increase of parking tariffs and proposed changes to the Parking Order:
- a. Risk of negative economic impact and possible fall in town centre visitors. The Council are still offering 2-hour free parking schemes within the two principal town centres and the costs of parking in our town centres remains very competitive within the West Sussex area.

- b. Risk of negative economic impact and possible fall in applications for road closures. Applications for street parties will remain free and the proposed cost for road closures remains competitive within the West Sussex area.
- c. Risk of reduced usage of the 3 free car parks in Felpham and Middleton-On-Sea due to the introduction of the requirement to obtain a ticket. The proposals ensure that the car parks remain free, whilst allowing Arun District Council to obtain usage data and deter misuse of the car parks.

8.2 The following risks and mitigations have been identified regarding the proposed Parking Services Review.

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

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

9.1 Committee is asked to make a series of decisions and to choose from three options for variation of Parking Charges. There are no specific legal implications and any issues arising from the discussion of the options will be provide to committee at the meeting.

## **10. HUMAN RESOURCES IMPACT**

10.1 The proposals do not have Human Resource Implications relating to the changes to the fees or Parking Order.

10.2 There is insufficient internal capacity to undertake the proposed review.

10.3 Commissioning an external review will have no adverse impact on internal capacity to continue to deliver the existing services.

## **11. HEALTH & SAFETY IMPACT**

11.1 There are no direct health and safety impacts from the proposals regarding the variation to the parking fees or the amendments to the Parking Order.



- 11.2 Any recommendations by the review regarding future design or layouts must have regard to the British Parking Association guidance and be appropriately risk assessed.
- 11.3 There are no direct health and safety impacts from proposals for a feasibility study into providing a solar canopy at Mewsbrook carpark, however there will be health and safety requirements to be consider should this proceed to installation.

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

## **13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

- 13.1 The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions to have due regard to:
- a. The need to eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by or under the Equality Act 2010,
  - b. The need to advance equality of opportunity between persons who share protected characteristics and those who do not; and
  - c. Foster good relations between those who have protected characteristics and those who do not.

- 13.2 Note: 'Protected characteristics' are age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.
- 13.3 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.
- 13.4 An equality Impact assessment has been undertaken which identifies that there is a financial impact on almost all users of our car parks and our permit holders. 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.
- 13.5 The EIA for the review identifies positive impacts for the following protected groups:
- a. Age – any vulnerable person, regardless of age will be able to access suitable parking for their needs.
  - b. Disability – any person with a disability, regardless of their disability will be able to access suitable parking for their needs.

#### **14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

- 14.1 The increased in parking fees are not motivated by an intention to encourage modal shift from private cars. The scale of the increases proposed are considered unlikely to do so.
- 14.2 The scope of the review includes a request for recommendations on how the car park assets can contribute to delivering the Council's Carbon Neutral Strategy 2022 -2030 and seeks approval for a feasibility study for a solar canopy at Mewsbrook car park. Arun's leisure centres currently produce 995 tonnes of CO<sub>2</sub>e, this equals 3.66% of Arun's total emissions and is the third largest single emitter. Introducing a solar canopy that supplies the leisure contractor will reduce the Council's Scope 3 emissions.

#### **15. CRIME AND DISORDER REDUCTION IMPACT**

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

thereby doing everything they can to prevent crime and reduce the fear of crime in their parking facility.

- 15.2 Good design, effective lighting, CCTV and increasing their use can be useful in deterring crime and anti-social behaviour.
- 15.3 Any recommendations made by the Reviewer for changes to the layout and design of the Council's car parks must have regard to the British Parking Association's guidance.
- 15.4 Stakeholder engagement with the community safety team and 'Safer Arun Partnership' (the statutory local partnership with responsibility for reducing crime and disorder) will assess potential issues.

## **16. HUMAN RIGHTS IMPACT**

- 16.1 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.
- 17.2 Any personal data will be handled in accordance with the General Data Protection Regulations.

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### **CONTACT OFFICER:**

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### **BACKGROUND DOCUMENTS:**

Appendix 1 – Three parking fee options

Appendix 2 - Equalities Impact Assessment

[Council Vision 2022 - 2026](#)

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

[Carbon Neutral Strategy 2022-2030](#)

[Current ADC car park fees](#)

Appendix 1

**Tariff Option A – 5% Increase**

**Town Centre Car Parks**

<b>Proposed new fee</b>	<b>£1.55</b>	<b>£2.10</b>	<b>£3.65</b>	<b>£5.75</b>	<b>£8.40</b>
Tariff	Up to 1 hour	Up to 2 hours	Up to 3 hours	Up to 4 hours	Over 4 hours
Regis Centre, Hothamton, Lyon Street, Manor House, Surrey Street, St Martins, Anchor Springs, Crown Yard and River Road					

<b>Proposed new fee</b>	<b>£1.55</b>	<b>£2.60</b>	<b>£4.20</b>	<b>£7.35</b>
Tariff	Up to 2 hours	Up to 3 hours	Up to 4 hours	Over 4 hours
Fitzleet				

<b>Proposed new fee</b>	<b>£1.25</b>	<b>£2.10</b>	<b>£5.25</b>
Tariff	Up to 1 Hour	Up to 2 Hours	Over 2 Hours
London Road			

**Summer Seasonal Car Parks**

<b>Proposed new fee</b>	<b>£2.10</b>	<b>£3.65</b>	<b>£5.25</b>	<b>£10.50</b>
Tariff	Up to 1 hour	Up to 2 hours	Up to 3 hours	Over 3 hours
Hotham Park				

<b>Proposed new fee</b>	<b>£2.10</b>	<b>£4.20</b>	<b>£10.50</b>	<b>£12.60</b>
Tariff	Up to 2 hours	Up to 4 hours	Over 4 hours	Over 4 hours July & August
Mewsbrook				

<b>Proposed new fee</b>	<b>£2.10</b>	<b>£3.65</b>	<b>£10.50</b>	<b>£12.60</b>
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Tariff	Up to 1 hour	Up to 2 hours	Over 2 hours	Over 2 hours July & August
East Green, Sea Road, The Wall, West Beach & Gloucester Road				

Proposed new fee	£2.10	£4.20	£10.50
Tariff	Up to 1 hour	Up to 4 hours	Over 4 hours
Culver Road, Banjo Road & Rock Gardens			

Proposed new fee	£2.10	£4.20	£10.50	£12.60
Tariff	Up to 1 hour	Up to 3 hours	Over 3 hours	Over 3 hours (July & August)
West Green				

### **Winter Seasonal Car Parks**

Proposed new fee	£1.25	£2.10	£4.20
Tariff	Up to 1 hour	Up to 2 hours	Over 2 hours
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	£525	£462	£157.50	£157.50	£210
Permit	Annual 7-Day Town Centre	Annual 5-Day Town Centre	Monthly 7-Day Town centre	Fitzleet	Crown Yard
Proposed new price	£210	£157.50	£115.50		
Permit	Annual Seasonal	Seasonal – Summer	Seasonal – Winter		

**Eldon Way**

Proposed new fee	£1.50
Tariff	Per hour up to maximum of 12 hours



## Tariff Option B – 10% Increase

### Town Centre Car Parks

<b>Proposed new fee</b>	<b>£1.65</b>	<b>£2.20</b>	<b>£3.85</b>	<b>£6.05</b>	<b>£8.80</b>
Tariff	Up to 1 hour	Up to 2 hours	Up to 3 hours	Up to 4 hours	Over 4 hours
Regis Centre, Hothamton, Lyon Street, Manor House, Surrey Street, St Martins, Anchor Springs, Crown Yard and River Road					

<b>Proposed new fee</b>	<b>£1.65</b>	<b>£2.75</b>	<b>£4.40</b>	<b>£7.70</b>
Tariff	Up to 2 hours	Up to 3 hours	Up to 4 hours	Over 4 hours
Fitzleet				

<b>Proposed new fee</b>	<b>£1.30</b>	<b>£2.20</b>	<b>£5.50</b>
Tariff	Up to 1 Hour	Up to 2 Hours	Over 2 Hours
London Road			

### Summer Seasonal Car Parks

<b>Proposed new fee</b>	<b>£2.20</b>	<b>£3.85</b>	<b>£5.50</b>	<b>£11</b>
Tariff	Up to 1 hour	Up to 2 hours	Up to 3 hours	Over 3 hours
Hotham Park				

<b>Proposed new fee</b>	<b>£2.20</b>	<b>£4.40</b>	<b>£11</b>	<b>£13.20</b>
Tariff	Up to 2 hours	Up to 4 hours	Over 4 hours	Over 4 hours July & August
Mewsbrook				

<b>Proposed new fee</b>	<b>£2.20</b>	<b>£3.85</b>	<b>£11</b>	<b>£13.20</b>
Tariff	Up to 1 hour	Up to 2 hours	Over 2 hours	Over 2 hours July & August
East Green, Sea Road, The Wall, West Beach & Gloucester Road				

<b>Proposed new fee</b>	<b>£2.20</b>	<b>£4.40</b>	<b>£11</b>
Tariff	Up to 1 hour	Up to 4 hours	Over 4 hours
Culver Road, Banjo Road & Rock Gardens			

<b>Proposed new fee</b>	<b>£2.20</b>	<b>£4.40</b>	<b>£11</b>	<b>£13.20</b>
Tariff	Up to 1 hour	Up to 3 hours	Over 3 hours	Over 3 hours (July & August)
West Green				

#### **Winter Seasonal Car Parks**

<b>Proposed new fee</b>	<b>£1.30</b>	<b>£2.20</b>	<b>£4.40</b>
Tariff	Up to 1 hour	Up to 2 hours	Over 2 hours
Gloucester Road, Rock Gardens, Culver Road, East Green, West Green, Banjo Road, Mewsbrook, Sea Road, The Wall, West Beach & Hotham Park			

#### **Permits**

<b>Proposed new price</b>	<b>£550</b>	<b>£484</b>	<b>£165</b>	<b>£165</b>	<b>£220</b>
Permit	Annual 7-Day Town Centre	Annual 5-Day Town Centre	Monthly 7-Day Town centre	Fitzleet	Crown Yard
<b>Proposed new price</b>	<b>£220</b>	<b>£165</b>	<b>£121</b>		
Permit	Annual Seasonal	Seasonal – Summer	Seasonal – Winter		

**Eldon Way**

Proposed new fee	£1.65
Tariff	Per hour up to maximum of 12 hours

## Tariff Option C – 15% Increase

### Town Centre Car Parks

<b>Proposed new fee</b>	<b>£1.70</b>	<b>£2.30</b>	<b>£4</b>	<b>£6.30</b>	<b>£9.20</b>
Tariff	Up to 1 hour	Up to 2 hours	Up to 3 hours	Up to 4 hours	Over 4 hours
London Road, Regis Centre, Hothamton, Lyon Street, Manor House, Surrey Street, St Martins, Anchor Springs, Crown Yard and River Road					

<b>Proposed new fee</b>	<b>£1.70</b>	<b>£2.80</b>	<b>£4.60</b>	<b>£8.05</b>
Tariff	Up to 2 hours	Up to 3 hours	Up to 4 hours	Over 4 hours
Fitzleet				

<b>Proposed new fee</b>	<b>£1.35</b>	<b>£2.30</b>	<b>£5.75</b>
Tariff	Up to 1 Hour	Up to 2 Hours	Over 2 Hours
London Road			

### Summer Seasonal Car Parks

<b>Proposed new fee</b>	<b>£2.30</b>	<b>£4</b>	<b>£5.75</b>	<b>£11.50</b>
Tariff	Up to 1 hour	Up to 2 hours	Up to 3 hours	Over 3 hours
Hotham Park				

<b>Proposed new fee</b>	<b>£2.30</b>	<b>£4.60</b>	<b>£11.50</b>	<b>£13.80</b>
Tariff	Up to 2 hours	Up to 4 hours	Over 4 hours	Over 4 hours July & August
Mewsbrook				

<b>Proposed new fee</b>	<b>£2.30</b>	<b>£4</b>	<b>£11.50</b>	<b>£13.80</b>
Tariff	Up to 1 hour	Up to 2 hours	Over 2 hours	Over 2 hours July & August
East Green, Sea Road, The Wall, West Beach & Gloucester Road				

<b>Proposed new fee</b>	<b>£2.30</b>	<b>£4.60</b>	<b>£11.50</b>
Tariff	Up to 1 hour	Up to 4 hours	Over 4 hours
Culver Road, Banjo Road & Rock Gardens			

<b>Proposed new fee</b>	<b>£2.30</b>	<b>£4.60</b>	<b>£11.50</b>	<b>£13.80</b>
Tariff	Up to 1 hour	Up to 3 hours	Over 3 hours	Over 3 hours (July & August)
West Green				

### **Winter Seasonal Car Parks**

<b>Proposed new fee</b>	<b>£1.35</b>	<b>£2.30</b>	<b>£4.60</b>
Tariff	Up to 1 hour	Up to 2 hours	Over 2 hours
Gloucester Road, Rock Gardens, Culver Road, East Green, West Green, Banjo Road, Mewsbrook, Sea Road, The Wall, West Beach & Hotham Park			

### **Permits**

<b>Proposed new price</b>	<b>£575</b>	<b>£506</b>	<b>£172.50</b>	<b>£172.50</b>	<b>£230</b>
Permit	Annual 7-Day Town Centre	Annual 5-Day Town Centre	Monthly 7-Day Town centre	Fitzleet	Crown Yard
<b>Proposed new price</b>	<b>£230</b>	<b>£172.50</b>	<b>£126.50</b>		
Permit	Annual Seasonal	Seasonal – Summer	Seasonal – Winter		

**Eldon Way**

Proposed new fee	£1.70
Tariff	Per hour up to maximum of 12 hours



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## EQUALITY IMPACT ASSESSMENT

<b>Name of activity:</b>	Variation to Parking Fees	<b>Date Completed:</b>	25/09/2023		
<b>Directorate / Division responsible for activity:</b>	Technical Services	<b>Lead Officer:</b>	Nat Slade		
<b>Existing Activity</b>	<b>Yes</b>	<b>New / Proposed Activity</b>	<b>Yes</b>	<b>Changing / Updated Activity</b>	<b>Yes</b>

### 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 24/25 in line with the corporate charging principles.

To update Arun District Council's Parking Order to regularise operational matters and support the proposed tariff and charging structure changes.

To agree the installation of parking ticket machines within the three free car parks operated in partnership with Middleton-On-Sea and Felpham Parish Councils.

To undertake a feasibility assessment of the potential of installing a solar canopy in a Littlehampton seafront car park.

To develop a plan for the improvement and introduction of fees to the car park to the rear of the Bluebird Café, Ferring

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

### What are the main actions and processes involved?

To increase off-street parking charges within the district.

To update and amend Arun District Council's Parking Order to support proposed changes to the parking charges and structure, alongside regularising operational matters.

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

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

The 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 centre car parks in Littlehampton are able to park for 2 hours free for a modest annual fee, proposed to be £3, when displaying a Littlehampton Disc. Users of certain town centre 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 £3 annual fee.

The beneficiaries of the Parking Review will be the users of our car parks.

### **Have you already consulted on / researched the activity?**

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Consultation is not required regarding the proposed increase to the charging tariffs 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 to advertise these changes in the press for 21 days. Bench marking has been completed comparing other district councils' charges. We have however, made West Sussex County Council aware of the proposed changes, in line with our contractual agreements and obligations. We have also consulted with Fitzalan Pool (Lido) in Arundel to provide them the opportunity to review their charges in line with the proposed changes by ADC.

Consultation has been undertaken with both Middleton-On-Sea and Felpham Parish Council regarding the proposed changes to the free car parks. Middleton-On-Sea Parish Council oppose the introduction of a free parking ticket machine and a no-return period describing it as counterproductive, unnecessary, bureaucratic and self-defeating and cited the following concerns:

- Residents, many are elderly or infirm use the car park when accessing the pharmacy, local shops and Health Centre. They would be required to walk to a machine to get a ticket and then walk back to their car and walk again to where they wish to go – this will cause drivers to park outside of the shops on no parking areas. There is no enforcement in place to stop them.

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

<b>Impact on people with a protected characteristic</b> (What is the potential impact of the activity? Are the impacts high, medium or low?)		
<b>Protected characteristics / groups</b>	<b>Is there an impact (Yes / No)</b>	<b>If Yes, what is it and identify whether it is positive or negative</b>
<b>Age</b> (older / younger people, children)	Yes	<p>At this stage the majority of proposals have no impact on any person, regardless of age.</p> <p>Middleton-On-Sea Parish Council have raised concerns regarding the proposed changes to Shrubbs Field car park and the impact this would have on elderly and infirm drivers. All drivers require a certain degree of mobility to be able to drive a vehicle safely. Due to the size of the car park, there would be two pay and display machines to limit the walking distances to and from the machines. Arun District Council car parks throughout the district have ticket machines installed, where motorists are required to either pay by phone or obtain a ticket to display in their vehicles. The installation of pay and display machines, alongside the requirement to obtain a ticket, is not considered to have an adverse impact on elderly residents or visitors.</p> <p>The review may suggest changes in charging, layout of bays and location our Car Parks and the needs of the protected characteristics group will be considered.</p>
<b>Disability</b> (people with physical / sensory impairment or mental disability)	Yes	<p>Middleton-On-Sea Parish Council have raised concerns regarding the proposed changes to Shrubbs Field car park and the impact this would have on elderly and infirm drivers. All drivers require a certain degree of mobility to be able to drive a vehicle safely. Due to the size of the car park, there would be two pay and display machines to limit the walking distances to and from the machines. Arun District Council car parks throughout the district have ticket machines installed, where motorists are required to either pay by phone or obtain a ticket to display in their vehicles. The installation of pay and display machines, alongside the requirement to obtain a ticket, is not considered to have an adverse impact on disabled residents or visitors.</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 permits for both town centre and seasonal car parks. 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> <p>The Parking Review may suggest changes in charging, layout of bays and location our Car Parks and the needs of the protected characteristics group will be considered.</p>
<b>Gender reassignment</b> (the process of transitioning from one gender to another.)	No	
<b>Marriage &amp; civil partnership</b> (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	No	
<b>Pregnancy &amp; maternity</b> (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	No	
<b>Race</b> (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	No	
<b>Religion &amp; belief</b> (religious faith or other group with a	No	

recognised belief system)		
<b>Sex</b> (male / female)	No	
<b>Sexual orientation</b> (lesbian, gay, bisexual, heterosexual)	No	
Whilst <b>Socio economic</b> 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. 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.</p> <p>All Car Park users will still be able to park for 2 hours free in some town centre car parks in Littlehampton &amp; Bognor Regis for a small charge of £3 per year. 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>

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### 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.

### Decision following initial assessment

<b>Continue with existing or introduce new / planned activity</b>	<b>Yes</b>	<b>Amend activity based on identified actions</b>	<b>No</b>
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### Action Plan

<b>Impact identified</b>	<b>Action required</b>	<b>Lead Officer</b>	<b>Deadline</b>
Yes	Middleton-On-Sea Parish Council have raised concerns		



	<p>regarding the proposed changes to Shrubbs Field car park and the impact this would have on elderly and infirm drivers. All drivers require a certain degree of mobility to be able to drive a vehicle safely. Due to the size of the car park, there would be two pay and display machines to limit the walking distances to and from the machines. Arun District Council car parks throughout the district have ticket machines installed, where motorists are required to either pay by phone or obtain a ticket to display in their vehicles. The installation of pay and display machines, alongside the requirement to obtain a ticket is not considered to have an adverse impact on elderly residents or visitors.</p>		
Yes	<p>Middleton-On-Sea Parish Council have raised concerns regarding the proposed changes to Shrubbs Field car park and the impact this would have on elderly and infirm drivers. All drivers require a certain degree of mobility to be able to drive a vehicle safely. Due to the size of the car park, there would be two pay and display machines to limit the walking distances to and from the machines. Arun District Council car parks throughout the district have ticket machines installed, where motorists are required to either pay by phone or obtain a ticket to display in their vehicles. The installation of pay and display machines, alongside the requirement to obtain a ticket is not considered to have an adverse impact on elderly residents or visitors.</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>		
Yes	<p>To minimise the risk of having a socio-economic impact, the proposal is to continue to provide 2-hour free parking in certain town centre car parks in Bognor and</p>		

	Littlehampton for a £3 administrative fee. The Council will continue to offer annual/monthly permits at a reduced rate, which provides 24-hour parking in town centre car parks along with an option to purchase seasonal permits.		
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<b>Monitoring &amp; Review</b>	
<b>Date of last review or Impact Assessment:</b>	n/a
<b>Date of next 12 month review:</b>	n/a
<b>Date of next 3 year Impact Assessment (from the date of this EIA):</b>	n/a

<b>Date EIA completed:</b>	02/11/2023
<b>Signed by Person Completing:</b>	Jasmine Gander – Principal Parking Services Officer

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## Arun District Council

<b>REPORT TO:</b>	<b>Environment Committee</b>
<b>SUBJECT:</b>	<b>Update on Beach Access for All - Bognor Regis</b>
<b>LEAD OFFICER:</b>	<b>Karl McLaughlin, Senior Coastal Engineer</b> <b>Joe Russell-Wells, Group Head of Environment and Climate Change</b>
<b>LEAD MEMBER:</b>	Cllr Sue Wallsgrove
<b>WARDS:</b>	<b>Felpham West, Hotham, Marine</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
<p>Council Vision aims:</p> <ul style="list-style-type: none"> <li>• Promote and support a multi-agency response to tackle the causes of health inequality in Arun's areas of greatest deprivation.</li> <li>• Champion leisure, culture and the Arts in Arun and encourage our community to embrace healthy and active lifestyles.</li> <li>• Work with partners to provide advice, support and activities that promote community wellbeing where it will have the greatest impact.</li> <li>• Encourage the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend.</li> <li>• Make best use of our natural assets to help drive the economy.</li> </ul>	
<b>DIRECTORATE POLICY CONTEXT:</b>	
Response to Environment Committee request to facilitate Beach Access Working Party for Bognor Regis	
<b>FINANCIAL SUMMARY:</b>	
<p>No funding has been set aside for this project.</p> <p>The work has been undertaken by the Senior Coastal Engineer following the retirement of the Engineering service manager.</p>	

### 1 PURPOSE OF REPORT

- 1.1 This report seeks to update the Committee on the desk study and survey agreed in the Environment Committee on 27<sup>th</sup> February 2023 together with actions taken this year to improve access to the beach in Bognor Regis.
- 1.2 The project is still ongoing and the outcomes from this piece of work can be applied to access across all of Arun's beaches.

## 2 RECOMMENDATIONS

- 2.1 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.

## 3 EXECUTIVE SUMMARY

The report summarises the activities agreed at the Environment Committee meeting on 27<sup>th</sup> February 2023 where the recommendations of the Bognor Regis Beach Access Working Party (BRBAWP) were reported. It presents the findings of the desk study and site surveys conducted by the Coastal Engineers and Flood Prevention team and updates on actions taken this year to improve access to the beach.

## 4 DETAIL

### 4.1 Background

A report setting out recommendations to improve access to the beach for all was approved in February 2023. The report followed the conclusion of the Bognor Regis Beach Access Working Party (BRBAWP) and recommendations which came from this work. The report set out objectives and short, medium and longer-term actions. The report can be found at the link under the background documents at the end of this report.

### 4.2 Beach Access Objectives

The following table sets out the objectives agreed in February this year.

1	Establish and engage with a user / stakeholder group for ongoing dialogue.
2	Apply the latest national guidance for equality of access to the natural environment.
3	Establish a vision statement and clear project critical success factors / objectives such as <i>what does success look like?</i>
4	Review seafront amenities and access in conjunction with the solution, such as disabled parking, toilet and changing facilities.
5	Utilise existing assets where possible coupled with a combination of smaller interventions for 'least restrictive access'.

This report sets out the progress with these objectives and the actions which were identified.

### 4.3 Beach Access update

The following 5 points provide an update against the objectives set out in the table above.

1. Stakeholder engagement has begun with preliminary discussion having taken place with some users who have direct experience of difficulty accessing the beach, however additional engagement is planned. We are working to investigate both local and national stakeholders and an initial list of groups is shown below. The stakeholder engagement work is an evolving picture and the list shown below is an incomplete list – further work is being carried out to complete a final list.
  - Scope
  - West Sussex County Council, WSCC
  - Bognor Regis Town Council
  - Bognor Regis Regeneration board
  - Voluntary Action Arun & Chichester, VAAC
  - Chichester University
2. The latest national guidance, which was referred to in the Feb 2023 report is being applied to beach access as work progresses. By way of a reminder the following sets out how this is applied:
  - Design standards help us see the levels of accessibility that are acceptable for all, including those 'people with health conditions or impairments'.
  - The character and topography of the natural environment exists without reference to the needs of visitors.
  - We can use the least restrictive access approach so that where levels of access are not as good as the standard, they are as good as they can be for as many people as possible.
  - Most people accept that not all areas of the natural environment can be made fully accessible.
3. A draft vision statement is set out below. In drafting the vision statement it will be important to ensure that users / stakeholders 'own' the statement and agree with '*what success will look like*'. It is therefore planned that as stakeholders are engaged the draft statement will be developed together with what the stakeholders see as the critical success factors. As a result, the vision will be amended to fully ensure that it reflects what is understood to be what success will look like for all.

#### ***Draft Vision Statement***

*Improve access to the beach giving everyone who chooses to access the beach the opportunity to do so. This to include the provision of all facilities to make a visit the best experience they could expect, having access to parking, toilet provision and changing facilities where possible.*



4. A review of the seafront amenities has been carried out together with the review of the existing assets. This is set out below.
5. A review of the existing assets or beach access ramps has also been completed together with the seafront amenities and is set out below.

#### 4.4 A review of seafront amenities and existing beach access ramps

This review is set out in the attached report entitled the *Foreshore Ramp Site Investigations* report which can be seen at Appendix B. The report provides an overview of the work carried out over the summer 2023 to assess the ramps and their potential use to enable access for all to the beach. As set out in the report a methodology was used to assess the ramps to select those most suitable for use and for potential future investment to further improve access arrangements.

The conclusion of the detailed evaluation of the existing infrastructure found that of the existing ramps, two are the most suitable for access to the beach for most users. Full details are set out in the appended report and are briefly set out below:

- The ramp at **Blakes Road** is the most suitable. The ramp is generally naturally kept clear of shingle with direct access to the lower foreshore and benefits from accessible parking, toilets, and a café all within a 75m radius.
- The ramp at **Gloucester Road** is also suitable but consideration will need to be given to managing the potential 'mixed use' of the ramp – i.e. users other than pedestrians using the ramp particularly due to the narrow nature of the ramp. Additionally, the ramp is likely to require more frequent clearance of shingle than that of Blakes Road. The ramp also benefits from nearby facilities.

The ramps at Gloucester Road and Blakes Road were cleared of shingle, though little clearance was needed at Blakes Road during June. Following the original clearance some minor clearance was needed at the Gloucester Rd ramp, but this was not significant and followed the unusual storm event in August (high winds and spring tides) which resulted in the requirement of clearance of shingle from the promenade.

To facilitate access at the Gloucester Road ramp the gated entrance was removed and a pedestrian barrier system was erected. The barrier system is a temporary measure to prevent the unmanaged launching of Personal Watercraft (PWC), such as jet skis, which has caused potentially dangerous incidents between users, pedestrians and cyclists all using the promenade.

The use of the two ramps were monitored by the Foreshore team over the summer period. The information relating to this is included in the appended report and demonstrates that a variety of users were accessing the ramps including people using mobility aids, older adults, water sports users and families with pushchairs.

Promotion of access to the beach was made through the council's communication team and through social media at the end of August and September.

#### 4.5 Opportunities for improvements to ramps

Improvements such as handrails, resting platforms and possible resurfacing are set out in the report at Appendix B under section 6.2.

Discussions with members, neighbouring authorities and residents have identified additional funding and engagement opportunities. Funding opportunities that require further consideration include;

- West Sussex County Council Partnership Funding
- Bognor Regis Town Council Partnership Funding
- Local Businesses
- Sport England – Small Grants Programme
- National Lottery Awards for All – England
- Veolia Environmental Trust
- United Kingdom Shared Prosperity Fund, UKSPF
- Community Infrastructure Levy, CIL

This is an incomplete list and the Lead officer welcomes suggestions.

#### 4.6 Feedback from other local authorities

As was established by the BRBAWP the council is not alone in its objective to improve access for all to beaches. There are several authorities who are working towards improvements. As part of the next steps identified in the February 2023 report officers were tasked to seek feedback from other working examples to learn of good practice so as to ensure the best practice is introduced to the council's beaches.

The introduction of beach access wheelchairs has been of significant interest, particularly due to the challenges presented to those wanting to access the beach using these wheelchairs.

The following has been provided by officers at Worthing following their trial over the summer.

##### ***Beach Access Wheelchairs – Worthing Borough Council***

*During the summer of 2023, Worthing Coastal Office have been trialling a pilot scheme with three various wheeled beach access aids. These consisted of one adult and child beach wheelchair along with a wheeled frame, all of which were locally donated to the Council.*

*Initial challenges were around the physicality required to traverse a shingle gradient, even with two adults pushing. Training exercises were also held with*

*WSFR in preparation for an emergency extraction, should a hirer be unable to get back up the beach.*

*During 2023, the chairs were only permitted to be used on the shingle berm and not to be taken down into the intertidal area. However, during the summer, the hire process was suspended due to isolated incidents breaching the booking disclaimer.*

*The Coastal Office team also received feedback around the facilities the hirers felt they still needed, such as a static hoist and separate changing room.*

*During the winter of 2023, Worthing Borough Council will be looking to create a revised model, which, where possible, takes into account the feedback received from users and to further increase safety when hiring a beach access wheelchair on Worthing Seafront.*

The evidence collected through consultation with neighbouring authorities demonstrates that the coastline presents a unique set of challenges for which appropriate consideration must be given before actioning improvements.

It is imperative that the council consults a range of stakeholders, particularly those who are direct beneficiaries, to ensure that a collaborative vision statement is developed and fit-for-purpose improvements are delivered.

#### 4.7 Medium / long term steps

The work to improve access will be ongoing and the delivery of several small actions to help as many people as possible access the beach will begin to make a difference. These actions started over this year's summer season and data of those using the ramps can be seen in the attached report, *Visual Survey Results* (Appendix C). There will be further examples of initiatives and experiences that Arun District Council can draw on to continue to develop its facilities. This will include continuing to work with other local authorities and organisations such as Coastal Partners sharing knowledge, experience and best practice on access projects. In addition, the work carried out as part of this project can be applied to other beaches along our coastline.

It is envisaged that a further report will be returned to the Environment Committee together with any further recommendations and request for approval.

## 5 CONSULTATION

- 5.1 No further consultation has taken place at this stage. Further consultation is anticipated with the development of a stakeholder group as resources allow.

## **6 OPTIONS / ALTERNATIVES CONSIDERED**

As this report is an information paper, there are no options / alternatives for the Committee to consider.

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

7.1 There will be no additional financial impact as shingle clearance will be funded through existing budgets.

## **8 RISK ASSESSMENT CONSIDERATIONS**

8.1 Risk Assessments have not been produced at this stage of the project.

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

9.1 The report is in accordance with the terms of reference and there are no additional legal implications.

## **10 HUMAN RESOURCES IMPACT**

10.1 None at present. Capacity to deliver the remaining outcomes will be dependent on successful recruitment within the Coastal Engineers and Flood Prevention team.

## **11 HEALTH & SAFETY IMPACT**

11.1 Health and Safety impacts will be assessed within the design phase of any project. There will also be ongoing health and safety management responsibilities such as risk assessment, inspection and maintenance that will need to be considered and appropriately resourced.

## **12 PROPERTY & ESTATES IMPACT**

12.1 Delivery of improvements to the Gloucester Road ramp will require alterations to general promenade access and negotiation with the affected concessionaires.

## **13 EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

13.1 The overall objectives of the Working Party is to improve the equalities opportunities and social value as a result of the recommendations. An EIA is attached to this report.

## **14 CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

14.1 This has not been produced at this stage of the project.

## **15 CRIME AND DISORDER REDUCTION IMPACT**

15.1 This has not been produced at this stage of the project.

## **16 HUMAN RIGHTS IMPACT**

16.1 It is not anticipated there will be any impact.

## **17 FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

17.1 Sensitive data will be handled in accordance with the GDPR.

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### **CONTACT OFFICER:**

Name: Karl McLaughlin

Job Title: Senior Coastal Engineer

Contact Number: 01903 737814

### **BACKGROUND DOCUMENTS:**

Environment Committee report 27 Feb 2023

Beach Access for All, Bognor Regis – Bognor Regis Beach Access Working Party

[\(Public Pack\)Agenda Document for Environment Committee, 27/02/2023 18:00 \(arun.gov.uk\)](#)

## EQUALITY IMPACT ASSESSMENT

<b>Name of activity:</b>	Update on Beach Access for All	<b>Date Completed:</b>	19 <sup>th</sup> October 2023		
<b>Directorate / Division responsible for activity:</b>	<b>Environment and Climate Change</b>	<b>Lead Officer:</b>	Karl McLaughlin		
<b>Existing Activity</b>	<b>N</b>	<b>New / Proposed Activity</b>	<b>Y</b>	<b>Changing / Updated Activity</b>	<b>N</b>

### What are the aims / main purposes of the activity?

To introduce measures to improve beach access to the lower foreshore following a review of existing ramps. The report sets out a methodology for reviewing the ramps by considering the entire access chain taken into account elements such as; public transport, accessible parking, accessible toilets, accessible café's and whether modifications could be made to enhance the offering.

### What are the main actions and processes involved?

The evaluation of the existing infrastructure found that two ramps are the most suitable for accessing the lower foreshore for most users. The primary action is to clear the ramps for the summer period to facilitate improved beach access.

The secondary action is to set up a stakeholder engagement group.

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

The intended outcomes will aid all members of the public in accessing the beach. However, the target audience include members of the public which either cannot, or struggle to, navigate the shingle beach.

#### **Key stakeholders**

**Internal:** Coastal Engineers and Flood Prevention, Property and Estates and Legal.

**External:** Bognor Regis Town Council, West Sussex County Council, Local Businesses, Chichester University, Scope, VAAC.



**Have you already consulted on / researched the activity?**

In early 2023 Coastal Partners were commissioned to carry out included a review of the work of the Bognor Regis Beach Access Working Party to date including the results of the 'call for evidence' survey carried out in June 2022. Analysis of the survey results identified where additional more specific information concerning users would be beneficial.

The work also referred to equalities compliance with a review of the latest guidance for access to the countryside and open space sites with the aim of providing practical support for improving accessibility. The report presented a options review which included a range of proposals from the large to the small scale. It assessed these and other possible solutions against a R (red) A (amber) G (green) rating for capital and operational & maintenance cost.

Following the recommendations made in the report further stakeholder engagement has begun including discussions with users who have had difficulty in accessing the beach in the past. The project is seeking to undertake further stakeholder engagement investigating both local and national stakeholders.

Officers have also taken the opportunity to contact neighbouring authorities who are also seeking to improve beach access. The council has drawn on their experiences to ensure that fit-for-purpose improvements are delivered in Arun.

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

<b>Protected characteristics / groups</b>	<b>Is there an impact (Yes / No)</b>	<b>If Yes, what is it and identify whether it is positive or negative</b>
<b>Age</b> (older / younger people, children)	Yes	<p>Positive - The project is seeking to improve access for all adopting a 'Least Restrictive Access' approach. This should make the beach easier to navigate for both older and younger people. It will also assist those caring for people in these groups.</p> <p>Between the 2011 and 2021 census the average (median) age of Arun residents increased by two years from 47 to 49 years of age. This is a higher than the Southeast whole figure which is 41 and for England which is 40 years. The number of people aged 50 to 64 years rose by around 15.2%, whilst the number of residents between 35 and 49 years fell by 5.8%.</p>
<b>Disability</b> (people with physical / sensory impairment or mental disability)	Yes	<p>Positive - The project is seeking to improve access for all adopting a 'Least Restrictive Access' approach. This should make the beach easier to navigate for those with disabilities although further engagement will need to be completed to ensure it captures</p>

		<p>as many people as possible.</p> <p>The latest national guidance, which was referred to in the Feb 2023 Environment Committee report is being applied to the beach access as work progresses. By way of a reminder the following sets out how this is applied:</p> <ul style="list-style-type: none"> <li>• Design standards help us see the levels of accessibility that are acceptable for all, including those 'people with health conditions or impairments'.</li> <li>• The character and topography of the natural environment exists without reference to the needs of visitors.</li> <li>• We can use the least restrictive access approach so that where levels of access are not as good as the standard, they are as good as they can be for as many people as possible.</li> <li>• Most people accept that not all areas of the natural environment can be made fully accessible.</li> </ul>
<b>Gender reassignment</b> (the process of transitioning from one gender to another.)	No	There is no known impact on members of the public due to gender reassignment.
<b>Marriage &amp; civil partnership</b> (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	No	There is no known impact on members of the public on people due to marriage or civil partnership.
<b>Pregnancy &amp; maternity</b> (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	Yes	Positive – The project is seeking to improve beach access for All adopting a 'Least Restrictive Access' approach. This should make the beach easier to navigate for all.
<b>Race</b> (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	No	There is no known impact on members of the public due to race.
<b>Religion &amp; belief</b> (religious faith)	No	There are no known impact members of the public due to religion or belief.

or other group with a recognised belief system)		
<b>Sex</b> (male / female)	No	There is no known impact on members of the public due to sex.
<b>Sexual orientation</b> (lesbian, gay, bisexual, heterosexual)	No	There is no known impact on members of the public due to sexual orientation.
Whilst <b>Socio economic</b> disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	No	The scope of the project is limited to a defined study area. However, the learning and outcomes from the project will be able to be applied to the rest of the district. It is envisaged that improvements will be made across the rest of the district, where possible.

#### What evidence has been used to assess the likely impacts?

There are no documents specifically relating to the design of assets to aid beach access Coastal Partners signposted Arun District Council to natural environment guidance and best practice documents. The information and general approach included within these documents is being encompassed within every aspect of this piece of work and will likely form part of the discussion at the stakeholder engagement groups.

The documents include:

- Countryside for All, Good Practice Guide – Paths for All (Fieldfare Trust) 2005
- Easy Access to Historic Landscapes – Historic England 2015
- By All Reasonable Means – Sensory Trust / Natural England 2022
- Inclusive Mobility - Department For Transport 2023

The project has also looked at how it can incorporate elements of the Building Regulations as the parameters set by them has been considered best practice where no specific regulations exist.

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:	19/10/2023
Date of next 12 month review:	19/10/2024
Date of next 3 year Impact Assessment (from the date of this EIA):	19/10/2026

Date EIA completed:	19 September 2023
Signed by Person Completing:	Karl McLaughlin

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# FORESHORE RAMP SITE INVESTIGATIONS

## ABSTRACT

Technical review of Arun District Council ramps to assess, inform and facilitate future development of access arrangements on the Arun coastline.

Arun District Council,  
Coastal Engineers and Flood  
Prevention



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## 1 Executive Summary

Following the work carried out by the Bognor Regis Beach Access Working Party (BRBAWP) and the recommendations to the Environment Committee 27 February 2023 this report summarises the progression of the agreed actions and survey findings.

This report is aimed at satisfying the actions of Objectives 4 and 5 shown in the Objectives table and the specific short-term actions numbered 1 -4 set out below (Section 3).

## 2 Background

Many people who would like to access the beach at Bognor Regis, either to be close to the sea or to be able to access to swim, are unable to do so because of the challenges presented by the natural environment and the existing access limitations.

Improving Beach Access has been an ongoing challenge For Arun District Council. The Beach Access Working Party was set up by the Environment Committee and reported recommendations to the Committee on 27 February 2023. Those recommendations are set out below under section 3.

The work undertaken by the working party and Arun District Council officers has established that the council is not alone in its desire to improve beach access for all. The evidence collected demonstrates that there are several authorities who are working towards a similar goal and there is increasing demand for access to the beach within the Sussex Bay.

The work on improving Beach access work will continue to be ongoing and the delivery of several small actions will begin to make an incremental difference. Arun District Council must continue our journey exploring how we can improve the visitor experience and possibly expand our horizons to work with neighbouring authorities.

## 3 Objectives

The following objectives were established by the Working Party and accepted as recommendations by the Environment and Climate Change Committee.

1	Establish and engage with a user / stakeholder group.
2	Apply the latest national guidance for equality of access to the natural environment.
3	Establish a vision statement and clear project critical success factors / objectives such as <i>what does success look like?</i>
4	Review seafront amenities and access in conjunction with the solution, such as disabled parking, toilet and changing facilities.
5	Utilise existing assets where possible coupled with a combination of smaller interventions for 'least restrictive access'.

With the establishment of the above overall recommendations a number of more specific short to long-term objectives are proposed.

The **short-term** steps:

1. Undertake project specific inspections and surveys of existing structures / ramps suitable for possible improvement / repurposing.
2. Clear identified ramps of shingle and maintain for the summer season. Produce a financial proposal to clear identified ramps of shingle and maintain them for the 2023 summer season.
3. Seek feedback from, and visits to, working examples of good practice. This to include further research into the use of wheelchair accessible facilities such as those at Brighton and Hove Council.
4. Review potential funding sources to inform budget/match-funding requirements.

In addition to the short-term steps the following **medium-term** and **long-term** steps are proposed:

1. Monitor the use of existing ramps over the 2023 summer season.
2. Following the survey of existing structures / ramps establish a project to adapt / repurpose an existing ramp. In addition, include the implementation of any amenity modifications, such as disabled parking bays.
3. As part of the above work undertake a Royal National Lifeboat Institution (RNLI) / Royal Society for the Prevention of Accidents (RoSPA) safety audit on modified assets if required.
4. Identify funding sources for specific projects, whether capital projects or smaller scale, and draft supporting business case/s.
5. Following the above steps deliver a matting and decking solution in suitable locations.
6. Undertake a capital project proposal, such as repurposing an existing ramp, to deliver a beach access project.
7. If funding proposals are successful, implement capital project/s, and undertake an ongoing monitoring plan.

## 4 Desk Study & Site Investigations

This report addresses the actions of Objectives 4 and 5 shown in the Objectives table and the specific short-term actions numbered 1 -4.

The study area had been previously agreed by the working party and encompasses the beach and foreshore that resides between Culver Road, Felpham and Nyewood Lane, Aldwick. The only exception to this is a small piece of frontage between Outram Road and Gloucester Road where the Environment Agency are the operating authority, see Figure 1 - Study Area.



Figure 1 - Study Area

The initial piece of work required Arun District Council Engineers to review, collate and evaluate all ramps which could potentially increase accessibility to the lower foreshore. It was concluded that the most appropriate approach was to consider all known ramps to ensure assets were not dismissed prematurely. The ramps that could play a role in facilitating beach access have been highlighted and numbered below - See Figure 2 .



Figure 2 - Map showing where existing ramps may be present

Each ramp was then evaluated using a relatively simple matrix so that the council are able to focus its resources on the ramps that provide the largest benefit to the public. Table 11 on page 15 sets out the information that was collected. The ramps are currently utilised for a variety of activities and the

assessment gives appropriate consideration to current use, technical challenges and the visitor experience. The approach provides a holistic view of our ramps and assess the sites independently and collectively.



4.1 Site 1 - Blakes Road / Felpham Sailing Club



Figure 3 - Historic photographs of Blakes Road

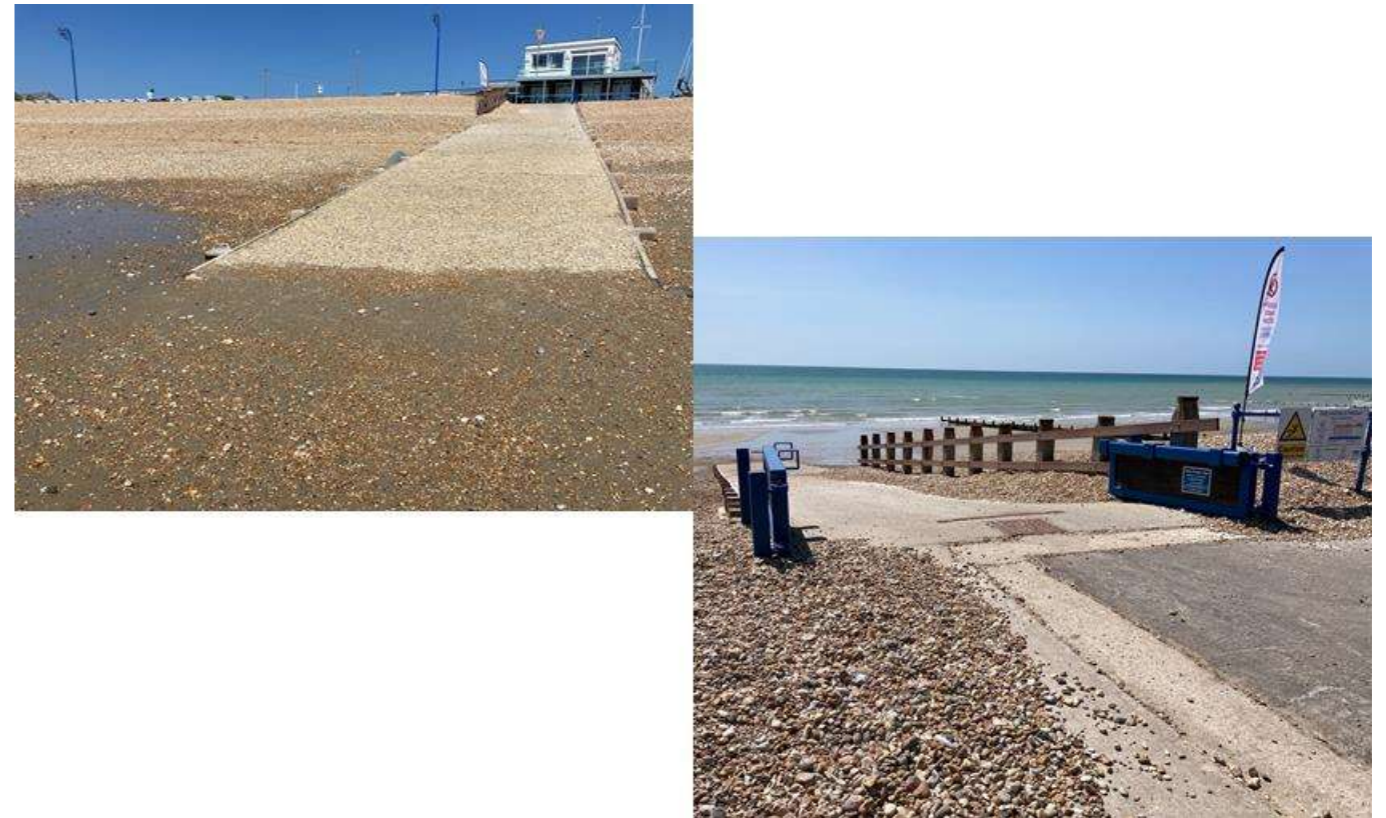


Figure 4 - Blakes Road, May 2023

<b>Site Offering - Site 1, Blakes Road / Felpham Sailing Club</b>	
Asset owned by Arun District Council	✓
Leases covering operation of asset	No
Frequency of shingle clearance required (Low, Medium, High)	Low
Off-street parking (Within 100m)	✓
Off-street accessible parking (Within 100m)	✓
Public Toilets	✓
Public Accessible Toilets	✓
Lifeguarded Beach	x
Nearby Inclusive Cafés / Facilities	✓
Bus route (within 300m)	✓
Train station (within 1000m)	x
Modifications possible to facilitate rest areas	✓
Clearance Likely to Negatively Impact Flood and Erosion Risk	No
Access to lower beach	✓
Maintenance costs (£ - ££££)	£

Table 1 - Site 1, Assessment Matrix

The ramp and facilities at Blakes Road are the best offering within the study area. The ramp is generally clear with direct access to the lower foreshore and benefits from accessible parking, toilets, and a café within a 75m radius. The facilities are good quality with the toilets and carpark having been upgraded in the last 5 years. It is one of the few ramps that could foreseeably accommodate modifications, such as resting areas, to make the offering more user friendly.

The main drawback of this location is that access using public transport is limited to taxi's and buses. However, the route to the nearest bus stop is generally flat and over half of the distance (170m) is covered on the promenade. The other major consideration is that the ramp is known to be utilised by Felpham Sailing Club but through appropriate engagement it is envisaged that this can be managed appropriately.

Shortlisted - **Yes**



4.2 Site 2 – Canning Road / The Lobster Pot (old ramp)

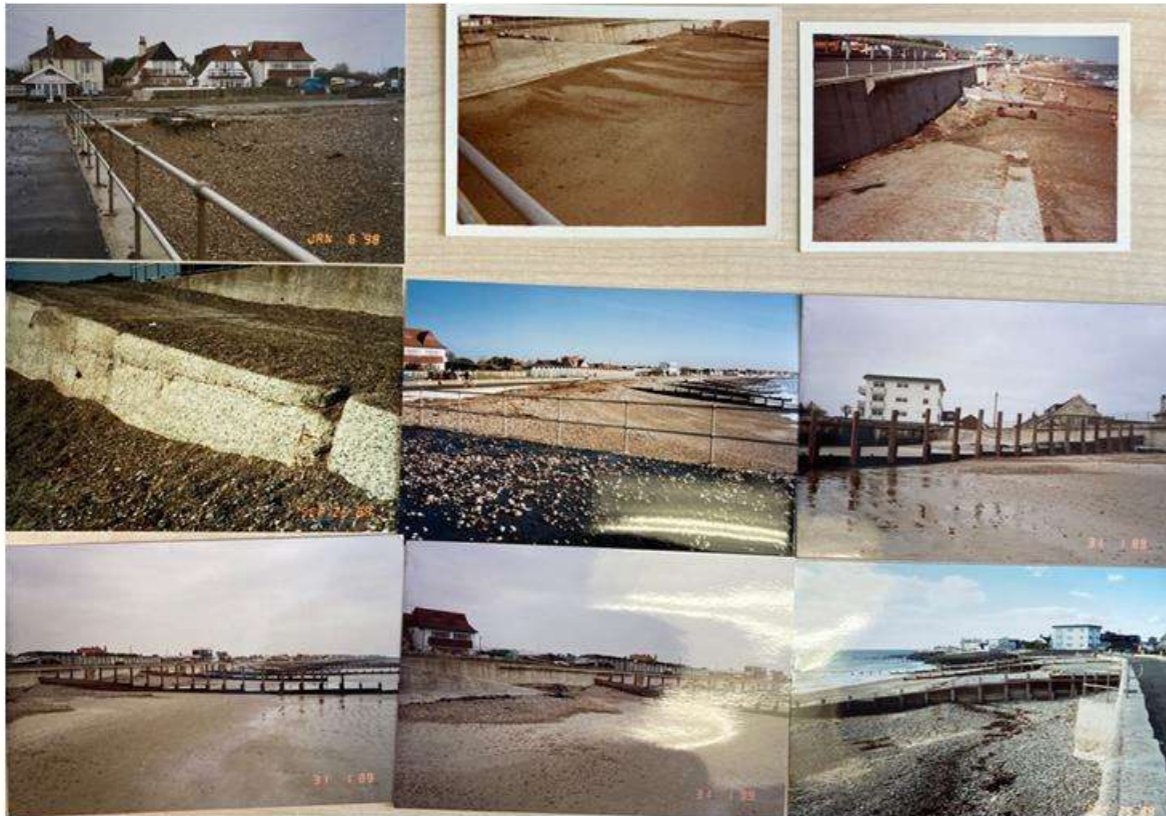


Figure 5 - Historic photographs Canning Road (Old Ramp)



Figure 6 - Canning Road (Old Ramp), September 2019

<b>Site Offering - Site 2, Canning Road (old) / Lobster Pot</b>	
Asset owned by Arun District Council	✓
Leases covering operation of asset	No
Frequency of shingle clearance required (Low, Medium, High)	High
Off-street parking (Within 100m)	x
Off-street accessible parking (Within 100m)	x
Public Toilets	x
Public Accessible Toilets	x
Lifeguarded Beach	x
Nearby Inclusive Café's / Facilities	✓
Bus route (within 300m)	✓
Train station (within 1000m)	x
Modifications possible to facilitate rest areas	x
Clearance Likely to Negatively Impact Flood and Erosion Risk	Yes
Access to lower beach	x
Maintenance costs (£ - ££££)	££££

Table 2 - Site 2, Assessment Matrix

The volume of beach sediment at site 2 is such that it would not be viable to consider resurrecting this ramp.

Removal of the shingle from this location is not advised as the shingle beach provides protection to the seawall, property and infrastructure. The condition of the seawall is unknown and the historic images show superficial damage in 1989. They also show that by 1998 the face of wall had been completely covered by beach sediment and we can therefore determine that the condition has not been assessed in 25 - 34 years.

Removal of beach sediment from this location has the possibility of increasing coastal flooding and erosion risk.

Shortlisted - No



4.3 Site 3 – Canning Road / Lobster Pot (Newer Ramp)

**Historic images not available due to the age of ramp**

Figure 7 – Historic photographs Canning Road / Lobster Pot



Figure 8 – Canning Road / Lobster Pot (Newer ramp), May 2023

<b>Site Offering - Site 3, Canning Road (new) / Lobster Pot</b>	
Asset owned by Arun District Council	✓
Leases covering operation of asset	No
Frequency of shingle clearance required (Low, Medium, High)	High
Off-street parking (Within 100m)	✗
Off-street accessible parking (Within 100m)	✗
Public Toilets	✗
Public Accessible Toilets	✗
Lifeguarded Beach	✗
Nearby Inclusive Café's / Facilities	✓
Bus route (within 300m)	✓
Train station (within 1000m)	✗
Modifications possible to facilitate rest areas	✓
Clearance Likely to Negatively Impact Flood and Erosion Risk	No
Access to lower beach	✓
Maintenance costs (£ - ££££)	£££

Table 3 - Site 3, Assessment Matrix

Site 3 benefits from many of the same amenities as site 1, albeit further away – Toilets and parking are approximately 200m away.

The major drawback to this location is the frequency of shingle clearance required. As the ramp is located on the junction of a stepped bay it is frequently overtopped with beach sediment due to the longshore transport regime. Furthermore, due to being situated further landward with respect to the foreshore it is also subjected to sediment inundation during drift reversal events (south-easterly, easterly and north easterly waves). For these reasons it would not be economically viable to select this ramp as a preferred options.

However, it would be prudent to consider that this ramp may be able to be cleared 'when time permits' during major shingle clearance operations. For this reason, this ramp could be cleared on an ad-hoc basis.

Shortlisted - **No**



4.4 Site 4 - Outram Road

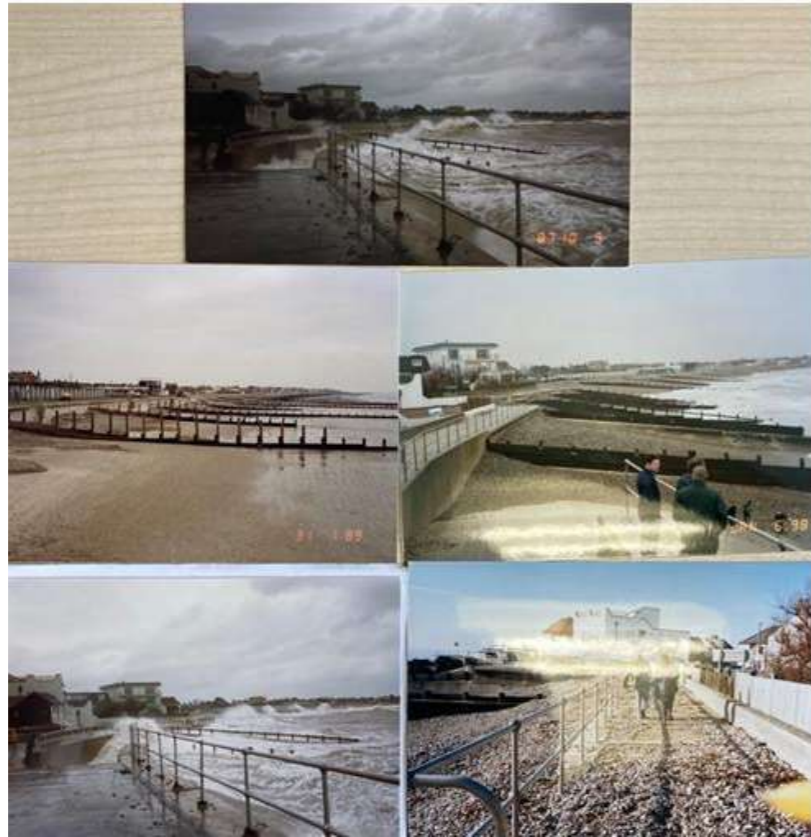


Figure 9 - Historic photographs of Outram Road



Figure 10 - Outram Road, May 2023

<b>Site Offering - Site 4, Outram Road</b>	
Asset owned by Arun District Council	✓
Leases covering operation of asset	No
Frequency of shingle clearance required (Low, Medium, High)	High
Off-street parking (Within 100m)	✗
Off-street accessible parking (Within 100m)	✗
Public Toilets	✗
Public Accessible Toilets	✗
Lifeguarded Beach	✗
Nearby Inclusive Café's / Facilities	✓
Bus route (within 300m)	✓
Train station (within 1000m)	✗
Modifications possible to facilitate rest areas	✗
Clearance Likely to Negatively Impact Flood and Erosion Risk	No
Access to lower beach	✗
Maintenance costs (£ - ££££)	£££

Table 4 - Site 4, Assessment Matrix

Site 4 does not meet the objectives of the project and is remote by comparison. Access to the ramp itself is more difficult than many of the other offerings and has therefore not been shortlisted.

Considerations ruling out shortlisting include; the inability to access the lower foreshore, the remoteness of the ramp, costs associated with regular clearance, the lack of facilities, the lack of general access and the risk of entrapment.

Shortlisted - **No**



4.5 Site 5 - Gloucester Road



Figure 11 - Historic photographs of Gloucester Road



Figure 12 - Gloucester Road, May 2023

Site Offering - Site 5, Gloucester Road	
Asset owned by Arun District Council	✓
Leases covering operation of asset	Yes
Frequency of shingle clearance required (Low, Medium, High)	Medium
Off-street parking (Within 100m)	✓
Off-street accessible parking (Within 100m)	✓
Public Toilets	✓
Public Accessible Toilets	✓
Lifeguarded Beach	x
Nearby Inclusive Café's / Facilities	✓
Bus route (within 300m)	✓
Train station (within 1000m)	✓
Modifications possible to facilitate rest areas	✓
Clearance Likely to Negatively Impact Flood and Erosion Risk	No
Access to lower beach	✓
Maintenance costs (£ - ££££)	££

Table 5 - Site 5, Assessment Matrix

Site 5 is another preferred site and benefits from accessible parking, public toilets and cafes within a 125m radius. It is also located in fairly close proximity to the town centre giving access to a plethora of shops, café's and activities.

The main drawback of site 5 is that it has contractual challenges and historic use expectations that need to be overcome. expectations based on historic use. These will need to be overcome before Arun District Council are able to begin improving the offering. Additionally, access between the accessible parking and offering has a more challenging route consisting of either; narrow paths and ramps or, being situated an extended distance from the asset. This asset would benefit from upgrading the access chain, specifically, the access route between the parking and offering.

Shortlisted - Yes



**No Images or Drawings Available**

Figure 13 - Historic photographs of Regis Centre ramp



Figure 14 - Regis Centre, Sept 2019

<b>Site Offering - Site 6, Regis Centre (existence not verified)</b>	
Asset owned by Arun District Council	✓
Leases covering operation of asset	No
Frequency of shingle clearance required (Low, Medium, High)	High
Off-street parking (Within 100m)	✓
Off-street accessible parking (Within 100m)	✓
Public Toilets	✓
Public Accessible Toilets	✓
Lifeguarded Beach	✓
Nearby Inclusive Cafés / Facilities	✓
Bus route (within 300m)	✓
Train station (within 1000m)	✓
Modifications possible to facilitate rest areas	✗
Clearance Likely to Negatively Impact Flood and Erosion Risk	Yes
Access to lower beach	✗
Maintenance costs (£ - ££££)	££££

Table 6 - Site 6, Assessment Matrix

There was thought to be a ramp running parallel to the sea wall opposite the Place St. Maur crossing. However, we were unable to find historical drawings or photographs to supported this.

Shortlisted - **No**



4.7 Site 7 – Waterloo Square (Locally known as the Fisherman’s Ramp)



Figure 15 - Historic Photographs of Waterloo Square



Figure 16 - Waterloo Square, May 2023

<b>Site Offering - Site 7, Waterloo Square / Fisherman's Ramp</b>	
Asset owned by Arun District Council	x
Leases covering operation of asset	N/A
Frequency of shingle clearance required (Low, Medium, High)	High
Off-street parking (Within 100m)	x
Off-street accessible parking (Within 100m)	x
Public Toilets	✓
Public Accessible Toilets	x
Lifeguarded Beach	x
Nearby Inclusive Cafés / Facilities	✓
Bus route (within 300m)	✓
Train station (within 1000m)	✓
Modifications possible to facilitate rest areas	x
Clearance Likely to Negatively Impact Flood and Erosion Risk	Yes
Access to lower beach	x
Maintenance costs (£ - ££££)	££££

Table 7 - Site 7, Assessment Matrix

Site 7 scores low on the assessment matrix due to its location, lack of facilities and position relative to the foreshore. Further investigation is not recommended as there are far better offerings within 1km of this ramp.

Shortlisted - **No**



4.8 Site 8 – Marine Parade



Figure 17- Historic Photographs of Marine Parade

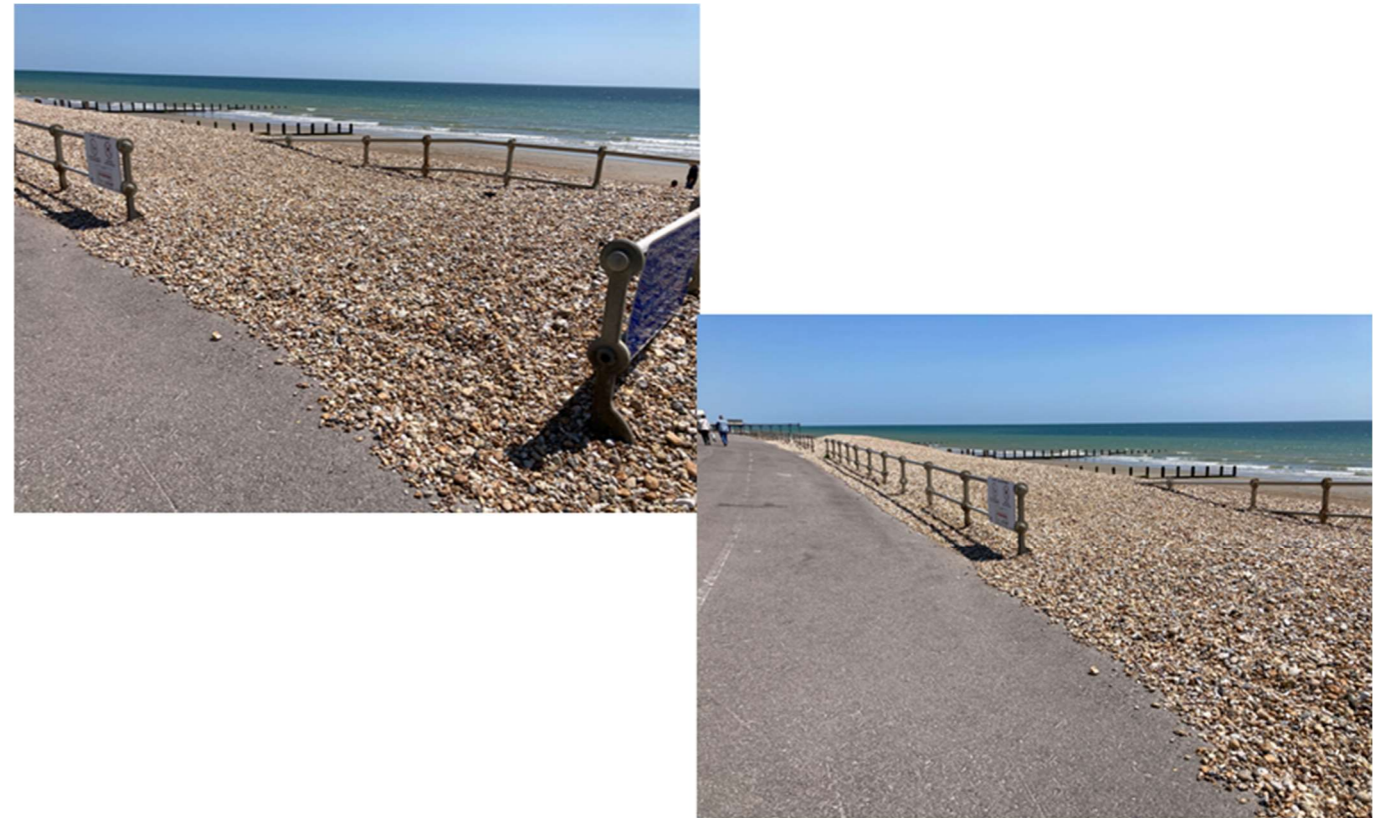


Figure 18 - Marine Parade, May 2023

<b>Site Offering - Site 8, Marine Parade (access to lower beach not possible)</b>	
Asset owned by Arun District Council	✓
Leases covering operation of asset	No
Frequency of shingle clearance required (Low, Medium, High)	High
Off-street parking (Within 100m)	✓
Off-street accessible parking (Within 100m)	✓
Public Toilets	✗
Public Accessible Toilets	✗
Lifeguarded Beach	✗
Nearby Inclusive Cafés / Facilities	✓
Bus route (within 300m)	✓
Train station (within 1000m)	✓
Modifications possible to facilitate rest areas	✗
Clearance Likely to Negatively Impact Flood and Erosion Risk	Yes
Access to lower beach	✗
Maintenance costs (£ - ££££)	££££

Table 8 - Site 8, Assessment Matrix

Site 8 has not be shortlisted as it does not meet the objectives agreed by the working party.

The ramp terminates above the sand level and appears to have spending steps for a portion of the journey to the lower foreshore, see Figure 17. Additionally, the ramp is inundated with beach sediment and removal of the material will increase flood and erosion risk.

Shortlisted - **No**



4.9 Site 9 - Victoria Road South (Bognor Regis Sailing Club Ramp)

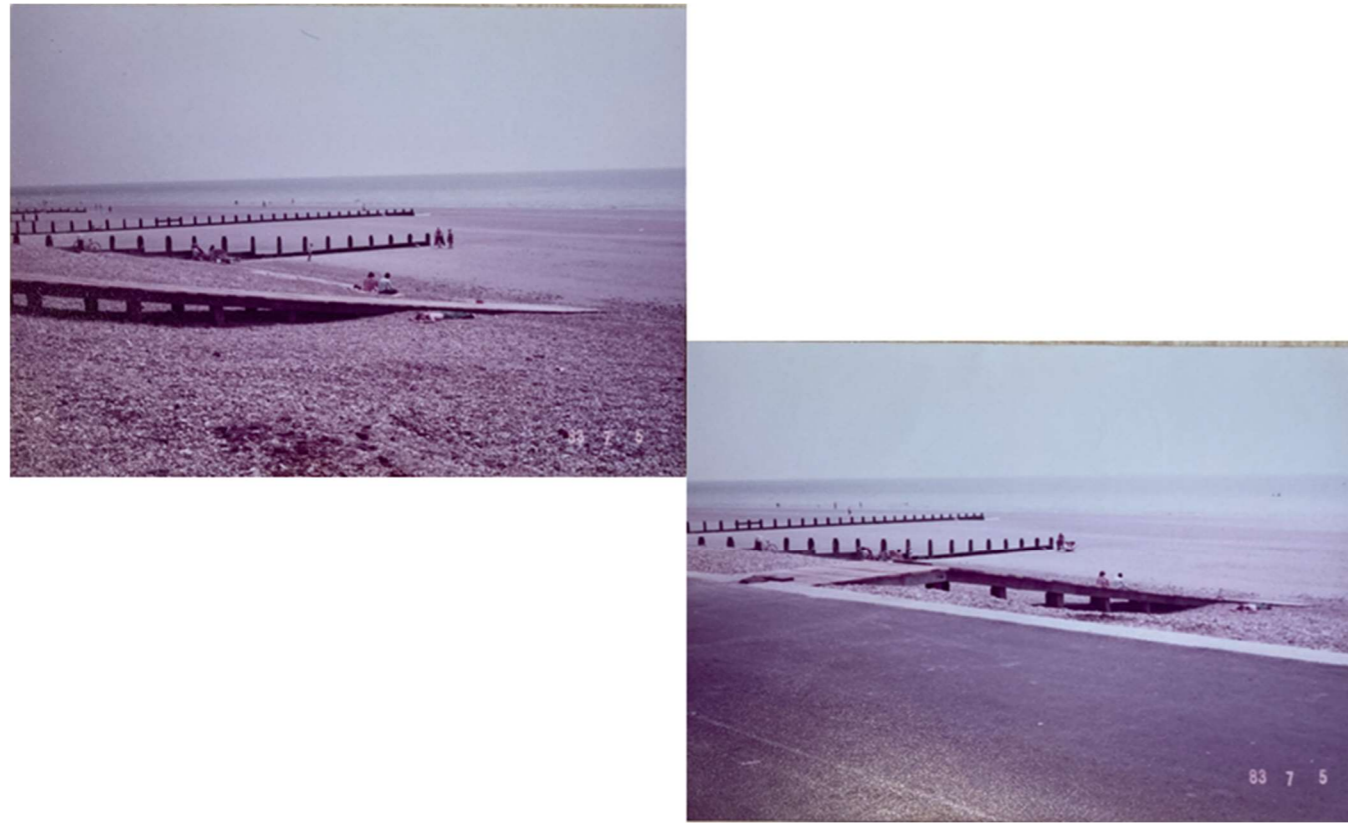


Figure 19 - Historic Photographs of Victoria Road South (Before 2014 refurbishment)



Figure 20 Victoria Road South, May 2023 and Sept 2019

<b>Site Offering - Site 9, Victoria Road South / Bognor Regis Sailing Club</b>	
Asset owned by Arun District Council	✘
Leases covering operation of asset	N/A
Frequency of shingle clearance required (Low, Medium, High)	Medium
Off-street parking (Within 100m)	✘
Off-street accessible parking (Within 100m)	✘
Public Toilets	✘
Public Accessible Toilets	✘
Lifeguarded Beach	✘
Nearby Inclusive Café's / Facilities	✘
Bus route (within 300m)	✓
Train station (within 1000m)	✓
Modifications possible to facilitate rest areas	✓
Clearance Likely to Negatively Impact Flood and Erosion Risk	No
Access to lower beach	✘
Maintenance costs (£ - ££££)	££

Table 9 - Site 9, Assessment Matrix

Site 9 has not be shortlisted as it does not meet the objectives agreed by the working party, specifically it does not extend to the lower foreshore.

One major benefit of this ramp is its seaward position relative to the foreshore. However, clearance of this ramp as part of this project would not meet the objectives.

Shortlisted - **No**



4.10 Site 10 - Nyewood Lane (The Waverley Pub)



Figure 21 Historic Photographs, Nyewood Lane



Figure 22 - Nyewood Lane, May 2023 and Sept 2019

<b>Site Offering - Site 10, Nyewood Lane / The Waverley Pub</b>	
Asset owned by Arun District Council	✓
Leases covering operation of asset	No
Frequency of shingle clearance required (Low, Medium, High)	High
Off-street parking (Within 100m)	✓
Off-street accessible parking (Within 100m)	✓
Public Toilets	✗
Public Accessible Toilets	✗
Lifeguarded Beach	✗
Nearby Inclusive Café's / Facilities	✓
Bus route (within 300m)	✓
Train station (within 1000m)	✗
Modifications possible to facilitate rest areas	✗
Clearance Likely to Negatively Impact Flood and Erosion Risk	Yes
Access to lower beach	✗
Maintenance costs (£ - ££££)	£££

Table 10 - Site 10, Assessment Matrix

Site 10 has not be shortlisted as it does not meet the objectives agreed by the working party.

Desk studies and site surveys were unable to verify the exact design of the ramp but it is believed to be similar in construction to that of the ramp at site 8. Furthermore, removal of sediment from this piece of foreshore would significantly increase flood and erosion risk.

Shortlisted - **No**



4.11 All Sites, Shortlisting Table

<u>Site Offering / Site No</u>	<u>Site 1, Blakes Road</u>	<u>Site 2, Canning Road (Old)</u>	<u>Site 3, Canning Road (New)</u>	<u>Site 4, Outram Road</u>	<u>Site 5, Gloucester Road</u>	<u>Site 6, Regis Centre</u>	<u>Site 7, Waterloo Square</u>	<u>Site 8, Marine Parade</u>	<u>Site 9, Bognor Regis Sailing Club</u>	<u>Site 10, Nyewood Lane</u>
Asset owned by Arun District Council	✓	✓	✓	✓	✓	✓	✗	✓	✗	✓
Leases covering operation of asset	No	No	No	No	Yes	No	N/A	No	N/A	No
Frequency of shingle clearance required (Low, Medium, High)	Low	High	High	High	Medium	High	High	High	Medium	High
Off-street parking (Within 100m)	✓	✗	✗	✗	✓	✓	✗	✓	✗	✓
Off-street accessible parking (Within 100m)	✓	✗	✗	✗	✓	✓	✗	✓	✗	✓
Public Toilets	✓	✗	✗	✗	✓	✓	✓	✗	✗	✗
Public Accessible Toilets	✓	✗	✗	✗	✓	✓	✗	✗	✗	✗
Lifeguarded Beach	✗	✗	✗	✗	✗	✓	✗	✗	✗	✗
Nearby Inclusive Café's / Facilities	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
Bus route (within 300m)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Train station (within 1000m)	✗	✗	✗	✗	✓	✓	✓	✓	✓	✗
Modifications possible to facilitate rest areas	✓	✗	✓	✗	✓	✗	✗	✗	✓	✗
Clearance Likely to Negatively Impact Flood and Erosion Risk	No	Yes	No	No	No	Yes	Yes	Yes	No	Yes
Access to lower beach	✓	✗	✓	✗	✓	✗	✗	✗	✗	✗
Maintenance costs (£ - ££££)	£	££££	£££	£££	££	££££	££££	££££	££	£££
Shortlisted	✓	✗	✗	✗	✓	✗	✗	✗	✗	✗

Table 11- All Sites, Assessment Matrix

## 5 Shortlisted Ramps

The high-level review has identified that Site 1, Blakes Road and Site 5, Gloucester Road, meet enough criteria to warrant shortlisting. Analysis of each site is shown below.

### 5.1 Site 1, Blakes Road, Felpham

The offering at Blakes Road is most favourable offering within the study area. The ramp is generally clear with direct access to the lower foreshore and benefits from accessible parking, toilets, and a café within a 75m radius. The design of the asset is such that adaptations could be made to improve the standard of the offering.

#### 5.1.1 Pro's

- The ramp is positioned seaward of the foreshore and remains clear of shingle for much of the year.
- It has high quality supporting infrastructure within a 75m radius:
  - o Accessible parking
  - o Accessible toilets
  - o Accessible café's
- There are limited shared use concerns
- There are no contractual obligations covering the use of the ramp

#### 5.1.2 Con's

- Not central to Bognor Regis
- Approximately 1.6 km's to the nearest train station
- Approximately 1.4 km's to Bognor Regis town centre

### 5.2 Site 5, Gloucester Road, Bognor Regis

The offering at Gloucester Road is also a favourable asset that could undergo adaptations to improve the offering. The ramp is set further into the beach than that of Blakes Road and will therefore require increased clearance.

#### 5.2.1 Pro's

- Central to Bognor Regis
- Within 1 km of the train station
- Within 600m of the town centre
- Close to the foreshore office
- Adjacent to the lifeguarded beach

#### 5.2.2 Con's

- A local business has a lease that includes an **option** to run the ramp as a concession facilitating water sports and launching Personal Watercraft (PWC's {Jet ski's}). Detailed discussion will need to be had with the lessee to identify how mixed use will be managed.
- The route between the accessible parking and the asset is challenging and may require improvement.
- The ramp will require more frequent clearance as the asset is set landward of the beach face.

### 5.3 Ramp Clearance Framework

The ramps shall be cleared in accordance with the framework set out below:

<u>Framework No.</u>	<u>Site Observation</u>	<u>Activity required</u>
1	Ramp free from sediment (Shingle & Sand)	No activity required
2	A navigable path more than 1.5m width from the top of the ramp to the bottom of the ramp (Not necessarily in a straight line)	No activity required
3	Small amounts of sediment that can be dealt with by brushing – Assessed by Arun DC officer	Foreshore team to sweep the ramp
4	Small amounts of sediment that can be removed using hand tools to create a 1.5m wide navigable path - assessed by Arun DC officer as requiring less than 1 hrs work.	ADC operative to clear as necessary
5	Significant quantities of sediment covering the ramp – assessed by Arun DC officer.	ADC to instruct clearance by nominated contractor

### 5.4 Visual Survey Results

It was agreed that a visual survey was to be undertaken following the clearance of the ramps in 2023. The survey consisted of four daily inspections at 10:00, 12:00, 14:00 and 16:00. The ramp at Blakes Road was monitored for 36 working days (7 weeks) and the ramp at Gloucester Road was monitored for 16 working days (3 weeks).

When comparing the results for the same period there was little meaningful analysis that could be drawn due to the minor differences in use. Both ramps proved to be popular with the visual surveys concluding;

- 1,803 documented uses
- 285 uses by people with mobility aids.
- 326 uses by people for recreational water sports
- 253 uses by families with pushchairs
- 125 uses by older adults

The full results can be found in the document attached to this report.

## 6 Future Development Opportunities and Challenges

Within the context of the current offerings both Site 1, Blakes Road, and Site 5, Gloucester Road, could accommodate alterations to improve the overall site experience. The challenges associated with alterations have been laid out below:

### 6.1 Challenges

#### 6.1.1 Marine Licensing

- Alterations are likely to need a license from the Marine Management Organization (MMO). The MMO aim to determine 90% of applications within 13 weeks of validation but depending on the complexity of the case, some applications may take longer.



- MMO applications which require an Environmental Impact Assessment (EIA) also require a minimum of 6 weeks consultation. The MMO offer an EIA screening assessment which can be determined before the submission of a marine licence. It is recommended that screening assessments are sought when pursuing alterations.

### 6.1.2 Leases

- Site 5, Gloucester Road, is covered by a lease which encompasses an **option** for the lessee to run the ramp as a concession. It is not an exclusive right, nor is it an obligation.
- Alterations that extend east at Site 5, Gloucester Road, will interact with an area that is managed by the Environment Agency.
- Arun District Council do not hold a record of a lease covering the use of Site 1, Blakes Road. Further consultation is required with Felpham Sailing Club to explore if a collaborative solution can be established.

### 6.1.3 Resources

- To carry out any improvements to the ramps for access the council will need to commit resources to a project. A project proposal will need to be worked up outlining the work required to include any staff / consultant and capital costs together with any revenue implications. Potential sources of funding are identified below.

## 6.2 Opportunities for Improvement

As part of the medium / long term steps opportunities to improve the ramps for access has been reviewed. The following improvements have been identified:

- Handrails. The Coastal Engineer will need to seek further advice on the installation of handrails as the introduction of tidally submerged obstructions is not well documented.
- Resting platform/s adjacent to the ramp so that the slope can be tackled by users in stages.
- Re-surfacing to improve access for users. Re-surfacing is possible but it is unlikely to remain smooth for an extended period of time.

## 7 Potential Funding Sources

Discussions with members, neighbouring authorities and residents have identified additional funding and engagement opportunities. Funding opportunities that require further consideration include:

- West Sussex County Council Funding
- Bognor Regis Town Council funding
- Local Businesses
- Sport England – Small Grant Programme
- National Lottery Awards for All – England
- Veolia Environmental Trust
- United Kingdom Shared Prosperity Fund, UKSPF

**Visual Surveys carried out by Foreshores Team**

**Blakes Road Ramp**

DATE	TIME	Wheelchair users	Motorised wheelchair users	Mobility scooter users	Walker users	Walking sticks and crutches users	Older adults	Families with pushchairs	Jet ski users	Paddleboard users	Sailors	Other	Total numbers of users seen per day
10/08/2023	12	0	0	0	2	0	0	0	0	0	0	0	19
	14	1	0	0	0	0	0	1	0	0	0	7	
	16	1	0	0	1	0	1	1	0	0	0	4	
11/08/2023	10	0	1	0	2	0	0	0	0	2	0	0	25
	12	1	0	0	3	1	0	0	0	0	0	0	
	14	1	0	0	4	0	0	0	0	0	0	1	
	16	0	0	1	3	2	1	0	0	0	0	2	
13/08/2023	10	0	0	0	3	0	1	2	0	0	32	14	141
	12	0	0	0	3	0	2	5	0	0	11	2	
	14	1	0	0	8	2	1	23	0	5	9	17	
14/08/2023	10	0	0	0	0	0	0	0	0	0	0	4	4
15/08/2023	10	0	0	0	0	0	0	0	0	0	0	3	3
	12	0	0	0	0	0	0	0	0	0	0	0	
	14	0	0	0	0	0	0	0	0	0	0	0	
	16	0	0	0	0	0	0	0	0	0	0	0	
16/08/2023	10	0	0	0	0	0	1	0	0	0	1	2	
17/08/2023	10	0	0	0	2	0	0	4	0	0	0	11	38
	12	0	0	0	0	0	0	1	0	0	0	8	
	14	1	0	0	0	0	0	0	0	0	0	4	
	16	0	0	0	0	0	1	3	0	0	0	3	
18/08/2023	10	1	0	0	1	1	2	0	0	0	0	0	19
	12	0	1	0	1	0	0	2	0	0	0	0	
	14	0	0	0	3	0	0	1	0	0	0	0	
	16	0	1	0	5	0	0	0	0	0	0	0	
19/08/2023	10	0	0	2	3	0	2	1	0	0	0	0	22
	12	0	0	0	4	0	1	1	0	0	0	0	
	14	1	0	0	1	0	1	1	0	0	0	0	
	16	0	0	0	2	0	2	0	0	0	0	0	
21/08/2023	10	0	0	0	0	0	0	2	0	0	0	2	8
	16	0	0	0	0	0	0	1	0	0	0	3	
22/08/2023	10	0	0	0	0	0	2	1	0	0	0	3	6
23/08/2023	10	0	0	0	0	0	0	0	0	0	0	2	12
	12	0	0	0	0	0	0	0	0	0	0	2	
	14	0	0	0	0	0	0	0	0	0	0	3	
	16	0	0	0	0	0	0	0	0	0	0	5	
25/08/2023	10	0	0	1	3	1	1	0	0	0	0	1	24
	12	0	0	1	4	0	2	0	0	0	0	0	
	14	1	0	0	2	1	2	2	0	0	0	2	
26/08/2023	10	0	0	0	0	0	0	0	0	0	0	2	13
	12	0	0	0	0	0	0	0	0	0	0	3	
	14	0	0	0	3	0	1	0	0	0	0	2	
	16	0	0	0	0	0	0	0	0	0	0	2	
27/08/2023	10.45	0	0	0	3	1	0	0	0	0	30	3	180
	12	0	0	0	5	1	3	4	0	1	26	25	
	14	0	0	0	0	0	2	5	0	1	38	32	
	16	0	0	0	0	0	0	0	0	0	0	0	
28/08/2023	10	0	0	0	0	1	1	2	0	0	0	1	23
	12	0	0	2	3	0	2	0	0	0	0	0	
	14	0	0	0	0	1	1	2	0	0	0	1	
	16	0	0	0	4	0	1	1	0	0	0	0	
29/08/2023	10	0	0	0	0	0	0	0	0	0	0	0	3
	12	0	0	0	0	0	0	0	0	0	0	0	
	14	0	0	0	0	0	0	3	0	0	0	0	
07/09/2023	10	0	0	0	0	2	2	1	0	3	0	6	74
	12	1	0	0	0	2	2	0	0	2	0	7	
	14	0	0	0	0	0	5	2	0	4	0	14	
	16	0	0	0	0	1	1	1	0	5	0	13	
08/09/2023	10	0	0	0	0	0	1	0	0	1	0	5	75
	12	0	0	0	0	0	0	0	0	2	0	0	
	14	0	0	0	0	5	4	0	0	5	0	33	
	16	0	0	0	0	2	3	2	0	2	0	10	
09/09/2023	10	1	0	0	0	0	2	3	0	8	0	0	52
	12	1	0	0	0	0	3	3	0	8	0	0	
	14	2	0	0	0	0	4	3	0	8	0	0	
	16	0	0	0	0	0	2	1	0	3	0	0	
10/09/2023	10	0	0	0	0	0	0	2	0	4	0	20	118
	12	0	0	0	0	0	0	4	0	4	0	20	
	14	0	1	0	0	0	2	4	0	6	0	20	
	16	0	0	1	0	0	1	5	0	4	0	20	
11/09/2023	10	0	0	0	0	0	3	0	0	0	0	0	4
	12	0	0	0	0	0	0	0	0	0	0	0	
	14	0	0	0	0	0	0	1	0	0	0	0	
	16	0	0	0	0	0	0	0	0	0	0	0	
12/09/2023	10	0	0	0	0	0	1	0	0	0	0	5	25
	12	0	0	0	0	0	1	1	0	0	0	3	
	14	0	0	0	0	1	0	2	0	1	0	4	
	16	0	0	0	0	0	1	1	0	2	0	2	
13/09/2023	10	0	0	0	10	0	0	2	0	0	0	0	13
	12	0	0	0	1	0	0	0	0	0	0	0	
	14	0	0	0	0	0	0	0	0	0	0	0	
	16	0	0	0	0	0	0	0	0	0	0	0	
14/09/2023	10	0	0	0	0	0	0	0	0	0	0	0	13
	12	0	0	0	3	0	0	0	0	0	0	0	
	14	0	0	0	2	0	0	1	0	1	0	3	
	16	0	0	0	0	0	0	3	0	0	0	0	
15/09/2023	10	0	0	0	0	0	1	1	0	0	0	4	37
	12	0	0	0	0	1	1	0	0	1	0	15	
	14	0	0	0	0	0	0	1	0	1	0	3	
	16	0	0	0	0	0	2	2	0	0	0	4	
16/09/2023	10	0	0	0	0	1	2	0	0	2	0	26	107
	12	0	0	0	0	1	1	0	0	1	0	17	
	14	1	0	0	0	0	0	3	0	4	0	28	
	16	0	0	0	0	1	0	1	0	0	0	18	
	10	0	0	0	0	0	0	0	0	0	0	0	

17/09/2023	12	0	0	0	0	0	0	0	0	0	0	0	2
	14	0	0	0	0	0	0	0	0	0	0	0	
	16	0	0	0	0	0	0	0	0	0	0	2	
18/09/2023	10	0	0	0	0	0	0	0	0	0	0	0	13
	12	0	0	0	0	0	0	0	0	0	0	0	
	14	0	0	0	0	0	0	1	1	0	0	0	
19/09/2023	16	0	0	0	0	0	0	1	1	0	0	0	3
	10	0	0	0	0	0	0	0	4	0	0	0	7
	12	0	0	0	0	0	0	0	0	0	0	0	
14	0	0	0	0	2	0	0	0	0	0	0	0	
20/09/2023	16	0	0	0	1	0	0	0	0	0	0	0	8
	10	0	0	0	0	0	0	0	0	0	0	4	
	12	0	0	0	0	0	0	1	0	0	0	2	
21/09/2023	14	0	0	0	0	0	0	1	0	0	0	0	3
	16	0	0	0	0	0	0	0	0	0	0	0	
	10	0	0	0	0	0	0	0	0	0	0	0	
22/09/2023	12	0	0	0	2	1	1	1	0	0	0	0	22
	14	0	0	0	0	0	0	0	0	0	0	6	
	16	0	0	0	0	0	1	0	0	0	0	2	
23/09/2023	10	1	0	0	0	2	2	2	0	1	16	2	62
	12	0	0	0	0	0	0	0	0	0	10	0	
	14	0	0	0	0	0	1	2	0	0	1	12	
24/09/2023	16	0	0	0	0	0	0	2	0	0	6	0	23
	10	0	0	0	0	0	0	1	0	0	0	5	
	12	0	0	0	0	1	1	0	0	0	0	2	
25/09/2023	14	0	0	0	0	0	0	2	0	0	0	0	8
	16	0	0	0	2	0	0	0	0	0	0	0	
	10	0	0	0	0	0	1	1	0	0	0	10	
26/09/2023	12	0	0	1	0	0	1	0	0	0	0	7	30
	14	0	0	0	0	0	0	1	0	1	0	4	
	16	0	0	0	0	0	0	0	0	0	0	3	
27/09/2023	10	0	0	0	0	0	0	0	0	0	0	0	0
	12	0	0	0	0	0	0	0	0	0	0	0	
	14	0	0	0	0	0	0	0	0	0	0	0	
28/09/2023	16	0	0	0	0	0	0	0	0	0	0	0	4
	10	0	0	0	0	0	0	0	0	0	0	0	
	12	0	0	0	0	0	0	0	0	0	0	0	
29/09/2023	14	0	0	0	0	0	0	0	0	0	0	0	5
	16	0	0	0	0	0	0	0	0	0	0	0	
	10	0	0	0	3	0	0	0	0	0	0	0	
User Type		Wheelchair users	Motorised wheelchair users	Mobility scooter users	Walker users	Walking sticks and crutches users	Older adults	Families with pushchairs	Jet ski users	Paddleboard users	Sailors	Other	1247
Total		16	4	10	112	35	92	140	0	95	190	553	1247
Total for same monitoring period as GL Rd		7	1	3	34	23	58	71	0	86	44	378	705

**Gloucester Road Ramp**

DATE	TIME	Wheelchair users	Motorised wheelchair users	Mobility scooter users	Walker users	Walking sticks and crutches users	Older adults	Families with pushchairs	Jet ski users	Paddleboard users	Sailors	Other	Total number of users seen per day
07/09/2023	10	0	0	2	0	0	0	6	4	0	0	12	84
	12	0	0	0	1	4	0	7	2	0	0	14	
	14	0	0	0	0	0	3	7	2	0	0	7	
	16	0	0	0	0	0	0	5	0	0	0	8	
08/09/2023	10	0	0	2	0	1	1	5	0	0	0	23	121
	12	0	1	2	0	1	1	4	0	0	0	17	
	14	1	0	1	3	2	1	5	0	2	0	18	
	16	0	0	1	1	1	1	4	0	2	0	10	
09/09/2023	18	0	0	0	0	1	0	2	0	1	0	6	71
	10	0	0	0	0	1	1	3	0	0	0	3	
	12	0	0	1	1	4	2	4	0	0	0	12	
	14	0	0	2	2	3	1	2	0	0	0	6	
10/09/2023	16	2	0	3	2	1	1	5	0	0	0	4	49
	18	0	0	1	0	1	0	1	0	0	0	2	
	10	2	0	0	0	0	0	4	1	3	0	0	
	12	2	0	1	0	0	0	3	0	4	0	0	
11/09/2023	14	1	0	0	0	0	0	4	4	4	0	0	0
	16	0	0	1	0	0	2	4	5	4	0	0	
	10	0	0	0	0	0	0	0	0	0	0	0	
	12	0	0	0	0	0	0	0	0	0	0	0	
12/09/2023	14	0	0	0	0	0	0	0	0	0	0	0	18
	16	0	0	0	0	0	1	0	0	0	0	3	
	10	0	0	0	0	0	0	1	0	0	0	3	
	12	0	0	0	0	0	0	0	0	0	0	2	
13/09/2023	14	0	0	0	0	0	0	0	0	0	0	0	13
	16	0	0	0	0	0	0	0	0	0	0	0	
	10	0	0	0	1	0	0	3	0	0	0	0	
	12	2	0	0	4	0	0	1	0	0	0	0	
14/09/2023	14	0	0	0	0	0	0	0	0	0	0	0	28
	16	0	0	0	0	0	0	0	0	0	0	0	
	10	1	0	0	7	1	0	3	0	0	0	2	
	12	1	1	0	4	1	1	2	0	0	0	2	
15/09/2023	14	0	0	0	2	0	0	0	0	0	0	0	16
	16	0	0	0	0	0	0	0	0	0	0	4	
	10	0	0	0	0	0	1	0	0	0	0	2	
	12	0	0	0	0	0	0	1	0	0	0	1	
15/09/2023	14	0	0	0	0	1	0	1	0	0	0	5	16
	16	0	0	0	0	0	0	0	0	0	0	4	
15/09/2023	10	0	0	0	0	0	3	2	0	2	0	9	

16/09/2023	12	0	0	0	0	1	0	0	0	0	0	15	51
	14	0	0	0	0	0	3	4	0	0	0	8	
	16	0	0	0	0	1	1	0	0	0	0	2	
17/09/2023	10	0	0	0	0	0	0	0	0	0	0	0	2
	12	0	0	0	0	0	0	0	0	0	0	0	
	14	0	0	0	0	0	0	0	0	0	0	0	
18/09/2023	10	0	0	0	0	0	0	0	0	0	0	0	4
	12	0	0	0	0	0	0	0	0	0	0	0	
	14	0	0	0	0	0	0	0	0	0	0	2	
19/09/2023	10	0	0	0	0	0	0	0	0	0	0	0	2
	12	0	0	0	0	0	0	0	0	0	0	0	
	14	0	0	0	2	0	0	0	0	0	0	0	
20/09/2023	10	0	0	0	0	0	0	0	0	0	0	1	2
	12	0	0	0	0	0	0	0	0	0	0	1	
	14	0	0	0	0	0	0	0	0	0	0	0	
21/09/2023	10	0	0	0	0	0	0	2	0	0	0	0	4
	12	0	0	0	0	0	0	0	0	0	0	0	
	14	0	0	0	0	0	0	0	0	0	0	0	
22/09/2023	10	0	0	0	3	0	0	0	0	0	0	0	14
	12	0	0	0	0	0	1	0	0	0	0	4	
	14	0	0	0	0	0	0	2	0	1	0	1	
23/09/2023	10	0	0	0	0	0	2	1	0	0	0	5	20
	12	0	0	0	0	1	0	0	0	0	0	3	
	14	0	0	0	0	0	1	1	0	0	0	4	
24/09/2023	10	0	0	0	0	0	0	1	0	0	0	3	19
	12	0	0	0	0	0	0	0	0	0	0	4	
	14	0	0	0	0	0	1	0	0	0	0	6	
25/09/2023	10	0	0	0	0	0	0	0	0	0	0	0	15
	12	0	0	0	0	0	0	0	0	0	0	0	
	14	0	0	0	6	0	2	0	0	0	0	0	
26/09/2023	10	0	1	0	0	0	0	0	0	0	0	4	16
	12	0	1	0	0	1	0	1	0	0	0	1	
	14	0	0	0	0	0	0	0	0	0	0	3	
27/09/2023	10	0	0	0	0	0	0	0	0	0	0	0	0
	12	0	0	0	0	0	0	0	0	0	0	0	
	14	0	0	0	0	0	0	0	0	0	0	0	
28/09/2023	10	0	0	0	0	0	0	0	0	0	0	0	4
	12	0	0	0	2	0	0	2	0	0	0	0	
	14	0	0	0	0	0	0	0	0	0	0	0	
29/09/2023	10	0	0	0	0	0	0	0	0	0	0	0	3
	12	0	0	0	0	0	0	0	0	0	0	0	
	14	0	0	0	0	0	0	0	0	0	0	1	
		16	0	0	0	0	0	0	0	0	0	2	
User Type		Wheelchair users	Motorised wheelchair users	Mobility scooter users	Walker users	Walking sticks and crutches users	Older adults	Families with pushchairs	Jet ski users	Paddleboard users	Sailors	Other	556
Totals		12	4	17	46	29	33	113	18	23	0	261	556

All usage totals	28	8	27	158	64	125	253	18	118	190	814	1803
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<b>REPORT TO:</b>	<b>Environment Committee – 21 November 2023</b>
<b>SUBJECT:</b>	<b>Key Performance Indicators 2022-2026 – Quarter 2 performance report for the period 1 April 2023 to 30 September 2023.</b>
<b>LEAD OFFICER:</b>	<b>Jackie Follis - Group Head of Organisational Excellence</b>
<b>LEAD MEMBER:</b>	Councillor Wallsgrove
<b>WARDS:</b>	<b>N/A</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
The Key Performance Indicators support the Council’s Vision and allows the Council to identify how well we are delivering across a full range of services.	
<b>DIRECTORATE POLICY CONTEXT:</b>	
This report is produced by the Group Head of Organisational Excellence to give an update on the Q2 Performance outturn of the Key Performance Indicators.	
<b>FINANCIAL SUMMARY:</b>	
Not required.	

**1. PURPOSE OF REPORT**

- 1.1. In order for the Committees to be updated with the Q2 Performance Outturn for the Key Performance indicators for the period 1 April 2023 to 30 September 2023.

**2. RECOMMENDATIONS**

- 2.1. It is recommended that the Committee notes the contents of this report and provides any questions or comments on the indicators relevant to this Committee to the Policy and Finance Committee on 8 February 2024.

**3. EXECUTIVE SUMMARY**

- 3.1. This report sets out the performance of the Key Performance indicators at Quarter 2 for the period 1 April 2023 to 30 September 2023.

**4. DETAIL**

- 4.1. 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.



- 4.2. 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.
- 4.3. A full report showing quarterly performance against all indicators (which are measured at that quarter) will go to the relevant Policy and Finance Committee meeting at the end of the cycle of the other Committee meetings. Members of the other Committees will be able to give comments or ask questions about the KPI indicators that are relevant to their Committee and these will be submitted to the Policy and Finance Committee for consideration.
- 4.4. This is the quarterly report covering performance from 1 April 2023 to 30 September 2023 and will cover only those indicators that are due to be measured at this point.
- 4.5. 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

- 4.6. There are 42 Key Performance indicators. 10 of these indicators relate to this Committee and all 10 are measured at Q2.
- 4.7. This report gives the status of the indicators at Q2. Appendix A gives full commentary for each indicator.

Status	Number of Key Performance indicators in this category at Q2
Achieved target	6
Didn't achieve but within 15% range	3
Didn't achieve target by more than 15%	1
<b>TOTAL</b>	<b>10</b>

- 4.8. Actions to be taken

CMT will continue to monitor this indicator, however, it can be seen that a significant improvement on performance has been on this indicator since the Q1 Outturn.

## 5. CONSULTATION

- 5.1. No consultation has taken place.

## 6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1. To review the report
- 6.2. To request further information and/or remedial actions be undertaken

## **7. COMMENTS BY THE GROUP HEAD OF CORPORATE SUPPORT/SECTION 151 OFFICER**

7.1. None required.

## **8. RISK ASSESSMENT CONSIDERATIONS**

8.1. None required

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

9.1. 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 8 February 2024.

## **10. HUMAN RESOURCES IMPACT**

10.1. Not applicable.

## **11. HEALTH & SAFETY IMPACT**

11.1. Not applicable.

## **12. PROPERTY & ESTATES IMPACT**

12.1. Not applicable.

## **13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

13.1. Not applicable.

## **14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

14.1. Not applicable.

## **15. CRIME AND DISORDER REDUCTION IMPACT**

15.1. Not applicable.

## **16. HUMAN RIGHTS IMPACT**

16.1. Not applicable.

## **17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

17.1. Not applicable.

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**CONTACT OFFICER:**





Name: Jackie Follis



Job Title: Group Head of Organisational Excellence

Contact Number: 01903 737580

**BACKGROUND DOCUMENTS:** *None*

No.	Indicator	Service Committee to consider this	CMT Member	Assess by	Target 2023	Q1 Status	Q2 Commentary	Q2 Outturn and status (April to Sept 2023)	Improved or not since Q1 figure (Q2 compared to Q1)
CP12	Number of missed refuse and recycling collections per 100,000 within contractual target	Environment	Philippa Dart	Lower is better	80	Achieving  <b>Outturn for Q1 71.99</b>	Overall figure for the year is 69.52 missed bins per 1000,000.	Achieving  <b>Outturn for Q2 69.52</b>	Down by 2.47 (better)  
CP13	Food businesses with food hygiene ratings of 3 (satisfactory and above)	Environment	Karl Roberts	Higher is better	93%	Achieving  <b>Outturn for Q1 98.70%</b>	Maintaining compliance levels above target. A range of actions are taken to support business to achieve a high rating and to follow up on those where a rating of 3 or above is not achieved. In Q2 this included 108 hygiene inspections/interventions, providing 86 written warnings and advice, issuing 1 hygiene improvement notice, procurement of samples (62 separate criteria analysed by UKHSA laboratory), responding to 6 requests for rescore and 25 request for advice or information on food hygiene.	Achieving  <b>Outturn for Q2 98.70%</b>	Same as Q1  
CP22	Vacant private sector dwellings returned to occupation	Environment	Karl Roberts	Higher is better	50	Achieving  <b>Outturn for Q1 23</b>	On target to exceed the target of 50 by the end of March 2024. This is being achieved by both informal engagement with property owners as well as enforcement action.	Achieving  <b>Outturn for Q2 37</b>	Up by 14 (better)  
CP23	Residual household waste per household per annum	Environment	Philippa Dart	Lower is better	450kg	Achieving  <b>Outturn for Q1 109.49kg.hh</b>	On target for meeting the 450 kg/hh per year	Achieving  <b>Outturn for Q2 211kg/hh</b>	Up by 101.51 (worse) - <b>Note: Whilst Q2 is worse than Q1, this is KPI is still achieving its target</b>  

No.	Indicator	Service Committee to consider this	CMT Member	Assess by	Target 2023	Q1 Status	Q2 Commentary	Q2 Outturn and status (April to Sept 2023)	Improved or not since Q1 figure (Q2 compared to Q1)
CP24	Household waste sent for re use, recycling and composting. 50% annual target.	Environment	Philippa Dart	Higher is better	50%	Not achieving but within 15% range  Outturn for Q1 47.51%	This is an improved performance over the corresponding period last year. The Green Waste Club continues to grow and there has been increased tonnages collected through this scheme.	Not achieving but within 15% range  Outturn for Q2 46.25%	Down by 1.26% (worse)  
CP25	Contractor achieving performance target for all green space management operations following monitoring	Environment	Philippa Dart	Higher is better	>66%	Not achieving but within 15% range  Outturn for Q1 66.70%	57 sites inspected for performance monitoring. 11 sites failed to reach the minimum 66% contractual minimum score and action was taken swiftly. 7 sites exceeded 80% (exceptional).	Achieving  Outturn for Q2 66%	Down by 0.70% (worse) <b>Note: Whilst Q2 is worse than Q1, this is KPI is still achieving its target</b>  
CP37	Building Regulation submissions processed within 5 weeks (or 2 months if client requests extension)	Environment	Karl Roberts	Higher is better	100%	Not achieving but within 15% range  Outturn for Q1 99%	September - target met Q2 - marginally below exacting performance target by one percent. Due to work volume, long-term staff absence and current Surveyor vacancy.	Not achieving but within 15% range  Outturn for Q2 99%	Same as Q1  
CP38	% of Building Regulation submissions assessed within 21 days of date of deposit with the Council	Environment	Karl Roberts	Higher is better	60%	Achieving  Outturn for Q1 75%	September - Target exceeded. No action needed Q2 - Target exceeded. No action needed.	Achieving  Outturn for Q2 84%	Up by 9% (better)  

No.	Indicator	Service Committee to consider this	CMT Member	Assess by	Target 2023	Q1 Status	Q2 Commentary	Q2 Outturn and status (April to Sept 2023)	Improved or not since Q1 figure (Q2 compared to Q1)
CP39	% of Building Control applications registered within 3 days	Environment	Karl Roberts	Higher is better	60%	Not achieving  <b>Outturn for Q1 15%</b>	Target exceeded in September but not met for Q2 Outturn. This being due to: - A long-term staff illness (but colleague is now on an extensive long-term Phased Return to work). - The training of Temporary Worker (started 01/07/23). - A continuing long-term SBCS vacancy. However, it can be seen that a significant improvement on performance has been made here since Q1 Outturn- No action required at this time.	Not achieving  <b>Outturn for Q2 37%</b>	Up by 22% (better) 
CP40	Building control site inspection dealt with within one day	Environment	Karl Roberts	Higher is better	100%	Not achieving but within 15% range  <b>Outturn for Q1 97.68%</b>	Exacting target missed by 3.0% (111 Inspections missed against 3221 undertaken) NOTE - CP40 work volume has increased by 9% more during Q2 of 2023 than in Q2 of 2022. Again, long-term staff absence and current Surveyor vacancy have contributed to CP40 Target not being met.  NOTE - The Building Control market supplement review has been considered and agreed by CMT to improve recruitment prospects. Recruitment process for this post to commence shortly.	Not achieving but within 15% range  <b>Outturn for Q2 97%</b>	Down by 0.68% (worse) 



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## Environment Committee Work Programme

Environment Committee	<u>Report Author</u>	<u>Date of Meeting</u>	<u>Time</u>	<u>Full Council Meeting Date</u>
Bathing Water Quality	Neil Williamson	<b>15 June</b>	6 pm	19 July
Public Space Protection Order for Dogs	Neil Williamson			
Play Area improvements 2023/24	Rachel Alderson			
Q4 KPI Report				
Two-Hour Town Centre Parking Schemes	Lisa Emmens	<b>7 Sept</b>	6 pm	8 Nov
Public Space Protection Orders for Adoption	Neil Williamson			
Q1 KPI Report				
Review of Car Park Tariffs	Lisa Emmens	<b>21 Nov</b>	6 pm	10 Jan
Beach access update report	Joe Russell-Wells/Karl MacLaughlin			
Bersted Brooks Park	Joe Russell-Wells/Rachel Alderson			
Additional Licensing Scheme for Houses in Multiple Occupation – Consultation Results and Outcomes	Louise Crane			
Air Quality Strategy	Neil Williamson			

## Environment Committee Work Programme

Environment Committee	<u>Report Author</u>	<u>Date of Meeting</u>	<u>Time</u>	<u>Full Council Meeting Date</u>
Q2 KPI Report				
West Sussex Disabled Facilities Grant Policy 2024 - 2028	Louise Crane	<b>23 Jan</b>	6 pm	13 March
Q3 KPI Report				
Combined Cleansing Services Contract – service configuration and tender scope approval	Oliver Handson	<b>19 March</b>	6 pm	9 May
Contaminated Land Strategy	Neil Williamson			