



# Public Document Pack

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Committee Manager Carley Lavender (Extn 73547)

25 September 2023

## ECONOMY COMMITTEE

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

Members: Councillors Nash (Chair), Dr Walsh (Vice-Chair), Cooper, Edwards, Gunner, Lawrence, Lloyd, Needs, Northeast, Penycate and Stanley

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

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

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email [Committees@arun.gov.uk](mailto:Committees@arun.gov.uk) by 5.15 pm on Thursday, 28 September 2023 in line with current Committee Meeting Procedure Rules.

It will be at the Chief Executive's/Chair's discretion if any questions received after this deadline are considered. For further information on the items to be discussed, please contact [Committees@arun.gov.uk](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 - 22)

The Committee will be asked to approve as a correct record the minutes of the Economy Committee meeting held on 13 June 2023 and the minutes of the Extraordinary Economy Committee held on 19 June 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. BUDGET PROCESS REPORT

(Pages 23 - 28)

The purpose of this report is to inform Members of the budget process for 2024/25 as required by Part 6, Section 2 of the Council's Constitution.

7. BUDGET MONITORING REPORT Q1

(Pages 29 - 34)

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

8. PIER ROAD, LITTLEHAMPTON - PROPOSED ROAD CLOSURE (Pages 35 - 38)

At the June meeting the Economy Committee instructed Officers to submit the preferred scheme for the permanent closure of Pier Road to West Sussex County Council (WSSCC) as a Community Highway Scheme. The application was put forward and this report advises the outcome of that bid.

9. LITTLEHAMPTON TOWN CENTRE ACTION GROUP AND PLAN (Pages 39 - 70)

This report provides Members with the first draft of the Action Plan and Strategy that it is proposed the Action Group adopt.

10. CREATIVE VISION FOR BOGNOR REGIS (Pages 71 - 74)

The purpose of the report is to seek approval from members of the committee to pursue a creative vision document for Bognor Regis, which seeks to capitalise on the ongoing regeneration and development in the town.

11. ARUN VISITOR STRATEGY (Pages 75 - 84)

To endorse the new Visitor Strategy for 2023 – 2028, and agree to adopt the strategy, its priorities and actions, and the recommendations below.

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

12. WORK PROGRAMME (Pages 89 - 92)

The Committee Work Programme is attached for members to note.

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

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

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# Public Document Pack Agenda Item 3

Subject to approval at the next Economy Committee meeting

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## ECONOMY COMMITTEE

13 June 2023 at 6.00 pm

Present: Councillors Nash (Chair), Dr Walsh (Vice-Chair), Cooper, Edwards, Gunner, Lawrence, Lloyd, Needs, Northeast, Pencycate and Stanley

Councillors Mrs Cooper were also in attendance for all or part of the meeting.

### 51. APOLOGIES

*(Councillor Edwards arrived at the meeting during this item.)*

There were no apologies received.

### 52. DECLARATIONS OF INTEREST

Councillor Walsh declared a personal interest in agenda item 7 [*Pier Road Proposed Road Closure*] as a member of West Sussex County Council.

### 53. MINUTES

The minutes of the previous meeting held on 2 February 2023 were approved by the committee and signed by the Chair.

### 54. 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

There were no urgent items for this meeting.

### 55. MEETING START TIMES 2023/24

The Chair proposed that the start times for the meeting of the Committee for the remaining year be at 6pm, this was seconded by the Vice Chair.

The Committee

RESOLVED

That the start times for 2023/24 be 6pm.

Economy Committee - 13.06.23

56. PUBLIC QUESTION TIME

The Chair invited questions from members of the public who had submitted their questions in advance of the meeting in accordance with the Council's Constitution.

(A schedule of the full questions asked and the responses provided can be found on the meeting's webpage at: [Arun District Council](#))

The Chair then drew Public Question Time to a close.

57. PIER ROAD PROPOSED CLOSURE

Upon invitation from the Chair the Business Development Manager, provided members with a brief overview of the report and for the benefit of new members she outlined the history of the project where she explained that the report before them had arisen from the pandemic when Pier Road had been closed in the summer to allow for safe social distancing. In the second year of the pandemic the council again, closed the road. During both closures the feedback was that many enjoyed the closure and the alternative use of the space the closure provided.

In October 2021 a meeting was held with business owners in Pier Road, where there were mixed feelings on future closures. A report was then brought to the committee in March 2022 where the direction was given that a public consultation regarding future closures should be undertaken. The consultation was undertaken over the summer of 2022 and a further report containing the results of that consultation was brought back to committee in November 2022, where members requested officers to engage with West Sussex County Council (WSSCC) to appraise the feasibility, process, legal requirements, costs, timescales and necessary agreements to deliver the preferred option of a permanent closure, and to explore the opportunity of increasing the length of the proposed closure area to include the area of highway as far north as the Gravy Boat restaurant and provide a report to a future meeting of the committee setting out officers findings and conclusions, that report was what member had in front of them at the meeting.

She explained the report contained three schemes for discussion and consideration. It was advised that officers did investigate the option to extend the length of the road closure, however landowners were reluctant to lose their car park, therefore this option was not possible. Meetings were held with highway officers and the schemes had been drawn up under their advice. A meeting was also held with the County Councillor for the area. The required stage 1 safety audit had also been completed and had highlighted an issue with the junction of Pier Road and Clifton Road. Officers were awaiting a swept path analysis, once received that and the road safety audit along with member agreement on their preferred scheme would be included in the councils bid.

The Chair invited members to make comments and ask any questions, where concern was raised regarding the timing of the proposed closure versus the current economic climate, and as WSCC would not allow a semi-permanent closure just for the summer months, the potential impact on businesses closing or forced to close should the closure go ahead could result in a significant loss of footfall and trade over the winter months. It was also stated that when the public consultation was completed in the summer of 2022, the option for a semi-permanent closure was an option for residents to pick, as the council now knows this option would not be possible a new consultation should be undertaken with only a permanent closure as the option.

It was asked if when the bid was submitted to WSCC would they need to complete consultation separately. Officers confirmed that WSCC would need to undertake their own public consultation. Confirmation was also sought regarding consultation with those business owners who would be impacted by the closure. It was confirmed that consultation had taken place with those business owners.

Throughout the discussion most members were supportive of the report and the proposed closure of Pier Road. It was felt that the council had completed its consultation and the output of that was support for the closure. Several examples were provided by the Leader of the Opposition in terms of the positive impact the road closure would have for the town, from preventing buildings in Pier Road being turned into Houses of Multiple Occupation (HOMs) alongside the green benefits the town would also achieve. Further discussion was had on the aesthetics of the road closure and how to ensure that it looks welcoming and inviting as it was felt that wasn't achieved initially, however the correct lighting along the river wall was now in place and with additional consideration regarding the proposed benches and seating areas it could be achieved moving forward.

When discussion turned to the schemes laid out in the report, thought was given to considering scheme C as it was felt should the closure be approved but not be as successful as expected, this would be the least costly and easier option to revert back from. However, scheme A was overwhelmingly preferred with many commenting that if the council were to complete the project successfully the best scheme with the most investment should be the scheme chosen to ensure a positive experience and outcome for the town, its residents, and visitors.

The recommendations were proposed by Councillor Gunner and seconded by Councillor Walsh.

The Committee

RESOLVED that;

- 1.2.the Committee agrees for Option A bid to be submitted to WSCC Community Highway Scheme programme.
- 1.3.a further report be brought to the Committee detailing the full costs of the scheme to Arun District Council, should the bid be successful, and there be costs that WSCC are unable to meet.

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58. PROGRESS REPORT ON LITTLEHAMPTON PUBLIC REALM - PHASES 2 & 3

*(Councillor Walsh redeclared his Personal interest as a member of Littlehampton Town Council (LTC) and WSCC.)*

The Chair invited the Group Head of Business and Economy to provide members with an update on the public realm works in Littlehampton Town centre for phases 2 & 3. In 2016 there was extensive public consultation regarding improvements to the town centre which had been set out in 5 phases, it included improvements to paving, lighting, planting and some artwork. The council had been awarded external funds from the Coastal Communities Fund in 2019 £2.54 million, due to the economic challenges, the project had saw a rise in material and construction costs a decision was made that this funding was to be spent on Phase 2 of the project, which was the area Highstreet, Duke Street, St Martins Lane and Clifton Road. The Council then pursued additional external funding through Coast to Capital, Local Growth Fund where it was awarded a further £564,000 for Beach Road and East Street in October 2019 as the full award was not awarded from the bid both, Arun District Council and Littlehampton Town Council contributed a further £200,000 each to complete the delivery for phase 3, the total budget for phases 2 and 3 was £302 million.

As work progressed on the project other opportunities and enhancements were identified, it was requested for further funds from the council to support a 'dig once' approach which allowed for funding to place ducting in the ground to allow for the fibre network can then be installed by city fibre in the future. Successful funding from WSCC was also obtained to allow for the continuation of phase 1 of the project. The team were pleased to report that phases 2 and 3 were delivered on time and on budget in March 2023. Moving to the lessons learned throughout the project the officer highlighted that the early engagement of the project management team was key, early ordering of materials to secure best prices and allow for delivery lead in times to fit with scheduled works was a sound way to fix the overall project cost. The need to understand and identify underground services, through comprehensive surveys completed at the start of the project, however it was found in reality that there were a few surprises that showed up as work was started, this could impact on project delivery timescales along with impacting on the original designs such as the planting of trees that had to be potted, rather than planted into the ground. The teams work on sourcing additional funding to accommodate design changes and increasing costs was particularly important in the delivery of these phases. In summing up the officer confirmed that phases 4 and 5 of the project would be completed, however, was reliant on further external funding. She thanked all the contactors, businesses and traders for their patience whilst the work was being completed and thanked Littlehampton Town Council and WSCC for their financial contributions.

The Chair then asked members for their comments, where it was commented that members were delighted to hear and read the update on the project, however concerns were raised regarding the new paving and the importance of sealing this as soon as possible and properly alongside regular and proper cleanings due to the light colour of the paving. A suggestion was made that the council talk to Littlehampton Town



Council who may be able to help with the cleaning or assist in sourcing the right contractor for the work. It was also commented that the 'temporary' edges on the flower beds should be removed as they look unfinished. In reference to the clock tower, it was requested that it should be checked over as it was made from fibreglass and given the confirmed underspend on the project perhaps some of that money could be used to accommodate the request. Comments were made regarding the temporary traffic lights that had to be in place throughout the work and were still in place with the ongoing work, was found to be a nuisance and cause a lot of traffic build up during peak travel times.

It was confirmed that the clock tower belonged and was the responsibility of Littlehampton Town Council, members were of the agreement that some of the underspend should be used to keep the clock tower in good, clean working order. It was thought by some that the potential cost could be somewhere in the region of £5,500.

Councillor Needs thanked the officer team for the update provided and commented that since the work had started and now completed in these areas, she has found as a wheelchair user that the ease of getting in and around the town centre was much improved and she now visited the town much more frequently due to this.

Members were heartened to hear the comments from Councillor Needs and applauded the team for the work that had been delivered for Littlehampton Town. There was favour expressed to continue to the project with a wider scope to see the work continue and wrap around the town centre and it was hoped that the team would continue to obtain the additional funding for this to be considered.

The Leader of the Opposition stated he was delighted to hear the progressed made with the project and the upcoming work yet to be completed, however, he stated he struggled to agree with these comments regarding the project coming in on time and on budget. He talked passionately about the need for members to be consulted on all changes, specifically referencing the changes made to the blue tiles that are a part of the paving. He agreed that full and proper cleaning of the paving was important to keep the areas looking clean and tidy and that he felt the paving had brightened up the town centre in particular. He was pleased to see that owners and businesses were moving into the units within the arcade also.

Discussion then moved on to making a formal proposal in order to ensure that the necessary maintenance and upkeep of the Clock Tower was completed, where costing was discussed and commented that it could require a spend of up to £8,000 which could come from the current underspend.

A proposal from Councillor Northeast seconded by Councillor Needs was put to the committee;

To provide financial support up to £8k figure to LTC to ensure that the necessary maintenance and upkeep are completed.

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Throughout this discussion concerns were raised and addressed by officers which resulted in the following wording being suggested by Councillor Gunner;

The Committee delegate the Group Head of Business and Economy to liaise with LTC to come up with proposals for financial support of up to £10k for necessary maintenance and upkeep of the clock tower.

The original proposer Councillor Northeast and seconder councillor Needs were happy with the suggested wording from Councillor Gunner at which point it was put to the vote.

The Committee

RESOLVED

Delegation be given to the Group Head of Business and Economy to liaise with LTC to come up with proposals for financial support of up to £10k for necessary maintenance and upkeep of the clock tower.

The Committee then noted the rest of the report.

#### 59. BOGNOR REGIS ARCADE, UPPER FLOORS REFURBISHMENT

The Regeneration Consultant was invited by the Chair to present the report to members where he explained that the council acquired the arcade in November 2017 for investment and regeneration purposes. Since then, extensive work had been completed to refurbish the ground floor, to get it to the point where it is now fully let. He stated it had now become a vibrant retail, food and beverage experience now. During this time the upper floors have been maintained in waiting as the next project to go ahead. A number of feasibilities had been put together, unfortunately none of which had been deemed as financially viable. At the end of 2022 the potential for funding from the Brown Field Release Land Fund was highlighted and members at its February 2023 meeting agreed to submit a bid. Extensive design, feasibility and costing works had been undertaken which had been included with the report. The reasons rented accommodation was chosen by officers at the preferred option was due to the rental return. He explained that the scheme put together at a total delivery cost of just under £8 million would deliver 35 residential units for rent, it's considered a prime location for rental accommodation and good links for public transport. In accordance with the decision made in February 2023 a bid had been submitted to the BFRL for the maximum funding available to the council of £628,000. Which if successful would bring the net cost down to £7.3 million, of which would need to be borrowed by the council as an investment to refurbish the building, the cost of that borrowing would be £428,000. This would generate a net rental income from the residential units would be £362,000. Due to the council currently paying business rates on the empty offices on the upper floor at a cost of £29,000 pa. This would mean the net revenue cost to the council of

£28,600. He outlined the reasons as to why this would be most financially viable option opposed to just leaving the building in its current state. He also confirmed that work was being completed on the full costing of leaving the building in its current state and this would be reported to members at the Policy and Finance Meeting due to be held on 11 July 2023.

In summing up he outlined for members that the decision they were being asked to make today were wholly based upon a successful bid application and to explain why members were being asked to make this decision at this stage was due to the 3-week timeframe of acceptance once a successful bid is confirmed. As well as the recommendations requiring approval from Policy and Finance Committee and Full Council, this was the earliest opportunity to ensure the decisions hit each meeting in the correct and most timely manner. He confirmed that One Public Estate have been flexible in a bid to assist the council with its decision-making process by holding back the confirmation of the bid. Finally, he confirmed that the council would require a delivery vehicle in order to deliver the scheme and this is addressed in recommendation 4. Savills have also been asked to complete a valuation appraisal of the building in its current state, this work should be completed and ready to share with members at the Policy & Finance Committee in July.

The Chair stated that since the council took on the arcade in 2017, it had been much improved and there was nothing wrong with taking on asset and improving it. He advised members that he believed what we had been presented at the meeting would be an improvement and the council should do everything it can to ensure this asset was looked after.

Upon invitation of the Chair the Leader of the Opposition, Councillor Gunner, stated he disagreed with the Chair, he explained that if the proposal was accepted by the committee, it would mean that the council would spend somewhere in the region of £10 million. He outlined his main concern was that spending £7 million with no return was not a good decision to make and he advised members that they needed to find a way for the asset to pay for itself. Councillor Gunner then proposed an amendment which was seconded by Councillor Cooper;

That the Committee

- Defers this decision pending further information.
- Asks officers to complete the exploratory work on a sale of the Bognor Regis Arcade as outlined in section 6 of this report - both with and without planning permission - and report their findings back to this committee to consider alongside the redevelopment option of the upper floors with the Brownfield Land Release Fund.
- Asks officers to consider the feasibility of the option of wholesale redevelopment of the entire site whilst retaining the northern facade, and to report the outcome of their work to this committee to consider alongside other options. And;
- Asks officers to outline the full costs of the "do nothing" option on the Arcade for comparison, for the committee to consider alongside other options.

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He continued to express his concern at not having all the information clearly laid out in front of members for their full consideration, to address the 3-week timescale, the Chair would have the power to call an urgent meeting of the committee within that timeframe in order for officers to come back with the information that was needed for members to make a full and considered decision.

The Legal Services Manager advised the Chair that the amendment had been presented too early as the recommendations within the report had not yet been proposed and seconded, therefore there was no proposal to amend. The Chair then requested a small amendment be made to recommendation 2, after further advice from the Legal Services Manager the agreed additions for recommendation 2 were 'and with the Chair of the Economy Committee'. This addition was seconded by Councillor Walsh.

- ii. It delegates authority to the Chief Executive in consultation with the Section 151 Officer **and the Chair of the Economy Committee** to deliver the project including selection of the appropriate delivery vehicle, subject regular updates to the Economy Committee.

The recommendations were then proposed by Councillor Stanley and seconded by Councillor Northeast.

The Chair then returned back to the amendment proposed by Councillor Gunner and seconded by Councillor Cooper. As there were no comments at this point on the amendment from the committee the Chair invited the Regeneration Consultant to give members his advice, where he outlined in detail the consequences and risks of accepting the amendment as proposed by Councillors Gunner and Cooper.

The Vice-Chair then explained his thoughts behind not accepting a 'do nothing approach' and why he believed it was not a viable option for consideration, he then moved on to the demolition point where he advised that this option would be not only costly and take years to complete, it would also be a loss to the area. In summing up he stated that the council needed to get to grips with the wrong decision made in 2019 and unfortunately that would result in a cost and that was today's cost that was to be felt.

The Leader of the Council was then invited to speak where he stated that he believed the decision to purchase the arcade was possibly the best decision made by the administration in 2015. He stated that the offering available to the town now was far greater than what was before. He went on to say that the opportunity to retain and preserve listed buildings should be done where possible and therefore he could not support the amendment as it was currently laid out.

Support for not accepting the amendment from other committee members was voiced, it was stated that the arcade was a central and well-known community asset. The Chair then invited the proposer and seconder of the amendment for their final comments where they urged members to consider the gravity of the decision before them. Councillor Gunner disagreed with the advice given by the officer in relation to

making the decision without all of the information before them. Turning to vote the amendment was declared LOST.

The substantive recommendations were then put to the vote and;

The Committee

RESOLVED that;

- i. It agrees to the refurbishment of the Bognor Regis Arcade upper floors to provide private rented apartments, at an overall project cost of £7,991,069, subject to the formal offer from One Public Estate of a Brown Field Land Release Fund grant and subject to the addition to the capital programme of that sum by the Policy and Finance Committee.
- ii. It delegates authority to the Chief Executive in consultation with the Section 151 Officer and the Chair of the Economy Committee to deliver the project including selection of the appropriate delivery vehicle, subject to regular updates to the Economy Committee.

The Committee

**RECOMMENDS TO POLICY AND FINANCE COMMITTEE** that;

- iii. the project cost of £7,991,069 (including the Brownfield Land Release Fund grant) be added to the capital programme.
- iv. the Council accept the BLRF fund grant if it is offered.

#### 60. Q4 KEY PERFORMANCE INDICATORS REPORT

The Chair invited the Group Head of Organisational Excellence to provide members with a brief overview of the report where she stated for newer members that these measures were of operational performance over a 4-year period. and they are measured each year, to all the council to measure each year and between years. She explained that the committee received 2 indicators that report in on a half year basis. She confirmed that the Policy and Finance Committee is responsible for the overall performance of the council and therefore they receive all of the indicators.

The Chair commented that the reporting on CP42 indicator only highlighted the importance of the decision made by the committee on the last agenda item. He then invited comments from members on the indicators, where the Vice-Chair wanted to address the indicators with a more positive tone, in comparing Littlehampton and Bognor Regis Towns were holding up well as relatively small seaside towns when compared with other areas. There had been a change in retail habits, in that people are being drawn away from town centres and therefore towns centre experiences were now focusing on eateries and smaller independent traders. He stated that as members we needed to support our towns and the Economy Officer Team.

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It was also commented that having free parking available for town centres was a vital part in helping to keep the footfall coming through the town centres.

The Committee then noted the report update.

61. COUNCIL VISION 2022-2026 ANNUAL REPORT

(Councillor Walsh declared a personal interest as a West Sussex County Councillor and a member of the Health and Adult Scrutiny Committee (HASC))

The Chair invited the Group Head of Organisational Excellence to provide members with a brief overview of the report where she advised that the council vision for the period 2022 – 2026 had been developed by members and would guide decision making during the 4-year period. She went on to outline the difference between this report and the last, explaining that this report was strategic and had overarching objectives that were grouped by each council vision theme as detailed in the report.

The Vice-Chair was invited to make comment by the Chair, where he explained there was due to be a meeting of HASC held tomorrow (Wednesday 14 June 2023) where he would be raising concerns at a proposal from the new commissioners to reduce NHS spending over the next 2/3 years by 20-30%. He stated that this would decimate the health service across the district as well as nationally and that investment was needed as a priority.

Councillor Northeast echoed the comments made by councillor Walsh and stated that he felt the commissioners had taken on a new name again and every time this happened the people lose something. He went to on to say he felt the situation was embarrassing and that for every major development planned, developers were putting forward the funds to provide additional NHS services (GPs, dentists etc,), however, the NHS were refusing to staff it. It was queried if dentist were run by the NHS, and it was confirmed that both GP surgeries and dentist were private companies but funded by the NHS.

The Committee then noted the annual report.

62. SEAFRONT CAFÉ OPTIONS AT BOGNOR REGIS

Upon invitation from the Chair the Property, Estates and Facilities Manager, provided members with an overview of the report where he explained the report focused on 2 potential new café restaurant sites along the seafront one in the stalls zone and the other at the Esplanade theatre site. Both were identified by the Economic Committee in July 2021 as corporate priorities. In summing up he confirmed the recommendations before members in the report.

The Chair then invited questions and comments from members where it was asked why only 2 businesses, was there the opportunity for more to be involved? The Group Head of Technical Services advised that the council was taking forward two elements of a previously agreed plan (Bognor Regis delivery plan), there was an opportunity for the third opportunity to be considered by the committee at its meeting in October 2023.

The recommendations were then proposed by Councillor Walsh and seconded by Councillor Stanley.

The Committee

RESOLVED that;

- 2.1. approves officers to proceed with undertaking business case appraisals to consider the viability of developing two new cafés at the Esplanade Theatre and Bognor Regis Promenade 'Stalls Zone' sites.
- 2.2. officers report to Committee on the findings of these business case appraisals once they are completed, with recommendations as to any further action.
- 2.3. officers report to committee in due course on the redevelopment proposals recently received from the existing Clarence Road Kiosk operator

63. OUTSIDE BODIES UPDATE

The Chair confirmed that there were no outside body update reports to be received for this meeting.

The Committee noted the outside body list provided.

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64. WORK PROGRAMME 2023/24

The Chair advised members that there was an extraordinary meeting of the committee planned to take place on Monday 19 June 2023 to discuss the meanwhile use of the Brewers Fayre site.

It was commented that the work programme was light on items for its February meeting next year and could it be explained why this was. The Chair confirmed that the work programme was an organic document, and it moved along with member suggestions in consultation with officers.

The Committee then noted the committee work programme for 2023/24.

65. EXEMPT INFORMATION

The recommendation was proposed by Councillor Walsh and seconded by Councillor Stanley.

The Committee

RESOLVED

That under Section 100a (4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

66. WATERLOO SQUARE

Upon invitation from the Chair the Property, Estates and Facilities Manager, provided members with an overview of the report before them and then took questions from the Committee.

Throughout debate there was support from the committee, some concerns were raised in relation to planning matters when considering if the site were to be sold by the council and then purchased with a planning application attached. It was also felt that



there was an opportunity to gain some revenue for the council, however concerns were raised that there were no other options being presented to members.

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

That Committee

RESOLVED that;

- 2.2. Delegated authority be given to the Group Head of Technical Services to accept the offer in principle for Arun District Council to purchase the leasehold interests of Beach Hotel, 2 Waterloo Square, and 4 Waterloo Square for the sum of £1m, negotiating and agreeing all further details with B5 Limited as necessary and executing all formal documentation necessary including applying the Council seal to secure and complete the deal.
- 2.3. Delegated authority be given to the Group Head of Technical Services to engage an appropriately qualified and experienced agent to market the plots as one lot for back-to-back (or as near as practical) freehold disposal on the open market, to maximise the potential of the plot subject to a renewed planning approval.
- 2.4. it delegates to the Group Head of Technical Services in consultation with the Section 151 Officer to dispose of the freehold interest in Beach Hotel, 2 Waterloo Square, and 4 Waterloo Square for best consideration following an open market campaign.

The Committee

**RECOMMEND TO POLICY AND FINANCE COMMITTEE** that;

- 2.5. the Committee make a recommendation to Full Council, to approve borrowing of £1million from the Public Works Loan Board to fund the purchase of the leases, and for this to be added to the capital programme.

(The meeting concluded at 8.14 pm)

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EXTRAORDINARY ECONOMY COMMITTEE

19 June 2023 at 6.00 pm

Present: Councillors Nash (Chair), Dr Walsh (Vice-Chair), Cooper, Greenway (Substitute for Edwards), Gunner, Lawrence, Lloyd, Needs, Northeast, Penycate and Stanley

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

99. APOLOGIES

Apologies had been received from Councillor Edwards. It was also advised that Councillor Gunner was on his way but running late.

100. DECLARATIONS OF INTEREST

Councillor Nash declared a personal interest in Item 4 [Consideration of Meanwhile Uses for Brewers Fayre Building, Bognor Regis] as he was a volunteer for Arun Arts.

101. 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 invite Councillor Stanley to add the following items to the Committees work programme, where he requested a review of Littlehampton Beach Huts Project and a review of the Air B&B proposal be added to the work programme, this was seconded by Councillor Northeast.

Dr Walsh was supportive of the proposal given the level of resident concern that had been raised for both these projects.

The Chair confirmed that these reviews would be brought to the October meeting of the committee.

The Committee

RESOLVED

That a review of the Littlehampton Beach Huts Project and the Air B&B Proposal in Arundel be added to the Committees Work Programme and be brought to its meeting in October 2023.

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102. CONSIDERATION OF MEANWHILE USES FOR BREWER'S FAYRE BUILDING, BOGNOR REGIS

(Councillor Gunner arrived at the meeting during this item at approximately 18:20pm)

The Chair invited the councils Regeneration Consultant to update members on the future uses of the former Brewers Fayre building. He explained that the purpose of the report before members was to stimulate debate, in order to assist members with their debate he explained that the Council acquired the leasehold as part of the development of the Alexandra Theatre. It was originally agreed that Whitbread would take a sub-lease back from the council and run the Brewers Fayre pub for two years until the new hotel and restaurant opened, however, almost at the last-minute Whitbread decided they no longer wanted to do that. He reminded members that in January 2023 there had been a briefing held where discussions were had regarding the future development opportunities on the Regis Car Park, where there was support for including the site that the Brewers Fayre building stands. He confirmed that the council had now commissioned the enterprise partnership for the developments for the car park including the Brewers Fayre site. It was believed that the work that would be completed, including design and planning application stages may take 5 years to complete, which brought members back to the report before them at the meeting, Officers required direction to be set, in terms of what the Council was to do with the building as a meanwhile use. A site visit was completed with members, where it was agreed at this visit that a meeting to discuss all options open to the Council was the right course of action. In summing up he confirmed that once direction had been given, a best value exercise would be undertaken and brought back to members for a decision to be made. He explained each option that was before them in the report along with some suggested uses, café and soft play, continue with restaurant uses, find a meanwhile use operator to take the headlease and split up the use of the building as they saw fit. He stated that as Officers, the only option detailed in the report they could recommend was Option 2, which sought best value for the Council.

The Chair thanked the Officer for his presentation of the report and his detailed explanation to the committee. He then stated that there was a clear short term and long-term issues. The short-term issue being that Arun Arts had been given the option to move into the building, with no rent but they would need to pay for any refurbishment costs incurred. The Chair confirmed that he felt that this option would be the best option and he hoped that from the debate it would allow for the Council and Arun Arts to have further discussions to work out an agreement for them to take on the building that would work for all. The long-term issue he explained that now the Council had the freehold of the whole building, there was the opportunity to revive the Royal Hall which would be a very positive outcome for the Council and Bognor Regis.

The Chair then opened debate, where initial comments were made that revival of the Royal Hall would ensure that there would be opportunities created by this option that would allow to Bognor Regis to put on events all year round. It was also commented that without up-to-date visuals of the space it was hard to visualise,

however from their memory when it was previously the Royal Hall it created a nice and adaptable space for the area.

Clarification was sought regarding the comments that were being made about turning the site back into a Royal Hall was a long-term decision which had not been detailed in the report before members. It was also asked of Officers to confirm what discussions had previously taken place with Arun Arts up to this point in time as well as confirmation on where the 5-year timeframe that had been mentioned had come from as this was not clear.

The Chair invited the Regeneration Consultant to provide answers to the questions put. He explained that the 5-year timeframe had come out of the discussions held at the member briefing held in January 2023, to redevelop the entire site including the Brewers Fayre building. It was estimated that construction would not be able to be started for approximately 5-years given the design and planning work that would need to take place prior to this. In terms of the Royal Hall option being discussed this would be Option 1 which was detailed within the report and in terms of the conversations that had taken place with Arun Arts about them moving into the space, however, unfortunately the council received a written response from them that stated for various reasons, one being detailed as refurbishment costs that they were not interested in the option of moving into the space. He then reconfirmed that the purpose of the report was not intended for members to resolve anything, in terms of a final decision today, its purpose was to allow for discussion to be had and a direction for Officers to then go away and investigate and then bring back a report that details, issues, costs and options relevant to that.

One member then asked if there were any designs that were available for members to view in terms of what may be on the table in 5-years' time. It was confirmed that as this work had only just been commissioned there were no designs available at this time, however it was expected that these would be available in about 3 months' time. The Vice-Chair then confirmed that he was in favour of investigation Option 1, stating that Bognor Regis lacked an exhibition hall, lacks conference facilities and a large space for community events and he believed that it would be good to ensure that these were given consideration when looking into Option 1. He then advised the Committee that in terms of the options for what may be happening to the site in 5-years' time, he stated that he had concerns about the comments made as members had not formally seen anything with regards to this and it felt very much like the cart before the horse scenario at this point in time.

As discussion continued, it was commented regarding Option 1 the first concern for one member was that there was a £1 Million cost attached to this. He also reminded members that Butlins in Bognor Regis had plenty of meeting space available for use. His second concern was that currently the options before members felt very 'piecemeal', the site location was a prime site on the seafront, and it would be sensible to take a more holistic approach towards the theatre and this site, as a whole. He urged members to view the site, it was currently an 'empty shell' and would take a lot of work and significant investment to get it up to a Royal Hall standard. He also stated it was disappointing that Arun Arts did not want to utilise the space, however it was understandable given the potential refurbishment costs. In terms of whoever took on the

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space it clearly needed to be someone who could rejuvenate the space and would then therefore add value to Bognor Regis. Finally, he asked for confirmation regarding the former Royal Hall site and the Brewers Fayre site being separate sites, it was confirmed that historically they were the same building, however, when Whitbread took over the contract in 1996, they were separated.

The Chair offered his help at this point where he confirmed that the former Royal Hall had been used for many events such as conventions, exhibitions, big receptions for the council. It also had a sprung floor for dancing, one of the finest on the South Coast. To reconfirm members have the opportunity to consider all these other options including Arun Arts, I believe that there is a deal to be done with Arun Arts, there would be financial cost implications with this option, however he believe that Arun Arts were the best people to take on the meanwhile use of the site for the next 2 – 2.5 years and alongside this a feasibility study be completed on redeveloping the Royal Hall. In summing up he stated that he believed this option would be good for Bognor Regis and would definitely add value as mentioned. Questions were then raised regarding the finances, specifically regarding consideration of Option 1, clarification on if the refurbishment took 2 years, would this be £1 Million over the 2 years or would it be £1 Million for each of those years. The Chair stated that these questions would be answered by the feasibility study. The Regeneration Consultant confirmed that in terms of the immediate refurbishment and the 2 year timescale for this, the building had, had a false ceiling put in and a bar, these would both be required to be removed, the work on the ceiling would also require all of the lighting and switching to be redone as well as the roof not being insulating currently which would need to be rectified. In terms of the income possibilities, these would need to be investigated fully.

One member stated that they felt a site visit was important for members of the committee to attend before any decision was made of which there was support from other committee members for this suggestion. A further question was asked about the £1 million cost that had been documented for Option 1 and how this had been arrived at. It was confirmed that this was an estimated cost that had been derived from the estimated costing of works that were known at this current time. A full a proper cost breakdown could be provided should that be agreed by members.

The Leader of the Council, Councillor Stanley as invited to make comment, where he stated he agreed with the comments made by both Councillor Cooper and Lloyd. He said that the report fulfilled its purpose as a good discussion was taking place. There was a clear desire to explore the feasibility of a Royal Hall, Option one had been put forward on the basis of the building being knocked down in 5-years' time and this is not what was being discussed at this time. He proposed that he felt it might be best to defer a decision, so that investigative feasibility work surrounding the Royal Hall in the short and long-term as well as a site visit being arranged for committee members to attend. He also requested that Arun Arts be informed of the potential proposals discussed for redeveloping the Royal Hall to see if this made any change to their mindset on meanwhile use. This was seconded by Councillor Lawrence who reserved her right to speak. The Regeneration Consultant confirmed that the proposal of a deferral wasn't quite right as the purpose of the meeting was to provide a steer for Officers and within his proposal the steer was to investigate Option 1.

The Leader of the Opposition, Councillor Gunner was then invited to comment on the proposal, where he stated that he was in agreement with Councillor Stanley, he stated that he had visited the site and in its current state there was no Royal Hall, the current state of site had surprised him and given this he believed significant capital funds would be required as the current estimate of £1 million was a significant underestimate of the work required. He went on to say that he didn't believe that the committee had enough information to make any decision at this meeting and made reference to Worthing Council who provide over £1 million a year as subsidy for the Worthing Theatres. He wanted to know what the budget was to complete the work, a budget in terms of the rate costs and loss of revenue costs. In summing up he said he felt there was a strong desire to spend quite a lot of money without budgets, or more detailed information.

There was further concern raised regarding the other options detailed in the report and that the discussion seemed to be focused on Option 1 which was only a long-term option and what was the short-term option? The Chair confirmed that within the proposal put forward by Councillor Stanley the short-term option was to reignite conversations with Arun Arts, to retest their appetite to take over the meanwhile use. It was then asked was there not an option to consider the look of the site in its current state and encompass a tidier look to the area. It was confirmed by the Regeneration Consultant that external work was due to start next Monday, which would see external new planters, seating and graphics etc. In reference to councillor Gunners comments if members would like officers to investigate the options around reinstating the Royal Hall, he was correct there would be significant revenue costs and conversations would need to take place with the Section 151 Officer for this. If members want to pursue the Royal Hall option, it would not provide any form of 'payback' in the short term and these plans would need to be excluded from any other part of the other redevelopment designs.

The Leader of the Opposition, councillor Gunner then asked if there was already and allocated budget for this, where it was confirmed no, there was no current budget in place. He then asked did the Officer have any idea where the budget would come from, and his final comment stated that should the Royal Hall be reinstated it would be degeneration. The Officer reconfirmed that all revenue costs would require discussion with the Section 151 Officer.

It was also confirmed by the Officer that were pictures of the site as it currently is along with current footprint plans which he would share with members outside of the meeting.

Councillor Lawrence, seconder of the amendment was then invited to make her comments where she made reference to the work being agreed and undertaken for the Alexandra Theatre it would be a shame to leave the other side of the building in its current state. Councillor Stanley, proposer of the amendment stated that there was a clear public desire that wished to explore this option and it would be sensible for the council to understand if it was feasible to move forward with on that basis.

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The Chair then invited comments from non-members of the committee who were in attendance where further concern was raised about the funding and potential costs implications of the proposed option.

The director of Growth and Interim CEO was then invited to make any comments where he advised members that Officers will take the direction given by members, so if members were minded request investigatory work for option 1 be undertaken, then that is exactly what would be done. He also set expectations in terms of the timeframe for when a report would be brought back to committee after a decision was agreed. And finally, members should consider that the building would remain empty until such time as members make their decision.

A recorded vote was requested at the time the vote was taken and clarification was then sought on a reminder of the proposal before members. The Committee Manager then confirmed that the proposal was;

Proposer, Councillor Stanley and Seconder, Councillor Lawrence

defer any decision tonight prior to investigative work surrounding the Royal Hall for the short and long term and a site visit being booked for members to attend and review the state of the building. And if we could inform Arun arts on potential proposal for the royal hall to see if this makes any change to their mindset on use.

It was checked that the proposer and seconder were happy with the amendment as it stood, given the discussion that had taken place surrounding it not being a deferral. The proposer confirmed that the wording relating to deferral could be removed.

Further advice was provided by the Regeneration Consultant and the director of Growth and Interim CEO. The Vice-Chair stated that the discussion had been around Option 1 with no other options had been discussed which provided clarity that there was no interest in these. The Leader of the Opposition made comments raising concern that the remaining options had not been discussed as he believed that had not been the opportunity to do so and reiterated his concerns about the lack of information present to members of which they were about to make a decision on. He also stated that Option 1 in his opinion was not regeneration.

The Chair stated that he disagreed with Councillor Gunners comments that pursuing Option 1 was not regeneration. He then invited Councillor Stanley to speak as he wanted to speak to the wording of his proposed amendment. Councillor Stanley stated to simplify for members the wording of his amendment should now read.

**That Officers investigate a feasibility study into option 1, to scope shorter term and longer-term options. As well as arranging a site visit for members.**

He then asked for clarity that the amendment would not just be for a 3-year period. The Regeneration Consultant confirmed that absolutely, it wouldn't be for a 3-year period as currently mentioned in Option 1 in the report. The feasibility study would



be completed and brought back to members for review and decision. He also confirmed that by making this decision members were agreeing to the building remaining empty until this work had been completed.

The Chair then returned to the seconder, councillor Lawrence and asked her to confirm if she was happy with the change of wording put forward by Councillor Stanley. Councillor Lawrence confirmed that yes, she was happy with the change of wording, but also asked if the 'wider regeneration plans' that had been referred to could be explained to her as an aside.

Councillor Greenway sought clarity on the timeframe of 3 years being removed as this would suggest to him this was a long-term option that was being agreed.

The Chair then asked the Committee Manager to re-read the amended proposed amendment, so it was clear for all members what they were voting on. The Committee Manager read out the wording;

That Officers investigate a feasibility study into option 1, to scope shorter term and longer-term options. As well as arranging a site visit for members.

She then asked the Proposer and Secunder to confirm if they wanted the following wording added based on the debate as this was missing from the amended proposal;

That Officers investigate a feasibility study into option 1, to scope shorter term and longer-term options. As well as arranging a site visit for members. **Officers are also instructed to hold urgent discussions with Arun Arts.**

The Proposer and Secunder agreed the wording in bold be readded to the amendment. As a recorded vote had been requested the Chair instructed the Committee Manager to undertake this vote.

Those voting For were Councillors Lawrence, Nash (Chair), Needs, Northeast, Pencyate, Stanley and Walsh (Vice-Chair). Those voting Against were Cooper, Greenway, Gunner and Lloyd. There were no abstentions. The vote was then declared as CARRIED.

The Committee

RESOLVED

That officers investigate a feasibility study into Option 1, to include both the shorter term and the longer-term options discussed. As well as arranging a site visit for members. Officers are also instructed to hold urgent discussions with Arun Arts.

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The Chair then asked if the Regeneration Consultant if he had any further comments to make based on the result of the vote. He reconfirmed that the building would remain empty while the feasibility study is completed. He advised that Officers would also include a shorter, short term use for the building, potentially with Arun Arts operating it or incorporating it within the construction contract to keep the building alive. He confirmed that this would also provide officers time to obtain the feasibility study options for the wider Car Park to look at the wider regeneration scheme with and without the Brewers Fayres Site. That way members would be fully informed by the time their next decision was to be made.

The Chair then confirmed that all the business on the agenda had been completed and he was therefore closing the meeting.

(The meeting concluded at 7.10 pm)

## Arun District Council

<b>REPORT TO:</b>	<b>Economy Committee – 5 October 2023</b>
<b>SUBJECT:</b>	<b>Budget 2024/25 Process</b>
<b>LEAD OFFICER:</b>	<b>Antony Baden, Group, Head of Finance and Section 151 Officer</b>
<b>LEAD MEMBER:</b>	Councillor Roger Nash, Chair of Economy Committee
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b> The Council’s budget promotes all of the Council’s Corporate Priorities.	
<b>DIRECTORATE POLICY CONTEXT:</b> The Council’s budget impacts all Directorates of the Council.	
<b>FINANCIAL SUMMARY:</b> There are no direct financial implications arising from this report.	

### 1. PURPOSE OF REPORT

1.1. The purpose of this report is to inform Members of the budget process for 2024/25 as required by Part 6, Section 2 of the Council’s Constitution.

### 2. RECOMMENDATIONS

1.2. The Committee is recommended to note the Budget process for 2024/25 as outlined in the report.

### 2. EXECUTIVE SUMMARY

2.1. The report provides a summary of the budget process for 2024/25. The Committee is asked to approve the budget process for 2024/25 as outlined in this report, noting that it was approved by Policy & Finance Committee on the 11 July 2023.

### 3. DETAIL

3.1. The budget for 2023/24 was the second one to be completed under the Committee system form of governance. The relevant budgets were considered by each Service Committee before the full Budget was considered by Policy & Finance Committee on 9 February 2023 before approval by Special Council on 9 March 2023.

3.2. Members will be aware that the Council continues to face cost pressures and increasing demands on service delivery. The situation has worsened over the last year or so due to inflationary pressures and other global factors and is exacerbated by continuing uncertainty over longer term Government funding.

- 3.3. Members will be provided with a high-level update when the Financial Prospects Report is considered by this Committee later this year. The Financial Prospects Report will confirm the budget parameters for 2024/25.
- 3.4. It is accepted that within the resource constraints there is the requirement for some resource switching to enable the Council's priorities to be progressed and to meet new statutory requirements. Similar to 2023/24, Committees will be consulted on the budget, taking account of the medium-term requirement to make savings and that any growth should be minimised and met from resource switching where possible.
- 3.5. The budget guidelines issued will run parallel with any other initiatives that are being worked on. The budget resource switching parameters for 2024/25 are that growth will only be allowed in essential/priority areas and where alternative funding sources cannot be identified.
- 3.6. It should be noted that reports that require resource switching can be considered by Committees at any time during the year. However, significant permanent resource switching requires approval by Full Council as part of the formal budget setting process.
- 3.7. The key dates for the Budget 2024/25 process are summarised below:

<b>Budget Consultation Reports</b>	<b>Date</b>
Environment Committee	7 September 2023
Housing and Wellbeing Committee	12 September 2023
Planning Policy Committee	21 September 2023
Economy Committee	5 October 2023
Corporate Support Committee	12 October 2023
<b>Financial Prospects Report General Fund (Policy and Finance Committee)</b>	6 December 2023
<b>Budget Reports</b>	<b>Date</b>
Environment Committee	23 January 2024
Housing and Wellbeing Committee	25 January 2024
Planning Policy Committee	30 January 2024
Corporate Support Committee	31 January 2024
Economy Committee	1 February 2024
Policy and Finance Committee	8 February 2024
<b>Special Council</b>	<b>21 February 2024</b>

#### **4. CONSULTATION**

4.1.No consultation has been undertaken with external bodies.

#### **5. OPTIONS / ALTERNATIVES CONSIDERED**

5.1.No other options are available.

#### **6. COMMENTS BY THE GROUP HEAD OF COPRORATE SUPPORT/SECTION 151 OFFICER**

6.1. The budget will form the main reference point for financial decisions made in 2024/25 and the process must comply with the Constitution.

#### **7. RISK ASSESSMENT CONSIDERATIONS**

7.1.The main risks arising from the process are:

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

7.2.Current processes and financial controls mitigate against these risks.

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

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

#### **9. HUMAN RESOURCES IMPACT**

9.1. This is a report about process. It expected that as the reports go to each committee attention will be drawn to any Human Resources impact on the committee's functions.

#### **10.HEALTH & SAFETY IMPACT**

10.1.This is a report about process. It expected that as the reports go to each committee attention will be drawn to any Health and Safety impact on the committee's functions.

#### **11.PROPERTY & ESTATES IMPACT**

11.1.This is a report about process. It expected that as the reports go to each committee attention will be drawn to any Property & Estates impact on the committee's functions.

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

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

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

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

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

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

## **15. HUMAN RIGHTS IMPACT**

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

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

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

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### **CONTACT OFFICER:**

**Name:** Antony Baden

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

**Contact Number:** 01903 737558

### **BACKGROUND DOCUMENTS:**

Council Constitution

**Budget Process 2024/25  
Flowchart**



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## Arun District Council

<b>REPORT TO:</b>	<b>Economy Committee - 05 October 2023</b>
<b>SUBJECT:</b>	<b>Budget Monitoring Report to 30 June 2023</b>
<b>LEAD OFFICER:</b>	<b>Antony Baden – Group Head of Finance &amp; Section 151 Officer</b>
<b>LEAD MEMBER:</b>	Councillor Roger Nash, Chair of Economy 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 1.	

### 1. PURPOSE OF REPORT

- 1.1. The purpose of this report is to apprise the Economy 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

- 1.2. To note the report.
- 1.3. To request that Policy & Finance Committee approve a virement of £190,900 from the Corporate Support Committee budget to the Economy Committee budget.

### 2. EXECUTIVE SUMMARY

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

### 3. DETAIL

#### Revenue Budget

- 3.1. The Committee’s 2023/24 approved revenue budget by Full Council at its meeting of the 9 March 2023 was £2,548,700. However, it should be amended, subject to approval by Policy & Finance Committee, to include the Accommodation Services budget, which is managed by this Committee but currently included in the Corporate

Support Committee budget. There are no cost implications arising from this action but Part 6, Section 3, paragraph 3.2.1 of the Council's constitution requires virements between directorates to be approved by Policy & Finance Committee.

3.2. The amended Table 1 below shows the 2023/24 revenue out turn forecast as at Quarter 1 and anticipates an overspend of £128,000. The variances are explained in paragraphs 4.3 to 4.5 below.

Table 1

			<b>Table 1</b>
<b>Description</b>	<b>Budget 2023/24 (£'000)</b>	<b>Forecast (£'000)</b>	<b>Variance (£'000)</b>
Land Charges	(20)	(20)	0
Tourism	87	87	0
Sundry Properties	(359)	(359)	0
Investment Properties	(71)	(71)	0
Property Management	1,196	1,182	(14)
Property Management - Resp	200	200	0
Beach Huts	(173)	(180)	(7)
Property & Estates	505	505	0
Civic Centre	550	550	0
Bognor Regis Town Hall	111	111	0
Hotham Park Lodge	19	19	0
Phoenix House	18	18	0
Harwood Road	11	11	0
Economic Regeneration	476	625	149
Accommodation Services	190	190	0
<b>Economy Total:</b>	<b>2,739</b>	<b>2,867</b>	<b>128</b>

3.3. **Economic Regeneration** – An overspend of £109,000 is forecast due to the need to continue the essential engagement of a regeneration consultant to drive the Council's main regeneration projects. Officers are actively seeking ways of mitigating this cost and an update will be provided in the Quarter 2 forecast report.

An overspend of £40,000 is also reported due to the cost of other regeneration activities being higher than expected when the 2023/24 budget was set.

3.4. **Property Management** - An underspend of £14,000 is forecast due to a saving on a vacant post.

3.5. **Beach Huts** – A one-off £7,000 overachievement of income against budget is forecast for the year. Beach hut owners pay the Council a ground rent and under the terms of their lease, the Council is entitled to a share of the sale proceeds when a hut is sold.

### Capital Programme

3.6. Table 2 below details the 2023/24 forecast capital programme forecast out turn as at Quarter 1 and anticipates that spend will be in line with the revised budget.

Table 2

Budget Monitoring 2023/24 - Capital Programme						June 2023 (Quarter 1 2023/24)		
Economy Committee								
Project	Original Capital Budget (Approved) 2023/24	Carry Forwards from 2022/23	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
Littlehampton Public Realm	0	796	796	796	0	0	0	0
Asset Management	539	2,137	2,675	2,675	0	453	500	0
<b>Economy - Total</b>	<b>539</b>	<b>2,933</b>	<b>3,472</b>	<b>3,472</b>	<b>0</b>	<b>453</b>	<b>500</b>	<b>0</b>

3.7. The total capital budget for 2023/24 is £3,472,000, which includes slippage from the previous year of £2,933,000.

3.8. The Waterloo Square and Bognor Regis Arcade schemes were approved at Full Council on the 19 July 2023 after the Quarter 1 period and will be included in the Quarter 2 forecast report.

## 4. CONSULTATION

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

## **5. OPTIONS/ALTERNATIVES CONSIDERED**

5.1. Not applicable.

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

6.1. 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.

## **7. RISK ASSESSMENT CONSIDERATIONS**

7.1. 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.

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

8.1. None.

## **9. HUMAN RESOURCES IMPACT**

9.1. None.

## **10. HEALTH & SAFETY IMPACT**

10.1. None.

## **11. PROPERTY & ESTATES IMPACT**

11.1. None.

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

12.1. None.

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

13.1. None.

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

14.1. None.

## **15. HUMAN RIGHTS IMPACT**

15.1. None.

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

16.1. None.

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### **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.

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## Arun District Council

<b>REPORT TO:</b>	<b>Economy Committee – 5 October 2023</b>
<b>SUBJECT:</b>	<b>Pier Road, Littlehampton – Proposed Road Closure</b>
<b>LEAD OFFICER:</b>	<b>Miriam Nicholls, Business Development Manager</b>
<b>LEAD MEMBER:</b>	Councillor Roger Nash, Chair of Economy Committee
<b>WARDS:</b>	<b>River Ward</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
Fulfilling Arun’s economic potential - working closely with our towns and other organisations on strategies which support vibrant and attractive town centres. Positive and focused promotion of Arun’s tourist destinations as more than a ‘day trip’.	
<b>DIRECTORATE POLICY CONTEXT:</b>	
Improving the social, economic, and environmental wellbeing of the district, along with those who live, work and play within it.	
<b>FINANCIAL SUMMARY:</b>	
There are no costs arising from this report.	

### 1. PURPOSE OF REPORT

- 1.1 At the June meeting the Economy Committee instructed Officers to submit the preferred scheme for the permanent closure of Pier Road to West Sussex County Council (WSSC) as a Community Highway Scheme. The application was put forward and this report advises the outcome of that bid.

### 2. RECOMMENDATIONS

- 1.1. It is recommended that the Economy Committee note the content of this report and that Officers will not be taking any further actions regarding this report.

### 3. EXECUTIVE SUMMARY

- 3.1 Following periods of closure under Covid emergency powers, Members agreed that a scheme should be agreed and submitted to West Sussex County Council (WSSC), as Highway Authority, for the permanent closure of Pier Road. The scheme was agreed in June 2023 and submitted to WSSC as a Community Highway Scheme.

#### **4. BID OUTCOME**

- 4.1 In order for the Bid to be successful it was required to have the support of the relevant West Sussex County Councillor. Prior to submission officers met with the County Councillor who expressed some reservations regarding the scheme which officers sought to address.

On 23 August officers were advised that the bid had not been successful.

“Many thanks for your application for a Community Highways Scheme, which was considered as part of the 24/25 programme for proposed highways improvements works.

This process is a ‘prioritised approach’ where community requests are considered by assessment against a pre-determined scoring matrix and the resulting scores are prioritised to establish a forward programme for this work stream.

In this instance I regret to inform you that your application was not successful. I appreciate that this is not the response you would wish to hear. In this case your application did not have the support of your WSCC Councillor which is a mandatory requirement for all CHS applications.”

#### **5. CONSULTATION**

- 5.1 Not applicable

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

- 6.1 No other options have been considered.

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

- 7.1 Not applicable

#### **8. RISK ASSESSMENT CONSIDERATIONS**

- 8.1 Not applicable

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

- 9.1 Not applicable

#### **10. HUMAN RESOURCES IMPACT**

- 10.1 There is no Human Resources impact.



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

11.1 There is no Health and Safety impact arising from this report.

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

12.1 There is no Property & Estates impact arising from this report.

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

13.1 The recommendations in this report do 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 support and promotion of good local businesses and local destinations encourages less travel contributing towards less carbon emissions on a local level.

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

15.1 There are no direct impacts on the above areas arising from this report.

## **16. HUMAN RIGHTS IMPACT**

16.1 There are no relevant implications arising from this proposal that will affect or potentially affect any individual.

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

17.1 There are no specific FOI or data protection issues arising from the proposals in the report.

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### **CONTACT OFFICER:**

**Name:** Miriam Nicholls

**Job Title:** Business Development Manager

**Contact Number:** 01903 737845

### **BACKGROUND DOCUMENTS:**

None

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## Arun District Council

<b>REPORT TO:</b>	<b>Economy Committee – 5 October 2023</b>
<b>SUBJECT:</b>	<b>Littlehampton Town Centre Action Group and Plan</b>
<b>LEAD OFFICER:</b>	<b>Miriam Nicholls, Business Development Manager</b>
<b>LEAD MEMBER:</b>	Councillor Roger Nash, Chair of Economy Committee
<b>WARDS:</b>	<b>All Littlehampton Wards</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
<p><b>This recommendation supports:</b></p> <p>Fulfilling Arun’s economic potential - working closely with our towns and other organisations on strategies which support vibrant and attractive town centres. Positive and focused promotion of Arun’s tourist destinations as more than a ‘day trip’.</p>	
<b>DIRECTORATE POLICY CONTEXT:</b>	
<p>Improving the social, economic, and environmental wellbeing of the district, along with those who live, work and play within it.</p>	
<b>FINANCIAL SUMMARY:</b>	
<p>There are no costs arising directly and immediately from this report. Any projects will be undertaken within existing budgets and with existing officer resource. Should the need for additional funds become apparent this will be put forward for consideration as part of the Financial Planning process.</p>	

### 1. PURPOSE OF REPORT

- 1.1 Littlehampton Town Council has proposed the formation of a strategic group to oversee regeneration actions in Littlehampton Town Centre and the surrounding area - Littlehampton Town Centre Action Group.
- 1.2 All three tiers of local authority will be represented at both Member and Officer level along with Sussex Police and local retailer representatives. Councillors Roger Nash and Christine Wiltshire have already been agreed as the Member representatives for this Council.
- 1.3 This report provides Members with the first draft of the Action Plan and Strategy that it is proposed the Action Group adopts.

### 2. RECOMMENDATIONS

- 1.1. It is recommended that the Economy Committee agree to this Councils involvement in the Littlehampton Town Centre Action Group and note the Action Plan and Strategy that has been drawn up for consideration at the Group’s first meeting on 4 September 2023.

### **3. EXECUTIVE SUMMARY**

- 3.1 Littlehampton Town Council has proposed the formation of a strategic group to oversee regeneration actions in Littlehampton Town Centre and the surrounding area - Littlehampton Town Centre Action Group.
- 3.2 All three tiers of local authority will be represented at both Member and Officer level along with Sussex Police and local retailer representatives. Councillors Roger Nash and Christine Wiltshire have already been agreed as the Member representatives for this Council. The Action Group will be treated as an 'Outside Body' and reports will come back via Full Council.
- 3.3 This report provides Members with the first draft of the Action Plan and Strategy that it is proposed the Action Group adopt.

### **4. THE ACTION PLAN AND STRATEGY**

- 4.1 There is little doubt that Town Centres nationally are changing and evolving. Many towns and cities have seen the loss of major High Street names as online shopping means lower footfall and reduced need for retailers to maintain a High Street presence. Littlehampton has seen the loss of some High Street names such as New Look, M&Co and W H Smith in recent months. These closures are not specifically due to trading conditions in Littlehampton but national decisions.
- 4.2 Littlehampton is fortunate to still have major High Street retailers such as Superdrug, Iceland and Sainsburys but equally to have a range of small independent retailers. It is these retailers that create added interest to small towns such as Littlehampton.
- 4.3 Investment by both small independent retailers and national names in the Town Centre needs to be encouraged and nurtured.
- 4.4 The Action Plan and Strategy set out clear aspirations as to what can make a positive difference, whilst also retaining a sense of what is realistic and achievable. All partners who sign up to the Strategy will need to work to deliver the aspirations and the actions within the Action Plan and focus their budget and priorities accordingly. Paramount to the delivery of their objectives will be the leadership provided by elected representatives.

### **5. CONSULTATION**

- 5.1 No consultation has yet taken place as the Strategy and Action Plan has been produced by Littlehampton Town Council for consideration by the newly formed Action Group. This will be done at their first meeting on 4 September. A verbal report on any changes made by the Group will be provided.

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

- 6.1 No other options have been considered.

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

- 7.1 There is no financial impact recognised at this point and if there are any future cost which are not funded by the current budget it's stated in the committee report that the CMT and Council members will be advised on this and approval will sought.

**8. RISK ASSESSMENT CONSIDERATIONS**

- 8.1 A Risk Register will be created for individual projects within the Action Plan should this be necessary.

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

- 9.1 The Action Group is an Advisory Group set up by the Town Council. It is important to remember that it has no decision-making powers, that are binding on ADC. Accordingly, paragraph 4.4 above should be read with this in mind so that there is no confusion about decision making powers. ADC can only "focus their budget and priorities accordingly" by reference to its own economic development strategy.

**10. HUMAN RESOURCES IMPACT**

- 10.1 There is no Human Resources impact.

**11. HEALTH & SAFETY IMPACT**

- 11.1 There is no Health and Safety impact arising from this report.

**12. PROPERTY & ESTATES IMPACT**

- 12.1 There is no Property & Estates impact arising from this report.

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

- 13.1 The recommendations in this report do 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 support and promotion of good local businesses and local destinations encourages less travel contributing towards less carbon emissions on a local level.

**15. CRIME AND DISORDER REDUCTION IMPACT**

15.1 There are no direct impacts on the above areas arising from this report.

**16. HUMAN RIGHTS IMPACT**

16.1 There are no relevant implications arising from this proposal that will affect or potentially affect any individual.

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

17.1 There are no specific FOI or data protection issues arising from the proposals in the report.

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**CONTACT OFFICER:**

**Name:** Miriam Nicholls

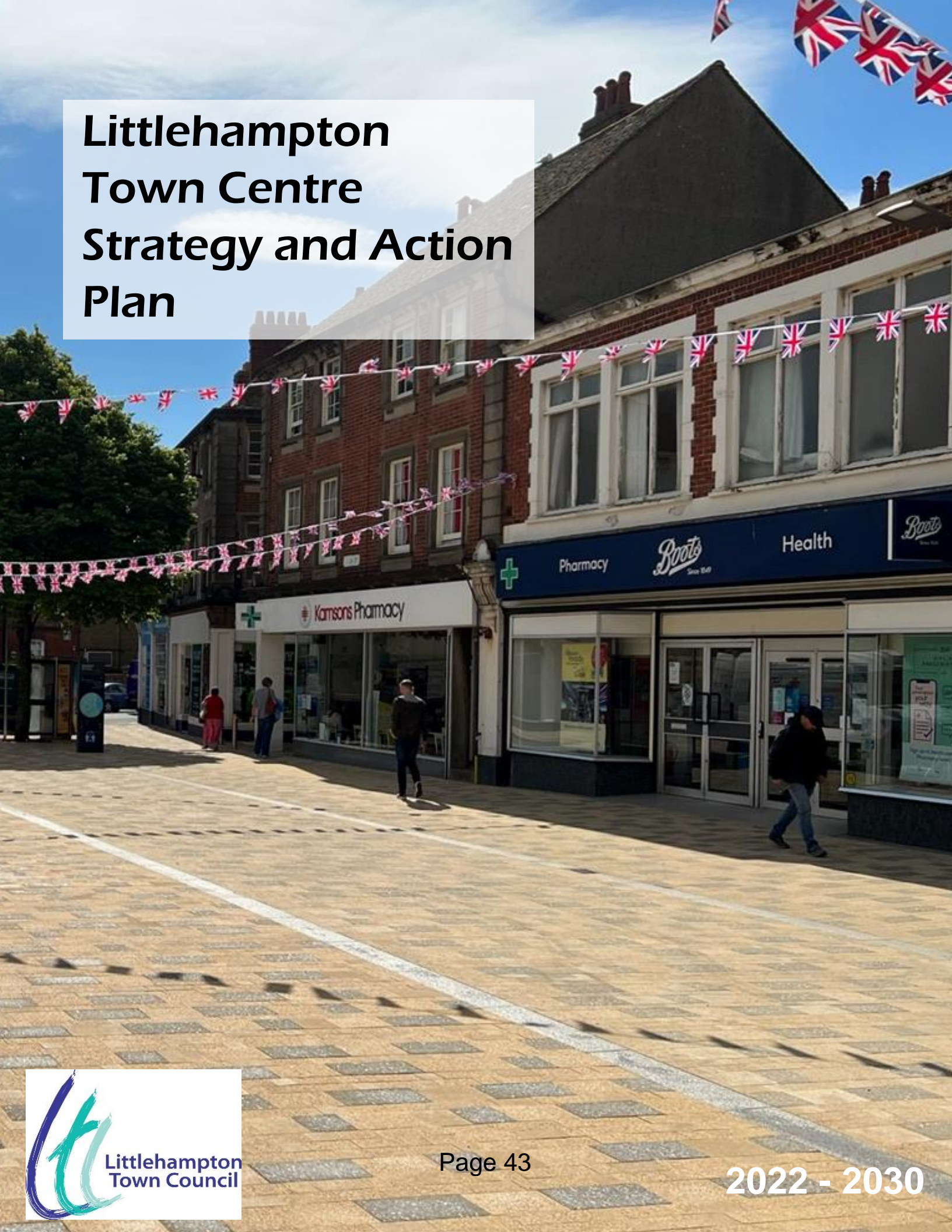
**Job Title:** Business Development Manager

**Contact Number:** 01903 737845

**BACKGROUND DOCUMENTS:**

Littlehampton Town Centre Action Plan and Strategy attached.

# Littlehampton Town Centre Strategy and Action Plan



# Contents

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1. Introduction by the Town Mayor

2. Purpose of the Strategy

2.1. Mission Statement

2.2. Why Is a Strategy Needed?

2.3. The Action Plan

2.4. Informing of the Strategy

2.5. Key Partners

3. Vision Statement

4. The Ambition

5. Area of Coverage

6. The Strategic Objectives

7. Town Centre Action Group

8. Town Centre Action Plan



## 1. Introduction by the Town Mayor

Littlehampton Town Centre is viewed as a vital area of the Town, providing residents and visitors with essential retail outlets, services – both public and private – and leisure space. Leadership from local authorities, other key stakeholder parties and the private sector is required to ensure the long-term viability of this asset.

Over many years, the District and Town Council have provided support to the Town Centre, originally through the Single Regeneration Budget funds, but also through attracting significant investment into such schemes as the current Public Realm Enhancements. A range of Strategies have been developed over that time, some overlapping, but a coherent strategy signed up to by all parties and focussed solely on the Town Centre has been lacking.

The Town Centre is largely perceived as retail focused. This is historically largely true, but given the trends facing the retail sector, this perception requires challenge. At a national level, at the end of 2020, just over 14% of High Street retail and leisure businesses were vacant in Great Britain (House of Commons, Briefing Paper no. 9218. May 2021). The recessions following the financial crises of the last 12 to 13 years and much more recently the pandemic have been damaging. However, one of the biggest negative factors quoted by traders, both nationally and locally, is the impact of business rates and rent.

The need for a strategy to lead all the parties through these difficult times has never been greater. Therefore, this Strategy, once signed up to by all key parties sets out clear aspirations as to what can make a positive difference, whilst also retaining a sense of what is realistic and achievable. It sets out clear aspirations. These will need to be reviewed regularly, but also underpinned by an achievable Action Plan.

All the partners who signed up to the Strategy will need to look to work to deliver the aspirations and the actions within the Action Plan and focus their budget and priorities accordingly. Paramount to the delivery of their objectives will be the leadership provided by elected representatives. Without this, the Strategy is likely to wither on the vine.

On a more positive note, the effective implementation of the Strategy should enable Littlehampton Town Centre to remain a vital element of a successful, vibrant Town, providing key services and recreation for all people. It should be attractive, safe, fun, robust, flexible, and vital. Littlehampton has adapted to change in the past, be it moving away from a harbour-based town to more recent threats such as out-of-town Shopping Centres. It is in the nature of the businesses and residents to overcome once again.

**Councillor Jill Long**

## 2. Purpose of the Strategy

### 2.1. The Mission

**By 2030 all those signed up to this strategy will have worked together to deliver positive change that places the Town Centre both at the heart of the Town and as a retail and leisure hub for the Eastern Arun area.**

### 2.2. Why Is a Strategy Needed?

Since the early part of this Century, when the Town Centre was last the focus of cohesive partnership work, supported by Single Regeneration Funding, considerable change has impacted Town Centres across the nation, including Littlehampton. Many recognisable retail chains have disappeared; shopping trends have altered, particularly because of internet shopping; there has been more than a decade of national “austerity” and most recently the pandemic and cost of living crisis have impacted the nation, including retail.

Consequently, there is a need to develop a strategy that focusses on attracting investment into the Town Centre, as a revitalised community hub offering leisure, entertainment, arts, key services such as education and health, housing and office space, supplementing and in sympathy with the retail offer. These should all be aligned with encouraging people to visit and spend in the locality, whilst also enjoying their time there.

### 2.3. The Action Plan

Following a public consultation survey, an Action Plan has been devised to highlight a range of proposals and opportunities identified by the community and stakeholders that can deliver regeneration in Littlehampton by 2030.

The aims and objectives of the Action Plan have been categorised into short term (2 years), medium term (5 years) and long term (8 years) actions to be achieved between today and 2030.



## 2.4. Informing of the Strategy

The Strategy has been developed using extensive knowledge of the recent history of the Town Centre, together with the threats, opportunities, and challenges it faces. This has been assisted by a Town Centre Health Check delivered for Arun District Council earlier this year. Both the background information (Appendix A) and health check (Appendix B) can be found in the appendices.

## 2.5. Key Partners

- Arun District Council
- Littlehampton Town Council
- Littlehampton Traders' Partnership (or a similar forum made up of two traders)
- West Sussex County Council
- Sussex Police

The key partners will lead on this work but other important players such as Health bodies, the Harbour Board etc will be needed to assist when matters cross refer to their area of expertise.

## 3 Vision Statement

**Littlehampton Town Centre will be a safe and thriving centre offering a wide range of shops, excellent leisure facilities, high quality office premises, residential opportunities, and a full range of community services for the local and wider community.**

**In achieving this, there will be a high quality of design with an attractive street scene and easy access to the centre with good public transport and an emphasis on pedestrian priority.**

## 4. The Ambition

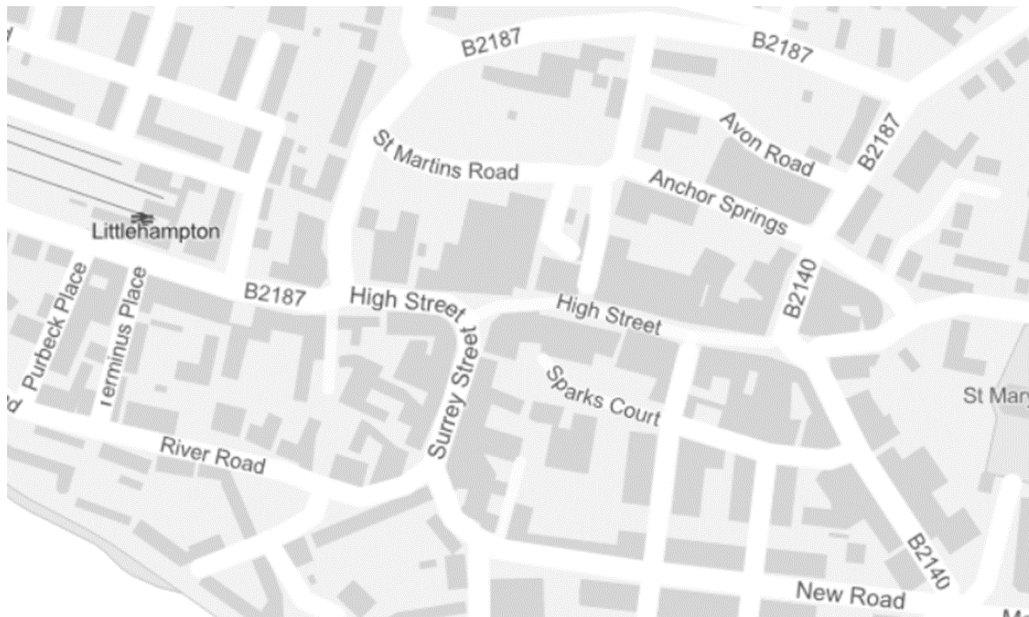
Wide consultation identifies that Littlehampton Town Centre should be:

- Welcoming and safe
- A vibrant place that drives out localised anti-social behaviour
- Supportive of schemes which benefit the whole town and its community.
- An accessible and attractive place to visit, work and live.
- A place that stands out from other destinations, offering something 'different.'
- Accessible to everyone and well signposted in a way that connects the Town to the waterfronts, making pedestrian access to business areas much easier.

- A place with a good public transport system including good commuter links and public car parks.
- Environmentally sustainable.
- A hub for connecting people of all ages through cultural activities that compliment local businesses and showcase local talent.
- A place that provides essential services such as banks, Post Offices, and health care.
- A place that provides services such as hairdressers, beauty care, and leisure facilities, including eateries.
- Supportive of existing businesses looking to diversify.
- A location supportive of alternative commercial opportunities, such as markets
- Supportive of commercial investors
- Where businesses and residents mutually benefit each other
- Able to provide housing with support for the residents without detracting from the retail offer.
- Linked to the whole town.
- A place that utilises virtual and online shopping methods to drive footfall into the physical offerings.
- A place with strong supporting infrastructure including public conveniences, seating, and accessibility.
- Home to a thriving evening economy attracting people of all generations.
- A town with businesses that attract people all year round.

These ambitions are strongly supported by the Town Council and form the spine of this Strategy.

## 5. Area of Coverage



For the purposes of this Strategy, the Town Centre is taken as being the area shown in the map below. Pier Road has not been specifically addressed within this, but its proximity and importance to the local linkages will mean that it will be referred to and possibly incorporated in projects.



Littlehampton High Street is the Centre of the Town, connecting all surrounding shopping areas. The High Street is home to a large majority of the national shops in Littlehampton. It is also the home to events such as the Christmas Lights Switch on and Late-Night Shopping, Family Fun Days, Artisan Markets, and the weekly Friday market.

### High Street



Anchor Springs is home to various services and includes a sweet shop, charity shops and a vet. The main bus stop for Littlehampton Town Centre is in Anchor Springs meaning it needs to be an inviting and welcoming area.

### Anchor Springs



Beach Road is at the East end of the High Street and is home to independent retail shops, services, and restaurants/cafes. Beach Road leads to Littlehampton Seafront, meaning it would be a key link for tourists to access the High Street on their visits.

### Beach Road



### **The Arcade**

The Arcade in Littlehampton was built in 1912 and is part of the Town Centre's history. It currently is the home to a Florists and Greengrocers. The key issue The Arcade is facing is occupancy and the appearance and maintenance of it.



### **Surrey Street**

Surrey Street is to the West of the High Street, it is home to a mix of chain and independent shops, restaurants, and services. Surrey Street connects Littlehampton Town Centre to the riverside, an area popular with tourists.





## 6. The Strategic Objectives

To achieve the Vision a range of Strategic Objectives will need to be achieved. It is envisaged that the lead on this will be a newly constituted Town Centre Action Group, details of which are covered under section 7.

The Strategic Objectives that have been identified for progression by the Town Centre Action Group are:

1. Draw up and progress a realistic and achievable Action Plan renewable by partners annually.
2. Appoint two representatives made up of local traders to attend the Town Centre Action Group meetings and represent all sectors of Town Centre commerce.
3. Focus on addressing problems relating to crime, antisocial behaviour, drug usage, and street drinking.
4. Recognise the importance of Community and Public Sector Services as key providers for the future Town Centre.
5. Encourage further investment to complete the public realm works.
6. Encourage a more diverse retail sector, robust enough to meet changing shopping trends and cater to all those visiting.
7. Investigate opportunities to seek to attract online shoppers into the Town Centre, possibly through locating collection facilities in the locality.
8. Consider how best to encourage leisure and key services to emerge in the Town Centre.
9. Prepare a proposal to deliver sympathetic housing that will uplift the Town Centre, whilst reducing, or at a minimum keeping to existing levels hostel accommodation.
10. To press West Sussex County Council, particularly in the light of the North Littlehampton development, to prepare a transport plan for the Town Centre, including improving disability access.
11. Prepare Marketing and Branding Plans and look to improve the offer of information for visitors in the town. Any branding initiative should be closely discussed with the Town Council who might be developing such an initiative for the whole Town.
12. Protect and market the heritage of the Town Centre.
13. Progress the promised Feasibility Study for the redevelopment of St Martins Car Park.
14. Look to work with those involved to assist in the taking forward of the proposals for the Hospital, Health Centre, Library and Fire Station sites.
15. To urgently investigate the need to action and deliver increased Charge Points in Town Centre Car Parks to meet the advent of electric vehicles and to relieve the parking congestion on nearby roads in the evening.

16. Set up links with landlords including a landlords' forum to involve them in the Town Centre planning and to maintain high quality building maintenance and appearance.
17. Develop and promote an all-year-long Events programme for the Town Centre.
18. Investigate and where practicable work with landlords to fill vacant shops and deliver pop-up shops.
19. Look to deliver 21<sup>st</sup> Century public conveniences, free from crime and antisocial behaviour.
20. Review the Car Parking Disc Scheme and look at easy, inexpensive alternatives. As the scenario cannot continue whereby small independent shops are subsidising nationals and determine whether this is the best way to use these funds in supporting the Town Centre.
21. Review the existing market arrangements, with other options to be considered, possible new markets and including creating a marketplace in St Martins Car park.
22. Addressing negative perceptions of the Town and Promotion.
23. Ensuring that the new roads to the North of the Town direct traffic to the Town Centre.
24. Similarly work to encourage mobility between the seafront, riverside and Town centre for pedestrians and to that end support the pedestrianisation of Pier Road, at least seasonally.
25. Ensure Town Centre Gateways – Railway Station and Anchor Springs – are inviting and attractive.
26. Focus on Culture, Fitness, and the Arts to uplift the image of the Town.
27. Encourage the service sector to work alongside the established retail care of the Town to reflect changes in consumer practice.
28. Look to improve the offer of information for visitors to the Town Centre and to attract those using other facilities in the area to visit.
29. Support and encourage new and young investors wanting to start a business in the town.
30. To urgently ensure that there is a marketing strategy in place for the completion of the public realm works.
31. To encourage a banking hub in the Town Centre.
32. Encourage the development of digital business in the Town Centre.

## 7. Town Centre Action Group – TCAG

The creation and delivery of an Action Plan that is SMART and deliverable is essential to the success for this Strategy. Chaired by the Mayor the action group should comprise of the following Members:

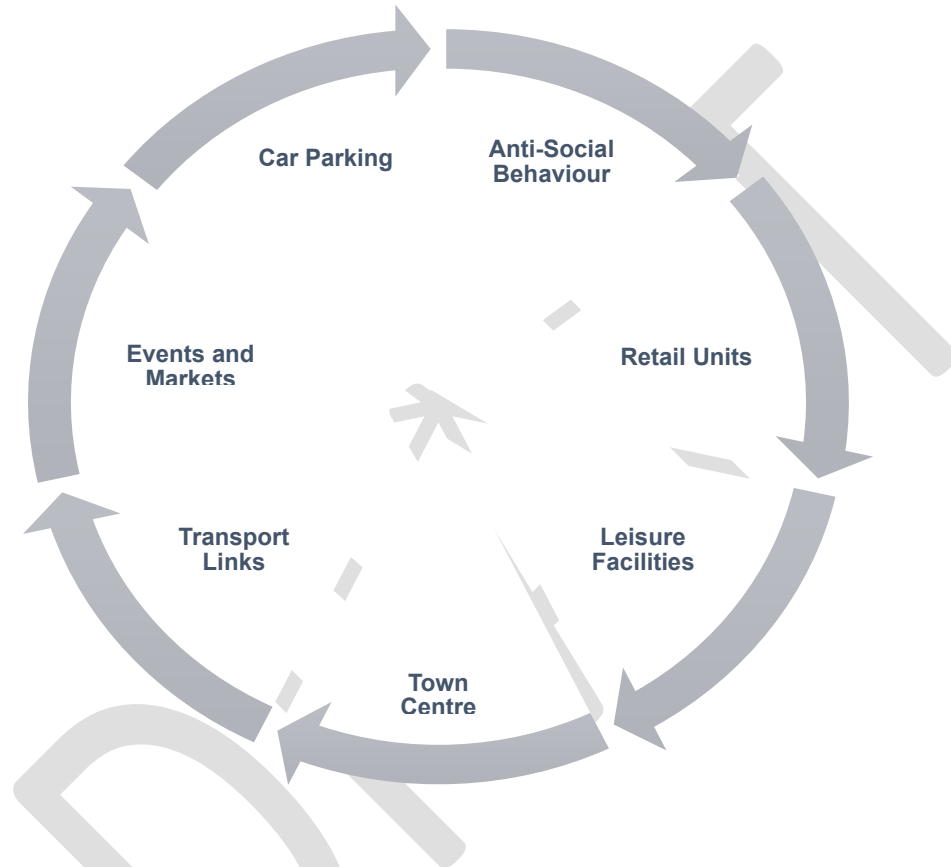
Littlehampton Town Council	<ul style="list-style-type: none"><li>• Mayor of Littlehampton</li><li>• Chair of Policy and Finance Committee</li><li>• One other Member</li><li>• Relevant Officers</li></ul>
Arun District Council	<ul style="list-style-type: none"><li>• Relevant Committee Chair</li><li>• Ward Member</li><li>• Relevant Officers</li></ul>
West Sussex County Council	<ul style="list-style-type: none"><li>• County Division Member</li><li>• Relevant Officers</li></ul>
Sussex Police	<ul style="list-style-type: none"><li>• Divisional Commander</li><li>• Relevant Officers</li></ul>
Business Representative	<ul style="list-style-type: none"><li>• Two Nominated Representatives</li></ul>

The Town Centre Action Group should meet 3 times a year and be underpinned by an Officer Task Group. The TCAG will be serviced by the Town Council, but the actions will need to be taken forward by partners. The minutes of meetings of the TCAG will be made publicly available, except where there is “Exempt” information. Partners would be expected to feedback on meetings to assist priorities and resourcing discussions within each organisation.



## 8. Town Centre Action Plan

The strategic objectives have been categorised into key areas of focus for improvement in the Action Plan. Within each area of focus the goals and actions are listed.



Antisocial Behaviour			
Strategic Objectives: SO3: Focus on addressing problems relating to crime, antisocial behaviour, drug usage, and street drinking.			
Goal	Immediate action	Medium term action (2-5 years)	Longer term action
<b>Work with local authorities to reduce anti-social behaviour and crime in the town.</b>	Arrange a meeting with: <ul style="list-style-type: none"> <li>- Divisional Commander (Sussex Police)</li> <li>- Police lead on Business Wardens</li> <li>- ADC Crime and ASB lead Officer.</li> <li>- Lead Officer – Community wardens</li> <li>- LTC Town Centre Officer</li> <li>- Chair of TCAG</li> </ul> To understand issues and agree focussed and coordinated plan of action to address areas of prime concern and enact actions to		

	resolve these. Review – 3 monthly.  Encourage events in the Town Centre to deter Anti-Social Behaviour.		
<b>Reduce the presence of drugs in Littlehampton Town Centre</b>	To link in with the above action and supplement this by identifying and working with local support groups for those in the town battling addiction and substance abuse. Lead agencies to be identified.	A working relationship with local charities to help those with addiction in Littlehampton.	
<b>Improve CCTV to deter crime and antisocial behaviour.</b>	Identify and meet with those responsible for CCTV in the Town Centre with a view to increase its deterrence and ability to identify and prosecute those undertaking criminal acts and ASB.	Improvements to the CCTV and the unit placements if behaviour does not improve and the cameras are not working as a deterrent.	
<b>Reduce the usage of e-scooters and cycling in the town.</b>	Discuss with Sussex Police what powers they can use to prevent the use of e-scooters and cycling in the town. Ensure the laws are clear with signage in the High Street.		

### Retail

<p>Strategic Objectives:</p> <p>SO4: Recognise the importance of Community and Public Sector Services as key providers for the future Town Centre.</p> <p>SO6: Encourage a more diverse retail sector, robust enough to meet changing shopping trends and cater to all those visiting.</p> <p>SO7: Investigate opportunities to seek to attract online shoppers into the Town Centre, possibly through locating collection facilities in the locality.</p> <p>SO16: Set up links with landlords including a landlords' forum to involve them in the Town Centre planning and to maintain high quality building maintenance and appearance.</p> <p>SO18: Investigate and where practicable work with landlords to fill vacant shops and deliver pop-up shops.</p> <p>SO30: Support and encourage new or young investors wanting to start a business in the town.</p> <p>SO31: To encourage a banking hub in the Town Centre.</p> <p>SO32: Encourage the development of digital business in the Town Centre.</p>			
<b>Goal</b>	<b>Immediate action</b>	<b>Medium term action (2-5 years)</b>	<b>Longer term action</b>
<b>Improve the appearance of shops, enabling</b>	Discuss the previous shop front grants with Arun District Council and the representatives from local	Arun District Council to offer shop front grants to businesses.	

<b>their ability to attract business.</b>	<p>businesses to establish if they were well used.</p> <p>Engage with the landlord of the Arcade to discuss their plans and how it can be improved.</p>	<p>Promote any external grants to shops so they can apply for them.</p> <p>Work with Landlords to encourage the appearance of shops.</p> <p>Work with a digital marketing consultant to deliver training to local traders.</p> <p>Investigate working with courier services to install more collection points into town centre shops and areas.</p>	
<b>Reduce shop vacancy in the town centre.</b>	<p>Work with Arun District Council to prepare a register of vacant and underused properties.</p> <p>Engage with landlords of empty units to discuss options for a pop-up shop.</p>	<p>Engage with all landlords at a landlords' forum to discuss any issues, understand their intentions and investigate if the councils can work with them to reduce shop vacancy.</p> <p>To open a successful pop-up shop in an empty unit in the town centre.</p>	Arun District Council to maintain a list of vacant/underused shops, updated every quarter as an ongoing procedure and shared with Littlehampton Town Council.
<b>Support banks and key facilities such as the post office.</b>	Liaise with the banks and post office to create a banking hub in the Town Centre.		

### Leisure

**Strategic Objectives:**

SO8: Consider how best to encourage leisure and key services to emerge in the Town Centre.

SO27: Encourage the service sector to work alongside the established retail care of the Town to reflect changes in consumer practice.

SO29: Support and encourage new or young investors wanting to start a business in the town.

<b>Goal</b>	<b>Immediate action</b>	<b>Medium term action (2-5 years)</b>	<b>Longer term</b>
<b>To bring more leisure and hotel facilities into the town centre.</b>	<p>To encourage any new initiatives that come forward to deliver attractions and increase hotel provision.</p> <p>Potentially linked to the new public realm, to ensure that an effective marketing strategy is delivered for the Town Centre with leisure providers one of the main focuses.</p>	<p>Work with the County Council on chairs and tables licenses to determine a time that businesses can keep them outside till.</p> <p>Arun District Council to provide business support to any new businesses</p>	

	To arrange a meeting with West Sussex County Council to discuss the timing agreements and if they can be amended to encourage more businesses to invest.	that are interested in investing in the town.	
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### Town Centre

Strategic Objectives:  
 SO2: Appoint two representatives made up of local traders to attend the Town Centre Action Group meetings and represent all sectors Town Centre commerce.  
 SO5: Encourage further investment to complete the public realm works.  
 SO25: Ensure Town Centre Gateways – Railway Station and Anchor Springs – are inviting and attractive.  
 SO12: Protect and market the heritage of the Town Centre.  
 SO9: Prepare a proposal to deliver sympathetic housing that will uplift the Town Centre, whilst reducing, or at a minimum keeping to existing levels hostel accommodation.  
 SO27: Encourage the service sector to work alongside the established retail care of the Town to reflect changes in consumer practice.  
 SO29: Support and encourage new or young investors wanting to start a business in the town.  
 SO26: Focus on Culture, Fitness, and the Arts to uplift the image of the Town.

Goal	Immediate action	Medium term action (2-5 years)	Longer term actions
<b>Ensure the town centre is clean and inviting.</b>	Establish the high street cleaning timetable with Arun District Council and discuss at TCAG. Request for this to be shared with the public.	Review whether this has matched up to the aspirations of the huge investment in the public realm.	
<b>Acknowledge the heritage of the town and show it in the town centre</b>		Engage with Littlehampton Heritage Society about the work they have been doing and request a register of heritage buildings.	Heritage Society and Littlehampton Museum to showcase the town centre and how it used to be.
<b>Provide incentives to bring people back to the town centre to shop</b>	Investigate running a Love Local shopping incentive in summer 2023.	Run the Love Local shopping incentive successfully for 3 years.	
<b>Look to encourage proportional residential units, through accommodation above shops, but not at the expense of breaking up the retail heart of the Town.</b>		<p>Liaise with Landlords forum.</p> <p>TCAG to consider planning issues and whether further planning controls are required.</p>	
<b>Support the businesses in the town centre</b>	<p>Share information about grant funding opportunities available to businesses.</p> <p>Develop the Traders Partnership, or successor body to be independently run and financed;</p>	<p>Monitor usage of the grants and the success rate of applicants where possible.</p> <p>Review these arrangements.</p>	



	with a clear understanding of its purpose and representing all businesses in the Town Centre.		
<b>Promote the Arts in Littlehampton.</b>	Littlehampton Town Council to investigate creating an Arts Forum involving local artists to help people collaborate and bring more arts events into the town centre.	Artists to work with Arun District Council and Landlords to bring more art into the town. Using empty spaces to brighten up the town, making the space more inviting and vibrant whilst deterring graffiti.	
<b>Transport and linking the town centre</b>			
Strategic Objectives SO10: To press West Sussex County Council, particularly in the light of the North Littlehampton development, to prepare a transport plan for the Town Centre, including improving disability access. SO23: Ensuring that the new roads to the North of the Town direct traffic to the Town Centre. SO24: Similarly work to encourage mobility between the seafront, riverside, and Town centre for pedestrians and to that end support the pedestrianisation of Pier Road, at least seasonally. SO25: Ensure Town Centre Gateways – Railway Station and Anchor Springs – are inviting and attractive.			
<b>Goal</b>	<b>Immediate action</b>	<b>Medium term action (2-5 years)</b>	<b>Longer term action</b>
<b>Improve interconnectivity between the seafront, riverside and Town Centre.</b>		Investigate the following ideas with the Town Centre Action Group: - Shuttle buses - Interactive trails - Land train - Signage	
<b>Improve the signage for Littlehampton town centre around the town</b>	Liaise with West Sussex County Council regarding the impacts of new roads and residential development in the North of the Town.		
	Review the signage directing people from the seafront to the town centre and see if any additional signage can be added to encourage people to use main roads (see above).		
<b>Improve the attractiveness of public transport waiting areas.</b>	Littlehampton Station entrance and exit area to be redeveloped in the Public Realm works.  Contact Stagecoach to investigate if they have any plans to improve Anchor Springs bus station with a shelter and toilets.		
<b>Investigate issues with bus services</b>	Undertake a consultation with users of bus services and those who would use such services if available to see whether this could assist footfall in the Town Centre.		
<b>Investigate concerns over traffic management in the town centre</b>	Identify any concerns over traffic management and work with West Sussex Highways to address these, particularly around Church Street/East Street, Surrey Street/Arundel Road, and the flow through town along Beach Road.		

## Events and Markets

Strategic Objectives:

SO17: Develop and promote an all-year-long Events programme for the Town Centre.

SO21: Review the existing market arrangements, with other options to be considered, possible new markets and including creating a marketplace in St Martins Car Park.

Goal	Immediate action	Medium term action (2-years)	Longer term action
<p><b>To investigate improvements to the current programme of markets</b></p> <p><b>Make event applications easier</b></p>	<p>Gain clarification from Arun District Council and West Sussex County Council about what areas they cover for event applications.</p> <p>Liaise with Arun District Council to assess all options to create a "Market Place," potentially in Anchor Springs car park, to host a wide range of markets including the weekly market currently located in the High Street.</p>	<p>A regular farmers market run in the town centre.</p> <p>More artisan, themed markets in the town.</p>	
<p><b>More events to be held in the town centre</b></p>	<p>Councils to work with external event organisers to support them bringing events and pop ups to the town centre.</p> <p>TCAG to advise and comment upon LTC/ADC events programme to Town Centre.</p>	<p>Draw up long-term funding commitments to Town Centre events.</p>	
<b>Car Parking</b>			

Strategic Objectives:

SO13: Progress the promised Feasibility Study for the redevelopment of St Martins Car Park.

SO15: Urgently investigate the need to action and deliver increased Charge Points in Town Centre Car Parks to meet the advent of electric vehicles and to relieve the parking congestion on nearby roads in the evening.

SO20: Review the Car Parking Disc Scheme and look at easy, inexpensive alternatives. As the scenario cannot continue whereby small independent shops are subsidising nationals and determine whether this is the best way to use these funds in supporting the Town Centre.

Goal	Immediate action	Medium term action (2-5 years)	Longer term action
<p><b>Review the parking disc scheme.</b></p>	<p>Urgently identify whether there is continued support for the scheme and consider options before the Autumn of 2023 to include implications in the Councils budgets.</p> <p>Make recommendations to Councils on way forward.</p> <p>Discussions to include trader representatives.</p>	<p>If it is decided that a new system needs to be looked at, work with ADC to implement it into car parks. Work out the best and most inexpensive version.</p>	<p>Review the car parking scheme every 3 years.</p>
<p><b>Improve the town centre car parks</b></p>	<p>Progress the Feasibility Study for the redevelopment of St Martins car park.</p>	<p>To have electric car parking facilities in at least one car park in the town centre.</p>	<p>The redevelopment of St Martins car park.</p>

	Introduce electric car charging points.		
<b>Public Conveniences</b>			
Strategic Objectives: SO14: Look to work with those involved to assist in the taking forward of the proposals for the Hospital, Health Centre, Library and Fire Station sites. SO19: Look to deliver 21st century public conveniences, free from crime and antisocial behaviour.			
<b>Improve the toilet facilities in the town centre.</b>	Address the concerns over the toilet facilities and rumoured drug taking in St Martin's car park.  Work with Arun District Council to install deterrents to St Martins car park toilets.  Look into CCTV for the outside of the building and work with the community wardens and police.	Look to develop proposals for new or improved public conveniences.	
<b>Former Hospital site and "Civic Island"</b>		Seek resolution to the long vacant hospital site as an area of opportunity for the Town Centre.	
<b>Tourism</b>			
Strategic Objectives: SO11: Prepare Marketing and Branding Plans and look to improve the offer of information for visitors in the town. SO22: Addressing negative perceptions of the Town and Promotion. SO28: Look to improve the offer of information for visitors to the Town Centre and to attract those using other facilities in the area to visit. SO30: To urgently ensure that there is a marketing strategy in place for the completion of the public realm works.			
<b>Goal</b>	<b>Immediate action</b>	<b>Medium term action (2-5 years)</b>	<b>Long term action</b>
<b>Improve visitor information</b>	Review the visitor information points	Investigate other ways to provide visitor information.	
<b>Attract people to visit the town from other facilities.</b>	Promote the town centre at other attractions in the town such as Harbour Park, The Beach, Mewsbrook Park etc. Provide promotional materials and discuss poster advertisement.	Have permanent advertising at local attractions.	
<b>Prepare marketing and branding plans.</b>	Liaise with Arun District Council to confirm their plan to advertise the town after the Public Realm works are completed.  Clarify who runs each social media account relating to Littlehampton and the town centre.	Littlehampton Town Council and Arun District Council to have a plan to promote the town centre.  Work on plans to promote tourism and address the negative perceptions of the town. Work with Arun District Council to use the social media pages to promote all the positive changes happening.	



## Appendix A

### Background information

#### General demographics

Littlehampton (including Angmering, Hammerpot, West Kingston, Wick) has a population of 61,938.

Littlehampton Town Centre is located within walking distance of Littlehampton Train Station and Bus Station meaning it is accessible by public transport. There are three town centre car parks, and visitors can currently enjoy 2 hours free parking using a Littlehampton parking disc.

The town centre has a mix of retail shops, restaurants, cafes, pubs, beauty services and health services (opticians). The majority of units in the town centre are Independent (85.8%) compared to 15.8% National. There is only one unit providing an activity in the town and no attractions or hotels.

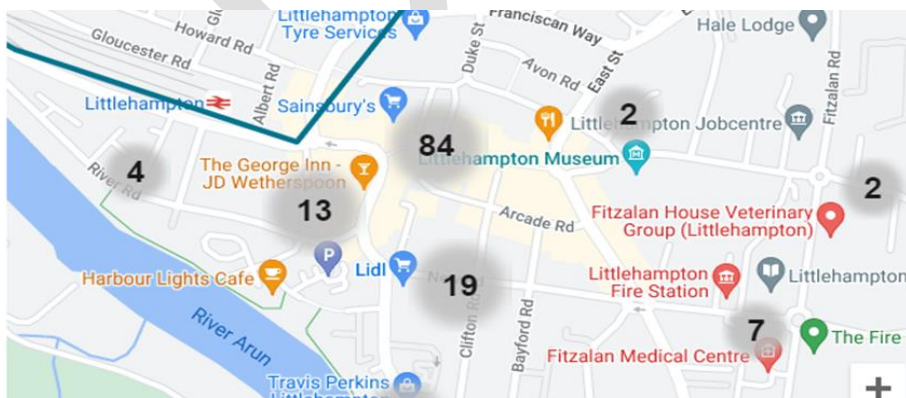
#### Antisocial behaviour

A key issue raised in feedback from the draft Town Centre Strategy was the level of anti-social behaviour and crime. Littlehampton's overall crime rate in 2021 was 90 crimes per 1,000 people. This is 50% higher than the West Sussex rate of 60 per 1,000 residents.

The most common crimes in Littlehampton are violence and sexual offences, with 1,174 offences during 2021, giving a crime rate of 39. This is 6% higher than 2020's figure of 1,103 offences and a difference of 2.34 from 2020's crime rate of 36.

Source : <https://crimerate.co.uk/west-sussex/littlehampton>

#### Sussex Police – Littlehampton (river)



This is the area covered by river ward. It highlights the crime hotspots in the town.

In data recorded by Sussex Police it shows that in Littlehampton (River) the most common crimes are violence and sexual offences, shoplifting and anti-social behaviour. Below are the figures from October 2021 – September 2022.

Type	Total	Percentage
Violence and sexual offences	396	27.8%
Anti-social behaviour	290	20.3%
Shoplifting	226	15.8%
Public order	144	10.1%
Criminal damage and arson	129	9%
Other theft	91	6.4%
Vehicle crime	35	2.5%
Burglary	30	2.1%
Drugs	26	1.8%
Theft from the person	17	1.2%
Possession of weapons	14	1%
Other crime	14	1%
Bicycle theft	8	0.6%
Robbery	7	0.5%

Source : [www.police.uk/your-area/sussex-police/beach-littlehampton/?tab=statistics](http://www.police.uk/your-area/sussex-police/beach-littlehampton/?tab=statistics)

### Leisure and attractions in the Town Centre

Littlehampton Town Centre lacks leisure services, attractions and hotels meaning that many tourists do not venture into the centre when they visit the beach for the day. The town also lacks a nightlife presence which can be incredibly positive for town centre's economy.

In a survey ran by Visit Britain it showed that in the UK in 2011 20% of 1.5-billion-day visits were to restaurants, bars, and nightclubs, at the time this represented 21% of the £52 billion spend in the UK on day visits.

[https://www.visitbritain.org/sites/default/files/vb-corporate/Documents-Library/documents/England-documents/evening\\_night\\_time\\_economy.pdf](https://www.visitbritain.org/sites/default/files/vb-corporate/Documents-Library/documents/England-documents/evening_night_time_economy.pdf)

Evening and night-time activities have the potential to increase economic activity within Littlehampton. It would allow the town to reach new demographics and create job opportunities for people in the town.

A study by the Local Government Association found that the importance of leisure to individuals is on the rise. Consumers are demanding more experiences and entertainment meaning High Streets will become increasingly more dominated by leisure and hospitality. This has become clear as more towns introduce activities such as escape rooms and crazy golf where High Street shops once were.

<https://www.local.gov.uk/publications/creating-resilient-and-revitalised-high-streets-new-normal>

## Appendix B

### Town Centre Health Check

Commissioned by Arun District Council, a health check was undertaken by Nexus Planners on the three Towns in Arun. Published in February 2022, this was particularly well-timed and has been included in its entirety as Appendix. This provides good evidence to support the direction and Strategic Aims

The key messages and findings regarding Littlehampton are:

- a. The acknowledgement of the need for planning authorities to support the viability and vitality of Town Centres (paragraph.1.2).
- b. The breakdown of types of use of premises in the Town Centre and vacancy levels are set out in figures 10 and 11. These also show vacancy rates which are largely better than the national average, but with the floorspace figure significantly impacted by the empty former Waitrose building.
- c. Figure 12 sets out the key trends, showing a growth in convenience stores; lower floorspace for comparison retailers than nationally and a significant growth in services, which now equate to more than 50% of the units in the Town Centre.
- d. The vacancy rate has worsened but remains within healthy tolerances and below UK averages.
- e. There is a relative lack of national multiples, but a higher than usual level of independent retailers.
- f. Prime rents are below those of Bognor Regis.
- g. Both ends of the High Street have good pedestrian flows.
- h. The disc-parking scheme is noted.
- i. Despite negative perceptions, the Town Centre was observed to feel safe.
- j. There is a limited evening economy.
- k. The Town Centre was thought to be attractive, with tired street furniture and the upcoming public realm works noted.
- l. The competition with larger retail hubs was noted, together with the range of vacant units that could allow a wide variety of investors to locate to the Town.
- m. The conclusion was that:
  - The composition of uses is broadly in line with UK averages with a lower-than-average vacancy rate
  - The street furniture was tired.
  - Car parking was an issue at the time of the health check, but this could be as a result of the use of St Martins Car Park for COVID tests and the Public Realm.

- Long-term vacancies such as the former Waitrose site and the Indoor Market were detrimental to the Town.

These findings broadly align with the thinking that had gone in to preparing a first draft of this Strategy but emphasise the importance of actively progressing an Action Plan to address the Strategic Aims set out in the body of this paper.

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## Arun District Council

<b>REPORT TO:</b>	<b>Economy Committee – 5 October 2023</b>
<b>SUBJECT:</b>	<b>Creative Vision for Bognor Regis</b>
<b>LEAD OFFICER:</b>	<b>Denise Vine, Group Head of Economy, Matt Gover, Economic Regeneration Project Officer</b>
<b>LEAD MEMBER:</b>	Councillor Roger Nash, Chair of Economy Committee
<b>WARDS:</b>	<b>ALL</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
<p><u>Fulfilling Arun’s economic potential</u></p> <p>Increase opportunities for more high-quality, well-paid employment, encouraging more people to live, work, study and visit Arun.</p> <p>Use regeneration opportunities to attract new and relocating businesses to the district.</p> <p>Encourage the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend.</p> <p>Make best use of our natural assets to help drive the economy.</p>	
<b>DIRECTORATE POLICY CONTEXT:</b>	
<p>The Council’s Economic Development Strategy includes the following ‘Building Blocks’ and priorities:</p> <p>Shaping our places for people to live, work and visit</p> <p>Attracting investment and success giving businesses the space and support to grow and prosper</p> <p>Putting people centre stage: healthy, happy, prosperous lives</p> <p>Growing business population</p>	
<b>FINANCIAL SUMMARY:</b>	
<p>We are hoping to secure grant of £10,000 from the Arts Council, England to fund this vision document – there is also funding in the economy budget for 2023/4 to support this activity.</p>	

## **1. PURPOSE OF REPORT**

- 1.1 The purpose of the report is to seek approval from members of the committee to pursue a creative vision document for Bognor Regis, which seeks to capitalise on the ongoing regeneration and development in the town.
- 1.2 It is a bespoke tool, which focuses on the nuances of place, providing a blueprint for other towns within the district. For the authority to ensure continual economic development and growth a vision document is key to ensuring success.
- 1.3 An approach for £10,000 to the Arts Council, England as a discretionary grant has been made to fund this activity

## **2. RECOMMENDATIONS**

- 2.1 To provide approval for officers to commission and draft a 'Creative Vision for Bognor Regis' document.
- 2.2 To support an application for funding from Arts Council, England to facilitate this activity.
- 2.3 That should the authority receive the funding, that the committee accepts the grant to be used for this purpose.

## **3. EXECUTIVE SUMMARY**

- 3.1 Arun has been identified as a Levelling Up for Culture Place (by central government) and holds this status until 2026. Officers have developed a close working relationship with Arts Council, England – who recently attended a whole day of meetings in Bognor Regis. There are no national portfolio organisations in the district, these are organisations who have successfully secured direct funding from the Arts Council, England. With neighbouring district and boroughs (Chichester and Worthing) Hosting these respectively with Chichester Festival Theatre and AudioActive.
- 3.2 Arun is yet to receive any funding from the Arts Council, England. This grant would be the first award. Officers have applied to other Arts Council, England grants, which were unsuccessful. The feedback we received is that they preferred to fund smaller grants initially, we see opportunity as a good starting point.
- 3.3 We will be informed of the decision of this application in approximately late August 2023.

## BACKGROUND

- 3.4 Officers have been working closely with the Arts Council, England for projects around the district. The creative vision document is an opportunity to harness all the regeneration work in Bognor Regis and links partners to ongoing successes for the town. Arun is achieving high levels of productivity in the economy (£61m contribution – Gross Value Added - ONS 2018) in arts, recreation and entertainment.

## GRANT APPLICATION

- 3.5 The £10,000 grant funding application will enable officers to hire a consultant to write a bespoke creative vision and strategic document for the town, which seizes upon the creative infrastructure investment with the new theatre. As well as other capital projects, such as the hotel and picturedrome completion. The document would seek to maximise the opportunities from these investment by drawing together through a cohesive and jointly created strategy with local partners, organisations and communities.
- 3.6 The current leisure and cultural strategy is not as bespoke to the creative industries and this report seeks to give more emphasis to this. Discussions have taken place with the communities' team regarding this.
- 3.7 A creative vision for Bognor is integral to maximising the LUF investment in the town through the Alexandra Theatre whilst driving a culture-led regeneration and place-making vision for the town. A strategic position delivered by ADC with local partners is vital to securing longer term investment in the town.

## 4. CONSULTATION

- 4.1 Officers have met with several local businesses and partners in line with developing this approach. These include, Bognor Regis BID, Bognor Regis Regeneration Board, West Sussex County Council, The University of Chichester, Bognor Makerspace, Heygates Bookshop, The Picturedrome and the Alexandra Theatre.

## 5. OPTIONS / ALTERNATIVES CONSIDERED

N/A

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

## 7. RISK ASSESSMENT CONSIDERATIONS

None

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

**9. HUMAN RESOURCES IMPACT**

None

**10. HEALTH & SAFETY IMPACT**

None

**11. PROPERTY & ESTATES IMPACT**

None

**12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

None

**13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

None

**14. CRIME AND DISORDER REDUCTION IMPACT**

None

**15. HUMAN RIGHTS IMPACT**

None

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

None

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**CONTACT OFFICER:**

**Name:** Denise Vine / Matt Gover

**Job Title:** Group Head of Business and Economy and Economic Regeneration  
Projects Officer

**Contact Number:** 07714138571 / 07385412134

**BACKGROUND DOCUMENTS:**

None

## Arun District Council

<b>REPORT TO:</b>	<b>Economy Committee - 5 October 2023</b>
<b>SUBJECT:</b>	<b>Arun Visitor Strategy – 2023-2028</b>
<b>LEAD OFFICER:</b>	<b>Denise Vine, Group Head of Economy, Margaret Murphy, Tourism Development Officer</b>
<b>LEAD MEMBER:</b>	Councillor Roger Nash, Chair of Economy Committee
<b>WARDS:</b>	<b>All</b>

**CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:**

Improving the wellbeing of Arun:

Champion leisure, culture and the Arts in Arun and encourage our community to embrace healthy and active lifestyles.

Work with partners to provide advice, support and activities that promote community wellbeing where it will have the greatest impact

Supporting our environment to support us:

To consider climate change, sustainability, biodiversity, and the environment in everything the council is responsible for and encourage its community and local businesses to do the same

Make low carbon transport including walking, cycling, travel by public transport and electric vehicle easy, convenient, and pleasant and a fundamental part of our placemaking

Protect and enhance our natural environment.

Fulfilling Arun’s economic potential

Increase opportunities for more high-quality, well-paid employment, encouraging more people to live, work, study and visit Arun.

Use regeneration opportunities to attract new and relocating businesses to the district.

Encourage the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend.

Make best use of our natural assets to help drive the economy.

**DIRECTORATE POLICY CONTEXT:**

The Council's Economic Development Strategy includes the following 'Building Blocks' and priorities:

Shaping our places for people to live, work and visit

Attracting investment and success giving businesses the space and support to grow and prosper

Putting people centre stage: healthy, happy, prosperous lives

A growing business population

**FINANCIAL SUMMARY:**

It is intended that the implementation of the strategy can be accommodated within existing allocated resources. In future financial years (2024/ 25 onwards) some one-off, specialist support may be required e.g., commissioned surveys and the monitoring of KPI indicators, and budget would need to be identified and agreed prior to work commencing. If the budget does not allow for specialist support spend, other in-house solutions will be investigated, or the decision made not to proceed with the relevant recommendations.

**1. PURPOSE OF REPORT**

To endorse the new Visitor Strategy for 2023 – 2028, and agree to adopt the strategy, its priorities and actions, and the recommendations below.

**2. RECOMMENDATIONS**

2.1. To endorse the new Visitor Strategy for 2023 – 2028

2.2 To support officers' delivery of priorities and actions as set out in the strategy.

**3. EXECUTIVE SUMMARY**

A recommendation was made in the "Arun District Tourism Review of 2020" to commission a new Visitor Economy Strategy for the district, and this was approved by the Economy Committee in August 2022. Consultants Blue Sail were commissioned in March 2023 to produce a strategy document for the next five years 2023 – 2028.

The new visitor strategy focuses on: "how Arun's visitor economy is managed, developed, and marketed so that growth benefits everyone – visitors, businesses, and communities. It states that Arun District Council can be most effective in supporting the growth of the visitor economy as a strategic enabler, working in partnership with stakeholders."

This report sets out the priorities and actions for the delivery of the Visitor Strategy 2023 – 2028 and is seeking the committee's support.



## 4. DETAIL

- 4.1 Recognising that the previous Visitor Strategy (2006 – 2011) needed to be updated and following a recommendation in the 2020 Arun District Tourism Review, a new Strategy was commissioned and completed by Blue Sail Consultants in the financial year 2022- 23.
- 4.2 Blue Sail have a thorough understanding of the Arun district's tourism offer, alongside those of our regional and national sector partners and were able to undertake data analysis of the current market and the hospitality sector to deliver the strategy document within budget and a tight timescale.
- 4.3 The new 2023 – 2028 strategy document includes in its introduction the statement: "Tourism and the visitor economy is important to the Arun District. 2.8m annual visits generate £247m of spend and support almost 4,000 jobs. Beyond the economic benefits, tourism enhances the image and reputation of Arun as a place to invest in, work and live. Visitors introduce vibrancy and support local businesses, events, and other facilities. For residents there is also a sense of pride in a place that attracts visitors and offers memorable experiences."
- 4.4 The new visitor strategy has been informed by the findings of the 2020 Arun District Tourism Review and includes the development of a concept 'destination narrative'. The strategy also considers the challenges posed by Brexit, Covid-19, and the rising cost of living and is intended to chart a way forward for the Arun district's visitor economy over the next five years. It draws on a robust evidence base and is informed by the views of partners, stakeholders, and businesses, as well as policy priorities at local, regional, and national level. It takes a market focus to identify where growth is likely to come from and how the sector can respond to market trends and demands. It also includes a Framework for Growth around three strategic pillars: destination management, experience development and marketing, setting the direction of travel for productive collaboration.
- 4.5 The document provides lots of background information on the district's tourism and hospitality offer and the existing healthy collaborative partnerships at town, district, county, region, and national level. It also provides an indication of how the sector is likely to develop over coming years, and how the Council and its Economy Team can continue to take advantage of collaboration with sector partners for economies of scale, shared skillsets and a shared 'Sussex narrative', to navigate current and future challenges in an ever-changing economic climate.
- 4.6 The district's markets, trends and growth opportunities have been identified and examined, during regular discussions held with the tourism officer and Economy Group Head as well as stakeholder consultation with some members, local hospitality businesses, regional tourism partners and members of the Arun Youth Council, resulting in the proposal of a series of recommended priorities and actions described in detail in the draft strategy document.

4.7 The Visitor Strategy document includes full details of priorities and associated 'Areas for Action', on pages 17 – 30. Brief details of each priority and its actions are laid out below for members' information:

4.7.1 **PRIORITY 1: SUSTAINABLE AND ACCESSIBLE TOURISM**

'Tourism contributes to climate change, but visitors and businesses can be encouraged to make changes which reduce the impact and maximise the benefits that tourism can bring.'

4.7.1.1. **PRIORITY 1: ACTIONS**

- a) Signpost and encourage businesses to existing guidance and resources to encourage action on reducing carbon impacts and growing accessible businesses.
- b) Encourage and inform visitors on sustainable ways to explore and experience the Arun District.
- c) Capitalise on current and future pipeline projects.
- d) Commission an audit of transport, green routes and electric vehicle charging infrastructure across the district.

4.7.2. **PRIORITY 2: VISITOR ACCOMMODATION DEVELOPMENT**

'The availability of quality and accessible visitor accommodation is a major issue, and the recent Tourism, Hospitality & Visitor Economy Study from Hotel Solutions and Tourism South East has demonstrated the market appetite for new products. Therefore, further proactive inclusive development is needed to respond to market opportunities.'

4.7.2.1. **PRIORITY 2: ACTIONS**

- a) Develop a visitor accommodation prospectus – identifying potential opportunity sites and making the case for investment
- b) Identify sites where the 56-day rule for temporary camping can be deployed (subject to planning and licensing permissions and current policies).

4.7.3 **PRIORITY 3: PARTNERSHIP AND COLLABORATION**

'Local visitor economy businesses have a growing appetite for working together, as evidenced by recent cross industry collaborations. Arun District Council can play a convening role in bringing local businesses and stakeholders together to collaborate on managing and developing the visitor offer.'

This is also a time of change in the provision of tourism services both regionally and nationally. Our partners at Experience West Sussex are working on a plan to form a new Local Visitor Economy Partnership (LVEP) framework for the whole of Sussex as a part of a central Government initiative for higher level destination support and marketing delivered via 'Visit England'. The Arun District would benefit from being a partner in this partnership and we are currently proactive in the project discussions.'

#### 4.7.3.1. PRIORITY 3: ACTIONS

- a) Establish a local visitor economy business network as a forum for sharing expertise and encouraging joint working to develop the destination.
- b) Continue to support effective collaboration at local, pan-county, and national levels by maintaining close links with recognised sector partners and keep local partners and businesses updated on what proposed changes in tourism services mean for them.
- c) Subject to available resources, work with partners to commission and publish research among visitors and business that can act as both an engagement tool and industry planning resource. Suggestions for research and KPI monitoring measures are included in section 6 of the document.

#### 4.7.4 PRIORITY 4: ARRIVAL, NAVIGATION & EXPERIENCE DEVELOPMENT

‘Key destinations within the Arun District should be easy to access from main points of arrival (train, car, bus, foot, bike or even boat). Routes should be intuitive and designed to help a visitor with no previous experience of the area know where to go and how to move around easily and with confidence; and they should be well-maintained. Routes should also give visitors a reason to move around the district and overcome obstacles (real and perceived) in experiencing the area.’

##### 4.7.4.1 PRIORITY 4: ACTIONS

- a) Support delivery of the Bognor Regis Wayfinding Strategy, including support for refreshed signage and street furniture. Support community engagement with public commissions for public art and by sharing updates on the project.
- b) Undertake an audit of wayfinding and key routes from main points of access in Arundel and Littlehampton. Apply relevant learning from the Bognor Regis Wayfinding Strategy to improve routes in these locations.
- c) Promote and support the continued development of accessible and inclusive walking and heritage trails for Arundel, Bognor Regis, and Littlehampton.

#### 4.7.5 PRIORITY 5: ACTIVE

‘Active and accessible experiences can be a strong driver of holidays and short breaks. The trend towards ‘wellbeing’ (physical and mental) continues to grow, as evidenced in post-pandemic behaviour. The Arun District is rich in opportunities for people to enjoy active experiences – on land and, increasingly, on water. Plans for the development of active and inclusive travel routes and the regeneration of Littlehampton seafront demonstrate both the appetite and support for expanding provision of active experiences. Making it easy for people to engage with Arun’s green and blue spaces provides not only a way to support their wellbeing but can also showcase the district’s sustainability and eco-tourism credentials, an inclusive visitor experience and the benefits of enjoying the natural world responsibly.’

#### 4.7.5.1 PRIORITY 5: ACTIONS

- a) Work with West Sussex County Council (WSSCC) to bring to fruition the development of active travel routes as outlined in the West Sussex Transport Plan 2022-2036
- b) Progress the development of the River Arun Greenway Cycle Path alongside the River Arun between Arundel and Littlehampton
- c) Identify new commercial opportunities which can be accommodated at the Littlehampton Seafront development, and which are complementary to the existing water-based activities offer.
- d) Develop relationships with all commercial water activity providers across the district and encourage collaboration with other businesses – including hospitality – to create new experiences.
- e) Promote and market sites for investment in active experiences across the district.

#### 4.7.6 PRIORITY 6: EVENTS

‘Events can motivate visits, raise profile, and positively shift perceptions of a destination. Events is a broad definition – some are of a scale and appeal to attract visitors; other smaller events may not have the same draw but are useful in animating the destination for visitors already there and residents alike. A year-round calendar of inclusive and carbon aware events for the Arun District will ideally comprise a few large unique ‘signature’ events (i.e., the Arundel Festival) and a range of smaller more locally orientated events.’

##### 4.7.6.1 PRIORITY 6: ACTIONS

- a) Undertake an audit of public events across the Arun district to inform the development of a potential district-wide events strategy.
- b) Develop a toolkit for event organisers (commercial and community) and publish and promote this through the existing events pages of the Arun District Council and ‘Sussex by the Sea’ websites and social media.

#### 4.7.7 PRIORITY 7: FOOD & DRINK

‘Eating and drinking is a key component of a trip and a great way to experience a destination. Arun has a wealth of quality food and drink businesses including microbreweries, local vineyards and independent pubs cafes and restaurants. With a strong local supply chain, food and drink is a key sector through which Arun (and Sussex more widely) can demonstrate its credentials in gastronomy and sustainability.’

#### 4.7.7.1 PRIORITY 7 ACTIONS: FOOD & DRINK

a) Encourage opportunities for new food and drink outlets through temporary and 'meanwhile' or 'pop-up' catering outlets to showcase the quality of local food and drink (e.g., seafood)

b) To help them diversify their businesses, support vineyards and craft breweries etc in developing their visitor experiences. Advocate for and enable the implementation of the Sussex Wine Tourism strategy in the Arun District and support complementary activity in neighbouring areas.

#### 4.7.8 PRIORITY 8: MARKETING & POSITIONING

'Following the 2020 review of tourism services, Arun District Council streamlined the Sussex by the Sea website to act as a destination marketing portal and commissioned town centre partners to deliver digital marketing content. Since the implementation of these changes, both audience reach, and engagement have grown markedly. Consequently, this strategy seeks to support the continued successful development of this way of working to attract those target audiences most likely to grow the Arun District's visitor economy over the next five years.'

#### 4.7.8.1 PRIORITY 8 ACTIONS: MARKETING & POSITIONING

a) Align with and amplify partner marketing activity at a local, regional, and national level.

b) Nurture marketing partner relationships – continue to invest in marketing partnerships with the district's town website providers and West Sussex and regional partners and review how service level agreements are working effectively for both parties in each case. Facilitate connections between marketing partners and regional and local tourism services to share ideas, inspiration, and best practice. Support marketing partners in identifying and applying for funding to develop new tools and campaigns.

c) Develop a shared toolkit of resources – The development of a shared 'destination narrative' should align with how the towns and South Downs National Park (SDNP) are presenting themselves to the market and support the distinctive positioning of each of these locations. In parallel, a project to develop a destination narrative for Sussex at a pan-county level (SVEP) is now underway.

#### 4.7.9 MONITORING PROGRESS

Suggested Key Performance Indicators (KPI) are included on pages 34 – 36 of the Visitor Strategy document and will be considered as part of an action plan to be developed. As mentioned in the Financial Summary, feasibility and costs of commissioning specialist research and surveys would need to be identified and agreed prior to any work commencing.

#### 4.7.10 CONCLUSION

The new Visitor Economy Strategy 2023 – 2028 provides the Council's Economy Team with a vehicle to forward plan and deliver future development of a vibrant, but sustainable and accessible tourism sector to benefit the district's hospitality businesses, visitors, residents, and local communities.

## **5. CONSULTATION**

To help inform the visitor strategy, Blue Sail Consultants consulted with a range of local hospitality businesses, industry specialists, members of the Arun Youth Council and several Councillors, through a combination of individual interviews and workshops in March 2023. A list of consultees is included on page 37 of the draft document.

Should the Strategy be endorsed, further consultation will continue. One of the suggested Priority Actions is to 'Establish a local visitor economy business network as a forum for sharing expertise and encouraging joint working to develop the destination'

We will also continue to consult with and work closely with tourism sector partners and relevant council departments to help deliver the actions during the life of the strategy.

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

- 6.1. To approve the vision, themes, priorities, and actions identified in the strategy and the preparation of an action plan.
- 6.2. To not approve the strategy.

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

- 7.1 The financial implications arising from the proposals in this report will be funded from within the existing 2023/24 budget. Any future costs arising in 2024/25 onwards will also be funded within the existing base budget but if this is not possible, either other affordable solutions will be investigated, or the work will not proceed.

## **8. RISK ASSESSMENT CONSIDERATIONS**

- 8.1 Potential risks to the suggested Visitor Strategy actions and projects might include:
- 8.2 Reduced Economy Team and other department staff time and resources
- 8.3 Unknown risks beyond our control e.g., partners' budgets, and resources.
- 8.4 Encouraging sustainable travel is currently challenging due to train strikes and cost of living etc

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

- 9.1 There are no direct legal implications associated with this report.

## **10 HUMAN RESOURCES IMPACT**

- 10.1 At this stage officers believe there are no direct Human Resources impact issues. If the proposals of the report are agreed by the Committee, and as work progresses, Human Resources Impacts will be reviewed for each project or workstream, where necessary.

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

- 11.1 No additional health & safety impacts have been identified in relation to the proposals.

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

- 12.1 At this stage officers believe there are no direct Property & Estates impact issues. If the proposals of the report are agreed by the Committee, and as work progresses, Property & Estates Impacts will be reviewed for each project or workstream, where necessary.

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

- 13.1 A link to an Equalities Impact Statement is provided below with the Background Documents. At this stage officers believe that if there are any Equalities Impacts arising from the priorities and actions described in the Strategy, they should be positive ones.

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

- 14.1 The visitor strategy will have a significant impact on sustainability within Arun, across numerous areas. It will therefore be important that sustainability is considered at every stage of this work and within each specific area. Support, guidance, and consideration specific to each priority area should be provided to ensure that there is as little negative impact as possible, and where needed specialist input and work will be undertaken, subject to available resources. Arun District Council has a 2030 carbon neutral target, and it will be essential that this is considered in all work that is undertaken.'

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

- 15.1 Officers believe that there are no direct legal implications associated with this report.

**16. HUMAN RIGHTS IMPACT**

16.1 Officers believe that there are no direct legal implications associated with this report.

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

17.1 Officers believe that there are no direct legal implications associated with this report.

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**CONTACT OFFICER:**

**Name:** Margaret Murphy

**Job Title:** Tourism Development Officer

**Contact Number:** 01903 737589 / 07733125674

**BACKGROUND DOCUMENTS:**

[Draft Visitor Strategy document](#)

[One Page summary of the draft Visitor Strategy document](#)

[Equalities Impact Statement](#)

[Arun District Tourism Review 2020](#)



## REPRESENTATION ON OUTSIDE BODIES – 2023-24

NO	BODY	CURRENT REP	TERM OF OFFICE	RELEVANT COMMITTEE	RELEVANT LEAD OFFICER
1	Littlehampton Harbour Board	Cllr Walsh, Haywood, Roger Spencer [already appointed – 17 March 2021] Cllr Bicknell	4 year until 31 March 2025	Environment	Karl Roberts
1a	Littlehampton Harbour Board – Advisory Group	Butcher	19 May 21 – to May 2024	Environment	Karl Roberts
3	West Sussex Mediation Service	May	1 yr – to Sept 2024	Housing & Wellbeing	Mo Hussein
4	Court of the University of Sussex	Penycate	1 yr–to 31 July 2024	Policy & Finance	Chief Executive
5	Action in Rural Sussex	Nash	1 yr - to Oct 2024	Economy	Denise Vine
6	South-East Employers	Oppler and Warr (sub) Nash (sub) Lawrence	1 yr - to July 2024	Corporate Support	Jackie Follis
7	Tourism South East Sussex	Walsh	1 yr - to May 2024	Economy	Denise Vine
9	South Downs National Park Authority	McAuliffe	4 yrs – May 2019 to May 2024	Planning Policy	Neil Crowther
10	Conservation Area Advisory Committee	Lury and Yeates (sub) Huntley (sub) McAuliffe	1 yr - to May 2024	Planning Policy	Neil Crowther
11	Keystone Centre Management Committee	Northeast	1 yr - to May 2024	Housing & Wellbeing	Philippa Dart
12	St Mary's Community Centre, Felpham – Management Committee	Stainton	1 yr - to May 2024	Corporate Support	Antony Baden
13	Bognor Regis Regeneration Board and Bognor Regis Regeneration Steering Group	Stanley	1 yr - to May 2024	Economy	Denise Vine
14	Arun Wellbeing and Health Partnership	Birch and May	1 yr - to May 2024	Housing & Wellbeing	Philippa Dart
15	West Sussex Health and Adult Social Care Committee	Long	1 yr – to May 2024	Housing & Wellbeing	Philippa Dart

## REPRESENTATION ON OUTSIDE BODIES – 2023-24

16	LGA's Coastal Issues Special Interest Group – [Appointment made by the LGA]	Wiltshire	1yr to Sep 2024	Environment	Nat Slade
18	Coastal West Sussex Partnership Board (Formerly Coastal West Sussex Area Investment Framework Board)	Lury Sub - Nash	1 yr - to May 2024	Economy	Denise Vine
20	Police and Crime Panel	Walsh Sub - Birch	1 yr – to May 2024	Housing & Wellbeing	Philippa Dart
21	Rural West Sussex Partnership	Nash	1 yr – May 2024	Economy	Denise Vine
22	Safer Arun Partnership	Butcher Sub Cooper [Alison]	1 yr to May 2024	Housing & Wellbeing	Philippa Dart
23	Coastal West Sussex Planning Board	Lury	1 yr to May 2024	Planning Policy	Karl Roberts
24	Coast to Capital Strategic Joint Committee	Leader of the Council Sub: Deputy Leader	1 yr to May 2024	Policy & Finance	Denise Vine
26	West Sussex Fire & Rescue Services Inter Authority Fire & Rescue Liaison Group	Yeates	t.b.c.	Housing & Wellbeing	Philippa Dart
28	Arun Hub Partnership Board [formally known as Integrated Prevention and Earliest Help (IPEH) Board]	Birch	1 year to May 2024	Residential and Wellbeing Services	Philippa Dart
30	Greater Brighton Economic Board	Leader of the Council – Sub: Deputy Leader –	1 year to May 2024	Policy & Finance	Denise Vine
31	Inter Authority Air Quality Group	Worne [Amanda]	1 year to May 2024	Environment	Nat Slade
32	South East Coastal Group Monitoring Meeting	This is an Officer Group to which the Councillor appointed is invited to attend once per year  Wallsgrove	1 year to May 2024	Environment	Nat Slade
33	A27 Arundel Improvements Consultation Group <b>NOTE: This group was disbanded and reformed at Council on 17 March 2021</b>	Leader of the Council plus 3 other Cllrs – Birch McAuliffe Wallsgrove	March 2021 to TBC	Policy & Finance – as a major partnership function	Jackie Follis

## REPRESENTATION ON OUTSIDE BODIES – 2023-24

34	Angmering Advisory Group	All Ward Members – Bicknell Cooper [Andy] - Chair Worne [Amelia]	1 year to May 2024	Planning Policy	Neil Crowther
35	North Littlehampton Advisory Group	May Northeast [Chair] Tandy	1 year to May 2024	Planning Policy	Neil Crowther
36	Yapton, Ford & Clymping Advisory Group	All Ward Members Jones - Chair Worne [Amanda]	1 year to May 2024	Planning Policy	Neil Crowther
37	Barnham, Eastergate and Westergate Advisory Group (BEWAG)	All Ward Members Ayling Lawrence Wallsgrove - Chair	1 year to May 2024	Planning Policy	Neil Crowther
38	Aldwick West & Pagham Advisory Group	Hamilton [Chair] Huntley Needs Purser	1 year to May 2024	Planning Policy	Neil Crowther
39	West Bersted Advisory Group	All Ward Members Greenway Lury Yeates - Chair	1 year to May 2024	Planning Policy	Neil Crowther
40	Civil Military Engagement Events Group and Military Champion for Arun District Council [through WSCC]	Turner	1 year to May 2024	Housing & Wellbeing	Philippa Dart
41	WSCC – Joint Climate Board	O'Neill	1 year to May 2024	Policy & Finance	Philippa Dart
42	Arun Integrated Prevention & Earliest Help [IPEH] Hub Partnership Advisory Board	Birch	1 year to May 2024	Housing & Wellbeing	Joy Bradbury Ball
43	Parking and Traffic Regulations Outside London Adjudication Joint Committee - <b>NEW</b>	Warr	1 year to May 2024	Environment	Nat Slade/Lisa Emmens
44	Arun UK Shared Prosperity Fund – Partnership Group - <b>NEW</b>	Leader of the Council Deputy Leader of the Council Chair of Economy – Nash	1 year to May 2024	Policy & Finance	

## REPRESENTATION ON OUTSIDE BODIES – 2023-24

45	Littlehampton Town Centre Action Group - <b>NEW</b>	Chair of the Economy Committee – Cllr Nash River Ward Member - Wiltshire		Economy	
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<b>Economy Committee</b>	<b>Report Author</b>	<b>Date of Meeting</b>	<b>Full Council Meeting Date</b>
Karl Roberts, Nat Slade and Denise Vine			
Pier Road Proposed Closure	D Vine/ M Nicholls	<b>13 June</b>	19 July
Progress Report on Littlehampton Public Realm – Phases 2 & 3	R Carden		
Waterloo Square	S Kaufmann		
Seafront Café Options at Bognor Regis	S Horwill		
Bognor Regis Arcade	N Taylor		
Q4 KPI Report			
Arun Visitor Strategy	D Vine / M Murphy	<b>5 Oct</b>	8 Nov
The Alexandra Theatre Business Plan	D Vine / M Gover		
Cultural Strategy / Creative Vision for Bognor Regis (Arts Council, England)	D Vine / M Gover		
Budget Process Report	A Baden		
Budget Monitoring Report Q1	A Baden		
Littlehampton Town Centre Action Group and Plan	D Vine / M Nicholls		
Pier Road, Littlehampton – Proposed Road Closure	M Nicholls		
Destination Awareness Campaign, Arun District – Year	D Vine / M Murphy		

<b>Economy Committee</b>	<b>Report Author</b>	<b>Date of Meeting</b>	<b>Full Council Meeting Date</b>
Karl Roberts, Nat Slade and Denise Vine			
<b>Special Economy Committee</b>	<b>Report Author</b>	<b>Date of Meeting</b>	<b>Full Council Meeting Date</b>
Clarence Road Kiosk	S Horwill / N Slade	<b>1 Nov</b>	8 Nov
Review and Update of the Ongoing Littlehampton Beach Hut Project	S Horwill		
Review and Update of the Ongoing River Road Garage Site	S Horwill		
Bognor Regis Arcade – Project Update	N Taylor		
Former Brewers Fayre – Brief for the design feasibility for conversion into a 'Royal Hall'	N Taylor		
Harvester Restaurant, Littlehampton	N Taylor		
Regis Car Park – Brief for the design feasibility for the redevelopment of the Regis Car Park, Bognor Regis	N Taylor		
Destination Awareness Campaign, Arun District – Year	M Murphy		
Approach to Public Consultation	N Slade	<b>1 Feb</b>	13 March
Seasonal Seafront Traders Strategy	S Horwill		
Fitzleet Multistorey Car Park Option Update	S Horwill		
Arun/WSCC Growth Deal Refresh	D Vine		
UK Shared Prosperity Fund – Report	D Vine / M Gover		
Q2 KPI Report	J Follis		

<b>Economy Committee</b>	<b>Report Author</b>	<b>Date of Meeting</b>	<b>Full Council Meeting Date</b>
Karl Roberts, Nat Slade and Denise Vine			
Additional Beach Huts	N Slade	<b>16 April</b>	9 May
Q2 Budget Monitoring Report	A Baden		

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