



Public Document Pack

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10 January 2025

ECONOMY COMMITTEE

A meeting of the Economy Committee will be held in the **Council Chamber, at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Thursday 23 January 2025 at 6.00 pm** and you are requested to attend.

Members: Councillors Nash (Chair), Woodman (Vice-Chair), Cooper, Edwards, Gunner, Lawrence, Northeast, Oppler, Pendleton, Penycate and Stanley

PLEASE NOTE:

A live webcast of the meeting will be available via the Council's [Committee webpages](#).

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email Committees@arun.gov.uk by 5.15 pm on **Thursday, 16 January 2025** in line with current Committee Meeting Procedure Rules.

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

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

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

Members and Officers should make their declaration by stating:

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

3. MINUTES

(Pages 1 - 12)

The Committee will be asked to approve as a correct record the Minutes of the Economy Committee held on 22 October 2024.

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. BOGNOR REGIS CREATIVE VISION

(Pages 13 - 22)

This report seeks the approval from the Committee of the final draft of the Creative Vision for Bognor Regis. This is an Arts Council, England funded project.

Consultation with local partners and public exhibitions were held to seek the views of residents.

The aim of this project is not only to set a new vision for Bognor Regis but to facilitate partners in working together to boost the creative industries.

7. COMMUNITY ASSET TRANSFER POLICY

(Pages 23 - 34)

This report seeks Committee support for the adoption of a policy document which provides a transparent and consistent approach to applications and the decision-making process governing the transfer of assets to community organisations (where applicable). To achieve this, the policy document requires that it be demonstrated how community asset transfer supports direct service delivery, the Council's Corporate Plan, its objectives and other corporate plans and policies.

8. COMMITTEE REVENUE AND CAPITAL BUDGETS 2025/26 (Pages 35 - 40)

This report sets out the 2025/26 revenue and capital budgets for this Committee to consider and recommend for submission to the Policy and Finance Committee on 13 February 2025.

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

9. WORK PROGRAMME (Pages 41 - 42)

For information purposes only.

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

22 October 2024 at 6.00 pm

Present: Councillors Nash (Chair), Woodman (Vice-Chair), Mrs Cooper (Substitute for Pendleton), Cooper, Edwards, Gunner, Lawrence, Northeast, Oppler, Penycate and Stanley

Councillors Mrs Bower, Bower, Elkins, Goodheart, Kelly and Turner were also in attendance for all or part of the meeting.

[Councillor Oppler was absent from the meeting during the consideration of the matters referred to in the following minutes 217 – 225]

209. APOLOGIES

Apologies were received from Councillor Pendleton, who was substituted by Councillor Alison Cooper.

210. DECLARATIONS OF INTEREST

Councillor Alison Cooper declared a Personal Interest in agenda items 6 [Additional Beach Hut Consultation] and Item 13 [Little Stars Nursery Ascot Way Lease Renewal Proposal] as a Rustington Parish and west Sussex County Councillor.

Councillor Andy Cooper declared a Personal Interest in agenda items 6 [Additional Beach Hut Consultation] and Item 13 [Little Stars Nursery Ascot Way Lease Renewal Proposal] as Vice-Chair of Rustington Parish Council.

Councillor Gunner declared a Personal Interest in agenda item 13 [Little Stars Nursery Ascot Way Lease Renewal Proposal] as he had family members living in the surrounding roads.

Councillor Northeast declared a Personal Interest as a member of Littlehampton Town Council.

211. MINUTES

The minutes of the previous Special meeting of the committee held on 12 September 2024, were approved by the Committee and signed by the Chair.

212. 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 presented at the meeting.

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213. PUBLIC QUESTION TIME

The Chair invited questions from the member 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 confirmed that thirteen questions had been submitted for this meeting.

The Chair then drew Public Question Time to a close.

214. ADDITIONAL BEACH HUT CONSULTATIONS

(Councillor Alison Cooper redeclared a Personal Interest in this agenda item [Additional Beach Hut Consultation] as a Rustington Parish and West Sussex County Councillor.

Councillor Andy Cooper declared a Personal Interest in this agenda item 6 [Additional Beach Hut Consultation] as Vice-Chair of Rustington Parish Council.)

The Chair invited the Property, Estates and Facilities Manager to present the report to the Committee which set out options for potential sites for new Beach Huts to be built. The report followed a previous report submitted to the April 2024 meeting of the Committee where members instructed Officers to undertake consultation with Parishes and Town Councils and Ward Members and report its findings back to the Committee. The requested consultation was now complete, and the responses had been reported factually within the report. He confirmed that all consultation responses had been considered and had highlighted several matters which would be investigated further for any sites that were to be considered for further progression. However, at this stage, there was no change to the known barriers to practical delivery at any of the considered sites, as legal due diligence, scheme design, and business case testing was yet to be undertaken. The Officer recommended list of proceedable sites had therefore remained unchanged. It was expected that the Committee may debate the merits and impact of the representations which had been made, and potentially amend the selection of sites for further consideration. He explained that regardless of which sites Committee resolved should proceed, the Officer recommendation would undertake full legal due diligence and public consultation simultaneously as the next stage to progress this piece of work. The reporting back to the Committee with the findings of that public consultation and legal due diligence, where draft scheme layouts and outline business cases for those sites considered viable would be presented. He then drew members attention to the supplementary agenda item that had been provided, which had originally been published as exempt but was now available with a small redaction. He confirmed that the redacted words would prejudice the Council's position with a separate potential land transaction, and it would therefore not be appropriate to discuss that element in open session.

Before inviting members to debate the Chair requested for members to propose and second the officer recommendations detailed in the report. The recommendations were proposed by Councillor Stanley and seconded by Councillor Northeast.

The Chair then suggested to members that at the end of debate, the committee took a separate vote on each site recommended. He then invited members who had indicated that they wanted to speak. The first member was Councillor Gunner, who started his speech by thanking all members of the public who had turned out to attend the meeting. He stated that when the report was first reported to committee in April 2024 he'd argued strongly against the proposal and since then, his view had hardened. He did not understand why the council wanted to complete consultation on the sites as all of the sites identified had issues, he went on to say he believed some members of the committee may be in favour of removing site 7 from further progression and that this would satisfy all concerned, however, he explained that he wanted all sites removed from any further progression, explaining that discussion on beach huts had been had for a long time and the council had found itself 'being tied in knots, struggling to deliver beach huts'. He asked members how many of them became elected Councillors to deal with proposal such as this, and how many of them would be lobbying against this item if they were not an elected council member. He went on to highlight some of the issues related to the various sites, toilet provision, parking provision, sites located on private residential estates, connection to water supply, ecology concerns for site 6 as it (and others) had restrictions due to vegetation and shingle beaches and that many sites had covenants attached to them of which specifically for site 7 he confirmed one of the covenants specifically detailed 'no activity could be completed, that may cause an annoyance to the surrounding properties'. He then asked the public gallery to raise their hand if beach huts in the location would cause them an annoyance, to which the public gallery raised their hands. In summing up he raised concern at the suggestion of the Community Infrastructure Levy (CIL) being used as a source of funding that had been mentioned in response to one of the public questions that had been asked. He urged members to consider rejecting all sites proposed for further consideration due to the strength of feeling that had been made clear in the already received consultation responses received, and the clear strength of concern highlighted by the high public attendance at the meeting, further confirming he would support any amendment to remove any sites from further progression adding that members did not stand for election to put beach huts on greenswards, these were protected public open spaces in the councils Local Plan. He then requested that at the time the vote was taken these be recorded.

The Chair thanked the councillor for his interesting points made, however stated that members needed to balance those against the Councils Financial Strategy that had been agreed in 2023 where it outlined that the council needed to increase its revenue and income streams, and this should not be forgotten. He then invited the next member to speak, councillor Alison Cooper.

Before making her comments, Councillor Cooper redeclared her Personal Interest in this item. She then advised members that she had significant concerns regarding the amount of officer time that had already been expended on this item, suggesting that the demand for sites had not yet been explored fully, the beach huts

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offered would have reduced accessibility and amenities and the increased costs associated, this work should have been completed before any feasibility studies were completed. She raised further concern relating to costs and potential financial return for the council not being realised for at least 15 years. She also stated that she felt the report had not addressed the parking concerns raised adequately. In addressing the issues relating to land covenants, she highlighted that the loss of green space was not supportive of the Councils' Local Plan or Parish Neighbourhood Plans. That she felt the council would be overlooking residents needs and wants should work progress and expected that there would be difficulties if any site reached Planning permission stage. In summing up she urged members to reject the proposals to move forward and let officers focus on work that would bring real, economic and financial benefit for the District.

The Chair then invited Councillor Andy Cooper to speak where he advised he was concerned at the lack of consultation with some of the neighbouring Parishes who would be directly impacted should those sites be progressed. He explained that he could not support any of the sites and would like to see all rejected.

Councillor Northeast was next to address the committee where he stated that what initially looked like a potentially good revenue opportunity to consider, had now transpired not to be the case. He stated that he believed that beach huts should be a part of seaside towns, but he wondered if those on the current waiting lists for a beach hut had been consulted, and how would they feel about the sites that had no water supply, lack of parking and no other amenities nearby. He then raised concerns at the usage of the beach huts currently in situ at Littlehampton, stating he didn't believe they were very well used. He suggested the Tourism potential should be reviewed to ensure that if any sites were to progress that they would be used by those visiting the district. He then asked officers if the business case had been completed yet, where it was confirmed that business case appraisals had not yet been completed or looked at as officers had focused on undertaking the consultation request as directed by the committee at its April 2024 meeting.

Councillor Stanley was next to be invited to speak, he thanked the public for attending the meeting and said it was encouraging to see so many people taking the time to attend and engage with the council. He then thanked officers for the report and reminded all, that officers undertake instruction from members of which this report returning to committee was one. He believed that detailed consultation had been completed and did not like the implications made that those officers had ignored things. It was for members to review the report as presented and then make a decision. He addressed comments he had heard during debate regarding the financial impacts by reminding members that it was made clear that this consultation would be done without that being completed at the meeting in April. He confirmed his support for comments made by Councillor Northeast relating to those on the waiting list for beach huts and the potential tourism interest in the listed report being known. His final point highlighted was that the response to the consultation that had been undertaken for the report showed the importance of the process.

The Chair then invited Councillor Penycate to speak where she spoke to her concerns relating to the sites that would see beach huts in place so close to residential properties, memorial benches, and footpaths stating that she did not feel these were appropriate locations. She did confirm that she could support the proposal for site 4.

As there were no other members of the Committee wanting to speak, the Chair confirmed with the committee members that they were happy to hear from some of the non-committee members that had indicated they wanted to address the committee, this was agreed. The Committee then heard from 5 non-committee members who all raised various concerns relating to the proposed sites.

After the committee had heard from those non-committee members, the Chair returned to the seconder and proposer of the officer recommendation, who both confirmed they had nothing further to add. The Chair then confirmed that a recorded vote had been requested and that except for recommendation 2.2 which would be taken as one vote, each of the remaining sites would be voted on individually. Before the vote was taken Councillor Gunner asked for assurance that should any sites that were to be agreed to be removed, would not return and other sites would not be added for consideration at a later date.

The results of each of the recorded votes are below.

2.2 that further consideration of sites 1 (Bognor Regis Promenade (shingle) between the pier and Alexandra Theatre), 2 (Bognor Regis Promenade (shingle) between Albert Road and Gloucester Road), 5 (Blakes Road and Culver Road greensward areas, Felpham) and 6 (Littlehampton Promenade (shingle) between Beach Crescent and Handon Avenue) be halted.

Those voting For (11) Cooper, Mrs Cooper, Edwards, Gunner, Lawrence, Nash, Northeast, Oppler, Penycate, Stanley and Woodman.

2.3 To proceed in exploring the potential for new beach hut installations at Site 3 (Bognor Regis Promenade (rear of prom) between Gloucester Road and Longbrook Park)

Those voting FOR (5) Nash, Northeast, Penycate, Stanley and Woodman, Voting AGAINST (5), Cooper, Mrs Cooper, Edwards, Gunner and Oppler, Voting to ABSTAIN (1) Lawrence. As the vote was tied the Chair used his casting vote which was FOR. Therefore, this site was approved to proceed.

2.4 To proceed in exploring the potential for new beach hut installations at Site 4 Longbrook Park, Felpham)

Those voting FOR (6) Lawrence, Nash, Northeast, Penycate, Stanley and Woodman, voting AGAINST (4) Cooper, Mrs Cooper, Edwards, and Gunner, voting to ABSTAIN (1) Oppler. Therefore, this site was approved to proceed.

2.5 To proceed in exploring the potential for new beach hut installations at Site 7 (Overstrand Avenue greensward, Rustington)

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Voting result, voting FOR (0), AGAINST (11), Cooper, Mrs Copper, Edwards, Gunner, Lawrence, Nash, Northeast, Oppler, Penycate, Stanley and Woodman, ABSTAIN (0) Therefore this site was not approved to proceed.

2.6 To proceed in exploring the potential for new beach hut installations at Site 8 (South Strand shingle beach, East Preston)

Voting result, voting FOR (0), AGAINST (11), Cooper, Mrs Copper, Edwards, Gunner, Lawrence, Nash, Northeast, Oppler, Penycate, Stanley and Woodman, ABSTAIN (0) Therefore this site was not approved to proceed.

2.7 To proceed in exploring the potential for new beach hut installations at Site 9 (West Kingston shingle beach and greensward)

Voting result, voting FOR (0), AGAINST (11), Cooper, Mrs Copper, Edwards, Gunner, Lawrence, Nash, Northeast, Oppler, Penycate, Stanley and Woodman, ABSTAIN (0) Therefore this site was not approved to proceed.

2.8 To proceed in exploring the potential for new beach hut installations at Site 10 (Ferring Rife to Sea Lane greensward, Ferring)

Voting result, voting FOR (0), AGAINST (11), Cooper, Mrs Copper, Edwards, Gunner, Lawrence, Nash, Northeast, Oppler, Penycate, Stanley and Woodman, ABSTAIN (0) Therefore this site was not approved to proceed.

The Committee

RESOLVED

2.2 that further consideration of sites 1 (Bognor Regis Promenade (shingle) between the pier and Alexandra Theatre), 2 (Bognor Regis Promenade (shingle) between Albert Road and Gloucester Road), 5 (Blakes Road and Culver Road greensward areas, Felpham) and 6 (Littlehampton Promenade (shingle) between Beach Crescent and Handon Avenue) be halted.

2.3 To proceed in exploring the potential for new beach hut installations at Site 3 (Bognor Regis Promenade (rear of prom) between Gloucester Road and Longbrook Park) and at Site 4 Longbrook Park, Felpham)

2.4 Not to proceed in exploring the potential for new beach hut installations at Site 7 (Overstrand Avenue greensward, Rustington), Site 8 (South Strand shingle beach, East Preston), Site 9 (West Kingston shingle beach and greensward) and Site 10 (Ferring Rife to Sea Lane greensward, Ferring).

The Chair then announced a 20-minute adjournment at 19:24 to be taken to allow for those in the Public Gallery who wanted to leave the meeting and for members and officers to take a comfort break. The meeting readjourned at 19:39.

215. BUDGET MONITORING REPORT TO 30 JUNE 2024

The Group Head of Finance and Section 151 Officer introduced the report, that covered the Quarter 1 outturn for financial year 2024/25 and advised members the forecast showed a £30,000 overspend against the committee budget, he confirmed that the variance was due to a £43,000 overspend on property and estates management for a project officer role to undertake the office accommodation review, which was slightly offset by income received from office space that had been leased in the Civic Centre. The table on paragraph 3.2 detailed the savings approved by the committee in 2024/25 budget setting process. Finally, he drew members attention to paragraphs 3.5 and 3.6 on page 18 Table 3, which showed estimated capital slippage on the Bognor Regis Arcade.

The Chair thanked the officer and then invited members to make comment on the report. It was asked why there had been slippage on the Bognor Regis Arcade project, the Director of Growth advised that this was due to a range of factors including resource, development of the scheme and alternatives being considered. He confirmed that the team had spent a lot of time working on the budget but there had been significant financial challenges to continue to overcome. In response to the answer provided it was asked if the council had budgeted incorrectly or what had specifically changed to cause the slippage being reported. The Director of Growth confirmed that when developing a project, officers try to understand the expenditure of the project over multiple years. For this project we haven't incurred all of the expenditure as forecast for this financial year, and therefore that spending would move to the following financial year. It was then asked if the project would still be delivered on time or would this be dependent on where the spending fell, it was advised that a written answer would be provided for this question, it was then requested if that written answer could also include if there were concerns regarding team resourcing that would impact the remainder of the project.

As there were no other questions, members noted the report.

216. DRAFT FINAL OUT-TURN - 2023/24

The Group Head of Finance and Section 151 Officer provided members with an overview of the report advising the figures were still subject to final external audit. He referred members to Table 1 at paragraph 4.1 of the report where it outlined the Economy Committee's draft revenue final out-turn position for 2023/24, revealing an underspend of £494,000, advising that this marked a positive shift of £612,000 from the £118,000 overspend reported in Quarter 3. Main variances were outlined in paragraphs 4.3 to 4.4, drawing members attention to the economic regeneration slippage which

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was due to a budget provision that was made and was not required for 2023/24 relating to external funding from West Sussex County Council. This had been carried forward into 2024/25. Paragraph 4.3 included further details. The Capital programme showed further slippage, as detailed in paragraph 4.6. and paragraph 4.9 cross referred to Bognor Regis Arcade issue explained in the previous report. Referring to earlier questions raised on project spending slippage he explained that slippage was not the same as a project underspend and the council was developing how it reported capital project budgets and their 'whole life project'.

The Chair invited questions from members where Councillor Gunner stated that in a previous Committee meeting, he had raised that the council had large amounts of slippage across many of its projects, which had led to delays, however he was told that this was not true. He went on to ask for clarity regarding if this amount of capital slippage that had been reported was to be expected every year or did the council need to change to stop this. The Director of Growth stated that the council did need to do better for its timings of its programme of projects as it often took an overly positive view on delivery. Councillor Northeast then asked questions relating to Table 1 where it detailed the £69,000 overspend on administrative buildings and facilities management what specifically caused this and in paragraph 4.3 there was a documented that £8,000 in delay computer software spend and that the housing management system would not go live until May 2024, is that correct or has it already gone live. It was confirmed that the £8,000 referred to the property and estates team use of the system as their asset management system, the delays seen with the project had caused an impact therefore on the committee's expenditure. Regarding the overspend on administrative buildings and facilities management a written answer would be provided.

Members then noted the report.

217. BUDGET 2025/26 PROCESS

The Group Head of Finance and Section 151 Officer advised members that the report outlined the process to be followed for the upcoming Budget 2025/26 and that members were being asked to note the report and provide any comment.

During debate it was asked if the budget process to be followed would include member consultation, it was advised that member briefings would take place, however it was important that members noted there would not be a list of savings presented as was seen in last year's process and that the main document that members should familiarise themselves with was the Financial Strategy that had been agreed by Policy & Finance Committee on the 8 January 2024. Members were also reminded that reports would be taken to each service committee. Councillor Stanley stated that he was pleased to hear that briefings would take place again this year and supported the officer response on member consultation taking place as each committee received its report, advising that it was members choice to take part in each meeting for that consultation.

The Chair then obtained permission from the committee to invite non-committee member Councillor Elkins to address the committee, where he referred to financing for work to be undertaken for Ferring Rofe Car Park, he asked if there would be provision within the budget to move this process along. Officers advised a written answer would be provided.

The Committee noted the report.

218. ASSET REVIEW

The Chair invited the Group Head of Technical Services to present the report to members, where he advised that earlier in the year the council adopted its Financial Strategy to address its structural budget deficit, one of the strands of the strategy was a commitment to undertake a review of the council's land and property assets. The purpose was to identify opportunities to save money, generate additional revenue and identify capital receipts where retention of the asset was no longer appropriate. The report sought approval to set up a task and finish Working Party as part of the review to identify those opportunity within the general fund assets. The review would also inform the first element of the review update of the council's asset management strategy. The working party was intended to form a structured means of engaging members in order to provide recommendations to the Economy Committee for decision-making. He confirmed that the Terms of Reference for adoption had also been attached to the report.

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

Before inviting members to comment during debate the Chair stated that this review was an important as it was part of the council's Financial Strategy and was important to highlight assets that would create an income for the council or to sell. He confirmed the previous review was completed in 2010 and was therefore now very outdated and he would be in favour of creating the Working Party to allow for this work to be completed.

The Chair then invited Councillor Gunner to address the committee where he confirmed that he was not in favour of creating another Working Party, he believed that the committee had the remit to complete the work required and as the council had already agreed to set up at least 3 other working parties for other reviews he felt it was creating unnecessary work. Councillor Stanley agreed that the work required to be undertaken for the review was important but reminded members that the committee has a full work programme agenda, so he felt it made sense to move the work outside of the committee, he was also in favour of allowing the working parties membership to be comprised of members from outside of the economy committee. He also highlighted that Working Parties meet in private and that allows for any private conversations to take place. In response Councillor Gunner stated that he didn't disagree with private conversations needing to be had, however the committee could also have these conversations privately. Councillor Northeast added that he was happy to support the

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recommendations and was also supportive of the working party being formed with membership from the wider council membership.

The Committee

RESOLVED

2.2. that it approved the establishment of a task and finish Working Party entitled "Asset Review Working Party", to review the Council's General Fund Asset Portfolio, with a view to identifying opportunities for generating improved revenues, savings and/or capital receipts, with agreed terms of reference as appended to this report. The working party will then report to and make recommendations back to this Committee.

219. CORPORATE CLEANING CONTRACT

The Property, Estates and Facilities Manager presented the report to members where he outlined that the report sought approval to enter into a new corporate cleaning contract under the ESPO Framework 263_20 with officers recommending award of contract to contractor B. He confirmed that the contract had been written on the basis of a performance specification in line with industry best practice and included the supply of necessary cleaning materials and consumables.

The recommendation was then proposed by Councillor Northeast and seconded by Councillor Stanley.

As there were no questions from members, the Chair proceeded straight to the vote.

The Committee

RESOLVED

2.2. to delegate authority to the Group Head of Technical Services to enter into a new Corporate Cleaning Contract under the ESPO Framework 263_20 with contractor B as set out in the body of this report.

220. OUTSIDE BODIES UPDATE

The Chair confirmed that there had been no written updates received.

221. WORK PROGRAMME

It was confirmed by the Committee Manager that members had an updated Work Programme circulated to them at the start of the meeting.

Councillor Gunner asked for an update on previously agreed resolutions made by the Littlehampton Regeneration Sub-Committee, specifically relating to north of Littlehampton Art Project and the Officer proposals on St Martins Car Park and was there an update provided to members on these items. The Director of Growth advised that updates relating to the Art Project would be fed into the North Littlehampton Steering Group, but if Councillor Gunner could share the minute numbers with him, he would provide a written update on those for members.

222. EXEMPT INFORMATION

The recommendation was proposed by Councillor Cooper and seconded by Councillor Lawrence.

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 3 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

223. LITTLE STARS NURSERY, ASCOT WAY - LEASE RENEWAL PROPOSAL

(Councillor Alison Cooper redeclared a Personal Interest in this agenda item [Little Stars Nursery Ascot Way Lease Renewal Proposal] as a Rustington Parish and West Sussex County Councillor.

Councillor Andy Cooper redeclared a Personal Interest in this agenda item [Little Stars Nursery Ascot Way Lease Renewal Proposal] as Vice-Chair of Rustington Parish Council.

Councillor Gunner redeclared a Personal Interest in this agenda item [Little Stars Nursery Ascot Way Lease Renewal Proposal] as he had family members living in the surrounding roads.)

The Group Head of Technical Services presented the report.

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

Members took part in a full debate on the proposed recommendations where all concerns raised were discussed in detail. Some of the concerns raised were, Rustington Parish having insufficient amounts of public open space, parking concerns and traffic build up during peak times, was the valuation of the land commercially fair and had other sites been considered. All points raised and questions asked were answered by officers.

The Committee

RESOLVED

2.1. Not to permit the council to enter a lease with Kirstie Louise Smith (t/a Little Stars Nursery) for a period for 15 years commencing 4 November 2024 to include the existing demise and an additional 17m x 14.5 m within the public open space known as 'Ascot Way'.

(The meeting concluded at 8.51 pm)

Arun District Council

REPORT TO:	Economy Committee 23 January 2025
SUBJECT:	Bognor Regis Creative Vision
LEAD OFFICER:	Nat Slade, Group Head of Technical Services
LEAD MEMBER:	Councillor Nash, Chair of Economy Committee
WARDS:	ALL
<p>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</p> <p>Fulfilling Arun's economic potential</p> <ul style="list-style-type: none"> • 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. <p>Furthering corporate objectives</p> <ul style="list-style-type: none"> • Creating the conditions that will support high tech businesses including the creative digital sector and green businesses, reducing the need for the workforce to commute out of the district. 	
<p>DIRECTORATE POLICY CONTEXT:</p> <p>The Council's Economic Development Strategy includes the following 'Building Blocks' and priorities:</p> <ul style="list-style-type: none"> • 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. • Growing business population. 	
<p>FINANCIAL SUMMARY:</p> <p>This project has been funded by a grant of £10,000 from Arts Council, England.</p>	

Arun District Council

1. PURPOSE OF REPORT

- 1.1 To present the draft Creative Vision for Bognor Regis document for approval.

2. RECOMMENDATIONS

- 2.1 That committee approve the final draft of the Creative Vision for Bognor Regis document, attached as appendix A.

3. EXECUTIVE SUMMARY

- 3.1 This report seeks the approval from the committee of the final draft of the Creative Vision for Bognor Regis. This is an Arts Council, England funded project.
- 3.2 Consultation with local partners and public exhibitions were held to seek the views of residents.
- 3.3 The aim of this project is not only to set a new vision for Bognor Regis but to facilitate partners in working together to boost the creative industries.

4. DETAIL

- 4.1 Arun has been identified as one of the 106 levelling up for culture places by Arts Council, England.
- 4.2 Arun District Council has pursued other grant funding opportunities through the Arts Council, England but has not been successful. Following advice and guidance through our local Arts Council, England Relationship Manager, the council applied for a smaller discretionary grant, and this time was successful. The Economy Committee on 5 October 2023 approved the commissioning of a Creative Vision for Bognor Regis.
- 4.3 Bognor Regis will see significant Levelling Up Funding delivering the only cultural capital project in West Sussex, with the new Alexandra Theatre. There is also the new 116-bedroom hotel, capital works on the Bognor Regis campuses of the University of Chichester and Butlins. The town has the potential to be a nationally significant cultural destination with a strong emerging creative cluster. For this reason, it was felt the town would be a good starting point for this type of project, with a view to look at the other main towns of Littlehampton and Arundel for potential other visioning projects.

Arun District Council

4.4 The Creative Vision was funded by a successful discretionary grant of £10,000 from Arts Council, England. Festivals and Events International (FEI) consultants were appointed from a procurement process in March 2024 and led on the project. Local partners were consulted, and public meetings were arranged and promoted to canvass local views.

4.5 Within the creative vision document it outlines the vision, principles and priorities to focus on, as well as next steps. The priorities include:

- A beacon for a bold future
- Blue sky thinking
- Ready for fun
- Sector development
- Audience development
- Partnership working

4.6 The Vision reads:

Our vision is for Bognor Regis to realise its potential as both an alternative and traditional 21st century creative coastal town, buzzing with independent spirit and built on a rich heritage, as a place of creative enterprise, innovation and wellbeing. Bognor Regis will be a welcoming, colourful and iconic seaside cultural destination and a vibrant, inclusive and future-focused place to live, work and study, where creative people can find their tribe and follow their dreams. We will achieve this by working together to support and inspire home-grown talent, build local capacity and develop new audiences. This will require us to think strategically: to develop big ambitious ideas for the future, make the most of current opportunities, improve communication and make a plan to attract more resources. We will do this by coordinating local effort more effectively and by working with partners across the town, district, county and along the coast.

4.7 The vision acts as a tool to bring local partners together, to seize opportunities. An example of this would be initial discussions regarding the Coastal Catalyst project. This coordinated approach facilitated pro-active discussions to implement this project. It is viewed that future meetings will be planned in relation to cross-programming with the new theatre, which could add cultural value and supports the local economy.

5.0 CONSULTATION

5.1 There were forty local stakeholders that were consulted in terms of building the vision. These were a mix of commercial, retail, cultural, educational and community focused organisations. A stakeholder group was convened to test the assumptions and findings, these included local strategic partners:

Arun District Council

- Arun District Council
- Arun Arts
- Artswork
- Bognor Regis BID
- Bognor Regis Regeneration Board
- Bognor Regis Town Council
- West Sussex County Council
- University of Chichester

5.2 The stakeholder group has been used as a focus group to discuss the Place Partnership bid to Arts Council, England by Brighton Dome Festivals Limited for their Coastal Catalyst project. This focuses on young people across East and West Sussex (Arun is also included in terms of Bognor Regis and Littlehampton). Future meetings are planned by the Economic Development Projects Officer to discuss opportunities within the scope of the new hotel and theatre. This includes cross-programming and supporting growth of the creative sector.

5.3 Two public consultation workshops were organised at The Track, Bognor Regis on 19 April 2024 for a morning and afternoon session with twelve people attending in total.

5.4 Local district, town and county councillors within Bognor Regis were all informed of the vision workshops and approached for their views and feedback, with a consultation workshop organised at Bognor Regis Town Hall for local town councillors to attend on 22 April 2024.

6.0 OPTIONS / ALTERNATIVES CONSIDERED

6.1 To not adopt the Creative Vision

7.0 COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

7.1 The project is being funded by a grant of £10,000 from the Arts Council, £9,000 has already been received and the remaining £1,000 will be received once the project is completed.

8.0 RISK ASSESSMENT CONSIDERATIONS

8.1 None

Arun District Council

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

9.1 The Council used the £10,000 grant funding that was awarded from the Arts Council to create the Vision in accordance with the terms and conditions imposed and will do so for any further funding received.

10.0 HUMAN RESOURCES IMPACT

10.1 None

11.0 HEALTH & SAFETY IMPACT

11.1 None

12.0 PROPERTY & ESTATES IMPACT

12.1 None

13.0 EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1 None

14.0 CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 None

15.0 CRIME AND DISORDER REDUCTION IMPACT

15.1 None

16.0 HUMAN RIGHTS IMPACT

16.1 None

17.0 FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 None

Arun District Council

CONTACT OFFICER:

Name: Matt Gover

Job Title: Economic Development Projects Officer

Contact Number: 01903 737679

BACKGROUND DOCUMENTS:

Appendix A – FEI _Bognor Regis Creative Statement of Intent

[Economy Committee 5 October 2023 - Minutes and Agenda Papers](#)

A Creative Vision for Bognor Regis – Statement of Intent

Introduction

Arun District Council (ADC) appointed FEI in March 2024 to help them to develop a Creative Vision for Bognor Regis - a process supported and funded by Arts Council England. The aim of the project was to gather the stories of creative and cultural ambition to co-create a compelling vision for Bognor Regis, which would highlight what is unique and special about the town, set out a shared purpose and start to foster collaboration and partnership working through bringing together a group of committed stakeholders. Research into current and potential opportunities was undertaken and a total of 40 stakeholders were engaged in the process.

This document sets out a shared statement of intent around creativity and culture and is the first step towards developing an ambitious cultural strategy for the town. This will require additional resources to support deeper and broader research and consultation, conduct a robust analysis of challenges and opportunities, ensure leadership buy-in from all three layers of local government and engage with other businesses and stakeholders.

Until the resources for a cultural strategy can be found, key stakeholders from across the private, public and third sector have agreed to work together to test and refine the creative vision through regular meetings and practical action around current opportunities.

Definition of Culture

Culture means many things to many people, and we take it to mean all those places, practices, activities and objects whose origins lie in human creativity, whether past or present. It means all arts, culture, creative practices, and heritage - built, natural and intangible - and it includes arts, heritage, creative businesses, local customs and traditions and festivals and events. It includes all parts of the cultural ecosystem including the technical and practical aspects of making culture, and spans professional and voluntary arts, freelancers, everyday creativity, talent pathways and cultural education.



Picturedrome

Vision

Our vision is for Bognor Regis to realise its potential as both an alternative and traditional 21st century creative coastal town, buzzing with independent spirit and built on a rich heritage, as a place of creative enterprise, innovation and wellbeing.

Bognor Regis will be a welcoming, colourful and iconic seaside cultural destination and a vibrant, inclusive and future-focused place to live, work and study, where creative people can find their tribe and follow their dreams.

We will achieve this by working together to support and inspire home-grown talent, build local capacity and develop new audiences. This will require us to think strategically: to develop big ambitious ideas for the future, make the most of current opportunities, improve communication and make a plan to attract more resources. We will do this by coordinating local effort more effectively and by working with partners across the town, district, county and along the coast.

Principles

The principles are the values which should guide decision-making and more detailed planning and will allow for a curated programme of activity over time:

- Innovation - a commitment to thinking about whether things could be done in a new way; keeping up with current ideas; trying things out
- Inclusion - ensuring that everyone has the opportunity to be involved and reflecting how physical, cultural and economic barriers might be removed
- Independent spirit - identifying opportunities to support individual practitioners, traders and freelancers.



Image from Bognor Regis Regeneration Board website



Priorities

There are six priorities, which are detailed below. Four of these have immediate opportunities associated with them, which could help provide some momentum for future working. There are three programme priorities, based on the Bognor Regis place values. For each, an outcome, key ideas and a key focus is suggested. There are also three enabling priorities which provide the underpinning structure.

1. A Beacon for a Bold Future

Outcome: Bognor Regis is a place of enterprise and ambition, where creative talent can be supported to grow, and creative businesses thrive.

- Key ideas: Talent development, young people, creative enterprise.
- Key focus: Creative/ digital.
- Immediate opportunity: Coastal Catalyst (Brighton Dome & Brighton Festival).

2. Blue Sky Thinking

Outcome: Bognor Regis is a place to be inspired by coastal panoramas and the open air where sustainable, inclusive and future focused projects flourish.

- Key ideas: Environmental sustainability, social inclusion, quirky.
- Key focus: Festivals and events, visual art.

3. Ready for fun

Outcome: Bognor Regis is a place of fun and happiness where people's wellbeing is supported through creative participation and shared cultural experiences.

- Key ideas: Wellbeing, entertainment, taking part, play.
- Key focus: Theatre/ performance, making.

4. Sector Development

Outcome: There is a programme of support available to the creative and cultural sector at all stages of their development and for all types of enterprise: businesses, cultural organisations, voluntary groups and individuals.

- Key ideas: Data, business support, networking, advice.
- Key focus: Skills development for children and young people especially in creative/ digital and sector business advice.
- Immediate opportunity: WSCC Creative/ Digital Growth programme (AWI).

5. Audience Development

Outcome: It is easy to find out what is happening in the town and different groups work together to reach target audiences: families, young people, visitors.

- Key ideas: Data, joint audience development strategy, communication.
- Key focus: Joint audience development, links to tourism strategy.
- Immediate opportunity: Arun Arts Venue Networking Group.

6. Partnership Working

Outcome: Key partners work together to develop the overarching cultural ambition and to make the most of cultural opportunities. They commit to meeting regularly and committing their resources and networks where this will help the common good.

- Key ideas: Leadership, hearts and minds, town/ district/ county/ coast.
- Key focus: Long-term strategy, short-term project partnership working.
- Immediate opportunity: Coastal Catalyst (Brighton Dome & Brighton Festival) planning meeting, six-monthly Town Hall meeting.



Creative Vision Stakeholder Group

The statement of intent was agreed on Thursday 9th May by the following stakeholders:

- Arun District Council - Matt Gover, Economic Regeneration Projects Officer
- West Sussex County Council - Greg Ockwell, Arun Growth Lead
- Bognor Regis Town Council - Glenna Frost, Town Clerk
- Bognor Regis BID - Heather Allen, COO
- University of Chichester - Michael Holley, Head of Creative Industries
- Bognor Regis Regeneration Board - Rebecca White, Executive Director
- Arun Arts - Kate Bennett, Chair, Jo Latus, Operations Manager and Caroline Bennett, Head of Marketing
- Artswork SE - Beccy East, Programme Manager: Arun Aspires

This group agreed to meet monthly to discuss the long-term strategy development and to respond to current cultural opportunities. The group will be convened by Matt Gover on behalf of Arun District Council.

Next steps

The following actions were agreed:

- Stakeholders to advocate for the Creative Vision, and seek buy-in from their leadership to support the next stage of the process
- The group to formally come together in June to discuss and agree the Coastal Catalyst project. DC and MG to organise a workshop with BDBF.



Arun District Council

REPORT TO:	Economy Committee, 23 January 2025
SUBJECT:	Community Asset Transfer Policy
LEAD OFFICER:	Karl Roberts, Director of Growth
LEAD MEMBER:	Councillor Roger Nash, Chair of Economy Committee
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
This policy is considered to support directly the objective of Improving the Wellbeing of Arun and indirectly the other three objectives.	
DIRECTORATE POLICY CONTEXT:	
Provides a clear approach for the Property & Estates team to follow in considering opportunities and requests for the transfer of assets to other organisations.	
FINANCIAL SUMMARY:	
This report does not have can direct financial implications. However, the financial implications of any proposed transfer will need to be considered during the course of its assessment.	

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to consider the adoption of a policy on the possible transfer of assets to community organisations.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Committee:
- a. Adopt the policy document.

3. EXECUTIVE SUMMARY

- 3.1 This report seeks Committee support for the adoption of a policy document which provides a transparent and consistent approach to applications and the decision-making process governing the transfer of assets to community organisations (where applicable). To achieve this, the policy document requires that it be demonstrated how community asset transfer supports direct service delivery, the Council's Corporate Plan, its objectives and other corporate plans and policies.

4. DETAIL

- 4.1 Community Asset Transfer (CAT) is an established mechanism used to enable the community ownership and/or management of publicly owned land and buildings.
- 4.2 The General Disposal Consent 2003 allows a range of public bodies including this Council to transfer the ownership and management of land and buildings they own to local communities at 'less than best consideration' i.e. at less than full market value subject to certain exceptions.
- 4.3 The ultimate aim of Community Asset Transfer is community empowerment – that is, to ensure that land and buildings are retained or transformed then operated for public benefit through community asset ownership and management.
- 4.4 The document attached as Appendix A sets out a transparent and consistent approach to applications and the decision-making process governing the transfer of assets to community organisations (where applicable). To achieve this, it is necessary to demonstrate how community asset transfer supports direct service delivery, the Council's Corporate Plan, its objectives and other corporate plans and policies.

5. CONSULTATION

- 5.1 There hasn't been any consultation with external partners although this could be arranged if the Committee considered it necessary.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1 The Committee has the option to approve or reject the document or seek amendments. In drafting this document, a number of CAT policies from other Councils have been reviewed.

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

- 7.1 This report does not have any direct financial implications. However, the financial implications of any proposed transfer will need to be considered during the course of its assessment. [TBC]

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1 There are no specific risk issues identified with the adoption of the policy document. However, any proposals that come forward for consideration under the terms of this policy will need to be risk assessed.

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

- 9.1 This is not a Full Council function to determine as it sits outside of the Budget and Policy Framework.
- 9.2 Community Asset Transfers are made possible under by the General Disposals Consent (England) Act 2003 which permits the consideration of less-than-best disposal of local authority assets.
- 9.3 The council cannot dispose of land for less than the best consideration that can reasonably be obtained, except with the consent of the Secretary of State (S123 of the Local Government Act 1972). Specific consent is not required for the disposal of any interest in land for an undervalue of up to £2 million provided that the authority considers it will help it secure the promotion of improvement of the economic, social or environmental well-being of its area.
- 9.4 Each transfer will require an analysis of the activities of the organisation receiving the assistance to ensure that the disposal does not amount to unlawful subsidy.
- 9.5 The legal implications of each transfer will be considered on a case-by-case basis.

10. HUMAN RESOURCES IMPACT

- 10.1 The adoption of the policy may lead to the submission of proposals for the transfer of assets. However, such proposals could still be submitted without a policy. Overall, it is considered that the adoption of the policy is likely to reduce the amount of time each proposal would take to assess

11. HEALTH & SAFETY IMPACT

- 11.1 There are no health & safety matters directly arising from this report

12. PROPERTY & ESTATES IMPACT

- 12.1 The property and estate issues that arise from this report are addressed in the policy document attached.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 13.1 There are no EIA issues directly arising from this report.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

- 14.1 There are no climate change or environmental impact directly arising from this report.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1 There are no crime, and disorder matters directly arising from this report.

16. HUMAN RIGHTS IMPACT

16.1 There are no human right matters directly arising from this report.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 There are no FOI/data protection matters directly arising from this report.

CONTACT OFFICER:

Name: Karl Roberts

Job Title: Director of Growth

Contact Number: 01903 737760

BACKGROUND DOCUMENTS:

None

Arun District Council

Community Asset Transfer Policy

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1. Purpose of this Policy and Scope

The purpose of this Community Asset Transfer Policy is to set out a transparent and consistent approach to applications and the decision-making process governing the transfer of assets to community organisations (where applicable). To achieve this, it is necessary to demonstrate how community asset transfer supports direct service delivery, the Council's Corporate Plan, its objectives and other corporate plans and policies.

This policy applies to freehold assets that are owned by or under stewardship of the Council and are deemed suitable for community asset transfer.

This policy should be used by Council staff and Councillors considering an application for a Community Asset Transfer and by a voluntary or community organisation including local Town and Parish Councils (VCO) who are considering making an application. This policy does not include the procedure and policy governing nominations for Assets of Community Value (ACV) which is a separate procedure. Information on ACV nominations can be found on the Council website.

2. What is Community Asset Transfer?

The Council is in the position of a trustee in relation to the land that it holds on behalf of the community. For the purposes of this policy, Community Asset Transfer is defined by this Council as "the permanent or temporary transfer of land or buildings from the Council into the stewardship and/or ownership of a voluntary or community organisation (VCO)".

The General Disposals Consent 2003 allows the council to transfer the ownership and management of land and buildings they own to local communities at 'less than best consideration' (at less than full market value), where it can demonstrate the promotion of social, economic and environmental well-being. Any disposal at less than best consideration would need to be a transparent, evidenced decision, and reported to the council's Economy Committee.

The council needs to fully consider the risks and benefits of Community Asset Transfer, whilst ensuring that community assets are protected. Due to the diverse nature of the council's land and buildings, one policy will not cover all circumstances. However, common themes will apply before consideration is given to the transfer of an asset, including:

- The nature and capacity of the applicant.
- Sound long term management and governance arrangements.
- Adoption of robust option appraisals as part of the council's ongoing asset review process (including financial implications to the Council).
- The proposed use must meet with the council's Corporate Plan's objectives.
- Assessment of risks.
- Sustainable business cases.
- Socio-Economic or Environmental benefits.

3. National and Local Policy Context

The Local Government Public Involvement Act 2007 and Localism Act 2011 brought about a number of public sector reforms aimed at creating strong, prosperous communities and delivering better public services through a re-balancing of the relationship between Central Government, Local Government and local people by giving residents a greater say over local services.

In 2007 the Government published 'Making Assets Work: The Quirk Review' which examined ways to maximize the community benefits of publicly owned assets by considering options for greater transfer of asset ownership and management to community groups. The report highlighted that what is required is not legislation but guidance to assist in the understanding and use of existing powers, being clear as to the risks associated with the process and learning to manage them effectively. The lead from Government is that local management and ownership of assets makes for strong communities.

The council faces many current challenges both financial and operational including:

- The current economic environment.
- Reduced government funding leading to a budget deficit.
- Increased public expectation.

- Reduction in available resources to operate and run non-operational and community buildings.

The outputs of this policy will give consideration to the aims and objectives in other council service area strategies including but not limited to:

- Corporate Plan 2022-2026
- Asset Management Strategy (currently being updated)
- Capital Strategy 2023-24 to 2027-28
- Arun Local Plan 2011-2031

4. What Assets can be Transferred to a Community Organisation?

Assets that can be transferred, by way of Community Asset Transfer, include different types of land and buildings. The council may consider transferring assets in the following circumstances:

- The council must be the freehold owner of the asset.
- The asset currently supports council community objectives or was formerly delivering such objectives where the asset is now surplus to requirements.
- The asset has been reviewed and the asset has been identified for possible transfer to a community-based user. Ward councillors must be engaged in such considerations.
- The relevant service area/client manager within the council supports the transfer.
- The asset contributes towards community empowerment and generates social, economic or environmental benefits.
- The asset is fit for purpose, reasonable state of repair and would not place unreasonable obligations either on a VCO or the council.

The council will not consider applications for Community Asset Transfers where:

- The asset is required to deliver key Council services.
- A significant amount of revenue income, proportionate to the size, nature and use of the asset, would be lost.
- The asset has been identified as being required for strategic, planning or redevelopment/regeneration.
- The proposed use of the asset doesn't meet its current use in planning terms.

- The transfer of the asset would be to an individual(s) or businesses to be used purely as a vehicle for commercial ventures. This does not include, for example, charitable organisations with trading arms, where profits are given back to communities.
- A transfer would contravene Trade and Cooperation Agreement Principles,
- The asset would be used solely for religious purposes/activities.
- The asset would be used for any political purposes/activities,
- The result would be detrimental to any individual, geographical community or community of interest, resulting in unlawful discrimination, harassment or a failure to promote good relations.

For the purposes of Community Asset Transfer and this policy, disposals will be by way of a lease (or freehold disposal if appropriate) and for a period long enough to deliver the Council's community objectives and mitigate the risks associated with Asset Transfer. The lease length will be agreed via negotiations.

Any Community Asset Transfers will initially be offered to the relevant Town or Parish Council. If this doesn't result in a transfer then the opportunity will be advertised appropriately and openly and in a manner which is appropriate and proportionate, inviting expressions of interest from VCOs.

The terms of any disposal (including freehold transfer) will be determined on a case-by-case basis and the council will consider the specific circumstances of the applicant, sustainability of any business case, the proposed asset and intended use. Detailed consideration will be given to the community impact and benefit of the transfer in terms of economic, social or environmental wellbeing of the community.

5. Organisations Suitable for Community Asset Transfer

Any Voluntary Community Organisation wishing to be considered would need to be based within area of Arun District Council and/or and have strong links with the community. They must be able to demonstrate provisions within their legal structure that provide assurances that assets will be retained for community use and benefit and do not distribute any surplus they make to their members. The local community must also be able to influence their operational and decision-making processes.

Consideration may be given to the following types of VCO's:

- Town or Parish Council
- Community Interest Company
- Charitable Trust
- Charitable Incorporated Organisation
- Charitable Company
- Other legal entities for Voluntary or Community Organisations

If a group of individuals wish to form a VCO to benefit their local community, no application for a Community Asset Transfer can be completed until the group is legally formed into one of the entities listed above or similar type of organisation.

The Council has a duty to ensure that due diligence is carried out on any VCO to mitigate the risk of any transfer failing, as this would have a negative impact on local communities. In order to do this the VCO MUST meet the following criteria:

- A well-prepared business case for their proposed use of the asset. This will need to demonstrate that there is a clear intention for the long-term use of the asset and an understanding of the activities the VCO wishes to deliver.
- Prove a secure financial base to ensure long term sustainability, including providing copies of audited financial accounts where necessary. This will be subject to a formal valuation of the asset.
- Demonstrate a clear community/social demand for the proposed transfer.
- The staffing capacity to manage the asset and have management or committee members who possess the necessary experience and skills to manage the asset.
- Good governance, robust financial systems and all the necessary policies expected of a VCO in place.
- Not duplicate activities, services or facilities already provided elsewhere within the borough or local community.
- Clearly demonstrate how they will comply with all statutory/regulatory obligations connected with the use and occupation of property which is the subject of the transfer request including but not limited to asbestos management, legionella and fire risk assessments.
- Detail on how they will contribute to the council's corporate priorities under the Council Vision.

Where two or more VCOs submit an expression of interest for a Community Asset Transfer of a particular asset, the Property & Estates team will make an initial assessment and recommendations to the Corporate Leadership Team (CLT). Any final decision will be taken by the council's Economy Committee.

The council reserves the right to refuse any application for a Community Asset Transfer if the criteria set out in this section are not met.

6. Application Process

The following process for considering applications for Community Asset Transfer will be applied by the Council either where the council is identifying a possible transfer or the initiative has come from a VCO :

Expression of Interest

- The VCO should submit a written expression of interest detailing the specific land/building that is the subject of the application, an explanation of the reasoning behind why it is needed and the aims and objectives of the transfer.

Review

- The Property & Estates Team will review the expression of interest seeking the views of other council teams and consider if the applicant is suitable, meets the requirements laid out in this policy and if the asset is deemed suitable and appropriate for a transfer. The ward councillors should be invited to comment on the proposals. This will lead to a recommendation on whether the application can progress to the council's CLT. Should the CLT deem the applicant or asset unsuitable, the applicant will be notified. Any decision is final.

Detailed Analysis

- If the CLT agree that the application should progress the VCO will be invited to submit a detailed, evidenced business case and feasibility study. This will be assessed and evaluated by council officers against the criteria laid out in this policy. Detailed consideration will be given to the community impact and benefit of the transfer in terms of economic, social or environmental wellbeing of the community.
- A report will then be prepared by council officers, taking into account any legal requirements under the Local Government Act 1972 (as amended). A decision could be made either by officers under the terms of the Council's constitution (and reported in due course to the Council Economy Committee) or reported to the Committee for a decision. All decisions will be published in all circumstances.

Completion

- Heads of Terms will be agreed detailing all the main aspects of the transaction leading to the Council's legal team drafting formal documentation which will include service level agreements, support and investment plans. This final stage will require the VCO and their solicitors to work collaboratively with the council in order to avoid delays to the completion of the transfer.
- Timescales for the completion of a Community Asset Transfer are dependent on the nature and type of the transaction involved and the process can take up a year to complete.

7. Outcomes

The aims and objectives of this policy are that the council enables the transfer of asset ownership to VCOs which in turn supports community wellbeing and delivery of better public services. The policy also serves to set out the process and criteria for transferring assets to VCOs to support the Council's corporate priorities under the Council Vision.

The success and outcomes of this policy will be measured principally by the success and delivery of community-based services and activities by VCOs leading to community empowerment, generation social economic and environmental benefits to local communities.

The numbers of Community Asset Transfers will be reported as part of the review of the Council Vision.

The Property & Estates Team will also review whether any transfer is not delivering the required community outcomes. If agreed services or required outcomes are not being delivered the council will take all necessary steps to remedy poor performance including reviewing how the council can further support the VCO in delivering objectives.

8. Resource Implications

Transferring an asset to a community-based organisation is a resource intensive process due to the steps involved. Existing staff and council resources will be used to deliver the required outcomes and any transfer including valuations, condition surveys, assessment of business cases, reports and legal matters and ongoing review. As a result, the number of candidates for a possible transfer at any one time will be limited.

9. Review

This policy will be reviewed every three years, to incorporate legislative, regulatory amendments, best practice developments, or to address any operational issues with the policy. At each review of this policy, the relevant officer will review any assets transferred during the policy term, to ensure that the asset is still open, being used for the specified purpose and being well maintained.

The policy will be monitored by the Property & Estates Team.

10. Contact Details

Expressions of interest and documentation relating to any application should be sent to the following address: Property & Estates, Civic Centre, Arun District Council, Maltravers Road, Littlehampton by email to property.estates@arun.gov.uk

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Arun District Council

REPORT TO:	Economy Committee – 23 January 2025
SUBJECT:	Committee Revenue and Capital Budgets 2025/26
LEAD OFFICER:	Antony Baden, Group Head of Finance and Section 151 Officer
LEAD MEMBER:	Councillor Roger Nash, Chair of Economy
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
The Council’s financial planning and budget promotes all of the Council’s Corporate Priorities.	
DIRECTORATE POLICY CONTEXT:	
The Council’s financial planning and budget supports all Directorates of the Council.	
FINANCIAL SUMMARY:	
The draft budgets for this Committee are shown in the appendices.	

1. PURPOSE OF REPORT

1.1. This report is for the Committee to consider and recommend its revenue and capital budgets for inclusion in the Council’s 2025/26 budget. The agreed budgets will then form part of the overall revenue and capital budgets for 2025/26 to be considered at the Policy and Finance Committee on 13 February 2025, so that recommendations can be made to Full Council on 26 February 2025 regarding the budgets to be set and level of Council Tax for the District for 2025/26.

2. RECOMMENDATIONS

2.1 It is recommended that the Committee:

- (a) Agrees the 2025/26 Revenue Budget as set out in Appendix A;
- (b) Agrees the 2025/26 Capital Programme as set out in Appendix B; and
- (c) Recommends to the Policy and Finance Committee that the Revenue and Capital Budgets for this Committee be included in the Council’s overall 2025/26 Revenue Budget.

3. EXECUTIVE SUMMARY

3.1 This report sets out the 2025/26 revenue and capital budgets for this Committee to consider and recommend for submission to the Policy and Finance Committee on 13 February 2025.

4. DETAIL

- 4.1 The Medium Term Financial Forecast (MTFF) 2025/26 to 2029/30 report to Policy and Finance Committee on 11 December 2024, provided members with the general background to the 2025/26 budget process along with a high-level update on the current financial and economic prospects arising from the main issues affecting the Council and their impact on the financial forecast for the next five years.
- 4.2 The MTFF advised that officers will develop budget proposals for the consideration of each service committee, which will enable the Council to maintain and replenish an adequate level of Usable Revenue Reserves as decided by the Group Head of Finance and Section 151 Officer.
- 4.3 The basis of revenue budgeting for 2025/26 broadly assumes that current levels of service provision will remain unchanged. This means that whilst inflation increases have been included, there is no growth within the budget proposals.
- 4.4 The revenue budget totalling £2.582m is set out in Appendix A and shows a net increase of £38k between 2024/25 and 2025/26. The key changes are summarised in the table below:

Change	Amount £'000
Investment in the asset management review project	280
Pay inflation & adjustments	75
One off grant expenditure no longer required	(72)
Increase in land charges and beach hut rental income	(105)
Reduction in specialist fees and electricity costs	(110)
Other minor changes	(30)
Total	38

- 4.5 The level of funding for the capital programme will be determined at the Policy and Finance Committee on 13 February 2025. Existing schemes and new schemes will continue to be reviewed during 2025/26 for affordability and deliverability. The impact of any new borrowing will also be kept under review and reported to Members during the financial year.
- 4.6 The planned capital programme is set out in Appendix B and totals £8,376k for 2025/26 and is comprised of:
- Asset Management £2,236k
 - Bognor Regis Arcade, Upper Floors £6,140k

5. CONSULTATION

- 5.1 No consultation has taken place with external organisations regarding this committee's budget, but a wider budget consultation process is taking place in respect of the Council's overall budget.

6. OPTIONS / ALTERNATIVES CONSIDERED

6.1 Not applicable.

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

7.1 The financial implications are shown throughout the report. It is important that close monitoring of both revenue budgets, and the capital programme is in place.

8. RISK ASSESSMENT CONSIDERATIONS

8.1 The risks outlined in the Medium Term Financial Forecast 2025/26 to 2029/30 reported to Policy and Finance Committee 11 December 2024 remain relevant. Members may wish to review these alongside this report.

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

9.1 Section 151 of the Local Government Act 1972 requires local authorities to make arrangements for the proper administration of their financial affairs while section 25 of the Local Government Act 2003 requires the Council to have due regard to a statement on the adequacy of reserves and the robustness of the budget, produced by the Chief Financial Officer, when making its budget decisions.

9.2 The Council is required to set a balanced budget and the Chief Financial Officer must report under s114 of the Local Government Finance Act 1988 if it appears to them that the expenditure of the authority incurred (or proposed to be incurred) in a financial year is likely to exceed the resources available to meet that expenditure.

10. HUMAN RESOURCES IMPACT

10.1 There are no direct implications.

11. HEALTH & SAFETY IMPACT

11.1 There are no direct implications.

12. PROPERTY & ESTATES IMPACT

12.1 There are no direct implications.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1 There are no direct implications arising from this report, impacts arising from subsequent actions will be identified in future reports.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 There are no direct implications.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1 There are no direct implications.

16. HUMAN RIGHTS IMPACT

16.1 None.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 There are no direct implications.

CONTACT OFFICER:

Name: Antony Baden

Job Title: Group Head of Finance and Section 151 Officer

Contact Number: 01903 737558

BACKGROUND DOCUMENTS:

Arun District Council Budget 2024/25 - Special, Full Council 21 February 2024

Medium Term Financial Forecast 2025/26 to 2029/30 –Policy & Finance Committee
11 December 2024

**Economy Committee
General Fund Revenue Budget 2025/26**

Actual 2023-24 £'000	Description	Budget 2024-25 £'000	Budget 2025-26 £'000
Economy Committee			
Direct Services			
(509)	Sundry Properties including Beach Huts	(584)	(625)
171	Economic Regeneration	327	256
(69)	Land Charges	(32)	(137)
77	Tourism	89	109
(330)	Total for Direct Services:	(200)	(397)
Economy Committee			
Management & Support Services			
852	Administrative Buildings and Facilities Management	869	771
421	Property and Estates Management	532	942
1,013	Corporate Asset Management	1,343	1,266
2,286	Total for Management & Support Services:	2,744	2,979
1,956	Economy Committee Total:	2,544	2,582

**Economy Committee
Capital Programme 2025/26**

Actual 2023/24	Economy Committee Capital	Original Budget 2024/25	Current Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Note
£'000		£'000	£'000	£'000	£'000	£'000	
754	Asset Management	1,233	2,007	2,236	1,317	1,000	1
350	Bognor Regis Arcade, Upper floors	3,550	1,181	6,140	320	-	2
712	Littlehampton Public Realm	-	-	-	-	-	3
1,816	Total Economy	4,783	3,188	8,376	1,637	1,000	

Notes

1. The 2025/26 Asset Management Budget of £2,236k is made up of:
 - £1,000k Waterloo Square
 - £392k Car park resurfacing
 - £300k Hotham Park Carriage Yard (drainage)
 - £200k Arun Leisure Centre (WSCC Dual Use Agreement)
 - £119k Public convenience refurbishments
 - £90k East Preston Depot road remodelling

2. Bognor Regis Arcade has a total project value of £7,991k and the main scheme, RIBA3 is underway to refine design and cost plan. This will help inform a revised financial appraisal and any required budget reprofiling to future years.

3. Scheme completed in 23/24

Agenda Item 9

ECONOMY COMMITTEE WORK PROGRAMME 2024-2025

Economy Committee	Report Author	Public consultation prior to Committee Meeting (Y/N)	Date of Meeting	Full Council Meeting Date
Karl Roberts, Nat Slade, Anthony Baden, Jackie Follis				
Regis Quarter (working title) Feasibility Study & Incorporating the Former Brewers Fayre Site	M Whitehand	No	8 July 24	17.7.24
Beach Hut Lease Terms	S Horwill	No		
Windmill PH Harvester Lease Variation	I Hazle	No		
Old Coastguard Tower Lease Variation	I Hazle	No		
Corporate Gas Supply Contract 2025-2029	N Slade	No		
Q4 KPI Report	J Follis	No		
Council Vision Performance Report 2023-24	J Follis			
Coastal Catalyst, Place Partnership Fund Bid	N Slade/M Gover	No	SPECIAL 12 Sept 24	7.11.24
Beach Hut Lease Terms – Beach Access Considerations	S Horwill	No		
Additional Beach Hut Consultations	S Horwill	No	22 Oct 24	7.11.24
Asset Review	S Horwill	No		
Budget Process Report	A Baden	No		
Budget Monitoring Report Q1	A Baden	No		
Corporate Cleaning Contract	S Horwill	No		
Little Stars Nursery, Ascot Way – Lease renewal proposal	I Hazle	No		
Committee Revenue and Capital Budgets 2025/26	A Baden	No	23 Jan 25	26.2.25 (Special Budget)
Update report on Bognor Regis Creative Vision	M Gover / M Nicholls	No		19.3.25
Community Asset Transfer Policy	K Roberts	No		
Q2 Budget Monitoring Report	A Baden	No	1 April 25	14.5.25
Solar Photovoltaic Panel Installation and Fizzleet Multistorey Car Park	S Horwill			
Bognor Regis Café Business Cases	S Horwill			

ECONOMY COMMITTEE WORK PROGRAMME 2024-2025

Economy Committee	Report Author	Public consultation prior to Committee Meeting (Y/N)	Date of Meeting	Full Council Meeting Date
Karl Roberts, Nat Slade, Anthony Baden, Jackie Follis				
River Road Garage Site Options	S Horwill			