



3rd March 2020

Notice is hereby given that there will be a meeting of the **POLICY AND FINANCE COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 9TH MARCH 2020** at **6.30PM**

Committee: Cllrs Dr Walsh KStJ (Chair),
B Blanchard-Cooper, C Blanchard-Cooper, Chace, Long, Northeast and Rhodes

PETER HERBERT
Town Clerk

AGENDA

2019/2020

1. EVACUATION PROCEDURES

2. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES

During this meeting the public are allowed to film the Town Council and Committee meetings and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but Members and the public are requested to switch their mobile devices to silent for the duration of the meeting.

3. APOLOGIES

4. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- (c)
 - (i) whether it is a personal interest and the nature of the interest
 - (ii) whether it is also a prejudicial interest
 - (iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

It is recorded in the register of interests that:

- Cllr Walsh KStJ is a Member of Arun District Council, West Sussex County Council
- Cllr B Blanchard-Cooper is a Member of Arun District Council
- Cllr C Blanchard-Cooper is a Member of Arun District Council
- Cllr Northeast is a Member of Arun District Council
- Cllr Rhodes is a Member of Arun District Council

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

5. **MINUTES**

To confirm the Minutes of the meeting held on 16th December 2019, circulated herewith (pages 3 - 7). In accordance with the Town Councils' Standing Orders, Section 9 (a), Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. **CHAIR'S REPORT AND URGENT ITEMS**

7. **PUBLIC FORUM**

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

8. **OFFICER'S REPORTS**

8.1 Policies Aims and Objectives - Following the Councils decision regarding Priorities for 2019/2023 the Policies, Aims and Objectives document has been reviewed by the Governance and Audit Committee and a revised document is attached for consideration by the Committee (Pages 8 – 32). The Committee is asked to make a recommendation to Full Council in March 2020 that the revised document be adopted.

8.2 Public Spaces Protection Order – to note the recent decision by the District Council. The relevant papers are attached (pages 33 – 51).

8.3 Pier Road Pedestrianisation – report attached (pages 52).

8.4 Community Infrastructure Levy – report attached (pages 53 – 67).

8.5 Parish Online – report attached (pages 68 – 70).

8.6 Recycling Scheme – Oral report from the Town Clerk

8.7 Website Accessibility – report attached (pages 71 – 90)

9. **Finance Reports**

9.1 Committee Finance Report 2019/20 – attached (pages 91 – 95).

9.2 Annual Investment Strategy 2020/21 – attached for approval (pages 96 – 101).

10. **EXEMPT BUSINESS**

It is **RECOMMENDED** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

MINUTES of the POLICY AND FINANCE COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 16 DECEMBER 2019 at 6.30PM

Present: Cllrs Dr Walsh KStJ (Chair),
Long, Rhodes and Tandy
(substituting for Cllr Northeast)

2019/2020

- 34. EVACUATION PROCEDURES**
The evacuation procedures were noted.
- 35. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES**
The procedures were noted.
- 36. MOBILE PHONES**
Members and the public were reminded that the use of mobile phones (other than on silent) was prohibited at Town Council and Committee meetings.
- 37. APOLOGIES**
There were apologies from Councillors B Blanchard-Cooper, C Blanchard-Cooper, Chace and Northeast.
- 38. DECLARATIONS OF INTEREST**
Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted. In view of the many proposed and ongoing projects with Arun District Council, Councillors Dr Walsh KStJ and Rhodes declared their memberships of that Council.
- 39. MINUTES**
The Minutes of the meeting held on 26th October 2019 (previously circulated) were confirmed as a true record and signed by the Chair.
- 40. CHAIR'S REPORT AND URGENT ITEMS**
There were none.
- 41. PUBLIC FORUM**
There was two Members of the Public present and no questions were raised.

42. OFFICER'S REPORT

42.1 Council Communications

The Committee considered a report (previously circulated) that gave an overview of the Council's communications over the last 12 months, including Facebook and the website. The Town Clerk explained that this was an annual report and that the training for staff, referenced in the report, would be progressed. It was **RESOLVED** that:

The report be noted.

42.2 Strengthening Police Powers to Tackle Unauthorised Encampments

The Committee considered a report (previously circulated) which covered criminalising the act of trespassing and broadening the existing categories of criminal trespass and related to police. The Committee agreed to send responses and comments to the Town Clerk who would agree a response with the Chair. Members comments would be sought by email, with a reminder after Christmas. It was therefore **RESOLVED** that:

Members individual comments be sent to the Town Clerk to compile and agree a formal response in consultation with the Chair.

42.3 NALC Spring Conference 2020

The Committee considered a report (previously circulated) which outlined details of the NALC Spring Conference although the actual date had not been indicated with the papers. It was agreed that attendance should be agreed as an Approved Duty should either the Chair or Vice Chair wish to attend. It was therefore **RESOLVED** that:

The attendance of the Chair or Vice Chair at the NALC Spring Conference be agreed as an Approved Duty.

42.4 Council and Committee Dates 2020/2021

The Committee considered a report (previously circulated) which sets out the provisional meeting dates for both 2020 and 2021. The Town Clerk outlined details and the reasoning behind the two new reserved dates in July. Should any potential clashes arise, Members were asked to contact the Town Clerk and it was **RESOLVED** that:

The Draft calendar of Committee and Council Meetings for 2020 and 2021 be RECOMMENDED to Full Council for Approval.

43. FINANCE

43.1 Capital Programme Draft Funding 2020/21, 2021/22 and 2022/23

The Committee received a report (previously circulated) which explained the funding of the Capital Programme and the financial implications of the emerging priorities as part of the budget setting process for 2020/21, 2021/22 and 2022/23. The Town Clerk explained that the current focus was on the Keystone Centre and Rosemead Play Area. Members were pleased to approve this report and it was therefore **RESOLVED** that:

1. ***The draft Capital Programme for 2020/21 and the projection for 2021/22 and 2022/23 be RECOMMENDED to Council, as part of the overall Council Budget.***
2. ***Funding for the Skate Park be met from the Capital Receipts Reserve, instead of the Loan Capital EMR.***

43.2 Finance Report

The Committee considered the periodic finance report (previously circulated) highlighting any significant variances in terms of income and expenditure relating to this Committee's Budget. It was **RESOLVED** that:

The report be noted.

43.3 Policy & Finance Draft Budgets 2020/21, 2021/22 & 2022/23

Councillor Dr Walsh KStJ declared a personal interest as a Member of the Littlehampton Harbour Board with regard to the Ferry Service.

43.3.1 The Committee received a report (previously circulated) which set out this Committee's draft budget for 2020/21 and the projected budgets for 2021/22 and 2022/23. The Town Clerk explained that the main focus of the new elements of this Committee's budget was the Town Centre, aligned to the new Council priorities.

43.3.2 During the Community Resources Committee, questions were raised regarding the Ferry service which the Town Clerk had brought to the Policy & Finance Committee to consider. He outlined the history of the Ferry and how some concerns had been raised surrounding whether the service was value for money. It was clarified that the service wasn't opposed, but more information on such matters as passenger numbers during the season would be helpful. Members agreed to continue funding the service and looked forward to regular updates during the Summer. It was therefore **RESOLVED** that:

A further three years of support for the Ferry be committed through a Service Level Agreement and that monthly

updates and figures be circulated to Members.

43.3.3 The Chair and Town Clerk raised a matter that, if supported, would affect the 2020/21 Revenue Budget. They explained that the Deputy Mayor had attended a significant number of events, many at short notice. It was suggested that the Deputy Mayor's allowance be increased by £800 to meet the out-of-pocket expenses that he was incurring. This could be met from the Contingency Budget but would result in this being topped up to £2,000 in the 2020/21 Budget. Members supported this. Some concerns were expressed about the reasons why the Deputy Mayor was being asked to step in so often. This was discussed and Members would consider whether there was a need to discuss this at the Council meeting in January. It was **RESOLVED** that:

- 1. The Town Clerk be given delegated authority to approve an increase in the Deputy Mayor's allowance of up to £800 to meet immediate and projected out-of-pocket expenses.**
- 2. That this be met from the Mayoral contingency and that the implications of this for the 2020/21 Revenue Budget be agreed.**

43.3.4 Regarding the Mayor's Discretionary Grant Budget, Members supported changing the name to reflect that this was a fund and not a grant. The simplified criteria for the Mayor's Discretionary Fund was also approved subject to the correction of some minor typographical errors. All other matters within the Committees draft Budget were supported and subject to the inclusion of the rebalancing of the Mayoral Contingency budget, it was **RESOLVED** that:

- 1. Subject to the correction of minor typographical errors, the criteria for the Mayor's Discretionary Fund be endorsed and RECOMMENDED to Full Council for approval.**
- 2. The draft Committee Budget for 2020/21 and the projected budgets for 2021/22 and 2022/23 be RECOMMENDED to Full Council for approval as part of the overall Council Budget.**
- 3. The Committee's Earmarked Reserve position be noted.**

43.4 Full Council Draft Budget 2020/21, 2021/22 & 2022/23

The Committee received and considered a report which set out the draft Council Budget for 2020/21 and projected Budgets for 2021/22 and 2022/23 (previously circulated). Members noted the detail of the report and how it addressed the new priorities for the Council. It was **RESOLVED** that:

- 1. The draft Budget for 2020/21 and the projected Budgets for 2021/22, 2022/23 be RECOMMENDED for approval to Full Council.**
- 2. Council be RECOMMENDED to set a precept of £1,279,268 for 2020/21.**
- 3. Council be RECOMMENDED to set Band D Council Tax at £126.31 per annum for 2020/21, an increase of 4%, £4.86.**

44. EXEMPT BUSINESS

There was none.

The meeting closed at 7:14pm

CHAIR

Littlehampton Town Council

“Caring For Our Town”

Strategic Policies

Section 1 Mission Statement

We, the Members of Littlehampton Town Council, are committed to providing, maintaining and developing services and local initiatives which will improve the quality of life of the residents of Littlehampton & Wick

Principal Aims

We will serve our community by

- Providing and maintaining a range of public services and seeking to develop effectively other services, either directly or by supporting local organisations and other providers
- Actively pursuing our representative role

Beliefs and Values

In carrying out the Council's aims, we will be guided by the following principles:

- **We will deliver** services to the highest quality in terms of efficiency, effectiveness and value for money.
- **We will promote** a culture of continuous improvement.

- **We will conduct** business openly, impartially and democratically and where necessary consult widely with parishioners, all sections of the community and interested parties.
- **We will comply** with the National Code of Local Government Conduct and the Nolan Principles in public life.
- **We will obtain** from contractors and partners the best possible service value whether from statutory bodies or subcontracted services.
- **We will act** in the best interests of local people in making representations to and entering into partnerships with:
 - a) Arun District and West Sussex County Councils
 - b) Outside Agencies
 - c) Central Government
 - d) Other appropriate private, public or voluntary sector groups
- **We will adopt** a positive approach to resolving issues.
- **We will encourage** all staff to reach their full potential.

Section 2 Committee Specific Policies

Committee	Policy	Aims and Objectives	
		(0 – 3 years) short term	(4+years) medium/long term
CRC	1. Allotments		
	<p>To meet, where practical and reasonable, demand from the community for allotments.</p> <p>To work closely with the Littlehampton Allotments & Leisure Gardens Association (LALGA) site and representatives through the AWG to ensure that the needs and views of the plot holders are considered.</p> <p>To seek new provision for additional allotments as a result of new housing developments.</p> <p>To only let plots to residents of Littlehampton. Existing Plots let to non-residents to be continued until the agreement ends.</p>	<ul style="list-style-type: none"> • To deliver new plots on the “Church Land” Worthing Road and Holly Drive sites. • Promote the benefits of allotments to residents and encourage all sectors of the community to take up plots. • Seek to let all available plots, with the exception of “landlocked” plots, which will either be the subject of short term lets or held vacant until an opportunity becomes available to realign neighbouring plots to allow full access. • Maintain and keep in a neat and tidy manner all open spaces and empty plots. • Investigate the possibility of creating an “organic” allotment site at Holly Drive in North Littlehampton. • Seek better environmental practise by the Council and plot holders across the sites. 	<ul style="list-style-type: none"> • To deliver new plots “North Littlehampton”.

Committee	Policy	Aims and Objectives	
CRC		(0– 3 years) short term	(4+ years) medium/long term
		<ul style="list-style-type: none"> • Hold at least three meetings of the Allotment Working Group each year. • Encourage plot holders to report crime and anti-social behaviour to the Police and Town Council. • Ensure that plot holders are aware of the need to report the occurrence of notifiable weeds such as ragwort. • Assist, where possible and reasonable, people in the community, with disabilities, to run an allotment. • Maintain a pest control contract with a properly qualified organisation or business. • Review the allotment Tenancy Agreement at least once during the period. • Target 98% occupancy rate. • Seek to let a plot within four weeks of it becoming vacant. • Inspect sites at least monthly (open to members) • Take action on poorly or non- cultivated plots in line with the Tenancy Agreement. 	

Committee	Policy	Aims and Objectives	
		(0 – 3 years) short term	(4+ years) medium/long term
CRC	2. Parks, Gardens, Roundabouts & Street Scene		
	<p>To maintain Rosemead Park, Manor House gardens, Town Centre Roundabouts, and the War Memorial as valuable community resources.</p> <p>To provide an attractive environment in and around the town for both visitors and residents.</p>	<ul style="list-style-type: none"> • Replace the play equipment in Rosemead Park, in 2020. • Maintain the play equipment through regular checks to ensure it is safe. • Maintain the four Town Centre Roundabouts to a high standard. • Provide attractive planters and gateway displays at the approaches to the Town. • Maintain Town Council owned street furniture. • Ensure all graffiti and flyposting is removed promptly (where permission is given) and that the Town is kept clean and tidy. • Develop a tree and wildflower planting scheme for the Fitzalan extension to North Littlehampton. 	<ul style="list-style-type: none"> • Undertake Health and Safety checks of all trees in the Town Council's ownership (Arboricultural surveys 5 yearly – next in 2024)

	Policy	Aims and Objectives	
Committee		(0 – 3 years) short term	(4+ years) medium/long term
P&F	3. Street Lighting		
	To ensure the good maintenance of the Town Council's street lighting.		

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Committee	Policy	Aims and Objectives	
		(0 – 3 years) short term	(4+ years) medium/long term
Various	4. Community		
P&F	<p>Regeneration</p> <p>To support and promote a vibrant and prosperous Town.</p> <p>To work in partnership with public, private and voluntary sector bodies to attract investment to the Town.</p> <p>To exhort the principal authorities to prioritise the need to support and encourage the retail offer in the town centre to ensure its continuing health and the long-term future of the town.</p>	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Work closely with local businesses, community groups and residents in progressing initiatives for the benefit of the Town. • Pursue an ambitious, but realistic, programme of regeneration for the Town Centre, which will include Wardens, Town centre events, High Street public realm work; Town Centre Plan and support for the Town Centre Regeneration Officer. • Look to retain the concessionary parking scheme in the Town centre car parks and free on-street parking (with proper enforcement of parking regulations). • Work with relevant authorities to ensure that future developments address the needs of the Town including regeneration; deprivation; commerce; education; infrastructure and facilities. • Strive for improvements to strategic transport links, including the A27 Arundel by-pass; Arun Chord rail link and bus services. 	<ul style="list-style-type: none"> • Look to work with the District Council and others to draw up a cohesive and comprehensive plan for the future economic healthiness of the Town Centre and Wick, through strategic review of the retail centres. • Work with Arun District Council on future proposals for St. Martins' car park.

<p>P&F</p>	<p>Community Safety</p> <p>To work with the Police and other relevant agencies to make Littlehampton a safer place.</p> <p>To facilitate access to the Police for all the Community.</p>	<ul style="list-style-type: none"> • Co-ordinate the Christmas illuminations for the town and work in partnership with the traders to provide a welcoming festive shopping experience. • Support the Wick Village Traders Association. <p>The Town Council will:</p> <ul style="list-style-type: none"> • Participate in policing and community safety initiatives, consultation and forums, actively representing the Town and its citizens. 	
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Committee	Policy	Aims and Objectives	
		(0 – 3 years) short term	(4+ years) medium/long term
CRC	<p>Grants and Community Organisations To prioritise, within the budget, funding for local community groups, either through Service Funding Agreements or through general community grants.</p> <p>In doing this the Town Council will: -</p> <ul style="list-style-type: none"> • Assist local organisations to achieve their respective aims and objectives where these benefit the Town and the local community. ‘Pump-prime’ initiatives to enable schemes to emerge, whilst not committing to long term revenue support. • Assist community groups to attract funding from local and national organisations to benefit local residents. • Identify, on occasions, specific needs and apply resources to meet them. • Provide Service Funding Agreements where appropriate, to assist with sustainable service provision. • Assist residents to form community Groups and Residents Associations. 	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Endeavour to increase awareness of grant funding • Identify groups who have previously not applied for General Grant funding. • Allocate all grants in accordance with agreed criteria reviewed by the Community Resources Committee from time to time. Actively seek other possible sources of grant funding which might be attracted through ‘pump priming’. • Maintain a strong audit trail to monitor Grant funding. • Make available criteria, timetable and application forms on the Town Council’s website. • Support, through small Grants, specific local arts initiatives. 	

Committee	Policy	Aims and Objectives	
		(0 – 3 years) short term	(4+ years) medium/long term
Joint remit CRC & P&P	Community Centres <ul style="list-style-type: none"> To provide a full range of community centres across the town to meet the needs of the community. 	<ul style="list-style-type: none"> Seek a reasonable income to offset operation costs. Promote and increase community use of the Southfields Jubilee Centre. Design and build a new Keystone Youth facility in Eldon Way in partnership with Arun District Council. 	<ul style="list-style-type: none"> To provide, as part of the North Littlehampton development, a high-quality community centre as a focal point of that development.

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	Policy	Aims and Objectives	
Committee		(0 – 3 years) short term	(4+ years) medium/long term
P&F	5. Press & Publicity		
	<ul style="list-style-type: none"> To provide quality information through a range of media, including the website; press releases; notice boards Progress Newsletter; and Social media. To actively promote all the Councils assets to maximise use and income. To develop branding for the Town and Town Council. 	<p>The Town Council will:</p> <ul style="list-style-type: none"> Provide up to date information to the general public on its activities and services. Use these media to market the Town to potential visitors and to promote events and activities. Publish the Progress Newsletter four times a year. Maintain the notice boards Investigate opportunities to “Brand” the Town 	

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	Policy	Aims and Objectives	
Committee	6. Museum	(0 – 3 years) short term	(4+ years) medium/long term
CRC	To conserve and safeguard the Museum Collection, provide an education and outreach service and promote and preserve Littlehampton's cultural heritage.	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Deliver the Collections Documentation Project Action Plan. • Promote Littlehampton's Cultural Heritage. • Conserve and safeguard the Museum Collection for future generations. • Ensure that all museum policies and procedures are maintained in line with the professional Museum Accreditation Standards and that a Forward Plan for the service is in place. • Support the Museum's Volunteer community throughout their volunteer journey. • Research options for and apply for external funding as appropriate. • Conduct evaluation and audience development. • Transfer the Museum Website to a supported and secure platform. 	<ul style="list-style-type: none"> • Improve the Museum's Education and Outreach service • Review the Museum Forward Plan in line with the requirements of The Accreditation

	Policy	Aims and Objectives	
Committee		(0 – 3 years) short term	(4+ years) medium/long term
	7. Arts, sports & Events		
CRC	<p>Community Arts To support an innovative programme of community art activities to help local people to express their creativity, imagination and self-expression through all art media, provide a showcase opportunity for local artists and enable local people to develop their artistic skills through signposting and support.</p> <p>Community Sport To support the development of a programme of sporting, recreational and physical activities to enable local people to experience new sports and activities and to keep fit and healthy.</p>	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Examine new ways to raise the profile of the arts in the community. • Work in partnership with other statutory agencies regarding public art installations for Littlehampton. • To investigate the creation of a community arts forum • Provide continued support to the Diary Arts Drop-in Group. • Encourage the development of sports and art by establishing and supporting community led initiatives. Provide administrative support to the Littlehampton Sports Forum, which will encourage sports groups to work together to improve individual and group performance, share knowledge and promote excellence. • Provide a Sporting Excellence grant programme to enable emerging young sportsmen and women to progress with their chosen discipline. 	

	Policy	Aims and Objectives	
Committee		(0 – 3 years) short term	(4+ years) medium/long term
CRC	<p>Community Events</p> <ul style="list-style-type: none"> The Town Council will facilitate, sponsor, support and provide a timetable of community events both universal and targeted to celebrate Littlehampton and the different special interests and social groups of the community. Support the development of initiatives which increase opportunities for local residents and encourage civic pride thus raising the attractiveness of the Town. 	<ul style="list-style-type: none"> In addition to its self-funded programme, the Council will seek to encourage other events providers to perform in the town-this could be assisted by Financial support. 	

	Policy	Aims and Objectives	
Committee		(0 – 3 years) short term	(4+years) medium/long term
CRC	8. Tourism		
	To work with relevant authorities, local tourist attractions and related businesses to promote tourism.	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Work with authorities, tourism providers and residents to ensure that the need for Littlehampton’s infrastructure to meet the needs of local residents and visitors is addressed by relevant organisations. • Develop innovative methods of promoting the Town so visitor spending is increased. • Improve accessibility to information about the Town to motivate potential visitors and enable them to make plans for their visit. • Encourage a “can do” mentality in the tourism sector. • Encourage investment in the town’s tourism economy. • Operate a Town Information Pack from the Manor House. • Identify principal catchment areas and effective methods of promoting Littlehampton as the premier family seaside “day out location” in West Sussex. 	

	Policy	Aims and Objectives	
Committee		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG
P&F	9. Public Conveniences		
	Seek to retain and improve the Town's public conveniences		

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Committee	Policy	Aims and Objectives	
		(0 – 3 years) short term	(4+ years) medium/long
P&T	10. Planning & Transportation		
	<p>Planning Applications</p> <ul style="list-style-type: none"> • To deal efficiently and openly with planning applications. • To seek high standards of planning design and build, retaining the high quality of the conservation areas, areas of special character and significant buildings in Littlehampton. • To seek a higher standard of protection for flint walling as a distinctive characteristic of the area and to look for opportunities to provide more. <p>Neighbourhood Development Plan</p> <ul style="list-style-type: none"> • To deliver, in conjunction with the community and where possible, the key objectives of the Plan. 	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Ensure that the process for commenting on applications remains efficient and transparent. • Ensure that all planning applications received from the District and County Council for consideration are dealt with within the agreed timescale. • Assist the Heritage Group in delivering the objectives of the Neighbourhood Plan. 	

Committee	Policy	Aims and Objectives	
		(0 – 3 years) short term	(4+ years) medium/long term
P&T	Strategic Planning <ul style="list-style-type: none"> • Seek to ensure that the Town Council is involved in the development of major planning initiatives so that the voice of the town is heard and that local people are given the opportunity to be consulted and involved at an early stage. 	The Town Council will: <ul style="list-style-type: none"> • Seek to ensure that all major developments address the needs of the Town including regeneration; deprivation; infrastructure and are eco-compliant. • Pursue the replacement of telephone and electrical overhead cables with underground cabling and the removal of redundant poles by the utility companies. • Work with partners to develop a long-term strategy to ensure the vitality of the Town Centre. 	
P&T	Transportation <ul style="list-style-type: none"> • To promote sustainable transport networks and cycle routes. • To press for improved traffic management in the Town. • To support the need for a community Bus / transport services. 	The Town Council will: <ul style="list-style-type: none"> • Promote the use of public transport and press for improved services. • Support the local Community Transport in initiatives 	The Town Council will: <ul style="list-style-type: none"> • Continue to press the responsible authorities to produce a clear view on the Town's transport infrastructure needs in relation to current and future likely development. • Seek a study by West Sussex County Council on traffic flow and management and parking through the Town.

Committee	Policy	Aims and objectives	
		(0 – 3 years) short term	(4+ years) medium/long term
CRC	11. Youth Services		
	<p>To be committed to the ongoing provision of services to support the development of children and young people.</p> <p>To offer a range of targeted and universal services offering constructive activities, information and support for 8- 25 year olds at a number of venues throughout the Town, enabling them to develop the knowledge, attitudes and skills they need to become competent, caring and contributing adults.</p> <p>To replace Project 82 with a modern youth facility, working, where possible, with voluntary, public and private sector partners.</p> <p>To support and work with local youth organisations to provide a wide range of youth provisions as possible.</p>	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Seek to reduce crime and anti-social behaviour and promote health through diversionary activities for young people. • Provide a diverse range of informal learning opportunities both targeted and universal, through the development of a youth work curriculum which is empowering, educative, voluntary and within a framework of equality and diversity. • Develop partnerships with local statutory and voluntary organisations, and build positive relationships between young people and the wider community. • Agree with partners a formal programme to replace Project 82, with a new facility near the Keystone Centre. 	<ul style="list-style-type: none"> • To deliver a youth facility in North Littlehampton or as part of the new Community Centre.

	Policy	Aims and Objectives	
Committee		(0 – 3 years) short term	(4+ years) medium/long term
CRC	12. Leisure		
	To look to introduce or enhance in partnership with other key partners a range of leisure opportunities for residents and visitors.	<p>The Town Council will:</p> <ul style="list-style-type: none"> Consider whether to invest in a range of leisure opportunities as set out in the Town Councils new priorities (2019 onwards), including splash pools, outdoor fitness equipment, rickshaws, petanque/boules rink, etc. 	

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Section 3 General and Miscellaneous

committee	Policy	Aims and Objectives	
		(0 – 3 years) short term	(4+ years) medium/long term
P&F	<p>1. Local Businesses The Town Council will promote the use of local business in all its services.</p>		
P&F	<p>2. Environment The council will support and encourage all initiatives to improve the environment.</p>	To deliver several initiatives as set out in the Town Council priorities (2019 onwards) including recycling initiatives and water refill stations.	
P&F	<p>3. General Health and Wellbeing Policy To work with the relevant agencies to support and improve health provision in the Town and secure additional and high quality medical facilities</p>		
P&F	<p>4. Coastal Defences To work closely with the relevant bodies to pursue adequate provision for Coastal Defences and Flood Management to protect the Town from flooding</p>		

Committee	Policy	Aims and Objectives	
		(0 – 3 years) short term	(4+ years) medium/long term
P&F	<p>5. Equality and Diversity and Disability To maintain an Equality and Diversity Policy, which will be regularly reviewed.</p> <p>To ensure that all Town Council amenities and services comply with Equality and Diversity legislation.</p>		
Joint Remit P&F & P&P	<p>6. Health and Safety To have a Health and Safety Policy and Accident Reporting Procedure. The Policy and reporting procedure shall be regularly updated.</p>		

DRAFT

Section 4 Internal Services

Committee	Policy	Aims and Objectives	
		(0 – 3 years) short term	(4+ years) medium/long term
P&P	1. Manor House		
	To maintain the Manor House in line with its civic importance within the town, its listed building status and its location within a conservation area.	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Keep the furnishings and decorations to a high standard of repair and decoration. • Maximise income through the hiring of its facilities. • Provide meeting rooms at a competitive cost to non-commercial hirers and local organisations. • Seek income from commercial hirers to offset the costs of the venue • Promote and publicise availability of the venue 	

Committee	Policy	Aims and Objectives	
		(0 – 3 years) short term	(4+ years) medium/long term
P&P	2. Property Maintenance		
	To make responsible provision to secure and maintain Town Council capital assets to a high standard that complies with legislation for public buildings including Health & Safety requirements.	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Keep and maintain the Town Council's buildings in good repair. • Deliver, through the Amenity Team, a rolling programme of general maintenance. • Progress the agreed rolling maintenance programme for the Manor House. 	
P&F	3. Finance <p>To prepare financial statements in accordance with applicable laws & regulations, which are currently found in Governance & Accountability for smaller authorities (England)- A practitioner's guide.</p> <p>To ensure that the financial statements present fairly the financial position of the Council.</p> <p>To keep proper accounting records ensuring that all financial resources and fixed assets are managed efficiently, effectively and equitably.</p> <p>To manage prudently the Town Council's treasury balances.</p> <p>To increase accountability by providing access to data in accordance with the local Government Transparency Code.</p>	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Prepare an annual budget to meet all financial liabilities during the year. • Comply with financial regulations. • Keep accurate records of all financial transactions and affairs. • Advise Councillors immediately of any financial irregularities. • Prepare the end of year accounts for audit and public inspection. • Inspect, legitimise, authorise and make payment of invoices received by the Council. • Facilitate the end of year audit of accounts in compliance with Finance and Audit Regulations. • Regularly report to each spending Committee the financial position relating to their budget. 	

Committee	Policy	Aims and Objectives	
		(0 – 3 years) short term	(4+ years) medium/long term
P&F	<p>4. HR/Training To ensure that comprehensive employment policies and procedures are in place.</p>	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Provide Continuous Professional Development for all employees &, through the Staff Appraisal process, prepare annual workforce training & skills improvements schedules. • Review regularly policies & procedures. 	
P&F	<p>5. Democratic Representation/Corporate Management To provide a transparent and high-quality structure for effective decision making.</p> <p>The Town Council will always take a position representing the best interests of the town and the Council.</p> <p>To work to achieve the devolution of services, where service improvements can be made, whilst not disadvantaging local residents and avoiding double taxation.</p>	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Arrange and conduct meetings in compliance with its Standing Orders. • Comply with legislative requirements. • Ensure an efficient service to Councillors and the public • Provide an efficient service in handling Mayoral engagements, observing all protocols. • Promote the services of the Council and encourage a wider public interest. 	

Home | Meetings > Agenda, decisions and draft minutes > Issue > Decision details > Agenda item

Navigation

Agenda item

Public Spaces Protection Order (PSPO) - 2020 to 2023

- Meeting of Cabinet, Monday 10th February 2020 5.00 pm (Item 431.)
- View the background to item 431.

This report informs Cabinet of the findings of a public consultation exercise to review the existing Public Spaces Protection Order (PSPO) which expires on 31 March 2020. The report recommends to Cabinet options for a new PSPO to be effective from 1 April 2020.

Decision:

The Cabinet

RESOLVED – That

- (1) Option 2 be adopted for the provision of a new Public Spaces Protection Order;
- (2) Option 2 contains the following restrictions and requirements at all times. The order and geographical areas are as set out in Appendix B of the report:
 - (a) Alcohol Restriction
No person shall refuse to stop drinking alcohol or refuse to hand over any container believed to contain alcohol when required to do so by an authorised Officer
 - (b) Anti-Social Behaviour

- Calendar
- Committees
- Decisions
- Executive Member Decisions
- Executive Member Forthcoming Decisions
- Forthcoming Decisions
- Forward plans
- Library
- Meetings
- Outside bodies
- Parish Councils
- Search documents
- Subscribe to updates
- Councillors
- MPs
- MEPs
- What's New

All persons are prohibited from behaving in a way which causes or is likely to cause nuisance, harassment, alarm or distress to a member or members of the public

- (3) The new Public Spaces Protection Order (PSPO) is implemented and effective from 1 April 2020; and
- (4) A sum of £10,000 is allocated for the promotion and signage of the agreed PSPO.

Minutes:

The Cabinet Member for Community Wellbeing, Councillor Mrs Yeates, presented this item stating that the current PSPO in Arun would expire on 31 March 2020 and Cabinet was being asked to consider two proposals and to confirm its preferred option for a new order to be effective from 1 April 2020 to March 2023. She explained that both options had been formulated from both public and Member consultations that had taken place last year and in January 2020.

The report outlined the scope and purpose of the proposed PSPO options, the legal requirements of making such an order along with the outcomes of the consultation and an options appraisal matrix to assist the Cabinet in making its decision. Councillor Mrs Yeates stated that she had pleasure in welcoming Chief Inspector Jon Carter, the District Commissioner for Arun, to the meeting who had worked closely with the Council, however, it had to be emphasised that it was the Council who had responsibility for deciding and making the order.

The Chairman then invited the Group Head of Community Wellbeing to present the highlights of his report. He reminded Members that the Council was obliged to consult on any new order that it wished to make and that an extensive consultation exercise had been undertaken to consider the options for the new order. He reminded Members that it was the Council who made the new order for the benefit of its communities, but that the enforcement of it would be a joint endeavour between the Council, its agents and Sussex Police.

The purpose of the order was to tackle anti-social behaviour in geographically defined areas based on reported incidents and the likelihood that anti-social behaviour would have a detrimental effect on the lives of those living in the community. Where these incidents had been identified, consideration had been given to either a prohibition or a restriction of activities that promulgated such behaviours. Members were asked to note that where a prohibition was proposed, this would affect everyone in the restricted area.

The two proposals offered for consideration had evolved following consultation in accordance with PSPO guidelines. Proposals were then offered for public consultation and resulted in 749 responses. These had been summarised in Section 1.2 of the report. Finally, a workshop had been held for all Members of the Council to explain the proposals put forward. The two proposals for the Cabinet to consider were:

Option 1 – an alcohol-free zone in the Town Centres of Bognor Regis and Littlehampton and an alcohol restriction across a wider area of both Towns, which included a prohibition for behaving in an antisocial manner; and

Option 2 – which was the same as option 1, but without the alcohol-free zones in the Town Centres.

Finally, Cabinet's attention was drawn to the resources available to enforce the current PSPO and any new order. These were the Council's Anti-Social Behaviour Caseworkers, Sussex Police and if suitably qualified, agents such as the Business Wardens.

The Chairman then invited Chief Inspector Carter to present his views. He confirmed that he had been fully engaged in the consultation process and in relation to the two options presented to the Cabinet. He confirmed that Option 1 presented significant challenges in terms of the resources available to properly enforce alcohol free-zones. The issuing of a Fixed Penalty Notice (FPN) was just one tool that could be used but would not resolve all of the issues surrounding problematic street drinking. The powers that PCSOs had were then explained confirming that they could not forcibly remove alcohol, this required a warranted Officer which was a limited resource.

The Cabinet then asked a series of questions. One was whether the PSPO would prevent customers consuming alcohol at a licensed premises from being able to drink outside. Comments were also made about the results of the survey as outlined in Appendix E of the report in terms of proposals to tackle anti-social behaviour in Bognor Regis and Littlehampton Town Centres. There was concern about the lack of resources in place to properly enforce the restrictions contained within Option 1 and that it would be wrong to raise public expectation that alcohol would be prohibited in alcohol free zones if this could not actually take place. A long discussion took place on the issue of enforcing alcohol-free zones with the resources that were available. The Chief Inspector agreed that it would be a challenge to resource Option 1 from a police perspective. It was acknowledged that street-drinking was a multi-faceted problem and required a multi-agency approach to tackle the issue, and the PSPO by itself would not successfully tackle and reduce this issue.

The Chairman then invited questions from members of the public

who had submitted their questions in line with the Council's Constitution.

The first questioner stated that he was especially concerned about the area being covered in the new PSPO and had serious reservations about the impact that this would have on anti-social behaviour rather than purely alcohol related behaviour. He stated that residents in Littlehampton along the River path from the Look & Sea Centre to River Road were exasperated by the regular and ongoing anti-social behaviour which occurred mainly in the evenings around the seats facing the River and in the Town Square Gardens in the vicinity of the car park in Surrey Street. He asked why this area had been excluded from the PSPO? Much of the anti-social behaviour experienced was from under 18s congregating in large groups after school hours. The report had quoted 'Reboot' as a scheme for youth offenders which he felt should be dealt with this situation and he asked how effective was this scheme?

The Cabinet Member for Community Wellbeing, Councillor Mrs Yeates, responded stating that the initial proposals that had been put out to public consultation did exclude the area around the Town Square. However, following the public consultation and representations received from residents the overall boundary now included this location in both Options being put forward.

The questioner was invited to ask a supplementary question. He referred to the geographical areas to be covered by any future PSPO in terms of applying alcohol restrictions stating that the anti-social behaviour problems that he was experiencing went beyond the zones shown on the maps.

The Leader of the Council, Councillor Dr Walsh, reassured the questioner stating that the original proposals did not extend to the whole of the blue area to include riverside walk, but that this had now been included in both options. As a result of the representations received, Councillor Dr Walsh confirmed that the restriction zone had also been extended to include Angmering.

The Chairman then invited the second questioner to ask his question. He stated that he appreciated the difficulties with enforcement, however, the problems that he and his nearby neighbours were experiencing were not from street drinkers but more from casual drinkers assembling along the benches near Netley Court. This was having a detrimental effect on their lives. The area to be covered by the alcohol-free zone in Option 1 of the proposed new Order had been reduced from that proposed in the public consultation. For example, no part of the river walkway had been included whereas the section downstream from Surrey Street was originally to be included. The questioner believed that the whole of the walkway where the benches were positioned should be covered as they were a magnet for and facilitated anti-social behaviour. The proposed

new alcohol free zone in Option 1 would assist in tackling these problems, so could the Cabinet Member please provide her views on whether the River Walkway should be excluded from the alcohol-free zone and re-assure residents that if Option 1 as proposed was approved that rigorous steps would be taken to enforce the alcohol restriction zone in this area.

It was agreed that this question had been responded to during the debate and so the second questioner asked his second question submitted. This addressed the issue of enforcement and that it would assist if anti-social behaviour officers could patrol the area more as this did act as a deterrent. Although the report referred to PCSOs they had no legal powers, could they be given additional powers? The report did not mention contributions from the Parishes in the Littlehampton Zone which were required to pay for enforcement. There were ongoing problems of anti-social behaviour and residents needed to have an effective way to summons assistance during the night rather than relying on reporting incidents using the 101 service.

Chief Inspector Carter responded to this question explaining the overlap between PCSOs and Business Wardens. In terms of the anti-social behaviour caused by under 18s, he explained the REBOOT scheme and how effective this was. Expanding on the issues experienced with under 18s, this was a much wider piece of work that needed to take place. He was not aware of many of the issues raised which were of concern to him. He would therefore look at organising some targeted activity and would liaise with the Council's Community Safety team, which was outside the remit of the discussion for tonight.

The Chairman concluded that there were two options for the Council to consider. The Chief Inspector had submitted his opinions and it was clear that Option 2 presented the best solution. Following some further discussion, Councillor Dr Walsh proposed Option 2 which was seconded by Councillor Lury.

On this being put to the vote it was declared CARRIED.

The Cabinet

RESOLVED – That

- (1) Option 2 be adopted for the provision of a new Public Spaces Protection Order containing the following restrictions and requirements at all times. The draft Order and geographical areas to be as outlined in Appendix B of the report:

(a) Alcohol Restriction

No person shall refuse to stop drinking alcohol or refuse to hand over any container believed to contain alcohol when required to do so by an authorised officer.

(b) Anti-social Behaviour

All persons are prohibited from behaving in a way which causes or is likely to cause nuisance, harassment, alarm or distress to a member or members of the public

(2) The new Order is implemented with effect from 1 April 2020 to 31 March 2023;

(3) A sum of £10,000 is allocated for the promotion and signage of the agreed PSPO.

The Cabinet confirmed its decision as per Decision Notice C/034/10020, a copy of which is attached to the signed copy of the Minutes.

Supporting documents:

- Item 7 - Report - PSPO FINAL, item 431.  PDF 232 KB
- Item 7 - Appendix A, item 431.  PDF 1 MB
- Item 7 - Appendix B, item 431.  PDF 752 KB
- Item 7 - Appendix C, item 431.  PDF 932 KB
- Item 7 - Appendix D, item 431.  PDF 861 KB
- Item 7 - Appendix E, item 431.  PDF 210 KB
- Item 7 - Appendix F, item 431.  PDF 154 KB

Arun Civic Centre (map)

Maltravers Road
Littlehampton
West Sussex
BN17 5LF
DX: 57406 Littlehampton
Monday - Thursday: 8:45am - 5:15pm
Friday: 8:45am - 4:45pm

Bognor Regis Town Hall (map)

Clarence Road
Bognor Regis
West Sussex
PO21 1LD
Monday, Tuesday and Thursday: 8:45am - 5:15pm
Wednesday: 9:30am - 5:15pm
Friday: 8:45am - 4:45pm

Benefits: 01903 737753
Rubbish & Recycling: 01903 737754

Council Tax & Business Rates: 01903 737752

Environmental Health: 01903 737755

Housing Repairs/Maintenance: 01903 737827

Planning & Building Control: 01903 737756

Elections: 01903 737616

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CABINET ON 10 FEBRUARY 2020

SUBJECT: Public Spaces Protection Order (PSPO) 2020-2023

REPORT AUTHOR: Robin Wickham, Group Head of Community Wellbeing
DATE: 15 January 2020
EXTN: 37835
PORTFOLIO AREA: Community Wellbeing

EXECUTIVE SUMMARY:

This report informs Cabinet of the findings of a public consultation exercise to review the existing Public Spaces Protection Order (PSPO) which expires in March 2020 and recommends to Cabinet options for a new PSPO to be effective from 1 April 2020.

RECOMMENDATIONS:

It is recommended that Cabinet consider the following two options and resolve to adopt one for the provision of a new PSPO, to be effective from April 2020.

1. **Option 1** contains the following restrictions and requirements at all times. The draft order and geographical areas are shown in **Appendix A**.
 - a. Alcohol free zones
No person shall consume alcohol in any public space within the restricted areas of Bognor Regis and Littlehampton town centres.
 - b. Alcohol restriction
No person shall refuse to stop drinking alcohol or refuse to hand over any container believed to contain alcohol when required to do so by an authorised officer.
 - c. Anti-social behaviour
All persons are prohibited from behaving in a way which causes or is likely to cause nuisance, harassment, alarm or distress to a member or members of the public.

2. **Option 2** contains the following restrictions and requirements at all times. The draft order and geographical areas are shown in **Appendix B**.
 - a. Alcohol restriction
No person shall refuse to stop drinking alcohol or refuse to hand over any container believed to contain alcohol when required to do so by an authorised officer.
 - b. Anti-social behaviour
All persons are prohibited from behaving in a way which causes or is likely to cause nuisance, harassment, alarm or distress to a member or members of the public.
3. Subject to whichever option is adopted the Order is implemented, effective from 1 April 2020.
4. A sum of £10,000 is allocated for the promotion and signage of the agreed PSPO.

1. BACKGROUND:

1.1. Overview

- 1.1.1. Arun District Council implemented a Public Spaces Protection Order (PSPO) in April 2017 restricting specified behaviours in defined areas of the district. PSPOs were introduced by the Anti-Social Behaviour, Crime and Policing Act 2014 (The Act) as a tool to tackle anti-social and nuisance behaviour which has a widespread, negative impact on local communities. It enabled the Council to prohibit certain behaviour in a defined geographical area. Failure to comply with the requirements of an approved PSPO results in a criminal offence being committed and either a fixed penalty notice (FPN) being issued or a level 3 fine being issued on summary conviction (£1,000).
- 1.1.2. PSPOs expire after a period of 3 years. Therefore, it is incumbent on the Council to review the status of the Order and determine whether to amend, renew, or discharge it.
- 1.1.3. A PSPO should only be used to tackle anti-social behaviour where there is clear evidence that it causes significant nuisance to a community.
- 1.1.4. A copy of the current Order, including maps of the existing restricted areas, is attached to this report as **Appendix C**.
- 1.1.5. Authority to undertake public consultation and to consult with all other statutory and appropriate parties was given by the Leader on 19 September 2019.
- 1.1.6. By virtue of The Act, the Council is obliged to consult with the Police and Crime Commissioner, the Chief Police Officer, the owners and occupiers of land within the restricted areas, and any other community representatives the local authority thinks appropriate. In order to obtain a range of views, public consultation took place on a district wide basis from 24 September 2019 to 24 October 2019 and included seeking the views of Arun DC Members, town and parish councils, and other organisations that may have an interest in this matter.

- 1.1.7. An online survey was available for completion via the Council's website and was widely advertised on social media platforms and local press. Hard copies of the survey were also available for completion at the Arun Civic Centre and Bognor Regis Town Hall. Cabinet is advised that residents, community representatives, statutory partners and interested local organisations had a reasonable opportunity to consider the draft proposals as contained in the consultation and express their views.
- 1.1.8. During the term of the current PSPO, the Council and partners including the Police have continued to receive reports from local communities regarding the presence of 'street community' populations in both Bognor Regis and Littlehampton town centres. It is reported that the negative behaviour caused by these groups is associated with being under the influence of alcohol resulting in disorderly behaviour, congregating in groups with verbal altercations and in-group violence. This, along with the public's negative perception of safety and enjoyment of public footfall areas, may be considered by the Council in utilising its discretionary powers under The Act.
- 1.1.9. The consultation took account of representations received from the business partnerships in Bognor Regis and Littlehampton town centres about the impact of cycling in pedestrianised areas and asked for views on whether to include a prohibition on cycling in these areas.
- 1.1.10. Section 59 of The Act states that, to impose an Order, the Council must be satisfied on reasonable grounds that the following two conditions are met:
- Condition 1
 - a. The activities carried out in a public place have a detrimental effect on the life of those in the locality, or;
 - b. It is likely that activities will be carried on in a public place within that area and that they will have such an effect.
 - Condition 2
 - a. Is or is likely to be of a persistent and continuing nature.
 - b. Is or is likely to be such as to make the activities unreasonable, and
 - c. Justifies the restrictions imposed by the notice.
- 1.1.11. Cabinet is advised that an interested person (someone who lives in, regularly works in, or visits the restricted area) can challenge the PSPO in the High Court within six weeks of it being made. The validity of the Order can be challenged on two grounds:
- i) That the Council did not have the power to make the Order, or to include particular prohibitions or requirements.
 - ii) That one of the requirements (for instance, consultation) had not been complied with.
- 1.1.12. The making of a PSPO can also be challenged by judicial review on public law grounds within three months of the decision.

1.2. Consultation Outcomes

- 1.2.1. The consultation sought views on implementing a ban on the consumption of alcohol and a restriction on causing anti-social behaviour in defined areas of Bognor Regis and Littlehampton town centres. These areas were smaller than the restricted areas of the 2017 PSPO based upon the evidence received by the Council and partner agencies.
- 1.2.2. Additionally, the consultation sought views on including a number of Council owned parks and the foreshores areas to prohibit camping or occupation of unauthorised structures, and to restrict the consumption of alcohol.
- 1.2.3. A copy of the consultation survey is attached to this report as **Appendix D**.
- 1.2.4. A summary of the responses from the public to the draft PSPO proposals are summarised in **Appendix E**. A total of 749 responses were received.
- 1.2.5. The key outcomes of the consultation in relation to proposals to tackle anti-social behaviour in Bognor Regis and Littlehampton town centres are that:-
 - 657 respondents were in favour of prohibiting alcohol from being consumed in the restricted areas.
 - 536 respondents stated they had personally witnessed anti-social behaviour in the proposed restricted areas as a result of street drinking.
 - 700 respondents were in favour of giving authorised officers the power to disperse people causing ASB from the restricted area.
 - 417 respondents were in favour of prohibiting cycling in the restricted areas.
- 1.2.6. The key outcomes of the consultation in relation to proposals to tackle anti-social behaviour in some of the Council's parks, open spaces, and foreshores are:-
 - 89% of respondents were in favour of preventing people from occupying a structure or vehicle for the purpose of camping.
 - 96% of respondents were in favour of restricting the drinking of alcohol when it is associated with nuisance behaviour.
- 1.2.7. Officers, supported by Sussex Police, held a workshop for Members on 7 January 2020 to consider the options for a new PSPO. Consideration was given to extending the restriction zone to encompass the whole district. However, this has been dismissed as the evidence does not support applying the restrictions to such a wide area.

1.3. Potential prohibitions and evidence

1.3.1. Alcohol Control

The consultation sought views on the use of PSPO prohibitions to effectively ban the consumption of alcohol in public spaces within the defined locations around Bognor Regis and Littlehampton town centres. It is important to note that prohibitions are applicable to everyone in the defined area. Licensed premises or where a temporary event licence has been granted will be exempt so long as alcohol is consumed within the curtilage of the licensed premises.

Authorised officers would also have the power to confiscate and dispose of alcohol where it is being consumed within the restriction zone.

1.3.2. Dispersal Powers

The Act gives local authorities the discretionary power to allow authorised officers to disperse people from the defined PSPO area where they are causing, or likely to cause, anti-social behaviour. This helps mitigate the detrimental impact of individuals and groups engaged in ASB on local people and visitors within the defined areas.

Cabinet is advised that although the same dispersal powers are contained within the current Order, it has not been enforced. This is due to the wide catchment area of the restricted areas and it being disproportionate to direct someone to disperse from an area in which they live. For example, someone who resides in Rustington, but is causing ASB in Littlehampton town centre, would have to be directed to leave the area covering the East of the district and preventing them from accessing their home. By considering the reduction of the exclusion zones, the use of the dispersal powers could be more effective.

1.3.3. Prohibition of Cycling

Feedback from business partnerships in Bognor Regis and Littlehampton is that cycling in the main pedestrianised areas of the town centres is anti-social and causes shoppers to feel intimidated and at risk of injury. It has been reported that this has a detrimental impact on the way of life of the public and, in turn, affects local businesses.

This prohibition was included in the consultation. 76% of respondents to the question were in favour of including a restriction on cycling as part of the PSPO. However, West Sussex County Council were consulted on this as the land owner and have stated that a Traffic Regulation Order (TRO) is in place which prevents cycling, and is enforceable by the Police, as follows:-

- London Road, Bognor Regis – no cycling allowed between 9am and 5pm.
- High Street, Littlehampton – no cycling permitted 24/7.

Therefore, the proposal to prohibit cycling in the designated areas has been withdrawn as a proposal from the Council's PSPO as this land is owned and managed by WSCC who have full responsibility of enforcing the TRO.

1.3.4. Council parks, open spaces, and foreshores

The proposal to prohibit people from occupying a tent, vehicle or other structure within specified areas for the purpose of camping is aimed at keeping these areas safe and preventing damage to such spaces which are there for the public to freely enjoy. It is important to note that this is not intended to unfairly target the homeless. The Council seeks to engage with street homeless individuals when Streetlink referrals are received by the Housing Options team to provide appropriate support and advice.

In August 2019, the Home Office issued updated guidance on the use of PSPOs and specifically states that they “should not be used to target people based solely on the fact that they are homeless or rough sleeping, as this in itself is unlikely to mean that their behaviour is having an unreasonably detrimental effect on the community's quality of life which justifies imposing restrictions using a PSPO.”

Therefore, in looking to include a restriction on people occupying unauthorised structures in park areas, a very strict and concise definition of what constitutes a 'tent, vehicle or other structure for the purpose of camping' must be agreed upon. It is noted that alternative powers are already available to evict unauthorised occupation of land through the Courts.

The proposal to introduce a prohibition on camping in the parks has been withdrawn due to the availability of an alternative route to removal of unauthorised occupation, and the practical difficulties in being able to enforce, including the inappropriateness of issuing an FPN or a summons to someone who does not have the means to pay or is of no fixed abode.

Reports have previously been received by the Council that these recreational spaces have been used for consumption of alcohol and that this has resulted in ASB being caused. However, the persistent nature of alcohol related ASB does not match that of the town centres. Therefore, consultation did not consider a complete ban on alcohol consumption, but looked at a restriction instead, where related to ASB, to protect the enjoyment of these spaces for the public.

1.4. Resources and Enforcement

- 1.4.1. The Council can authorise officers, including its own and those of partner organisations, to enforce the Order.
- 1.4.2. To date, it is only the Police who have been authorised to enforce breaches of the Order. Previously, town and parish Councils have not committed resources to providing officers to carry this out. Officers would have to be accredited via the Sussex Police Community Safety Accreditation Scheme (CSAS). Council officers have not been delegated the appropriate authority previously. However, this has been addressed via a change to the Constitution agreed at Full Council on 18 September 2019. As a result, Arun's Anti-social Behaviour Caseworkers will be authorised to respond to incidents in the future.
- 1.4.3. Sussex Police has introduced a number of PCSOs to the Arun area with dedicated areas, but these officers do not currently have the power to enforce PSPOs.
- 1.4.4. Careful consideration is required to ensure that adequate resources are available to enforce the adopted Order. If insufficient resources are available, public expectation will not be met, and the Order will be viewed as ineffective in reducing anti-social behaviour. In turn, this could have a negative impact on the Council's reputation. Council staff and partner organisations would be likely to be affected due to an increase in the number of complaints received from members of the public.
- 1.4.5. The Council, and partners, will also need to carefully consider how it communicates to the public the terms of the Order. The current Order has widely been misinterpreted as an alcohol ban rather than a restriction on consumption of alcohol when behaviour is related to ASB. Social media, the Council's website, press outlets, and signage will need to be utilised to ensure the message is published correctly and to manage expectations.
- 1.4.6. As noted at 1.3.2. above, enforcement of the dispersal requirement has not been utilised during the current Order for the reasons stated.

1.4.7. Officers are aware of potential localised concerns around displacing street drinking and ASB from the restricted areas of the town centre in Option 1 to outlying locations. A PSPO can only be used to tackle ASB in areas where there is clear evidence that identified behaviours have a detrimental impact on a community's everyday life. It should be noted that in identifying the zones to be included, evidence of issues has been sought from the Police to include the number of ASB reports and alcohol related incidents. However, if there is sufficient evidence of an emerging issue the PSPO can be varied to include and/or remove areas as required.

1.5. Budget

1.5.1. There will be a cost implication to introducing a new PSPO due to the need to erect new signage accurately reflecting the prohibitions. Signage would be required in prominent locations within the restricted zones. It is estimated that a budget of £10,000 is required to meet the cost of new signage and promotion of the new Order.

1.6. Anticipated Timetable

1 April 2020 - Implementation of agreed PSPO.

2. PROPOSAL(S):

Option 1 (Appendix A)

a) Alcohol free zones

No person shall consume alcohol in any public space within the restricted areas of Bognor Regis and Littlehampton town centres.

Restriction **a)** will apply at all times to the areas marked in red on the maps attached to the Order.

b) Alcohol restriction

No person shall refuse to stop drinking alcohol or refuse to hand over any container believed to contain alcohol when required to do so by an authorised officer.

c) Anti-social behaviour

All persons are prohibited from behaving in a way which causes or is likely to cause nuisance, harassment, alarm or distress to a member or members of the public.

Restrictions **b)** and **c)** above will apply at all times to the areas outlined in blue on the maps attached to the Order.

Option 2 (Appendix B)

a) Alcohol restriction

No person shall refuse to stop drinking alcohol or refuse to hand over any container believed to contain alcohol when required to do so by an authorised officer.

b) Anti-social behaviour

All persons are prohibited from behaving in a way which causes or is likely to cause nuisance, harassment, alarm or distress to a member or members of the public.

These restrictions will apply at all times to the areas outlined in blue on the maps attached to the Order.

2.1. An Options Appraisal Matrix is supplied below for consideration in relation to each of the proposed individual restrictions:

Restriction:	Alcohol free zones
Pros:	<ul style="list-style-type: none"> • Targeted and clearly defined areas. • Addresses concerns of town centre business partnerships. • Reflects response to public consultation: <ul style="list-style-type: none"> - 325 in favour of an alcohol ban in Bognor Regis town centre - 333 in favour of an alcohol ban in Littlehampton town centre • Allows reasonable use of the power to disperse people from the defined area. • Sets the tone and standard of the area. • Unambiguous and clearly understood prohibition.
Cons:	<ul style="list-style-type: none"> • Applies to everyone whether they are causing an associated nuisance or not. • No discretions afforded to officers. • May promote a negative image of the town centres to visitors i.e. prominent and intrusive signage. • Limited enforcement resources. • Sets a high level of public expectation for enforcement which, if not met, could negatively impact on the Council's reputation. • Possible displacement of street drinkers to outlying areas. • Human Rights legislation must be considered. • Fixed Penalty Notices cannot be issued to anyone intoxicated or who is known not to have the means to pay; this restricts enforcement options by Council officers. • Authorised Council officers would come into conflict with drinkers who refuse to surrender their alcohol. • Needs additional Council capacity to process warnings, issue fixed penalty notices and/or Court summons.
Mitigation:	<ul style="list-style-type: none"> • Increase enforcement capacity to consistently and fairly enforce the Order. • Consider decreasing the geographical size so it is proportionate and enforceable e.g. to just one or two streets.

Restriction:	Restriction on alcohol consumption
Pros:	<ul style="list-style-type: none"> • A proportionate and targeted response to identified problematic individuals. • Needs led. • Minimal confusion with licensing powers and approach. • Manages public expectation as explanation for response is negotiated, based on need and can be flexed according to public

	<p>demand ie. increased complaints provide evidence for more resources.</p> <ul style="list-style-type: none"> • Mitigates displacement by removing a 'hard' geographical red line. • Council seen to be fair and balanced in their response to the problem. • Preferred approach by Arun Police district commander and leadership team. • Allows responsible people to consume alcohol without fear of being criminalised.
Cons:	<ul style="list-style-type: none"> • Open to inconsistent interpretation and application of enforcement as relies on the judgement of authorised officers. • Can lead to confusion for the public as to what is and is not permitted. • Needs additional Council capacity to process warnings, issue fixed penalty notices and/or Court summons.
Mitigation:	<ul style="list-style-type: none"> • Instigate clear partnership protocol and guidelines for joint enforcement with Police. • Manage expectation and understanding through clear education and communications to public and stakeholders. • Ensure wording of PSPO is clear and in plain English (not legalese). • Ensure signage is clear, prominent, visible and easily understood.

Restriction:	Anti-social behaviour (ASB)
Pros:	<ul style="list-style-type: none"> • Makes it clear to the public that anti-social behaviour will not be tolerated.
Cons:	<ul style="list-style-type: none"> • Could be open to interpretation of officers as to what is anti-social behaviour. • Potential to result in an inconsistent enforcement approach. • Cannot be enforced against under 18s; this cohort have been identified as causing ASB in the town centres.
Mitigation:	<ul style="list-style-type: none"> • To agree with partners a clearly defined working definition of what constitutes ASB that will be enforced under the Order. • Ensure that this standard of behaviour accompanies the Order when published on the Council's website. • The Safer Arun Partnership has funded the provision of youth outreach services to intervene with young people when identified as causing ASB. • High level youth offenders can be dealt with under alternative legislation and possibly referred to the Police and Crime Commissioner's REBOOT scheme.

3. OPTIONS:

- 3.1. To adopt Option 1 outlined in Section 2.
- 3.2. To adopt Option 2 outlined in Section 2.

3.3.	To make the Order effective from 1 April 2020 upon adopting either Option.	
3.4.	Not to adopt either of the proposed options outlined in Section 2. This will result in the current Order expiring and being discharged leaving no PSPO in place within the district.	
4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council	✓	
Relevant District Ward Councillors:		
All Members were asked on two occasions to give their comments on the consultation and were invited to a workshop held on 7 January 2020.	✓	
Other groups/persons (please specify):		
Public questionnaire was made available online and at Council offices and advertised via social media and press, views invited from Sussex Police and Crime Commissioner, Sussex Police, WSCC Highways, Stonepillow, Turning Tides, Town and Parish Councils, Bognor Regis BID, Littlehampton Traders Partnership, SWL Security (Business Wardens), Salvation Army, My Sisters House, Radio Respect, Littlehampton Civic Society, Littlehampton and Bognor Regis Foodbanks, Littlehampton Harbour Board, members of the Arun Joint Action Group, ADC Members and staff, Govia Thameslink Railway.	✓	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	✓	
Legal	✓	
Human Rights/Equality Impact Assessment	✓	
Community Safety including Section 17 of Crime & Disorder Act	✓	
Sustainability		✓
Asset Management/Property/Land	✓	
Technology		✓
Other (please explain)		
6. IMPLICATIONS:		
Financial – amending the current PSPO, creating a new PSPO for additional locations, and implementing the prohibitions contained within the Order has an implication on Council resources involving publicity, promotion, enforcement, management, monitoring, and legal services. The extent of the financial implication is		

dependent on the prohibitions included and agreed upon restricted areas.

Legal – Ongoing assistance and advice from Legal Services will be required to implement the Order/s.

Human Rights / Equality – An Equality Impact Assessment has been completed and indicates that there is little impact on the groups identified. Those who breach the restrictions of the PSPO and identified as being at a socio economic disadvantage would require officers to consider their circumstances and whether it is appropriate to issue a fixed penalty notice if they have no means to pay.

Community Safety – A PSPO is designed to improve community safety through deterring and preventing individuals or groups engaging in anti-social behaviour in public spaces.

Asset Management – The Order would apply to land owned by the Council as well as other land accessible to the general public.

7. REASON FOR THE DECISION:

To mitigate the expiration of Arun's current PSPO by implementing a new Order which meets the needs of the district and enables the Council and partners to reduce anti-social behaviour and improve community safety.

8. EFFECTIVE DATE OF THE DECISION: 19 February 2020

9. BACKGROUND PAPERS:

Appendix A – Option 1

Appendix B – Option 2

Appendix C – existing Order - [Arun PSPO 2017](#)

Appendix D – copy of public consultation survey

Appendix E – public consultation response data

Appendix F – Equality Impact Assessment

ASB Crime and Policing Act 2014: Anti-Social Behaviour Powers, Statutory Guidance for Frontline Professionals, updated August 2019 - [ASB Revised Statutory Guidance - August 2019](#)

PSPO Legislation - [PSPO Legislation](#)

Report to Cabinet on 12 December 2016 – [Report](#)

Cabinet decision notice 12 December 2016 – [Decision Notices](#)

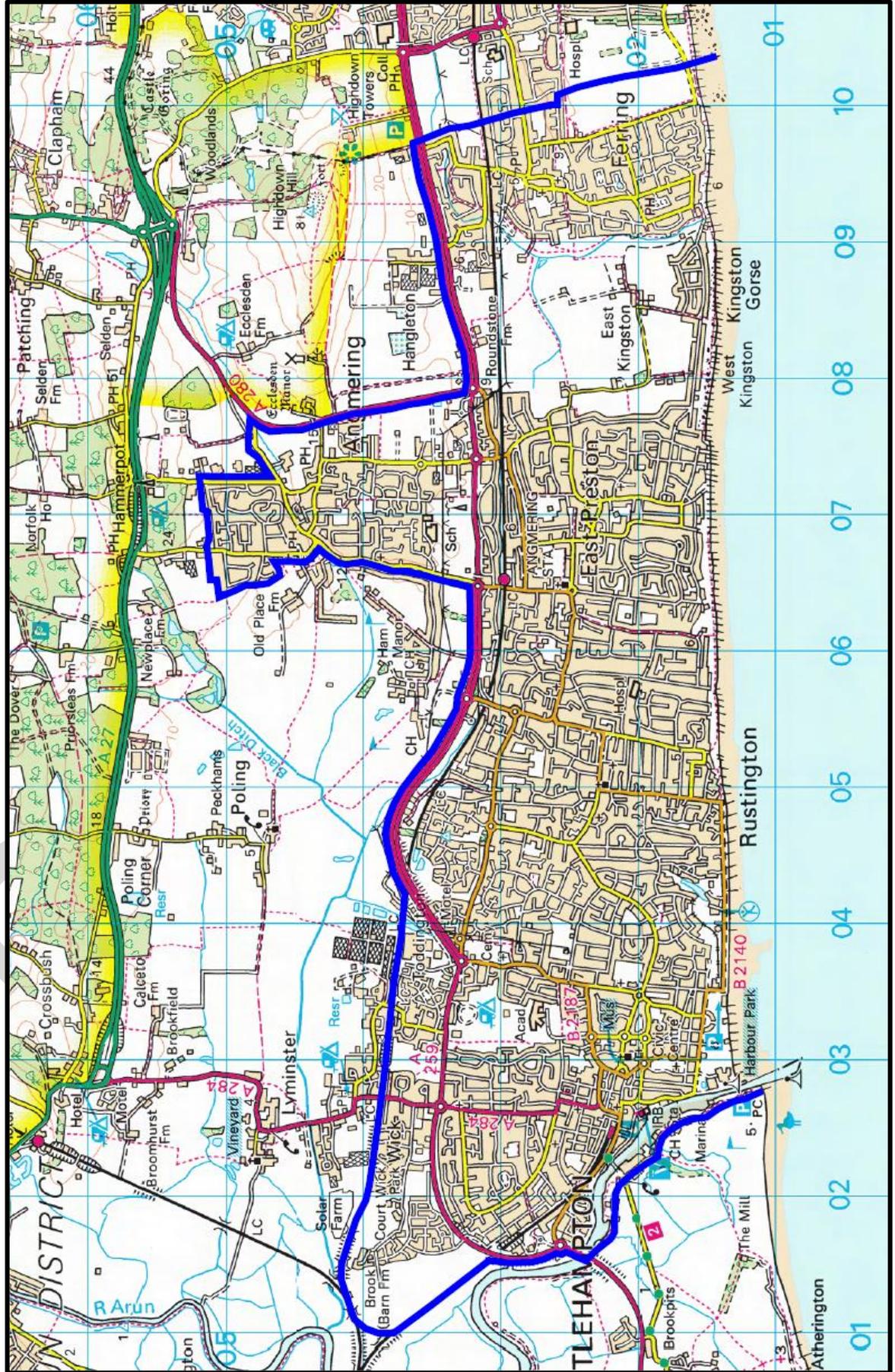
Cabinet minutes of meeting 12 December 2016 – [Cabinet Minutes](#)

Full Council minutes of meeting 11 January 2017 – [Full Council Minutes](#)

ARUN PUBLIC SPACES PROTECTION ORDER (2020) RESTRICTED AREA

LOCATION: **ARUN DISTRICT (East)**

APPLIES TO: Alcohol Restriction and Anti-Social Behaviour requirements



LITTLEHAMPTON TOWN COUNCIL

Non- Confidential

Committees: Policy & Finance Committee

Date: 9th March 2020

Report by: Town Clerk

Subject: Pier Road Pedestrianisation

1. Summary and update

- 1.1 The Town Council is keen to re-examine the options to maximize the benefits of the East Bank works the potential to pedestrianize the upper section of Pier Road. This is seen as particularly beneficial to the Town during the summer months and, for instance, the possibility of closing the road for 3-6 months, 12 hours a day, between 10am - 10pm could be explored. This has been identified as priority for the New Council and whilst not considered an immediate priority, we hope to have completed some meaningful consultation by summer 2021.
- 1.2 It is acknowledged that liaison would be needed with the District Council (ADC) and traders to take this forward and that any proposals would have to be vetted by the County Council (WSCC) as the local Highways Authority. With this in mind, the matter was raised at a recent meeting of the Joint Eastern Arun Area Committee, Highways and Transport Sub-Group to gauge support.
- 1.3 During the discussion on matter, the Sub-Group observed that changes to the Traffic Regulation Order (TRO) in this area was more likely to succeed if it was part of a larger Scheme. In this respect, a good first step would be to undertake a survey of local views including residents and businesses in the area with a view to establishing the level of support for such a Scheme. To take this forward it is proposed that authority be delegated to the Town Clerk to progress this piece of work.

2. Recommendations

The Committee is RECOMMENDED to:

Delegate authority to the Town Clerk, in consultation with the Chair and Vice Chair of this Committee, to progress this work in discussion with the Ward Members, ADC and WSCC.

3. Financial Implications

There are none arising from this report.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non- Confidential

Committee: Policy and Finance

Date: 9th March 2020

Report by: Town Clerk

Subject: Community Infrastructure Levy (CIL) Priorities

1. Summary

1.1 The Community Infrastructure Levy is a charge which can be levied by local authorities on new development in their area. The levy only applies in areas where a local authority has consulted on, and approved, a charging schedule which sets out its levy rates and has published the schedule on its website. On 15 January 2020, Arun District Council approved the Arun CIL Charging Schedule, and this will come into effect from 1 April 2020. Oversight of the Town Council's use of CIL is delegated to this Committee.

2. Recommendations

The Committee is RECOMMENDED:

- 1) To consider priorities for CIL expenditure as they relate to the remit of this Committee.
- 2) That the Town Council's Committees consider and bring their recommendations on priorities back to the Policy and Finance Committee for approval.

3. Background

3.1 Town and Parish Councils are required under Regulation 62A of the CIL Regulations to publish via their website or that of the Charging Authority the amount of CIL received and spent within their area, a summary of the projects on which CIL was spent, details of any CIL returned to the Borough Council and any balances brought forward from previous years. The income received from the CIL should also be included in the overall published accounts but is not required to be identified separately therein.

3.2 Although CIL replaces certain elements of Planning Obligations, 'Section 106' agreements will still be used for site specific infrastructure or mitigation required to make individual development acceptable in planning terms, as well as to cover non-infrastructure requirements (e.g.: the provision of affordable housing, local open space, access roads, habitat protection).

3.3 The CIL Regulations state that a local council must use CIL receipts passed to it in accordance with Regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding:

(a) the provision, improvement, replacement, operation or maintenance of infrastructure; or

(b) anything else that is concerned with addressing the demands that development places on an area.

Where development is in an area covered by a Neighbourhood Plan such as Littlehampton, the proportion of CIL receipts received by the Town, Parish or Neighbourhood is 25% of the levy.

3.4 There are a number of factors that should be considered when developing a CIL expenditure plan. For example, CIL is designed to address the extra demand on infrastructure and services that are caused by development within the area. Therefore, CIL cannot be used as a replacement for everyday Town or Parish Council expenditure. It should be noted that CIL must be spent within five years of receipt and that misspent CIL can be claimed back by the Charging Authority. It would also be prudent to consider the potential to maximise CIL by understanding how the needs of the town fit with the wider programme for infrastructure works across the district and county. Guidance on projects that could be funded at least in part by CIL has been published by the District Council and is attached as Appendix 1 to this report.

3.5 The production of a plan or list would be a useful starting point for the prioritisation of infrastructure projects that the Town Council might wish to focus on and progress through CIL funding. This list would be derived from current work and aligned to the Town Council's Priorities 2019-2023, as agreed by Full Council in November 2019 (Appendix 2). It is therefore recommended that the Town Council's Committees consider and bring their recommendations on priorities back to the Policy and Finance Committee for approval.

4. Financial Implications

There are none arising from this report.

Peter Herbert
Town Clerk

**Community Infrastructure Levy
Arun Draft Charging Schedule, 2019**

**Draft Infrastructure List (in accordance with Reg. 123 of the
Community Infrastructure Levy Regulations 2010 (as amended)).**

Infrastructure projects to be funded at least in part by CIL (provision, improvement, replacement, operation or maintenance)	Exclusions (to be secured through planning obligations S106/S278)
Transport:	
<ul style="list-style-type: none"> Public transport service improvements Arundel Chord 	<ul style="list-style-type: none"> All transport schemes required to be delivered by strategic sites
Education:	
<ul style="list-style-type: none"> A second new secondary school to support the delivery of non-strategic sites. Additional education facilities required to serve non-strategic development in the district including primary, secondary, sixth form and early years 	<ul style="list-style-type: none"> 10FE secondary school plus additional FE to support strategic housing allocations Education requirements to support strategic housing allocations
Healthcare:	
<ul style="list-style-type: none"> Community Healthcare/Primary Care facilities/improvements 	<ul style="list-style-type: none"> Expansion or new provision of healthcare facilities as required to support strategic housing allocations.
Social Infrastructure:	
<ul style="list-style-type: none"> Community facilities other than site-specific requirements Strategic built sport and leisure facilities other than site-specific requirements Cultural venues and public art 	<ul style="list-style-type: none"> Provision related to strategic sites, including hubs on West of Bersted and BEW
Open Space:	
<ul style="list-style-type: none"> Public open space other than site specific requirements Playing fields, sports pitches and related built facilities and children's play areas other than site specific requirements 	<ul style="list-style-type: none"> Provision of open space necessary to make the development acceptable in planning terms.

<ul style="list-style-type: none"> • Provision of allotments other than site-specific requirements 	
Green Infrastructure:	
<ul style="list-style-type: none"> • Green Infrastructure (protection and enhancement of the green infrastructure network including four priority projects outlined within the Green Infrastructure Study) • Arundel to Littlehampton Corridor Enhancement 	<ul style="list-style-type: none"> • Provision of green infrastructure to make the development acceptable in planning terms.
Public Services:	
<ul style="list-style-type: none"> • Relocation and redevelopment of Littlehampton Fire Station • Ambulance community response post and community first responded facilities • Libraries 	<ul style="list-style-type: none"> • Provision of Tier 7 libraries at each strategic site
Flood defence:	
<ul style="list-style-type: none"> • Strategic flood alleviation schemes and flood prevention measures • Maintain black ditch flood defences • Maintain Arundel to Littlehampton flood defences • Sustain flood defences at Arundel • Adaptive management measures at Pagham Beach • SUDS implementation other than site specific requirements 	<ul style="list-style-type: none"> • SUDS and flood mitigation requirements required to make development acceptable in principle.

Council Priorities 2019-2023

Feasibility & Timetable

1. Keystone Youth Centre – Major Capital Project

a) Summary – Ongoing project:

- New youth facility to be delivered on ADC land opposite current Keystone Centre in Eldon Way.
- Existing facility to remain open until youth building in operation.
- Funding available from range of sources including S106 & ADC. Possibly will cost more than initially projected but can be met from LTC capital reserves.
- Feasibility study being commissioned.
- Consideration to be given to employing external lead/assistance – to be identified in feasibility study.

b) Feasibility:

- Looking for more than simple youth centre. Risk that other partners might not be available given limited public sector funding.
- Broadly agreed project, but final feasibility being commissioned.
- Land available and initial consultation undertaken.
- No immediate obvious obstacles (other than finance).
- Anchor tenant needed if looking for budget neutral building.

c) Timeline:

- Hopefully to be delivered in 2021 – some possible slippage, but not significant.

2. New Allotments

a) Summary:

- Three new allotment sites to be delivered as a result of North Littlehampton development – Church Land at Worthing Road, Holly Drive and North Littlehampton.
- Church Land should be delivered by developers in 2020.
- Other two sites linked to roll-out of North Littlehampton development. Aspiration that they are organic.
- Broad layout/design agreed with developers.

b) Feasibility:

- Clear linkage with new development.
- No direct financial implications for LTC other than ongoing revenue costs.

c) Timeline:

- Church Land – 2020.
- Other sites – between 2021-25.

3. North Littlehampton Community Centre & Youth Facility

a) Summary:

- New Community Centre (including youth facility) linked to S106 from North Littlehampton development.
- Site agreed.
- Possible linkage of facilities with new school opposite Centre.

Council Priorities 2019-2023

Feasibility & Timetable

- Large facility, with option to include “surgery” (including medical) facilities for other services.
- b) Feasibility:
- Significant funding should provide high quality centre.
 - Will only be delivered if North Littlehampton is built out following building of road bridge.
 - Revenue costs need to be considered for future budgets.
- c) Timeline:
- Post new road bridge.
 - Early design work 2020.
 - Building 2021-24(?)

4. Skatepark – completed October 2019

a) Summary:

- Floodlit new and enhanced skatepark delivered near “Wave” jointly with ADC.

5. Replacement PA System for New Millennium Chamber – procurement underway.

a) Summary:

- New PA system etc. approved by Committee.

b) Timeline:

- Will be in place this financial year.

6. Priorities, Aims & Objectives

a) Summary:

- New priorities being agreed.

b) Timeline:

- Priorities to be agreed by December 2019.
- Aims and objectives to be reviewed January-March 2020.

7. Business Continuity Plan – ongoing

a) Summary:

- Key document that is long outstanding.

b) Feasibility:

- Significant piece of work impacting all managers.
- Only hurdle is creating time.

c) Timeline:

- Although important, a realistic deadline is required.
- Take to Council in June 2020.

8. Reception Reconfiguration – ongoing

a) Summary:

- Proposed modern welcoming reception.
- Link into Visitor Information Point role.
- Broad approval given by Committee.

Council Priorities 2019-2023

Feasibility & Timetable

- b) Feasibility:
- Need final design, procurement and costings.
- c) Timeline:
- Although possibly deliverable in the short term, realistic deadline is Summer 2020.
- 9. Electronic Banking:**
- a) Summary:
- Approval given by Committee.
 - Difficultly finding bank that links to LTC systems.
- b) Feasibility:
- Key issues are finding appropriate provider.
- c) Timeline:
- End of 2019/20 financial year.
- 10. Museum Documentation Project – ongoing**
- a) Summary:
- A major piece of work to address a large backlog in the documentation/recording of the Museum artefacts.
 - Significant resources and focus deployed to address this.
 - Linked pieces of work include the Forward Plan, Collection Development Policy and Care and Conservation Policy. These will define storage needs; clearing items not needed; clearing what to do with non-Littlehampton items and the future priorities of the Museum.
- b) Feasibility:
- The work is ongoing and resourced.
- c) Timeline:
- Most of the work will be completed by March 2021.
 - Community Resources Committee will be kept updated on progress.
- 11. Rosemead Park – ongoing**
- a) Summary:
- Significant project to replace the play area at the Park is underway.
 - Community engagement exercise recently completed and project widely supported.
 - CRC to agree broad principles for tender exercise to procure replacement facilities in October 2019.
 - Linked piece of work includes conifers.
- b) Feasibility:
- The work is ongoing and resourced.
- Timeline:
- Most of the work will be completed by Spring 2020.
 - Community Resources Committee will be kept updated on progress.

Council Priorities 2019-2023

Feasibility & Timetable

12. Pier Road Pedestrianisation

a) Summary:

- There has been much comment about the benefits of pedestrianising the Southern part of Pier Road. This is seen as particularly beneficial to the Town during the summer months and, for instance, the possibility of closing the road for 3-6 months, 12 hours a day, between 10am - 10pm could be explored. ADC have previously been keen to progress, but WSCC have received opposition from traders.

b) Feasibility:

- Actively pursuing our representative role.
- Before approaching WSCC consultation, liaison needed with ADC and traders.

c) Timeline:

- It is suggested that this is not an immediate priority, given other targets.
- Therefore, it is proposed that a date to complete consultation is Summer 2021.

13. Recycling Scheme

a) Summary:

- A scheme operating in Lancing that looks to recycle a range of items that cannot be collected at the kerbside. Profits to charity. Requires volunteers.

b) Feasibility:

- If scheme can be implemented in Littlehampton, this should be relatively simple, if it can be only parish wide.
- If not, ADC will need to be involved and take the lead.
- It would appear that there are minimal financial implications.

c) Timeline:

- Investigate with provider and report to Committee by March 2020.
- Ideally implement within a year, if deliverable in Littlehampton only.

14. Tree Planting & Wild Flowers on new Fitzalan Corridor, also including Rosemead Conifers

a) Summary:

- The project includes setting aside funds, previously used for the tree planting scheme, for planting new semi-mature and mature trees on the Fitzalan extension to the Lyminster by-pass. In addition, managed wild flower planting along this corridor is desired. The future of the conifers on the western boundary of Rosemead Park should also be considered, particularly given the new westward focus of the park with the new highways.

Council Priorities 2019-2023

Feasibility & Timetable

- b) Feasibility:
- There is an urgency regarding both the wild flower and tree planting if this is to link in with the developers landscaping. It may even be too late.
 - However, this does not mean that both of these ideas cannot be progressed.
 - There is likely to be some additional cost to managing the wild flower areas.
 - There are tree protection orders (TPOs) covering the Rosemead conifers. Any replacement needs to address this.
- c) Timeline:
- Discussions have commenced with WSCC and the developer regarding enhancing the existing proposals.
 - The outcome of this will be known by March 2020.
 - If this is not possible, alternatives need to be progressed following the delivery of the new roads, therefore not until 2021/22.
 - The Rosemead Park trees also need to be linked to the new road, with a target also of 2021/22.

15. Heritage Group Transfer – completed

- a) Summary:
- This externally funded project is now a stand-alone group.
 - It will probably seek some grant funding in future years.

16.i) Improving Environmental Controls on Allotments

- a) Summary:
- Improve waste disposal/recycling and water usage. (Some actions already being taken i.e water troughs).
- b) Feasibility:
- Potential costs of sorting etc. by Amenity Team.
 - Changes to Allotment Agreement only recently implemented.
- c) Timescale:
- Amenity Team to review options for 'in-house' improvements – Summer 2020.
 - Proposals for consultation with plot holders – linked to review of Agreement – Summer 2020.

16.ii) Investigate Organic Allotment Site at Holly Drive Site

- a) Summary:
- Look to retain one site as solely for organic growers, with tight controls.
- b) Feasibility:
- New site, at distance from others.
 - Little cost.
 - However, needs detailed investigation.

Council Priorities 2019-2023

Feasibility & Timetable

- c) Timescale:
- To coincide with delivery of new Holly Drive allotments, following delivery of Fitzalan Road bridge.
 - Unlikely to be before 2021/22, although earlier discussions with developer will take place.
- 17. Take on ADC Smaller Open Spaces in Existing Housing Developments**
- a) Summary:
- Little support as a priority, but could explore with ADC at a future date.
- b) Feasibility:
- Should ADC agree on a specific site, budget needs to be agreed.
 - A clear policy on which site and why would be required.
- c) Timeline:
- Low priority.
 - Possibly explore in 2022/23.
- 18. Water Refill Stations**
- a) Summary:
- Look to install water refill stations on seafront and possibly in town and parks. Other than Rosemead all on ADC land.
- b) Feasibility:
- Dependant on ADC approval, which is likely.
 - ADC may decide to do it themselves.
 - Limited financial implications.
- c) Timeline:
- Could look to progress with ADC in 2019/20, or 2020/21 at latest.
- 19. Youth Services Contract Renewal**
- a) Summary:
- Existing contract with Arun Church expires in September 2020.
 - More detached/outreach work in contract
- b) Feasibility:
- Continuation of existing service.
 - Probable inflationary increase in costs.
- c) Timeline:
- To be progressed in 2020.
- 20. Work with Planning Authority on possible Town Centre Supplementary Planning Department**
- a) Summary:
- This work to include examination of need for Supplementary Planning Document (SPD), and/or how existing Local Plan can be focussed at retaining key retail focus; control of HMOs without supporting infrastructure.

Council Priorities 2019-2023

Feasibility & Timetable

- b) Feasibility:
- Requires ADC approval to progress.
 - LTC may need to fund this work as not an ADC priority.
- c) Timeline:
- Explore in 2020 and assess viability before any further work.
- 21. Events – More but Outsourced**
- a) Summary:
- An expanded events programme, with the additions being facilitated through external providers, possibly providing an income.
 - Support for a Sussex Day Food Festival, but importance of not clashing with Wick noted.
- b) Feasibility:
- This needs to be explored and probably expanded over the 4 years of this Council.
 - Increased events likely to be forthcoming if it is agreed to link with ADC initiative for the “Town Centre”.
 - ADC likely to support the use of their parks/open spaces.
- c) Timeline:
- Look to introduce first outsourced event(s) in 2020/21.
 - Expand thereafter.
- 22. Secure Future of Wick Information Centre**
- a) Summary:
- Ongoing work to relocate provision (reduced) to Wick Hall following decision to cease providing the service through the portacabin outside Wick Hall. Discussion ongoing.
- b) Feasibility:
- Service Funding Agreement being developed for new service.
 - Likely increase in Service Funding Agreement.
- c) Timeline:
- 2019 - 2020.
- 23. Town Merit Awards**
- a) Summary:
- Public to be entitled to make nominations for Town Merit Awards.
- b) Feasibility:
- New arrangements need to be agreed by Committee/Council.
- c) Timeline:
- Report to Policy & Finance Committee in December.
- 24. Disc Parking – can resources be better used?**
- a) Summary:
- There is evidence that events in the High Street can be more effective in attracting visitors than schemes such as Disc Parking. However, Members are extremely cautious about losing this scheme.

Council Priorities 2019-2023

Feasibility & Timetable

- A proposal from ADC for additional events in the Town Centre, not linked to the Disc Parking scheme, needs to be considered at Policy & Finance Committee in October 2019 for consideration in the budget for 2020/21.
- b) Feasibility:
 - Unlikely that any proposal to withdraw Disc Parking will be supported.
- c) Timeline:
 - New events proposal to be considered by Policy & Finance Committee in October 2019 and then to be considered in the 2020/21 budget.
 - No further work to be undertaken on withdrawing the Disc Parking.

25. Community Infrastructure Levy (CIL)

- a) Summary:
 - At some point CIL will come into being, with LTC able to collect 25%, although currently not being sought in Town Centre. Need to discuss how this is best spent.
- b) Feasibility:
 - Report required to confirm how LTC wishes to use CIL monies, should they be generated.
- c) Timeline:
 - Report to Policy & Finance Committee & Council in Spring 2020.

26. Focussing the Award of Community Grants

- a) Summary:
 - Whilst increasing the overall “pot” is not supported, using the grants more effectively is desired.
- b) Feasibility:
 - Council needs to agree how it wishes to proceed.
 - No financial implications if “pot” not increased.
- c) Timeline:
 - Report to Community Resources Committee in October 2019 to guide budget deliberations.

27. Town Centre Policing

- a) Summary:
 - A proposal to financially support an initiative to enhance "policing" in the Town, including Town Centre, Wick and other Town “hotspots”. A partnership with ADC?
 - One option to run a pilot scheme of Community Wardens, who could also police the Public Spaces protection Order (PSPO) (revised).
- b) Feasibility:
 - Strongly supported.
 - Significant financial implications.
 - Needs to progress in partnership with ADC.

Council Priorities 2019-2023

Feasibility & Timetable

- Pilot scheme advised/proposed.
 - Needs to be limited to “parish” boundary.
- c) Timeline:
- Report to Policy & Finance Committee in December for possible inclusion in 2020/21 and 2021/22 budgets.
- 28. Refocus New Major Capital Projects from Town Centre Community Centre to: the Windmill; High Street Public Realm; St Martins Car Park; Keystone & North Littlehampton Community Centres & Rosemead Playground**
- a) Summary:
- A refocus of the potential use of the capital receipt from the sale of land at Worthing Road Allotments.
- b) Feasibility:
- There are no immediate issues with the generality, but each will need to be explored and reported as stand-alone projects, with feasibility assessments at that time.
- c) Timeline:
- i) Windmill – discuss with ADC at Liaison meeting in 2019 to explore possibilities in 2020.
- ii) Public Realm – proposal to Policy & Finance Committee in October and Council in November 2019.
- iii) St Martins Car Park – To be explored further with ADC at Liaison in 2019 as to what options may be available.
- iv) Keystone Centre – Scheme is moving to Feasibility Study. A better estimate of likely cost should be available in 2019.
- v) North Littlehampton Community Centre – Unlikely to be delivered before 2021/22, but design to commence beforehand, possibly late 2020.
- vi) Rosemead Playground – ongoing project for delivery in Spring 2020.
- 29. Sale of Project 82**
- a) Summary:
- Progress sale if 50 Up Club can be rehomed and Find It Out Service moved on.
- b) Feasibility:
- Find It Out, tenants, will have left by end of 2019.
 - Careful discussions with 50 Up Club required.
 - District Valuer to provide valuation.
 - Report to Community Resources Committee (on 50 Up Club) and Property & Personnel Committee to progress sale. Decision by Council.

Council Priorities 2019-2023

Feasibility & Timetable

- c) Timeline:
- Decision could be made in Spring 2020, depending on how 50-up club is progressed.
- 30. North Littlehampton Play Area for Older Young People**
- a) Summary:
- LTC & ADC have provision in North Littlehampton S106 for this facility. (LTC land, ADC equipment).
- b) Feasibility:
- To be delivered as part of S106.
 - Ownership/maintenance to be agreed.
- c) Timeline:
- Not before new Fitzalan Road bridge.
 - Likely to be before 2022/23.
- 31. Consider Options for LTC to provide Housing**
- a) Summary:
- Before progressing to a detailed proposal, Council needs to consider the implications and options of such a scheme.
- b) Feasibility:
- Town and Parish Councils have delivered housing schemes.
 - The feasibility of such a scheme to be explored when options understood.
- c) Timeline:
- Report to Policy & Finance Committee/Council in Autumn 2020.
- 32. Boules/Petanque at Mewsbrook Park; Splash Pads; Outdoor Leisure Equipment**
- a) Summary:
- A range of improvements to the seafront/parks, all of which are likely to be ADC owned.
- b) Feasibility:
- The approval of ADC as landowner is paramount.
 - Significant costs and maintenance to be assessed.
- c) Timeline:
- Discuss with ADC at Liaison in 2019.
 - If support, look to work in partnership to progress, possibly in 2020/21.
- 33. Visit Littlehampton Website**
- a) Summary:
- Look to improve links etc.
- b) Feasibility:
- There should be no issues.
- c) Timeline:
- Progress in 2019.

Council Priorities 2019-2023

Feasibility & Timetable

34. Gateway Public Art North Littlehampton

a) Summary:

- North Littlehampton development provides S106 monies for a gateway piece of art. ADC and LTC currently in discussion about how to take forward.

b) Feasibility:

- Only issue, from LTC perspective, is agreeing the art at a reasonable price.

c) Timeline:

- To link into road/bridge/Lyminster bypass timescale 2022?

35. Parking for Parents of Babies/Toddlers in Town Centre

a) Summary:

- More marked bays in town centre car parks

b) Feasibility:

- Purely an ADC matter.
- Enforcement an issue.

c) Timeline:

- With ADC.

36. Branding/Marketing

a) Summary:

- Need to progress strong brand that can be used to market town.
- Needs to stand out and impact wide range, to include planting etc.

b) Feasibility:

- Recommencing work previously “parked”.
- Possible significant costs of consultants.
- Needs “buy-in” from wider community.

c) Timeline:

- Set up Working Group for 2021/22.

37. WSCC Community Transport Initiative

a) Summary:

- A proposal from WSCC to use remaining S106 monies from North Littlehampton/Kingley Gate to enable school buses and other vehicles to be used for the community when otherwise standing idle.

b) Feasibility:

- Could work with Arun Community Transport.
- Principally a matter for WSCC.

c) Timeline:

- Issue is still being considered by WSCC and not necessarily one of their priorities.
- Hoped to have a proposal by end of 2019/20 financial year.

LITTLEHAMPTON TOWN COUNCIL

Non- Confidential

Committee: Policy and Finance
Date: 9th March 2020
Report by: Town Clerk
Subject: Parish Online Subscription

1. Summary

- 1.1 Parish Online is a digital mapping tool built using Ordnance Survey mapping that is specifically used by local councils to store and retrieve data about their local area. It is a subscription service, for which until February this year, the County Council had secured licences for all the parishes in its area free of charge. This has now expired. A significant discount on the annual subscription fee has been secured for Parish by the Sussex Association of Local Councils and the Committee is recommended to renew the Town Councils subscription.

This matter has budgetary implications and Members are therefore reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992.

In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).

2. Recommendations

The Committee is RECOMMENDED to:

Approve a Supplementary Estimate to renew the Town Councils subscription for Parish Online for 2019/2020 and 2020/21 and include the subscription in the budget going forward.

3. Background

- 3.1 Parish Online collates datasets from Government agencies and local authorities and stores it one place which can be viewed and / or downloaded individually or as layers. The type of information within the system includes road networks, local authority boundaries, habitat and building classification. It also allows users to create their own maps to store important information such as assets (e.g. buildings, streetlights, bus stops, recreation facilities) and develop plans to manage events, sites and projects.

- 3.2** The Town Council uses the tool to develop information for projects such as the Neighbourhood Plan and more recently to provide event management plans, plot road signage, allotment sites and the position of trees and streetlights for which it is responsible. The main advantage that Parish Online has over other commonly used mapping systems such as Google Earth, is that it allows local authorities to share mapping data about services not widely available in one place with colleagues in their area, for example, gritting routes. Parish Online enables parishes to layer that information giving a much better understanding of factors that could have an impact in a specific area.
- 3.3** Parish Online is a subscription service, charged annually. It was introduced in West Sussex six years ago and to encourage take up the County Council secured licences for all the parishes in its area to use the service free of charge. This has now expired. The County Council still uses Parish Online data sharing and projects and to ease the transition a 40% discount has been secured for parishes within West Sussex for as long as they retain the annual subscription. Pricing is scaled based on population see the table, Appendix 1 attached to this report.

4. Financial Implications

- 4.1** Annual subscription for a parish of this size would be £1,500 per annum. However, a 40% discount (i.e. £600) has been secured for parishes within West Sussex for as long as they retain the annual subscription. This brings the total annual fee down to £900.
- 4.2** There is no provision for this subscription in the 2019/20 or 2020/21 budgets and the subscription was due for renewal on 1st February. If approved, the expenditure would have to be met through a Supplementary Estimate. The subscription would subsequently be included in future budgets.

Peter Herbert
Town Clerk

Band	Population	Price (ex VAT)
A	0 - 199	£30
B	200 - 499	£50
C	500 - 999	£75
D	1,000 - 1,999	£100
E	2,000 - 2,999	£150
F	3,000 - 4,999	£200
G	5,000 - 9,999	£300
H	10,000 - 14,999	£450
I	15,000 - 19,999	£700
J	20,000 - 24,999	£1,000
K	25,000 - 49,999	£1,500
L	50,000+	POA

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Policy and Finance

Date: 9th March 2020

Report by: The Town Clerk

Subject: Website Accessibility Regulations 2018

1. Summary

- 1.1 New regulations have come into force which means every public sector website and app will need to meet certain accessibility standards.
- 1.2 The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018, to give its full title, came into force on 23 September 2018. It aims to ensure public sector websites and mobile apps are accessible to all users, especially those with disabilities.

2. Recommendation

- 2.1. The Committee is RECOMMENDED to:
 - 1) Note the requirement to become compliant by 23 September 2020 as summarised in paragraph 3 and detailed in Appendix 1.
 - 2) Delegate authority to the Town Clerk to progress the initial assessment in consultation of the Chair of Committee as outlined in paragraphs 4 and 5.

3. Background

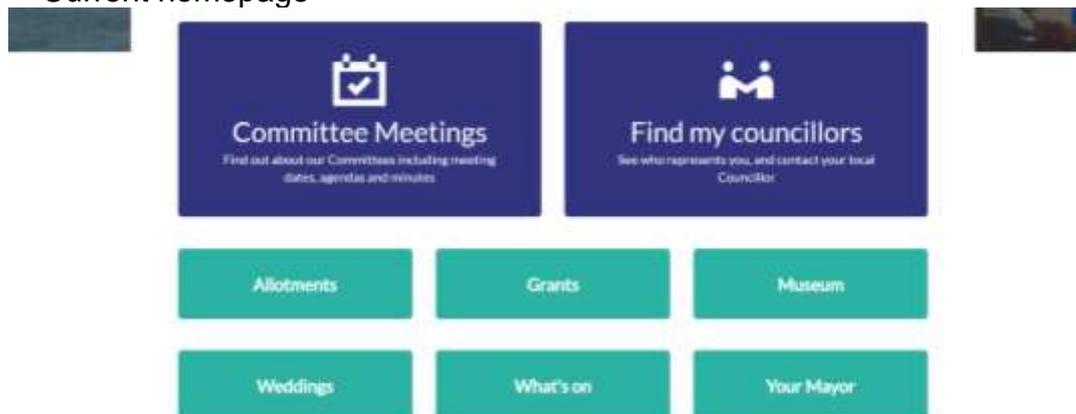
- 3.1. All new public sector websites will need to meet accessibility standards and publish an accessibility statement.

This will make clear the level of accessibility across the site. Where there are barriers, the statement will inform users of alternative routes to access. The statement will also enable users to contact the website owner if they identify issues. As the Town Council's website was published before September 2018 it has until 23 September 2020 to comply. Appendix 2 provides guidance.
- 3.2. Accessibility concerns things such as content, design, type of font, so that most people can use the website without needing to adapt it. The Town Council needs to check the website for accessibility problems, make a plan to fix any accessibility problems if found, publish an accessibility statement and make sure that new features are fully accessible.
- 3.3. The website developers have done an accessibility assessment on the Town Council's website which involved automated and manual tests that cover all the WCAG 2.0 AA success criteria. There were some functions that did not pass the test and have now been fixed. However, the colour used for the menu options on the homepage does not pass the accessibility criteria for colour contrast - there isn't enough contrast between the text and the green colour

that's used there now, an option of a colour to make it complaint is the same purple used for the blocks above it or the colour: 18635B (see screenshot below).



Current homepage



- 3.3. In addition to colours and contrast, downloadable files and how they are created is an important part of the standard. GOV.UK recommends that all website content be created as an HTML webpage as documents such as PDFs make the content harder to find and be harder for users to customise them for reading.
- 3.4. Guidance for writing accessible documents asks that documents be kept simple and the document be given a structure. Although Town Council documents are relatively well structured, they are not meeting standards and need to be reviewed and restyled to comply. Appendix 3 highlights the requirements.

4. Next Steps

- 4.1. Officers need to do a full assessment of PDFs uploaded to the website since September 2018 to find which do not meet standards and then decide if anything is a 'disproportionate burden' to fix right now (how much making things accessible would cost and the impact that it would have on the organisation and how much users with a disability would benefit from making things accessible). Even if some fixes are a disproportionate burden to fix, there still is a legal requirement to make reasonable adjustments for people with disabilities when they are needed – for example, by providing the information they need in alternative, more accessible formats.
- 4.2. For new PDFs, Officers will need to create guidance notes and document templates along with a checklist for staff.
- 4.3. An accessibility statement will need to be devised and brought to Committee for approval.

5. Financial Implications

The costs of meeting the requirements of the Regulations will not be known until the assessment outlined in paragraph 4.1 has been concluded. There may however be a need to engage the website developers in some initial

assessment work the cost of which could be in the region of £1,100. It is therefore proposed that authority be delegated to the Town Clerk in consultation with the Chair of the Committee to progress via a Supplementary Estimate if required.

Peter Herbert
Town Clerk

AUGUST 2019

L09-18 | THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (No. 2) ACCESSIBILITY REGULATIONS 2018

Introduction

The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (“the 2018 Regulations”) came into force on 23 September 2018. They implement the EU Directive on the accessibility of the websites and mobile applications of public sector bodies (Directive (EU) 2016/2102).

This briefing will explore and set out what they mean for local councils.

What are the 2018 Regulations?

The purpose of the 2018 Regulations is to improve the accessibility of public sector websites/ mobile apps so that can be used by as many people as possible. They build on existing obligations to disabled people under the Equality Act 2010 (“the 2010 Act”) and the duty to make reasonable adjustments for disabled people.

Use by as many people as possible could mean people with impaired vision, impaired hearing, cognitive impairments or learning disabilities amongst others. “Accessibility” doesn’t just mean putting things online. It concerns things like website content and design, type of font, etc, so that most people can use a website without needing to adapt it, whilst website content and design can be adapted for those for whom it is necessary, for example, screen reader software for users with impaired vision that reads out the content, or a screen magnifier.

Although the 2018 Regulations are now in force, the requirements to meet the accessibility standards do not apply for existing websites until 23 September 2020. For a new website published on or after 23 September 2018 it is 23 September 2019. For apps the deadline is 23 June 2021.

What do the 2018 Regulations mean for local councils?

The 2018 Regulations apply generally to public sector body websites and apps. The “public sector body” definition includes local authorities. It is NALC’s view that they apply to local councils.

1. Accessibility requirement

Regulation 6 of the 2018 Regulations provides that subject to exemptions contained in Regulation 7 (see below) public sector bodies such as local councils must comply with the accessibility requirement. This is defined in Regulation 3 as the requirement to make a website or mobile application accessible by making it perceivable, operable, understandable and robust. This can be done by meeting accessibility standards, that is, it complies with the international WCAG 2.1 AA accessibility standard.

As per Regulation 7 (1) of the 2018 Regulations a council is not required to comply with the accessibility requirement if doing so would impose a disproportionate burden on the council. A council seeking to rely on this exemption must perform a disproportionate burden assessment of the extent to which compliance with the accessibility requirement imposes a disproportionate burden (Regulation 7 (2)).

In undertaking a disproportionate burden assessment, a council must take account of relevant circumstances, including (a) the size, resources and nature of the council and (b) the estimated costs and benefits for the council in relation to the estimated benefits for persons with disabilities, taking into account the frequency and duration of use of the specific website or mobile application.

Things like lack of time or knowledge cannot be taken into account.

If, following the assessment, a council determines that compliance with the accessibility requirement would impose a disproportionate burden, it must explain in an accessibility statement the parts of the accessibility requirement that could not be complied with and, where appropriate, provide accessible alternatives to documents it holds that are not available on its website/ mobile app.

2. Accessibility statement

In addition to complying with the accessibility requirement, a council not seeking to rely on the disproportionate burden exemption must provide an accessibility statement and keep that statement under regular review (Regulation 8). The above timelines for existing and new websites and apps also apply for publishing accessibility statements. For a website, the accessibility statement must be provided in an accessible format and published on the council's website. For a mobile app, the accessibility statement must be provided in an accessible format; and available on the council's website or alongside other information available when downloading the mobile application.

The accessibility statement must include (a) an explanation of those parts of the content that are not accessible and the reasons why; (b) where appropriate, a description of any accessible alternatives provided; (c) a description of, and a link to, a contact form which enables a person to notify the council of any failure of its website or mobile application to comply with the accessibility requirement and request details of the information excluded, such as under the disproportionate burden exemption and that in Regulation 4 (2) and (d) a link to the enforcement procedure (see below) to which recourse may be had in the event of an unsatisfactory response to the notification or the request.

Regulation 4 (2) confirms that the 2018 Regulations do not apply to a council's website or mobile application content which is:

- (a) office file formats published before 23 September 2018, unless such content is needed for active administrative processes relating to the tasks performed by the council;
- (b) pre-recorded time-based media published before 23 September 2020;
- (c) live time-based media;
- (d) online maps and mapping services, as long as essential information is provided in an accessible digital manner for maps intended for navigational use;
- (e) third-party content that is neither funded nor developed by, nor under the control of, the council;
- (f) reproductions of items in heritage collections that cannot be made fully accessible because of either (i) the incompatibility of the accessibility requirement with either the preservation of the item concerned or the authenticity of the reproduction; or (ii) the unavailability of automated and cost-efficient solutions that would easily extract the text of manuscripts or other items in heritage collections and transform it into content compatible with the accessibility requirement;
- (g) content of extranets and intranets published before 23 September 2019, until such websites undergo a substantial revision; and
- (h) content of websites and mobile applications qualifying as archives.

The Government Digital Service has created a sample accessibility statement for guidance and this can be found at:

<https://www.gov.uk/government/publications/sample-accessibility-statement>

3. Providing an accessible alternative format upon request

A council is also required to provide information in another format if someone requests it, where it's reasonable to do so (Regulation 13).

A failure by a council to comply with the accessibility requirement is to be treated as a failure to make a reasonable adjustment for the purposes of the 2010 Act. A failure by a council to provide a satisfactory response to a request to provide information in an accessible format is also to be treated as a failure to make a reasonable adjustment. The enforcement body is the Equality and Human Rights Commission. The Cabinet Office may also undertake an assessment as to whether a council has complied with the accessibility statement requirement.

What steps should councils take to prepare?

The lag between the Regulations coming into force and when the 2018 Regulations requirements will apply gives councils time to get compliant. For councils who already have websites, it is recommended that they consider now whether new content published is accessible so they don't have to go back and fix it and they make a plan to meet the standards by the 23 September 2020 deadline and identify anything that is disproportionate to fix.

New websites must usually be fully accessible and meet the accessibility standard. Most modern websites, and the software for managing them, meet the accessibility standards so it is unlikely a council could make a valid argument that doing this is a disproportionate burden.

Councils are recommended to ensure that a new website or app meets the standards by:

- making sure the team or agency responsible for the website or app understands the WCAG 2.1 standard
- making sure the content is accessible
- doing basic accessibility tests before signing off a new website or app

Councils with existing or new websites will need to identify which parts of the website are and are not accessible/ meet accessibility standards and which parts do not. This is also needed for the accessibility statement. This means working with the people involved in running the website, including those responsible for code and content. Accessibility audits can be carried out but are likely to cost in the four figure sums so be out of reach for most councils.

More practical information can be found at
<https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps#making-a-plan>

NALC will update this guidance as and when required.

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Make your website or app accessible and publish an accessibility statement

Check how accessible your website is and make a plan to fix any issues.

Published 17 May 2019

Last updated 2 March 2020 — [see all updates](#)

From:

[Government Digital Service](#)

Contents

1. [Deadlines](#)
2. [1. Decide how to check the accessibility problems on your website or mobile app](#)
3. [2. Make a plan to fix any accessibility problems](#)
4. [3. Publish your accessibility statement](#)
5. [4. Make sure new features are accessible](#)
6. [Get support or advice](#)

Regulations came into force on 23 September 2018 which say that all public sector websites or mobile apps must:

- meet accessibility standards
- publish an accessibility statement

The best way to do this is:

1. Check your website or mobile app for accessibility problems.
2. Make a plan to fix any accessibility problems you find, within reason.
3. Publish your accessibility statement.
4. Make sure new features are accessible.

There's guidance on [who the regulations apply to](#) if you're not sure.

The full name of the regulations is the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Deadlines

If you created a new public sector website on or after 23 September 2018, you must now meet accessibility standards and publish an accessibility statement. You need to review and update your statement regularly.

A website would be considered new if you make substantial changes to the code, create new features, or create a subdomain with its own distinct codebase.

Mobile apps need to be accessible by 23 June 2021.

There are a lot of things to do, so allow time to do them. Check for accessibility problems as soon as you can, so there's time to fix them.

1. Decide how to check the accessibility problems on your website or mobile app

The first thing to do is to check your website or mobile app for accessibility problems.

This does not mean checking every page. Instead you need to check a sample that shows the variation in content and functionality of your website or mobile app. By finding problems in a sample, you should be able to fix any issues across the whole website or mobile app.

There are a few different ways of checking your sample. Decide which method is appropriate for your organisation. In some situations you might use more than one method.

All methods involve checking your sample against [the international WCAG 2.1 AA accessibility standard](#) - in a different way depending on the resources that your organisation has.

Some types of content are exempt from meeting accessibility standards - you will not need to include those in your sample.

Method 1. Do a detailed audit yourself

If somebody within your team or organisation has the technical skills to do it, they should do a detailed audit to see if your sample content and functionality is WCAG 2.1 AA compliant.

Method 2. Pay a third party to do a detailed audit for you

If there's nobody in your organisation with the skills to audit your content and functionality is WCAG 2.1 AA compliant, you can pay a third party to do a detailed audit instead.

They'll tell you what needs fixing and - once you've made the fixes - can audit your website again to check it's accessible. You can also ask them to prioritise and fix some or all of the issues.

The cost of an accessibility audit can vary widely. The details we give are examples based on previous costs.

You could expect to pay a third party up to £1,300 a day. The number of days an audit will take depends on the complexity of your website. A small website with static pages might only take 1 to 3 days to audit. This means it could cost roughly £1,300 to £4,000.

It's more difficult to estimate how long an audit of a large website with complex code and functionality would take. You should get a quote from a company doing the accessibility audit.

You'll also need to budget for the cost of fixing problems and then retesting things. The time it takes to fix things can vary.

After you have fixed the accessibility problems you should get your site re-audited which normally takes about half the time of the original audit.

There's guidance on [choosing a supplier and writing an audit brief in the UK government Service Manual](#).

Method 3. Do a basic check if a detailed WCAG 2.1 check is a disproportionate burden

If you cannot reasonably afford to pay an external supplier to do a detailed WCAG 2.1 audit, you can judge that it would be a 'disproportionate burden'. This means a cost that is too much for your organisation to reasonably spend.

For example, if an external supplier would charge £10,000 for an audit but your yearly budget after essential running costs is £2,000, you could argue it would be a disproportionate burden to pay for the audit.

In this case, you can [do a basic check for accessibility without any technical knowledge](#).

If your organisation is very small, you might want to find a volunteer with a basic knowledge of websites to help you.

Using a combination of methods

If you've got a complex collection of websites but limited resources, you might use more than one method to check for accessibility problems. Allocate your resources so you're making the biggest difference to your users.

For example, you might not have the budget to pay for an audit of your entire collection of websites. But you could reasonably afford to pay a third party to audit your most important, most used content. In this case you could:

- use method 2 (pay a third party) to audit the most important content
- assess that it's a disproportionate burden to pay for an audit on the rest of your websites
- use method 3 (do a basic check) for the rest of your content

Assessing if a detailed check is a disproportionate burden

If you want to establish whether an audit is a disproportionate burden, you're legally required to carry out an assessment.

You need to weigh up:

- the cost that paying for an audit would put on your organisation
- the benefits of making your website or mobile app accessible

You should not take things like lack of time or knowledge into account in your assessment - or argue that an audit is a disproportionate burden because you've not given it priority.

2. Make a plan to fix any accessibility problems

Once you've identified any problems in your sample, you need to make a plan to fix these across the whole website or mobile app.

This involves talking to people who know how long things will take to fix and how difficult each fix might be.

Talk to:

- suppliers, about the technology behind your website
- developers who know about the code for your website
- content editors, publishers or people who edit the text and documents on your website

Think about the impact of each thing you're fixing to help you prioritise. For example, it's probably more benefit to your users that essential services meet accessibility standards than out-of-date campaigns.

If you've used a third party to audit your website or mobile app, they can help you to prioritise how to fix the problems. You should be able to fix some of the problems yourself, like making sure there is a transcript for audio content.

Build accessibility improvements into your processes, budgeting and long term planning.

You might not need to fix things if you have made a [disproportionate burden assessment which we explain in the main guidance page](#). There may be exemptions to what you need to fix.

Create a roadmap

When you've worked out your priorities, it helps to [make a high level plan or roadmap](#) to show how you'll meet accessibility standards.

Plan for opportunities to improve the accessibility of your website or mobile app. For example, if you're appointing a new supplier or making changes to a section of your website.

Things you might not need to fix

You do not need to fix the following types of content because they're exempt from the accessibility regulations:

- pre-recorded audio and video published before 23 September 2020
- live audio and video
- heritage collections like scanned manuscripts
- PDFs or other documents published before 23 September 2018 - unless users need them to use a service, for example a form that lets you request school meal preferences
- maps - but you'll need to provide essential information in an accessible format like an address

- third party content that's under someone else's control if you did not pay for it or develop it yourself - for example, social media 'like' buttons
- content on intranets or extranets published before 23 September 2019 (unless you make a major revision after that date)
- archived websites if they're not needed for services your organisation provides and they are not updated

Even though you might not need to fix these things, it's better for all users if you can fix any of them to help more disabled people use your website.

If you do not fix things in the list, you'll need to explain in your accessibility statement that you've not made things like this accessible because they are exempt.

3. Publish your accessibility statement

You need to publish an accessibility statement to explain how accessible your website or mobile app is.

Most people looking at your statement will not be accessibility experts, so make sure it's written in plain English that everyone can understand. This will also make it easier for users with a disability (who might have a cognitive impairment or learning disability) to understand how they can best use your website or mobile app.

Your statement needs to cover:

- whether your website or mobile app is 'fully', 'partially' or 'not' compliant with accessibility standards
- if it's not fully compliant, which parts of your website or mobile app do not currently meet accessibility standards and why (for example, because they are exempt or it would be a disproportionate burden to fix things)
- how people can get alternatives to content that's not accessible to them
- how to contact you to report accessibility problems - and a link to the website that they can use if they're not happy with your response.

You should describe your website or mobile app as fully compliant if it meets accessibility standards in full, partially compliant if it meets most requirements, and not compliant if it does not meet most of the requirements.

You could also include information like how you evaluated your website or mobile app's accessibility and your plan to fix any accessibility problems.

For websites, publish the statement as an HTML page. It's good practice to link to it from every page on the website, in a prominent place like the website footer. For mobile apps, make the statement available in the app store, on your website or both. Make sure it's in an accessible format that everyone can use.

We've produced a [sample accessibility statement](#) to help you write yours. Some of the wording is legally required, so include that in your statement. You should adapt the rest of the wording for your organisation.

The sample statement is based on the [model statement published by the EU](#), which details what information you must put in an accessibility statement.

You need to review and update your statement regularly (when there are major changes and at least once a year).

4. Make sure new features are accessible

Make sure any new content and features that you publish meet accessibility standards (unless it's exempt).

The people who edit your website or mobile app have a responsibility to make content and features accessible. This means:

- making any new [PDFs or other documents they create accessible](#)
- [writing good link text](#)
- [structuring content well](#)
- publishing [accessible images and videos](#)
- checking new features work on [assistive technologies](#)

Make sure you have the processes and software to allow people to do these things easily. It's better to make things accessible from the start than it is to go back and fix them.

Get support or advice

Depending on where you work, you may be able to get support from:

- the [local government digital network](#) - you can ask questions on their accessibility Slack channel
- the [government accessibility community](#)

The Government Digital Service is researching what guidance and support public sector organisations need in order to meet accessibility requirements. If you're interested in taking part in this research, contact accessibility-research@digital.cabinet-office.gov.uk.

Published 17 May 2019

Last updated 2 March 2020 [+ show all updates](#)



1. Home (<https://www.gov.uk/>)
2. Government content and publishing (<https://www.gov.uk/government/content-publishing>)

How to publish on GOV.UK

From:

Government Digital Service (<https://www.gov.uk/government/organisations/government-digital-service>)

Published:

23 February 2016

Updated:

27 February 2020, see all updates (<https://www.gov.uk/guidance/how-to-publish-on-gov-uk/updates>)

Give feedback about this page (<https://www.gov.uk/contact/govuk>)

Publishing accessible documents

How to choose an accessible format and make non-HTML documents meet accessibility standards.

Documents published on GOV.UK or other public sector websites must meet accessibility standards (<https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps>). This is so they can be used by as many people as possible, including those with disabilities.

If your document does not meet the standards, you could be breaking the law.

Organisations who publish PDFs and other non-HTML documents on GOV.UK must also publish an accessible documents policy (<https://www.gov.uk/government/publications/sample-accessible-document-policy>).

Writing accessible documents

Follow these steps when you write a document. If you have questions, contact your website publishing team.

1. Think about format

Wherever possible, publish as an HTML webpage. It's the best way to reach as many people as possible.

Documents like PDFs make your content harder to find, use and maintain (<https://gds.blog.gov.uk/2018/07/16/why-gov-uk-content-should-be-published-in-html-and-not-pdf/>). And it can be difficult for users to customise them for ease of reading, and often they do not work very well with assistive technologies like screen readers.

Contact your website team to find out more about publishing in HTML.

If you do need to publish a document, it should be in addition to an HTML version.

2. Keep the language simple

Write in language that's as simple as possible.

Simple language makes your document accessible to people with cognitive impairments and learning disabilities.

And research shows that everyone prefers simple language, including specialist audiences. Because it allows them to understand information as quickly as possible.

Where you need to use technical terms, abbreviations or acronyms, explain what they mean the first time you use them.

3. Keep the document simple

Give the document a meaningful title.

Keep sentences and paragraphs short.

Use a sans serif font like Arial or Helvetica. Use a minimum size of 12 points.

Use sentence case. Avoid all caps text and italics.

Make sure the text is left aligned, not justified.

Avoid underlining, except for links.

Make sure any link text clearly describes where the link will go. It should also be understandable on its own, even if you read it out of context. This is important because some screen reader users scan through the links on a page one by one to find what they need.

Documents with single, continuous columns of text are easier to make accessible than documents with a more complex layout.

Only use tables for data. Keep tables simple: avoid splitting or merging cells.

Do not use things like colour or shape alone to get across meaning. This is because instructions like 'click the big green button' rely on the user's ability to see the page.

If you're using images or charts, think about how you'll make the content accessible to people with a visual impairment. Two options are:

- make the same point in the text of the document (so people with visual impairments get the information they need - the image or chart is there as an extra for people who are able to see it)
- give the person converting or uploading the document for you alt text ('alternative text') (<https://webaim.org/techniques/alttext/>) for the image or chart

It's also best to avoid images containing text, as it's not possible to resize the text in the image.

Avoid footnotes where possible. Provide explanations inline instead.

4. Give the document a structure

Break up your document to make it more readable. Use bullet points, numbered steps and meaningful subheadings.

Do not use bold to mark up subheadings. Use styles to create a hierarchy of headings: 'heading 1', 'heading 2' and so on. Also use styles for things like tables and bullet lists. That way, a screen reader will recognise the formatting and read out the content correctly.

Ask your website publishing team if you're not sure how to do this.

You should also follow the guidance on structuring and tagging your document in an accessible way if you're using:

- Adobe Acrobat (<https://helpx.adobe.com/uk/acrobat/using/creating-accessible-pdfs.html>) or Adobe Acrobat Pro (<https://helpx.adobe.com/uk/acrobat/using/create-verify-pdf-accessibility.html>)
- LibreOffice (https://wiki.documentfoundation.org/Accessibility/Creating_Accessible_LibreOffice_Files)
- Microsoft Office (<https://support.office.com/en-us/article/create-accessible-pdfs-064625e0-56ea-4e16-ad71-3aa33bb4b7ed>)

5. Forms, complex documents and other office formats

If you're creating another type of office document (for example a spreadsheet or presentation), there's guidance on how to make it accessible on the Accessible Digital Office Document Project (<https://adod.idrc.ocadu.ca/>) website.

If you're creating a form or other document with complex formatting, you can follow the instructions on making accessible PDFs in InDesign

(<https://www.adobe.com/content/dam/acom/en/products/indesign/pdfs/creating-accessible-pdf-document-with-adobe-indesign-cs6-v3.pdf>) (PDF, 1.4MB).

Saving documents as PDF/A

After you've made sure your document is accessible (<https://www.gov.uk/guidance/how-to-publish-on-gov-uk/accessible-pdfs#writing-accessible-documents>), save the information in the PDF/A archiving format using one of the following:

- Adobe Acrobat (<https://helpx.adobe.com/uk/acrobat/using/pdf-x-pdf-a-pdf.html>) 8 Professional and above
- LibreOffice (https://help.libreoffice.org/Common/Export_as_PDF#Archive_PDF.2FA-1a_.28ISO_19005-1.29)
- OpenOffice (https://wiki.openoffice.org/wiki/Documentation/OOo3_User_Guides/Getting_Started/Exporting_to_PDF)
- Microsoft Office 2010 and above by checking the PDF/A box when saving

Saving as PDF/A alone will not make the document accessible, but it's still important. It means the document will continue to work for a long time after it's published, even if things like the fonts you used to create it are no longer supported.

If you are using pre-2010 versions of Microsoft Office, you must convert a standard PDF into PDF/A. However, when converting from a standard PDF to PDF/A you will lose:

- audio and video
- encryption
- passwords
- some forms of compression
- transparent layers in PDF/A-1
- executable code including JavaScript

Google's G-Suite does not currently support PDF/A, so you also must convert a standard PDF file.

You can use online services (<https://www.pdf-online.com/osa/validate.aspx>) or open source tools (<http://verapdf.org/software/>) to check if documents are using PDF/A correctly.

The PDF association has more information on the PDF/A standard in its PDF/A in a Nutshell booklet (<https://www.pdfa.org/publication/pdfa-in-a-nutshell-2-0/>).

Creating a PDF from a scanned document

If you're creating a PDF by scanning a paper document, use Optical Character Recognition (OCR) (<https://acrobat.adobe.com/uk/en/acrobat/how-to/ocr-software-convert-pdf-to-text.html>) to make the PDF accessible to screen reader users.

Converting or uploading a document

Wherever possible, create content in an HTML webpage. If you need to publish a document in another format, it should be in addition to an HTML version.

If you do need to upload a non-HTML document, follow this guidance:

- how to convert a Word document to accessible PDF format (<https://webaim.org/techniques/acrobat/converting>)
- how to format a Word document so it's accessible (<https://support.office.com/en-us/article/Make-your-Word-documents-accessible-d9bf3683-87ac-47ea-b91a-78dcacb3c66d>)

Check a PDF for accessibility

Once you've followed the steps to make your PDF accessible, check it before publishing.

You can pick up many accessibility issues by running some automated tests on your document.

You'll also need to do manual testing to check your document fully meets accessibility standards. Use the accessibility checklist created by 18F (<https://accessibility.18f.gov/checklist/>) (the US government's digital agency) to help you with your manual testing.

To check that your PDF is accessible you can use Adobe Reader or Adobe Acrobat Pro. You should also test your PDF is accessible using a screen reader.

Adobe Reader

You can use Adobe Reader to find out if your PDF document is correctly tagged and structured. People using screen readers need these to be able to access your document.

Go to 'Edit' then 'Accessibility' and select 'Quick check'. To fix any issues, you'll need to either fix the original document in Word or use Adobe Acrobat Pro.

Adobe Acrobat Pro

Follow Adobe's instructions on using Acrobat Pro to check if your PDF is accessible (<https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html>).

The PDF should pass the full check for WCAG Level AA without any warnings.

Quick screen reader check

Ask a screen reader user to read through the PDF. If no-one is available to do this, use one of the following options instead.

If you're using Windows

Non Visual Desktop Access (NVDA) (<http://www.nvda-project.org/>) is a free open source screen reader for Windows. It can be installed to the desktop or run from a portable USB drive.

With NVDA running, open the PDF and use the following commands to check the PDF:

- from the top of the PDF (with the numlock off), use Numpad 0 + Numpad 2 to read the PDF from top to bottom and check the reading order
- use the tab key to move through the PDF and check the tab order
- use the h key to move through the PDF and check the heading structure
- use the g key to move through the PDF and check for text descriptions

These commands will also work with the Jaws screen reader from Freedom Scientific.

If you're using a Mac

All Apple Macs have VoiceOver built in. Turn VoiceOver on (or off again) using Command + F5. With VoiceOver running open the PDF and use the following commands to check the PDF:

- from the top of the PDF use a double finger down swipe, or 'Control + Option + a' to read the PDF from top to bottom and check the reading order

- use the tab key (repeatedly) to move through the PDF and check the tab order.

VoiceOver does not provide shortcut keys for navigating by headings or graphics.

Check a Microsoft Office document for accessibility

Once you've followed the steps to make your document accessible, check it before publishing.

You can pick up many accessibility issues by running some automated tests on your document. To see if Word, Excel and other Microsoft Office documents are accessible, use the Office accessibility checker (<https://support.office.com/en-us/article/use-the-accessibility-checker-to-find-accessibility-issues-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f>).

To check your document fully meets accessibility standards, you'll also need to do manual testing. Use the accessibility checklist created by 18F (<https://accessibility.18f.gov/checklist/>) (the US government's digital agency) to help you with your manual testing.

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Policy and Finance

Date: 9th March 2020

Report by: Town Clerk

Subject: Finance Report

1. Summary

- 1.1 The report highlights significant variances from budget in Income and Expenditure relating to the Policy and Finance (P & F) Committee's budget for 2019/20. Actual figures are shown in Appendix 1.
- 1.2 Variances that have been the subject of individual periodic reports are not reported on.

2. Recommendations

The Committee is RECOMMENDED to

- (1) Decide on whether to use underspends in the Democratic Representation and Management Cost Centre to keep the Mayors Allowance Contingency EMR at £2,000 (3.3.4)
- (2) Approve the proposed investment for the Capital Receipt (3.5.5-3.5.8).
- (3) Note the potential transfers to Earmarked Reserves delegating authority to the RFO to make the final transfers when all current year expenditure is known (4.1 and Appendix 2).
- (4) Otherwise note the report.

3. Budget monitor

- 3.1 Members are reminded that Income and Expenditure is not always received, or paid out, evenly throughout the year. Therefore fluctuations will occur as to the percentage of the budget used even when the Income or Expenditure is expected to be in line with the budget by the end of the financial year.

3.2 Central Admin & Support Services

- 3.2.2 All expenditure is in line with expectations.
- 3.2.3 Income from photocopying is £1, significantly under the annual budget of £75.

3.3 Democratic Representation & Management

- 3.3.1 The subscriptions budget is overspent by £626 due to an increase in the Employment Essentials subscription. This can be met from the overall Democratic Representation & Management cost centre.
- 3.3.2 There are underspends for Members Conferences and Training (£199) and Members Travel and Expenses (£169). It is proposed the underspends are transferred to EMRs for future liability.
- 3.3.3 The invoice for election expenses has been received and totalled £29,883. £15,000 of this has been met from the 2019/20 budget for election expenses

and the remaining £14,883 was met from earmarked reserves for election expenses.

3.3.4 The Mayor's Allowance is expected to be overspent by £45 which will need to be met from EMR. Budgeted Mayoral Chain expenses of £500 will be earmarked for future liability. When all expenses have been received it is estimated that the Mayors Allowance Contingency EMR will be c.£1,150. The EMR should be capped at £2,000 to be used by the 2020/21 Mayor should it be required. Committee are asked to decide if they want to use predicted underspends in the overall cost centre to return the Mayors Allowance Contingency EMR to £2,000.

3.4 Town Centre Management

3.4.1 £650 of the £10,000 Town Centre Initiatives budget has been spent on repairing the Town Clock. Any underspend will need to be earmarked for future liability.

3.4.2 The £20,000 contribution to the Town Centre Regeneration Officer Post has been paid for the year.

3.5 Corporate Management

3.5.1 All expenditure is in line with expectations and it is estimated the income target of £43,000 will be exceeded by £4,000.

3.5.2 At 28th February 2020 the Council had £2,405,662 in medium term and £500,000 in long term investments. See table below for the breakdown of current deposits.

Medium Term Investments as at 28/02/2020						
Bank	Date placed	Period of Investment	Amount Invested £	Interest rate %	Maturity Date	Total Investment £
Lloyds	05/03/2019	1 year	£250,000	1.10%	05/03/2020	
	18/04/2019	1 year	£1,500,000	1.15%	20/04/2020	
	05/09/2019	1 year	£200,000	1.05%	07/09/2020	
	24/01/2020	1 year	£250,000	1.05%	25/01/2021	
						£2,200,000
CCLA	11/07/2013	N/A	£100,000	variable	instant access	
Public Sector	19/08/2013	N/A	£100,000	variable		
Deposit Fund		total interest rec'd	£5,662			£205,662
CCLA					instant access	
Local Authority	30/04/2015	N/A	£500,000	Variable		£500,000
Property fund						
TOTAL INVESTMENTS						£2,905,662

3.5.3 A net dividend of £365.79 for the period October – December 2019 has been received from the Public Sector Deposit Fund (PSDF).

- 3.5.4 A net dividend of £5,442 after management expenses, for the 3-month period October-December 2019, has been received from the Local Authority Property Fund for the £500,000 investment.
- 3.5.5 The Council's bank reconciliations have been checked and signed by the Chair, up to 31st December 2019 and the total balance of both accounts was £787,209. The balance of investments signed off by the chair was £2,155,662.
- 3.5.6 The capital receipt for the sale of land North Littlehampton was invested in a one-year fixed interest deposit until 20th April 2020. This committee needs to decide how to reinvest the £1.5 million.
- 3.5.7 The performance of the LAPF has been discussed with the Fund Managers CCLA and it remains that to ensure a return on investment the Council would need to invest any lump sum for 5 years, looking to use dividends to fund projects rather than withdrawing lump sums. The Council's investment strategy determined that investments may be made with LAPF but only balances that will not be needed for at least five years. It also requires that the Council does not take risks with investments.
- 3.5.8 The December 2019 budget cycle reported on the Capital Programme Funding and it is expected that significant expenditure will be incurred over the next couple of years on new developments (such as the Keystone Centre) and proposed projects and initiatives. This will reduce the Council's reserves and Capital Receipt. It should be noted that the Capital Receipt currently stands at £1,418,034 having been reduced by capitalisation and expenditure (the Skate Park). The Council has committed £200,000 of this towards the Public Realm and a further £30,000 will be capitalised at year end. Potentially £70,000 will be spent on the new playground for Rosemead Park.
- 3.5.9 On this basis it is recommended that the prudent investment for the capital receipt would be to split £1 million into separate deposits placed for varying periods ranging from 6 months, 9 months and one year. This will mean that the Council's reserves are all invested in 'rolling' fixed term investments placed at intervals during the financial year with the aim of achieving maximum return on the Council's reserves.

4. Earmarked Reserves

- 4.1 Attached as Appendix 2 is a list of budgets to be considered for earmarking at the year-end should underspends be sufficient. The current figures are as of 28th February 2020 and could change before the year end.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2019/20

POLICY & FINANCE COMMITTEE MEETING 9th March 2020

SERVICE		Actual I & E as at 28/02/2020 £	Budget 2019/20 £
CENTRAL ADMINISTRATION & SUPPORT SERVICES*	Expenditure Income	17,100 1	23,501 75
DEMOCRATIC REPRESENTATION & MANAGEMENT	Expenditure Income	32,229 ✓	39,524
TOWN CENTRE MANAGEMENT*	Expenditure Income	50,329 -	59,970 -
CORPORATE MANAGEMENT	Expenditure Income	14,951 21,031 ✓	23,353 43,000 ✓
Total Expenditure		114,609	146,348
Total Income		21,032	43,075
Net Expenditure		93,577	103,273

*Only the part of the budget that P&F is responsible for is shown

Figures do not include salaries or overhead recharges from Central Admin, A Team or Manor House.

In addition to the above budgeted expenditure the following has been spent from Earmarked Reserves

Binding of Minutes	690
Election Fees	14,883
Additional Deputy Mayor Allowance	520
	<u>16,093</u>

Potential Earmarked Reserves 19/20			
Salaries	Balance	Maternity Cover	£15,000.00
Training	Balance	Future Liability	£2,913.00
IT	Balance	Future Liability	£1,900.00
Mayors Allowance	Balance	Mayoral Chain	£500.00
Members Conferences, Training and Expenses	Balance	Future Liability	£368.00
Memorial Maintenance	Balance	Future Liability	£1,646.00
Town Centre Initiatives	Balance	Future Liability	£9,350.00
General Grants	Balance	Future Liability	??
Wick Initiatives	Balance	Future Liability	£590.00
A Team Vehicles & Equipment	Balance	Future Liability	£5,000.00
Street Scene	Balance	Future Liability	£1,177.00
A Team Equipment	Balance	Future Liability	£1,000.00
Manor House Maintenance	Balance	Future Liability	£1,000.00
Manor House Licences	Balance	Future Liability	£1,150.00
Event Support	Balance	Future Liability	£2,303.00
CRC Initiatives	Balance	Future Liability	£9,505.00
Southfields Furniture & Equipment	Balance	Future Liability	£724.00
Southfields IT	Balance	Future Liability	£300.00
Rosemead	Balance	Future Liability	£5,000.00
Museum Collection Management	Balance	Collection Project	£7,635.00
Museum Donations	Balance	Future Liability	£385.00
Allotment Grounds Maintenance	Balance	Water Troughs	£3,000.00
			£70,446.00

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Policy and Finance

Date: 9th March 2020

Report by: The Town Clerk and Deputy Town Clerk and Responsible Financial Officer

Subject: Annual Investment Strategy 2020/21

1. Summary

- 1.1 The Town Council is required to review its Annual Investment Strategy for each financial year. The existing Strategy also requires that there is a report on investment activity during the previous year.
- 1.2 The Annual Investment Strategy 2020/21 is included at Appendix 1.

2. Recommendation

The Committee is RECOMMENDED to RECOMMEND that Council

- 1) Approve the Annual Investment Strategy 2020/21 set out in this report as Appendix 1.

3. Background

- 3.1 The *Guidance on Local Government Investments* issued by the Department of Housing, Communities and Local Government in March 2004 requires the Council to approve an Annual Investment Strategy that is made available to the public. This complements the *CIPFA Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes*.
- 3.2 The strategy when adopted is included in the Council's Policies.
- 3.3 The Council has a Lloyds Bank current and instant access account, investments with Lloyds Bank and investments with the Public Sector Deposit Fund (PSDF) and Local Authority Property Fund (LAPF).

4. Implications

4.1 Financial

4.1.1 The strategy contains the manner in which financial investments are maintained and reported. This is through the budget setting exercise where Members, when approving the budget, take into consideration investment returns through interest received.

4.2 Legal

4.2.1 It is a requirement by the Secretary of State that this report is presented annually to Members for approval.

4.3 Policy

4.3.1 The strategy details in the report, when adopted, will become the policy for the coming year.

4.4 Risk Management

To minimise Investment risk to the Council and taxpayers the Council's risk assessment criteria has centred on -

- (i) The Council has always adopted a prudent approach in relation to investments.
- (ii) The Council has never had (and is unlikely to have in the future) the level of investment funds that Principal Councils' possess. The relatively small sums involved mean that, of necessity, the Council's options are limited.
- (iii) The Council's limited resources also means adopting a cautious approach to investing any surplus funding.
- (iv) The Council at all times must maintain adequate levels of security, a stable overall financial position, ensure liquidity and a balance in relation to its spending commitments.
- (v) The variances, unpredictability and uncertainties surrounding investments in the money market, stocks, shares, equities and the like are such that the Council consider the risks too high and will not use them for investment purposes.
- (vi) Seeking to manage any surplus funds so as to provide the Council with a secure high yield rate of interest.
- (vii) Risk analysis will be embedded within the organisation as a technique used in relation to all major revenue and capital transactions.

5. Communication

5.1 It is a requirement that this Strategy be made available to the public. It is therefore intended to make the Strategy available for inspection on the Council's Website and make it available for public inspection whenever requested.

6. Current year's Investment activity

- 6.1 Interest rates have risen slightly over the course of the year but still remain low.
- 6.2 It is currently estimated that the year-end interest figure will be c. £47,000 (£41,972 2018/19) against a budget of £43,000. There are no signs at the moment of interest rates increasing significantly next year. Commercial interest rates are still very low compared to personal savings rates. The average Interest Rates achieved in the year (2018/19 figures in brackets) were:
- 1 year 1.075% (0.90%)
- 6.3 As at 28th February 2020, £2,200,000 was invested with Lloyds Bank, £205,662 with the CCLA (Charities, Churches and Local Authorities) Public Sector Deposit Fund and £500,000 with the Local Authorities Property Fund. Investments are placed to facilitate the working capital requirements of the Council, which are required to meet the Council's budgeted obligations during the year.
- 6.4 Management of day to day funds is facilitated by the operation of the 'sweeping' account which transfers cleared funds to an interest-bearing account overnight. Movement between the accounts works well enabling funds to be readily available whilst earning a small amount of interest when not required.
- 6.5 The capital receipt for the sale of land North Littlehampton was invested in a one-year fixed interest deposit until 20th April 2020. This committee needs to decide how to reinvest the Capital Receipt and this is the subject of a separate report on this agenda. The performance of the LAPF has been discussed with the Fund Managers CCLA and it remains that to ensure a return on investment the Council would need to invest any lump sum for 5 years, looking to use dividends to fund projects rather than withdrawing lump sums.
- 6.6 The Council's investment strategy determines that investments may be made with LAPF but only balances that will not be needed for at least five years. It also requires that the Council does not take risks with investments.
- 6.7 On this basis it is recommended that the prudent investment for the capital receipt would be a one-year fixed interest deposit. At the end of that year the position can be reviewed.

Peter Herbert
Town Clerk

Laura Chrysostomou
Deputy Town Clerk and RFO

LITTLEHAMPTON TOWN COUNCIL
ANNUAL INVESTMENT STRATEGY 2020/21

1. The Council has had regard to the Department of Housing, Communities and Local Government's Guidance on Local Government Investments and CIPFA's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes.

2. This Annual Investment Strategy states which investments the Council may use for prudent management of its treasury balances during the financial year.

3. Investment Objectives

3.1 All investments will be in sterling.

3.2 The general public policy objective for this Council is the prudent investment of its treasury balances.

3.3 The Council's investment priorities are the security of reserves and liquidity of its investments.

3.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

3.5 The DCLG maintains that the borrowing of monies purely to invest or to lend and make a return is unlawful and this Council will not engage in such activity.

4. Investment Balances/Liquidity of Investments

4.1 Based on its cash flow forecasts, the Council anticipates its fund balances in the financial year 2020/21 will be up to £1,755,000 including the capital receipt. This takes into consideration expenditure and commitments from the Capital Receipt (such as the Skate Park expenditure of £81,425 and commitments of £200,000 for the Public Realm) and planned expenditure on new developments and proposed projects and initiatives.

4.2 The Council has considered the current level of balances and estimated levels over the next 3 years coupled with the need for liquidity, its spend commitments and provision for contingencies. The Council has determined that should all expected funds be received then investments may be made for longer than 1 year but only in CCLAs Local Authorities Property Fund (LAPF) and only balances that will not be needed for at least 5 years.

4.3 In order to maintain sufficient security and liquidity the Council will manage any surplus funds mainly through their Lloyds Business Instant Access Savings Account and Lloyds Treasury Accounts which provide a secure rate of interest. At the discretion of the RFO, in consultation with the Town Clerk, deposits in

CCLAs Public Sector Deposit Fund and other UK banks, with a minimum long term Moody's (or equivalent) credit rating of 'A', may be used if offering a higher rate of interest.

5. Investments defined as capital expenditure

- 5.1 The acquisition of share capital or loan capital in any body corporate is defined as capital expenditure under Section 16(2) of the Local Government Act 2003. Such investment will have to be funded out of capital or revenue resources and will be classified as "non specified investments".
- 5.2 A loan or grant by this Council to another body for capital expenditure by that body is also deemed by regulation to be capital expenditure by this Council. It is therefore important for this Council to clearly identify if the loan has been made for policy reasons (e.g. to the registered social landlord for the construction/improvement of dwellings) or if it is an investment for treasury management purposes. The latter will be governed by the framework set by the Council for "specified" and "non-specified" investments.
- 5.3 It is not envisaged that any investments of a capital expenditure nature will be entered into during 2020/21. Investment in the LAPF is not classed as Capital Expenditure.

6. Provisions for credit related losses

- 6.1 If any of the Council's investments appear at risk of loss due to default (i.e. a credit rated loss, and not one resulting from a fall in price due to movements in interest rates) the Council will make revenue provision of an appropriate amount.

7. Investment Strategy to be followed in house

- 7.1 To retain not less than one month's average working capital requirement in current and instant access accounts giving immediate access.
- 7.2 Amounts representing the balance on Capital Receipts Reserve at the beginning of the financial year to be placed on deposit of up to one year's duration depending on the prevailing interest rates.
- 7.3 Any other funds may be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements.
- 7.4 Funds may be placed for more than one year in CCLA's LAPF, depending on cash flow requirements, up to a maximum of £2,000,000.

8. End of year Investment Report

- 8.1 During the budget process the Responsible Financial Officer (RFO) will report on investment forecasts.

- 8.2 At the end of the financial year, the RFO will prepare a report on investment activity.