



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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Dear Sir/Madam,

EXTRAORDINARY MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that an Extraordinary Meeting of the Town Council of Bognor Regis will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on TUESDAY 3rd OCTOBER 2023.**

All Members of the Town Council are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

An opportunity will be afforded to those **members of the public** to put **Questions/Statements** to the Council during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee.) Any written question received by 9am on Tuesday 3rd October from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

It is intended that the meeting may be viewed remotely via the Town Council's Facebook page.

MAYOR/CHAIR

TOWN CLERK

DATED THIS 27th DAY OF SEPTEMBER 2023

AGENDA AND BUSINESS

1. Welcome by Mayor
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in

- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. Adjournment for public question time and statements
 4. To receive a presentation from Showmen Event Group
 5. Notice of Motion (S.O.9.0) proposed by Cllr. S. Goodheart and deferred to this meeting by Council (Min. 80 refers)

"Bognor Regis Town Council ("the council") calls on Arun District Council to reconsider their position on the future use of the Brewers Fayre Site. On 19th June, Arun's Economy Committee agreed: "That officers investigate a feasibility study into Option 1, to include both the shorter term and the longer-term options discussed. As well as arranging a site visit for members. Officers are also instructed to hold urgent discussions with Arun Arts."

This will lead to lost time as the officers confirmed at the time that the site would remain empty in the meantime and that conversations with interested parties cannot commence. Further delay would likely impact next summer's offering from the Brewers Fayre site.

- ***This council therefore agrees to write to the Chair of the Economy Committee, Cllr Roger Nash and the Leader of Arun District Council, Cllr Matt Stanley to ask them to convene an urgent meeting of the Economy Committee to reconsider their position and open up discussions with interested parties, including commercial operators. This letter will be copied to all Arun District Councillors.***
 - ***This Motion also requires that within the letter to Arun District Council, it includes that the council requests a meaningful opportunity to review and be consulted on any future plans.***
 - ***This council wants to express it's views to ADC about the future use of the old Brewer's Fayre site, by supporting the site be used as a multi-use facility using the entire building.***
 - ***This Motion also calls on Arun District Council to provide an update on the Bognor Regis Regeneration Masterplan and on an update as to when this council and residents will be consulted."***
6. Consideration of the new 2 Hour Free Parking Scheme proposals from Arun District Council and the Town Council's continued partnership contribution

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED

AGENDA ITEM 6

BOGNOR REGIS TOWN COUNCIL EXTRAORDINARY MEETING OF THE TOWN COUNCIL - 3rd OCTOBER 2023

AGENDA ITEM 6 - CONSIDERATION OF THE NEW 2 HOUR FREE PARKING SCHEME PROPOSALS FROM ARUN DISTRICT COUNCIL AND THE TOWN COUNCIL'S CONTINUED PARTNERSHIP CONTRIBUTION

THE TOWN CLERK

FOR DECISION

At the Policy and Resources Committee meeting held on 25th September 2023 the following update relating to the 2 Hour Free Parking Scheme following ADC's Environment Committee Meeting was available for Members: -

On 7th September 2023, Arun District Council's Environment Committee met and one of the items on the Agenda was '2 Hour Town Centre Parking Schemes'. The current 2-hour parking schemes in Bognor Regis and Littlehampton Town Centres both expire in 2023. The financial contributions currently received annually are £21,000 from Bognor Regis Town Council and £28,500 from Littlehampton Town Council. Arun is proposing equal financial status for both Town Councils at a contribution of £21,000 each for an initial two-year agreement. Under the proposal, contributions from both the Littlehampton Traders Partnership Ltd (LTP) and the Bognor Regis Business Improvement District (BID) would cease. At the time of publishing this report for the Policy and Resources Committee meeting, the Minutes of ADC's Environment Committee Meeting had not been published.

Subsequently the Minutes of ADC's Environment Committee Meeting have now been published and an excerpt relating to this item is attached as **Appendix 1**.

A meeting was attended by the Town Clerk, Heather Allen for Bognor Regis Business Improvement District (the BID), Lisa Emmens and Jasmine Gander for Arun District Council (ADC) on Tuesday 26th September to discuss the proposals that had come out of ADC's Environment Committee Meeting. The Town Clerk requested that the official proposal now being put forward by ADC be submitted to her in writing to enable Members consideration of the Town Council's continued financial contribution towards the scheme at the Extraordinary Meeting on Tuesday evening.

The following proposal was received from Nat Slade ADC's Group Head of Technical Services, Growth Directorate by email on Friday afternoon: -

I hope you are well. I write further to the meeting my colleagues arranged on 26th September attended by yourself for Bognor Regis Town Council, Heather Allen for Bognor Regis Business Improvement District (the BID), Lisa Emmens and Jasmine Gander for Arun District Council (ADC). The meeting was called to discuss and seek agreement on how to implement the [resolutions of Arun District Council's Environment Committee on 7th September](#). As you are aware the Environment Committee agreed to continue to support footfall in Bognor Regis town centre through provision of 2 free hours parking. You will also be aware that the resolutions of the committee amended the proposal sent to the Town Council and on which the town council submitted representations. As a

consequence I expect it will aide understanding to set out some further details as discussed on 26th September.

The proposed 2 hour free parking scheme in Bognor Regis to operate from 1st January 2024 includes the following mechanics:

- ADC sell virtual permits for £2.*
- Cardboard discs be produced by ADC.*
- Cardboard discs be retailed from ADC's offices (BR Town Hall & Arun Civic Centre) and Bognor Regis town centre businesses via the BID.*
- ADC to provide the discs to the BID (for which no payment is required).*
- The BID provide disc storage and collection facility for retailers for a "distribution fee" of £6,000 per annum payable by ADC as a deduction from sales receipts.*
- Retailers buy discs from the BID on a sale or return basis for £1.33 exc. VAT (if BRTC continue to make the £21,000 per annum contribution) or £2.17 exc. VAT if BRTC discontinue their contribution.*
- Retailers to make a gross profit on any discs sold of 33p per disc. This is expected to more than cover retailers' storage, handling, and transaction costs.*
- Unsold discs to be returned by retailers with 14 days of the end of each calendar year to the BID who will refund them.*
- The BID to return any unsold discs to ADC within 30 days of the end of each calendar year.*
- The BID to provide accounts of how many discs sold to each business, and transfer money from sales of the discs to retailers (less the BID's afore mentioned £6,000 distribution fee) to ADC within 30 days of the end of the calendar year.*
- The BID's £5,000 per annum contributions to ADC to cease after the current agreement ends at the end of 2023.*
- The scheme will allow drivers with a virtual permit or a cardboard disc to park free of charge for a period of up to 2 hours a day at Fitzleet, Hothampton, or Lyon Street car parks. If customers are found to be using both to obtain more than the permitted period of up to 2 hours free parking per day, the virtual permit will be cancelled and no refunds issued.*

The face value of the discs will be £2 if Bognor Regis Town Council agree to continue to pay ADC the £21,000 per annum contribution towards the revenue ADC loses from its car parks as a consequence of offering the 2 hour free parking scheme. If the contribution is not agreed by Bognor Regis Town Council, the face value of the discs will rise to £3.

It is proposed that the scheme in the form set out above is to operate for no more than two years unless there is a further agreement to do so.

Bognor Regis Town Council will be contacted in due course to invite you to put forward two representatives to attend a Working Party to review the free parking scheme and make recommendations on its future beyond the scheme which will be introduced in January 2024. For the avoidance of doubt ADC will provide the secretariat for this Working Party and further details on this will follow in due course.

As discussed, could I please ask that you facilitate consideration by Bognor Regis Town Council at the meeting on 3rd October of whether to continue to provide ADC with the valued £21,000 per annum contribution towards the

revenue ADC loses from its car parks as a consequence of offering the 2 hour free parking scheme?

If the BRTC contributions are agreed, a new agreement will be drafted and forwarded in due course.

If you require any further clarifications, do not hesitate to contact me or Lisa Emmens (copied in).

I look forward to hearing from you and hope we can continue to work together on this valuable scheme for Bognor Regis.

DECISIONS

Members are asked to consider the proposals as detailed above and **RESOLVE** to **AGREE** or **DISAGREE** to continue to support the '2 Hour Free Parking Scheme for Bognor Regis' with a financial contribution of £21,000 per annum for a period of 2 years, commencing January 2024.

To appoint two representatives to attend an ADC Working Party to review the free parking scheme and make recommendations on its future beyond the scheme.

Subject to approval at the next Environment Committee meeting

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The Committee

RESOLVED that

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

230. TWO HOUR TOWN CENTRE PARKING SCHEMES

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

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

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

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

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

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

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

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

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

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

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

The amendment was seconded by Councillor Wiltshire.

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

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

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

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

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

Following a vote, the amendment was declared CARRIED.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Committee

RESOLVED that

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

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

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

231. OUTSIDE BODIES

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

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

232. WORK PROGRAMME

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

The Committee noted the Work Programme.

(The meeting concluded at 7.55 pm)