

Committee Manager : Erica Keegan (Ext 37547)

07 September 2016

## **CABINET**

A meeting of the Cabinet will be held in Committee Room 1 (Pink Room) at the Arun Civic Centre, Maltravers Road, Littlehampton, on the **19th September 2016 at 5.00 pm** and you are requested to attend.

Members : Councillors Mrs Brown (Chairman), Wensley (Vice-Chairman), Bence, Bower, Chapman, Dendle and Wotherspoon.

## **A G E N D A**

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of 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 personal interest and the nature of the interest
- c) whether it is also a prejudicial interest
- d) if it is a prejudicial interest, whether you will be exercising your right to speak under Question Time

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

3. QUESTION TIME

- a) Questions from the public (for a period of up to 15 minutes).
- b) Questions from Members with prejudicial interests (for a period of up to 15 minutes).

4. MINUTES

To approve as a correct record the Minutes of the meeting held on 25 July 2016 (previously circulated).

5. \*BUDGETARY MONITORING REPORT

The budget monitoring report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of July 2016.

6. \*ARUN LEISURE CENTRE DUAL USE AGREEMENT

This report reviews the Arun Leisure Centre Dual Use Agreement between West Sussex County Council, Felpham Community College and Arun District Council. The paper recommends changes to the maintenance, funding and reporting protocols.

7. \*MANAGEMENT AND MAINTENANCE OF COMMUNITY FACILITIES - POLICY SITE 6, FELPHAM

Following previous Cabinet approval, the principle of the freehold of the community building being transferred to Felpham Parish Council was established. This report provides further detail together with the leasing back of the changing facilities by ADC which are contained within the building. This report also seeks approval to complete the freehold transfer of the community building to Felpham Parish Council and to draw down the commuted sums together with the indexation, to enable the Council to fulfil its obligations under the terms of the S106 agreement.

8. \*FUEL POVERTY CO-ORDINATOR & WEST SUSSEX FUEL POVERTY PROGRAMME

To enable the Council to host the post of Fuel Poverty Co Ordinator and deliver the West Sussex Fuel Poverty Programme which is externally funded through Warmer West Sussex Grant, Public Health and income generated by project work undertaken by the Fuel Poverty Co-Ordinator, this report proposes that the Council agrees to externally funded spending of up to £317,000.

9. JOINT AREA COMMITTEES

To consider and note the Minutes of the meetings of the Joint Arun Area Committees as follows:-

- (a) Joint Eastern Arun Area Committee – 14 June 2016
- (b) Joint Western Arun Area Committee – 29 June 2016
- (c) Joint Downland Area Committee – 4 July 2016

## ITEMS PUT FORWARD BY THE OVERVIEW SELECT COMMITTEE / WORKING GROUPS

### 10. OVERVIEW SELECT COMMITTEE

To consider the recommendations to Cabinet contained in the Minutes of the meeting held on 26 July 2016 (attached)

Note : \*Indicates report is attached for all Members of the Council only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager).

Note : Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant Director in advance of the meeting.

**AGENDA ITEM NO.5****ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET  
ON 19<sup>th</sup> September 2016****PART A : REPORT**

<b>SUBJECT: Budget Monitoring report to 31<sup>st</sup> July 2016</b>
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<b>REPORT AUTHOR: C Martlew (Financial Services Manager) DATE: August 2016 EXTN: 37568</b>
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<b>EXECUTIVE SUMMARY: The budget monitoring report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of July 2016.</b>
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**RECOMMENDATIONS**

Cabinet is requested to:

- (i) Note the report in appendix 1;
- (ii) Note a virement of £24k from the corporate vacancy allowance to fund staff long service awards (2.8);
- (iii) Approve a virement from the Housing Repairs of £140k for a stock condition survey (9.11).

**1. BACKGROUND:**

The Council approved a General Fund revenue total net expenditure budget of £23.974 million; a Housing Revenue Account revenue total expenditure budget of £16.930 million; and a capital budget of £6.788 million for the year 2016/17. This report provides information to enable actual spending and income to be monitored against profiled budget for the period to 31<sup>st</sup> July 2016.

**2. PROPOSAL(S):**

The Cabinet is requested to note the budget monitoring report in appendix 1. The report provides information on a management by exception basis to enable the reader to understand the overall performance of the council within the context of the budget book summary.

**3. OPTIONS:**

n/a

**4. CONSULTATION:**

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓

Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
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)		✓
<b>6. IMPLICATIONS:</b> The overall performance against budget is on track.		

**7. REASON FOR THE DECISION:**

To ensure that spending is in line with approved Council policies, and that it is contained within overall budget limits.

**8. BACKGROUND PAPERS:**

Revenue and Capital Estimates 2016-2017. <http://www.arun.gov.uk/financial-information/>

# ARUN DISTRICT COUNCIL BUDGET MONITORING

## Financial Position as at end of July 2016

### 1. Introduction

1.1 This report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to end of July 2016 and presents performance information for all aspects of financial risk such as Income and specific savings targets.

1.2 Budget performance is presented after taking account of the following:

- Spend to date excluding commitments against profiled budgets.
- Consultation with managers and budget holders on service performance.
- Virements identified where possible from existing budgets to cover budget pressures.

### 2. General Fund Summary

2.1 The General Fund performance to end of July 2016 against profiled budget is given in the table below. The table presents only the variances on budget in excess of +/- £20k.

General Fund variance on profiled budget to end of July 2016			
	Variance on Budget Jun £'000	Variance on Budget Jul £'000	Change £'000
<b>Service controllable spend</b>			
<b>Corporate Governance</b>			
Rent Allowances	(50)	(67)	(17)
<b>Environmental Services</b>			
Cemeteries income	0	(20)	(20)
<b>Leisure &amp; Amenities</b>			
Car Parking income	0	26	26
<b>Housing</b>			
Homelessness	29	56	27
<b>Planning &amp; Infrastructure</b>			
Planning Service Fees	(40)	(49)	(9)
<b>Other Variances less than +/- 20k</b>	(151)	(188)	(37)
<b>Total Service controllable budget variance</b>	<b>(212)</b>	<b>(242)</b>	<b>(30)</b>
<b>Corporate controllable budget</b>			
Establishment against savings target	(134)	(125)	9
Corporate underspend (net)	(121)	(59)	62
<b>General Fund underspend variance against profiled budget</b>	<b>(467)</b>	<b>(426)</b>	<b>41</b>

- 2.2 The table shows a general fund underspend of (£426k) against current budget profile to the end of July 2016. It should be noted that variations on service controllable budgets are presented first, followed by establishment, insurance and rates which are corporate and monitored in separate sections.
- 2.3 The outturn for 2015/16 and early indications for 2016/17 anticipate a favourable outturn variation against budget for Rent Allowances at the end of the year (current variation £67k favourable). It should be noted that the prediction is based on trends relating to the number and type of claims remaining stable as changes in the type of claims can result in significant variances in the outturn due to the size of the budget (expenditure of approximately £42 million).
- 2.4 Cemeteries income is currently (£20k) above profile. This situation is anticipated to continue until the end of the year with a final outturn variation of between (£20) to (£40k). The variation is partly due to fees and charges being increased by 3% which was not reflected in the budget for 2016/17.
- 2.5 The current estimated outturn for Bed and Breakfast 2016-17 is £543k (Gross Expenditure). The budget was set at £360k (Gross Expenditure) for this Financial Year, which based on the first 3 months will see a large overspend. The housing benefit recovery is 21% (usually approximately 30%). The service manager has been contacted for a fuller explanation.

Bed & Breakfast monitoring - July 2016					
	Original Budget £'000	Current Budget £'000	Actual to Date £'000	Estimated Outturn £'000	Variance £'000
Gross Expenditure	360	360	181	543	183
Income	(108)	(108)	(38)	(114)	(6)
<b>Net Expenditure</b>	<b>252</b>	<b>252</b>	<b>143</b>	<b>429</b>	<b>177</b>
Housing Benefit recovered	30%	30%	21%	21%	
<b>Number of recipients</b>					
Families	120	120	53	159	
Other	70	70	34	102	
<b>Total</b>	<b>190</b>	<b>190</b>	<b>87</b>	<b>261</b>	
Average cost per recipient	1,326	1,326	1,644	1,644	
Note : Net expenditure is gross expenditure less Housing Benefit (HB) recovered. HB generally covers some 30% of gross expenditure but this will vary from month to month due to the phasing of the benefit payments.					

- 2.6 Planning Service fees are (£49k) above profile. Two applications above £10k were received during July 2016. £20k was vired to fund the trial use of consultants to assess some categories of planning applications as agreed by Cabinet in May (C/066/090516) on an exceptional basis.
- 2.7 Car Parking income is currently £26k below profile. It should be noted that the budget was increased for 2016/17 and a significant proportion of

car parking income for seasonal car parks is weather related. It is too early in the season to draw firm conclusion and the situation will, therefore, be reviewed for next month's budget monitoring report.

- 2.8 The previous long service award was a single award of £100 for 25 years' service. The Chief Executive was aware that a number of staff (67) had greatly exceeded this length of service, with some members of staff soon to reach 50 years' service. Having consulted with Chief Executives from other West Sussex authorities, it was clear that Arun's award scheme needed to be reviewed and updated.

The Chief Executive, after consultation with the Leader & Deputy Leader, has introduced an improved long service awards for officers. The scheme introduces a reward of £250 for 25 years' service increasing incrementally every five years up to £500 for 50 years' service. Total expenditure for 2016/17 is anticipated to be £24k which can be met from within the corporate vacancy allowance. Members are requested to note a virement for £24k from the corporate vacancy allowance to fund the first year of the awards. Expenditure for future years will be significantly lower (e.g. below £3k for 2017/18).

- 2.9 The corporate net underspend relates to identified unrequired service and contingency budgets that are available for potential resource allocation. Budgets are set based on assumptions about service delivery, which sometimes result in a different actual budget requirement resulting in surplus budget within a service. As these are identified, the surplus budget is vired to a corporate underspend account and made available for resource allocation. The advantage of this is a reduction in the need for supplementary estimates and managing service delivery within the approved budget and Medium Term Financial Strategy (MTFS). The current corporate net underspend is £133k to July 2016. The Corporate underspend is summarised in the table below:

<b>Corporate Underspends Confirmed July 2016</b>			
	Jun 2016	Jul 2016	Change
	£'000	£'000	£'000
Underspends from services	0	0	0
Additional investment income	0	0	0
Underspends from contingencies/miscellaneous budgets / corporate controllable	20	30	10
Additional non-ringfenced grants	130	130	0
Total identified corporate underspend	150	160	10
Virements actioned/funded from corporate underspend	(9)	(101)	(92)
Corporate Underspends July 2016 (Net)	141	59	(82)

- 2.10 £18k of the Corporate Underspend has been allocated to fund a replacement printer within the Print Unit.
- 2.11 £74k of the Corporate Underspend has been set aside for re-structures.



- 2.12 The change in the planned original budget General Fund Reserve movement due to supplementary estimates and budget performance to end of July 2016 is shown in the table below:

<b>General Fund Reserve Movement estimated outturn 2016/17</b>	<b>Original Budget £'000</b>	<b>Current Budget £'000</b>
<b>Net Budget Requirement</b>	<b>23,974</b>	<b>24,701</b>
<b>Financed by:</b>		
Government Grants and Retained Business Rates	(9,718)	(10,010)
Council Tax	(13,537)	(13,537)
<b>Taken From / (Added to) Balances</b>	<b>719</b>	<b>1,154</b>
<b>General Fund Balance 01 April 2016</b>	<b>10,161</b>	<b>10,161</b>
Supplementary Estimates	0	(435)
Outturn on General Fund	(719)	(719)
Current Budget Variation Estimated Outturn 2016/17	0	426
<b>General Fund Balance 31 March 2017</b>	<b>9,442</b>	<b>9,433</b>

- 2.13 The original budget included a draw down from General Fund of £719k. A number of supplementary estimates were approved at Full Council on 20<sup>th</sup> July 2016. It has to be noted that the Council's budget is still operating at a deficit with an estimated draw down from General Fund Reserve of £728k for 2016/17 (subject to the positive current budget variation continuing). It is therefore, essential to minimise supplementary estimates and to ensure that value for money is obtained through proper planning of expenditure and the collection of income. The table below summarises the supplementary estimates. These will be offset by current budget variations as shown in table 2.12 above.

<b>Reconciliation of Original to Current Budget Reserve Movement July 2016</b>	<b>Original Budget £'000</b>	<b>Current Budget £'000</b>	<b>Change £'000</b>
Taken from / (Added to) Balances	719	1,154	435
The Council's Vision - Restructure	FC/200716/146(5) C/009/110716	100	
Littlehampton Town Centre Public Realm progression works	FC/200716/137(1) LRS 6/7/16	75	
Regeneration of Regis Centre and Hothampton car park sites	FC/200716/145(1)	260	
<b>Total Estimated Supplementary Approvals to end of July 2016</b>			<b>435</b>

### **3. General Fund Supplementary Estimates and Virement**

- 3.1 The budget for 2016/17 was approved on 23 February 2016 including £719k to be drawn down from reserves. Under the Financial Procedure Rules within the Council's Constitution, Supplementary Estimates less than £50k must be approved by the relevant Cabinet member and Supplementary estimates exceeding £50k by the Cabinet, except where no funding source is identified or the sum is material, the Full Council.
- 3.2 Virement is the transfer of budget from one head of account to another. Virements within a service or between similar services may be approved by the Chief Finance Officer, unless the sum involved is material to the size of the budget strategy or policy. In this case it is referred to the Cabinet member. Material virements between dissimilar services are referred to Cabinet.

### **4. Earmarked Reserves**

- 4.1 Earmarked reserves are amounts set aside from General Fund Reserve to provide financing for specific future expenditure plans and held alongside the General Fund for drawdown as required under the scheme of virement. These reserves need to be reviewed regularly to ensure that they are being drawn down as appropriate or returned to General Fund reserve.

### **5. Externally Funded Services**

- 5.1 Arun District Council hosts a number of services under its stewardship as the Accountable Body. Whilst these services are entirely externally funded, Arun District Council has service provision interests. These services are the Wellbeing team, the Think Family Programme and Car Parking enforcement. There are no budgetary concerns to report on these services.

### **6. Establishment**

- 6.1 Each year a vacancy management target is included within the budget to ensure that the establishment complement is scrutinised for efficiency and reflects the needs of on-going service delivery changes. For Financial Year 2016/17 the target was set at £450k (£450k previous year). The target was increased by £24k to £474k to fund long service awards (details in 2.8 above).

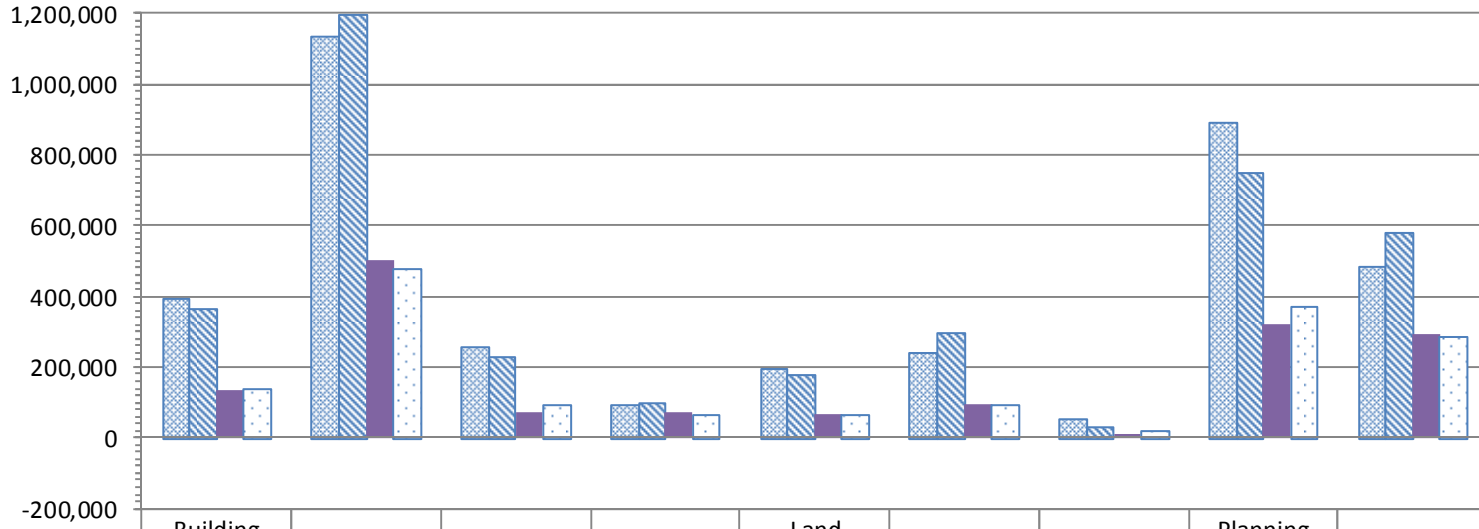
- 6.2 The table below shows that the savings target is currently over achieving (£125k). The high level of vacancies in Planning Services is continuing and agency staff have been retained to cover some of the work (funded from the vacant posts). Initially this will continue until the 31 August. However, it is looking increasingly likely that this arrangement will need to continue until at least the 31 December having regard to the uncertainties that arise out of the Senior Management re-organisation being considered by Full Council in late July. Out of the £150k supplementary estimate agreed last year for Planning Staff and Resources, £30k was allocated for external consultants. £10k will be applied in 2016/17 for applications to be completed by Consultants.

Establishment Monitoring General Fund - July 2016	Variance on	Variance on	Change
	current Budget	current Budget	
	June	July	
	£'000	£'000	£'000
Value of vacant posts	(251)	(299)	(48)
Recruitment Costs	5	5	0
Agency staff, casual pay and overtime	(1)	(5)	(4)
Total underspend on establishment	(247)	(299)	(52)
Establishment savings target (£474k)	113	174	62
<b>(Over) / under achievement of savings target</b>	<b>(134)</b>	<b>(125)</b>	<b>9</b>

## 7. Income

- 7.1 Income from fees, charges and rents are included within net cost of service. In total this amounts to an overall financing of £3.7 million. Income is a key risk area to the budget as it is predominantly externally influenced, without direct link to service cost and each source is unique.
- 7.2 Total income is currently (£40k) above expected mainly due to Planning income (£49k).
- 7.3 The graph on the following page shows income by source and value, achievement to end of July 2016 against profiled budget, full year budget and outturn last year.

### General Fund Income



	Building Control	Car Parks	Cemetery	Concessions	Land Charges	Licenses	Pest Control	Planning Services	Properties
15-16 Outturn	395,695	1,134,683	258,437	95,705	194,782	239,623	54,300	890,822	486,517
Current Budget	365,500	1,201,320	230,010	97,650	177,750	297,000	31,500	751,200	581,720
Prof Bud YTD	136,677	502,937	71,668	74,032	66,996	95,880	11,810	320,567	291,513
16-17 YTD	139,865	476,729	91,419	67,744	67,402	93,826	18,514	369,338	287,422

## 8. Housing Revenue Account

8.1 The table below shows the HRA monitoring summary to the end of July 2016:

<b>HOUSING REVENUE ACCOUNT: July 2016</b>	
<b>Forecast level of balance</b>	
<b>HRA Reserve Movement</b>	<b>£'000</b>
HRA Balance 01 April 2016	7,940
Budgeted deficit for 2016/17	(115)
Supplementary approvals (itemised below)	0
Other changes (itemised below)	(1,682)
<b>Forecast Balance at 31 March 2017</b>	<b>6,143</b>
<b>Other changes</b>	
Identified as part of 2015/16 accounts closure process:	
Capital slippage	(1,519)
Revenue slippage	(163)
<b>Total Other Changes</b>	<b>(1,682)</b>

8.2 The table below summarises the expenditure on supervision and management for July 2016:

<b>Details of Supervision &amp; Management expenditure for the period ending July 2016</b>					
	<b>Original Budget £'000</b>	<b>Current Budget £'000</b>	<b>Profiled to date £'000</b>	<b>Actual to date £'000</b>	<b>Variation to date £'000</b>
Employees	1,606	1,588	531	471	(60)
Grounds maintenance	291	291	74	69	(5)
Heating & Lighting	476	476	159	101	(58)
Other premises costs	389	400	106	82	(24)
Transport expenses	78	78	25	20	(5)
Supplies & services	432	466	171	143	(28)
Contingencies/miscellaneous	373	357	0	0	0
Support services	1,346	1,346	0	0	0
<b>Total Expenditure</b>	<b>4,991</b>	<b>5,002</b>	<b>1,066</b>	<b>886</b>	<b>(180)</b>

8.3 HRA income consists almost entirely of rents. The key risk here is loss of income due to right to buy (RTB) disposals and void dwellings.

8.4 The estimated number of RTB disposals for 2016-17 was set at 20 (19 2015/16 and 21 2014-15). To date there have been 7 disposals in the current year.

- 8.5 Details of the HRA capital, improvements and repairs programmes are show in paragraphs 9 and 10. Paragraph 11, covering Capital Receipts and Section 106 sums, also has relevance for the Housing Revenue Account.

## **9. Capital, Asset Management and Other Projects Programme**

- 9.1 The Council's budget for 2016/17 included several projects which although included in the Capital budget for project management and monitoring purposes cannot, under current accounting regulations, be charged to the capital accounts. Expenditure on these projects that is revenue in nature is transferred to services on a quarterly basis. The budget is also transferred to the relevant cabinet portfolio or support service. Although this had no overall effect on the Council financially it resulted it is required to speed up the close down process at the end of the financial year.
- 9.2 The capital and projects budget will continue to be monitored on a corporate level as this provides better information and control of the budget.
- 9.3 The table below has been restated to include Capital and Revenue Expenditure for both General Fund and Housing Revenue Account.

**Capital, asset management and other projects monitoring - July 2016**

	Original Budget £'000	Current Budget £'000	Capital Expenditure £'000	Revenue Expenditure £'000	Balance £'000
<b>General Fund</b>					
Asset Management	580	1,392	-	145	1,247
Hotham Park Lighting	55	57	-	-	57
Marine Park Gardens Café	180	113	-	-	113
Works to Public Conveniences	225	442	-	18	424
Parks Resurfacing	100	166	44	9	113
Beach Hut Replacement	110	194	3	-	191
Seafront Trial Concession	50	290	-	-	290
Leisure Works	-	570	-	-	570
Reactive Maintenance	150	150	-	47	103
Computer Services					
Storage Area Network (SAN)	-	20	-	-	20
Wireless Infrastructure	-	5	-	-	-
Edge Switch Upgrade	-	20	-	-	20
Telephone Switch Upgrade	-	125	-	-	125
Arun Improvement Programme (AIP)	-	270	-	1	269
Web/Integration	-	145	-	-	145
EH System	170	185	-	-	185
FMS Replacement	-	156	-	5	151
Print Unit High Speed Printer	-	35	30	-	5
Disabled Facilities Grants	800	800	-	152	648
Renovation Grants	-	49	-	-	49
Play Areas	100	116	-	-	116
Littlehampton East Bank	-	51	-	1	50
BR Public Realm - Station Square	-	190	-	-	190
BR Public Realm - N. London Road	-	560	-	119	441
BR Public Realm - High Street	-	132	-	-	132
Littlehampton Leisure Centre New Build	760	940	-	5	935
Arun Leisure Centre Major Works	1,153	1,153	-	35	1,118
Grants to Registered Social Landlords	100	200	-	-	200
<b>Total General Fund</b>	<b>4,533</b>	<b>8,526</b>	<b>77</b>	<b>537</b>	<b>7,907</b>
<b>Housing Revenue Account</b>					
Stock Development	-	5,646	-	-	5,646
Housing IT	-	220	-	21	199
Housing Improvements	504	1,104	130	19	955
Commercial Boiler Room Improvements	321	522	219	-	303
Reroofing Programme	490	722	316	10	396
Kitchen & Bathroom Replacement Programme	400	597	143	-	454
Kitchen & Bathroom Replacement - Voids*	140	140	63	-	77
Disabled Facilities*	400	400	146	-	254
Housing Repairs*	1,550	1,771	-	362	1,409
Day to Day General Repairs*	1,484	1,484	-	559	925
Voids*	800	800	-	144	656
Domestic Gas Installations*	600	600	-	60	540
<b>Total Housing Revenue Account</b>	<b>6,689</b>	<b>14,006</b>	<b>1,017</b>	<b>1,175</b>	<b>11,814</b>
<b>Total Programme</b>	<b>11,222</b>	<b>22,532</b>	<b>1,094</b>	<b>1,712</b>	<b>19,721</b>

\* Please note expenditure includes QL commitments taken from the Housing Mgmt. System

**General Fund:**

- 9.4 The current budget includes slippage carried over from 2015/16 of £2.9 million. This is primarily made up of Asset Management schemes at £1.8 million and IT schemes at £0.7 million.
- 9.5 £200k of the Public Conveniences budget and Seafront Trial Concession budget form part of a wider Bognor Regis regeneration report which was considered at the Bognor Regis Regeneration Sub Committee in June 2016.
- 9.6 The Marine Park Gardens Café project will form part of the new grounds maintenance contract and therefore this may slip into 2017/18 as the new contract commences in 2017.
- 9.7 Commitments have been raised for the Telephone Switch Upgrade and also for an Energy Efficiency Upgrade as part of the Arun Leisure Centre major works.
- 9.8 £361k of revenue expenditure initially allocated to Capital project codes has been transferred to Revenue along with the corresponding budget.
- 9.9 The public realm enhancements to London Road north of the precinct and Station Road are now complete, as are the West Sussex County Council led works to High Street. In both cases, some additional and remedial works will take place after the main holiday season in September. Both schemes have received praise from the public and traders.

Subject to DCLG approval, the underspend on the Coastal Communities Fund grant which is insufficient to deliver another major phase of improvements will be used to enhance the public realm within the town centre in line with the bid objectives and outcomes.

**Housing Revenue Account:**

- 9.10 The current budget includes slippage carried over from 2015/16 of £7.1 million. This is primarily made up of the Council House new build programme at £5.6 million. Cabinet agreed in February 2016 to carry forward a one-off £200k (actual 2015/16 £163k) of electrical revenue budget to allow contracts to be tendered in 2016/17, this was included in the Housing Repairs budget.
- 9.11 The current budget for Housing Repairs includes £140k for a stock condition survey. The cost of this survey is being met from within the Repairs Budget and Cabinet is requested to approve the necessary virement.
- 9.12 The Commercial Boiler Room Improvements budget is fully committed and the Re-Roofing programme will be fully committed once all this year's projects have all gone out to tender. Due to problems during the tendering process there has been a delay in this year's Kitchen & Bathroom replacement programme, previously known as Decent Homes, however this is due to commence shortly.



## 10. Capital Receipts

- 10.1 Arun has entered into an agreement with the Government to retain the additional receipts generated by the relaxation of the Right to Buy discount rules, subject to these receipts being used for the provision of new social housing and Arun matching every £30 of receipts with £70 of its own funding (the 70/30 rule). A further condition is that the receipts must be spent within three years, failing which they must be returned to the Government plus interest at 4% above base rate. The table below shows Arun's investment requirements under the above terms.

	£'000
"1 for 1" receipts accrued to 30 June 2016	2,530
Arun's 70% contribution (70/30 X £2,530k)	5,904
Total investment requirement	8,434
Less amount already invested	1,139
Remaining investment requirement	<u>7,295</u>
Phasing of remaining investment requirement:	
By 31/12/16	691
By 31/03/17	430
By 30/06/17	1,193
By 30/09/17	490
By 31/12/17	597
By 31/03/18	270
By 30/06/18	190
By 30/09/18	320
By 31/12/18	1,137
By 31/03/19	967
By 30/06/19	1,010
<b>Total</b>	<u><b>7,295</b></u>

- 10.2 There are two main risks associated with the "1 for 1" receipts, as set out below:

- The current acquisition/new build programme may slip even further, resulting in failure to meet some of the earlier expenditure deadlines and the requirement to repay some of the receipts with interest.
- Now that a decision has been made not to progress the Angel's Nursery scheme the Council has more "1 for 1" receipts than are required to meet the current approved acquisition/new build programme (given that we have to match every £30 of "1 for 1" receipts with £70 of our own funding). This matter, together with the issue of additional receipts accruing due to further RTB disposals, is being urgently reviewed. If a satisfactory solution cannot be found there is the possibility that repayment with interest will have to be made.

## 11. Section 106 sums

- 11.1 Section 106 agreements, also known as planning obligations, are agreements between developers and Arun District Council as the local planning authority that are negotiated as part of a condition of planning consent. The Town and Country Planning Act 1990 enables Arun to negotiate contributions towards a range of infrastructure and services, such as community facilities, public open space, transport improvements and/or affordable housing.
- 11.2 Many section 106 sums are spent on one-off projects in accordance with the terms of the various agreements, the remainder being used to fund ongoing maintenance commitments. Any additional expenditure funded from section 106 sums is subject to Individual Cabinet Member or Cabinet approval in accordance with the terms of the Council's constitution.
- 11.3 Some Section 106 sums are time limited in that the Council is required, under the terms of the agreement, to spend the amount received on the project specified in the agreement within a set time scale. Failure to comply with this requirement will lead to the Council having to repay the Section 106 sum plus interest, the interest often being calculated at a penalty rate.
- 11.4 The table below shows the amounts received for each agreement, analysed by its intended application, showing the allocation belonging to Arun which is £2,228k. The Total Held for Courtwick Lane Land South of Railway site includes Section 106 funds for West Sussex County Council of £265k and NHS £147k.

### Section 106 statement as at 31 July 2016

Section 106 sums held on deposit as at 31 July 2016								
	<u>Affordable Housing</u>	<u>Community Facilities and other</u>	<u>Play Grounds</u>	<u>Open Spaces</u>	<u>Bus Shelters</u>	<u>Non Arun</u>	<u>TOTAL</u>	<u>Change from previous month</u>
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Lec Site, Shripney road Bognor		83					83	
Rustington Retail Park, New Road		59					59	
Site 6, Land at North Bersted		48					48	
Site 6, Land North of Felpham		126	51				177	
The Wick site, Courtwick		110					110	
Bognor Regis Community College		6	57	46			109	
Fitzalan Road & Church Street	75						75	
Hollacre Toddington		43	56				99	
Courtwick Lane Land South of Railway*		115			170	412	697	
Other**	939		171	73		119	1302	
	<b>1,014</b>	<b>590</b>	<b>335</b>	<b>119</b>	<b>170</b>	<b>531</b>	<b>2,759</b>	<b>0</b>

\* Non Arun: WSCC £265k & NHS £147k  
 \*\* Non Arun: NHS £119k

## 12. Risk Analysis

- 12.1 Corporate and Operational risk registers are reviewed and updated for financial implications as part of the Council's risk management process on the criteria of probability of occurrence and materiality of impact upon balances. No significant risks have been identified.
- 12.2 Some lesser risks, however, are inherent within the overall budget. These are discussed below.
- 12.3 Paragraph 10.2 above outlines the situation with regard to the additional receipts generated by the relaxation of the Right to Buy discount rules ("1 for 1" receipts). The key risk here is that failure to make the necessary level of investment within the required timescale will lead to the Council having to repay to the Government some or all of these "1 for 1" receipts, together with interest at a penalty rate of base rate (currently 0.25%) plus 4%.
- 12.4 The River Arun Internal Drainage District will not be abolished before 31 March 2017 as anticipated when the budget was set and some levies will, therefore, have to be raised for 2017/18. DEFRA has decided to defer advertising the draft order to abolish the River Arun Internal Drainage District for up to 3 months to allow more time to deal with the pumping stations at Hardham, confirm enmainment (subject to abolition) and confirm with Natural England that the arrangements for the designated sites in order to ensure that there is no likely significant impact.
- 12.5 The Council has received its first claim for contraction of mesothelioma by a former employee. The allegation is that between or around 1970/71 and 1980 the claimant worked as a maintenance plumber based at the Ockley Road Depot in Bognor and was exposed to various asbestos related materials in the course of his duties. It is too early in the claim process to make any estimate of likelihood of success or financial liability.

## 13. Conclusions and Recommendations

Cabinet are requested to:

- 13.1 Note that overall performance against budget is currently on track;
- 13.2 Note a virement of £24k from the corporate vacancy allowance to fund staff long service awards (2.8);
- 13.2 Approve a virement from the Housing Repairs of £140k for a stock condition survey (9.11).

**AGENDA ITEM NO. 6****ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET  
ON 19 SEPTEMBER 2016****PART A: REPORT**

**SUBJECT:** Review of the Arun Leisure Centre Dual Use Agreement

**REPORT AUTHOR:** Robin Wickham      **DATE:** June 2016      **EXTN:** 37835

**EXECUTIVE SUMMARY:**

This report reviews the Arun Leisure Centre Dual Use Agreement between West Sussex County Council, Felpham Community College and Arun District Council. The paper recommends changes to the maintenance, funding and reporting protocols.

**RECOMMENDATIONS**

It is RECOMMENDED that the Cabinet:

- 1) accept a direct payment from West Sussex County Council to Arun District Council in respect of the reimbursement of running costs previously paid to the leisure operator, to be reviewed at five yearly intervals;

Cabinet are requested to RECOMMEND to Full Council:

- 2) changes to the Arun Leisure Centre reporting structure in that the Management Board and the Joint Liaison Group are disbanded and replaced by one body called the Dual Use Officer Group which deals with operational and maintenance issues and will submit an annual report to each party named in the Dual Use Agreement. The report will go to Overview Select Committee for the purposes of scrutiny of the strategic and operational performance of the Arun Leisure Centre through the Dual Use Officer Group and decisions of the Cabinet Member for Leisure and Amenities;
- 3) give delegated authority to the Cabinet Member for Leisure and Amenities to agree variations to the terms and conditions of the Dual Use Agreement to reflect the asset responsibility matrix submitted as part of the leisure operating contract. The Head of Legal and Administration and Monitoring Officer to amend the Constitution to include this delegated authority in Part 3 paragraph 3.7.2.9

## 1.0 BACKGROUND

- 1.1 The Arun Leisure is subject to a Dual Use Agreement between Arun District Council (ADC) and West Sussex County Council (WSCC). This agreement establishes the usage pattern of the building between the school and the community. It also states the maintenance responsibilities, funding mechanism and reporting structures between the parties. The agreement was signed in 1976 and expires in 2036.
- 1.2 A Supplemental Agreement dated 2009 updated the original agreement and included Felpham Community College as a named party. It also acknowledged the role of a fourth party in managing the facility under a leisure operating contract let by Arun District Council.
- 1.3 The swimming pool is subject to a separate lease agreement with West Sussex County Council (1994 to 2054). This is not included as part of the Dual Use Agreement.
- 1.4 On the 1 April 2016 a new leisure operating contract was awarded for the operation of Arun District Council's leisure facilities. The new leisure operating contract placed an onus on the leisure operator to undertake more reactive and planned maintenance at the Arun Leisure Centre than was previously required under the Dual Use Agreement.
- 1.5 The occupation arrangements of the facility are clearly defined in the Supplemental Agreement between the school (Felpham Community College) and the community. The school and the leisure operator meet regularly to ensure that the facility is used to the maximum benefit of both parties. No change is proposed to the occupation/usage arrangements detailed in the Dual Use Agreement.
- 1.6 The governance arrangements at the Arun Leisure Centre date back to the original Dual Use Agreement when a Management Board was responsible for the performance of the service. This arrangement predated the current outsourcing arrangements whereby the day to day management is now provided by a specialist leisure operator.
- 1.7 This report proposes a variation to the Dual Use Agreement to reflect the new asset responsibility matrix and a variation to the decision and reporting structure to make both more appropriate to the current operating arrangements.

## 2.0 REACTIVE MAINTENANCE AND RUNNING COSTS

- 2.1 In recent years, the leisure operator has undertaken the reactive maintenance at the Arun Leisure Centre using contractors approved by WSCC. All work is signed off by WSCC and the leisure operator is reimbursed for reactive maintenance and the general running costs of the building, including management and utilities.
- 2.2 Under the new arrangements the leisure operator is required to undertake reactive maintenance and meet the general running costs as part of the leisure operating contract. This has removed much of the bureaucracy of agreeing reactive work and splitting the invoices between the parties. It has also speeded up the process of completing essential repairs thus securing the continued delivery of a well maintained building for the benefit of the College and the community.

- 2.3 It is proposed that the Dual Use Agreement is varied to reflect the changes in responsibilities as detailed in the leisure operating contract and that the reimbursement of costs, previously paid by WSCC to the leisure operator, are paid directly to Arun District Council. It will then be for Arun District Council to manage the leisure operator under the leisure operating contract to ensure that the service is delivered to the satisfaction of all parties.
- 2.4 The payments made by WSCC to Arun's leisure operator under the Dual Use Agreement have remained stable over recent years at approximately £122,000. It is suggested that for an initial 5 year period these costs are paid by WSCC directly to ADC.
- The anticipated costs are as follows:
- Year 1 - £122,000
  - Year 2 - £126,000
  - Year 3 - £130,000
  - Year 4 - £134,000
  - Year 5 - £138,000
- 2.5 At end of the initial five year period, it is proposed that the costs are reviewed by both WSCC and ADC in order to agree the basis of the next 5 year period.
- 2.6 A further point of note is that once the above sums are agreed the amounts will not alter, providing a degree of budget certainty for both parties.
- 3.0 PLANNED MAINTENANCE**
- 3.1 In preparation for the new leisure operating contract, a detailed condition survey was prepared in relation to the fabric of the building and the mechanical and electrical infrastructure. This has been used to produce a costed 15 year Planned Maintenance Schedule. The prime purpose of this document is to ensure that ADC and WSCC are able to agree a 'fit for purpose' planned maintenance strategy to address the future needs of the Centre.
- 3.2 In accordance with the existing Dual Use Agreement, ADC and WSCC retain responsibility for most aspects of planned maintenance including the replacement of essential items of plant. The scheduling of planned maintenance, whether the responsibility of the leisure operator or WSCC and ADC will continue to be agreed by all parties. However, it is proposed that the leisure operator will take direct responsibility for delivering planned maintenance through their existing supply chain. This will present WSCC and ADC with additional savings in relation to staff and consultancy charges.
- 3.3 A particular benefit of extending this responsibility to the leisure operator is that it will ensure essential planned maintenance work is delivered with the minimum of disruption and inconvenience to paying customers and the Community College.
- 3.4 Arun's new leisure operator specialises in the operation and management of leisure

facilities and assets. It directly employs property professionals who have responsibility for the maintenance and management of all their assets under lease. The leisure operator also has relevant supply chains in place that enable it to ensure effective, efficient and timely management of all repairs and / or improvements as necessary at their premises.

3.5 WSCC and ADC will need to agree the details of this arrangement in order to ensure that both authorities are fully satisfied with the procedures. Any adopted arrangement must ensure that the leisure operator fully complies with the standing orders and general procurement, insurance and accepted health and safety protocols of the respective authorities.

3.6 In order to assist in identifying financial liability the maintenance tasks identified in the condition survey have been assessed. The total cost of the maintenance tasks equates to some £835,000 over the 15 year period. This breaks down as follows:

Years 1- 5	£439,000
Years 6 -10	£141,000
Years 11-15	£255,000

3.7 For clarity under the current Dual Use Agreement, WSCC is responsible for 42% of the overall cost of the planned maintenance tasks and ADC is responsible for 58% of the cost. The maintenance tasks will need to be addressed as part of the agreed management plan and budgeted accordingly. However, giving the leisure operator responsibility to deliver planned maintenance will result in savings to both Councils.

#### 4.0 **CONSTITUTION AND MEETING STRUCTURE**

4.1 In addition to the proposed amendments to the funding and maintenance arrangements, it is proposed that the structured meetings identified in the Dual Use Agreement and Supplemental Agreement are varied to reflect the current method of service delivery and to reduce bureaucracy.

4.2 Under current arrangements operational matters and planned maintenance works are agreed by a Joint Liaison Group of officers from WSCC, Arun District Council, Felpham Community College and the leisure operator. The Joint Liaison Group reports to the Arun Leisure Centre Management Board.

4.3 The Board receives performance reports from the leisure operator, the Community College and the Joint Liaison Group each term. The Board consists of WSCC Members, Arun District Council Members, School Governors and representatives of the leisure operator; together with relevant personnel from WSCC, Arun District Council, Felpham Community College and the leisure operator.

4.4 The intention under the proposal, subject to agreement by all parties, is that one meeting group is created. This group will be known as the Dual Use Officer Group (DUOG). The DUOG will deal principally with operational and maintenance matters. Meetings will be scheduled each term and set to coincide with the budget planning cycles of both WSCC and Arun District Council. The meetings will be Officer led and open to relevant WSCC/ADC Members and School Governors.

4.5 It is anticipated that an annual report will be drafted and agreed by all contributing parties in a format approved to meet the constitutional requirements of each organisation. The report will go to Overview Select Committee for the purposes of scrutiny of the strategic and operational performance of the Arun Leisure Centre through the DUOG and decisions of the Cabinet Member for Leisure and Amenities.

#### 5.0 **CONCLUSION**

5.1 This report proposes a variation of the Dual Use Agreement to reflect the current management of the Arun Leisure Centre. The proposed changes to the planned and reactive maintenance will result in an efficient and effective service with one party having overall responsibility for delivery. The reporting will be simplified and less reliant on large meetings of officers and Members. These proposals have been agreed in principle by WSCC.

5.2 Given the current economic climate the proposals offer a more streamline, cost effective and appropriate working model for the Arun Leisure Centre. Furthermore, the suggested changes to the Dual Use Agreement will deliver significant financial, procedural and staff resource savings for both WSCC and Arun District Council.

5.3 Furthermore, the proposals will allow the leisure operator the ability to significantly improve the leisure asset and service delivered at the Arun Leisure Centre to the benefit of Felpham Community College and the community.

#### 6.0 **PROPOSAL**

6.1 It is proposed that Cabinet:

- 1) accept a direct payment from West Sussex County Council to Arun District Council in respect of the reimbursement of running costs previously paid to the leisure operator, to be reviewed at five yearly intervals.

Cabinet are requested to RECOMMEND to Full Council:

- 2) changes to the Arun Leisure Centre reporting structure in that the Management Board and the Joint Liaison Group are disbanded and replaced by one body called the Dual Use Officer Group which deals with operational and maintenance issues and will submit an annual report to each party named in the Dual Use Agreement. The report will go to Overview Select Committee for the purposes of scrutiny of the strategic and operational performance of the Arun Leisure Centre through the Dual Use Officer Group and decisions of the Cabinet Member for Leisure and Amenities;
- 3) give delegated authority to the Cabinet Member for Leisure and Amenities to agree variations to the terms and conditions of the Dual Use Agreement to reflect the asset responsibility matrix submitted as part of the leisure operating contract. The Head of Legal and Administration and Monitoring Officer to amend the Constitution



to include this delegated authority in Part 3 paragraph 3.7.2.		
<b>7.0 OPTIONS:</b>		
a) Approve the proposals as set out in the recommendations.		
b) Not approve the proposals as set out in the recommendations and maintain the existing arrangements contained in the Dual Use Agreement (1976) and Supplemental Dual Use Agreement (2009).		
<b>8.0 CONSULTATION:</b>		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify) : WSCC, Felpham Community College	✓	
<b>6. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial – Head of Finance has received a copy of the report	✓	
Legal – Head of Legal & Administration has received a copy of this report	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land	✓	
Technology		✓
Other (please explain)		✓
<b>9.0 IMPLICATIONS:</b>		
<b>Financial:</b> Budget: annual receipt to Arun District Council.		
<b>Asset Management:</b> Arun District Council has a joint responsibility for the maintenance of the Arun Leisure Centre		

**10.0 REASON FOR THE DECISION:** The proposed changes need to be reflected in the Dual Use Agreement and agreed by all parties.

**11.0 BACKGROUND PAPERS:** Full Council Minutes (16.12.09) item 554 Arun Leisure Centre Management Board p. 382 :

<http://www.arun.gov.uk/download.cfm?doc=docm93jjm4n9471.pdf&ver=9334>



**AGENDA ITEM NO.7****ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET  
ON 19 September 2016****PART A : REPORT****SUBJECT: MANAGEMENT AND MAINTENANCE OF COMMUNITY FACILITIES –  
POLICY SITE 6 FELPHAM****REPORT AUTHOR:** Joe Russell-Wells **DATE:** Aug 2016 **EXTN:** 37914**EXECUTIVE SUMMARY:**

A range of community facilities including a community building, changing facilities, sports pitches, play areas and public open space are being delivered with new development at Site 6 Felpham. This was agreed at the outline planning stage (ref FP/92/04) and is being delivered by way of S106 and succeeding deeds of variation.

Following previous cabinet approval the principle of the freehold of the community building being transferred to Felpham Parish Council was established. This report provides further detail together with the leasing back of the changing facilities by ADC which are contained within the building. A commuted sum for the maintenance of the building and a sports facilities sum is in addition to be provided

All other facilities are being transferred to ADC together with agreed commuted sums for their maintenance. The commuted sum is to include a 5% management cost.

The report seeks approval to complete the freehold transfer of the community building to Felpham Parish Council and to draw down the commuted sums together with the indexation, to enable the Council to fulfil its obligations under the terms of the S 106 agreement.

**RECOMMENDATIONS:**

Following completion of the community building Cabinet is requested to approve:

- 1. The freehold transfer of the building to Felpham Parish Council (and lease back of the changing facilities) together with the associated commuted sums.**

Building maintenance sum – £31,135.50 plus indexation

Sports facilities sum £30,000 - plus indexation

Total - £61,135.50 plus indexation

Subject to the various S 106 sums being received Cabinet is also requested to approve:

**2. The drawing down of the following sums to fund the Council's ongoing maintenance commitments:**

Public open space area sums £ 557,671.20 - plus indexation

Play areas sums £ 240,000 - plus indexation

Changing facilities of £20,072.50 - plus indexation

Total - £837,743.50 plus indexation

**3. Additional annual revenue expenditure of up to £60,000 plus indexation in respect of the Council's maintenance commitments for the public open space areas, play areas and changing facilities as outlined in 2 above. This to include the extension of a temporary Site 6 post to use the 5% management sum.**

**4. The drawing down of the Public Arts sum of £32,660.65 and the sports facilities sum £12,480 plus indexation.**

**5. Additional one-off expenditure of £45,140.65 plus indexation for the Public Arts sum and the sports facilities sum as outlined in 4 above.**

**1. BACKGROUND:**

**1.1 Introduction**

The outline planning permission of the development of Site 6 at Felpham was granted at Appeal – planning reference FP/92/04. As part of the permission a S106 was agreed to deliver various community facilities comprising public open space, sports provision, community arts, changing facilities and a community building. These facilities are provided in accordance with the Council's planning policy for both the new residents of the development and the existing community, and are a direct result of the negotiations undertaken by the Greenspace and Planning Teams.

The development is being delivered by Barratt & David Wilson Homes (BDW) and Bovis Homes. The triggers for the provision on site are dependent on the delivery of the open market or affordable houses across the development as set out in the S106. These open space areas are shown on the plan at Appendix 1.

The facilities being provided are due to be transferred to the Council together with commuted sums as listed within the S106. The exception to this is the new community building which is due to be transferred to Felpham Parish Council. The S106 allows for the calculation of indexation from the date of the S106 to ensure that inflation of the figures are taken into account. The sums for the facilities are listed in Appendix 2. A summary of these figures follow.

**Community Building**

Previous Cabinet approval established the principle that the freehold of the community building at Felpham would be transferred to Felpham Parish Council. Changing facilities are included within the building for use at the adjacent playing pitches which will be publicly accessible and booked through the Council's outdoor facilities contractor. The changing facilities will be leased back from the Parish Council in order they can be booked in association with the pitches. The building has been designed to accommodate separate use of the changing facilities in order they can be separately accessed. All utilities have been constructed to enable separate management.

A separate Deed of Agreement will be drawn up with the Parish Council to enable the transfer of the commuted and equipment sums. The sums and their division are as follows:

Total building maintenance sum – £41,514.00 plus indexation

ADC 25% - £10,378.50

FPC 75% - £31,135.50

Total sports facilities sum £42,480.00 - plus indexation

ADC - £12,480.00

FPC - £30,000.00

### **Public open space**

A total of just under 5.5 hectares of open space comprising of various formal and informal greenspace, sports pitches, multi use games areas (MUGA), various other areas of green space and areas of biodiversity interest together with cycleways and footpaths are being provided with the development. The sum for their future maintenance is:

£557,671.20

### **Play areas**

A total of 4 play areas, a several Multi-Use Games Areas (MUGA) and a skate park are being provided with the development. These are referred to as NEAP (Neighbourhood Equipped Area for Play) or LEAP (Local Equipped Area for Play) within the S106. The sum for their future maintenance is:

£240,000

### **Management costs**

The sums calculated for the areas of open space Zones A to E and play areas as shown in Appendix 2 include a 5% management fee. This sum allows for management of these new facilities.

The 5% management cost is £39,883.56.

### **Public art**

For the provision of public arts a sum of £32,000 is being provided. Expenditure of which is to be agreed with the developer and with consultation with the Parish Council and the community.

**Other facilities**

The maintenance sum for the stand alone changing rooms associated with the Senior pitch £9,694.

The sports facilities sum associated with the sports pitches £10,378.50.

The sum for maintenance of the leased back changing rooms by ADC £12,480.

**1.2 Draw down funding**

The open space and play sums were calculated on basis of the annual cost of the maintenance multiplied by 16 years. The sums for the community building and the spectator shelter were calculated on the basis of the cost of maintenance over 10 years.

These sums will need to be credited to the buildings revenue budget to be used for future maintenance / management. On the transfer of the facilities to the Council these sums (plus any indexation sum) will be used to fund the Council's obligations under the terms of the S106 agreement.

The revenue sums will be used for the grounds maintenance and play areas maintenance and management under the current contracts, and thus further extending the value for money already received under those contracts. The expected expenditure for buildings is expected to be minimal for the first years on what will be new buildings; the funds will be held over to future years when these sums will be required.

Management sum of £39,883.56 is proposed to be used to extend the funding of the Open Space Officer Policy Site 6 post employed within the Greenspace Service. The post sits alongside the Community Parks Officers and has played a major role in integrating the new community in North Bersted; this has been paid for entirely through the S106 sums at no cost to the Council.

The public art sum is to be spent on the open space areas with the agreement of the developer in accordance of the S106. A brief has been agreed with BDW and is anticipated to follow a similar process to the art project at Bersted providing a trail of wood sculptures which has proved popular with the community.

The sports facility sum which is to be retained by ADC will be used to provide for equipment at the changing facilities and the sports pitches provided for community use.

**1.3 Timescale of transfer of open space and community facilities**

Zones A & B of POS and play area are due to be transferred to ADC following the completion of snagging issues identified between the parties. The remaining areas will be transferred as the development progresses.

The play area at Flansham lane has previously received a maintenance sum and has been subject to a separate approval (ICM126/150514).

The new community building is being delivered by BDW and is due to be complete

<p>Autumn 2016. Following completion and transfer of the freehold the facilities, including the changing rooms, will be ready for use by the community.</p> <p>The report seeks approval for the drawing down of these sums for use in revenue, capital and reserve budgets.</p>		
<p><b>2. PROPOSAL(S):</b></p> <p>Transfer of freehold and lease back of community facility</p> <p>Deed of agreement to transfer commuted sums to FPC - £61,135.50</p> <p>The drawing down of the following funding for expenditure:</p> <ol style="list-style-type: none"> <li>1. Public open space areas – £557,671.20</li> <li>2. Play area sums - £240,000</li> <li>3. Of which a sum of £39,883.56 to be used to extend the existing Site 6 POS post subject to gaining authority.</li> <li>4. Public arts sum - £32,660</li> <li>5. Other facilities - £32,552.50</li> <li>6. All of the above sums will be subject to indexation; approval to take account of this is additionally requested.</li> </ol>		
<p><b>3. OPTIONS:</b></p> <ol style="list-style-type: none"> <li>1. To approve the expenditure as set out in the recommendations</li> <li>2. Not to approve the expenditure</li> </ol> <p>The option not to transfer funding would not enable the grounds maintenance contract to maintain the areas of open space which this funding has specifically been provided to do.</p>		
<p><b>4. CONSULTATION:</b></p> <p>The S106 from the original outline application dates from 2004 and has been subject to planning application and appeal. A number of deeds of variation have also been subject to the planning process.</p>		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council	√	
Relevant District Ward Councillors		√
Other groups/persons (please specify)		√
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial	√	

Legal	√	
Human Rights/Equality Impact Assessment		√
Community Safety including Section 17 of Crime & Disorder Act		√
Sustainability		√
Asset Management/Property/Land	√	
Technology		√
Safeguarding		√
Other (please explain)		√
<p><b>7. IMPLICATIONS:</b></p> <p>To approve the freehold transfer and lease back of the community building</p> <p>To enable the transfer of funds into revenue budget</p>		

**7. REASON FOR THE DECISION:**

To give authority for the freehold transfer of the community building and lease back of the changing rooms.

To approve the transfer of funding into revenue budgets.

**8. BACKGROUND PAPERS:**

C/004/120508

C/074/131210

Appendix 1 - Plan of Site 6 Felpham identifying the Public Open Space phases of the development

Appendix 2 - Spreadsheet sums for drawing down

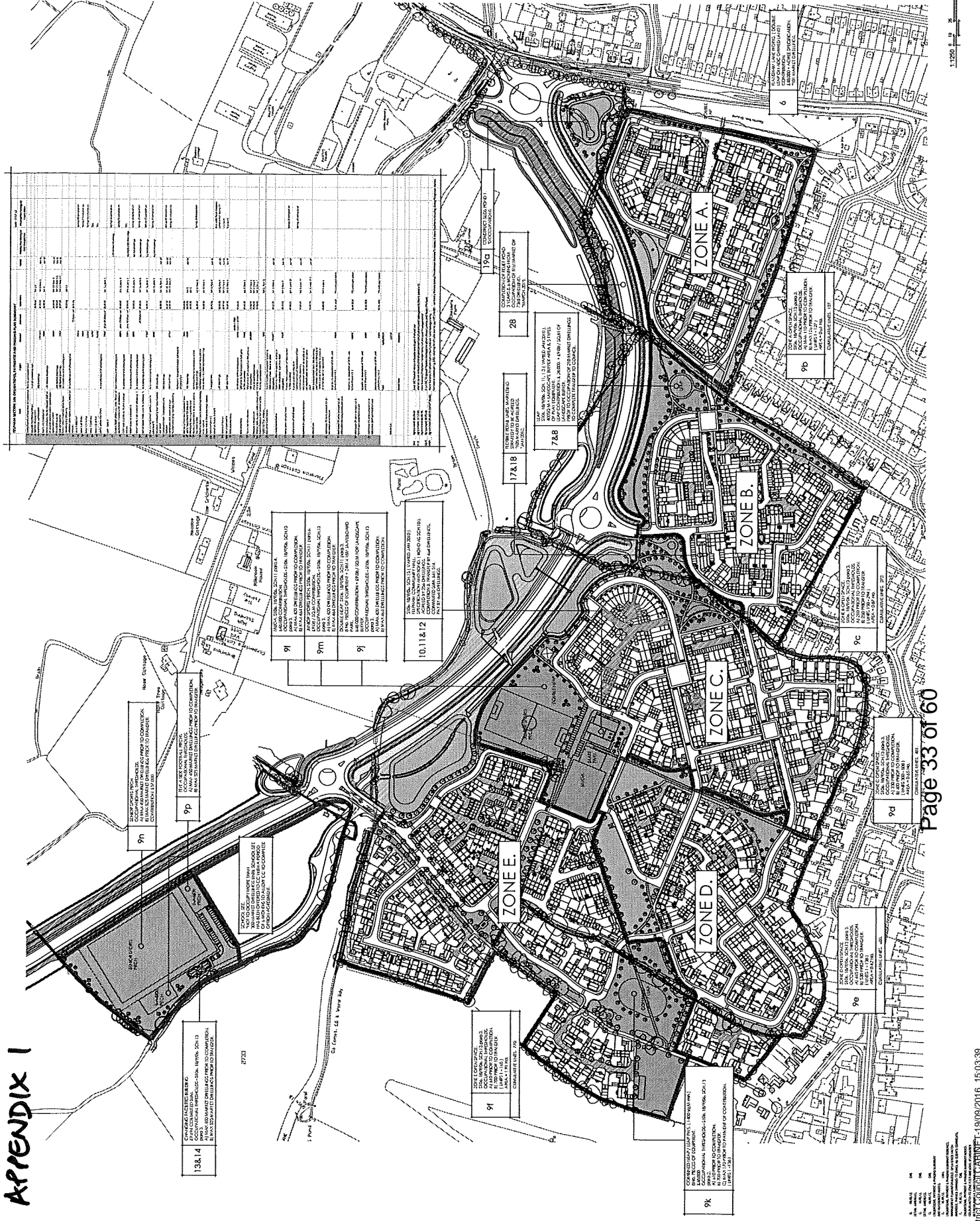


NUMBER	DATE	DESCRIPTION
1	11/12/16	Initial Design
2	11/12/16	Final Design
3	11/12/16	Final Design
4	11/12/16	Final Design
5	11/12/16	Final Design
6	11/12/16	Final Design
7	11/12/16	Final Design
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33	11/12/16	Final Design
34	11/12/16	Final Design

NUMBER	DATE	DESCRIPTION
4	11/12/16	Final Design
5	11/12/16	Final Design
21	11/12/16	Final Design
22	11/12/16	Final Design
23	11/12/16	Final Design
23a	11/12/16	Final Design
24	11/12/16	Final Design
25	11/12/16	Final Design
26	11/12/16	Final Design
31	11/12/16	Final Design
32	11/12/16	Final Design
33	11/12/16	Final Design
34	11/12/16	Final Design

**LEGEND**

- Most Landscaping Areas To Be Privately Maintained By Property Management.
- Small Ret. Water Attenuation Pond.
- Small Ret. Water Attenuation Pond.
- Small Ret. Water Attenuation Pond.
- SUDS Related Areas Of Open Space and Landscaping To Be Privately Maintained By Greenbelt.
- SUDS Ponds To Be Privately Maintained By Greenbelt.
- Zone A S.O.S.
- Zone B S.O.S.
- Zone C S.O.S.
- Zone D S.O.S.
- Zone E S.O.S.



## APPENDIX 2

Title	Name	Original S106 sum	Sum to credit revenue	
<b>PUBLIC OPEN SPACE</b>				
Zone A	POS	74,456.00	4,420.83	
Zone B	POS	70,824.00	4,205.18	
Zone C	POS	132,568.00	7,871.23	
	Jnr pitch @ 9.08 m2	26,695.20	1,585.03	
Zone D	POS	91,708.00	5,445.16	
Zone E	POS	104,420.00	6,199.94	
	Snr Pitch	57,000.00	3,384.38	
	<b>Total</b>	<b>557,671.20</b>		
	<b>5% mgt (on original)</b>	<b>27,883.56</b>		
<b>Sum to draw down 1/16 revenue sum - to credit K30</b>		529,787.64	<b>33,111.73</b>	<b>Sum due to be credited with indexation</b>
Sum to be held in Council reserves			524,559.47	<b>Sum due to be credited with indexation</b>
<b>PLAY AREAS</b>				
LEAP 1	Flansham Lane	48,000.00	2,850.00	
LEAP 2 - Zone B		24,000.00	1,425.00	
Double NEAP (Zone C)		48,000.00	2,850.00	
MUGA /Skate park (Zone C)		24,000.00	1,425.00	
NEAP (Zone D)		24,000.00	1,425.00	
Additional LEAP sum		24,000.00	1,425.00	
5 A-side pitch X2		48,000.00	2,850.00	
	<b>Total</b>	<b>240,000.00</b>		
	<b>5% mgt (on original)</b>	<b>12,000.00</b>		
<b>Sum to draw down 1/16 revenue sum - to credit L42</b>		228,000.00	<b>14,250.00</b>	<b>Sum due to be credited with indexation</b>

Sum to be held in Council reserves

225,750.00 **Sum due to be credited with indexation**

**TOTAL 5% mgt (on original) 39,883.56**

**PUBLIC ART**

Public Art 32,660.65

**Sum to drawn down 32,660.65**

**OTHER FACILITIES**

Community building sum **(Maintenance)** 41,514.00

Hall FPC 75% 31,135.50

Changing Rooms ADC 25% 10,378.50

**Total 41,514.00**

Changing facilities sum (stand alone) 9,694.00

**Sum to draw down 1/10 revenue sum - to credit 20,072.50 2,007.25 Sum due to be credited with indexation**

Sports Equipment sum **(Capital)** 42,480.00

FPC 30,000.00

ADC 12,480.00

**Sum to drawn down 42,480.00 Sum due to be credited with indexation**



sum

sum  
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sum

**AGENDA ITEM NO.8****ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET  
ON 19<sup>TH</sup> September 2016****PART A : REPORT**

<b>SUBJECT:</b> Fuel Poverty Co-Ordinator Post and West Sussex Fuel Poverty Programme
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<b>REPORT AUTHOR:</b> Roger Wood	<b>DATE:</b> August 2016	<b>EXTN:</b> 37671
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<b>EXECUTIVE SUMMARY:</b> To enable the Council to host the post of Fuel Poverty Co-Ordinator and deliver the West Sussex Fuel Poverty Programme which is externally funded through Warmer West Sussex Grant, Public Health and income generated by project work undertaken by the Fuel Poverty Co-Ordinator, this report proposes that the Council agrees to externally funded spending of up to £317,000.
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**RECOMMENDATIONS**

It is recommended that Cabinet:

1. Welcomes the continued delivery of initiatives to reduce fuel poverty in West Sussex and particularly in the Arun district which contributes to the Council's priority of 'Supporting those who need our help'.
2. Approves the expenditure of up to £317,000 from external funding to enable the West Sussex fuel poverty reduction programme.

**1. BACKGROUND:**

Arun District Council has hosted the post of Fuel Poverty Co-Ordinator (FPC) on behalf of local authorities and partner organisations in West Sussex since 2007.

The FPC has worked in partnership with local communities, voluntary sector and statutory organisations across West Sussex to build capacity and reduce the impacts of fuel poverty on vulnerable residents. The FPC has also been instrumental in attracting external grant funding to deliver substantial winter warmth schemes.

A steering group of partner organisations monitors, provides advice, support and leadership in relation to the work of the FPC. In August 2016 the steering group agreed to extend the contract of the FPC by 1 year until 31<sup>st</sup> March 2018 to enable projects to continue, initiatives to be developed and external funding opportunities to be pursued which will assist in reducing fuel poverty.

The steering group took into account all costs and in particular that sufficient funding is available, which is held by the Council.

The proposed extension has been subject to the vacancy management process which confirmed that an extension of the FPC's contract until 31<sup>st</sup> March 2018 is appropriate.

<b>2. PROPOSAL(S):</b>		
1. Welcomes the continued delivery of initiatives to reduce fuel poverty in West Sussex and particularly in the Arun district which contributes to the Council's priority of 'Supporting those who need our help'.		
2. Approves the expenditure of up to £317,000 from external funding to enable the West Sussex fuel poverty reduction programme.		
<b>3. OPTIONS:</b>		
(i) To agree the proposal in Section 2 (recommended option).		
(ii) Not to agree the proposals in Section 2.		
<b>4. CONSULTATION:</b>		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify) West Sussex Fuel Poverty Steering Group Resources Director & Deputy CEO -Vacancy Management ADC Finance section.	✓	
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
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)		
<b>6. IMPLICATIONS:</b>		
Sustainability: enabling residents to be warmer in their homes and/or reduce fuel bills will contribute improved health and wellbeing outcomes and assist in reducing fuel poverty.		

**7. REASON FOR THE DECISION:**

To allow the Council to effectively host the post of Fuel Poverty Co-Ordinator on behalf of organisations contributing to the West Sussex Fuel Poverty Steering Group and which will benefit residents across West Sussex.

**8. BACKGROUND PAPERS:**

[Cabinet Report – Fuel Poverty Co-ordinator post. – 8<sup>th</sup> January 2007](#)

[Cabinet Report - Fuel Poverty Co-ordinator & West Sussex F.P Programme – 18<sup>th</sup> November 2013](#)

[Cabinet Report - Fuel Poverty Co-ordinator & West Sussex F.P Programme – 15<sup>th</sup> June 2015](#)



## Joint Eastern Arun Area Committee

14 June 2016, – At a meeting of the Committee held at 7 pm at The John De Bohun Room, Woodlands Centre, Rustington

Present:

West Sussex County Council Mr Tyler, Mr Evans, Mrs Urquhart and Dr Walsh.

Arun District Council Councillors Mr Bicknell, Mr Bower, Mr Elkins, Mr Cates and Mrs Neno.

Town / Parish Council representatives Councillor Mrs Francis (Angmering), Councillor Mr Duijf (Chairman) (East Preston), Councillor Mr Squires (Littlehampton), Councillor Mrs Cooper (Rustington), Councillor Mrs Robertson (Ferring).

In attendance:

West Sussex County Council: Monique Smart (Democratic Services Officer), Mike Thomas (Area Highways Manager)

Arun District Council: Paul Askew (Head of Policy and Partnerships)

### Chairman's Welcome

1. The Chairman welcomed everyone to the meeting.
2. Apologies had been received from Councillors Mr Buckland, Mr Peters, Mr Gammon and Mrs Walker.

### Appointments

3. Following the decision that the Chairmanship of the Joint Arun Area Committees should rotate amongst the three tiers, the Chairman for 2016/17 would be a County Councillor and the Vice Chairman would be a District Councillor.
4. **Resolved** that Mr Tyler be appointed Chairman of JEAAC and also as the Chairman of the Joint Eastern Arun County Local Committee (CLC).
5. **Resolved** that Councillor Mr Roger Elkins be appointed as the Vice Chairman of JEAAC .
6. **Resolved** that Councillor Mr Joop Duijf be appointed as the lead Town and Parish Councillor.
7. **Resolved** that the membership of the Community Initiative Funding (CIF) Sub Group for 2016/17 be as follows.

Mrs Urquhart (WSCC)  
 Cllr Mrs Neno (ADC)  
 Cllr Mrs Walker (Kingston Parish)

8. **Resolved** that Dr Walsh be appointed as the Chairman of the Highways and Transport Sub Group.

9. **Resolved** that Councillor Mrs Walker from Kingston Parish Council be appointed as the JEAAC representative on the Arun Conservation Area Advisory Committee and that Councillor Mr Joop Dujif be appointed as the substitute representative.

### Declarations of interest

10. The following personal interests were declared:

Dr James Walsh as a Member of Arun District Council and Littlehampton Town Council  
 Mr Peter Evans as a Member of Ferring Parish Council  
 Mr Graham Tyler as a Member of Arun District Council and Rustington Parish Council  
 Cllr Mr Paul Bicknell as a Member of Angmering Parish Council  
 Cll Mrs Susan Francis as a Member of the Angmering Twinning Committee.

### Minutes

11. **Resolved** that the minutes of the Joint Eastern Arun Area Committee, held on 8 March 2016 be confirmed as a correct record and that they be signed by the Chairman.

### Progress Statement

12. The Progress Statement was noted.

### 'Talk with Us' – Public Questions

13. The Chairman invited questions from members of the public. Questions were asked to which responses were given (in italics), including those set out below:

Mr Derrick Chester asked about grass cutting in Littlehampton and suggested that the gap between the cut in April and the one in June could be rescheduled. It was also asked if Town or Parish Councils can 'buy' additional cuts. *Mike Thomas, Area Highways Manager responded agreeing that the grass is particularly long at the moment, due in the most part to the wet, warm weather. It is difficult to react to this as an earlier cut this time round inevitably means a later cut next time, in order to ensure that a the final cut is carried out at the end of the growing season in around October. Unfortunately there will always be occasions where grass grows longer than desired, and the response to this is constrained by the number of cuts carried out in any one year. Mr Thomas confirmed that whilst there was no statutory requirement to provide a minimum level of grass cutting over and above that necessary to ensure the highway is safe, nationally recognised highway guidance suggests 5 cuts in urban areas would achieve a reasonable balance between maintaining the street scene and ensuring highway safety – West Sussex County Council currently deliver seven cuts in urban areas and three cuts in rural areas. It was also confirmed that Town or parish Councils can purchase additional cuts. Mr Thomas also confirmed that the grass cutting in the JEAAC area was currently underway and should be completed by the end of the week. Other residents and Parish Councillors did also comment about the poor quality of the cuts and that the cuttings block drains. Mr Graham Tyler confirmed that*

*the current Highways contract was up for renewal and he would feed these comments into that review process.*

Mr Clive Fennell asked if the new leisure centre in Littlehampton will include Sauna/Spa facilities. He handed a petition with 135 signatures asking if this could be included. *Mr Paul Askew accepted the petition on behalf of Arun District Council and said he would pass it to the relevant Head of Service tomorrow. He confirmed that a decision about what facilities would be included would be made by the relevant Cabinet Member in the next few months.*

A resident of River Road asked about progress regarding a parking study for Littlehampton. *Mr Graham Tyler confirmed that a pilot study for Chichester had taken place and the Cabinet Member for Highways and Transport was now to set up a Member Task and Finish Group to analyse the findings and suggest a way forward for other areas of the County. Dr James Walsh confirmed that the JEAAC Highways and Transport Sub Group would be kept up to date of progress.*

Another local resident asked about the lack of Doctors and Locums in the area and suggested it may be due to a lack of affordable housing. Cllr Mr Ricky Bower confirmed that Arun does have starter homes and affordable housing and suggested the problem lays more with the NHS to invest in new medical facilities. However Mr Paul Askew agreed to report this back to the relevant head of service at Arun District Council to look in to.

A representative from the Angmering twinning Association spoke in favour of their Community Initiative Funding application that was included for consideration this evening. She confirmed the planter was in keeping with the rest of the street furniture in the conservation area. She also confirmed that it had the support of the Parish Council and Angmering in Bloom. She also confirmed they had obtained sponsorship for the plants to go in the planter.

## **Community Police Issues**

14. The Chairman deferred the Community Police update as Inspector Marc Clothier was not present.

## **Highways and Transport Sub Group**

15. The Chairman referred Members to the notes from the last meeting of the Highways and Transport (H&T) Sub Group (appended to the signed minutes). The report was noted with the following questions being raised:

- It was confirmed that Alan Feist was not in attendance but that the findings of the A259 consultation had been circulated to all Members via email earlier this week and they were available on the WSCC website.
- A written update from Alan Feist would be circulated via email to all Members tomorrow. Dr Walsh summarised the update stating that the consultation had resulted in nearly 80% approval for the proposals and that the County Council was now reviewing the scheme in light of the feedback received. In particular more detailed traffic counts and models have been commissioned for the section between Station Road and the A280 where potential improvements to the design will be explored taking customers comments into account.

- On completion of the review, it was anticipated that the Cabinet Member for Highways and Transport would be asked, in July 2016, to approve procedures for the acquisition of land and a contract for Detailed Design & Construction should then be awarded by November 2016. The current delivery programme includes a start on site in Autumn 2017 and completion by Spring 2019.
- Dr Walsh confirmed that the Committee would be kept up to date via the H&T Sub Group.
- It was confirmed that the River Beach School crossing would be delivered in this financial year.

### **Proposed Traffic Regulation Order – Marine Drive Ferring**

16. The Committee considered a report by the Executive Director of Residents Services and Director of Highways and Transport, West Sussex County Council (copy appended to the signed minutes), which sought a decision from the County Council Members of the Committee.

17. Area Highways Manager, Mr Mike Thomas, took the Committee through the Report. He explained that in recent years Marine Drive and Marine Crescent had been used for long term parking by increasing numbers of motor caravans. Based on information provided by local residents and the fact that the area was promoted on several "Wild Camping" websites, it was believed on balance of probability that these long staying motor caravans were being used for camping on the highway. He added that this long term parking by motor caravans restricted the ability of other visitors to find suitable parking when visiting the area for recreation. He advised that in order to provide a sustainable solution to this issue it was proposed to introduce (where there are no existing restrictions) a restriction prohibiting motor caravans from waiting between 10pm and 9am as detailed in Section 3. A formal consultation had taken place to which there were 33 objections and 68 communications of support. He clarified that the level of objections was 33, rather than the 32 detailed in the report as one objection had been received which had not been counted.

18. Mr Thomas explained that the same report had been presented to Worthing County Local Committee last week in relation to the elements of the proposals in Goring. They had approved the recommendation.

19. Members and the public raised a number of points, including those that follow.

- Mr Peter Evans as the local member stated that he and Steve Waight, Member for Goring, had worked with officers to try and resolve this issue and that he fully supported the recommendation of the report to prohibit parking of motorised caravans overnight.
- A resident of Goring spoke in favour of the proposals.
- Dr James Walsh confirmed that the H&T Sub Group had previewed the decision and supported the recommendation.
- Cllr Roger Elkins, Arun District Councillor for Ferring and Cllr Mrs Carole Robertson, Ferring Parish Council, spoke in support of the recommendation.

20. Resolved: - That the County Council Members of the Committee, having considered the communications of objection and support as well as the Officers response, authorises the Director of Law, Assurance and Strategy to make the Order for the restrictions in the Ferring area as advertised.

## Community Funding

21. The Committee considered a report by the Director of Law, Assurance and Strategy, West Sussex County Council (copy appended to the signed minutes), which sought decisions from the County Council Members of the Committee on the applications received under the CIF scheme.

22. **Resolved** that the County Council Members of the Committee considered the CIF applications and allocated funding as follows:

The following applications were approved:

955/JEAAC- Angmering Twinning Association, £800.00, to provide planter costs for the Angmering Twinning Association's 40<sup>th</sup> Anniversary.

983/JEAAC - Littlehampton Fort Restoration Project, £1,490.34, to purchase tools and other items to clear and maintain the fort and surrounding area.

## Nominations of Authority School Governors

23. The Committee considered a report by the Executive Director Care, Wellbeing and Education (copy attached to the signed minutes). The report included a list of the current vacancies for Local Authority Governors in the CLC area.

24. Resolved –That the County Council Members of the Committee approves the following nomination under the 2012 Regulations: -

Nomination for Appointment:

- Mr S Barnard to East Preston Infant School for a four year term.

25. Members also noted the urgent action report that was approved in April 2016.

## Items to be raised by Town and Parish Council representatives

26. The following items were raised:

- Cllr Mr Squires reported that Beach Road was in a terrible state and needs resurfacing. Mr Thomas agreed to pass this onto his colleague Ben Whiffin but encouraged Mr Squires to report any defects via the West Sussex County Council 'Love West Sussex' app.
- Cllr Mr Paul Bicknell asked about signage outside the shops in the centre of Angmering. He said that it used to be half all day parking and half limited to 1 hour but the signage had been removed. Mr Thomas agreed to pass this onto his colleague Ben Whiffin to investigate.
- Members raised concern about the lack of Police attendance this evening and that no apologies had been received. Members asked the Chairman to seek confirmation of their commitment to attend the Joint Area Committees.

**Items for future meetings.**

27. The following items were agreed for consideration at future meetings:

- WSCC Cycling and Walking Strategy
- Arun Future Vision – to include proposals for Area Committees

**Date of next meeting**

28. The Chairman reminded Members that the next meeting of the Committee would be held on Tuesday 6 September 2016 at The Millennium Chamber, Manor House, Littlehampton Town Council. Members wishing to place an item on the agenda should notify Monique Smart via e-mail: [monique.smart@westsussex.gov.uk](mailto:monique.smart@westsussex.gov.uk) or on 033022022540.

The meeting closed at 8.20pm

Chairman

DRAFT Unconfirmed minutes

**Joint Western Arun Area Committee**

29 June 2016– At a meeting of the Committee held at 7.00 p.m. at Butlin's Conference Centre

Present:

West Sussex County Council: Mr Jones, Mrs Rapnik, Mr Patel and Mr Sutcliffe.

Arun District Council: Councillors Mr Bence, Mrs Pendleton, Mr English, Mr Wotherspoon and Mrs Hall.

Town/Parish Council representatives: Councillors Mrs Richardson (Aldwick), Mr Knight (Bersted), Mr Cunard (Bognor Regis), Ms Piedot (Felpham), Mr Allsopp (Middleton) and Mr Radmall (Pagham)

Officers: Paul Askew, Head of Policy and Partnerships (ADC), Monique Smart, Democratic Services Officer (WSCC), Peter Lawrence, Principal Community Officer (WSCC)

**Chairman's Welcome**

1. The outgoing Chairman welcomed everyone to the meeting.
2. Apologies had been received from Councillors Mr Oppler, Mrs Phillips and Mr Dillon

**Appointments**

3. Following the decision that the Chairmanship of the Joint Arun Area Committees should rotate amongst the three tiers, the Chairman for 2016/17 would be a County Councillor and the Vice Chairman would be a District Councillor.
4. **Resolved** that Mrs Ann Rapnik be appointed Chairman of JWAAC and also as the Chairman of the Joint Western Arun County Local Committee (CLC).
5. **Resolved** that Councillor Mr Paul Wotherspoon be appointed as the Vice Chairman of JWAAC
6. **Resolved** that Councillor Mr Adam Cunard be appointed as the lead Town/Parish Councillor.
7. **Resolved** that the membership of the Community Initiative Funding (CIF) Sub Group for 2016/17 be as follows.

Mr Jones (WSCC)  
 Mr Sutcliffe (WSCC)  
 Cllr Mr English (ADC)  
 Cllr Mr Bence (ADC)  
 Cllr Brian Knight (Bersted PC)

8. **Resolved** that Mr Graham Jones be appointed as the Chairman of the JWAAC Highways and Transport Sub Group.

9. **Resolved** that Councillor Mrs Richardson from Aldwick Parish Council be appointed as the main JWAAC representative on the Arun Conservation Area Advisory Committee and Cllr Mrs Barbara Piedot from Felpham Parish Council be appointed the substitute representative.

### Declarations of Interest

10. In accordance with the Members' Code of Conduct, the following personal interests were declared in relation to applications to the Community Initiative Fund.

- Cllr Mrs Piedot as a member of Felpham Village Hall Committee
- Cllr Mr Allsopp as a close relative of the applicant of the Bognor Handbell Ringers
- Cllr Mr Cunard as a member of Bognor Regis Twinning Association

### Minutes

11. Resolved – that the minutes of the Joint Western Arun Area Committee (JWAAC) held on 9 March 2016 are confirmed as a correct record and that they are signed by the Chairman.

### Progress Statement

12. The Committee had before it a progress statement on matters arising from the previous meeting (copy appended to the signed minutes). The progress statement was noted.

### Talk with us – public question time

13. The Chairman invited questions from members of the public. A number of issues were discussed including those set out below (responses in italics):

- Mr Huntley from Pagham asked how unelected officers can impose housing on local Parishes that go against local community neighbourhood plans. He also asked what was the point of building houses in known potential flood areas? *Cllr Mr Wotherspoon responded by saying the firstly the decisions are made by elected members not officers. He also stated that there would be a special full Council meeting at Arun District Council in December to decide the next steps with regard to the Local Plan. He explained that the Local Plan was currently suspended and work requested by the planning inspector was being carried out. Cllr Mr Wotherspoon confirmed that the Planning Inspector was an officer appointed by Central Government. Cllr Mr Radmall added that Pagham Parish Council is seeking an urgent meeting with planning officers to discuss a number of planning issues.*
- Mr Coster stated that the opening of the new Bognor relief road was resulting in more traffic on the A259. He also made reference to a County Council planning application for 13 new houses in Middleton and suggested this could



increase to a much higher number. He urged Members to oppose the planning application or to put pressure on West Sussex County Council to seek 106 money for a roundabout at Comet Corner to make the road safer. *Mr Jones responded stating that the planned works for Comet Corner are going ahead but if there was the opportunity of seeking S106 money for further improvements he would support that. Cllr Mr Wotherspoon added that the Head of Planning at Arun District Council has written to West Sussex County Council asking why a development in Yapton of 100 houses was not seeking s106 money for Comet Corner. Cllr Mr Allsopp stated that Middleton Parish Council had asked to meet West Sussex County Council about the proposals for development on their land but this had been declined.*

- Mr Brooks made a plea on behalf of traders from the 'West End' of Bognor for some of the regeneration funding to be put into that area of the town.
- Mr Goodheart asked for information about road resurfacing plans for Bognor Regis. *Mr Graham Jones undertook to get this information to Mr Goodheart via the Highways Manager, Ben Whiffin.*
- Ms Daniels asked about any progress to improve the access to the Matalan/Lidl trading estate. *Mr Graham Jones replied stating he was working with Highways and it was hoped a Traffic Regulation Order (TRO) could come forward for JWAAC to consider.*
- Mr Coster also asked about the 3in1 card consultation and why was WSSC considering scraping it when the consultation stated that 96% of people want to keep it. *Mr Jones confirmed it had been through Scrutiny Committee at WSSC and they had recommended keeping it but the final decision would be made by the Cabinet Member.*

### **Community Police Update**

14. The Chairman welcomed Sergeant Jon Chapman who provided an update on Neighbourhood Policing in the JWAAC area. A number of issues were discussed including those set out below:

- The restructure of the PCSOs would start from 4 July. This included Arun and Chichester teams being used as one resource and PCSOs being deployed where needed. PCSOs were also undertaking training to upskill. Full details of this will be communicated to Parish Councils and via social media.
- A campaign was underway to encourage residents not to leave valuables in cars as there had been an increase in thefts from vehicles.
- Members raised concern about the slow response of the 101 no emergency number. Sergeant Chapman acknowledged the concerns and suggested for non-emergencies residents could consider emailing the Neighbourhood Team or reporting via operation crackdown if it is a traffic issue.

### **Community Initiative Funding**

15. The Chairman invited previously successful Community Initiative Funding (CIF) applicants to provide feedback on how they had used the grant and the benefits it had brought to the community. The following organisations were in attendance:

- Felpham Arts Group received £1000 towards the cost of a new trailer. They thanked the Committee for the money and explained that the trailer allowed

them to both store and move equipment and artwork and therefore have more opportunity to be involved in community events.

- Making Theatre Gaining Skills received £1472 for various equipment including a tent. The tent was being used within their current premises at Bognor Regis Station to create a meeting space. They thanked the Committee for the money that was helping attendees gain transferable skills and gain qualifications. The money was also used towards a family art day at the Pheonix Centre. A full presentation would be circulated to Members after the meeting.
- Jenesis received £300 for publicity and printing associated with the event 'The Clowns are back in Bognor'. They thanked the Committee for the money and said it had helped attract attention and visitors to the event parade and picnic.
- Rox Music and Arts received £2000 towards security and a PA system for the event. They thanked the Committee for their support and the event was due to go ahead at the end of July.

16. The Committee considered a report by the Director of Law, Assurance & Strategy, West Sussex County Council (copy appended to the signed minutes), which sought a decision from the County Council Members of the Committee on the applications received under the Community Initiative Funding (CIF) scheme.

17. RESOLVED that the County Councillors on the Committee allocate Community Initiative Funding as follows:

The following applications were approved: -

988/JWAAC - Bognor Regis Handbell Ringers, £300.00, for replacement uniforms

1001/JWAAC – Junior Parkrun, £1,200.00, towards start-up costs (such as cones, timing devices and volunteer training) for a Bognor Junior Parkrun

1003/JWAAC – Bognor Regis Twinning Association, £1,000.00, for assistance with costs of guest visits.

The following application was deferred:

1000/JWAAC - Felpham Village Hall, £5,000.00, towards the refurbishment of the Ladies toilets. Members stated that this was over the advisory upper limit for CIF and suggested the applicant apply to the Members Big Society Fund. If this was not successful then JWAAC would reconsider it for CIF in September.

### **Highways and Transport Sub Group**

18. The Chairman referred Members to the minutes of the last meeting of the Highways and Transport Sub Group (copy attached to the signed minutes). A number of issues were discussed including those set out below:

- Mr Graham Jones, Chairman of the H&T Sub Group, confirmed that Jeremy Pardy from Butlin's had attended H&T sub group and provided the information as outlined in the notes. He also noted that Butlin's had

provided the venue for JWAAC this evening free of charge and he felt this was further evidence of their intent to work with us and the community.

- Cllr Mr Cunard referred to the diversion that was in place when the sink hole appeared in Victoria Drive. He had been in touch with Highways Manager Ben Whiffin who had confirmed an incorrect diversion was put in place. Cllr Mr Cunard hoped this would be investigated to ensure it does not happen again.
- Cllr Mr Bence raised concern about parking problems in Lindon Road and Victoria Drive. Mrs Rapnik confirmed she had asked Arun enforcement officer to visit the area but was not aware this had happened. Mr Jones agreed for this to be discussed at the next H&T Sub Group.

### **Nominations to School and Academy Governing Bodies**

19. The Committee considered a report by the Executive Director of Care, Wellbeing and Education (copy attached to the minutes).

20. Resolved that the County Council members of the Committee approved the following nomination under the 2012 Regulations: -

Reappointment:

Ms S Fisher to Bartons Primary School for a four year term

Appointment:

Mrs M Taha to Felpham Community College for a four year term

### **Items to be raised by Town and Parish Council representatives.**

21. The Chairman invited questions from Town and Parish representatives on the Committee. The following issues were discussed:

- Cllr Mr Cunard stated that SALC had produced some useful information on devolution and suggested that Trevor Leggo be invited to a future JWAAC to discuss this. However Cllr Mrs Richardson stated that SALC are arranging a session for all Parishes in JWAAC.

### **Items for Future Meetings**

22. The following items were agreed for consideration at future meetings:

- WSCC Cycling and Walking Strategy (September 2016)
- Evaluation on Public Realm Improvement (2017)
- A27 consultation (Chichester) – Summer 2016
- Youth Services update – September or November 2016

### **Date of Next Meeting**

23. The Chairman confirmed that the next scheduled meeting of the Committee was due to be on Wednesday 28 September.

The meeting closed at 8.40pm

Chairman

**DRAFT Unconfirmed minutes****Joint Downland Area Committee**

4 July 2016– At a meeting of the Committee held at 7.00 p.m. at The White Swan Hotel, Arundel.

Present:

West Sussex County Council: , Mrs Phillips, Mrs Urquhart and Mr Whittington

Arun District Council: Councillors: Mr Charles (Chairman), Mr Cooper, Mr Dingemans and Mr Ambler.

Town/Parish Council representatives: Councillors: Mrs A Harriott (Arundel), Mr Tomkins (Clapham) Mrs Carole Adler (Clymping), Mr Goldsworthy (Findon), Mr Ford (Ford), Mr Looker (Houghton), Mr Hulmes (Lyminster & Crossbush), Mrs Brimblecombe (Slindon), Mrs Wallsgrove (Walberton) and Mr Pickthall (Yapton)

Officers: Karl Roberts, Director (ADC), Monique Smart, Democratic Services Officer (WSCC) and Peter Lawrence, Principal Community Officer (WSCC).

**Chairman's Welcome**

1. The Chairman welcomed everyone to the meeting.
2. Apologies had been received from Councillors: Mr Peters, Mr Beaton, Mr Wensley, Mrs Francis, Mr Tompkins and Mr Humphris.

**Appointments**

3. Following the decision that the Chairmanship of the Joint Arun Area Committees should rotate amongst the three tiers, the Chairman for 2016/17 would be a County Councillor and the Vice Chairman would be a District Councillor.
4. **Resolved** that Mr Peters be appointed as the Chairman of JDAC and Chairman of the Joint Downland County Local Committee (CLC). In the absence of Mr Peters, Cllr Mr Charles remained as Chairman for this meeting.
5. **Resolved** that Councillor Mr Charles be appointed as the lead District Councillor and Vice Chairman of JDAC.
6. **Resolved** that Councillor Mr Beaton be appointed as the lead Town and Parish Councillor.
7. In the absence of the appointed lead County Councillor and lead Town and Parish Councillor, Mrs Urquhart was appointed as the CLC Chairman and Vice Chairman for this meeting only.
8. **Resolved** that the membership of the Community Initiative Funding (CIF) Sub Group for 2016/17 be as follows:

Mrs Urquhart (WSCC)  
Mr Whittington (WSCC)  
Cllr Mr Wensley (ADC)

Cllr Mrs Harriott (Parish/Town Council)

9. **Resolved** that the membership of the Community Projects Sub Group of JDAC for 2016/17 be as follows:

Cllr Mr Dendle (ADC)  
 Cllr Mr Dingemans (ADC)  
 Mr Whittington (WSCC)  
 Cllr Tu (Arundel TC)  
 Cllr Mr Pickthall (Yapton PC)  
 Cllr Mrs Wallsgrove (Walberton PC)

10. **Resolved** that Councillor Mr Clive Wicks from Crossbush and Lyminster Parish Council be appointed as the JDAC representative on the Arun Conservation Area Advisory Committee and Councillor Mrs Brimblecombe be appointed as the substitute.

### Declarations of Interest

11. The following personal interests were declared:

- Cllr Mrs Sue Wallsgrove declared a personal interest in agenda Item 9 application number 1008 as a member of Walberton Parish Council.
- Monique Smart, Democratic Services Officer, declared a personal interest in agenda item 9 application number 1002 as a member of Arundel Cricket Club.

### Minutes

12. Resolved – that the minutes of the Joint Downland Area Committee (JDAC) held on 14 March 2016 are confirmed as a correct record and are signed by the Chairman.

### Talk with us – public question time

13. The Chairman invited questions from members of the public. Questions were asked to which responses were given, including those set out below (responses in italic):

- Mr Mills from Yapton referred to a recent communications with Ben Whiffin, Highways Manager, about speeding and traffic issue in and around Church Road, Yapton. He stated that a local Speed watch group was being set up but they requested the support of the County Council to implement a Traffic Regulation Order (TRO). *Mrs Phillips, the local County Councillor for Yapton, stated she was aware of the issues raised and supported the community in getting a traffic assessment and would speak to Ben Whiffin to try and progress this. Mr Whittington reminded Mrs Phillips and Mr Mills of the process for requesting a TRO and this was outlined in Ben Whiffins recent letter. The request can be submitted online but needs to include evidence of support and need. If the request gets through an initial scoring process it will come before JDAC to prioritise alongside other such requests for the area. Mrs Phillips agreed to follow this up with Highways.*

- Mr Gayler from Hammerpot thanked JDAC for their continued support in resolving flooding and drainage issues at Hammerpot. Highways England dug the ditch to the south of the A27 and water from our ditches on the north side has been flowing well since this was done in October 2015. In June 2015 Highways England advised they had funding for 2015/16 to design additional culvert capacity at Hammerpot, with the plan being to carry out the works in the following financial year 2016/17. To date we have not had any update and asked if WSCC were aware of any progress. *Mrs Urquhart responded stating that WSCC had chased Highways England for a response and would forward this on to Mr Gayler as soon as received. Mr Whittington stated he had recently received new contact details from Highway England and would circulate them to JDAC via Monique Smart.*

## Community Policing Update

14. The Chairman welcomed Sergeant Jon Chapman who provided an update on Neighbourhood Policing in the JDAC area. A number of issues were discussed including those set out below:

- The restructure of the PCSOs would start from 4 July. This included Arun and Chichester teams being used as one resource and PCSOs being deployed where needed. PCSOs were also undertaking training to upskill. Full details of this will be communicated to Parish Councils and via social media.
- The team would be more mobile and make better use of mobile technology and work from satellite hubs such as libraries.
- A campaign was underway to encourage residents not to leave valuables in cars as there had been an increase in thefts from vehicles.
- Sargent Chapman agreed to forward any information in relation to the ongoing anti-social issue in Yapton to Mr Pickthall of Yapton Parish Council.

15. The Chairman also welcomed Trevor Leggo from Sussex Association of Local Councils (SALC) who provided an update about Community Wardens and Business Wardens. With regard to Community Wardens he explained that last year the Police and Crime Commissioner made £90k available to part fund four two-year pilot schemes across Sussex. So far no schemes have developed in West Sussex but one was due to start in Forest Row in East Sussex and funding was still available for other interested Town or Parish Councils. He explained that Community Wardens are not intended to replace PCSOs but would assist with low level anti-social behaviour, engage with schools and youth clubs, assist with queries and report road and other defects. With regard to Business Wardens Mr Leggo confirmed that they are running successfully in Bognor Regis and Littlehampton and soon to be launched in Arundel.

## Area Action Plan

16. The Chairman referred Members to the Area Action Plan previously circulated. The Committee noted the Action Plan and the following points were made:

- Councillor Mr Hulme commented that Lyminster and Crossbush Parish Council were disappointed with the delay of the Lyminster bypass.
- Councillor Mr Dingemans asked if anything could be done to progress the cycleway from Ford Station to Arundel ahead of the Arun local plan being approved. Mr Karl Roberts confirmed that various funding options were being looked into that may help with a feasibility study. Mr Whittington confirmed that he was soon to meet with Karl Roberts and Officers from WSCC to discuss this.

## Community Initiative Funding

17. The Committee considered a report by the Director of Law, Assurance and Strategy, West Sussex County Council (copy appended to the signed minutes), which sought a decision from the County Council Members of the Committee on the applications received under the Community Initiative Funding (CIF) scheme. The Committee debated the respective merits of the projects for which funding was sought.

18. The County Councillors on the Committee resolved that Community Initiative Funding be allocated as follows:

The following applications were approved: -

996/JDAC - Aldingbourne Allotment Association, £2,361.00, for providing storage a community garden and relaxation area.

1002/JDAC – Arundel Cricket Club, £2,500.00, to replace the existing sight screens.

1010/JDAC - Barnham Community Centre Charitable Trust, £2,441.72, for the purchase of several smaller tables.

The following application was declined: -

1008/JDAC – Walberton Parish Council, £1,950.00, towards refurbishment of Finger Posts. Members confirmed that the application did not comply with the CIF criteria as the applicant was a Parish Council (a precepting authority). It was recommended that the application be considered for approval by the District Council Grant Fund that does allow Parish Councils.

## Community Grant Applications

19. The Committee considered a report by Director, Arun District Council (copy appended to the signed minutes), which sought a decision from the Committee on the applications received under the Community Grant fund. The Committee also

agreed to consider the application from Walberton Parish Council that had been submitted by declined by the Community Initiative Fund.

20. The Committee resolved that Community Grant be allocated as follows:

- £2,000 to fund a new metal bench to replace the present wooden bench in Slindon Village.
- £1,950 towards refurbishment of Finger Posts in Walberton.

21. Mr Karl Roberts informed the Committee that the fund had about £40k remaining as it had been added to each year and not receive large numbers of applications. He suggested that the Parish and Town Councils consider supporting the principle of supporting grant funding to facilitate single community projects(s). This was agreed.

### **Nominations to School and Academy Governing Bodies**

22. The Committee noted the vacancy in the JDAC area.

### **Items to be raised by Town and Parish Council representatives.**

23. The Chairman invited questions from Town and Parish representatives on the Committee. The following issues were discussed:

- Councillor Mr Hulme requested that the summary agenda included agenda item numbers.
- Mr Whittington drew members attention to the announcement that the A" & Chichester consultation was due to start on 14 July. He encouraged all Members to try and attend one of the roadshow sessions and respond to the consultation. He made particular reference to proposals for the Oving crossroads as they would have an effect on local traffic from the JDAC area travelling to Chichester. It was agreed that Monique Smart would forward details of the consultation roadshow to all JADC Members.

### **Items for Future Meetings**

24. The following items were agreed for consideration at future meetings:

- Update on Cycling and Cycling Strategy – September/November 2016
- A27 (public consultation is expected in spring/summer 2016 for Chichester and Spring 2017 for Arundel))
- Hydro Carbon Licence (when government legislation is published)
- Section 106 process (District Council allocations) – September/November 2016

### **Date of Next Meeting**

25. The Chairman confirmed that the next meeting of the Committee would take place on Monday 26 September 2016 at the White Swan Hotel, Arundel.

The meeting closed at 8.06pm



159. FEEDBACK FROM WEST SUSSEX COUNTY COUNCIL'S JOINT SCRUTINY GROUP'S JOINT SCRUTINY REVIEW ON HOUSING PROVISION FOR CARE LEAVERS

The Chairman welcomed Councillor Dingemans to the meeting as he was in attendance to present this report.

The report set out the findings of the West Sussex Joint Scrutiny Review of Housing Provision for Care Leavers which had been undertaken by a Task and Finish Group set up by the West Sussex Joint Scrutiny Steering Group and whose terms of reference were:-

- To review the housing provision for young people leaving local authority care to ensure the accommodation needs and associated support in the community for young people leaving care are identified and procedures put in place to ensure that agencies work in partnership to achieve it. This part of the review should also include reviewing the Joint Working Protocol which has recently been created.
- To review the proposed changes to the allocation of Housing Benefit/Universal Credit to assess any potential impact on young people under the age of 21 years who are leaving the care of the Local Authority.

The proposed outcomes to be achieved from the review were:-

- To ensure that the Joint Working Protocol was working effectively to enable housing providers to provide an adequate range of accommodation to meet the assessed needs of young people as they leave care and to give care leavers the best start in the transition to independent adulthood.
- To obtain clarification from the government on whether or not young people aged under 21 years of age are to lose their entitlement to housing benefit until they reach 21 years.
- To recommend any further changes if appropriate and necessary.

Councillor Dingemans highlighted a number of issues that the review had picked up on and which informed the recommendations that all the Borough and District Councils in West Sussex were being requested to endorse.

Firstly, it was felt that the Joint Working Protocol was not being applied effectively and that, certainly, Arun officers had not been invited by WSCC to any of the Pathway Planning meetings, which was seen as an essential part of the process to ensure that care leavers and children in need received targeted, high quality supported accommodation.

Secondly, following comments from care leavers themselves, steps should be taken to ensure that the accommodation being allocated to the young person was not in an area where evidence indicated that specific young care leavers could be at risk or there could be a negative impact on their wellbeing. As a consequence, the 'local connection' requirement within Councils' housing allocations criteria should be

Extract from Overview Select Committee Minutes – 26 July 2016

more flexible and apply to the County as a whole rather than the local area for the care leaver.

It was proposed that the County Council be requested to amend its Care Leavers Policy in West Sussex to enable care leavers accommodation in the County to be provided to those in need up to the age of 21, rather than 18, as it was considered that this would give more flexibility and ensure that those who needed more support would be assisted into independent living for longer. It was recognised that the statutory requirement only applied to age 18 but it was felt that representations should be made for the statutory duty to be extended to apply up until 21. In addition, it was felt there was a need for the Service to start working with care leavers from the younger age of 16, rather than 18, as the earlier start in support would help in the transition to independent living and, in the long term, with housing service provision. Again, that would require a policy change at County level.

Councillor Dingemans pointed out that the County Council had overall responsibility for providing continued involvement in supporting young people as they left care and moved into independent living until the age of 21. The District Council was the Housing Authority and therefore, through pathway planning, had responsibility for finding suitable accommodation for care leavers. It was hoped that, by supporting the recommendations, pressure could be put on the County Council to ensure that this Council would be involved in the pathway planning process.

Councillor Bence, as Cabinet Member for Housing, was invited by the Chairman to contribute to the debate. Councillor Bence highlighted that, when allocating accommodation for care leavers, their needs had to be assessed in order to make the right decision and an essential part of that process was to take account of the history of the individual - that information was not always easy to obtain from West Sussex County Council. Both sides had to work together to ensure the right decisions were made.

Members participated in some general discussion on the detail of the review findings and acknowledged that the principles and direction of travel were positive but that the practicalities of implementing all the measures might prove challenging.

In turning to the recommendations, comment was made that recommendation (2) was ambiguous and needed rewording to make it clear that an area might be unsuitable for an individual care leaver rather than that area being unsuitable per se. Following consideration, it was agreed that the recommendation be amended to read "That when placing Care Leavers into accommodation, officers in the District and Borough Councils should ensure that they are aware that certain areas are not suitable for housing of **particular** Care Leavers...."

With regard to recommendation (8) the view was expressed that there "must" be a universal Care Leavers Policy approach and it was agreed that "should" would be replaced with "must".

The Committee then

RECOMMEND TO CABINET

That the following actions with regard to Care Leavers be approved:-

A common and flexible policy across the County to be introduced regarding “local connection”

(1) Taking into account the evidence provided during the review and the subsequent guidance on allocation policies across the County provided by the West Sussex Strategic Housing Group, the Task and Finish Group considers that there is sufficient scope within allocation policies across the County to facilitate care leavers securing accommodation in suitable locations for them which in the long term will help them settle quicker and make the transition into independent living easier. This may be within another local authority area. Districts and Boroughs across the County should be proactive in using the scope provided by existing flexibilities within their housing allocation schemes to this end in the spirit of the Joint Protocol launched in November 2015.

(2) That when placing Care Leavers into accommodation, Officers in the District and Borough Councils should ensure that they are aware that certain areas are not suitable for housing of particular Care Leavers. Avoiding those areas will help Care Leavers make that transition into independent living much easier.

Providing Good quality and Consistent support throughout time in Care and sometimes beyond the end of Care

(3) The Task and Finish Group considers that Officers should be encouraged to provide good quality and consistent help and support from an early age and ensure that the same support worker is allocated to a young person in care even if they are moved to a different area.

(4) The Task and Finish Group also considers that Care assessment should be based on need rather than age based, realising that some young people need support for much longer than others - Care should not just come to a stop at 18.

Care Leavers - Policy in West Sussex

(5) That representations be made to the Government requesting that the statutory duty to provide accommodation for Care Leavers by a County Council should be extended to age 21 rather than 18 to provide more flexibility and support for care Leavers and help them in their move to independent living.

(6) That West Sussex County Council and the District and Borough Councils work with accommodation providers to provide more

communal type living accommodation in West Sussex to help Care leavers into independent living.

(7) That West Sussex County Council be requested to amend its Young People's Service provision for Care Leavers to provide support via the Young People's Service from age 16 rather than 18.

(8) That there must be a universal Care leavers Policy approach across all Councils in West Sussex to assist with co-ordination etc.

#### Joint Protocol on Housing Provision for Care Leavers

(9) That Officers from West Sussex County Council ensure that the Joint Protocol is fully implemented as soon as possible and that all Councils are involved in the Pathway Planning meetings and other discussions.

(10) To help in the implementation of the Protocol it is suggested that all Districts and Borough Councils should have a named Link Officer responsible for Care leavers in their area, making communication easier and clearer.

#### Future Monitoring of Housing Provision for Care Leavers

(11) That the Task and Finish Group be retained to meet on a quarterly basis as a Countywide group to oversee the process of housing provision for care leavers and ensure that improvements are being undertaken to the process. If it is not possible to do this via the Joint Scrutiny process then it should be referred through the West Sussex Corporate Parenting Panel.

#### Housing Benefit/Universal Credit - Potential Impact on Young People under the age of 21 years who leave Local Authority Care

(12) That Officers continue to monitor the situation and undertake further lobbying if it subsequently proves that young people leaving Local Authority