

Committee Manager : Erica Keegan (Ext 37547)

30 March 2017

## **CABINET**

A meeting of the Cabinet will be held in Committee Room 1 (Pink Room) at the Arun Civic Centre, Maltravers Road, Littlehampton, on **Monday 10th April 2017 at 5.00 pm** and you are requested to attend.

Members : Councillors Mrs Brown (Chairman), Wensley (Vice-Chairman), Bence, R 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 6 February 2017 (previously circulated).

5. HOUSING WHITE PAPER FEBRUARY 2017 - FIXING OUR BROKEN HOUSING MARKET

This report provides a corporate response on behalf of the Council to the Government's Housing White Paper published in February 2017.

6. COMMUNITY HOUSING FUND - EXPENDITURE AND FUTURE USE

The Council has been allocated £706,119 by central government for community led housing. Half of the allocation (£353,060) has been received and the remaining amount has been bid for. This report provides detail on how the Council intends to spend this money to provide both revenue and capital support to community led groups.

7. BUDGET MONITORING REPORT TO 28 FEBRUARY 2017

The budget monitoring report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of February 2017.

8. LITTLEHAMPTON LEISURE CENTRE

This report updates Cabinet on the current progress for delivery of the new leisure centre including the programme for procurement and early site works.

9. UPDATE ON ACCESS MANAGEMENT AT PAGHAM HARBOUR

This report provides an update on work connected with the strategic approach, previously agreed at the 20th July 2015 Cabinet meeting, for mitigating potential impacts to Pagham Harbour or its features, due to recreational disturbance from new residential development.

10. ARUN WELLBEING & HEALTH PARTNERSHIP - 28 FEBRUARY 2017

To receive and note the Minutes of the meeting of the Arun Wellbeing & Health Partnership held on 28 February 2017.

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

11. OVERVIEW SELECT COMMITTEE - 21 MARCH 2017

To consider the recommendation contained in the Minutes of the meeting of the Overview Select Committee held on 21 March 2017.

12 HOUSING & CUSTOMER SERVICES WORKING GROUP - 23 MARCH 2017

To consider the recommendations contained in the Minutes of the meeting of the Housing & Customer Services Working Group held on 23 March 2017.

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 or accessed via the website at [www.arun.gov.uk](http://www.arun.gov.uk)

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.

# ARUN DISTRICT COUNCIL

## REPORT TO AND DECISION OF CABINET ON 10 APRIL 2017

### PART A : REPORT

**SUBJECT:** Housing White Paper Feb 17 - Fixing Our Broken Housing Market

**REPORT AUTHOR:** Karl Roberts **DATE:** 28 March 2017 **EXTN:** 37760

#### EXECUTIVE SUMMARY:

Provide a corporate response on behalf of the Council to the Housing White Paper published in February 2017.

#### RECOMMENDATIONS:

Cabinet is recommended to approve the consultation responses set out in Appendix A.

#### 1. BACKGROUND:

The Government published its Housing White Paper in February 2017. It sets out how the Government proposes to fix what it describes as a broken housing market. A link to the White Paper is provided below.

#### 2. PROPOSAL(S):

Within the White Paper the Government poses a total of 38 questions to which they invite responses. The Appendix to this report sets out potential draft responses for Cabinet to consider as the Council's formal responses. The views of Cabinet are sought on whether any changes are required.

#### 3. OPTIONS:

Cabinet can ask that any or all of the proposed responses be changed.

#### 4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		x
Relevant District Ward Councillors		x
Other groups/persons (please specify)		x

#### 5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)

YES	NO

Financial		X
Legal		X
Human Rights/Equality Impact Assessment		X
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X
Technology		X
Safeguarding		X
Other (please explain)		X
<b>6. IMPLICATIONS:</b>		
There are no such implications directly resulting from the proposed responses.		

**7. REASON FOR THE DECISION:**

To provide a corporate response to the Housing White Paper.

**8. BACKGROUND PAPERS:**

<https://www.gov.uk/government/publications/fixing-our-broken-housing-market>

**APPENDIX A**Question 1

Do you agree with the proposals to:-

- a) Make clear in the National Planning Policy Framework that the key strategic policies that each local planning authority should maintain are those set out currently at paragraph 156 of the Framework, with an additional requirement to plan for the allocations needed to deliver the area's housing requirement?
- b) Use regulations to allow Spatial Development Strategies to allocate strategic sites where these strategies require unanimous agreement of the members of the combined authority?
- c) Revise the National Planning Policy Framework to tighten the definition of what evidence is required to support a 'sound' plan?

**It would assist joint working and addressing 'larger than local issues' if both regulations and guidance were not drafted so tightly so as to exclude solutions which were not based on combined authorities. Arun is part of a sub-regional grouping of authorities which has developed a sub-regional statement for the period up to 2031. It would be helpful to have the ability to benefit from the same powers that the combined authorities enjoy if that was the wish of the constituent embers.**

Question 2

What changes do you think would support more proportionate consultation and examination procedures for different types of plan and to ensure that different levels of plans work together?

**It should be for Councils to determine this through their Statements of Community Involvement**

Question 3

Do you agree with the proposals to:

- a) Amend national policy so that local planning authorities are expected to have clear policies for addressing the housing requirements of groups with particular needs, such as older and disabled people?
- b) From early 2018, use a standardised approach to assessing housing requirements as the baseline for five year housing supply calculations and monitoring housing delivery, in the absence of an up-to-date plan?

**With regard to (a) this is agreed but equally the Government shouldn't be prescriptive and allow for innovation.**

**In terms of (b) this is considered to be a sensible approach. However, it is important that consideration is also given to how such a standardised**

## APPENDIX A

**approach might impact upon other forms of plans such as Neighbourhood Plans and Spatial Development Strategies.**

Question 4

Do you agree with the proposals to amend the presumption in favour of sustainable development so that:

- a) Authorities are expected to have a clear strategy for maximising the use of suitable land in their areas?
- b) It makes clear that identified development needs should be accommodated unless there are strong reasons for not doing so set out in the NPPF?
- c) The list of policies which the Government regards as providing reasons to restrict development is limited to those set out currently in footnote 9 of the National Planning Policy Framework (so these are no longer presented as examples), with the addition of Ancient Woodland and aged or veteran trees?
- d) Its considerations are re-ordered and numbered, the opening text is simplified and specific references to local plans are removed?

**Achieving sustainable development is about securing an appropriate balance of the social, economic and environmental considerations in a given area. Provided any changes do not shift the balance too far in any one particular direction such changes would be welcome.**

Question 5

Do you agree that regulations should be amended so that all local planning authorities are able to dispose of land with the benefit of planning consent which they have granted to themselves?

**Yes**

Question 6

How could land pooling make a more effective contribution to assembling land, and what additional powers or capacity would allow local authorities to play a more active role in land assembly (such as where 'ransom strips' delay or prevent development)?

**The Council would welcome the opportunity to use additional powers to help with the assembly of land provided the processes involved were not overly bureaucratic, costly and time consuming. Being able to resolve ransom strip issues quickly would be a major positive.**

## APPENDIX A

Question 7

Do you agree that national policy should be amended to encourage local planning authorities to consider the social and economic benefits of estate regeneration when preparing their plans and in decisions on applications, and use their planning powers to help deliver estate regeneration to a high standard?

**There are many worthwhile forms of development which could be singled out for a specific mention. Is it really necessary to make specific reference to estate regeneration.**

Question 8

Do you agree with the proposals to amend the National Planning Policy Framework to:

- a) Highlight the opportunities that neighbourhood plans present for identifying and allocating small sites that are suitable for housing?
- b) Encourage local planning authorities to identify opportunity for villages to thrive, especially where this would support services and help meet the authority's housing needs?
- c) Give stronger support for 'rural exception' sites – to make clear that these should be considered positively where they can contribute to meeting identified local housing needs, even if this relies on an element of general market housing to ensure that homes are genuinely affordable for local people?
- d) Make clear that on top of the allowance made for windfall sites, at least 10% of sites allocated for residential development in local plans should be sites of half a hectare or less?
- e) Expect local planning authorities to work with developers to encourage the sub-division of large sites? And
- f) Encourage greater use of Local Development Orders and area-wide design codes so that small sites may be brought forward for development more quickly?

**The NPPF should not be so prescriptive as to undermine local flexibility. Whilst all of the elements listed in Q8 could be worthy of support in appropriate circumstances it is probably advisable that the NPPF invites consideration be given to, rather than make these requirements.**

Question 9

How could streamlined planning procedures support innovation and high-quality development in new garden towns and villages?

**The Council welcomes the proposals in the Neighbourhood Planning Bill to give Council the opportunity to apply for Development Corporation status.**



**APPENDIX A**Question 10

Do you agree with the proposals to amend the National Planning Policy Framework to make clear that:

- a) Authorities should amend Green Belt boundaries only when they can demonstrate that they have examined fully all other reasonable options for meeting their identified development requirements?
- b) Where land is removed from the Green Belt, local policies should require compensatory improvements to the environmental quality or accessibility of remaining Green Belt land?
- c) Appropriate facilities for existing cemeteries should not be regarded as 'inappropriate development' in Green Belt?
- d) Development brought forward under a Neighbourhood Development Order should not be regarded as inappropriate in the Green Belt, provided it preserves openness and does not conflict with the purposes of the Green Belt?
- e) Where a local or strategic plan has demonstrated the need for Green Belt boundaries to be amended, the detailed boundary may be determined through a neighbourhood plan (or plans) for the area in question?
- f) When carrying out a Green Belt review, local planning authorities should look first at using any Green Belt land which has been previously developed and/or which surrounds transport hubs?

**There is no Green Belt in Arun so no opinion is expressed.**

Question 11

Are there particular options for accommodating development that national policy should expect authorities to have explored fully before Green Belt boundaries are amended, in addition to the ones set out above?

**There is no Green Belt in Arun so no opinion is expressed**

Question 12

Do you agree with the proposals to amend the National Planning Policy Framework to:

- a) Indicate that local planning authorities should provide neighbourhood planning groups with a housing requirement figure, where this is sought?
- b) Make clear that local and neighbourhood plans (at the most appropriate level) and more detailed development plan documents (such as action area plans) are expected to set out clear design expectations; and that visual tools such as design codes can help provide a clear basis for making decisions on development proposals?

**APPENDIX A**

- c) Emphasise the importance of early pre-application discussions between applicants, authorities and the local community about design and the types of homes to be provided?
- d) Make clear that design should not be used as a valid reason to object to development where it accords with clear design expectations set out in statutory plans?
- e) Recognise the value of using a widely accepted design standard, such as Building for Life, in shaping and assessing basic design principles – and make clear that this should be reflected in plans and given weight in the planning process?

**The NPPF should not be so prescriptive as to undermine local flexibility. Whilst all of the elements listed in Q12 could be worthy of support in appropriate circumstances it is probably advisable that the NPPF invites consideration be given to, rather than make these requirements.**

Question 13

Do you agree with the proposals to amend national policy to make clear that plans and individual development proposals should:

- a) Make efficient use of land and avoid building homes at low densities where there is a shortage of land for meeting identified housing needs?
- b) Address the particular scope for higher-density housing in urban locations that are well served by public transport, that provide opportunities to replace low-density uses in areas of high housing demand, or which offer scope to extend buildings upwards in urban areas?
- c) Ensure that in doing so the density and form of development reflect the character, accessibility and infrastructure capacity of an area, and the nature of local housing needs?
- d) Take a flexible approach in adopting and applying policy and guidance that could inhibit these objectives in particular circumstances, such as open space provision in areas with good access to facilities nearby?

**Developments will exist for decades and it would be wrong to make design decisions based on a short term expediency. If necessary guidance should say that it expects Councils to justify any density which is lower than a specific figure.**

Question 14

In what types of location would indicative minimum density standards be helpful, and what should those standards be?

**See answer to Q13**

## APPENDIX A

Question 15

What are your views on the potential for delivering additional homes through more intensive use of existing public sector sites, or in urban locations more generally, and how this can best be supported through planning (using tools such as policy, local development orders, and permitted development rights)?

**It is vital that we create successful places and so high density developments need to be of high quality. Creating more permitted development rights will not result in the necessary quality. Minimum standards are an important tool to ensure that quality homes are built rather than just flats and houses.**

Question 16

Do you agree that:

- a) Where local planning authorities wish to agree their housing land supply for a one year period, national policy should require those authorities to maintain a 10% buffer on their 5 year housing land supply?
- b) The Planning Inspectorate should consider and agree an authority's assessment of its housing supply for the purpose of this policy?
- c) If so, should the Inspectorate's consideration focus on whether the approach pursued by the authority in establishing the land supply position is robust, or should the Inspectorate make an assessment of the supply figure?

**Whilst the principle behind this initiative is supported, the actual requirements will divert a lot of resources away from supporting delivery. A more formulaic self-assessment which is published would be more helpful.**

Question 17

In taking forward the protection for neighbourhood plans as set out in the Written Ministerial Statement of 12 December 2016 into the revised NPPF, do you agree that it should include the following amendments:

- a) A requirement for the neighbourhood plan to meet its share of local housing need?
- b) That it is subject to the local planning authority being able to demonstrate through the housing delivery test that, from 2020, delivery has been over 65% (25% in 2018; 45% in 2019) for the wider authority area?
- c) Should it remain a requirement to have site allocations in the plan or should the protection apply as long as housing supply policies will meet their share of local housing need?

## APPENDIX A

**The neighbourhood planning process should dovetail with other plans such as local plans, therefore neighbourhood plans should be required to look forward and meet an element of an area's OAN and Duty to Cooperate requirements.**

Question 18

What are your views on the merits of introducing a fee for making a planning appeal?  
We would welcome views on:

- a) How the fee could be designed in such a way that it did not discourage developers, particularly smaller and medium sized firms, from bringing forward legitimate appeals;
- b) The level of the fee and whether it could be refunded in certain circumstances, such as when an appeal is successful; and
- c) Whether there could be lower fees for less complex cases.

**This is supported except for householder appeals. Who gets the fee?**

Question 19

Do you agree with the proposal to amend national policy so that local planning authorities are expected to have planning policies setting out how high quality digital infrastructure will be delivered in their area, and accessible from a range of providers?

**This is strongly supported.**

Question 20

Do you agree with the proposals to amend national policy so that:

- a) The status of endorsed recommendations of the National Infrastructure Commission is made clear? And
- b) Authorities are expected to identify the additional development opportunities which strategic infrastructure improvements offer for making additional land available for housing?

**With regard to (b) this should be done on a multi-authority basis throughout the Duty to Co-Operate or any similar requirement.**

Question 21

Do you agree that:

- a) The planning application form should be amended to include a request for the estimated start date and build out rate for proposals for housing?

**APPENDIX A**

- b) That developers should be required to provide local authorities with basic information (in terms of actual and projected build out) on progress in delivering the permitted number of homes, after planning permission has been granted?
- c) The basic information (above) should be published as part of Authority Monitoring Reports?
- d) That large housebuilders should be required to provide aggregate information on build out rates?

**This is supported in principle; however developers should be required by regulation to enter into some form of contract with the local Council to ensure that the promised delivery is actually forthcoming. If it is not then some form of penalty should be applied.**

Question 22

Do you agree that the realistic prospect that housing will be built on a site should be taken into account in the determination of planning applications for housing on sites where there is evidence of non-implementation of earlier permissions for housing development?

**This is supported.**

Question 23

We would welcome views on whether an applicant's track record of delivering previous, similar housing schemes should be taken into account by local authorities when determining planning applications for housing development.

**This is supported. However, how will this information be forthcoming? It could be made as an addendum to the Design & Access Statement.**

Question 24

If this proposal were taken forward, do you agree that the track record of an applicant should only be taken into account when considering proposals for large scale sites, so as not to deter new entrants to the market?

**No, any guidance can be written so as to make it clear that new entrants to the market should not be penalised.**

Question 25

What are your views on whether local authorities should be encouraged to shorten the timescales for developers to implement a permission for housing development from three years to two years, except where a shorter timescale could hinder the

## APPENDIX A

viability or deliverability of a scheme? We would particularly welcome views on what such a change would mean for SME developers.

**THE NPPF could support this particularly where a permission is granted to help address a housing supply issue.**

Question 26

Do you agree with the proposals to amend legislation to simplify and speed up the process of serving a completion notice by removing the requirement for the Secretary of State to confirm a completion notice before it can take effect?

**Yes.**

Question 27

What are your views on whether we should allow local authorities to serve a completion notice on a site before the commencement deadline has elapsed, but only where works have begun? What impact do you think this will have on lenders' willingness to lend to developers?

**This proposal is supported. However, only 12 completion notices have been served to date nationally since 2011 and none have been successful which tells its own story how at present it is not an effective tool.**

Question 28

Do you agree that for the purposes of introducing a housing delivery test, national guidance should make clear that:

- a) The baseline for assessing housing delivery should be a local planning authority's annual housing requirement where this is set out in an up-to-date plan?
- b) The baseline where no local plan is in place should be the published household projections until 2018/19, with the new standard methodology for assessing housing requirements providing the baseline thereafter?
- c) Net annual housing additions should be used to measure housing delivery?
- d) Delivery will be assessed over a rolling three year period, starting with 2014/15 – 2016/17?

**It is important that reference is made to the proposed local plan trajectories which are based on what the development industry has said it can deliver and when.**

## APPENDIX A

Question 29

Do you agree that the consequences for under delivery should be:

- a) From November 2017, an expectation that local planning authorities prepare an action plan where delivery falls below 95% of the authority's annual housing requirement?
- b) From November 2017, a 20% buffer on top of the requirement to maintain a five year housing land supply where delivery falls below 85%?
- c) From November 2018, application of the presumption in favour of sustainable development where delivery falls below 25%?
- d) From November 2019, application of the presumption in favour of sustainable development where delivery falls below 45%?
- e) From November 2020, application of the presumption in favour of sustainable development where delivery falls below 65%?

**This has the potential to encourage the development industry to under-deliver forcing Councils to increase more and more sites in order to meet Government requirements. There are no sanctions for the development industry. Obligations to improve returns for shareholders are not going to encourage developers to improve significant delivery. Limitations on supply ensure prices remain high thus improving dividends. More needs to be done to 'encourage' developers to implement permissions such as requiring developers/land owners to pay 'Council Tax' on all new homes 12 months after permission is granted regardless of whether they have been built. Opportunities to use compulsory purchase powers in a much more simplified way to tackle persistent non delivery would also be appropriate.**

Question 30

What support would be most helpful to local planning authorities in increasing housing delivery in their areas?

**The Planning system is constantly being tinkered with by the Government. This is an unnecessary distraction for Councils. The myriad of different funding schemes and initiatives do not suggest that the Government has a coherent plan. Some are announced at very short notice, have ridiculously short timescales for implementation and are often not focused on the real needs. If funding initiatives are to be provided they need to be supported and commitments made for at least three years.**

Question 31

Do you agree with our proposals to:

- a) Amend national policy to revise the definition of affordable housing as set out in Box 4?
- b) Introduce an income cap for starter homes?

## APPENDIX A

- c) Incorporate a definition of affordable private rent housing?
  - d) Allow for a transitional period that aligns with other proposals in the White Paper (April 2018)?
- a) **All Affordable Housing involves subsidy by someone – Government; developer, Charity etc – why does it need to be in the definition of Affordable Housing as only being “can” involve subsidy**
  - b) **An income cap for starter homes is welcomed although an £80,000 household income eligibility cap is too high for the Arun area, given that the average (mean) income for 2015 was £25,220 and the Updated Housing Needs study published in September 2016 assessed that people purchasing a Starter Home needed an income of over £44,000 thus meaning that they are out of reach of a significant number of local people.**
  - c) **Affordable private rent – the definition provides clarity over what affordable housing is to be provided in all privately rented schemes – affordable housing managers are not necessarily involved, which can be problematic (lack of experience in managing the affordable element of a scheme – management issues can be quite different as between affordable housing and open market private rental homes).**
  - d) **Transitional period welcomed so that policy can be properly aligned.**

Question 32

Do you agree that:

- a) National planning policy should expect local planning authorities to seek a minimum of 10% of all homes on individual sites for affordable home ownership products?

**Yes, in order to foster mixed and balanced communities as required by the National Planning Policy Framework**

- b) That this policy should only apply to developments of over 10 units or 0.5 ha?

**No, it is not agreed that the policy of requiring a minimum of 10% of all homes on a site to be for affordable home ownership products should only apply to developments of over 10 units or 0.5 ha. There is insufficient evidence to demonstrate that viability is an issue for smaller sites. Facilitating the opportunity to seek reasonable financial contributions would assist in supporting more affordable homes.**

Question 33

Should any particular types of residential development be excluded from this policy?



## APPENDIX A

**Yes, as discussed in the White Paper, Build to Rent schemes, Custom Build schemes and Rural Exception Sites should be exempt; as should specialised supported housing, for example, Extra Care schemes where 10% affordable home ownership may not be appropriate.**

Question 34

Do you agree with the proposals to amend national policy to make clear that the reference to the three dimensions of sustainable development, together with the core planning principles and policies at paragraphs 18-219 of the National Planning Policy Framework, together constitute the Government's view of what sustainable development means for the planning system in England?

**The Council has no objection to the proposed changes.**

Question 35

Do you agree with the proposals to amend national policy to:

- a) Amend the list of climate change factors to be considered during plan-making, to include reference to rising temperatures?
- b) Make clear that local planning authorities policies should support measures for the future resilience of communities and infrastructure to climate change?

**These proposed changes are welcome.**

Question 36

Do you agree with these proposals to clarify flood risk policy in the National Planning Policy Framework?

**Whilst the principle of what is proposed is supported, the Council also believes more support could be given to schemes which facilitate much needed flood defence improvements. A purist approach to the application of policy could result in such schemes failing to secure support from statutory agencies.**

Question 37

Do you agree with the proposal to amend national policy to emphasise that planning policies and decisions should take account of existing businesses when locating new development nearby and, where necessary, to mitigate the impact of noise and other potential nuisances arising from existing development?

## APPENDIX A

**This would be welcome. In the drive for additional housing it is important that that we do not lose sight of the fact that successful places are often comprised of a myriad of uses operating in a small geographical area.**

Question 38

Do you agree that in incorporating the Written Ministerial Statement of wind energy development into paragraph 98 of the National Planning Framework, no transition period should be included?

**The Council has no strong opinion on this matter. However, it does question whether the policy itself is consistent with the concept of sustainable development and addressing climate change.**

# ARUN DISTRICT COUNCIL

## REPORT TO AND DECISION OF CABINET ON 10 APRIL 2017

### PART A : REPORT

**SUBJECT: COMMUNITY HOUSING FUND – EXPENDITURE AND FUTURE USE**

**REPORT AUTHOR:** Nigel Baldwin **DATE:** xx **EXTN:** 37792

**EXECUTIVE SUMMARY:** The Council has been allocated £706,119 by central government for community led housing. Half of the allocation (£353,060) has been received and the remaining amount has been bid for. This report provides detail on how the Council intends to spend this money to provide both revenue and capital support to community led groups.

**RECOMMENDATIONS:** It is recommended that

- 1) the Community Housing Fund expenditure which has been allocated to Arun District Council is utilised in line with the requirements of the fund, in a way which has the most impact in the delivery of housing in the Arun area.
- 2) Authority be delegated to the Director of Place in consultation with the Cabinet Members for Planning & Infrastructure and Corporate Governance and the Council's Section 151 officer to allocate the Community Housing Fund Grant to individual projects and initiatives which fall within the remit of (1) above, and as appropriate make suitable payments.

### 1. BACKGROUND:

Following the 2016 national budget, £60 million was allocated in grant to support Community – Led housing in order to help a number of areas affected by second home ownership. Initial allocations are to local authorities proportionate to the number of second homes in the local area and taking account of the affordability of housing to local people. This assessment has led to an allocation to Arun District Council of £706,119 of which £353,060 has already been received. The fund is part of a 5 year programme although in future years money will not be paid directly to a local authority but is likely to be dependent upon a bidding process. A questionnaire has been submitted to the Department for Communities and Local Government (DCLG) and early indications are that the balance of the allocation will be released.

Community–led housing is defined as being

- About local people
- These people playing a leading and lasting role
- About local people solving local housing problems
- Creating genuinely affordable homes
- Creating strong Communities
- Delivering outcomes which are difficult to achieve through mainstream housing

The Allocation must be spent on Community-led housing and is for schemes being developed in the Arun area.

For West Sussex other local authorities did receive an allocation, although Arun`s was the second highest. The highest allocation was to Chichester DC of £1.3 million, Mid Sussex received £46,000; Adur £49,000; and Horsham £144,000. In East Sussex Lewes received an allocation of £180,000; Eastbourne £366,000; Wealden £301,000; Rother £749,000 and Hastings £244,000. Furthermore Brighton & Hove received an allocation of £465,000.

For Mid Sussex, Adur and Horsham the Allocation is insufficient to create developments, especially as they do not have any active Community Led housing groups. Initial thoughts are that they would invest the money in a cross authority service which would be able to support the setting up of community groups. The allocation to Arun is higher than for the 3 authorities that are mentioned and community led groups do exist in this area e.g. Community Land Trusts at Ford and Angmering.

The allocation could be used to provide support to groups so that they can be properly formed and supported, so that they can achieve developments which provide homes with local ownership and permanent affordability and it could be investigated as to whether an affordable housing scheme might be delivered in a partnership between the local authority and a community – led organisation. In targeting the allocation in this way, the allocation might be directed fully towards the housing priorities of the Council.

## **2. PROPOSAL(S):**

The allocation of £706,119 must be spent upon Community Led Housing and it is proposed that:

- A proportion is used to support a cross authority (Sussex) community housing hub with a suitable proportion of this resource to be spent on schemes being developed in the Arun area. This technical support would assist the volunteers that usually make up community led housing groups; assist in the project management of developments; and advise on the legalities of incorporation, so that community group`s delivery of new assets can be significantly increased, as expected by the DCLG.
- Some of the allocation is utilised in the form of Revenue support to provide, for example, housing demand studies; start up support; provision of professional fees and fees for specialist advisers; feasibility, legal and planning costs; and strengthening existing enabling organisations
- Capital investment is made in order to: reduce costs, such as rents, to occupiers; remove barriers on difficult sites; purchase and prepare sites; purchase land; provide serviced plots for self – builders; or to perhaps provide an equity loan fund.
- If the Council is successful in obtaining the other half of the £706,119 allocation then it is proposed to spend this money in the same way as outlined above.

## **3. OPTIONS:**

There is an option not to use the Community Housing Fund, however, the area would lose an opportunity to achieve many of the outcomes that are being sought in its Housing and Planning strategies, such as the written support given to self-build and community land trust schemes in the Local Plan and in the housing strategy Raise The Roof.

## **4. CONSULTATION:**

None

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		✓
Safeguarding		✓
Other (please explain)		✓
<b>6. IMPLICATIONS:</b> The use of the Community Housing Fund allocation will enable the development of new community led assets (including and predominantly new housing), which otherwise would not come forward. Also the Council does not have to provide funds in order to utilise this fund.		

**7. REASON FOR THE DECISION:**

To ensure that the Council can utilise the Community Housing Fund and to allow for an understanding of community led housing

**8. BACKGROUND PAPERS:**

A) Community led housing – Guidance for Local Authorities

# ARUN DISTRICT COUNCIL

## REPORT TO AND DECISION OF CABINET ON 10 APRIL 2017

### PART A : REPORT

**SUBJECT: Budget Monitoring report to 28<sup>th</sup> February 2017**

**REPORT AUTHOR: C Martlew (Financial Services Manager) DATE: March 2017  
EXTN: 37568**

**EXECUTIVE SUMMARY: The budget monitoring report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of February 2017.**

### RECOMMENDATIONS

Cabinet is requested to:

- (i) Note that overall performance against budget is currently on track;
- (ii) Note that expenditure on bed & breakfast provision is likely to exceed the enhanced budget (original budget plus approved supplementary estimate). It is anticipated that the overspend can be met from the corporate underspend;
- (iii) Approve that any remaining balance, up to £250k, in relation to the HRA Domestic Gas Installation programme is slipped to 2017/18 (paragraph 9.8).
- (iv) Endorse the establishment of the Empty Homes officer post on a permanent basis; and
- (v) Endorse the acceptance of the offer by the Government by the Head of Finance and Property, to increase the statutory planning fees by 20% from July 2017 (7.1).

### 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 28<sup>th</sup> February 2017.

### 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		
<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)		✓
<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 February 2017

### 1. Introduction

1.1 This report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to end of February 2017 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 February 2017 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 February 2017			
	Variance on Budget Jan £'000	Variance on Budget Feb £'000	Change £'000
<b>Service controllable spend</b>			
<b>Corporate Governance</b>			
Rent Allowances	(167)	(183)	(16)
<b>Environmental Services</b>			
Cemeteries income	(34)	(36)	(2)
<b>Leisure &amp; Amenities</b>			
Car Parking income	(38)	(41)	(3)
Recreation & Sport	65	78	13
<b>Housing</b>			
Homelessness	58	45	(13)
Pest Control	(20)	(21)	(1)
<b>Planning &amp; Infrastructure</b>			
Building Control Income	(65)	(58)	7
Planning Service Fees	(281)	(283)	(2)
<b>Other Variances less than +/- 20k</b>	(294)	(335)	(41)
<b>Total Service controllable budget variance</b>	<b>(776)</b>	<b>(834)</b>	<b>(58)</b>
<b>Corporate controllable budget</b>			
Establishment against savings target	(125)	(120)	5
Corporate underspend (net)	(28)	(76)	(48)
<b>General Fund underspend variance against profiled budget</b>	<b>(929)</b>	<b>(1,030)</b>	<b>(101)</b>



- 2.2 The table shows a general fund underspend of (£1.030m) against current budget profile to the end of February 2017. Variations on service controllable budgets are presented first, followed by establishment, insurance and rates which are corporate and monitored in separate sections. It should be noted that there are significant supplementary estimates currently under consideration in relation to the Leisure Operating Contract (£219k) and Homelessness (£80k) which are due to be considered by full Council in March.
- 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 £167k 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 The current year's bed & breakfast budget will be increased by a supplementary estimate of £80k. However, even the increased budget may not now be sufficient as the table below shows. The Head of Housing is preparing a report which will assess the reasons for this, and the implications for 2017/18 and future years.

<b>Bed &amp; Breakfast monitoring - February 2017</b>				
	<b>Outturn 2015/16 £'000</b>	<b>Original Budget £'000</b>	<b>Current Budget £'000</b>	<b>Actual to Date £'000</b>
Gross Expenditure	311	360	360	414
Income	(91)	(112)	(112)	(101)
<b>Net Expenditure</b>	<b>220</b>	<b>248</b>	<b>248</b>	<b>313</b>
Income including Housing Benefit recovered	29%	31%	31%	24%
<b>Number of recipients</b>				
Families		120	120	126
Other		70	70	83
<b>Total</b>		<b>190</b>	<b>190</b>	<b>209</b>
Average cost per recipient		1,305	1,305	1,498

Note : Net expenditure is gross expenditure less Housing Benefit (HB) recovered and a small amount of income paid by recipients.  
HB generally covers some 30% of gross expenditure but this will vary from month to month due to the phasing of the benefit payments.

- 2.5 Planning Service Fees are currently (£283k) above income against current profile. The increase in income has been aided by two larger applications received during February 2017.
- 2.6 The Council has gained significant benefits over the past few years from the work of the Empty Homes officer. The benefits include additional Council Tax income and New Homes Bonus as well as the non-financial benefits associated with bringing empty properties back into use. The

Empty Homes officer post is currently a temporary one, but a sustainable funding source has now been identified which will enable the post to be made permanent. It is recommended that the post is now made permanent so that the Council will continue to gain the considerable benefits outlined above and that cabinet endorse this decision.

- 2.7 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 £76k to February 2017. The Corporate underspend is summarised in the table below:

<b>Corporate Underspends Confirmed February 2017</b>			
	Jan 17	Feb 17	Change
	£'000	£'000	£'000
Underspends from services	32	32	0
Additional investment income	120	120	0
Underspends from contingencies/miscellaneous budgets / corporate controllable	20	20	0
Additional non-ringfenced grants	156	159	3
<b>Total identified corporate underspend</b>	<b>328</b>	<b>331</b>	<b>3</b>
Virements actioned/earmarked from corporate underspend	(300)	(255)	45
<b>Corporate Underspends February 2017 (Net)</b>	<b>28</b>	<b>76</b>	<b>48</b>

- 2.8 The remainder of the corporate underspend for 2016/17 has been earmarked for the additional B&B costs as mentioned above (2.4) and employee related issues.
- 2.9 The change in the planned original budget General Fund Reserve movement due to supplementary estimates and budget performance to end of February 2017 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>23,973</b>	<b>25,280</b>
<b>Financed by:</b>		
Government Grants and Retained Business Rates	(9,718)	(10,050)
Council Tax	(13,537)	(13,537)
<b>Taken From / (Added to) Balances</b>	<b>719</b>	<b>1,694</b>
<b>General Fund Balance 01 April 2016</b>	<b>10,161</b>	<b>10,161</b>
Supplementary Estimates		(975)
Change in Financing of Arun Leisure Centre Improvements		(1,004)
Outturn on General Fund	(719)	(719)
Current Budget Variation Estimated Outturn 2016/17		1,030
<b>General Fund Balance 31 March 2017</b>	<b>9,442</b>	<b>8,493</b>

2.10 The original budget included a draw down from General Fund of £719k. A number of supplementary estimates totalling £975k have been approved by Full Council since the beginning of the financial year. However, there are two supplementary estimates currently under consideration totalling £299k (Leisure Contract and Bed & Breakfast). When the budget for 2016/17 was prepared the precise nature of the works at the Arun Leisure Centre was unknown. These works are mainly revenue in nature and therefore cannot be financed as capital expenditure. It should be noted that the costs of these works are effectively borne by the Council's leisure management provider in the form of increased annual revenue contributions. The net effect of the ALC works is £1.004m in 2016/17 but as stated above this is more than offset by an improvement in the Leisure Contract. The total anticipated draw down from reserves is therefore £1.668m for 2016/17 resulting in a General Fund balance of approximately £8.5m at 31 March 2017 subject to the current budget variation continuing. Therefore, it continues to be essential to minimise supplementary estimates and to ensure that value for money is obtained through proper planning of expenditure and the collection of income.

- 2.11 The table below summarises the supplementary estimates. These will be offset by current budget variations as shown in table 2.9 above.

Reconciliation of Original to Current Budget Reserve Movement February 2017		Original Budget £'000	Current Budget £'000	Change £'000
Taken from / (Added to) Balances		719	1,694	975
Local Housing Company	FC/091116/299(1)		130	
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	
Management Restructure	FC/110117/397 C/041/121216		410	
<b>Total Estimated Supplementary Approvals to end of February 2017</b>				<b>975</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. The main changes to the Council's Financial Procedure Rules (as contained within the Council's Constitution) approved by Full Council on 7 November 2016 are summarised in the paragraphs below.
- 3.2 Supplementary Estimates for items over £50k (i.e. where there is no source of funding) must be approved by Cabinet and Full Council.
- 3.2 Virement is the transfer of budget from one head of account to another. Virements of expenditure within budget can be approved as follows:

Trigger	Delegation to
Up to £50,000	Chief Executive, relevant Director or Group Head
£50,001 to £100,000	Section 151 Officer
Over £100,000	Individual Cabinet Member

The savings on the source vote must be shown to be feasible. Virements against future anticipated fees and charges or other uncertain sources of income are not allowed. Savings of a nonrecurring nature cannot be used to justify the incurring of expenditure with a continuing commitment into later years.

- 3.3 The use of earmarked reserves and contingency budgets requires the following approval process:

Trigger	Delegation to
Up to £100,000	Chief Executive, relevant Director or Group Head in consultation with Section 151 Officer
£100,001 to £200,000	Individual Cabinet Member
Over £200,000	Cabinet

3.4 The approval route for expenditure relating to S106 agreements is:

Trigger	Delegation to
Up to £100,000	Individual Cabinet Member
Over £100,000	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. (See Appendix A at the end of this report for the current Estimated Earmarked Reserve Outturn).

## 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 increased to £474k to fund the introduction of long service awards. The target has been set at (£450k) for a number of years.

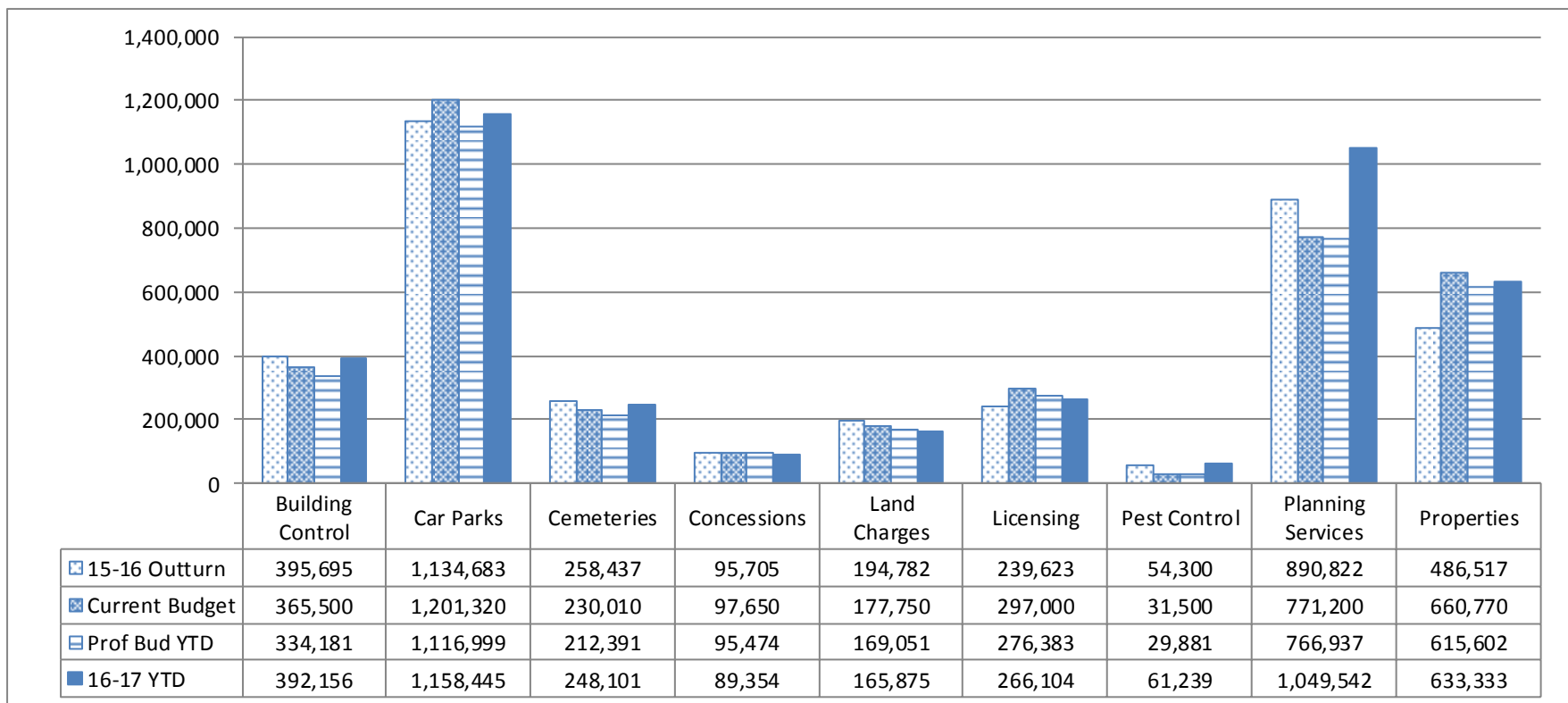
6.2 The table below shows that the savings target is currently over achieving (£121k). The high level of vacancies in Planning Services is continuing and agency staff have been retained to cover some of the work (funded from the vacant posts). However, there are now a significant number of vacancies in other service areas.

Establishment Monitoring General Fund - February 2017	Variance on	Variance on	Change
	current Budget	current Budget	
	January	February	
	£'000	£'000	£'000
Value of vacant posts	(607)	(625)	(18)
Recruitment Costs	7	7	0
Agency staff, casual pay and overtime	80	63	(17)
Total underspend on establishment	(520)	(555)	(35)
Establishment savings target (£474k)	395	434	39
<b>(Over) / under achievement of savings target</b>	<b>(125)</b>	<b>(121)</b>	<b>4</b>

## 7. Income

- 7.1 The Council received an offer from the DCLG on 21st February 2017 to increase the statutory planning fees by 20% from July 2017, subject to the Authority earmarking the additional income for expenditure to improve the planning service. The deadline for accepting this offer was 13th March 2017. The Head of Finance and Property accepted the offer on behalf of the Council. Cabinet is requested to endorse this action. The increase in the planning fees set by Government is estimated to result in an £120k in development control fee income by the end of 2018.
- 7.2 Income from fees, charges and rents are included within net cost of service. In total this amounts to an overall financing of £3.8 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.
- 7.3 Total income is currently (£447k) above expected mainly due to Planning income (£283k); Car Parks (£41k) and Building Control (£58k).
- 7.4 The graph on the following page shows income by source and value, achievement to end of February 2017 against profiled budget, full year budget and outturn last year.

Appendix 1



## 8. Housing Revenue Account

8.1 The table below shows the HRA monitoring summary to the end of February 2017:

<b>HOUSING REVENUE ACCOUNT: February 2017</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)	(1,394)
<b>Forecast Balance at 31 March 2017</b>	<b>6,431</b>
<b>Other changes</b>	
Identified as part of 2015/16 accounts closure process:	
Capital slippage	(1,519)
Revenue slippage	(163)
Identified as part of 2017/18 budget process:	
Net Savings	288
<b>Total Other Changes</b>	<b>(1,394)</b>

8.2 The table below summarises the expenditure on supervision and management for February 2017:

<b>Details of Supervision &amp; Management expenditure for the period ending 28th February 2017</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	1,477	1,353	1,283	(70)
Grounds maintenance	291	291	244	235	(9)
Heating & Lighting	476	436	399	346	(53)
Other premises costs	389	400	374	325	(49)
Transport expenses	78	78	59	57	(2)
Supplies & services	432	433	399	307	(92)
Contingencies/miscellaneous	373	116	108	0	(108)
Support services	1,346	1,472	0	0	0
<b>Total Expenditure</b>	<b>4,991</b>	<b>4,703</b>	<b>2,936</b>	<b>2,553</b>	<b>(383)</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 20 disposals in the current year.



- 8.5 Details of the HRA capital, improvements and repairs programmes are shown 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 the transfers are required in order 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 February 2017

	Original Budget £'000	Current Budget £'000	Capital Expenditure £'000	Revenue Expenditure £'000	Balance £'000
<b>General Fund</b>					
Asset Management	580	1,439	-	430	1,009
Hotham Park Lighting	55	57	48	-	9
Marine Park Gardens Café	180	113	-	-	113
Works to Public Conveniences	225	442	-	19	423
Parks Resurfacing	100	166	44	12	110
Beach Hut Replacement	110	194	3	1	190
Seafront Trial Concession	50	290	-	-	290
Leisure Works	-	605	-	165	440
Reactive Maintenance	150	150	-	109	41
Computer Services					
Storage Area Network (SAN)	-	20	-	-	20
Wireless Infrastructure	-	5	-	-	
Edge Switch Upgrade	-	20	-	10	10
Telephone Switch Upgrade	-	125	51	4	70
Arun Improvement Programme (AIP)	-	270	-	11	259
Web/Integration	-	145	-	-	145
EH System	170	185	-	-	185
FMS Replacement	-	156	-	31	125
Print Unit High Speed Printer	-	35	30	5	-
Disabled Facilities Grants	800	800	-	499	301
Renovation Grants	-	49	-	-	49
Play Areas	100	116	-	9	107
Littlehampton East Bank	-	51	-	1	50
BR Public Realm - London Road	-	1	-	1	-
BR Public Realm - Station Square	-	37	-	16	21
BR Public Realm - N. London Road	-	514	-	441	73
BR Public Realm - High Street	-	124	-	123	1
BR Public Realm - Additional Works	-	206	-	189	17
Littlehampton Leisure Centre New Build	760	940	461	65	414
Arun Leisure Centre Major Works	1,153	1,153	-	421	732
Grants to Registered Social Landlords	100	200	-	-	200
Hollyacre, Littlehampton	-	90	-	90	-
<b>Total General Fund</b>	<b>4,533</b>	<b>8,698</b>	<b>637</b>	<b>2,652</b>	<b>5,404</b>
<b>Housing Revenue Account</b>					
Stock Development	-	6,337	1,416	32	4,889
Housing IT	-	220	-	26	194
Housing Improvements	504	1,049	508	24	517
Commercial Boiler Room Improvements	321	542	449	-	93
Reroofing Programme	490	787	636	-	151
Kitchen & Bathroom Replacement Programme	400	597	215	-	382
Kitchen & Bathroom Replacement - Voids*	140	170	131	-	39
Disabled Facilities*	400	400	389	-	11
Housing Repairs*	1,550	1,761	-	1,158	603
Day to Day General Repairs*	1,484	1,684	-	1,405	279
Voids*	800	570	-	396	174
Domestic Gas Installations*	600	600	-	468	132
<b>Total Housing Revenue Account</b>	<b>6,689</b>	<b>14,717</b>	<b>3,744</b>	<b>3,509</b>	<b>7,464</b>
<b>Total Programme</b>	<b>11,222</b>	<b>23,415</b>	<b>4,381</b>	<b>6,161</b>	<b>12,868</b>
* Please note expenditure includes QL commitments taken from the Housing Mgmt. System					

## **General Fund**

- 9.4 Arun Leisure works are underway and are expected to finish in July. The Littlehampton Leisure Centre new build is not expected to commence construction until the new Financial Year.
- 9.5 As part of the Beach Hut replacement programme, an order has been raised for 36 Beach Huts and for consultants in relation to Seafront Concession at Bognor Regis.
- 9.6 The Marine Park Gardens Café project will not be delivered until the new Financial Year.
- 9.7 £1.4 million revenue expenditure initially allocated to capital project codes has been transferred to revenue along with the corresponding budget.

## **Housing Revenue Account**

- 9.8 It should be noted that Arun District Council in conjunction with the Housing Department have taken action against the Domestic Gas Installation programme contractor and decided to retain payments due to poor workmanship. These matters have since been resolved and the boiler replacement programme is now moving forward again. It is requested that any remaining balance, up to £250k, is carried forward to 2017/18 to allow the 5 year replacement programme to continue to stay on track.

## **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 31 December 2016	3,449
Arun's 70% contribution (70/30 X £3,449k)	8,048
Total investment requirement	11,497
Less amount already invested	1,896
Remaining investment requirement	<u>9,601</u>
Phasing of remaining investment requirement:	
By 31/03/17	364
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	547
By 31/12/18	1,137
By 31/03/19	967
By 30/06/19	1,007
By 30/09/19	1,066
By 31/12/19	1,773
<b>Total</b>	<u><b>9,601</b></u>

10.2 The current acquisition/new build programme will take care of around £5m of the total investment requirement above, leaving a balance of some £4.6m. The Head of Housing has reviewed the phasing of the current programme and in his view the programme will meet all the quarterly targets set out above, at least until the end of 2017/18. The whole issue of the use of "1 for 1" receipts, those already accrued and anticipated future receipts, is currently under consideration as part of the HRA Business Plan review.

## 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 £2,333k. 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 respectively.

**Section 106 statement as at 28 February 2017**

Section 106 sums held on deposit as at 28 February 2017								
Section 106 sums held on deposit as at 28 February 2017								
	Affordable Housing	Community Facilities and other	Play Grounds	Open Spaces	Bus Shelters	Non Arun	TOTAL	Change
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Lec Site, Shripney road Bognor		65					65	
Rustington Retail Park, New Road		59					59	
Site 6, Land at North Bersted		45	32	93			170	
Site 6, Land North of Felpham		126	51				177	
The Wick site, Courtwick		86					86	
Bognor Regis Community College		6	57	46			109	
Fitzalan Road & Church Street	0						0	
Hollacre Toddington		43	56				99	
Courtwick Lane Land South of Railway*		115			170	412	697	
Other**	1007		184	92		143	1426	
	<b>1,007</b>	<b>545</b>	<b>380</b>	<b>231</b>	<b>170</b>	<b>555</b>	<b>2,888</b>	<b>0</b>

\* Non Arun: WSCC £265k & NHS £147k

\*\* Non Arun: NHS £143k

## 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 Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities to help deliver infrastructure

to support the development of their area. The CIL schedule effectively replaces S106 Agreements for certain types of development from 6 April 2015. The Council will not have a CIL schedule in place until after the adoption of the Local Plan. The Council has sought legal advice which was to continue to collect developer contributions through S106 Agreements. However, this identified the risk of legal challenge in the future when the sums collected (and spent) may become repayable. To date agreements to the total of £729k have been negotiated but no triggers have been reached.

- 12.5 With regard to business rate income, although there is a significant amount of growth, much of this will be offset by losses in respect of new appeals. The situation will continue to be carefully monitored.

### **13. Conclusions and Recommendations**

Cabinet is request to:

- 13.1 Note that overall performance against budget is currently on track;
- 13.2 Note that expenditure on bed & breakfast provision is likely to exceed the enhanced budget (original budget plus approved supplementary estimate). It is anticipated that the overspend can be met from the corporate underspend;
- 13.3 Approve that any remaining balance, up to £250k, in relation to the HRA Domestic Gas Installation programme is slipped to 2017/18 (paragraph 9.8).
- 13.4 Endorse the establishment of the Empty Homes officer post on a permanent basis; and
- 13.5 Endorse the acceptance of the offer by the Government by the Head of Finance and Property, to increase the statutory planning fees by 20% from July 2017 (7.1).

## Appendix A

<b>Portfolio Description</b>	<b>End of March 2016 in £'000</b>	<b>End of March 2017 in £'000</b>	<b>Movement in £'000</b>
Delayed capital and special projects	2,557	2,000	(557)
Pension deficit financing	4,104	2,985	(1,119)
Community Services	269	331	62
Corporate Governance	1,744	1,513	(232)
Council Strategy	1,639	657	(983)
Environmental Services	157	94	(63)
Housing	404	369	(35)
Leisure & Amenities	1,134	1,036	(98)
Planning & Infrastructure	1,170	1,012	(158)
<b>Total:</b>	<b>13,177</b>	<b>9,996</b>	<b>(3,181)</b>

# ARUN DISTRICT COUNCIL

## REPORT TO AND DECISION OF CABINET ON 10<sup>TH</sup> APRIL 2017

### PART A : REPORT

**SUBJECT: Littlehampton Leisure Centre**

**REPORT AUTHOR: Rachel Alderson DATE: March 2017 EXTN: 37946**

#### EXECUTIVE SUMMARY:

This report updates Cabinet on the current progress for delivery of the new leisure centre including the programme for procurement and early site works.

#### RECOMMENDATIONS:

To note:-

1. The progress of the project.
2. The final tendered costs will be presented to Cabinet on 17 July 2017
3. The award of contract for the enabling works will be through an ICM.

#### 1. BACKGROUND:

1.1 At their meeting on 17 October 2016 Cabinet viewed the outline designs for the new leisure centre. Decision C/019/171016 signed these off prior to the submission of the planning application.

##### 1.2 Progress

The planning application was considered by Development Control on 4 January 2017, a month earlier than anticipated and approval was granted. Further information will need to be provided to discharge a number of conditions prior to construction work commencing.

A non-material amendment to the planning application has been submitted for review by Development Control on 29 March 2017, Ref. LU/52/17/NMA. The most visible amendment is that the building has been rotated by 16 degrees towards Mewsbrook Park due to the sewer location.

Tree removal work was carried out in February 2017 before the start of the bird nesting season, ahead of site preparation works. The tree work was carried out by the Council's arboricultural team in order to keep costs to a minimum. The first phase of this work is complete.

##### 1.3 Design

A number of site abnormalities have been identified which are unique to the location of the new centre. For example, site surveys highlighted poor ground conditions which have resulted in a piled solution for the building foundations. The building also needs to be set



at a higher level to minimise flood risk.

The design of the building has not changed significantly during the detail design phase and continues to meet the requirements of the approved core facility mix. The recent changes made to the building design are set out in Appendix 1 with the latest layout plans shown in Appendix 2. The minor change in orientation of the building maintains the sea views and its positive relationship with Mewsbrook Park.

The layout of the new centre maximises the efficiency of the building in terms of user circulation and operational delivery of the enhanced community facilities.

The project team is working through stage 4 of the design which focusses on the detail of materials and internal finishes.

#### 1.4 Programme – Key Dates

Willmott Dixon our contractor is progressing in line with the programme. During the coming months there will be increased activity on site as preparations are made to commence the main contract. The key areas of activity include:

Closure of Sports Dome	April 2017	Undertake asbestos surveys
Arun Youth Aqua Centre	April 2017	Relocation of boat store
Enabling Works	May/June 2017	Demolition of sports dome, site preparation
Main Works	September 2017	Commencement of construction contract

#### 1.5 Stakeholder Engagement

Stakeholders are being kept informed of important milestones, particularly where work will have a direct impact. The ADC website is regularly updated with the latest project news.

The project team have met with Willmott Dixon and STEM Sussex to learn how the project will positively impact on the wider community. STEM Sussex works in partnership with employers and schools to enthuse and inspire young people about science, technology, engineering and maths (STEM). Information will be shared with Members as plans are developed.

## **2. PROPOSAL(S):**

### 2.1 Project Costs & Budget

Costs are being continually reviewed against the designs. Sport England has also benchmarked the current scheme information against around 60 similar projects to ensure the designs represent value for money. In its value for money assessment Sport England considers the base cost to provide a favourable comparison with their expectation for this project. The revised budget will be presented to Members for approval following the tender process, in accordance with the project plan.

## 2.2 Contract Awards

Willmott Dixon is in the process of assembling procurement packages, to tender for different elements of the project through their supply chain. Tendering will take place in phases between March – May 2017 and will be closely monitored by The Clarkson Alliance, the Council's appointed cost consultants. A 'meet the buyer' event has been arranged for June 2017 to create opportunities for local businesses.

Options for procuring the works contracts have been reviewed and due to the economic benefits to the Council, it is proposed to award three separate contracts:

- Enabling works contract
- Main construction contract
- Final demolition and reinstatement contract

It should be noted that approval for the enabling works contract will be via an ICM, while the main works contract award will require Cabinet approval.

## 2.3 Sport England Grant Application

Decision Notice C/019/171016 approved the submission of a grant application to Sport England, if the Council was invited to do so. Sport England has requested that the Council prepare an application for submission in Summer 2017. Representatives from Sport England have met regularly with the project team and are involved in all stages of the project.

## 3. **OPTIONS:**

There are no options to consider.

## 4. **CONSULTATION:**

The following Stakeholder Engagement has taken place:

- User Group Meetings held on 9 & 14 September 2016
- Members Exhibition on 29 September 2016
- Planning Public Consultation 3 – 10 October 2016
- Correspondence to local residents ahead of tree removal work – February 2017

Members of the public also had the opportunity to comment on the scheme as part of the planning application process. The non-material amendment application is not subject to the same consultation process, however, all documents are available to view on the Planning Portal. A link to the revised application was displayed on the leisure centre webpage and stakeholders were notified of the amendment.

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council	✓	
Relevant District Ward Councillors	✓	
Other groups/persons (please specify)	✓	
Sports clubs, user groups, Friends of Mewsbrook Park, Arun Youth Aqua Centre, Freedom Leisure, Sport		

England, general public		
<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)		✓
<b>6. IMPLICATIONS:</b>		
<ul style="list-style-type: none"> <li>• Financial – the project forms part of the Capital Budget for 2017/18 approved at the Special Council Meeting on 22 February 2017.</li> <li>• Legal – the delivery programme is linked to dates set in the Leisure Operating Contract. The Arun Youth Aqua Centre will require a revised lease for the relocated boat store.</li> <li>• Sustainability – future maintenance requirements will be taken into account as part of the project.</li> <li>• Asset Management/Property/Land – the Council will own the new leisure centre and have responsibility for its future maintenance.</li> </ul>		

**7. REASON FOR THE DECISION:**

To update on progress to date and clarify future key milestones for project delivery.

**8. BACKGROUND PAPERS:**

[Leisure and Cultural Strategy 2013 - 28](#)

[Full Council 15 May 2013, Final Resolution, Minute 522, Strategy 1, Stage 2](#)

[Leisure, Tourism & Infrastructure Working Group \(30 June 2014\)](#)

[Cabinet Report \(21 July 2014\) – A New Leisure Centre for Littlehampton](#)

[Detailed Feasibility Study 2015](#)

[Cabinet Report \(16 November 2015\) - Capital Prioritisation Programme](#)

[Cabinet Report \(8 February 2016\) – A New Leisure Centre in Littlehampton](#)

[Environmental Services & Community Development Working Group \(28 June 2016\)](#)

[Environment & Leisure Working Group \(6 September 2016\)](#)

[Environment & Leisure Working Group \(1 November 2016\)](#)

[Environment & Leisure Working Group \(17 January 2017\)](#)

[Environment & Leisure Working Group \(14 March 2017\)](#)

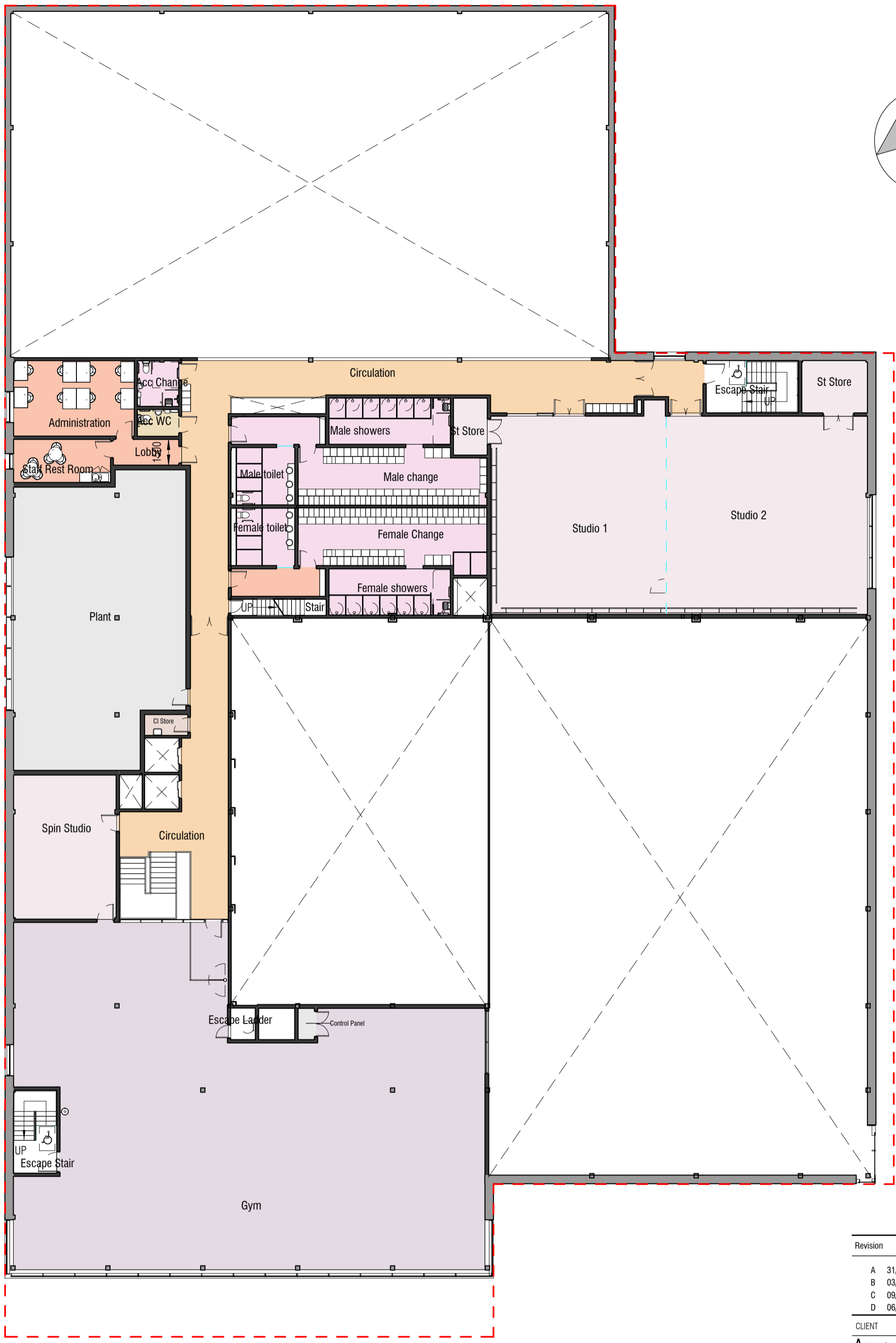
**Appendix 1****Littlehampton Leisure Centre****Changes between Stage 2 Design (LU/314/16/PL) & Stage 3 Design (LU/52/17/NMA)**

	<b>Change</b>	<b>Comments</b>
1	Amendments to ground floor and first floor layouts, with reconfiguration of some rooms and communal spaces.	<ul style="list-style-type: none"> <li>• Design continues to accommodate the approved facility mix.</li> <li>• Improves operational efficiency of building by maintaining the facilities and reducing circulation space.</li> <li>• Reception desk reconfigured and relocated to improve the circulation space available.</li> <li>• Café area has 3 unisex WC's. Café designed for 30 covers; 21-50 people would require 1 male and 1 female WC. If numbers increase to 51-100 people the standard provision would be 1 male WC and urinal and 1 female WC. The building has a total of 31 WC's (including urinals).</li> </ul>
2	Removal of mezzanine floor level, with the plant being distributed throughout the remaining building envelope.	<ul style="list-style-type: none"> <li>• Rationalisation of the design allows the plant rooms to be laid-out in the most efficient manner.</li> <li>• No impact on leisure facility provision; budget targeted to deliver functional space and provide best value to the community.</li> <li>• Locating plant closer to the end use reduces duct lengths and running costs.</li> <li>• Plant capacity has not been reduced nor performance compromised.</li> </ul>
3	Reduction in overall width of building by 1m.	<ul style="list-style-type: none"> <li>• 50cm reduction of the pool and 50cm reduction of the surround.</li> <li>• Achieved without impacting on the functionality of the pool or surrounds. Dimensions are within the sizes recommended by Sport England and</li> </ul>

		<p>health &amp; safety guidelines.</p> <ul style="list-style-type: none"> <li>• Amended as result of standard detailed design development process normally undertaken to ensure the new pool provides greatest value to the community.</li> </ul>
4	Reduction on overall floor space from 4,867m <sup>2</sup> to 4,290m <sup>2</sup> .	<ul style="list-style-type: none"> <li>• See comments for Item 1.</li> </ul>
5	Reduction in the maximum building height by 0.45m.	<ul style="list-style-type: none"> <li>• Through the design development the amount of space required for the building structure and services was reduced.</li> </ul>
6	Reduction in width of main swimming pool from 17m to 16.5m.	<ul style="list-style-type: none"> <li>• Pool remains compliant with Sport England recommendations and Amateur Swimming Association (ASA) guidance.</li> <li>• Continues to meet approved facility mix; 8 lane, 25 m pool.</li> <li>• Facility mix was to provide a community pool.</li> <li>• There is no impact on the ability of the pool to provide galas and club training. The lane widths are 2m wide which is the same as for a 17m wide pool. The two outside lane have an additional 25cm to accommodate additional lane ropes for galas.</li> <li>• There is no impact on the ability of the pool to accommodate non-swimming activities.</li> </ul>
7	Increase of number of car parking spaces to 140 standard spaces and 9 accessible spaces.	<ul style="list-style-type: none"> <li>• Accommodated through the reconfiguration of the west car park extension and new location for motorcycle parking.</li> <li>• Bus drop-off zone outside the leisure centre has been retained.</li> </ul>
8	Removal of photovoltaic panels and CHP and grey water harvesting allocated as provisional items within the plant room space.	<ul style="list-style-type: none"> <li>• Fabric-first approach incorporates energy efficient measures to reduce the amount of energy the building requires; i.e enhanced insulation.</li> <li>• Reduction in government feed-in tariff means PV panels are no longer economically viable. PV panels can be incorporated in future if this</li> </ul>

		<p>position changes.</p> <ul style="list-style-type: none"><li>• The design allows for future integration of the CHP and its inclusion will subject to a future Cabinet decision.</li><li>• Capital cost for grey water provision exceeds the pay-back over the life of the building. It is deemed more appropriate to invest in low water use appliances/sanitary ware.</li></ul>
--	--	--

NOTE



Revision	Date	Description	By/Ch
A	31/01/17		
B	03/02/17		
C	09/02/17	Updated for section 73 application	
D	06/03/17		

CLIENT  
**Arun District Council**



AFLS+P ARCHITECTS  
 THE CORNERHOUSE  
 91-93 FARRINGDON ROAD  
 LONDON  
 EC1M 3LN

T +44 (0) 20 7831 8877  
 F +44 (0) 20 3116 6890  
 E answers@s-parchitects.com  
 W www.aflsp.com

STATUS FOR INFORMATION

PROJECT  
**Littlehampton Leisure Centre**

DRAWING  
**First Floor GA Plan**

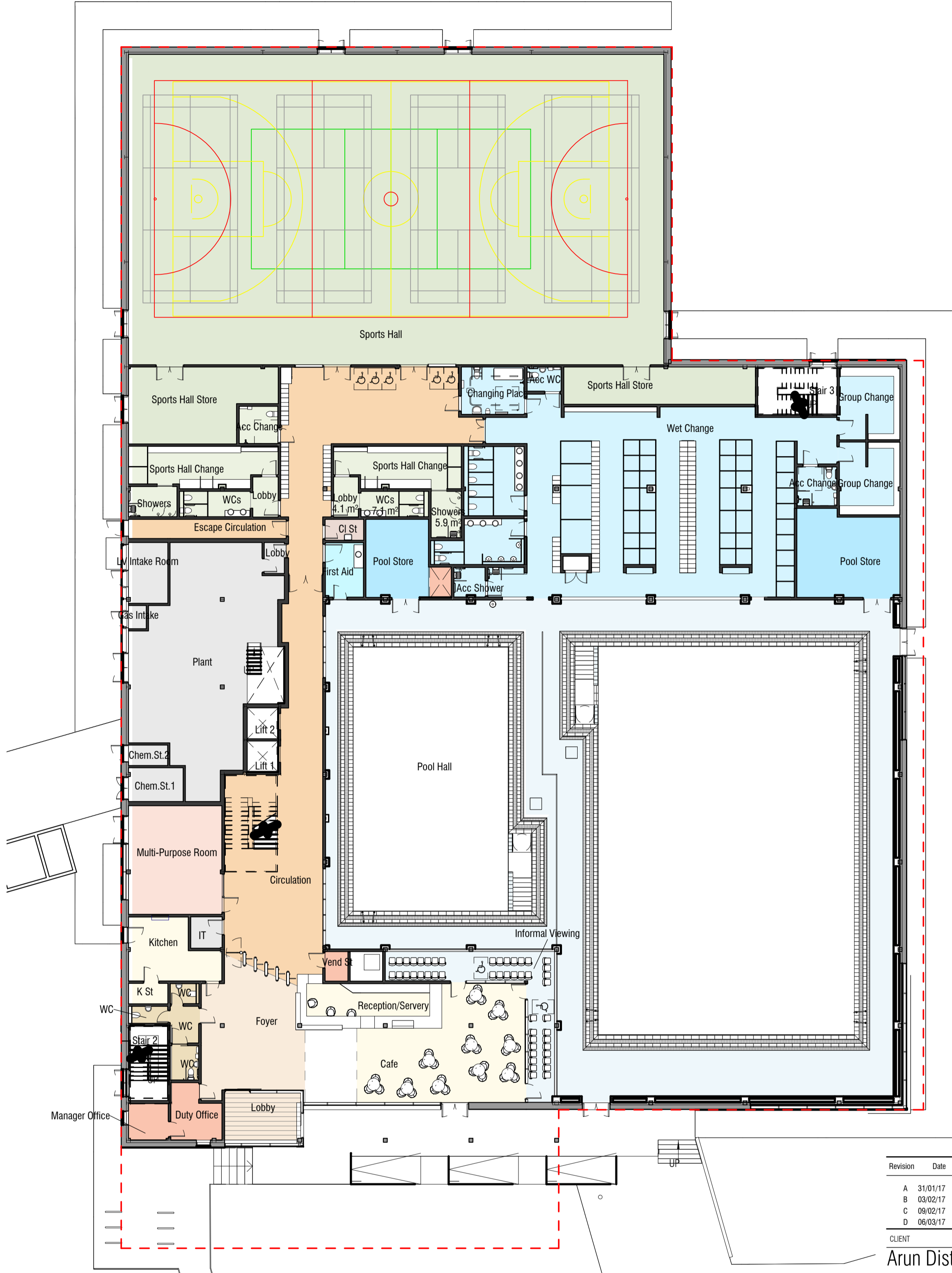
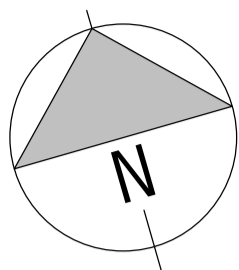
SCALE	1 : 200 SHEET SIZE A2	DRAWN BY	vg	CHECKED BY	nic	DATE	19/10/16
PROJECT NO.	3519	DRAWING NO.	(08)015	REVISION	D		

This drawing must not be reproduced in whole or part without written consent. Do not scale this drawing. All dimensions in millimetres. Written dimensions to be checked on site. Electronic issue to be confirmed by paper copy only. © 2013 AFLSP Limited. All Rights Reserved.

--- Building profile as consented application



NOTE



Revision	Date	Description	By/Ch
A	31/01/17		
B	03/02/17		
C	09/02/17	Updated for section 73 application	
D	06/03/17		

CLIENT  
Arun District Council



AFLS+P ARCHITECTS  
THE CORNERHOUSE  
91-93 FARRINGTON ROAD  
LONDON  
EC1M 3LN

T +44 (0) 20 7831 8877  
F +44 (0) 20 3116 6890  
E answers@s-parchitects.com  
W www.aflsp.com

STATUS FOR INFORMATION

PROJECT  
Littlehampton Leisure Centre

DRAWING  
Ground Floor GA Plan

SCALE 1 : 200 SHEET SIZE A2 DRAWN BY vg CHECKED BY nic DATE 19/10/16  
PROJECT NO. 3519 DRAWING NO. (08)014 REVISION D

This drawing must not be reproduced in whole or part without written consent. Do not scale this drawing. All dimensions in millimetres. Written dimensions to be checked on site. Electronic issue to be confirmed by paper copy only. © 2013 AFLSP Limited. All Rights Reserved.

--- Building profile as consented application

# ARUN DISTRICT COUNCIL

## REPORT TO AND DECISION OF CABINET ON 13<sup>th</sup> March 2017

### PART A : REPORT

<b>SUBJECT: Update on Access Management at Pagham Harbour</b>
---

<b>REPORT AUTHOR:</b> Neil Crowther	<b>DATE:</b> 10th April 2017
<b>EXTN:</b> x37839	

#### EXECUTIVE SUMMARY:

This report provides an update on work connected with the strategic approach, previously agreed at the 20<sup>th</sup> July 2015 Cabinet meeting, for mitigating potential impacts to Pagham Harbour or its features, due to recreational disturbance from new residential development.

#### RECOMMENDATIONS

It is recommended that:

- i. The work connected with the revised mitigation is noted; and
- ii. A revised level of financial contribution, of £871 per residential unit towards the revised strategic mitigation for likely effects at Pagham Harbour, is agreed;

#### 1. BACKGROUND:

1. Pagham Harbour is an important natural asset for the District and residents. It has also been recognised internationally for its important role in terms of nature conservation. The Council under the Natural Environment and Rural Communities Act 2006 and the Conservation of Habitats and Species Regulations 2010, have a responsibility to ensure that there is no deterioration to the site or its features. The latter of these enacts the requirements of European Directive 92/43/EEC, commonly referred to as the Birds Directive.
2. The process for analysing whether a plan or programme, not linked to the conservation of a designated site, will have an impact is called Habitats Regulations Assessment. The Habitats Regulations Assessment for the Arun District Local Plan (March 2013) concluded that "sufficient avoidance and mitigation measures are incorporated into the Local Plan as policy provision, to avoid impacts on shorebird, wader and wildfowl populations due to disturbance resulting from residential development. *However, additional work is required to establish a delivery and funding mechanism to ensure that these policy provisions are implemented in an effective and timely manner.*"

3. Acting on the basis of this conclusion, a strategic approach to mitigation was agreed between Arun District Council and partners Chichester District Council (CDC); RSPB and Natural England (NE) in Spring 2015. Details of the formulation of this can be found in Background Paper 1. This approach to mitigation consists of four elements covering wardening; dog project; signage/interpretation and monitoring. As it is necessary for the mitigation to be provided in perpetuity to ensure effects are avoided in the long term, the calculations were based on a period of 125 years. The wardening element was for a 0.5FTE part time warden. The average tariff was calculated by dividing the costs by the expected number of units within the buffer areas. In Arun this covers a distance of 5km from the boundary of the site. For Arun this equated to 855 units, constituted from Parish allocations to 5 parishes (Pagham;Aldwick;Bersted;Bognor and Middleton-on-Sea;) as included within H SP1 of the submitted ALP, plus large sites from the same parishes contained in the 5 year land supply.
4. As detailed within Background Paper 1, during formulation of the Pagham Harbour mitigation strategy, the similarity of actions with that of the Solent Recreation Mitigation Partnership (SRMP) were noted. Due to this it was considered that there could be cost benefits in terms of delivery of the mitigation strategy and so talks were also had with them.
5. Financial contributions to fund this mitigation and their application were agreed by Cabinet on 20<sup>th</sup> July 2015 and applied to all planning applications for net new residential development, within the associated buffer since that time. This was to be imposed until such time as a finalised strategy was produced and/or a Service Level Agreement (SLA) signed with the Solent Recreation Mitigation Partnership (SRMP), whichever was the sooner, to allow delivery of the required mitigation.
6. Following specific Hearing sessions during the Examination of the Local Plan on housing need, the Inspectors determined that 845 would be an appropriate starting point. As a result, the Council was allowed a period of 15-18 months to do further work before carrying out a consultation on Main Modifications and resuming Hearings.
7. During the suspension period of the emerging Local Plan, Urban Edge Environmental Consulting has been commissioned to reassess the ecological impacts associated with modifications to the Local Plan. This involved considering each of the potential housing locations being considered, in terms of their existing ecology and importance to the District, plus application of the Habitats Regulation Assessment process to the proposed modifications of the Plan.
8. This report provides an update on work during the suspension connected with the mitigation strategy and resultant change to the tariff.
- 2. Revising the tariff**
9. Work during the suspension of the Local Plan examination, has reconsidered sites to accommodate the higher housing requirements. Three of the potential locations being considered fall within the buffer area of Pagham Harbour; two at the edge of Pagham and one to the west of Bersted. It is proposed these would add 400

dwellings at Pagham South; 800 across Pagham North and 2,500 in the area to the west of Bersted, totalling a further 3,700 dwellings over and above the previous 855 that the original mitigation strategy was based on.

10. The work on the Habitat Regulations Assessment during the Local Plan suspension has continued to conclude that likely significant effects would occur to Pagham Harbour, through recreational disturbance, from the increased local populace. Therefore it was necessary to reconsider if the mitigation approach agreed would be sufficient to mitigate effects of the expected increase resulting from Modifications.
11. Following discussions with Natural England, at the beginning of October 2016, it was confirmed that the overall principles of the existing mitigation was appropriate, but that due to the significant increase in expected numbers the mitigation would need to be scaled up appropriately.
12. As the mitigation and its actions are required to last beyond the developments lifetime, to reduce impacts to the designated site it is crucial that visitor engagement occurs every day due to the increase in proposed housing. Natural England therefore advised that on this basis the wardening element of the strategy should be increased from 0.5 FTE to 1.5 FTE, along with an associated tripling of the costs for the dog project, signage/education and monitoring elements.
13. Therefore resulting from the increased operational costs of the approach and the housing numbers expected, the tariff was recalculated on the basis of the following facts:
  - Overall cost increases to £60,000
  - The housing figure equates to 600 in Chichester and 4,555 in Arun, making a total of 5,155
  - The overall length of the project is reduced from 125 years to 80 years, reflecting that of the SRMP
  - The rate of return was reduced from 3% to 2.5%, in line with the Treasury's advice for long term investments
14. Using the same methodology as before towards the calculation, the updated cost, plus the other elements (i.e. interest rates; indexation and length) are taken and divided by the revised number of residential units in the buffer area. Therefore the resultant average figure is lower at £871 per dwelling, rather than the original £1,275.

### **3. Implementing the Strategic Mitigation**

15. On 5<sup>th</sup> January 2016, the Cabinet of Chichester District Council (CDC) agreed that to simplify processes, they will be responsible for holding of funds on behalf of both authorities. They would then pass expenditure for the on-site elements of the strategy to RSPB to implement the additional wardening at the reserve, plus signage/interpretation, in line with mitigation strategy.
16. Contracts are currently being drafted to ensure employment of the necessary wardens to provide delivery of the necessary mitigation.

#### 4. Update on progress with the Solent Partnership

17. As detailed within Background Paper 1, during formulation of the Pagham Harbour mitigation strategy, the similarity of actions with that of the Solent Recreation Mitigation Partnership (SRMP) were noted. Due to this it was considered that there could be cost benefits in terms of delivery of the mitigation strategy and so talks were also had with them. .
18. Scoping work on the Definitive Solent Strategy (the SRMP mitigation strategy) began at the end of 2015 and the finalised strategy is scheduled for completion in Autumn 2017. Arun officers attended a couple of meetings through 2016 talking about this and progress on work connected with this. When a finalised strategy is agreed, it will be brought before Cabinet.
19. The outcome of current discussions with the SRMP have resulted in them agreeing to consider some form of integration of between the two schemes, although this is currently only at Officer level. Members of the Partnership will be discussing this matter in the coming months.
20. Discussions have begun with the SRMP about how the Pagham mitigation could be integrated. Currently indications at Officer level are that this would most likely occur through a partial integration, where the SRMP would hold the in-perpetuity funds and action the dog project and monitoring. Importantly this will mean control over the charge applied to Pagham Harbour remains to be set separately by the responsible partners with the RSPB continuing to deliver the wardening but the administration of the scheme being done by the partnership.

#### 2. PROPOSAL(S):

The revised form of the mitigation strategy is noted and agreement to the Pagham Harbour contribution be lowered to £871

#### 3. OPTIONS:

1. Continuation of the existing Strategic Approach to mitigation at Pagham Harbour, which Natural England would consider leaves a high potential for detrimental impacts to the SPA.
2. Progression of an individual Service Level Agreement with SRMP to deliver only part of the strategy. This may include risks associated with the continuation of the wardening role following the four year agreement with RSPB.

#### 4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X

Other groups/persons (please specify) Chichester District Council Solent Recreation Mitigation Partnership	<b>X</b>	
<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	<b>X</b>	
Legal	<b>X</b>	
Human Rights/Equality Impact Assessment		<b>X</b>
Community Safety including Section 17 of Crime & Disorder Act		<b>X</b>
Sustainability	<b>X</b>	
Asset Management/Property/Land		<b>X</b>
Technology		<b>X</b>
Other (please explain)	<b>X (The Local Plan)</b>	
<b>6. IMPLICATIONS:</b>  This will mean that the Council is fulfilling its requirements in terms of helping to ensure that sustainable development is achieved across its whole District and meeting its legal responsibilities to ensure no deterioration of the features and species at Pagham Harbour, under the Conservation of Habitats and Species Regulations 2010 and Natural Environment and Rural Communities Act 2006.		

**7. REASON FOR THE DECISION:**

Through consideration of this paper Members are able to be kept informed of actions being taken to ensuring the protection of this internationally recognised site and its features for nature conservation.

**8. BACKGROUND PAPERS:**

Background Paper 1 - 20<sup>th</sup> July 2015 Cabinet report on Strategic Access Management at Pagham Harbour. <http://www.arun.gov.uk/cabinet-meetings>

Background Paper 2 – latest situation with the Local Plan examination  
<http://www.arun.gov.uk/local-plan-examination>

**ARUN WELLBEING AND HEALTH PARTNERSHIP (AWHP)  
MINUTES**

Date: Tuesday 28 February 2017  
 Time: 2 – 4 pm  
 Venue: Committee Room 1, Arun Civic Centre  
 Chair: Hilary Spencer, Chief Executive Voluntary Action Arun & Chichester

**Present:**

**Roger Wood** (Head of Neighbourhoods Arun District Council), **Claire Dower** (Arun Wellbeing, Information Officer) **Hilary Spencer** (Chair of the AWHP and Chief Executive, Voluntary Action Arun and Chichester), **Joy Bradbury-Ball** (Senior Wellbeing Officer, Arun Wellbeing) **Holly Yandall** (Public Health Lead, West Sussex County Council), **Hazel Flack** (Partnership Manager, Arun District Council), (**Sharon Cuerden** (Service Manager, Coastal West Sussex Mind), **Tom Weedon** (Voluntary Sector Relationship Officer, WSCC), **Vanessa Taylor-Berry** (Prevention Assessment Team Service Lead, Sussex Community NHS Trust), **Mike Collins** (Sammy Community Transport LTD), **Sue Rixon** (Centre Manger, Age UK West Sussex) **Nigel Lynn** (Chief Executive, Arun District Council, **Jeanette Sax** (WSCC Early Childhood Team Manager), **Kim Fleming** (Head of Wellbeing Services, Age UK West Sussex), **Cllr Ann Rapnik** (WSCC & Arun District Council), **Carrie Reynolds** (Community Development Manager, Freedom Leisure), **Susannah Conway** (Family Support Network Leader, WSCC), **Kieran Stigant** (Chair, NHS Coastal West Sussex CCG), **Holly Yandall** (Healthy Lifesyles Team, WSCC), **Russell Tooley** (Leisure & Voluntary Sector Officer, ADC), **Robin Wickham** (Leisure & Voluntary Sector Manager, ADC)

**Apologies:**

**Tim Wilkins** (Service user Involvement Officer, Alzheimer's Society), **Tracey Light** (Principal Community Officer, WSCC Public Health), **Marc Clothier** (Inspector, Sussex Police), **Cllr Marian Ayres** (Arun District Council),

Minuted by: **Claire Dower**

**1. WELCOME, INTRODUCTIONS & APOLOGIES FOR ABSENCE**

**Hilary Spencer** welcomed everyone to the meeting and gave the received apologies for absence, and members introduced themselves. Hilary acknowledged that it was **Roger Wood's** last meeting and thanked him for his support for and involvement in the partnership over the years.

**2. REPORT BACK FROM PREVIOUS MEETING/MATTERS ARISING**

**Hilary Spencer** noted that she made contact with the CCG and this resulted in Kieran Stigant attending this meeting to give an update on the Sustainability Transformation Plans.

**Roger Wood** noted that with regards to item 8.3 in the previous minutes – the Littlehampton Health Services Advisory Group will be receiving and discussing ongoing information about the Morrison site. To avoid duplication Hilary suggested any comment or concern emerging from AWHP should be fed in to this group.

**3. DEVELOPMENT FRAMEWORK 2017/18 – update**

**Carrie Reynolds** presented Freedom Leisure's 2017/18 Framework for Sport, Activity and Wellbeing. (please see PDF attached) She talked through each of the headings (active sport, active ageing, active young people, active workforce, active communities and active

health) and explained how Freedom is currently delivering or planning to deliver objectives under these headings.

She explained that a full action plan sits beneath the framework and is still being developed, and when it is further developed she would like to circulate it for comments, feedback and suggestions to the full Partnership.

**Hilary Spencer** asked if volunteering placements under the Active Workplace column would be internal or external.

**Carrie Reynolds** replied saying that the volunteer placements would mostly be external and gave the example of the proposed Arun Wellbeing/Freedom Leisure graduate courses as possible sources for volunteer mentors to encourage and support other people. Volunteers through Freedom Leisure receive a discounted membership and training.

**Roger Wood** asked where Freedom Leisure stands when it comes to private providers, doing similar services?

**Carrie Reynolds** replied saying they are not in competition and that they want to work alongside private providers to avoid duplication and improve services for residents. Where Freedom can help they will and if they are unable to support they will let providers/groups know. She gave as an example Freedom working with Cancer United to help support them through training Freedom instructors on how to work with clients who are undergoing or recovering from cancer treatment.

**Nigel Lynn** commented that in his view the Health and Wellbeing Board should be providing more funding towards prevention programs, for example the Falls Prevention project that Arun Wellbeing delivers, as this would reduce the need for funding at the hospital stage.

**Robin Wickham** asked how Freedom is planning to work with the high levels of people with mental health needs in the Arun District area.

**Carrie Reynolds** said that Freedom Leisure has had discussions with Coastal West Sussex Mind about how to support people with mental health issues including providing specialist training for Freedom staff.

**Councillor Mrs Ann Rapnik** asked if other organisations are aware of the Falls Prevention project and know how to refer, and whether the project included home assessment for falls risks.

**Carrie Reynolds** said that there is a local Arun-based falls prevention network which includes the Prevention Assessment Teams, Fire and Rescue Service (who can carry out the home risk assessments) and other similar organisations with Arun Wellbeing and Freedom on Falls prevention, and that a pathway is being developed to help health professionals and other referring organisations understand the various different options for people depending on their individual needs.

**ACTION:**

**CARRIE REYNOLDS to keep the partnership updated on the full action plan.**



4. **PUBLIC HEALTH – Update from previous presentations**

**Holly Yandall** gave a verbal update to the partnership on the previous presentations from Public Health. She stated that David Brindley (the Public Health Lead for Later Life) has offered to give the partnership an in-depth presentation on Falls Prevention particularly as there is a high number of occurrences of falls by older people living in the Arun area.

**Hilary Spencer** said that this would be welcomed and asked for David to include the Falls Prevention pathway in the presentation.

**Holly Yandall** mentioned that Public Health has recently sent around the new referral pathways for smoking and Weight Management Services, and these are attached to these minutes again for information.

**Holly Yandall** asked the partnership if they had any feedback following the referral pathway changes.

**Joy Bradbury-Ball** commented that the Children and Family Centre's target is to provide stop smoking health for family programs and wanted to know if the 0300 stop smoking number is still in use.

**Holly Yandall** replied saying the number is still in use but only for GP's, pharmacies and other professional colleagues to use and that the number should not be given out to the public anymore, but the website is still in use for the public to access. Holly has said she would get clarification on the new number and provide this to the partnership.

**Roger Wood** asked if there was any difference between the services the GP offers compared to what the pharmacies offer in regards to smoking.

**Holly Yandall** responded by saying that they offer exactly the same service as each other and that it is the same service provision as Solutions for Health previously provided.

**Nigel Lynn** commented that most young people wouldn't access the GP/Pharmacy for smoking cessation and wanted to know what other provisions are in place for them to access.

**Holly Yandall** said she would find out what information GPs and pharmacies provide for young people aged 12 and over and that Sue Carmichael, the Lead for Healthy Lifestyles, would be willing to come to a future AWHP meeting to discuss this in more detail.

**Holly Yandall** also spoke about the Change for Life Be Food Smart Campaign phone app and how WSCC are working with libraries and leisure centres on the Be Food Smart Challenge which is a healthy eating initiative.

**Carrie Reynolds** commented that the Freedom's Arun Leisure Centre is working on new healthy options to be available in the café and that there is also new healthier option vending machine.

**Hilary Spencer** asked how we would find out if the Be Food Smart campaign had been a success.

**Holly Yandall** replied saying that Public Health England (PHE) will evaluate it nationally and at the moment she is not sure how stats will be available locally.

**Holly Yandall** went on to speak about the Active 10 campaign which aims to encourage middle-aged, inactive adults to move more starting with 10 minutes per day, eg brisk walking, and encouraging building up to 30 minutes. The soft launch for this will take place on 20 March to promote Active 10 app. The Active 10 app is simple to use, aimed at adults who do no or little activity. It uses motion sensors to detect brisk movement. The app motivates, rewards and tracks activity to create a habit. Active 10 app is ready to be downloaded from App Store now. PHE want to build a strong coalition of people who will promote Active 10 app over the next couple of months before the big media launch in May, which aims to promote the message that there is a crisis of inactivity which leads to serious health conditions, and that even 10 minutes' brisk walking per day has a range of benefits including improved cardio-vascular health.

Holly spoke about a recent webinar on this topic and said that information will be available on the PHE Campaign Resource Centre website:  
<https://campaignresources.phe.gov.uk/resources/campaigns/44> (people will need to register on the site to gain access). Digital resources will also be available on this site. Nicky Gale (Healthy Lifestyles Resource officer) has ordered West Sussex's allocation of printed resources and these are available for partners' use.

Following on from this Holly went on to say that the report for the Physical Activity Needs Assessment survey will be published later this year. She also talked about the intention to carry out an Alcohol CLear (Challenging/LEAdership/Results) assessment tool in relation to alcohol related harm. This is being led through the West Sussex Alcohol Harm Reduction network in March and Holly will provide an update in due course on this.

**Roger Wood** said that it would be vital to have someone who has expertise in licencing to provide input in to the Alcohol Clear tool meeting.

**Holly Yandall** said that a licencing officer from Worthing will be in attendance.

**Holly** also mentioned the workshop held in November regarding Public Health's proposals to use a Wellbeing and Resilience tool to assess and support the development of services. Graeme Potter, Start of Life Lead, would be willing to attend a future AWHP meeting to talk about this in more detail. Graeme is also developing some links with Eastern European young parent groups.

**Hilary Spencer, Joy Bradbury-Ball** and **Roger Wood** suggested that Graeme Potter link with Voluntary Community Action Arun and Chichester, with the Children and Family Centres, and with inspector Marc Clothier from Sussex Police, regarding links with Eastern European communities.

**ACTION:**

**HOLLY YANDALL to: clarify and notify the stop smoking number for public use**  
**HAZEL FLACK: to liaise with Holly re updates at future meetings of AWHP from David Brindley, Sue Carmichael and Graeme Potter**

5. **THINK FAMILY AND EARLY HELP** – Brief Update

**Susannah Conway** the Family Support Network Leader for Arun gave a verbal update to the partnership on the Integrated Prevention and Earliest Help service. They are currently on the second stage of the transformation plan on integrating the services together. The services provided will still be the same but will be combined under one structure. The main change will be that there will be a hub manager for each of the district areas, the manager for Arun will be Claire Hayes. In Arun there are currently 535 families on the Early Help plan of which 236 are held by schools. Susannah suggested that Claire be invited to present to the AWHP when the transformation is completed and in place.

**ACTION:**

**HAZEL FLACK: to liaise with Claire Hayes re update at a future meeting of AWHP**

6. **SUSTAINABILITY AND TRANSFORMATION PLANS/COASTAL CARE** - Overview

**Kieran Stigant** the Chair for NHS Coastal West Sussex CCG gave a verbal overview of the Sustainability and Transformation Plans (STP). The STP aims to bring together providers and commissioners to improve services and save money. The original plan that was published was returned for re-configuring and re-evaluating acute hospital services. The STP will be finished by the end of March and this will provide some answers to the future pattern of services which may include some changes including moving some services from Brighton into Western Hospital Trust sites. The CCG is keen to work with District and Borough councils and the voluntary sector.

There will be a focus on 3 clinical priorities:

- Local Community Networks (there are 8 altogether, 2 of these are in Arun)
- Urgent Care Pathways
- New solutions for people with long term health conditions

The coastal 16/17 projected deficit is 27 million pounds. This is mainly due to the non-delivery of savings and the high number of people seeking urgent care.

**Vanessa Taylor-Berry** asked about proactive care which supports the most vulnerable patients and is relatively successful in helping to avoid hospital admissions. Kieran replied that there is a need to evaluation reasons for non-success in some localities.

**Kieran Stigant** then went on to talk about the Morrison site in Littlehampton which is still up for lease. The two solutions the CCG have proposed are to get national NHS bodies involved in taking up the lease or for local providers to take on the lease.

Since the Arun Medical Centre closure the majority of patients who attended that surgery have been allocated a new practice. If any have not, please let the CCG know. There has been learning from this experience, and other vulnerable surgeries in the Arun locality. The surgeries who have taken on these additional clients are working together to support one another.

**Hilary Spencer** commented that Health Watch West Sussex will be in the Arun District Area for the whole of March to hear local views on the health care service.

**Roger Wood** commented that the AWHP can help local GP surgeries communicate and network through its information sharing.

**Kieran Stigant** said that it would be a good idea for the GPs from the two localities to come to the AWHP.

Following on from this Kieran spoke about the stroke service and how the CCG are working on 3 parts.

- Prevention
- Best Treatment
- Rehabilitation

Kieran commented that the prevention and rehabilitation work is going well in but there are still issues around numbers accessing the service. The intention going forward is to move towards a hyper-acute ward in one hospital either Worthing or Chichester.

Kieran also mentioned the talks are still in process for the MSK (muscular-skeletal) contract. There are improvements in delivery but still concerns around the cost of provision.

## 7. **ITEMS FOR FUTURE MEETINGS**

7.1 Further updates on the Stroke Service, MSK Contract and Morrison's Site will be put on the agenda again later in the year when appropriate.

7.2 **Vanessa Taylor-Berry** commented there will not be an Adult Social Care local pilot in Arun. There are currently 4 pilots running, including one in Adur which started in January and will run for 3 months and also one in Pulborough which started this month (March). The Connect to Support website will allow professionals to signpost to the Adult Care Services once the pilots have been evaluated. There will be a meeting in April at Butlin's for the voluntary sector in the wider engagement of Adult Social Care. Once the first pilots have been completed it was suggested to get feedback given at a future AWHP meeting.

7.3 **Hilary Spencer** suggested that the Partnership carries out a review of its priorities and terms of reference which currently date back to 2013. Hilary suggested that a small task and finish group meet to carry out some work to propose recommendations to the next meeting of the AWHP look at this, and Hazel Flack suggested that the West Sussex Wellbeing and Resilience Tool might be a useful way of assessing the partnership's approaches and impact. Members who would like to take part in this task and finish group are asked to contact Hazel on [hazel.flack@arun.gov.uk](mailto:hazel.flack@arun.gov.uk) and a meeting will be arranged during May.

7.4 Other items for future meetings (as discussed earlier in the agenda) will include

- Smoking cessation support for young people
- Falls prevention pathway
- Invitation to the Arun Integrated Prevention and Earliest Help Hub Manager

**8. ANY OTHER BUSINESS**

- 8.1 **Sharon Cuerdon** updated the partnership on the good news that they are still getting funding to run their post-natal depression project. Unfortunately this is only in the Chichester and Bognor areas.
- 8.2 **Kim Fleming** mentioned that Age UK have now moved out of the Tamarisk Centre and that they are now providing services at the Laurels Day Centre and at St Mary's in Littlehampton 1 to 2 days a week, and run a social group in Wick.  
Kim will circulate an Age UK programme to the partnership.

**ACTION KIM FLEMING****10. DATE OF NEXT MEETING**

Wednesday 21 June, 2-4 pm, in the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

‘Subject to Approval at the Next Committee Meeting’

463

OVERVIEW SELECT COMMITTEE

21 March 2017 2016 at 6.00 p.m.

Present: - Councillors Elkins (Chairman), Ballard, Mrs Bence, Blampied, Edwards, Hitchins, Hughes, Mrs Oakley, Oliver-Redgate, Mrs Rapnik, Dr Walsh and Wheal.

Councillors Bence, L Brown, Chapman and Dendle were also present for all or part of the meeting.

[Note: Councillor Oliver-Redgate was absent from the meeting during the consideration of the items discussed within Minute 509 to Minute 513 [part]].

509. WELCOME

The Chairman welcomed Members and Officers to the meeting.

510. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs Daniells, English, and Warren and from the Leader of the Council, Councillor Mrs Brown, the Deputy Leader of the Council and Cabinet Member for Corporate Governance, Councillor Wensley and the Cabinet Member for Planning & Infrastructure, Councillor Bower.

511. DECLARATIONS OF INTEREST

The Monitoring Officer has advised Members of interim arrangements to follow when making declarations of interest. They have been advised that for the reasons explained below, they should make their declarations on the same basis as the former Code of Conduct using the descriptions of Personal and Prejudicial Interests.

Reasons

- The Council has adopted the Government’s example for a new local code of conduct, but new policies and procedures relating to the new local code are yet to be considered and adopted.
- Members have not yet been trained on the provisions on the new local code of conduct.

‘Subject to Approval at the Next Committee Meeting’

464

Overview Select  
Committee – 21.03.17

- The definition of Pecuniary Interests is narrower than the definition of Prejudicial Interests, so by declaring a matter as a Prejudicial Interest, that will cover the requirement to declare a Pecuniary Interest in the same matter.

Where a Member declares a “Prejudicial Interest”, this will, in the interests of clarity for the public, be recorded in the minutes as a Prejudicial and Pecuniary Interest.

Councillor Hitchins declared a Prejudicial Interest in Agenda Item 5 [Engineering Services Annual Review] and in relation to certain areas of the Coastal Path. This was because he owned a share in the Aldwick Bay Estate. Councillor Hitchins confirmed that should debate on the coastal path discuss routes venturing into the area in and around the Aldwick Bay Estate, then he would leave the meeting at this point.

Councillor Mrs Rapnik declared a Personal Interest in Agenda Item 8 [Feedback from the Meeting of the West Sussex County Council’s Health and Adult Social Care Committee [HASC]] in her capacity as a West Sussex County Council Member of that Committee.

## 512. MINUTES

The Minutes of the Committee meeting held on 24 January 2017 were approved by the Committee as a correct record and were signed by the Chairman.

## 513. ENGINEERING SERVICES ANNUAL REVIEW

The Chairman invited the Cabinet Member for Environmental Services, Councillor Chapman, to introduce this report.

Councillor Chapman outlined that this was the second of an annual update on the Council’s Engineering Services Area. Members were advised that in the past the Committee had received separate reports on the Council’s coastal defence assets and its land drainage activities. The report provided an update to issues addressed in the preceding year and it outlined matters that had arisen or were foreseen for the coming year across the whole of this service area.

The Engineering Services Manager then provided some additional updates on some areas of the report and he introduced the Council’s Engineering Assistant who worked alongside him on coastal protection.

‘Subject to Approval at the Next Committee Meeting’

465

Overview Select  
Committee – 21.03.17

The following areas were highlighted:

Coastal Defence

- Members were invited to attend future meetings of the Coastal Group. This was predominantly Officer based but Members were encouraged to attend the annual review meeting involving Members from across the Group’s large geographical area. The Engineering Services Manager agreed to provide the date and detail of this meeting [when arranged] to Democratic Services so that electronic diary invitations could be sent to Members.
- Partnership Funding – the allocated annual sum of £250,000 [for three years] within the Forward Capital Programme for contributions to a Community Flood Fund was questioned. The Chairman asked if a large part of this funding had been allocated to certain schemes and if this was the case, could these schemes be identified. If this was not the case, was there a priority list of schemes that this funding would be allocated to. The Engineering Services Manager reminded Members that a report had been considered and agreed by Cabinet confirming partnership funding contributions.

Council Partnership Funding had been agreed for:

- Pagham Inland Banks - £40k
- Elmer - £40k
- Arun Watercourse Management Project - £20k

Having been asked by the Chairman, the Engineering Services Manager confirmed that to date the following had been spent on Pagham since 2009.

- 43k
- 600k
- 39k
- 44k

The Engineering Services Manager outlined that approval had been given at that time for the Director of Environmental Services [now the Director of Services] to have authorisation to agree further funding partnership funding for prioritised Flood and Coastal Risk Management schemes as they came forward. Since that time £90k had been earmarked for Arundel.



‘Subject to Approval at the Next Committee Meeting’

466

Overview Select  
Committee – 21.03.17

The Chairman asked if there was a set period in terms of when draft priorities were set and reviewed and he asked how Members could be kept informed and updated when necessary works were undertaken. The Engineering Services Manager reminded Members that this funding was allocated to not just coastal issues but inland flooding too. A prioritised list of schemes was expected soon from West Sussex County Council (WSSCC) which would be published on their website. More detail on this would be provided in next year’s annual review. Councillor Chapman outlined the importance to not commit all of the funding as an element needed to be ‘kept back’ for unexpected issues. It was essential to have flexibility to address emerging issues.

- Pagham Beach – The Engineering Services Manager worked through a series of slides illustrating how the spit had naturally breached in April 2016 as a result of storm action. Work had been undertaken in recent months to shift shingle around the area of the Yacht Club to protect those most at risk. A top up of shingle running adjacent to East Front Road had taken place earlier in the day.

The Engineering Services Manager outlined that the whole of the spit and harbour area was dynamic and subject to a number of national and international environmental designations and so there were many processes that had to be worked through in addressing and responding to the numerous issues along the beach. The illustrations outlined that the spit had continued to grow eastwards, causing the scour and erosion also to spread eastwards. Additionally, the beach in the area of the Yacht Club was subject to erosion caused by incident wave energy and the interruption of longshore drift of shingle.

There had been a widespread call from the local community for the issue to be resolved by cutting through the spit. Following the appointment of external consultants, Pagham Parish Council submitted a planning application which had yet to be determined. The delay was in part due to the need to reassess the situation following the breach and the need to formalise the arrangements should the artificial cut close and it require re-opening.

The Engineering Services team continued to monitor the beach closely and did what was required and when to manage the situation under the ‘Adaptive Management Policy’.

‘Subject to Approval at the Next Committee Meeting’

467

Overview Select  
Committee – 21.03.17

### Land Drainage

- Internal Drainage Boards (IDBs) – the Engineering Services Manager reminded Members that at last meeting of the Committee they had been advised that the IDB for the Arun Internal Drainage District would be dissolved. The Minister had since confirmed that the next stage of consultation would move towards some stage of abolition. This had fuelled concerns from a number of parties in the Arun Valley resulting in a meeting being held in January 2017 to consider ways forward. A Steering Group would be formed including stakeholders and landowners to develop and bring forward proposals for the future – this would be a two year project to secure some sort of future for the River Arun valley.

- Drainage Plans and Strategies – concern was expressed over the slow speed that Southern Water Services (SWS) was preparing these plans for foul sewerage for localised areas. Concern was also expressed over the fact that SWS took no notice of planning projections and their implication dates [despite being a statutory consultee] which had developed into instances where sewage was having to be taken away by tankers on some new major developments, this was specific to the North of Littlehampton development scheme. The Engineering Services Manager was asked if the Council could outline this as a major concern and if it could make reference to SWS’ inadequacy of responses. It was felt that a report back on this was required to reassure Members that with major future developments planned everything was in place to deliver connections and make sure that the whole of the foul sewerage system and treatment plant at Ford was capable of dealing with housing development planned for the District.

The Engineering Services Manager confirmed that the Council should address this as there were inadequacies surrounding further connections to the foul sewerage systems that SWS operated. The Engineering Services team were aware of this and the fact that some developers were planning to install treatment plants that were not connected to the main sewerage system. It was agreed that a report back to the Committee on this situation was needed. Councillor Chapman outlined that he had explored with Southern Water their forward plan which was set 17 years ahead from where development was now. The concern was that large scale development had already been constructed and the Council had made representations on this. Councillor Chapman agreed that a report would come back to the

‘Subject to Approval at the Next Committee Meeting’

468

Overview Select  
Committee – 21.03.17

Committee on progress and so that the matter could be kept under review.

Other major issues

- Gap in Flood Defence, River Road, Littlehampton – Concern was expressed that this had not been resolved and that negotiations had been on-going for over 2 years now. The question was asked why this had not been addressed at the start of the project. The concern was that this was a weakness that could lead to serious flooding in parts of Littlehampton. The Engineering Services Manager was asked how far the Council had got in pursuing negotiations and was there any imminence to the works being completed to avoid any further collapse that might occur as the conditions there were worsening.

The Engineering Services Manager, although in agreement with the concerns expressed, stated there were good reasons why matters had not progressed. Negotiations were reaching a delicate point between the EA and the developer of the land. Members were reassured that the EA had allocated temporary defences that could be deployed at very short notice should tide and weather predictions point to a flood risk condition arising. It was made clear that Arun had no direct involvement in the situation.

- Coastal Path – the Engineering Services Manager drew Members’ attention to the maps on display illustrating proposed routes along which the public would be able to make recreational journeys over accessible land. It was emphasised to the Committee that it was important for them to note that at this stage, no new hardened or formalised paths were proposed – only the ‘waypointing’ of routes. This was not a Council function, Natural England had been charged, under the Marine and Coastal Access Act 2009 to take on this work.

- River Wall Collapse, River Road, Arundel – negotiations were ongoing between the EA with residents and landowners. Members were reminded that this was not a function for the Council as the Council was not the landowner or riparian owner. Support was being provided where possible. Members were reassured that the EA closely monitored weather forecasts and responded with temporary flood defences appropriately to reduce the flood risk to the wider area of Arundel.

‘Subject to Approval at the Next Committee Meeting’

469

Overview Select  
Committee – 21.03.17

Having received questions from Members, the Chairman thanked the Engineering Services Manager for his comprehensive report and responses provided. He also paid tribute to the work of the whole Engineering Services team for their help in assisting with a wide range of issues.

In turning to the recommendations outlined in the report, in view of the concerns raised relating to SWS’ Drainage Area Plans, the Chairman suggested amending Recommendation (3) to read as follows [additions are shown in **bold** and any deletions shown using ~~strikethrough~~]

“a copy of this report to be sent to the Environment Agency [EA] for the benefit of the Agency’s supervisory role in coastal defence **and Southern Water Services [SWS] for reference and to seek to investigate and report back on the capability of managing new housing development**”.

This amendment was unanimously agreed by the Committee.

The Committee then

RECOMMEND TO CABINET – That

(1) It agrees to the report forming the basis of the Coast Protection Capital Budget for future years, subject to sufficient resources being available to fund the Council’s proportion of the total costs (ie the minor ineligible costs);

(2) It authorises the Engineering Services Manager to prepare details and make the necessary applications to enable the schemes noted in the body and annex of the report to proceed to the appropriate next stages. Further report to Cabinet may be necessary regarding the proposals and/or funding; and

(3) It authorises a copy of this report to be sent to the Environment Agency (EA) for the benefit of the Agency’s supervisory role in coastal defence a copy of this report to be sent to the Environment Agency [EA] for the benefit of the Agency’s supervisory role in coastal defence and Southern Water Services [SWS] for reference and to seek to investigate and report back on the capability of managing new housing development.

*(During the course of the discussion on this item, Councillor Dr Walsh declared a Personal Interest as a Member of West Sussex County Council)*

‘Subject to Approval at the Next Committee Meeting’

470

Overview Select  
Committee – 21.03.17

#### 514. CABINET MEMBER QUESTIONS AND UPDATES

The Chairman outlined that due to recent publicity he wished to ask a question regarding fly tipping and whether the Council had seen an increase in the number of reported incidents in the District since WSCC had introduced new charging mechanisms and opening hours for refuse and recycling centres in Littlehampton, Bognor Regis and Westhampnett.

The Cabinet Member for Leisure & Amenities, Councillor Dendle, provided a response stating that it was still early days and so difficult to assess the impact of the new opening hours and the introduction of charges for the disposal of certain types of waste.

The public perception was that there were many things that you could no longer take to a recycling centre. This was not true as there were only a couple of items that involved a charge. This was waste arising from home improvement works such as soil and hard-core. Other items such as refrigerators and furniture could still be recycled and were still treated as domestic waste.

Councillor Dendle stated that he had been made aware of a number of instances in his Ward where fly tipping had occurred. He had taken photographic evidence of this and had provided this to the Council's Cleansing Services section where generally, within 24 hours, the area had been cleansed. Councillor Dendle then referred to some statistics setting out the detail of monthly fly tipping numbers. These illustrated that there had been a slight rise but this was not to the extent perceived by the public. What the Council did need to ensure was that its enforcement measures were in place when required. Councillor Dendle confirmed that he would arrange with the Committee Manager to have this update circulated to Members following the meeting.

This update generated some discussion in which Members stated that having reported fly tipping incidents these had been dealt with speedily and efficiently.

Councillor Dr Walsh then asked Councillor Dendle a series of questions regarding the new Littlehampton Leisure Centre. He stated that following last week's meeting of the Environment & Leisure Working Group, where a verbal update had been provided on the new Leisure Centre, as no reference had been made to non-material amendments he felt the need to ask questions on the non-material amendments proposed to the planning application. These were seen as significant changes to the

‘Subject to Approval at the Next Committee Meeting’

471

Overview Select  
Committee – 21.03.17

approved plans originally presented – the amendments and concerns raised were:

- the reduced width of the building/pool by 0.5 m
- this would result in a reduced lobby space and circulating area for the public – this would diminish the warmth and feel of the area
- there were proposals to remove the mezzanine floor and relocate the engineering plant within the main body of the building
- the renewable energy system would be removed – this would have been a self-financing scheme and would be a loss of additional income
- toilet facilities would reduce from 4 to 3 – surely this would have an impact on the already agreed proposals to close the public toilet facilities in Mewsbrook Park

Councillor Dr Walsh asked the Cabinet Member for his comments on these proposed changes.

In responding, Councillor Dendle outlined that these matters were an ongoing updating of this project and were not uncommon for a project of this size. He outlined that as a Member of the Environment & Leisure Working Group, Councillor Dr Walsh would have received an update at its last meeting on these required changes and so it should not have come as a surprise that these changes were occurring. He stated that changes were being made and that this was because this was a complicated site. There was also a very tight schedule of work to adhere to with the Centre needing to be constructed by the end of next year and open by 2019.

Following further debate, the Chairman drew this matter to a close and confirmed that all Members of the Committee would receive a written response to the questions asked. Councillor Hitchins, as Chairman of the Environment & Leisure Working Group, asked if the response provided could also be circulated to Members of that Working Group too.

*(During the course of the discussion on this item, Councillor Dr Walsh declared a Personal Interest as a Member of Littlehampton Town Council.)*

515. COUNCIL TAX SUPPORT TASK AND FINISH WORKING PARTY – 7 FEBRUARY 2017

The Committee received and noted the Minutes of the meeting of the Council Tax Support Task and Finish Working Party held on 7 February 2017.

‘Subject to Approval at the Next Committee Meeting’

472

Overview Select  
Committee – 21.03.17

516. FEEDBACK FROM THE MEETINGS OF THE WEST SUSSEX COUNTY COUNCIL’S HEALTH AND ADULT SOCIAL CARE COMMITTEE (HASC) HELD ON 19 JANUARY AND 8 MARCH 2017

The Committee received and noted the feedback report from Councillor Blampied following his attendance at a meeting of HASC held on 19 January 2017.

Councillor Dr Walsh then provided a verbal update following his attendance at the meeting of HASC held on 8 March 2017.

He reported on four key items:

- (1) the patient transport service – following a re-tendering exercise this contract would be let on 1 April 2017 to the South Central Ambulance Service who already provided services to Hampshire and Surrey
- (2) the facilitation of hospital discharges [commonly known as ‘bedblocking’] – there had been an increase of 50% in West Sussex. This had been attributed to a decline in contributory arrangements for intermediate care. This was ongoing problem and an increasing concern.
- (3) that the Brighton and Sussex University Hospital NHS Trust was in ‘special measures’
- (4) that the Coastal Commissioning Group (CCG), the Mental Health Trust and the Western Sussex Hospital Trust were also in ‘special measures’. A joint Scrutiny Committee with Brighton City Council and East and West Sussex County Councils had been established [meeting on a monthly basis] to rectify the situation.

Having thanked Councillor Dr Walsh for his update, the Committee noted the points raised.

*(During the course of the discussion on this item, Councillor Dr Walsh declared a Personal Interest in his capacity as a Member of West Sussex County Council and Vice-Chairman of HASC.)*

517. FEEDBACK FROM MEETING OF THE SUSSEX POLICE AND CRIME PANEL HELD ON 20 JANUARY 2017

The Chairman outlined that it was unfortunate that no feedback report had been submitted by Councillor L Brown [in the absence of the Cabinet Member for Community Services, Councillor Wotherspoon]. The Chairman referred to the link that had been provided within the agenda papers to the

‘Subject to Approval at the Next Committee Meeting’

473

Overview Select  
Committee – 21.03.17

Minutes from this meeting and outlined that these raised many issues for Members to think about.

The Chairman then invited Councillor L Brown [who had attended this meeting as the Council’s Substitute Member] to report back to the Committee the main issues raised and especially on local policing.

Councillor L Brown reported back on:

- measuring performance
- proposals for the new local policing programme – how could performance be addressed including the 101 service
- That Sussex Police were also in ‘special measures’

The Committee asked:

- Why a written report had not been provided
- This was needed for future meetings
- The Committee needed to raise issues of interest so that Councillor Brown could ensure that these were discussed at future meetings of the Panel – the Chairman encouraged Members to do this
- Could information on Operation Signature be made available to the Committee

#### 518. WORK PROGRAMME 2017/2018

The Head of Democratic Services reminded the Committee that the Council’s Constitution required it to report annually on its future work programme and amended working methods, where appropriate.

The Committee was asked to consider work programme for the 2017/2018 year and to identify any issues to develop or review working to the key themes of the Committee’s responsibilities so that these could be included within a draft work programme coming forward to its next meeting on 30 May 2017 and then onto Full Council on 12 July 2017 for approval.

In discussing the possible topics that Members might wish to review, the following observations were made:



‘Subject to Approval at the Next Committee Meeting’

474

Overview Select  
Committee – 21.03.17

- For the Concessions Review planned for 20 March 2018, some Members queried whether this could be considered earlier. The Head of Democratic Services outlined that this has been plotted for March 2018 due to Officer capacity – though this did not prevent the Committee from discussing the scope of the review earlier
- The Committee was informed that it had just been confirmed that the Committee would need to consider new policies on Data Protection Regulations at its next meeting so that the policies could be agreed at Full Council on 12 July 2017.

This draft work programme was noted so that further work could take place on it between now and the Committee’s meeting on 30 May 2017.

519. VOTE OF THANKS

As this would be the last meeting that the Head of Democratic Services would attend, before taking up her new role as Group Head for Council Advice and Monitoring Officer on 1 April 2017, the Chairman stated that he wished to take this opportunity to thank her and her team for raising the profile of Scrutiny within the Council.

The Committee then formally thanked the Head of Democratic Services for her support and wished her well in her new role.

(The meeting concluded at 7.35 pm)

‘Subject to Approval at the Next Working Group Meeting’

HOUSING & CUSTOMER SERVICES WORKING GROUP

23 March 2017 at 6.00 p.m.

Present: - Councillors Mrs Pendleton (Vice-Chairman, in the Chair), Mrs Ayres, Blampied, Mrs Harrison-Horn, and Mrs Rapnik [from Minute 35(part)].

32. APOLOGY FOR ABSENCE

An apology for absence had been received from Councillors Clayden, Mrs Daniells and Mrs Porter. Apologies had also been received from Councillor Bence, as Cabinet Member for Housing.

33. DECLARATIONS OF INTEREST

The Monitoring Officer has advised Members of interim arrangements to follow when making declarations of interest. They have been advised that for the reasons explained below, they should make their declarations on the same basis as the former Code of Conduct using the descriptions of Personal and Prejudicial Interests.

Reasons

- The Council has adopted the government’s example for a new local code of conduct, but new policies and procedures relating to the new local code are yet to be considered and adopted.
- Members have not yet been trained on the provisions of the new local code of conduct.
- The definition of Pecuniary Interests is narrower than the definition of Prejudicial Interests, so by declaring a matter as a Prejudicial Interest, that will cover the requirement to declare a Pecuniary Interest in the same matter.

Where a Member declares a “Prejudicial Interest” this will, in the interest of clarity for the public, be recorded in the Minutes as a Prejudicial and Pecuniary Interest.

There were no Declarations of Interest made.

34. MINUTES

The Minutes of the meeting of the Housing & Customer Service Working Group held on 26 January 2017 were approved and signed by the Chairman.

‘Subject to Approval at the Next Working Group Meeting’

35. FLEXIBLE HOMELESSNESS SUPPORT

The Chairman agreed an item on Flexible Homelessness Support that was not on the agenda but required consideration as a matter of urgency as the Council had recently received a notification from the Department for Communities and Local Government (DCLG).

The Head of Housing provided the Working Group with a report, tabled at the meeting that briefed Members on the Flexible Homelessness Support Grant that the Council was to receive in place of the Temporary Accommodation Management Fee.

It was noted that a formula had been applied by the DCLG based on details relating to the Council’s homelessness position in the first 3 quarters of 2017/18. The Council had made 558 homelessness decisions of which a duty was owed to 158 applicants, and advice was given to more than 430 applicants, and this was reflected in the allocated funding as,

2017/18	£304,441.38
2018/19	£350,289.38

Members were informed that these figures were the second highest level of grant funding made to Councils in West Sussex. The Head of Housing explained that this was a significant grant and the DCLG had emphasized that the new grant would be able to provide flexibility to authorities in providing intervention services, moving away from exclusive funding for procurement and funding temporary accommodation. The Head of Housing explained that the funding would be used to innovatively find ways of reducing homelessness.

The Working Group discussed this update and asked questions which were responded to at the meeting.

The Chairman congratulated the Housing Team on being recipients of the second highest grant made to Councils in West Sussex and welcomed the opportunity the money would bring to enhance the already proactive approach the Council was taking on homelessness prevention. The Chairman pointed out that funds would need to be allocated wisely and requested that a plan with costings be brought to the working group at the appropriate time.

The Head of Housing confirmed that a further report would be brought back to the Working Group shortly which would identify the projects and initiatives that the Council could consider, along with details to measure their effectiveness in preventing homelessness.

‘Subject to Approval at the Next Working Group Meeting’

### 36. AMENDMENTS TO ALLOCATION SCHEME

The Working Group received a report from the Housing Services Manager that proposed further amendments to the Council’s Housing Allocation Scheme.

Members were reminded that the Housing Allocation Scheme 2012 was amended in 2014 and 2016 following developments in case law, Ombudsman judgements and good practice. Further amendments were now recommended to take into account recent case law as well as some changes that would help prioritise applicants.

Recommended amendments to the Housing Allocation Scheme included:

- Section 6.2.3 – updated to clarify that those who could not work, train or volunteer will not be disadvantaged.
- Section 5.4.2 – updated to state that applicants would not be excluded for behaviours associated with a ‘spent’ conviction.
- Sections 4.2 and 6.1 – updated to incorporate additional detail about: seeking confirmation from a healthcare professional, officers carrying out home visits, the assessment of the impact of current accommodation on the applicant’s condition as well as giving a more specific differentiation between Housing Bands A1, B1 and C1.
- Sections 4.5 and 7.3 – update to include provision for couples who require separate bedrooms for medical or disability reasons with confirmation from a medical professional.
- Section 6.1.1 – updated to remove provision for ex-Sheltered Scheme Managers under priority Band C5 as all have reached retirement or been rehoused.
- Section 6.5.4 – updated to include clarification in the explanation of the legal right for an applicant, to whom the Council owes a homelessness duty, to request a review if they disagree about the property that has been offered to them.

Following discussion and questions that were responded to at the meeting the Housing & Customer Services Working Group agreed the report’s recommendation.

The Housing & Customer Services Working Group

#### RECOMMEND TO CABINET

That the further amendments to the Housing Allocation Scheme and its Equality Impact Assessment be agreed, with the implementation date of 1 July 2017.

‘Subject to Approval at the Next Working Group Meeting’

37. HOUSING PLANNING ACT 2016

The Head of Housing presented the Working Group with an Information Paper on the Housing and Planning Act 2016 that provided an overview of the Act which impacted on the Housing Service.

Members were informed that the Housing and Planning Act 2016 implemented a range of Housing related measures which included, the sale of higher value council homes, starter homes, pay to stay and a range of other measures that would promote home ownership and levels of home building.

It was noted that the issues affecting or could affect Council Housing included:

- Extension of Right to Buy
- Sale of Higher Value Vacant Council Houses
- Mandatory use of fixed term tenancies
- High income social tenants mandatory rents (pay to stay)

The Head of Housing stated that, in the event of further regulations being produced in relation to matters affecting Council Housing a further update would be presented to the working group.

The Working Group then noted the report.

38. WORK PROGRAMME 2017/18

The outline work programme for the municipal year 2017/18 was noted. The Council’s corporate changes were discussed and it was agreed that the 2017/18 work programme would be planned when the Working Group’s new Lead Officers began their roles.

In discussing future changes, the Chairman praised the Housing & Customer Services Working Group as a highly effective group, positively influencing the Council’s decision making. It was hoped that this Working Group would be able to continue its good work in the future.

(The meeting concluded at 6.40pm)