

Committee Manager : Jane Fulton (Ext 37611)

30 October 2018

CABINET

A meeting of the Cabinet will be held in Committee Room 1 (Pink Room) at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF on the **Monday, 12 November 2018 at 5.00 pm** and you are requested to attend.

Members : Councillors Mrs Brown (Chairman), Wensley (Vice-Chairman), Bence, Charles, Clayden, Haymes, 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 pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating :

- a) the item they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial
- c) the nature of the interest
- d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question time

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. URGENT BUSINESS

The Cabinet may consider items of an urgent nature on functions falling within their responsibilities where special circumstances apply. Where the item relates to a key decision, the agreement of the Chairman of the Overview Select Committee must have been sought on both the subject of the decision and the reasons for the urgency. Such decisions shall not be subject to the call-in procedure as set out in the Scrutiny Procedure Rules at Part 6 of the Council's Constitution.

5. MINUTES

To approve as a correct record the Minutes of the meeting held on 15 October 2018, as attached.

6 BUDGET VARIATION REPORT

To consider any reports from the Group Head of Corporate Support.

7 BUDGET MONITORING REPORT TO 30 SEPTEMBER 2018

The budget monitoring report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of September 2018.

8 KEYSTONE YOUTH FACILITY FUTURE PROVISION AT ELDON WAY WICK LITTLEHAMPTON

The Keystone Centre is situated on Arun District Council (ADC) land which is leased to the Keystone Centre Management Committee (KCMC) who undertake a range of youth provision services. Following discussion with ADC, Littlehampton Town Council have established a financial and policy commitment to the delivery of a new Youth Facility. ADC owns and manages the nearby open space land at Eldon Way opposite the existing Keystone Centre site. This report seeks approval to enable a new Youth Facility to be built on this land together with appropriate mitigation for use of the open space.

Following completion of the new Youth Facility the land vacated by the existing Keystone Centre will become available for ADC to develop. The detail of any project to deliver housing is yet to be worked up.

9 RESOURCING AND RESOURCE IMPLICATIONS OF THE HOUSING DELIVERY TEST

In the new National Planning Policy Framework (published July 2018) the Government has introduced the Housing Delivery Test (HDT). The requirements of the HDT are potentially very onerous on local authorities and the planning department has insufficient resources to respond to these requirements. Cabinet will be asked to consider how it intends to respond to the requirements of the HDT and how it will resource work associated with this.

10 *ELECTIONS – PRINT CONTRACT

This report will recommend the preferred supplier for the new Elections print contract effective from 1 January 2019.

ITEMS PUT FORWARD BY THE OVERVIEW SELECT COMMITTEE / WORKING GROUPS

11 *ENVIRONMENT & LEISURE WORKING GROUP – 9 OCTOBER 2018 – MINUTE 20 – SAFER ARUN PARTNERSHIP ANNUAL REVIEW – 2017/18

To consider the recommendations to Cabinet contained in Minute 20 [Safer Arun Partnership Annual Review – 2017/18] from the meeting of the Environment & Leisure Working Group held on 9 October 2018. An extract from the Minutes is attached.

12 EXEMPT BUSINESS

The Cabinet is asked to consider passing the following resolution: -

That under Section 100A(4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following items of the business on the grounds that they may involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the items.

13 *NEIGHBOURHOOD RECYCLING CENTRE CONTRACT – TEXTILES COLLECTION (Exempt – Paragraph 3 – Information Relating to the Financial or Business Affairs of any Particular Person (Including the Authority Holding that Information))

To consider the attached report.

14 *CAFÉ, LITTLEHAMPTON SEAFRONT (Exempt – Paragraph 3 – Information Relating to the Financial or Business Affairs of any Particular Person (Including the Authority Holding that Information))

To consider the attached report.

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

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

AGENDA ITEM NO. 7**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 12 NOVEMBER 2018****PART A : REPORT****SUBJECT: Budget Monitoring report to 30 September 2018****REPORT AUTHOR:** Carolin Martlew, Financial Services Manager**DATE:** October 2018**EXTN:** 37568**PORTFOLIO AREA:** Corporate Support**EXECUTIVE SUMMARY:**

The budget monitoring report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of September 2018.

RECOMMENDATIONS:

Cabinet is requested to recommend to Full Council that:

- (1) a supplementary estimate of up to £650k net (which equates to a bank D equivalent council tax of £10.76) for Homelessness be approved;
- (2) the contract for the design and consultancy for Hothampton Linear Park has been awarded; and
- (3) the remainder of the contents in Appendix 1 is noted.

1. BACKGROUND:

The Council approved a General Fund revenue total net expenditure budget of £24.221 million; a Housing Revenue Account revenue total expenditure budget of £17.761 million; and a capital budget of £20.357 million for the year 2017/18. This report provides information to enable actual spending and income to be monitored against profiled budget for the period to 30th September 2018.

2. PROPOSAL(S):

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

3. OPTIONS:

N/A

4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)		
Financial	✓	
Legal		✓
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓
6. IMPLICATIONS:		
The supplementary estimate will result in an increase in the approved budget.		
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. EFFECTIVE DATE OF THE DECISION: 21 November 2018		
9. BACKGROUND PAPERS:		
Revenue and Capital Estimates 2018-2019. http://www.arun.gov.uk/financial-information/		

ARUN DISTRICT COUNCIL BUDGET MONITORING

Financial Position as at end of September 2018

1. Introduction

- 1.1 This report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to end of September 2018 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 budget was approved by Full Council on 21 February 2018.
- 2.2 The General Fund performance to end of September 2018 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 Sep 2018			
	Variance on Budget Aug £'000	Variance on Budget Sep £'000	Change £'000
Service controllable spend			
Neighbourhood Services			
Car Parks - Fees and Charges	(53)	(39)	14
Cemeteries - Fees and Charges	(48)	(40)	8
Planning			
Planning - Fees and Charges	47	107	60
Technical Services			
Building Control - Fees and Charges	(47)	(45)	2
Licensing - Fees and Charges	0	(29)	(29)
Residential Services			
Homelessness - Bed and Breakfast	133	140	7
Other Variances less than +/- 20k	(142)	(69)	73
Total Service controllable budget variance	(110)	25	135
Corporate controllable budget			
Establishment against savings target	(178)	(176)	2
Corporate underspend (net)	(166)	(187)	(21)
General Fund underspend variance against profiled budget	(454)	(338)	116

- 2.3 The table shows a general fund underspend of (£338k) against current budget profile to the end of September 2018. Variations on service controllable budgets are presented first, followed by establishment, insurance and rates which are corporate and monitored in separate sections.
- 2.4 Planning income is currently £107k below expected profile. This is mainly due to a reduction in Development Control income (£448k compared to £549k for the same period previous year). During the past 18 months the service received a high volume of applications on strategic sites, which is a considerable factor in the overall level of income, however, during the past 6 months, fewer submissions have been received.

Approximately £210k is anticipated to be received for 3 larger developments, where pre application advice has been provided by the service, by the end of the Financial Year (with a further £100k expected during the next Financial Year). This will help to meet the current year's budget target.

The pre-app service income is currently £13k below expected. This service has been suspended for 3 months due to staff shortages which has resulted in a backlog. This has meant that the service has been unable to deal or prioritise these particular items. The 3 month suspension will soon be lifted, however, due to some applications being undetermined for a significant amount of time, some pre application fees have been refunded.

- 2.5 At the end of September there were 107 households accommodated in nightly paid accommodation. Gross expenditure at the end of September was £841k against a budget of £950k. In order to address this projected overspend a supplementary estimate of £650k is requested (comprised of £930k gross expenditure less 30% recovery).

This year has seen an unprecedented demand for temporary accommodation. This is due to a combination of factors including the implementation of the Homeless Reduction Act and the increase in homelessness generally, which is reflective of the national picture. More robust management control processes have recently been adopted to manage the journey and throughput of all residents in temporary accommodation. The objective is to ensure that households only occupy temporary accommodation for the shortest period of time that they need it.

Alongside this pro-active works continues to look for alternatives to nightly paid accommodation, such as the 10 homes that were purchased at Wick earlier on this year. The department are also in the process of drafting a temporary accommodation policy which will review the pricing/charging structure of nightly paid accommodation.

It should be noted that the service is demand led and can fluctuate significantly, making expenditure very difficult to forecast. The percentage of Housing Benefit recovered has increased over the last three months and is currently at 31%. This will help mitigate the effect of the supplementary estimate above.

Bed & Breakfast monitoring - September 2018			
	Outturn 2017/18 £'000	Original Budget £'000	Actual to Date £'000
Gross Expenditure	777	950	841
Income	(200)	(246)	(264)
Net Expenditure	577	704	577
Income including Housing Benefit recovered	26%	26%	31%
Number of recipients			
Families	156	190	190
Other	110	130	85
Total	266	320	275
Average cost per recipient	2,169	2,200	2,098

- 2.6 Licensing fees and charges are currently (£29k) above profile to date. This situation is anticipated to improve to (£60k) by the end of the financial year. This is partially due to new mandatory HMO (Houses with Multiple Occupancy) legislation which came into force on 1st October 2018. This work has to be carried out on a cost recovery basis and required an additional post to be added to the establishment.
- 2.7 The corporate underspend relates to identified unrequired contingency and corporately controlled budgets and Government grants 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. As these are identified, the surplus budget is vired to a corporate underspend account and made available for resource re-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). SMT(Senior Management Team) are expected to exercise their discretion in managing their budgets responsibly and prudently and wherever possible meeting additional cost pressures by virement from within existing budgets. The use of the Corporate underspend should only be requested under exceptional circumstances. The net corporate underspend is £187k at the end of September 2018 and the breakdown is shown in the following table:

Corporate Underspends Confirmed Sep 2018			
	Aug 18	Sep 18	Change
	£'000	£'000	£'000
Underspends from services	157	157	0
Additional investment income	50	100	50
Underspends from contingencies/miscellaneous budgets / corporate controllable	30	30	0
Additional non-ringfenced grants	19	19	0
Total identified corporate underspend	256	306	50
Virements actioned/earmarked from corporate underspend	(90)	(119)	(29)
Corporate Underspends Sep 2018 (Net)	166	187	21

- 2.8 Additional investment income of £50k has been made available for potential virement from the corporate underspend. The increase is mainly due to additional cash balances from improved cashflow. Return on investments to the end of September is 1.18% (target of 1.14%). The Midyear Treasury Management review report for 2018/19 will be considered at Audit and Governance Committee on 15 November 2018 and Full Council on 9 January 2019.
- 2.9 The original estimate to fund the preparation of a planning application for the Hothamton Linear Park was estimated at up to £300k. After a full procurement exercise to tender for consultants to complete this work the most competitive tender came in at £329k. The tender was thoroughly reviewed by the selection panel and there was no opportunity to reduce costs or activities to bring it in line with the original estimate. A virement from the corporate underspend of £29k was approved to fund the shortfall. Cabinet are requested to note that the contract for the design and consultancy for the Hothamton Linear Park has been awarded.
- 2.10 The change in the planned original budget General Fund Reserve movement due to supplementary estimates and budget performance to end of September 2018 is shown in the table below:

General Fund Reserve Movement estimated outturn 2018/19	Original Budget £'000	Current Budget £'000
Net Budget Requirement	24,292	26,510
Financed by:		
Government Grants and Retained Business Rates	(9,289)	(9,507)
Council Tax	(15,003)	(15,003)
Taken From / (Added to) Balances	(0)	2,000
General Fund Balance 01 April 2018	9,334	9,334
Transfer to Business Rates Earmarked Reserve	0	(2,000)
Supplementary Estimates	0	0
Outturn on General Fund	0	0
Current Budget Variation Estimated Outturn 2018/19	0	338
General Fund Balance 31 March 2019	9,334	7,672

- 2.11 There have been no supplementary estimates to date. However, a significant supplementary estimate (£650) is requested for Homelessness (paragraph 2.5). A transfer of £2M was approved by Cabinet on 17 September 2018 to the Business Rates Reserve (C/012/170918). The earmarked reserve will be utilised to mitigate against the effects of the anticipated reduction in central government funding caused by the Business Rate reset (effective from 2020/21).

3. Earmarked Reserves

- 3.1 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.

4. Externally Funded Services

- 4.1 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.

5. Establishment

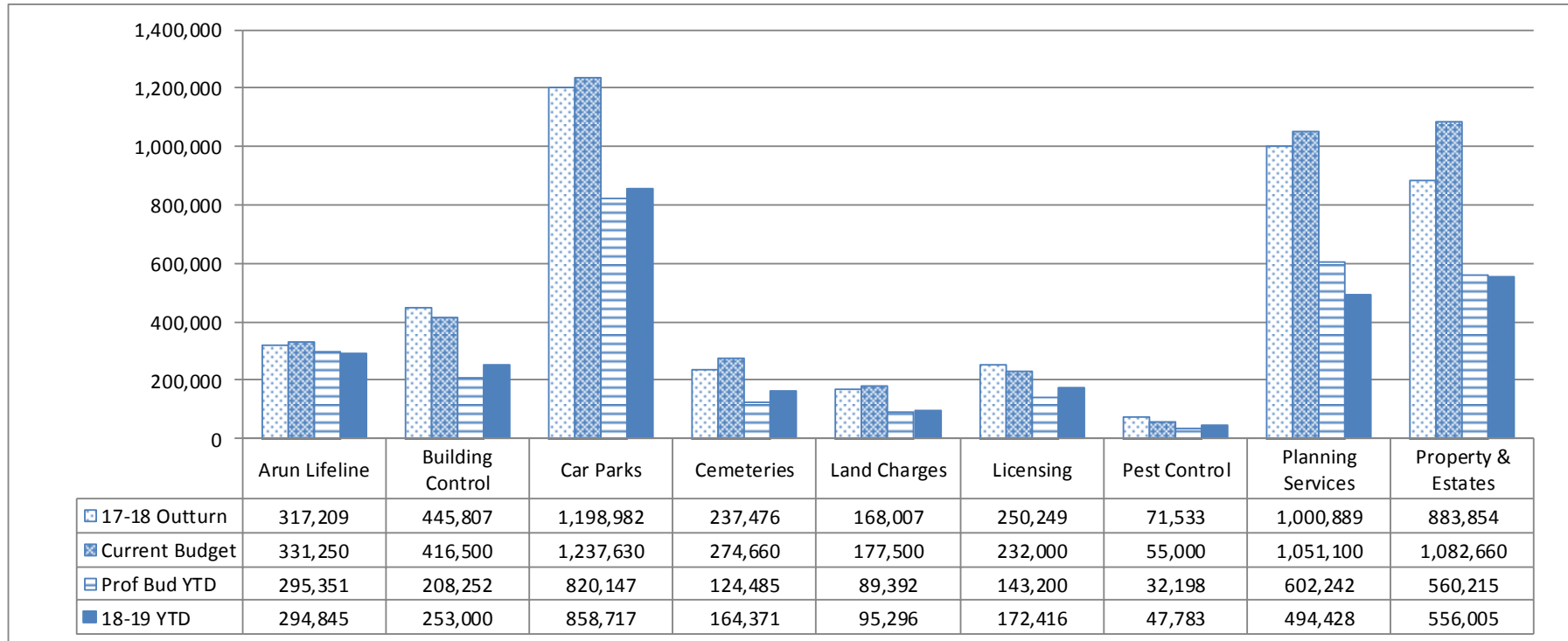
- 5.1 Each year a vacancy management target is included within the budget to ensure that the establishment complement is scrutinised for efficiency and reflects the needs of on-going service delivery changes. For Financial Year 2018/19 the target is set at £450k.
- 5.2 The savings target is currently over achieving by (£176k).

6. Income

- 6.1 Income from fees, charges and rents are included within net cost of service. In total this amounts to an overall financing of £4.84 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.
- 6.2 Overall, total income is currently (£61k) above expected.
- 6.3 The graph on the following page shows income by source and value, achievement to end of September 2018 against profiled budget, full year budget and outturn last year.

Item No. 7 – Appendix 1

General Fund Income



7. Housing Revenue Account

7.1 The table below shows the HRA monitoring summary to the end of September 2018:

Housing Revenue Account: September 2018	
Forecast level of balance	
HRA Reserve Movement	£'000
HRA balance 01 April 2018	7,963
Budgeted deficit for 2018/19	(1,248)
Supplementary approvals (itemised below)	0
Other changes (itemised below)	(640)
Forecast balance at 31st March 2019	6,075
Other changes	
Identified as part of 2017/18 accounts closure process:	
Capital slippage	(495)
Revenue slippage	(145)
Total Other Changes	(640)

7.2 The table below summarises the expenditure on supervision and management for September 2018:

Details of Supervision & Management expenditure for the period ending 30th September 2018					
	Original Budget £'000	Current Budget £'000	Profiled to date £'000	Actual to date £'000	Variation to date £'000
Employees	1,563	1,513	757	688	(69)
Grounds maintenance	179	189	89	73	(16)
Heating & Lighting	424	424	212	185	(27)
Other premises costs	396	403	154	127	(27)
Transport expenses	79	79	31	24	(7)
Supplies & services	520	609	266	273	7
Contingencies/miscellaneous	319	289	0	0	0
Support services	1,304	1,304	0	0	0
Pension deficit contributions	273	273	0	0	0
Total Expenditure	5,057	5,083	1,509	1,370	(139)

7.3 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.

7.4 The estimated number of RTB disposals for 2018-19 was set at 20 (there were 18 RTB disposals in 2017-18 and 24 in 2016-17). To date there have been 6 disposals in the current year.

- 7.5 Details of the HRA capital, improvements and repairs programmes are shown in paragraphs 8. Paragraph 9, covering Capital Receipts also has relevance for the Housing Revenue Account.

8. Capital, Asset Management and Other Projects Programme

- 8.1 The Council's budget for 2018/19 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. The revenue expenditure and budget relating to these projects is transferred to services on a quarterly basis.
- 8.2 The capital and projects budget will continue to be monitored on a corporate level as this provides better information and control of the budget.
- 8.3 The table on the next page has been restated to include Capital and Revenue Expenditure for both General Fund and Housing Revenue Account.

General Fund

- 8.4 Refurbishment works are well underway at four public conveniences. The new ones at Bognor Regis have been delivered.
- 8.5 Works have commenced at 18 Waterloo Square in Bognor Regis which will deliver two self-contained flats, with commercial premises underneath. The project is expected to be completed around the middle of January 2019 due to some structural issues.
- 8.6 The Littlehampton Wave is still progressing well and the tender is out for the demolition of the old Littlehampton Leisure Centre.

Housing Revenue Account

- 8.7 There have been five Council house buybacks in the first half of the Financial Year with the potential of three other acquisitions.
- 8.8 All new build properties in Wick have now been handed over to the Council.

Asset management and other projects monitoring - September 2018

	Original Budget £'000	Current Budget £'000	Actual to date £'000	Balance £'000
General Fund				
<i>Technical Services</i>				
Asset Management	560	1,822	483	1,339
Works to Public Conveniences	200	785	96	689
Seafront Trial Concession	-	276	6	270
Leisure Works	-	226	6	220
18 Waterloo Square	-	353	20	333
Reactive Maintenance	154	184	130	54
Littlehampton East Bank	-	50	-	50
Disabled Facilities Grants	1,000	1,468	399	1,069
Renovation Grants	-	48	(2)	50
<i>Corporate Support</i>				
Computer Services	146	146	39	107
GDPR	50	50	11	39
Telephone Switch Upgrade	-	11	2	9
Arun Improvement Programme (AIP)	-	97	13	84
Web/Integration	-	134	-	134
Modern Gov	-	77	5	72
EH System	-	111	40	71
<i>Community Wellbeing</i>				
Littlehampton Wave	-	12,719	6,365	6,354
<i>Neighbourhood Services</i>				
Play Areas	100	122	-	122
Bognor Seafront Play Equipment		120	109	11
Sea Road Skatepark		50	-	50
West Park		70	66	4
Hotham Park		65	63	2
Hampshire Avenue		78	78	-
Southfields Rec		40	38	2
Lashmar Rec MUGA		6	6	-
<i>Residential Services</i>				
Grants to Registered Social Landlords	100	400	-	400
Homelessness		67	36	31
Total General Fund	2,310	19,575	8,009	11,566
Housing Revenue Account				
Stock Development	15,000	16,567	1,794	14,773
Housing IT	-	152	3	149
Housing Improvements	712	927	176	751
Churchill House Boiler Room*	300	385	348	37
Reroofing Programme	550	550	-	550
Kitchen & Bathroom Replacement Programme	400	400	142	258
Kitchen & Bathroom Replacement - Voids*	140	140	126	14
Fire Precaution	535	569	11	558
Aids & Adaptations*	410	410	83	327
Housing Repairs*	1,514	1,658	630	1,028
Day to Day General Repairs*	1,526	1,526	828	698
Voids*	876	876	361	515
Domestic Gas Installations*	600	600	411	189
Total Housing Revenue Account	22,563	24,760	4,913	19,847
Total Programme	24,873	44,335	12,922	31,413

Total programme comprises Capital, Asset Management and other projects budget plus Housing Repairs. Although Housing Repairs forms part of the HRA revenue budget it is included here because of the close link with the Housing Improvements Programme.

9. Capital Receipts

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

	£'000
"1 for 1" receipts accrued to 30 September 2018	5,384
Arun's 70% contribution (70/30 X £5,384k)	12,562
Total investment requirement	17,946
Less amount already invested to 30 September 2018	8,033
Remaining investment requirement	9,913
By 30/06/19	625
By 30/09/19	1,066
By 31/12/19	1,773
By 31/03/20	843
By 30/06/20	800
By 30/09/20	1,273
By 31/12/20	630
By 31/03/21	1320
By 30/06/21	880
By 30/09/21	703
Total	9,913

- 9.2 One of the key priorities of Arun's HRA Business plan is a development programme to enable the delivery of an additional 250 new Council dwellings over a ten year period. The Council is relying on this programme to meet the investment requirement set out above but the situation will need to be carefully monitored.
- 9.3 In order to protect the Council's investment in the provision of new social housing, exemption from capital receipt pooling has been obtained in respect of all Arun's new dwellings in the current investment programme. (With the exception of the most recently acquired dwelling, where exemption has been applied for but not yet obtained.)

Exemption from pooling will be sought for all future newly built or acquired dwellings. This will enable Arun to retain 100% of the receipts from any future right to buy disposals in respect of these new dwellings (although it's worth noting that these receipts will be net of any discount entitlement).

10. Section 106 sums

- 10.1 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.
- 10.2 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.
- 10.3 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.
- 10.4 The table below shows the amounts received for each agreement, analysed by its intended application, showing the allocation belonging to Arun which is £7,401k and non Arun £1,777k (total £9,178k). There is currently £64k which needs to be spent within the next year.

Section 106 sums held on deposit as at 30 September 2018							
	Community				Arun Total £'000	Non Arun £'000	Total £'000
	Affordable Housing £'000	Facilities and other £'000	Play Grounds £'000	Open Spaces £'000			
	Site 6, Land at North Bersted		28				
Site 6, Land North of Felpham	1038	138	118		1294	144	1438
The Wick site, Courtwick		44			44		44
Bognor Regis Community College		6	25		31		31
Courtwick Lane Land South of Railway		1738			1738	433	2171
Hollyacre Toddington		46	56	22	124	25	149
Land North of Toddington		0			0	340	340
Land at Pound Nursery		3	66		69	473	542
Land East of Roundstone Lane		1708			1708	63	1771
Other	1552	81	235	120	1988	299	2287
	2,590	3,792	500	519	7,401	1,777	9,178

11. Risk Analysis

- 11.1 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.

- 11.2 Some lesser risks, however, are inherent within the overall budget. These are discussed below.
- 11.3 Paragraph 9.2 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 0.75%) plus 4%.

In addition the Council will need to have regard to the proposals outlined in a recently published Government consultation paper on the use of “1 for 1” receipts. One of these proposals is for the introduction of a price cap where “1 for 1” receipts are used to acquire, as opposed to build, dwellings. This could have significant implications for Arun’s development programme.

The Council has expressed its concerns about this proposal in its response to the consultation paper.

- 11.4 Universal Credits are being rolled out in the Arun District during July 2018. This is likely to result in an overpayment from the DWP which will need to be repaid in May 2019.
- 11.5 Recently, some retailers have decided to reduce their presence on the high street. If this trend continues, this could have a negative impact on Non Domestic Rate collections.
- 11.6 The United Kingdom is due to leave the European Union on 29 March 2019. Additional uncertainty leading up to Brexit could result in additional money market fluctuations and business plan changes. This could result in a reduction in money market returns and have a negative impact on Non Domestic Rate collections.
- 11.7 The adoption of a new accounting standard for financial instruments (IFRS9) in 2018/19 could result in an adverse impact on the Council in the relation to the valuation of the Property Fund and Money Market Funds. The issue of a statutory override is currently out to consultation.

12. Conclusions and Recommendations

- 12.1 Cabinet is requested to recommend to Full Council to approve a supplementary estimate of up to £650k (which equates to a bank D equivalent council tax of £10.76) for Homelessness;
- 12.2 Cabinet is requested to note the letting of the Contract for the design and consultancy for the Hothamton Linear Park (2.9); and
- 12.2 Note the remainder of the report.

AGENDA ITEM NO. 8**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 12 NOVEMBER 2018****PART A : REPORT****SUBJECT: KEYSTONE YOUTH FACILITY FUTURE PROVISION AT ELDON WAY
WICK LITTLEHAMPTON****REPORT AUTHOR:** Joe Russell-Wells – Group Head of Neighbourhoods**DATE:** Oct 2018**EXTN:** 37914**PORTFOLIO AREA:** Neighbourhood Services**EXECUTIVE SUMMARY:**

The Keystone Centre is situated on Arun District Council (ADC) land which is leased to the Keystone Centre Management Committee (KCMC) who undertake a range of youth provision services. Following discussion with ADC, Littlehampton Town Council have established a financial and policy commitment to the delivery of a new Youth Facility. ADC owns and manages the nearby open space land at Eldon Way opposite the existing Keystone Centre site. This report seeks approval to enable a new Youth Facility to be built on this land together with appropriate mitigation for use of the open space.

Following completion of the new Youth Facility the land vacated by the existing Keystone Centre will become available for ADC to develop. The detail of any project to deliver housing is yet to be worked up.

RECOMMENDATIONS:

Cabinet is recommended to:

1. give agreement in principle to providing land in ADC ownership for the development of a replacement of the existing Keystone Centre in Eldon Way, Wick, Littlehampton to be located opposite the existing Keystone site;
2. give agreement to work with Littlehampton Town Council to develop a project brief to provide a new building for a new youth and community hub at Eldon Way, Wick, Littlehampton;
3. give agreement, in principle, to the provision of a lease for the footprint of the new building to Littlehampton Town Council, with the detail of the terms and the length of lease to be determined once the project has been further developed, with authority to agree these terms being delegated to the the Director of Services in consultation with the Cabinet Member for Neighbourhood Services and Technical Services;

4. give approval, in principle, to providing by way of a Deed of Agreement, funding of £250,000 from the 2019/20 capital programme towards this project, with authority to finalise the Deed of Agreement being delegated to the Director of Services, in consultation with the Group Head of Corporate Support;
5. give agreement ensuring that the existing Keystone Centre remains operational during the construction of a replacement building and that the project includes the demolition of the existing facility and;
6. instruct Officers to report back to Cabinet in due course on proposals to develop the vacated land for housing.

1. BACKGROUND:

1.1.1 The Keystone Centre is situated on Arun District Council land and leased to Keystone Centre Management Committee (KCMC) who undertake a range of youth provision services in the deprived ward of Wick, Littlehampton. The existing facility, although this has had works to refurbish the centre in recent years, is in generally poor condition.

1.1.2 In February 2016 Littlehampton Town Council (LTC) secured Locality funding from Central Government to begin developing a business plan to improve youth facilities in Wick, which is widely recognised as one of the most deprived wards in the district. The following vision resulted from this funding:

Establish an enterprise hub in Littlehampton that can provide young people with a range of opportunities that will create a vibrant local economy that will in turn challenge the cycle of deprivation in the local community

1.1.3 This work has formed the basis of the exploratory discussions LTC has had with community groups and ADC to identify proposals for a youth enterprise hub. The proposed hub envisages the creation of a multiuse youth facility with the aim of providing access to training and employment opportunities for young people, a drop in centre, café and community space for other activities.

1.2 LTC Policy

1.2.1 Littlehampton Town Council set out their strategic aims and objectives to deliver a youth facility in North Littlehampton. Included within the LTC Neighbourhood Plan is the following:

LTC - Policy 14 Keystone Centre

The Neighbourhood Plan supports the retention, improvement and extension of the Keystone Centre, Eldon Way, as shown on the Proposals Map, as a valued community facility for young people in the town.

1.2.2 This states further:

Policy 14 identifies the Keystone Centre on Eldon Way as an important facility for the town and especially its young people; it also acknowledges that this may require new development.

1.2.3 On 17 May 2018 LTC Full Council approved a project to proceed to the next steps following ADC approvals.

1.3 ADC Corporate Plan and Vision 2020

1.3.1 These set out objectives for the council to achieve as part of core work. The following are of particular relevance when supporting this project:

- *Your Council Services:* serving our communities well by delivering the best services we can afford
- *If you and your family need help:* Supporting those people in our district who need our help

1.3.2 In addition the Vision sets out the following commitments which are addressed by this project:

- *Offering an improved customer experience*
- *Building better relationships with other organisations and the community*

1.3.3 These objects are broadly met by working together with LTC and the community by the provision of this facility.

1.4 Proposed works

1.4.1 Discussions between ADC and LTC have looked at possible future sites for a new building to provide these facilities, together with other community benefits. The nearby Eldon Way public open space which is situated opposite the existing Keystone Centre has been identified, the plans at (Appendix 1) illustrate the locations of the site.

1.4.2 A plan (Appendix 2) illustrates a possible layout of the open space and a new building. Other than the footprint of the building and limited parking the existing open space would be retained and enhanced. Play facilities, a multi-use games area and other facilities such as a possible skate park would be provided at the site which will supplement the new facilities. Existing Section 106 funding will fund some of these facilities.

1.5 Consultation

1.5.1 The next steps will involve LTC and ADC working on the consultation with a wide range of stakeholders and interested parties within the Wick area and beyond. This will include young people, residents and businesses with the aim of determining the shape of future provision of a new building. This will need to include the extent to which a new building would become a more wide-ranging community facility, to be used by a wider cross section of the community.

1.6 Project brief and feasibility study

- 1.6.1 ADC will work with LTC to develop a brief which would lead to a feasibility study for the development of a new building. The brief will set out the detailed requirements of the building and set out the RIBA (Royal Institute of British Architects) stages and a project programme. It is anticipated that as a result of this work a clear project proposal will be developed.
- 1.6.2 ADC will work together to form a project team; ADC will remain as a member of the Project Board for the development of the project.

1.7 Eldon Way site

- 1.7.1 The existing Eldon Way site is identified as public open space and has been identified as having a below average quality and value score according to the open space standards assessment published in August 2016.
- 1.7.2 Proposals alongside the development of a new centre are planned to improve and upgrade the existing site. These include provision of a range of other facilities including a new play area, a Multi use games area (MUGA), skate park, a retained part of the BMX track together with other landscape works to improve the overall quality and provision of greenspace for the public to use. Better linkage and access to the greenspace forms part of the proposed workplan

1.8 Planning

- 1.8.1 The site of the proposed new building is situated on land that is identified as 'protected POS' under the adopted Local Plan. This protects these spaces from being developed in order that they are available for the public to access for amenity and other reasons. There are however exceptions for this policy include the follow reasons is set out below:
- The loss resulting from the proposed development would be replaced by equivalent or better provision of open space, outdoor and indoor sport, community arts and cultural facilities, which will be assessed in terms of quantity and quality and suitability of location.
 - The development is for alternative open space, sports, community, arts or cultural provision, the needs of which clearly outweigh the loss.
- 1.8.2 Following discussion with Planning Officers at ADC it is considered that one or both of the above exceptions may apply to the proposed development.

1.9 Lease

- 1.9.1 The report seeks approval for the footprint of the new development to be leased to the Town Council. It is anticipated that once details emerge from the development of the feasibility study over the costs and future maintenance and management of the building the terms of the lease can be drafted and agreed.

1.10 Funding

1.10.1 The following is identified as currently available for funding the project:

Source	Amount
Courtwick, Littlehampton (Kingley Gate) S106 developer contribution towards improvements at the Keystone Centre / community facilities in Littlehampton.	Circa £250K
LTC remaining funds in the community fund from the Morrisons development and from LTC disposal of the Dairy Site, Littlehampton.	Circa £177K
Arun District Council Youth Facilities Contribution	£250K
Total	Est. £677K

1.10.2 The total cost of any new build has not yet been determined and will follow a feasibility study once a finalised design has been worked up. However the Town Council state that other funding options available to the Council include utilising the Council's reserves or undertaking borrowing.

1.11 Deed of Agreement

1.11.1 A Deed of Agreement between ADC and LTC for the transfer of the ADC contribution will detail any requirements of funding once the project has been developed through the RIBA stages. This will respond to the project proposal, programme and any risks that would need mitigation as identified from the feasibility study and other works.

1.12 Existing Keystone site

1.12.1 The vacation of the existing Keystone Centre and the demolition of the building will enable a separate project for the development of residences to be progressed on this site.

2. PROPOSAL(S):

To support the project in the development of new youth and community facility replacing the existing Keystone Centre with the objective of extending the use and future opportunities for the residents of the area of Wick.

3. OPTIONS:

To agree the recommendations 1 – 6 as set out

Not to agree the recommendations

4. CONSULTATION:

Discussion with LTC has taken place over a period of time in relation to this project. Further extensive consultation with a range of stakeholders is planned as part of next steps to the project.

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council	Yes	
Relevant District Ward Councillors	Yes	
Other groups/persons (please specify)	Yes	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	Yes	
Legal	Yes	
Human Rights/Equality Impact Assessment		No
Community Safety including Section 17 of Crime & Disorder Act		No
Sustainability		No
Asset Management/Property/Land	Yes	
Technology		No
Other (please explain)		No

6. IMPLICATIONS:

Financial – ADC would agree in principle to fund £250K from the capital programme, the detail of conditions and timescale of funding would be set out in a Deed of Agreement. The proposal to delegate authority to the Director of Services, in consultation with the Group Head of Corporate Support to finalise the Deed of Agreement will allow for a full financial and legal appraisal to be undertaken of the proposal before any funding is given.

Legal – work to set out a lease would be required; the detail of the terms of the lease would follow feasibility and project proposal works.

Asset Management/Property/Land – ADC would agree in principle to provide land under a lease for the project. The terms of the lease will follow as identified above.

7. REASON FOR THE DECISION:

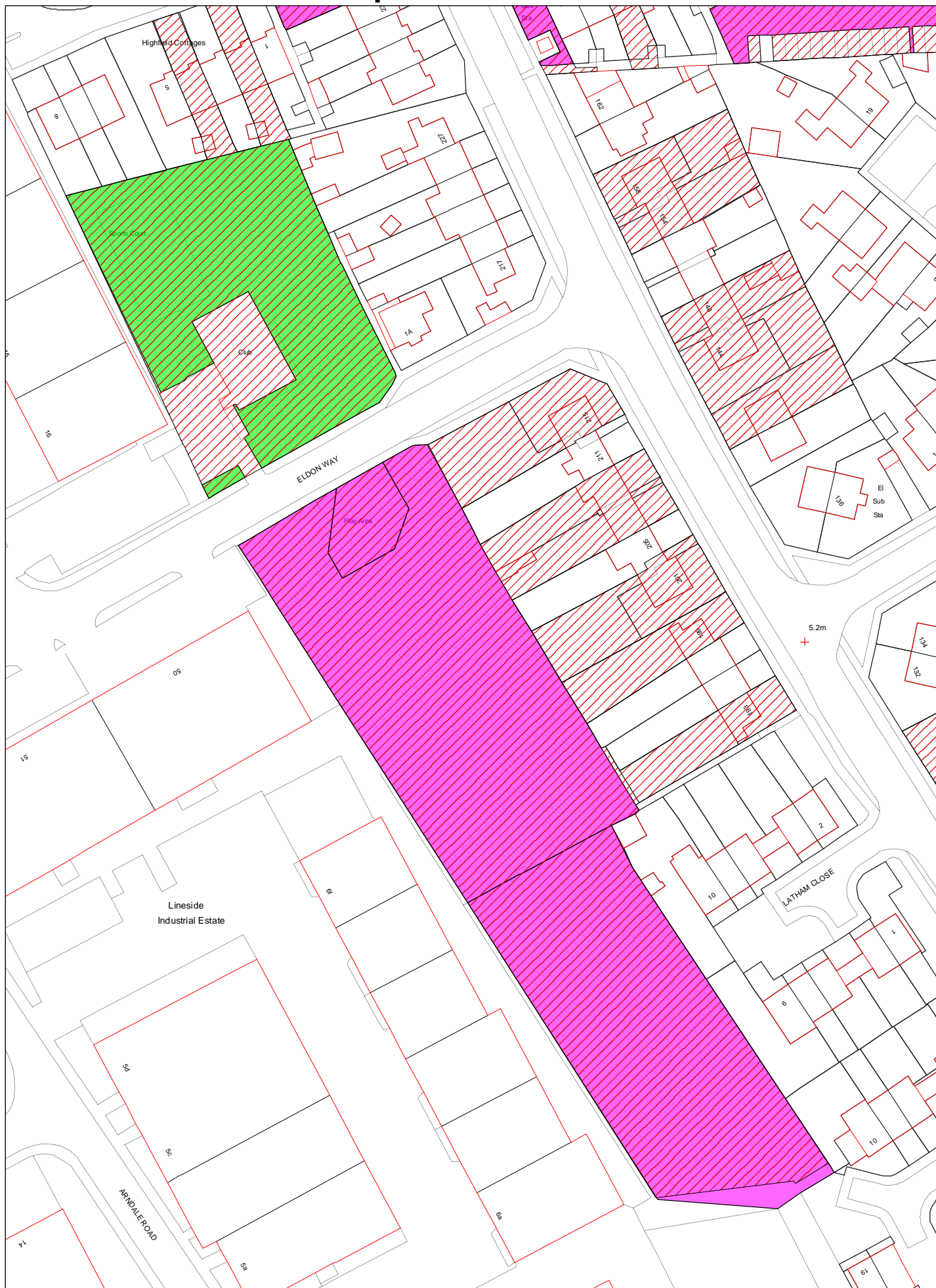
The proposed project meets several of the objectives set out as the Council's Corporate Plan and Vision 2020 with the aim of providing for a facility for use of residents in one of the districts most deprived wards.

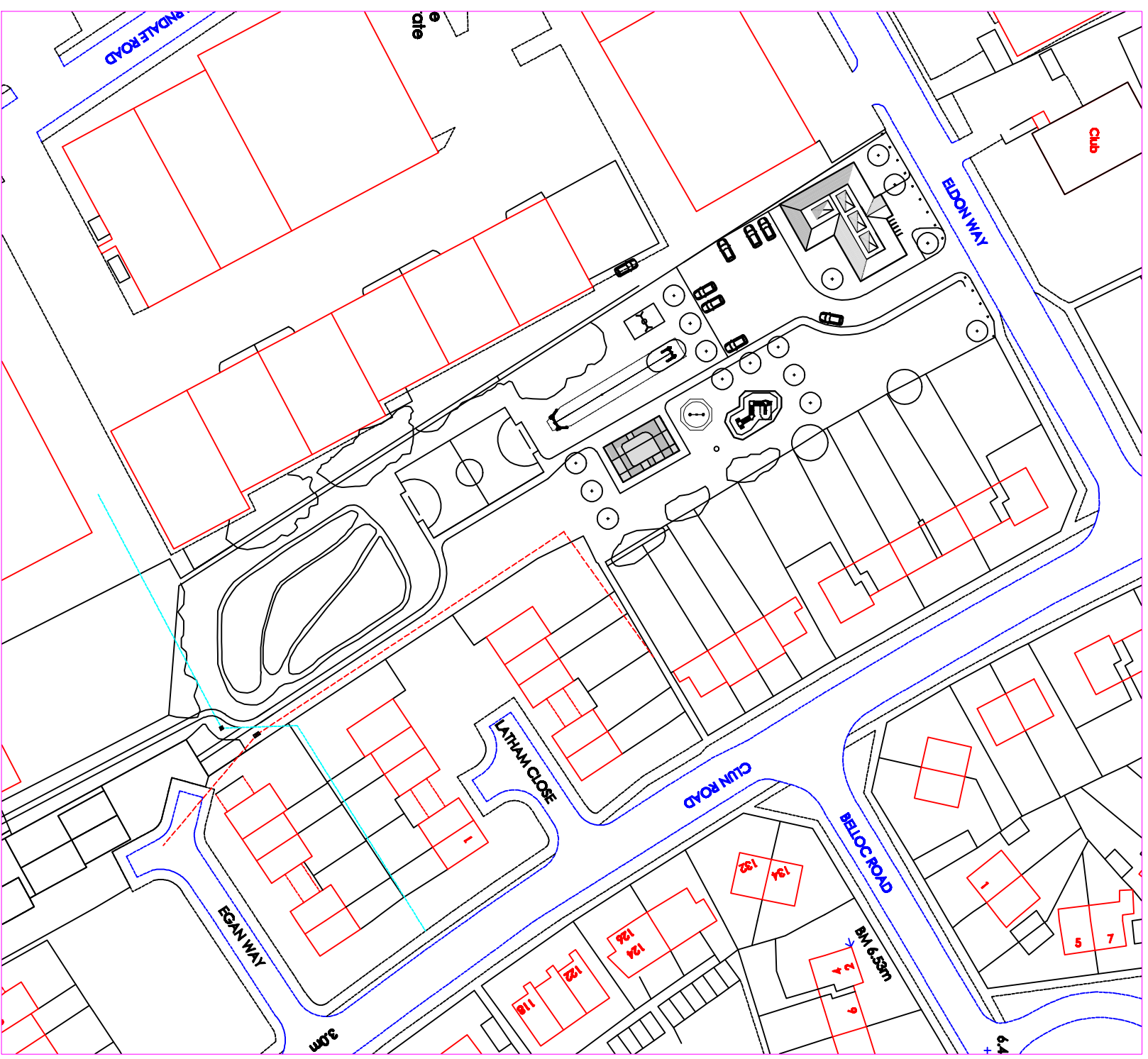
8.EFFECTIVE DATE OF THE DECISION: 21 November 2018

9. BACKGROUND PAPERS:

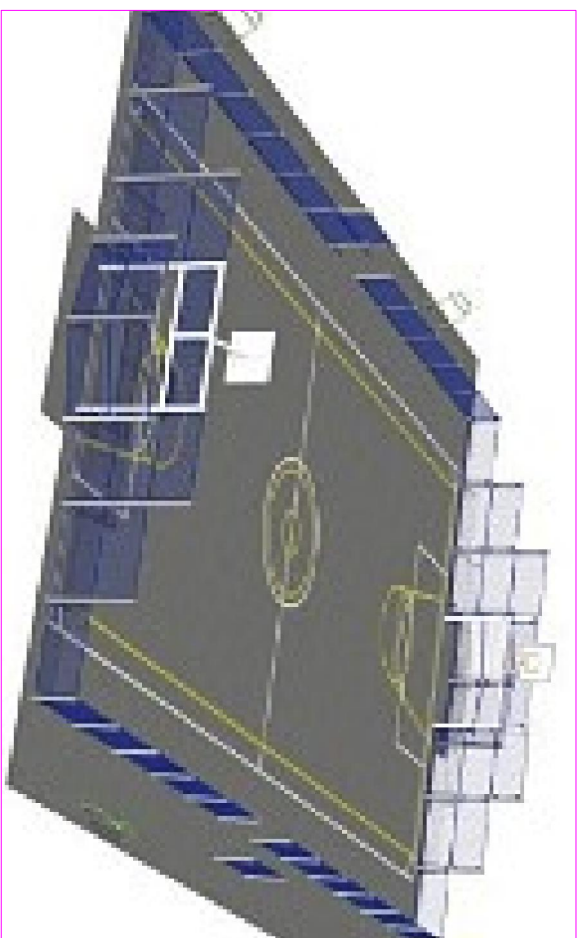
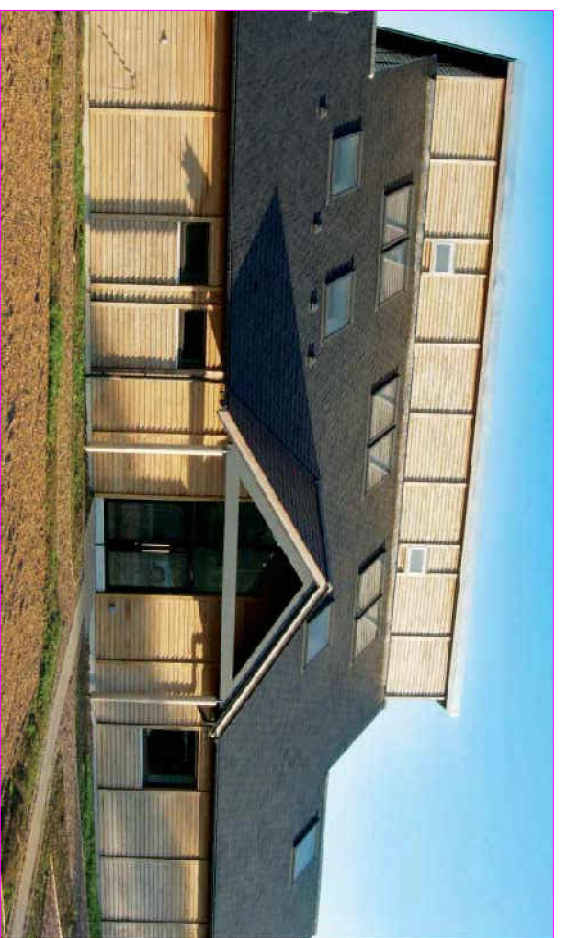
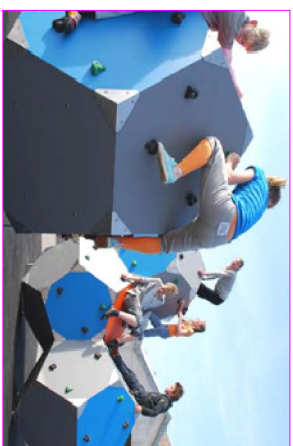
None

Arun District Council Maps





- Building footprint as Keystone Centre
- Reduced sized BMX track
- Kickabout moved further South. Limited natural surveillance
- Pedestrian access from Egan Way to Eldon Way
- Centralised 'recreation zone'
- Partial 'green' frontage to encourage people into the space
- Screen planting



Notes:

Eldon Way, Wick

Current funding:

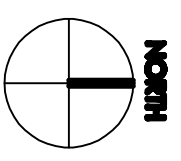
- S106 Play £15k @ Eldon Way (Hampton House)
- Play £12k @ Eldon (Wickbourne Swan)

S106 POS £7k @ Eldon Way

Housing £15k (match funding)

Total: £ 49,000

Access issues from Egan Way are currently unresolved



Greenspace
 Bognor Regis Town Hall
 Clarence Road
 Bognor Regis
 PO21 1LD



Do not scale from this drawing. Measurements in millimetres.

Job Title:
 Eldon Way, Wick

Drawing:
 Outline Proposal Plan 'B'

Drawing number:
 RM/REV/0038

Scale:
 1:1000 @ A3

Drawn by:
 RM

Date:
 April 2014

AGENDA ITEM NO. 9**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 12 NOVEMBER 2018****PART A : REPORT****SUBJECT: HOUSING DELIVERY TEST AND IMPLICATIONS FOR ARUN DISTRICT COUNCIL****REPORT AUTHOR:** Neil Crowther, Group Head of Planning
DATE: 9 October 2018
EXTN: x 37839
PORTFOLIO AREA: Planning**EXECUTIVE SUMMARY:**

In the new National Planning Policy Framework (published July 2018) the Government has introduced the Housing Delivery Test (HDT). The requirements of the HDT are potentially very onerous on local authorities and the planning department has insufficient resources to respond to these requirements. Cabinet will be asked to consider how it intends to respond to the requirements of the HDT and how it will resource work required to evidence housing supply performance under the HDT.

RECOMMENDATIONS:

1. That Cabinet note the contents of the new NPPF and HDT requirements, the implications for planning policy and the potentially significant resource implications for Arun District Council.
2. Cabinet is requested to agree that the annual revenue budget for Planning services is increased by up to £41k (on going) from 2019/20 (which equates to a bank D equivalent council tax of £0.68) for a post in the Planning Policy team to deliver the required monitoring data, contributing to maintaining the HELAA database, engagement with stakeholders and developers and potential production of an annual Action Plan.

BACKGROUND:

1. The Housing Delivery Test (HDT) was first proposed in the Housing White Paper 'Fixing our Broken Housing Market, February 2017' followed by a further consultation on 'Planning for the Right Homes in the Right Places' in September 2017. The revised NPPF (July 2018) now introduces the new HDT for all planning authorities in England. The HDT will be published each November on an annual basis starting in November 2018. The test measures an authority's homes delivery record against its local housing requirement over the previous three years.

2. The Housing Delivery Test is the percentage measurement of the total net homes delivered over a three year period” divided by the ‘total number of homes required over a 3 year period.
3. Following annual publication of the HDT, the following percentages thresholds will determine if a local authority passes or fails the HDT over a three year period and the consequences of not doing:-
 - November 2018 where housing delivery falls below 25% - the ‘Presumption in favor of sustainable development’ will apply immediately
 - November 2019 where housing delivery falls below 45% The ‘Presumption’ applies
 - November 2020 where housing delivery falls below 75% - The ‘Presumption’ applies
4. Where an adopted Local Plan sets out a housing requirement which is less than 5 years old, the housing delivery figure will be the lower of:-
 - Either the latest adopted housing requirement (including any included unmet need from neighbouring authorities) and will be the stepped housing requirement (or annualised average if there is no stepped requirement)
 - Or the ‘minimum annual local housing need’ figure (including unmet need) that has been tested at examination.
5. Arun has a recently adopted housing target and stepped housing trajectory which is less than 5 years old. This means that the HDT will look at the stepped trajectory over the 3 year period to 2017/18 or the annualised Objectively Assessed Need (OAN) where this is lower than the stepped trajectory.
6. The requirements of the HDT are not particularly onerous for the next couple of years and Arun are likely to meet these tests. It is from 2020 when the requirements increase to 75% where it will get more difficult to satisfy the test. Lichfields estimates that, by 2021, nearly 40% of local authorities would fail the HDT test.

IMPLICATIONS OF THE HDT

7. The consequences of not meeting the HDT are set out in the National Planning Policy Framework and relate to the application of the ‘presumption in favour of sustainable development’ (Paragraph 11d). If a Council passes the Housing Delivery Test then policies in an up to date Local Plan will not be considered to be out of date and the presumption in favour of sustainable development in the NPPF would not apply. This essentially means that significantly greater weight is given to the development plan (Local Plan and Neighbourhood Plan) and taking decisions in accordance with that plan are much easier.
8. However, the new NPPF imposes the presumption in favour of sustainable development where the HDT indicates that delivery of housing has been "substantially" below the housing requirement over the previous three years. This results in the development plan having significantly reduced weight and the

presumption in favour of development in the NPPF would apply as the first principle and planning permission should normally be granted.

9. The NPPF sets out further penalties against additional percentage thresholds:-

- November 2018 - where housing delivery falls below 95% of requirements the NPPF states that an 'Action Plan' should be published (see para 16 below);
- November 2018 - where housing delivery falls below 85% of the requirement the NPPF states that a 20% buffer will be added to the 5 year housing land requirement.

These will be discussed below.

10. The introduction of the HDT places an additional 'test' on local authorities. There is the existing housing supply test (looking forward) with the requirement to demonstrate a 5 year supply of housing land. There is now the HDT (looking back). Failure to meet one of these tests has the same result - the presumption in favour of sustainable development would apply. In order for the presumption in favour of sustainable development not to apply, Arun would need to pass both the HDT and have a 5 year supply of housing land.

11. While the 'Presumption' does include some safeguards there is a risk of unplanned development impacting on local communities and leading to unsustainable development. This in itself may pose additional resource burden on the authority in terms of an increased appeals caseload and legal challenges/costs.

12. It is important to note that the Inspector examining the Local Plan required a review mechanism to be included within the Local Plan (Main Modification 26). This has committed the Council to a partial review of the Plan if the annualised or projected completions are not met for two consecutive years. The Council has met its projected completions for the year 2017/18. However, this is likely to become increasingly difficult as the stepped housing trajectory increases significantly in future years.

13. It should also be noted that the performance of local authorities who have delivered all the necessary planning measures to ensure that housing supply is delivered will therefore, also be highly susceptible to any market decision and the economic cycle – over which local authorities have little control.

14. In recognition of this risk, and in response to the introduction of this test, Local Government Association chairman Lord Porter said:

"It is hugely disappointing that the government has not listened to our concerns about nationally set housing targets, and will introduce a delivery test that punishes communities for homes not built by private developers. Councils work hard with communities to get support for good-quality housing development locally, and there is a risk that these reforms will lead to locally agreed plans being bypassed by national targets."

15. The new NPPF places a much more onerous standard for authorities in determining the supply of 'specific deliverable sites' towards its 5 year housing land supply. It is no longer possible to include outline planning permissions or delivery from strategic allocations unless there is demonstrable evidence that these sites are available now and in the right location now and will be built out within 5 years. The HELAA is already a complex exercise stretching the Local Plans team resources whereas the HDT will require a considerable overhaul in terms of process and content to for this evidence to meet the required standard.

ACTION PLANS

16. The NPPF (paragraph 75) states that if less than 95% of the housing requirement has been delivered over the three-year period, the authority should prepare and publish an Action Plan (AP) to assess the causes of under-delivery and identify actions to increase delivery.
17. It is highly likely that Arun will fail the HDT 95% threshold over the next few years. If Cabinet considers that work to prepare an Action Plan is necessary, additional resources will be needed. The timetable is also quite onerous – the National Planning Practice Guidance (NPPG) states that AP should be published within six months of the HDT results, due in November every year. It is therefore exceptionally unlikely that a comprehensive Action Plan could be prepared for this year if the HDT falls below 95% in November 2018.
18. It is clear from the Planning Advisory Service that this is a very significant piece of work which can only be achieved with significant data gathering, analysis of the market, barriers to delivery and an identification of actions to boost delivery and would be similar to producing an Annual Position Statement (see section below). This Plan can only be prepared with a comprehensive understanding of issues affecting delivery.
19. There is also a risk that the process may be generating interim planning policies on an annual basis without the benefit (and time) of significant public consultation and would need to be constantly reviewed and monitored.
20. Further, such Plans would have to be realistic and be able to result in a meaningful change in the short term. Because of the time lags involved in developing out sites after a planning permission is granted and the fact that the Council has little influence on how fast a developer may bring a site forward, the Council will have to be realistic about the scope of actions that could be introduced that might result in a step change in delivery.

BUFFERS

21. Para 73 NPPF requires local authorities to add a buffer to the Local Plan housing requirements and Arun has included this within the adopted Local Plan at a level of 20%, which was accepted by the Local Plan Inspector. This was as a result of significant under delivery against the requirement for the previous three years.

22. The requirements of the HDT place an additional requirement on determining what the requisite buffer should be. It states that an authority should add one of the following, depending on circumstances:
- the minimum buffer for all authorities, where they are not seeking to confirm a 5 year land supply (and where there delivery of housing over the previous 3 years, has not fallen below 85% of the requirement) is 5%;
 - the buffer for authorities seeking to confirm a 5 year land supply, through an annual position statement or recently adopted plan (and where delivery of housing over the previous 3 years, has not fallen below 85%) is 10%; and
 - the buffer for authorities where delivery of housing over the previous 3 years, has fallen below 85% of the requirement, is 20%.
23. Currently, when producing the Council's Authority Monitoring Report, we set out the current housing land supply position. A buffer is added to the requirement based on a number of factors and this is either 5% or 20%. The above changes would mean that it is probably much more likely that a 20% buffer would need to be added in future years making maintaining an adequate supply even more difficult to sustain.

ANNUAL POSITION STATEMENTS (APS)

24. Arun has a recently adopted Local Plan. Paragraph 74 of the NPPF clarifies that "A five year supply of deliverable housing sites, with the appropriate buffer, can be demonstrated where it has been established in a recently adopted Plan, or in a subsequent annual position statement..." This means that Arun is not required to provide an APS until October 2019.
25. However, the reality is that housing appeals will arise before this date and our monitoring of land supply through the HELAA and Authority Monitoring Report will be under scrutiny to assess whether it complies with the NPPF's more stringent tests for 'deliverable sites' (see para 15). Taking steps to make the HELAA compliant and for it to potentially evolve into an APS may therefore be prudent now. However, there are significant resource constraints because an APS introduces much more rigor in evidence capture and stakeholder engagement.
26. Arun would need to advise the Planning Inspectorate of its intention to submit an APS by 1 April each year. To ensure the robustness of the assessment of the deliverability of sites, the Arun must carry out an engagement process with the development industry captured in an engagement statement (with an agreed output schedule of sites with a delivery trajectory). This will inform the preparation of the APS in order to submit the APS to the Planning Inspectorate for review by 31 July of the same year. PINS will then issue any recommendations on any dispute over site delivery in November and Arun would then decide whether to issue its APS with these recommended changes.
27. Recent research has indicated that very few local authorities are likely to be submitting Annual Position Statements. This is, in part, due to the onerous requirements of their preparation and the fact that, by the time a formal decision could be issued on them, they will be nearly out of date.

28. A further resource complication relates to the fact that Arun receives its housing completion data from West Sussex County Council (including most of the other authorities within West Sussex). This data is based on financial year cycle ending 31 March and has a different preparation cycle compared to an APS. The WSCC data is normally received in August. It then needs to be validated and reported in the AMR towards the end of that year. With the requirements of the HDT, this data is not going to be satisfactory to allow the Council to have up to date evidence on how delivery is performing and it will not allow sufficient time for any Action Plans to be prepared.
29. Officers are discussing with WSCC how they might resource additional monitoring work to address the requirements of the NPPF but the alternative, if this is unachievable (whether due to time and coordination delays with other authorities), is that Arun may have to undertake this work directly. This would also add to the need for additional resource requirement.

SUMMARY OF KEY ISSUES FOR ARUN

- Definition of 'deliverable' site will have an impact on the Council's ability to demonstrate a 5 year supply of housing land (para 15 above). The Council will now need to be obtaining 'clear evidence' to demonstrate that housing completions will begin on site within 5 year.
- Failing the HDT will result in the Local Plan and Neighbourhood Plan having reduced weight and make refusing planning permissions for schemes contrary to these Plans very difficult (paras 7 and 8 above).
- Should the Council fail the HDT, there are no penalties other than the presumption in favour of sustainable development applying. The production of an Action Plan or Annual Position Statement is not mandatory and a realistic view needs to be taken on whether Arun could introduce substantial measures required.
- Whilst the requirement to produce an Action Plan and/or an Annual Position Statement is not mandatory there would be merit in having the 'intelligence and data' that would be needed to evidence such documents.
- If the Council wishes to positively respond to the requirements of the HDT then more resources will be required as the Planning Policy team is unable to resource this additional work with current staff levels. Significantly more resources would be required.
- Because of the issues around time lag and the amount of work required, the production of a robust Annual Position Statement does not appear to be realistic for Arun.
- Arun will be commencing a review of the Local Plan within 5 years.

- Bearing the above in mind, the Council may choose to accept the consequences of the HDT and react to what they are at that time.

RESOURCE IMPLICATIONS FOR ARUN

30. Currently, the planning service provides the Planning Policy team to cover land use planning monitoring and plan making functions. The team consists of 7 officers (2 FTE and 4 PT and 1 vacancy). The team is operating at 77% of FTE potential.
31. The Strategic Development Team also provides officer expert support on the Housing Employment Land Availability Assessment (HELAA) and Housing Land Supply monitoring.
32. The Planning Policy team are currently progressing the Non-strategic Sites Development Plan Document (DPD), Gypsy & Traveler DPD, Community Infrastructure Levy and Open Spaces Supplementary Planning Document (SPD – and Design SPD and s.106/Affordable housing SPD are also in the work programme.
33. There is currently no significant spare capacity for the Local Plans Team to pick up the additional requirements arising from the Housing Delivery Test as described below.

REQUIRED RESOURCES

34. If the Council were to respond positively to the requirements of the new NPPF and the HDT, significant additional resources would be required within the Planning Department as it is just not possible to carry out this level of additional work with the existing resources.
35. It is estimated that a minimum of 1.0 FTE posts are required in order to deliver the required monitoring data, contributing to maintaining the HELAA database, engagement with stakeholders and developers and potential production of an annual Action Plan.
36. These posts would cover the following areas of work;
 - 0.7 FTE to set up a new database, survey sites, monitor permissions and completions and to keep the database up to date. This would also include undertaking site visits to check data and producing final reports.
 - 0.3 FTE to produce an Action Plan which would include engagement with all applicants as well as upgrading the HELAA database to support an Action Plan.

2. PROPOSAL(S):

That Arun recognises that going forward the HDT and 5 year housing land supply is likely to trigger the 'presumption'. That improving Arun's monitoring compliance with the NPPF is necessary and requires net additional planning resources but is unlikely to alter this position.

It is considered that there is merit in having a more intelligence and data on monitoring and interaction with developers, regardless of whether the Council choses to respond to the requirements of the HDT in producing an Action Plan.

It is not considered that the production of an Annual Position Statement is a sensible use of officer time.

3. OPTIONS:

1. To set out a phased strategy to delivering an NPPF compliant monitoring capacity via allocating additional resources to the Planning Department in order to have much more detailed monitoring and delivery data via the HELAA in order to produce Action Plans (if required) and/or Annual Position Statements.
2. To investigate whether WSCC monitoring data can be included in house or improved via WSCC.
3. To 'do nothing' and plan for resources to defend the Councils' position when HDT and 5 year housing land thresholds trigger the 'Presumption'.

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
Other (please explain)		

6. IMPLICATIONS:

Potentially a significant resource implication for the Council.

Application of the 'presumption in favour' of sustainable development and reduced weight

afforded to locally adopted planning polices within the Local and Neighbourhood Plans.

7. REASON FOR THE DECISION:

To ensure that the Council is in a position to be able to respond to the requirements of the HDT.

8. EFFECTIVE DATE OF THE DECISION: 21 November 2018

9. BACKGROUND PAPERS:

<https://www.gov.uk/government/publications/housing-delivery-test-measurement-rule-book>

AGENDA ITEM NO. 10**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 12 NOVEMBER 2018****PART A : REPORT**

SUBJECT: Award of Contract for the Supply of Print Services to Electoral Services
--

REPORT AUTHOR: Jackie Follis, Group Head of Policy

DATE: 15 October 2018

EXTN: 37580

PORTFOLIO AREA: Policy

EXECUTIVE SUMMARY:

This report seeks approval for the award of contract following a competitive procurement process, conducted in accordance with current European Union procurement legislation and internal contract standing orders. Supplier A submitted the most economically advantageous tender, confirmed by a thorough evaluation process.

RECOMMENDATIONS:

It is recommended that Cabinet award the Contract to Supplier A and give authority to the Group Head of Policy, in consultation with the appropriate Cabinet Member, to enter into the necessary legal agreement.

1. BACKGROUND:

- 1.1. We have a number of separate contracts with our current supplier for election printing covering all printing requirements for our Electoral Services; that is, for elections, by-elections, the annual canvass, neighbourhood plan referenda and other elections/polls/votes which Electoral Services at Arun District Council is required to administer. These contracts are essential to the operation of Electoral Services.
- 1.2. These contracts originally ran until 31 May 2017, based on known elections planned in the work programme. The original plan had been to undertake a full procurement exercise post May 2017 as there was no planned election until May 2019.
- 1.3. Due to the calling of a Parliamentary election on 8 June 2017 the contracts were extended to 31 December 2017. A further contract extension was agreed to December 2018, due to the restructure of senior management and extended absence of a key member of staff.
- 1.4. The tender process for the single new contract started on 28 June 2018 with the issue of a Contract Notice in the Official Journal of the European Union (OJEU). Tenders have been submitted, evaluated and moderated in order to select a

supplier. This report sets out the evaluation process and recommends a preferred supplier.

- 1.5. The length of contract is 3 years with an optional extension of up to a further 2 years.
- 1.6. The closing date for submission of tenders was 30 July 2018. Six suppliers submitted tenders via the Council's electronic procurement portal.
- 1.7. The tenders were evaluated by the Group Head of Policy, the Elections Manager and the Procurement Team, this included tender clarification meetings.
- 1.8. The Proposal for the award of contract is made on the basis of the most economically advantageous tender for the Council. This allows for quality to be considered as well as price.
- 1.9. The approved tender evaluation criterion is 40% price and 60% quality with an appropriately weighted scoring system. The evaluation matrix based on this is shown below:

Supplier	Quality (%)	Cost (%)	Combined (%)	Rank
Supplier A	58.00	17.31	75.31	1
Supplier B	39.00	17.91	56.91	4
Supplier C	36.00	16.21	52.21	6
Supplier D	58.00	11.93	69.93	3
Supplier E	33.00	40.00	73.00	2
Supplier F	39.00	16.62	55.62	5

The tenders are based on a 'go live' date of 1 January 2019.

2. PROPOSAL(S):

It is proposed that Arun award the contract to Supplier A and give authority to the Group Head of Policy, in consultation with the appropriate Cabinet Member, to enter into the necessary legal agreement.

3. OPTIONS:

1. Award the contract to Supplier A
2. Not to award the contract to Supplier A

4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	✓	
Legal	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓
6. IMPLICATIONS:		
Finance – compliance with procurement rules		
Legal – contractual arrangements with supplier of new contract		

7. REASON FOR THE DECISION:
To enable Electoral Services to work with the most economically advantageous supplier of print services.
8. EFFECTIVE DATE OF THE DECISION: 21 November 2018

9. BACKGROUND PAPERS:
None

**Item No. 11 – Extract from Environment & Leisure Working Group Minutes – 9
October 2018**

ENVIRONMENT & LEISURE WORKING GROUP

9 October 2018 at 6.00 p.m.

Present: - Councillors Hitchins (Chairman), Warren (Vice-Chairman), Ambler, Brooks, Dingemans, Mrs Neno, Oliver-Redgate and Reynolds.

Councillor Clayden, as Cabinet Member for Community Wellbeing, was also in attendance at the meeting.

20. SAFER ARUN PARTNERSHIP ANNUAL REVIEW 2017-2018

The Chairman welcomed Inspector Steve Turner, Arun Prevention Policing Team, to the meeting, who was in attendance to provide additional input on the work of the Safer Arun Partnership (SAP).

The Working Group received a comprehensive presentation from the Community Manager which provided an annual update with regard to the progress of SAP during 2017/18 in delivering the strategic priorities contained in its Partnership Plan for 2017/22. The report on the table provided information to enable Members to understand performance to date and also provided a summary assessment of the future challenges and opportunities for SAP.

The Community Manager was pleased to advise that the multi-agency partners were working well together and the positive outcomes that were being achieved was a testament to the commitment of all parties in tackling the issues detailed in the report.

The Working Group then participated in a question and answer session with the Community Manager and Inspector Turner which covered a variety of issues, including :-

- the increase in the crime figures – Inspector Turner advised that this was due to a number of factors but was mainly as a result of a new national process that had been introduced in the way crime was now reported.
- Members expressed concern with regard to the increase in anti-social behaviour in the Town Centres of Littlehampton and Bognor Regis and Inspector Turner explained the complexities of what they were dealing with. The Partnership had an important role to play and all agencies were working to address the issues.
- Rough Sleeping was raised and the Community Manager advised that the public could report on this by using Streetlink at www.streetlink.org.uk or by calling 0300 500 0914. These streetlink

**Item No. 11 – Extract from Environment & Leisure Working Group Minutes – 9
October 2018**

notifications would then be sent to the Council's Homeless Outreach Keyworkers who would then undertake outreach to locate individuals to offer support and guidance on how to access accommodation. The Keyworkers were supported by a multi-agency group of local organisations and charities who worked together to provide the services needed to tackle rough sleeping in Arun

- County drug lines was discussed and the Community Manager advised on the actions being taken to deal with the matter. There was a need to pro-actively engage with the London Boroughs and to keep the District's young people safe from the drugs gangs. She had personally raised the matter with the LGA (Local Government Association) as it was a particular issue across the south coast.
- The positive points in the report needed to be publicised as it was important for the general public to understand that action was being taken and good outcomes were being achieved.
- On the question being put, information was given about closure orders and how they were dealt with

The Chairman stated that the report illustrated that there was a lot of good work being undertaken within the District and he commended the work of the Partnership. On behalf of the Working Group he thanked the Community Manager for her informative and interesting report and Inspector Turner for his input to the debate.

The Working Group then

RECOMMEND TO CABINET – That

(1) the work of the Safer Arun Partnership be endorsed and the importance of partnership working in contributing to reducing anti-social behaviour and addressing Street Community issues is recognised; and

(2) recognition be given to the work of the Safer Arun Partnership in contributing to the delivery of the Council's strategic priority "supporting you if you need help".

(The meeting concluded at 7.00 pm)