



Members are reminded to bring their Agendas from the Cabinet Meetings held on 21 March, 9 May, 31 May, 27 June and 11 July 2016 with them to the meeting

8 July 2016

COUNCIL MEETING

To all Members of the Council

You are summoned to attend a meeting of the ARUN DISTRICT COUNCIL to be held on **Wednesday, 20 July 2016 at 6.00 pm** in the Council Chamber at the Arun Civic Centre, Maltravers Road, Littlehampton, to transact the business set out below.

Nigel Lynn
Chief Executive

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**

Members and Officers are reminded to make any declaration of personal and/or prejudicial/pecuniary 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/pecuniary interest
- d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak under Question Time

You then need to re-declare your prejudicial/pecuniary 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/pecuniary interests (for a period of up to 15 minutes)
- c) To receive any petitions from the public

4. Minutes

To approve as a correct record the Minutes of the Annual Council Meeting held on 26 May 2016, which are attached.

5. Chairman's Communications

To receive such communications as the Chairman may desire to lay before the Council.

Long Service awards will also be made to Councillors and staff.

6. Urgent Matters

To deal with business not otherwise specified in the Council summons which, in the opinion of the Chairman of the Council (in consultation with the Chief Executive), is business of such urgency as to require immediate attention by the Council.

7. Statute Matters

There are no items for this meeting.

8. Matters from the last Meeting

There are no items for this meeting.

9. Any Other Matters

To consider any other business specified in the summons to the meeting, including consideration of proposals from the Cabinet in relation to the Council's budget and policy framework and reports of the Scrutiny Committee for debate.

There are no items for this meeting.

MINUTES FROM CABINET, OVERVIEW SELECT AND REGULATORY COMMITTEES FROM THE LAST CYCLE OF MEETINGS

10. Licensing & Enforcement/Licensing Committee – 11 March 2016

The former Chairman, Councillor Bence, will present the Minutes from the meeting of the Licensing & Enforcement/Licensing Committee held on 11 March 2016. There are no recommendations.

11. Overview Select Committee – 15 March 2016

The former Chairman, Councillor Dingemans, will present the Minutes from the meeting of the Overview Select Committee held on 15 March 2016. There are no recommendations.

12. Cabinet – 21 March 2016

The Chairman, Councillor Mrs Brown, will present the Minutes from the Cabinet meeting held on 21 March 2016. There are no recommendations.

13. Special Development Control Committee – 30 March 2016

The former Chairman, Councillor Haymes, will present the Minutes from the Special meeting of the Development Control Committee held on 30 March 2016. There are no recommendations.

14. Development Control Committee – 30 March 2016

The former Chairman, Councillor Haymes, will present the Minutes from the meeting of the Development Control Committee held on 30 March 2016. There are no recommendations.

15. IT Members' Working Party – 31 March 2016

The Chairman, Councillor Charles, will present the Minutes from the meeting of the IT Members' Working Party held on 31 March 2016. There are no recommendations.

16. Licensing & Enforcement/Licensing Committee – 8 April 2016

The former Chairman, Councillor Bence, will present the Minutes from the meeting of the Licensing & Enforcement/Licensing Committee held on 8 April 2016. There are no recommendations.

17. Development Control Committee – 20 April 2016

The former Chairman, Councillor Haymes, will present the Minutes from the meeting of the Development Control Committee held on 20 April 2016. There are no recommendations.

18. Cabinet – 9 May 2016

The Chairman, Councillor Mrs Brown, will present the Minutes from the Cabinet meeting held on 9 May 2016. There are no recommendations.

19. Licensing & Enforcement/Licensing Committee – 13 May 2016

The former Chairman, Councillor Bence, will present the Minutes from the meeting of the Licensing & Enforcement/Licensing Committee held on 13 May 2016. There are no recommendations.

20. Development Control Committee – 18 May 2016

The former Chairman, Councillor Haymes, will present the Minutes from the meeting of the Development Control Committee held on 18 May 2016. There are no recommendations.

21. Cabinet – 31 May 2016

The Chairman, Councillor Mrs Brown, will present the Minutes from the Cabinet meeting held on 31 May 2016. There are no recommendations.

22. Overview Select Committee – 7 June 2016

The Chairman, Councillor Elkins, will present the Minutes from the meeting of the Overview Select Committee held on 7 June 2016. There is one recommendation at:

- Minute 38 [Work Programme 2016/2017] – there is no Officer report but the Work Programme of the Committee is *attached*.

23. Bognor Regis Regeneration Sub-Committee – 8 June 2016

The Chairman, Councillor Hitchins, will present the Minutes from the meeting of the Bognor Regis Regeneration Sub-Committee held on 8 June 2016. There are five recommendations at:

- Minute 6 [Bognor Regis Seafront Improvements] – the Officer's report is *attached*.

24. Development Control Committee – 15 June 2016

The Chairman, Councillor Mrs Maconachie, will present the Minutes from the meeting of the Development Control Committee held on 15 June 2016. There are no recommendations.

25. Cabinet – 27 June 2016

The Chairman, Councillor Mrs Brown, will present the Minutes from the Cabinet meeting held on 27 June 2016. There is one recommendation at:

- Minute 55 [Award of Greenspace Management Contract]

26. Audit & Governance Committee – 30 June 2016

The Chairman, Councillor Clayden, will present the Minutes from the meeting of the Audit & Governance Committee held on 30 June 2016.

The Minutes will be circulated separately and any recommendations will be reported at the meeting.

27. Local Plan Sub-Committee – 30 June 2016

The Chairman, Councillor Cooper, will present the Minutes from the meeting of the Local Plan Sub-Committee held on 30 June 2016.

The Minutes will be circulated separately and any recommendations will be reported at the meeting.

28. Littlehampton Regeneration Sub-Committee – 6 July 2016

The Chairman, Councillor Bicknell, will present the Minutes from the meeting of the Littlehampton Regeneration Sub-Committee held on 6 July 2016.

The Minutes will be circulated separately and any recommendations will be reported at the meeting.

29. Licensing & Enforcement/Licensing Committee – 8 July 2016

The Chairman, Councillor Dingemans, will present the Minutes from the meeting of the Licensing & Enforcement/Licensing Committee held on 8 July 2016. There are no recommendations.

30. Cabinet – 11 July 2016

The Chairman, Councillor Mrs Brown, will present the Minutes from the Cabinet meeting held on 11 July 2016.

The Minutes will be circulated separately and any recommendations will be reported at the meeting.

All recommendations relating to “The Council’s 2020 Vision – Working Together for a Better Future” and “The Council’s Vision – Shared Services” will be deferred for consideration under Item 36 (The Council’s 2020 Vision) later on the Agenda.

MINUTES FROM WORKING GROUPS

31. Environmental and Leisure Working Group – 28 June 2016

The Chairman, Councillor Hitchins, will present the Minutes from the meeting of the Environmental and Leisure Working Group held on 28 June 2016.

The Minutes will be circulated separately and any recommendations will be reported at the meeting.

32. **Housing & Customer Services Working Group – 7 July 2016**

The Chairman will present the Minutes from the meeting of the Housing & Customer Services Working Group held on 7 July 2016.

The Minutes will be circulated separately and any recommendations will be reported at the meeting.

OTHER MATTERS

33. **Matters Relating to Joint Arrangements**

To receive reports about the business of joint arrangements and external organisations (only if recommendations contained).

There are no items for this meeting.

34. **Motions**

A Motion has been received and accepted as valid in accordance with Council Procedure Rule 12.1.

The detail of this Motion is set out below:

Proposed by: Councillor T Bence

Seconded by: Councillor Cooper

“A motion of Censure against Councillor Francis Oppler and a recommendation that Full Council resolves to make a complaint under the Local Code of Conduct regarding Councillor Oppler’s continued failure to apologise in accordance with the decision of the Standards Committee.

Background: This motion is requesting the Council to express its disapproval of Councillor Oppler’s refusal to apologise, in accordance with the decision of the Standards Committee. I call on all members of Arun District Council to vote in favour of this expression of Censure, and recommendation, as it is fundamentally a matter of trust.

On the 14 November 2014, Councillor Oppler was requested to apologise to a former Chairman and Councillor of Arun District Council. To date Councillor Oppler has failed and ignored requests from the Standards Committee and Arun’s Legal Department to apologise, having been found in breach of the local Code of Conduct

As Opposition Leader, Councillor Oppler should aspire to a higher standard of conduct in the spirit and application in his role as Leader of the Opposition and an Arun District Councillor. His conduct should be beyond reproach. He should be a Leader in more than name and should engender and encourage trust and respect from his colleagues, officers, and fellow members of Arun District Council. His refusal to apologise is contemptuous.

The submitting of this Motion is asking Full Council to show Councillor Oppler the strength of its disapproval.

Recommendations:

1. That Full Council's expression of sever disapproval in the continued refusal of Councillor Oppler to apologise as requested be noted.
2. That the Standards Committee accepts this resolution as a complaint from Full Council under the Local Code of Conduct that Councillor Oppler has failed to treat the Members of the Standards Committee with respect by his continued failure to apologise in accordance with the decision of the Standards Committee on 14 November 2014.

35. Questions/Statements from Members

To consider questions/statements from Members pursuant to Council Procedure Rule 11.2.

OFFICER REPORTS

36. The Council's 2020 Vision

As the timing of the despatch of the Agenda for this meeting is prior to the Cabinet considering the latest position on the Vision at its meeting on 11 July 2016, the Chief Executive will provide an updated report (*which will be circulated separately*) on any further work undertaken on the proposals to be considered by the Council and present final recommendations for debate that will reflect the views of the Cabinet covering:

- i) The Council's 2020 Vision - Working Together for a Better Future
- ii) 2020 Vision Programme (including Shared Services)

The Council will also be asked to consider the recommendations from the Cabinet meeting held on 11 July 2016 deferred from item 30.

37. Update on the Redevelopment of the Hothamton Car Park and Regis Centre Sites, Bognor Regis

This is a follow-up report following the Full Council meeting held on 11 November 2015 which determined the form of development to be delivered on these key sites. This report identifies the costs that are likely to be incurred in preparing the required Feasibility Studies and seeks approval of a supplementary estimate to enable the reports to be commissioned.

38. Local Election Fees and Charges Scheme

The Council is required to cover all expenditure incurred by the Returning Officer in holding local elections under the Representation of the People Act 1983. The fee payable to the Returning Officer for holding national elections is set by Statute.

This report recommends the adoption of a holistic West Sussex scheme that ensures that the Local Elections Fees and Charges Scheme are transparent and that there is a clear decision making trail for all local election fees and charges.

39. Calendar of Meetings for 2016/2017

In accordance with Council Procedure Rule 2.0, the Council is requested to approve the following change to the Calendar of Meetings for 2016/2017:

- The suggestion is that a Special Meeting of the Council is held on Wednesday, 14 December 2016 at 6.00 pm to consider the proposed main modifications to the Local Plan, prior to public consultation and submission to the appointed Planning Inspector in early 2017.

The Council is therefore required to approve this additional Special Meeting of the Council for 14 December 2016.

40. Committee Memberships

The Council will be asked to approve any changes to the Committee Memberships.

41. Representation on Outside Bodies

The Council is asked to approve any changes to its representation on Outside Bodies. Any changes can be reported to the meeting.

- Members are reminded that if they have detailed questions, would they please inform the relevant Cabinet Member/Chairman and/or Director in advance of the meeting in accordance with the Council Procedure Rules
- Copies of the reports on the recommendations from the Cabinet Meetings have been previously circulated to Members and Members are asked to bring their copies with them to the meeting. Further copies are available from the Committee Manager
- Copies of the reports on the recommendations from the other Committees are attached, where appropriate

**MINUTES
OF THE
ANNUAL MEETING OF THE ARUN DISTRICT COUNCIL
HELD IN THE ARUN CIVIC CENTRE
ON 26 MAY 2016 AT 6.00 PM**

Present:- Councillors Cooper (Chairman), Haymes (Vice-Chairman), Ambler, Ballard, Bicknell, Mrs Bower, R Bower, Brooks, Mrs Brown, L Brown, Cates, Chapman, Charles, Clayden, Mrs Daniells, Dendle, Dillon, Dingemans, Edwards, Elkins, Mrs Hall, Mrs Harrison-Horn, Hitchins, Hughes, D Maconachie, Mrs Maconachie, Mrs Neno, Northeast, Mrs Oakley, Oliver-Redgate, Oppler, Patel, Mrs Pendleton, Mrs Porter, Purchase, Mrs Rapnik, Reynolds, Miss Rhodes, Mrs Stainton, Tyler, Warren, Wheal, Wells, Wensley, and Wotherspoon.

Honorary Alderman Mrs Goad, MBE, Mrs Morrish, Mrs Olliver, Mrs Stinchcombe and Squires were also present during the meeting.

[Note: Councillor Oliver-Redgate was absent from the meeting during consideration of the matters referred to in the Minutes indicated:- Minute 2 (part)]

1. WELCOME

Councillor Cooper welcomed Councillors, all of the Council's Honorary Aldermen, Officers and invited guests to the meeting.

2. FORMER COUNCILLORS ANDY EVANS AND BILL MATTHEWS AND FORMER MEMBER OF STAFF MR BILL SMEE

Firstly, the Chairman announced that with great sadness he had to report the sudden death of former Councillor Andy Evans who had unexpectedly passed away at his home earlier this afternoon. Former Councillor Evans had served as a District Councillor for the Hotham Ward for 15 years until last May 2015.

The Chairman then announced the sad death of former member of staff Bill Smee who had passed away on 4 April 2016 following a short battle with cancer.

Finally, the Vice-Chairman announced the sad death of former Councillor Bill Matthews who had passed away on 11 May 2016 following a period of illness.

Annual Council Meeting
26.05.16

The Council in sending its condolences to all of the three families then stood and participated in a one minute's silence to their memories.

3. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs Ayres, Bence, Mrs Bence, Blampied, Buckland, English, Gammon, Mrs Madeley and Dr Walsh.

4. RETIRING CHAIRMAN'S ANNOUNCEMENTS

The retiring Chairman, Councillor Cooper, outlined that it had been a great honour to have been Chairman of the Council. It had been everything he had hoped for and more as he and his wife had met many extraordinary people from across the District and further afield - they had enjoyed learning from all of them.

Councillor Cooper expressed his thanks to his Consort and wife, and to all of his fellow Councillors for putting their faith in him. He hoped that he had served them well and to the best of his ability. He also passed on his thanks to the Council's Chief Executive and staff for their professionalism and support. Special thanks were also given to his Vice-Chairman, Stephen Haymes, for his encouragement and support over the last year. He had been a true pleasure to work with and Councillor Cooper extended to him his best wishes for his coming year.

Finally, Councillor Cooper mentioned his Charity, Enable Me and thanks were given to Chris Jay (Chief Executive) and his team who had been great to work with in raising much needed funds. At the same time, it had been a great opportunity to raise the profile for the charity and Councillor Cooper outlined that it had been an honour for him to deal with such a dedicated team. He therefore passed on massive thanks to them for assisting with the fundraising efforts, all of which had been very successful during the year.

5. ELECTION OF CHAIRMAN

Having been proposed by Councillor Mrs Brown and seconded by Councillor Brooks, the Council

RESOLVED

That Councillor Stephen Haymes be elected Chairman of the Council for 2016/2017.

Councillor Haymes then made the Declaration of Acceptance of Office.

6. VOTE OF THANKS TO RETIRING CHAIRMAN OF THE COUNCIL

Having been proposed by Councillor Mrs Brown and having been seconded by Councillor Brooks, the Council

RESOLVED

That a vote of thanks be accorded to Councillor Cooper for his work as Chairman of the Council during the past year.

7. INTRODUCTION FROM THE NEW CHAIRMAN OF THE COUNCIL

In starting his new role, Councillor Haymes thanked Members for the confidence they had shown him through his election and he stated that he would endeavour to live up to the honour and spirit of the role - again. Councillor Haymes thanked Councillor Cooper for the last year stating that this had made it very easy for him to ease 'back into the saddle' and had allowed him to be ready to serve the people of Arun.

Councillor Haymes stated that he was looking forward to a year of constructive debate as some challenging and difficult decisions would need to be made by the Council.

8. ELECTION OF VICE-CHAIRMAN

Having been proposed by Councillor Wensley and seconded by Councillor Mrs Rapnik, the Council

RESOLVED

That Councillor Mrs Jacqueline Pendleton be elected as Vice-Chairman of the Council for 2016/2017 and Chairman-Elect for 2017/2018.

Councillor Mrs Pendleton then made the Declaration of Acceptance of Office.

9. MINUTES

The Minutes of the Council Meeting held on 16 March 2016, were approved by the Council as a correct record and were signed by the Chairman.

Annual Council Meeting
26.05.16

10. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

11. CHAIRMAN'S COMMUNICATIONS

The Chairman announced that he had nothing further to add to what he had announced earlier, only to confirm that the circulated list of engagements attended since the last Full Council meeting would in the future be circulated to Members via e-mail.

12. ELECTION OF LEADER AND THE CABINET

Councillor Mrs Brown proposed the election of the Leader and the Cabinet, as set out in the agenda, but confirmed that the Deputy Cabinet Member positions listed should read Deputies to Cabinet Members.

Councillor Mrs Brown confirmed that she wished to pay a special tribute to Councillor Elkins who had been a Cabinet Member since May 2001. She praised Councillor Elkins for the enormous contribution he had made to this Council under the portfolio headings of Community Safety and more recently Housing. He had undertaken both of these roles with great confidence and dedication.

Councillor Wensley then formally seconded the election of the Leader and the Cabinet.

The Council

RESOLVED

That the report of the Election of the Leader of the Council and Cabinet Portfolios for 2016/2017, be approved, a copy of which is *attached* to the signed copy of the Minutes.

13. APPOINTMENT TO COMMITTEES

Councillor Mrs Brown proposed that the Appointments to Committees be approved and she referred to the further changes that had been requested following subsequent notifications from Group Leaders. These had been set out in an addendum report that had been circulated at the meeting.

Councillor Wensley seconded this proposal.

The Council therefore

RESOLVED

That the schedule of Appointments to Committees for 2016/2017 including the updates contained in the addendum report circulated to the meeting be approved and that these changes be incorporated into the schedule, a copy of which is *attached* to the signed copy of the Minutes.

14. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Councillor Mrs Brown proposed the Appointments to Outside Bodies. Councillor Wensley seconded both this proposal.

The Council then

RESOLVED

That the schedule of Appointments of Representatives to Outside Bodies for 2016/2017 be approved, a copy of which is *attached* to the signed copy of the Minutes.

15. APPOINTMENT OF OTHER GROUP LEADERS

The Council noted the appointment of the other Group Leaders and the confirmation that Councillor Mrs Rapnik would be the Leader of the UK Independent Group (UKIP) with Councillor Ambler being her Deputy. A copy of which is *attached* to the signed copy of the Minutes.

(The meeting concluded at 6.27 pm)

481

LICENSING AND ENFORCEMENT COMMITTEE
AND
LICENSING COMMITTEE

11 March 2016 at 9.30 a.m.

Present : Councillors Bence (Chairman), Patel (Vice-Chairman), Cates, Clayden, Mrs Oakley, Oliver-Redgate, Mrs Pendleton, Warren and Wheal

522. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Charles, Mrs Daniells, Dillon, Gammon, Purchase and Reynolds.

523. 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 interests of clarity for the public, be recorded in the Minutes as a Prejudicial and Pecuniary Interest.

524. MINUTES

The Minutes of the meeting held on 5 February 2016 were approved by the Committee as a correct record and signed by the Chairman.

Licensing & Enforcement
Committee – 11.03.16.

LICENSING COMMITTEE

525. LICENSING SUBCOMMITTEE – 26 FEBRUARY 2016

The Committee received and noted the Minutes of the meeting of the Licensing Subcommittee held on 26 February 2016.

LICENSING AND ENFORCEMENT COMMITTEE

526. REVIEW OF THE FARE STRUCTURE FOR HACKNEY CARRIAGES AFTER CONSULTATION

Following advertisement, the Licencing Officer was able to advise the Committee that no comments or responses had been received with regard to the proposed fare structure for Hackney Carriages for the period 1 April 2016 to 31 March 2017. The report before Members was therefore proposing that the fares for 2016/17 should remain at the same level as for 2015/16, with the fare structure being as follows:-

Flag drop	£2.50
1 st mile	£4.20
Subsequent miles	£2.20
All other charges to remain the same	

It was also agreed that, as in previous years, the fares should be increased if the price of diesel fuel reached a local average of £1.50 per litre for a period of one month. The proposed increase would be:-

Flag drop	No change £2.50
1 st mile	10p increase £4.30
Subsequent miles	10 increase £2.30
All other charges to remain the same	

The Committee

RESOLVED

That the fare structure for 2016/17, as advertised, be agreed, to come into effect from 1 April 2016.

527. REVIEW OF THE FEES FOR HACKNEY CARRIAGE AND PRIVATE HIRE LICENCES AFTER CONSULTATION

At the meeting on 5 February 2016, the Committee had agreed that proposed changes to the fees charged to drivers, hackney carriage and private hire vehicle proprietors and private hire operators for licences should be advertised. As no comments had been received following the consultation,

the Licensing Officer now presented a report which sought agreement to the fee structure for 2016/17, as set out at paragraph 2.2.

The Committee

RESOLVED

That the fees for 2016/17 set out at section 2 of the report be agreed, to come into effect from 1 April 2016.

(The meeting concluded at 9.36 a.m.)

485

OVERVIEW SELECT COMMITTEE

15 March 2016 at 6.00 p.m.

Present: - Councillors Dingemans (Chairman), Blampied, Mrs Harrison-Horn, Hitchins, Hughes, Mrs Oakley, Oliver-Redgate, Mrs Rapnik, Warren and Dr Walsh.

Councillors Chapman, Cooper, Elkins and Mrs Pendleton were also present for either all or part of the meeting.

[Note:- Councillor Dr Walsh was absent from the meeting during consideration of the matters referred to in Minute 528 to 532 (Part) and Councillor Mrs Oakley – Minute 533 (Part) to Minute 540].

528. WELCOME

The Chairman, welcomed Members, officers, and representatives from Town and Parish Councils to the meeting.

529. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Ballard, Mrs Bence, Mrs Daniells, Edwards and English and from the Leader of the Council, Councillor Mrs Brown and the Deputy Leader of the Council and Cabinet Member for Corporate Governance, Councillor Wensley.

530. 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.

- 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.

There were no Declarations of Interest made.

531. MINUTES

The Minutes of the Committee meeting held on 26 January 2016 were approved by the Committee as a correct record and were signed by the Chairman.

532. ENGINEERING SERVICES ANNUAL REVIEW 2016

The Engineering Services Manager presented the first 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 following areas were highlighted:

- Coastal Defence
- Partnership Funding
- Asset Management
- Pagham Beach
- Flood and Erosion Management Strategies
- Strategic Regional Coastal Monitoring
- Working with Neighbouring Councils
- Revenue Works
- The Planned Capital Coast Protection Programme for 2016/17 and future years
- Land Drainage
- Sustainable Drainage Systems (SUDS)
- Drainage Plans and Strategies

- Major Schemes
- Internal Drainage Boards (IDBs)
- Structural and General
- The other range of tasks and services undertaken by the Engineering Services Section
- Other major issues such as the River Arun wall collapse at River Road, Arundel.

Fuller updates were provided in relation to the following issues:

Pagham Beach

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 spit was continuing 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. Lately, the spit had been subjected to localised lowering and so the area was difficult to predict with any degree of certainty.

There had been widespread call from the local community for the issue to be resolved by cutting through the spit. Following the appointment of external consultants by Pagham Parish Council, a planning application had been submitted to the Council to undertake this work. An Environmental Impact Assessment (EIA) had also been prepared and it was stated that it was likely that an Appropriate Assessment would be required prior to the determination of the application. A similar application, running in parallel to the one made to this Council, had been made to Chichester District Council due to the geographic location of the proposal. The Engineering Services Manager reported that last Friday, 11 March 2016, problems had been experienced with Groyne 3 but that the urgent repairs already undertaken had worked well.

Structural and General

West Sussex County Council had asked Arun's Engineering Services to deliver a project to replace the bus shelters in Anchor Springs, Littlehampton to make the facility fit for purpose for the new Stagecoach 700 coastline service. This work included changes to the bus stop locations, street furniture and provision of Real Time Passenger Information Displays.

The total cost of the project was £37,277, including a long-term maintenance sum of £7,568. Members were advised that all monies were being funded by WSCC via Section 106 contributions as well as a contribution from Stagecoach. Whilst Arun was able to undertake the project at no net cost, spending authority had unfortunately not been sought prior to undertaking this project. As a result, the Committee was being asked to regularise the financial situation by asking Cabinet to approve the draw-down of funds to undertake this work.

The Chairman thanked the Engineering Services Manager for his comprehensive report. Before inviting the Committee to discuss it and ask questions, the Chairman confirmed that he wished to firstly address the questions that had been submitted in advance of the meeting by coastal Town and Parish Councils. The questions submitted and the responses provided are set out below:

(1) From Councillor Buckland on behalf of Littlehampton Town Council

We are greatly concerned about the impact of the deteriorating West Works/Training Wall, at the west of the mouth of the River Arun, and the impact of this on the area immediately surrounding this. The resulting problems are the erosion of Arun District Council land behind the training wall and a severe reduction in the ability to “maintain and sustain” the existing coastline.

Councillor Buckland extended his submitted question. He stated that as a Member of the Littlehampton Harbour Board (LHB) he had grave concerns about the impacts for the area as erosion to the land owned by Arun mentioned above was not reducing and could be overtopped at high tide and so there was the threat that the road around the Ropewalk area could be washed away. He therefore urged Arun’s Officers to liaise with the EA and the LHB as this needed to be addressed. Councillor Buckland stated that he understood that local businesses might give some form of remuneration for the maintenance of the road leading up to the Golf Club and car park if a breach did occur, so he wished to know how the Council would deal with this.

Councillor Buckland also asked how the Council, through this review, was looking to ensure that coastal and West Bank defences would be maintained to a high standard?”

Response from the Engineering Services Manager

The Westworks and the associated training wall were both LHB navigation assets.

The dunes (seaward side) were in this Council's ownership and the beach was not currently subject to erosion – in fact material built up here, enabled the EA to recycle some of the material to the west.

The LHB regularly inspected its various structures (with professional assistance from the Arun Engineering Team) and put in hand repairs as necessary – indeed, repairs were due to be undertaken to the concrete section by the week ending 18 March 2016.

The condition of these structures had been appraised as part of the River Arun to Paghams Flood and Coastal Erosion Risk Management Strategy; further, the effect of a failure (of the structures) on the ability of the River to drain was also assessed; whilst there would be an effect on navigation, the modelling showed that the River would continue to operate without undue increased risk upstream.

Whilst parts of the land on the west bank were in the Council's ownership, flood defence was administered by the EA. The Strategy (above) assessed the typical standard of defence to be 1 in 10 for this area of the west bank; the preferred option was to sustain this standard – meaning that this standard should keep pace with the effects of climate change and not reduce over time. The preferred option would, however, not be fully funded from Government grant – accordingly, third party Partnership Funding would be required.

With regard to the area of the southern end of Rope Walk (the car parking area), concern had been raised in the past regarding erosion of the bank, with a perceived increase in flood risk. This Council maintained the bank, usually by working closely with the EA when beach recycling operations were underway, topping up the levels in that area.

The Engineering Services Manager confirmed that he had no knowledge of the remuneration that Councillor Buckland had referred to and how this might operate. The area from Ferry Road to the golf course was a public highway and so not part of the road and so he was not sure why businesses would be involved in the upkeep of the road to the beach.

It was confirmed that the Engineering Services Manager would investigate the remuneration issue further and that Councillor Buckland would receive a written response to his question, as requested.

(2) From Pagham Parish Council

Due to reported “ministerial intervention” the Regulatory Authorities are now actively assisting our consultants in the completion of the remaining tasks associated with final approval of the Scheme. The PPC Steering Group has been in contact with several sources of corporate funding, and initial results appear promising. We are grateful for the ongoing “beach management” activities by ADC Engineers, though much of the frontage is now either near or past emergency trigger level. It appears that planning consent will be achieved during late April (per ADC Planning Officers) – and that our remaining funding can be in place very soon after – when that becomes the situation, can we be assured that ADC as “Operating Authority” will adopt the scheme and proceed, in partnership, with implementation? We expect there to be conditions pertaining to Planning Consent, and, in that case, we will work towards providing funding for the necessary maintenance of the new channel, as it might arise.

Response from the Engineering Services Manager

Whilst it was not appropriate to comment upon the Planning Application currently being evaluated, before the Council could consider becoming the competent authority for the proposal, it would need to be satisfied that the project was viable in line with the EA’s business case appraisal process (the 5 Case Business Model). Therefore, it would be expected that a business case be prepared and this would form part of the report that could go before the District Council for consideration.

Separate from the application, it was confirmed that the Council had submitted a scheme to the EA to recycle approximately 10,000m³ of material onto the beach. This had been successful; quotations had been received; and a contractor appointed. It was confirmed that the Contractor was the same Contractor who had undertaken work on the beach recently. Work would commence on 21 March 2016 in the area of the Yacht Club and East Front Road and so shortly a recovery in the width of beach frontage would be seen.

The Engineering Services Manager outlined that material would be taken off the intertidal part of the spit and that this would have negligible detrimental effect on the spit and its geomorphology.

The Cabinet Member for Environmental Services, Councillor Chapman, outlined that it was a tricky operation in getting the plant out to those banks to do this work. The works that would be starting on 21 March 2016 would on that day involve a very early start time to establish a route out there using spring tides. Once this had been completed, then the machinery should only need to make a minor top up in the coming days. The Contractor would recover the material with dumpers and plant. Letters confirming these arrangements had been hand delivered to all beach-front properties to explain this action, which would at the end of the day be a benefit for these residents and so it was hoped that no complaints would be received. The Committee was advised that the works were covered by EA grant and were within the £40k budget set.

The Committee then asked the following questions:

On Pagham Beach, concern was expressed over the information provided in the report relating to changes in the Council's beaches at Unit 22 – Pagham to West Bognor Regis – showed a net loss in beach cross sectional area of 1.0%. Concern was expressed that as these figures were over a year old, they may be out of date and well below the real problem that existed, especially as the beach changed from day to day. The Engineering Services Manager was asked if the Council had ever considered 'caging' the amount of rock that was constantly being placed onto the beach to add stability. He explained that such caging involved surrounding rock with metal wire which, once abraded, in the longer term then caused a health and safety hazard to those walking along the beach. Worthing Borough Council had tried this method.

Councillor Hitchins pointed out that East Front Road was experiencing more erosion now. The Engineering Services Manager stated that a major part of Pagham had a natural open beach with a start of a bay going into Aldwick and then West Bognor. He felt that if the spit was not there, he was confident it would still remain to be relatively stable, it was the spit that was causing the problem and that the issues evident on the western end of East Front Road had been there since Christmas, hence the need to recycle the 10,000 m³ of material now. Referring to the figures quoted at Unit 22, the loss incurred since the figures had been produced was that the spit itself had shrunk over the summer by 15 metres but was growing now and was not far from swallowing up Groyne 3. Councillor Hitchins stated that work needed to be undertaken to check that erosion did not spread from East Front Road going towards Aldwick Bay.

The Engineering Services Manager responded by stating that work had been undertaken on 11 March 2016 recovering this situation at Groyne 3.

Councillor Dr Walsh confirmed that his intended question related to the question that Councillor Buckland had asked on behalf of Littlehampton Town Council.

His observation was that the training wall was fine but that it was the erosion behind this wall, where ground was being sucked away, that was the problem. Replacing it with shingle was not a permanent solution, though one needed to be found urgently.

The Engineering Services Manager confirmed that water did flow onto the area and that the closer you put shingle to the flood wall, the more that shingle would be affected, it was a balancing act. The permanent solution could be to fill the area with concrete but this was too expensive. The use of shingle was a low cost yet an efficient alternative.

Councillor Dr Walsh asked why there had been no mention of Operation Watershed in the report and as Phase 3 of this project had very recently been announced with £500k made available. His view was that this scheme had achieved quite a lot for the District and he asked if the Council had any schemes planned that could tap into the £500k which would be available from 1 April 2016. Councillor Dr Walsh stated that there were many small ditches that had become filled in at the rear of gardens and where they abutted highways. As such action had caused a lot of flooding he asked if the Council could comment upon the scale of this problem and if it had plans to improve this issue.

The Engineering Services Manager confirmed that although the Council could not access Operation Watershed funding directly, as this was intended for flood action groups and Parish Councils to improve problem areas, it did facilitate by assisting such groups with applications and by providing advice and information. Close work was also taking place with WSCC's legal team on work to get ditches reinstated.

Councillor Oliver-Redgate queried why the eastern part of the District around Ferring had not been mentioned within the report and as he had concern about the Ferring Rife, especially as two new housing estates and the supermarket Asda had been constructed. He wished to know the views of the Engineering Services Manager in relation to the flow from the Ferring Rife and major schemes, issues about risk management and information about the Ferring outflow. He asked if he could be updated on the Ferring out-flow. The Engineering Services Manager confirmed that the Ferring Rife was a main river (EA) and the outfall by Sea Lane was a WSCC highway drain. There were plans to renew this completely and designers were currently working on this but no progress on site would be made until the next financial

year. It was outlined that the new houses would be covered by Sustainable Drainage Systems (SuDS) – this had been explained at Paragraph 1.3.4 of the report.

The Committee then

RECOMMEND TO CABINET – That

- (1) Agreement be given 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 (i.e. the minor ineligible costs);
- (2) Authorisation is given to 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 reports to Cabinet might be necessary regarding the proposals and/or funding;
- (3) Authorisation be given to the Engineering Services Manager to send a copy of this report to the Environment Agency for the benefit of the Agency's supervisory role in coastal defence; and
- (4) Approval is given to the drawdown of funds to undertake the bus shelter works, including long-term maintenance in Anchor Springs (zero net financial effect to Arun).

(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, a County Member of the Littlehampton Harbour Board and as a Member of Littlehampton Town Council).

533. PLANNED REVIEW OF THE HOUSING REVENUE ACCOUNT (HRA) BUSINESS PLAN

The Chairman asked the Committee if it could agree to consider this item and the items highlighted by the Cabinet Member for Housing at Agenda Item 7 (Cabinet Member Questions and Updates) together. This was agreed.

The Chairman welcomed the Head of Housing and the Director of Customer Services to the meeting and invited them to address what was planned in reviewing the Housing Revenue Account (HRA) Business Plan.

Overview Select Committee
15.03.16

As an introduction, the Committee was advised that back in 2012 a Business Plan for the HRA had been compiled to support the Council in managing the HRA self-financing reform. The Plan had been reviewed in March 2015 and had updated key objectives for the next ten years as well as establishing the strategic operational and financial framework.

A driver for the Plan needing to be changed had been the Council's desire to build council housing. A target of 30 houses per year for 5 years had been confirmed. At the same time up to £1 m pa expenditure had been set aside for improving sheltered housing schemes.

The Director for Customer Services then updated the Committee on the latest position with the Plan, this was that:

- The Council was working through a tender exercise to build 22 houses at Wick and 2 on the Glenlogie site. Building would commence later on this year.
- Sixteen properties would be purchased at Angels Nursery, Barnham which was a WSCC scheme. The planning application had been refused recently and a re-application date was awaited.
- The Council was purchasing 9 units of housing from a developer at Garden Crescent, in Barnham and this was at the contract stage.
- Work in reviewing the Plan had been progressing until Central Government had announced that the Council would have to reduce its council house rents by 1% per annum for 4 years from 1 April 2016. The impact of this was that £500k of rent would be lost in the first year of this change. This loss would increase year on year resulting in an overall loss of £2.1m. This had had a massive impact on the plans in place and meant that the Council needed to radically review its HRA Plan.
- Tough decisions on what could be taken forward in the future would need to be made which would be reflected in the Plan. Due to this, it was unlikely that the Plan would be ready to be considered by Cabinet as planned on 31 May 2016. It would be much later around October/November time.
- Central Government had also extended the Right to Buy scheme so that this could apply to tenants renting from housing associations. In order to fund this, the Government was asking local authorities for money on the sale of high value council houses. Whether the Council sold these or not, it would be asked to provide money to Central Government and the amount would not be known until the end of the year.

- Pay to Stay – The Housing and Planning Bill would require the Council to pay Central Government the estimated additional income whether this had been collected or not. This Bill had not been through Parliament yet and so the final detail and implications for the Council were still not known.
- The Council met with the Treasury on 29 February 2016 to outline its concerns over the changes being introduced and to explore alternative funding options in view of future challenges. No opportunities for additional funding had been offered and no changes or revisions to the loan arrangements that the Council already had in place could be made. Discussion had taken place as to whether there was any opportunity to reschedule the Council's HRA debt but this would result in the Council having to pay considerable extra charges for this re-arrangement.
- Full Council, at its meeting held on 13 January 2016, had agreed an HRA supplementary estimate of up to £2.3 m to fund the purchase or building of council houses and had noted the impact this would have on the HRA business plan's agreed outcomes. This being that there would not be funding to improve sheltered schemes or building the remainder of the Council's targeted 150 houses and other initiatives.
- The development of green energy for council properties – the full detail was still to be confirmed by Central Government.
- Other welfare reforms, such as Universal Credit, would have other implications for the Plan. Housing Benefit would be paid instead to tenants to encourage their financial inclusion. It was anticipated that this would cause some major collection issues for the Council.
- All of the above were pressures that would impact the HRA Business Plan.
- Council tenants still had the right to exercise their right to buy Arun's council houses. Over time the impact for the Council was that it would lose rental income. Twenty four properties had been sold last year resulting in a £120k drop in rent a year.

Comments were made about the Right to Buy scheme which depleted the Council's housing stock and the Council's announced target of building council houses. An update was requested and provided on when building would start on the schemes mentioned earlier. It was confirmed that in Wick construction work would commence this Summer. At Glenlogie, a contract was in place for the build of two 4 bedroom houses. The Council was also looking at other sites but suitable land was a problem and so discussions were ongoing with developers to find other suitable locations on land that the council owned to get nearer to achieving its confirmed target.

The Head of Housing confirmed that discussions were taking place with WSCC with regard to its Elm Grove scheme in Littlehampton with a view to purchasing some of these properties which could then be offered to tenants at a social housing rent level. The Cabinet Member for Housing, Councillor Elkins, outlined that the Council was investigating every opportunity it had within the assets it had to provide more social housing but that this was not a quick process.

The Chairman asked if the Council had explored Community Land Trusts as he understood that these were exempt from the ability for tenants to apply for Right to Buy. The Head of Housing confirmed that the Council would be exploring this as an option.

The Chairman thanked the Director of Customer Services and the Head of Housing for attending the meeting and for providing a very useful and informative update on the current position with the HRA Business Plan.

534. CABINET MEMBER QUESTIONS AND UPDATES

Councillor Dr Walsh asked the Cabinet Member for Environmental Services, Councillor Chapman, about the latest position with the sea defence wall at East Bank, Littlehampton as the position had remain unchanged since he had provided an update to the last meeting of the Committee.

Councillor Chapman confirmed that the EA was undertaking scoping and costing to complete the missing link. The existing gap could be filled under permitted development, however, the EA was also looking at an option to build the flood defence in land which would require a planning application to be submitted. The EA still had legal issues to resolve and Members were advised that the Council would not be party to these discussions as this was an EA responsibility. The temporary flood barriers remained available for use if exceptionally high tides were expected.

Councillor Dr Walsh thanked Councillor Chapman for his update and stated that he endorsed this approach but that the EA should be looking to complete the river defences where they were currently positioned. He wondered whether the time had come to undertake some sort of compulsory action to push the EA, with the support of this Council and the LHB.

The Chairman asked the Cabinet Member for Environmental Services, Councillor Chapman, a question relating to play areas, as raised at Full Council on 13 January 2016. He asked what was being done to ensure that proper consultation was being undertaken with people who lived near and used a small play area before any more were closed?

Councillor Chapman responded by stating that in accordance with the approved Play Strategy 2011-2016 underused play areas were decommissioned on a site by site basis by notifying the Ward Members and public and inviting comments and representations from the properties surrounding the sites. This practice would continue. Councillor Chapman also stated that he had extended the offer of a meeting with Littlehampton Town Council as some Town Councillors still had concern. Councillor Chapman confirmed that he would be happy to meet with any Councillor who had a concern or questions on this matter.

A concern was expressed by Councillor Dr Walsh that a previous play area site in Rustington had become a smoker's and drinker's paradise since it had closed and that this problem needed to be addressed.

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

535. COUNCIL TAX SUPPORT TASK AND FINISH WORKING PARTY – 2 MARCH 2016

The Chairman of the Council Tax Support Task and Finish Working Party, Councillor Hitchins, presented the Minutes from the meeting of the Council Tax Support Task and Finish Working Party meeting held on 2 March 2016. These Minutes had been circulated to Members separately from the agenda.

Councillor Hitchins referred to areas of the scheme that the Working Party was reviewing and that it was hoped that savings could be made.

The Committee noted the Minutes and that recommendations would be presented to its next meeting on 7 June 2016.

536. FEEDBACK FROM WEST SUSSEX COUNTY COUNCIL'S JOINT SCRUTINY GROUP – 27 JANUARY 2016

The Committee noted the feedback report that had been submitted by the Chairman, Councillor Dingemans, following his attendance at the County Council's Joint Scrutiny Group held on 27 January 2016.

Overview Select Committee
15.03.16

537. FEEDBACK FROM WEST SUSSEX COUNTY COUNCIL'S JOINT SCRUTINY GROUP'S HOUSING PROVISION FOR CARE LEAVERS REVIEW – 2 MARCH 2016

The Chairman, Councillor Dingemans, provided a verbal feedback to the Committee following his attendance at West Sussex County Council's Joint Scrutiny Group's review of Housing Provision for Care Leavers held on 2 March 2016.

This review aimed to consider the current housing provision for care leavers in West Sussex to help improve the co-working between District and Borough Councils and the County Council.

The Task and Finish Group (TFG) aimed to complete this review by May 2016 and two further meetings were planned over the next two months. The meeting held on 2 March 2016 had confirmed that 20% of care leavers did not make the transition without the risk of homelessness and that many care leavers had some form of mental health problem to cope with as well.

The meeting had agreed a Protocol called the Pathway Plan which would look at where care leavers wanted to live and when they would leave care. So far the procedures in place had not been working. It was hoped that to implement a joint protocol properly would help by reviewing the pathway and looking at different transitions for those with mental health problems. The next TFG would hear from two young clients who were already on the pathway about what had been their experiences.

The Committee noted the contents of the updated provided.

538. FEEDBACK FROM THE MEETING OF WEST SUSSEX COUNTY COUNCIL'S HEALTH AND ADULT SOCIAL CARE COMMITTEE (HASC) HELD ON 10 MARCH 2016

The Committee received and noted two verbal feedbacks from Councillors Blampied and Dr Walsh.

The meeting had received a report from the Chief Executive of the Sussex University Hospital in relation to its new clinical services models.

Councillor Dr Walsh outlined that the main issue was the blockages faced by patients waiting to be admitted into the hospital system from ambulances. Up to 150 ambulances from the South East Coast Ambulance Service (SECAM) were being tied up in any one day waiting to discharge patients into hospital. This problem meant that hospitals were breaching their 4 hour ruling on admissions and also their discharge timings due to bed

blocking. Both of these issues were national pressures facing the NHS but were particularly acute in the South East due to its increasing ageing population.

539. FEEDBACK FROM MEETING OF THE SUSSEX POLICE AND CRIME PANEL HELD ON 18 FEBRUARY 2016

The Chairman confirmed that this item had been withdrawn as there had not been a meeting of the Sussex Police and Crime Panel held on 18 February 2016.

540. WORK PROGRAMME 2016/2017

The Committee received a report from the Head of Democratic Services which reminded Members that the Council's Constitution required the Overview Select Committee to make a report annually on its future work programme and amended working methods, where appropriate.

The Committee was asked to consider its work programme for the 2016/2017 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 7 June 2016 and then onto Full Council on 20 July 2016 for approval.

Before inviting the Committee to re-think its role and focus for the coming year the Head of Democratic Services asked Members to consider two things. Firstly, when looking at ideas, to consider the capacity in the Officer team to support reviews. Secondly, she referred to the two Scrutiny training session that had been held in February 2016 as they had provided some ideas about what scrutiny should focus on and what Members might want to see from meetings in the future. She hoped that the training had encouraged Members to think about what they might particularly wish to review.

The items so far identified by the Officer team that could come forward in the coming year had been set out at Paragraph 2.2 of the report. The Committee was alerted to two areas that it might particularly wish to review. These were how Cabinet Members were "held to account" and whether the current format for receiving Joint Scrutiny updates was working. The Head of Democratic Services encouraged Members to come forward with ideas that would bring value to the Council.

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

- To receive a further update on how the review of the HRA Business Plan was progressing before this was submitted to Cabinet. The Head of Democratic Services suggested that this be put to the Committee's July meeting so that an update on review progress could be received before the revised Plan was submitted to Cabinet.
- Council Tax Support Review – recommendations would be reported to the June and September meetings.
- Space should be kept available in the work programme to address the outcomes of each stage of the Vision work
- Community Land Trust – this could tie in with work progressing on the HRA Business Plan
- A further feedback on the Local Plan a year on from when this was reported to the Committee to address if a clear project plan had been worked to; how this assisted the Council in meeting deadlines. It was agreed that as the Local Plan was likely to be put to Full Council in November for approval, such a review should come to the Committee's meeting in January 2017 but this would be need to be subject to Officer capacity.
- A review of the Committee Suite sound system was requested.

This draft work programme was noted so that further work could take place on it between now and the Committee's meeting on 7 June 2016.

(The meeting concluded at 7.49 pm.)

521

CABINET

21 March 2016 at 5.00 pm

Present : Councillors Mrs Brown (Chairman), Wensley (Vice-Chairman), Bower, Chapman, Dendle [from Minute 577], Elkins and Wotherspoon.

Councillors Bence, Clayden and Gammon were also in attendance.

573. 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.

574. MINUTES

The Minutes of the meeting held on 8 February 2016 were approved by the Cabinet as a correct record and signed by the Chairman.

Cabinet – 21.03.16

575. BUDGETARY MONITORING REPORT TO 31 JANUARY 2016

In presenting this report, the Financial Services Manager highlighted key points from the Capital, Housing Revenue and General Fund Revenue budget performance to the end of January 2016. Members then asked questions which were responded to at the meeting.

In considering the report's recommendations it was suggested and agreed that recommendation 5 should be amended so that the Head of Finance and Property was given delegated authority, in consultation with the Cabinet Member for Corporate Governance, to approve virements from the corporate underspend for Vision related efficiency projects in 2015/16 and 2016/17.

The Cabinet then confirmed its decision as per Decision Notice C/057/210316, a copy of which is attached to the signed copy of the Minutes.

576. LEISURE MANAGEMENT CONTRACT WORKS

The Leisure & Voluntary Sector Manager presented the report on Leisure Management Contract Works.

It was explained that Freedom Leisure's tender included capital expenditure to improve energy efficiency and the fabric of the Arun Leisure Centre. Members were reminded that at the time of the award, in accordance with conditions of tendering, it was agreed that officers would review the benefits to the Council if Arun funded these projects directly. The Leisure & Voluntary Sector Manager informed Members that this work had been carried out and by funding projects Arun benefited by £439k due to savings in VAT and interest that would have been payable to Freedom Leisure. It was noted that, although the Council would be required to pay interest if it took out a loan, this would be at a lower rate to those available commercially. Members were informed that this benefit to the Council would be realised in an increased operating fee of £159,267 per annum.

In considering the recommendations, the Chairman referred Members to the tabled amendment to the report's original recommendation.

The Cabinet agreed the amended recommendation and then confirmed its decision as per Decision Notice C/058/210316, a copy of which is attached to the signed copy of the Minutes.

577. JOINT TELEPHONY PROCUREMENT

The Resources Director & Deputy Chief Executive presented the report that set out the Telephony System Procurement process undertaken by the joint Arun District Council and Chichester District Council project team. Members were informed that, from a number of tender submissions published in October 2015, a preferred supplier had been identified.

In discussing the report, Members were pleased to note the joint working, which was seen as progressive and in line with the Council's Vision of exploring potential efficiencies with shared services and systems.

Following questions from Members which were responded to at the meeting the report's recommendations were considered.

The Cabinet then confirmed its decision as per Decision Notice C/059/210316, a copy of which is attached to the signed copy of the Minutes.

578. LOCAL ENTERPRISE AND APPRENTICESHIP PLATFORM GRANTS

Cabinet received a report from the Director of Planning & Economic Regeneration that requested approval for payment of a number of grants under the Local Enterprise and Apprenticeship Platform (LEAP) scheme. These grants had been received and reviewed by an independent panel. Members welcomed the news that the LEAP scheme had been successful and that approval of these grants had helped to create four jobs and five apprenticeships.

Members asked questions which were responded to at the meeting. One question asked whether grants were paid in advance or in arrears. This question would be answered by the Director of Planning & Economic Regeneration outside of the meeting.

In supporting the recommendations, Members thanked the Steering Group Panel for their work and were pleased to note the positive effect the grants had produced for the local economy.

The Cabinet confirmed its decision as per Decision Notice C/060/210316, a copy of which is attached to the signed copy of the Minutes

579. ESTABLISHMENT OF CABINET WORKING PARTIES

The Chief Executive presented the report on the Establishment of Cabinet Working Parties which proposed that three Cabinet Working Parties be established, as part of the Council's work on 2020 Vision. The three Working parties would take forward work on reviewing:

Cabinet – 21.03.16

1. Delegation to Committees and Officers and a review of the Cabinet and Committee Structure;
2. Local Housing Company; and
3. Planning Services.

Members were referred to the terms of reference, timescales and reporting methods detailed in the report's appendices. The Chief Executive was keen that this work was taken forward as quickly as possible with the aim of ideally reporting to the Full Council meeting on 20 July 2016.

Following consideration, the Cabinet confirmed its decision as per Decision Notice C/061/210316, a copy of which is attached to the signed copy of the Minutes.

580. UPDATE ON THE REDEVELOPMENT OF THE HOTHAM CAR PARK AND REGIS CENTRE SITES, BOGNOR REGIS

(Councillor Bower declared a personal interest on the update on the redevelopment of the Hotham Car Park and Regis Centre Sites, Bognor Regis, as a Member of Arun District Council's Development Control Committee which would shortly consider current applications at these sites.)

Cabinet received a report, for noting, which updated Members on the redevelopment of the Hothampton Car Park and Regis Centre Sites, Bognor Regis.

In noting the report, Members were keen that work should progress as soon as possible and welcomed the commission of an artistic impression of potential redevelopment as a way of visually conveying stakeholder's concepts.

The Cabinet confirmed its decision as per Decision Notice C/062/210316, a copy of which is attached to the signed copy of the Minutes.

581. ARUN WELLBEING HEALTH PARTNERSHIP – 22 FEBRUARY 2016

The Cabinet received and noted the Minutes of the meeting of the Arun Wellbeing Health Partnership held on 22 February 2016.

582. OVERVIEW SELECT COMMITTEE – 15 MARCH 2016

The Cabinet received the Minutes of the meeting of the Overview Select Committee held on 15 March 2016, which had been circulated prior to and at the meeting. Recommendations had been put forward at Minute 532 – Engineering Services Annual Review 2016.

Following consideration, Cabinet supported the recommendations and confirmed its decision as per Decision Notice C/063/210316, a copy of which is attached to the signed copy of the Minutes.

583. ENVIRONMENTAL SERVICES & COMMUNITY DEVELOPMENT WORKING GROUP – 17 FEBRUARY 2016

The Cabinet received the Minutes of the meeting of the Environmental & Community Development Working Group held on 17 February 2016. Recommendations had been put forward at Minute 14 – Variation to Parking Charges.

Councillor Dendle endorsed the working group's recommendations and Cabinet praised the Environmental Services & Community Development Working Group on their good work.

Following consideration, the Cabinet confirmed its decision as per Decision Notice C/064/210316, a copy of which is attached to the signed copy of the Minutes.

(The meeting concluded at 5.38pm)

ARUN DISTRICT COUNCIL

**DECISION NOTICES FROM THE CABINET MEETING HELD ON
21 MARCH 2016**

REF NO.	DECISION
C/057/210316	Budget Monitoring Report to 31 st January 2016
C/058/210316	Leisure Management Contract Works
C/059/210316	Telephony System Procurement
C/060/210316	Local Enterprise and Apprenticeship Platform Grants
C/061/210316	Establishment of Cabinet Working Parties
C/062/210316	Update on the redevelopment of the Hotham Car Park and Regis Centre Sites, Bognor Regis
C/063/210316	Overview Select Committee Minutes – 15 March 2016
C/064/210316	Environmental Services & Community Development Working Group – 17 February 2016

**PLEASE NOTE THAT THESE DECISIONS WILL COME INTO EFFECT FROM
10.00 A.M. ON WEDNESDAY 30 MARCH 2016 UNLESS
THE CALL-IN PROCESS IS APPLIED**

REFERENCE NO: C/057/210316

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Budget Monitoring Report to 31st January 2016	
OFFICER CONTACT: Carolin Martlew, Financial Services Manager Extn: 37568 e.mail: carolin.martlew@arun.gov.uk	

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

DECISION:

As recommended in the report and amended at the meeting, the Cabinet

RESOLVED – That

- 1) the overall performance against budget, currently on track, be noted;
- 2) the virement of £5k from the corporate underspend in December 2015 to commission specialist advice on the resource requirements for the delivery of the Regis Centre and Hothampton sites in Bognor Regis be noted;
- 3) a virement of up to £20k from the corporate underspend for the purpose of investigating the potential purchase of land which forms part of Enterprise Bognor Regis be noted;
- 4) the use of the balance of the corporate underspend for Vision related work for the remainder of 2015/16 and 2016/17 be approved;
- 5) delegated authority for the Head of Finance and Property, in consultation with the Cabinet Member for Corporate Governance, to approve virements from the corporate underspend for Vision related efficiency projects in 2015/16 and 2016/17 (to be noted on the next budget monitoring report) be approved;
- 6) a virement of up to £60,000 from the earmarked reserve for the development of neighbourhood plans to fund the cost of the Council's legal representation related to a Public Inquiry be approved;
- 7) a virement of approximately £940k of CCF grant to fund a variety of capital schemes in 2015/16 in order for the Public Realm works in Bognor Regis to be completed in 2016/17 be approved;
- 8) the potential additional costs related to redundancies of up to £35k for the continuation of the delivery of the Prevention and Wellbeing services to March 2019 be noted; and
- 9) slippage (due to the delay in the tendering process) in the HRA electrical revenue budget of up to £200,000 to allow these works to take place in 2016/17 be approved.

REASON FOR THE DECISION: To ensure that spending is in line with approved Council policies, and that it is contained within overall budget limits.	
OPTIONS CONSIDERED BUT REJECTED: N/A	
CABINET MEMBER(S):	
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
DISPENSATIONS GRANTED :	None
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None	

REFERENCE NO: C/058/210316

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Leisure Management Contract Works	
OFFICER CONTACT: Robin Wickham, Leisure & Voluntary Sector Manager Extn: 37835 e.mail: robin.wickham@arun.gov.uk	

EXECUTIVE SUMMARY: This report is to recommend that the capital work proposed by Freedom Leisure as part of their tender submission is funded by Arun District Council with an associated increase in the operating fee paid to the Council.	
DECISION: As recommended in the report and amended at the meeting, the Cabinet RESOLVED - That 1) capital expenditure to the sum of £1,153,000 as agreed in the Council's Capital, Asset Management and other Projects Budget 2016/17 for improvement works to leisure assets, be approved; 2) a variation to the leisure operating contract to enable the Council to deliver the capital improvement works and appropriate contracts for project management and works with relevant suppliers, be approved.	
REASON FOR THE DECISION: To carry out improvements to Arun District Council buildings that will have financial implications to the Leisure Operating Contract.	
OPTIONS CONSIDERED BUT REJECTED: To not approve the proposals as set out in the recommendations and allow Freedom Leisure to fund the capital improvement works as set out in their tender submission.	
CABINET MEMBER(S):	
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
DISPENSATIONS GRANTED :	None
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None	

REFERENCE NO: C/059/210316

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Telephony System Procurement	
OFFICER CONTACT: Chris Lawrence, ICT Manager	
Extn: 37803	e.mail: chris.lawrence@arun.gov.uk

EXECUTIVE SUMMARY: This report sets out the Telephony procurement process undertaken by the joint Arun District Council and Chichester District Council project team and also involving the two Council's joint Procurement Team.	
DECISION:	
As recommended in the report, the Cabinet	
RESOLVED – That	
<ol style="list-style-type: none"> 1) the replacement of the current telephone system with Arun District Council working in partnership with Chichester District Council be approved; 2) funding of £125,000 be made available from the 2015/16 Capital Programme to enable the procurement of a replacement telephone system. 3) following the tender and evaluation exercise, the contract be awarded to the preferred supplier at a cost of £117,000 with the capital budget balance retained as the project contingency. (Annual revenue costs are £10,000 per annum which can be funded from existing revenue budgets). 4) the annual maintenance agreement be entered into for 5 years with the option to extend for a further 2 years. Any extension to be subject to the Council obtaining Value for Money and a continued, acceptable standard of service. 5) the Director of Customer Services be authorised to approve additional expenditure required to integrate the solution with Chichester District Council. Such expenditure to be limited to the total project budget. 	
REASON FOR THE DECISION: To complete the procurement.	
OPTIONS CONSIDERED BUT REJECTED: Not to approve procurement and continue with the existing system, seek a supplier hosted solution, upgrade the existing system.	
CABINET MEMBER(S):	
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
DISPENSATIONS GRANTED :	None
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None	

REFERENCE NO: C/060/210316

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Local Enterprise and Apprenticeship Platform (LEAP)	
OFFICER CONTACT: Miriam Nicholls, Business Development Manager Extn: 37845 e.mail: miriam.nicholls@arun.gov.uk	

EXECUTIVE SUMMARY: This report advises Cabinet that following the agreement to go ahead with a Business Grant Scheme a number of grant applications have been received. This is the second round of applications and these have been reviewed by an independent panel. In line with the Council's Constitution, Cabinet approval is required for payment of the grants.	
DECISION: As recommended in the report, Cabinet RESOLVED – That payment of grants under the LEAP scheme should be made as recommended in the report.	
REASON FOR THE DECISION: To enable funding allocated through Section 106 to be used for its specified purpose.	
OPTIONS CONSIDERED BUT REJECTED: To not recommend payment of grants.	
CABINET MEMBER(S):	
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
DISPENSATIONS GRANTED :	None
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None	

REFERENCE NO: C/061/210316

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Establishment of Cabinet Working Parties	
OFFICER CONTACT: Nigel Lynn, Chief Executive Extn: 37601 e.mail: nigel.lynn@arun.gov.uk	

EXECUTIVE SUMMARY: As part of the direction of travel for the 2020 Vision, this report proposes that three Cabinet Working Parties are established to take forward work on reviewing (1) Delegation to Committees & Officers and a review of the Cabinet and Committee Structure; (2) Local Housing Company; and (3) Planning Services. The Working Parties will then report back to Cabinet on the outcomes of their reviews.

DECISION:

As recommended in the report, Cabinet

RESOLVED – That

- 1) in accordance with Responsibility for Function Rule 7.1, three Cabinet Working Parties be established to cover:
 - a) Review of Delegation to Committees & Officers and a separate review of the Cabinet and Committee Structure,
 - b) Local Housing Company
 - c) Planning Services
- 2) the Working Parties will work to the Terms of Reference, timescales and reporting methods detailed in Appendices 1, 2 and 3 to the report; and
- 3) the Leader of the Council will be responsible for nominating members to sit on the Working Parties.

REASON FOR THE DECISION: To take forward projects from the 2020 Vision, as agreed by Full Council on 13 January 2016.

OPTIONS CONSIDERED BUT REJECTED: Not to agree to the proposals. To propose an alternative arrangement for undertaking these reviews.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION: None

DISPENSATIONS GRANTED : None

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: C/062/210316

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Update on the redevelopment of the Hothamton Car Park and Regis Centre sites, Bognor Regis	
OFFICER CONTACT: Karl Roberts, Director of Planning & Economic Regeneration Extn: 37760 e.mail: karl.roberts@arun.gov.uk	

EXECUTIVE SUMMARY: A follow up report following the Full Council meeting on 11 November 2015 to update on the redevelopment of the Hothamton Car Park and Regis Centre sites, Bognor Regis.	
DECISION: As recommended in the report, Cabinet RESOLVED That the progress on the redevelopment of the Hothamton Car Park and Regis Centre sites, Bognor Regis be noted.	
REASON FOR THE DECISION: To note progress to date as requested.	
OPTIONS CONSIDERED BUT REJECTED: Not applicable as this report requested Members to note progress to-date.	
CABINET MEMBER(S):	
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
DISPENSATIONS GRANTED :	None
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None	

REFERENCE NO: C/063/210316

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Overview Select Committee Minutes – 15 March 2016	
OFFICER CONTACT: Liz Fatcher, Head of Democratic Services Extn: 37610 e.mail: liz.fatcher@arun.gov.uk	

EXECUTIVE SUMMARY:

At the meeting of the Overview Select Committee held on 15 March 2016, recommendations had been put forward at Minute 532.

DECISION:

Following consideration of the Minutes, the Cabinet

RESOLVED – That

Minute 532 – Engineering Services Annual Review 2016

- 1) 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 (i.e. the minor ineligible costs); be agreed
- 2) the Engineering Services Manager be authorised 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 reports to Cabinet will be necessary regarding the proposals and/or funding;
- 3) the Engineering Services Manager be authorised to send a copy of this report to the Environment Agency for the benefit of the Agency's supervisory role in coastal defence; and
- 4) drawdown of funds to undertake the bus shelter works, including long-term maintenance in Anchor Springs (zero net financial effect to Arun), be approved.

REASON FOR THE DECISION: To endorse the recommendations of the Overview Select Committee.

OPTIONS CONSIDERED BUT REJECTED: To not endorse the recommendations of the Overview Select Committee.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION: None

DISPENSATIONS GRANTED : None

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: C/064/210316

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Environmental Services & Community Development Working Group – 17 February 2016	
OFFICER CONTACT: Liz Fitcher, Head of Democratic Services Extn: 37610 e.mail: liz.fitcher@arun.gov.uk	

EXECUTIVE SUMMARY: At the meeting of the Environmental Services & Community Development Working Group held on 17 February 2016, recommendations had been put forward at Minute 14 – Variation to Parking Charges.

DECISION:

Following consideration of the Minutes, the Cabinet

RESOLVED – That

Minute 14 – Variation to Parking Charges

- 1) the proposed charge of £10 for over 2 hours parking from 1 July to 31 August in East Green, Sea Road, The Wall and West Beach car parks, Littlehampton, and Gloucester Road car park, Bognor Regis, is rejected and replaced with a charge of £7;
- 2) the proposed charge of £10 for over 3 hours parking from 1 July to 31 August in the West Green car park is rejected and replaced with a charge of £8;
- 3) the proposed parking charges for Banjo Road, Littlehampton, and Culver road and Rock Gardens, Bognor Regis, are rejected and the current charging structure up to 4 hours remains, with an increase from £6 to £7 for over 4 hours;
- 4) the rest of the proposed parking charges, which takes into account the above changes and as shown at Appendix 2, be implemented; and
- 5) the changes to the parking charges as shown at Appendix 2, be introduced from 1 April 2016.

REASON FOR THE DECISION: To consider and endorse the recommendations of the Environmental Services & Community Development Working Group.

OPTIONS CONSIDERED BUT REJECTED: To not consider and endorse the recommendations of the Environmental Services & Community Development Working Group.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET None

MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSATIONS GRANTED : None

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

527

SPECIAL DEVELOPMENT CONTROL COMMITTEE

30 March 2016 at 12.30 p.m.

Present: Councillors Haymes (Chairman), Mrs Hall (Vice-Chairman), Mrs Bower, Bower, Charles, Dillon, Gammon, Mrs Maconachie, Maconachie, Mrs Oakley, Mrs Pendleton, Mrs Rapnik (substituting for Councillor Brooks), Miss Rhodes and Mrs Stainton.

Councillors Bence, Blampied, Mrs Brown, Mrs Daniells and Hitchins were also in attendance at the meeting.

584. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Brooks and Wells.

585. 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 interests of clarity for the public, be recorded in the Minutes as a Prejudicial and Pecuniary Interest.

The Chairman had been requested by Councillor Brooks to advise the meeting that he was not in attendance as he had a prejudicial interest as a member of the Bognor Pier Trust, which had received help from members of the work force associated with the Sir Richard Hotham Project.

Special Development Control
Committee – 30.03.16.

Councillor Dillon declared a personal interest in Agenda Item 4, Planning Application BR/26/15/PL and stated that he had resigned his post as a Trustee of Arun Arts that operates from the Regis Centre but was still a member . On Wednesday 3 February 2016, he had been quoted in the Bognor Regis Gazette as saying “I love the idea of a large theatre but I had reservations about the ability of a theatre of that size surviving”. However, he stated that he had actually said that he liked the design and did not want to stop regeneration but the applicant should have spoken to Arun Arts before proceeding. An 1100 seat theatre would not be in competition with the existing theatre.

Councillor Maconachie declared a personal interest as he was a member of Bognor Regis Town Council.

Councillor Mrs Maconachie declared a personal interest as she lived within the vicinity of the application sites.

586. PLANNING APPLICATIONS

BR/26/15/PL – REDEVELOPMENT AT THE REGIS CENTRE, CAR PARK & PLACE ST MAUR DES FOSSE; BELMONT ROAD CAR PARK AT QUEENSWAY; 3 KIOSKS, THE ESPLANADE; AREA OF LAND WEST OF PIER; LAND EAST OF ROCK GARDENS, BOGNOR REGIS

Description: Redevelopment of the Bognor Regis Centre to provide 3753sqm of commercial space, (Use Class A1,A3/A4,B1a, D2) a 59 room hotel, (Use Class C1) 191 apartments (Use Class C3) 25% of which are 1 bed & 75% 2 bed, & providing 15% Affordable Housing units on site. Car parking for 307 spaces & a revised access arrangement. Soft & hard landscaping on the Place St Maur des Fosse, including a new children’s play area. A new boardwalk facing the Esplanade. Redevelopment of the Hothampton car park to provide a 1100 seat theatre (Sui Generis), with 48 bed hotel above (Use Class C1), car parking, relocation of existing children’s play area & landscaping and associated works. Provision of a Destination restaurant on the Esplanade Theatre Site for 200 covers (Use Class A3) & the relocation of the existing skate park adjacent to the pier & upgrade the facility. Replacement of 3 existing kiosks along the promenade (Use Class A1, A3 and A4). Rearrangement of car parking provision along the Esplanade & associated landscaping of the Public Realm. The site adjacent to the Pier may affect the character & appearance of The Steyne, Bognor Regis Conservation Area. This application affects the setting of Listed Buildings.

The Chairman welcomed to the meeting Mr Matthew Woodward, who would be presenting the application on behalf of the Council as an external consultant.

Mr Woodward presented a full and comprehensive report which set out the detail of the application and all the issues that had been taken account of in reaching

the recommendation for the Committee to consider. A written officer report update was circulated at the meeting which advised on matters relating to viability information; Design Panel appraisal; a consultation response from the Bognor Regis Regeneration Board; and an additional representation relating to the skate park.

In essence, the Committee was advised that the application consisted of 4 sites as follows:-

Site A: Regis Centre, proposal for 191 apartments; 59 room hotel; 12 retail units; 2 offices; pub/restaurant; café; swimming pool/spa; basement parking; plus demolition of the Regis Centre, extensions to the Town Hall, site clearance and on-street parking

Site B: Hothampton Car Park, redevelopment of site to provide theatre and hotel (1100 seats and 48 rooms) with multi-storey car park adjacent for 320 cars.

Site C: Skate Park, removal of skate park and development of 200 cover restaurant with a dome shape; some alterations to Rock Gardens; and 18 car parking spaces in an echelon format in Aldwick Road.

Site D: The Esplanade: 3 kiosks spaced along the promenade with a skate park adjacent to the pier.

It was highlighted that the application would be developed through a phasing arrangement.

In concluding his presentation, Mr Woodward advised that consideration of the proposal involved a thorough balancing exercise and it was recognised that significant benefits would be gained for the regeneration of Bognor Regis, e.g.

- ✓ Improvement of the economic viability and vitality of the town centre
- ✓ Enhancement of the environmental/architectural quality of the townscape
- ✓ Enhancement of the physical/visual linkages between the promenade and town centre.
- ✓ Improvement to the attractiveness of the retail environment to shoppers
- ✓ Improvement to the attractiveness of the town as a holiday destination for visitors

However, he advised that, when assessed against Policy SITE2 of the Local Plan, the benefits of the scheme as summarised at pages 54 and 55 of the agenda, were not considered to outweigh the harm, namely that

Special Development Control
Committee – 30.03.16.

- There was significant conflict with regeneration objectives in improving accessibility – highways proposals were unacceptable.
- Application had not been to a Design Panel and there were concerns and issues in respect of the pedestrian flows through the sites (in particular at Hothampton and the Regis Centre) and there was a poor relationship between the proposed theatre and Queensway. The overall mix of uses did not comply with the family-led scheme set out in the Masterplan.
- The application did not include a viability appraisal in line with the requirements of the NPPF (National Planning Policy Framework) relating to Affordable Housing.
- There was no viability information supporting the other infrastructure requirements requested by West Sussex County Council (WSCC).
- WSCC financial contribution requirements set out at page 25 of the agenda do not include £212,000 required to mitigate the impact on the Pagham Harbour SPA (Special Protection Area)

Accordingly, given that officers did not consider the scheme complied with SITE2 of the Local Plan, it was not felt that the benefit of the proposal could be balanced against non-compliance with infrastructure requirements.

The Council's Housing Strategy & Enabling Manager then addressed the Committee and explained in detail the reasons he felt the scheme was unacceptable in its current form. Whilst acknowledging that the application undoubtedly provided a genuine opportunity for the regeneration of Bognor Regis, the applicants had been unable to offer a 30% proportion of dwellings for affordable housing as they claimed the scheme would be unviable. At best, the applicants were only able to offer 14% affordable housing, all for shared ownership and none for rent, which equated to just 27 affordable homes out of a total of 191.

In summary, the Housing Strategy & Enabling Manager stated that

- The applicants had failed to produce a development which complied with the requirements of the Council's Affordable Housing Policy for 30% Affordable Housing on-site.
- The applicants had argued the scheme would be unviable if it was required to provide any rented affordable housing
- The applicants proposed to provide 14% (27) homes for shared ownership which would not assist any applicants on the Council's housing register
- The Council could not prevent these shared ownership homes being sold to households which did not have a local connection (live or work) in the Arun area
- The applicants had failed to address in the appraisal even a nominal figure for the land costs, as required in a policy compliant appraisal

- The applicants had declined the Council's request for their appraisal documentation to be reviewed by an independent third party, the District Valuation Service
- There were significant doubts about whether the scheme was financially deliverable as proposed by the applicants
- The applicants had stated that they had the necessary finances in place to deliver this scheme but had produced no evidence to support this assumption

The Chairman thanked the officers for their comprehensive presentations and, following public speaking, opened up the matter for debate.

The Head of Development Control made comment with regard to the Planning Performance Agreement and stated that it was his understanding that there was such a draft agreement but it had not been signed by all the parties.

Members participated in a brief discussion and highlighted their concerns with regard to the Theatre Tourism Impact study that had been included with the application; inadequate provision of public parking facilities; the economic viability of the scheme in light of the applicants nil value for the land; and unease that once Site A was developed the remaining three sites might not be completed should the economic situation change. Some aspects of the application were welcomed but it was felt that there was an incoherence which should have been resolved before an application came forward.

The Committee therefore

RESOLVED

That the application be refused as detailed in the report.

(The meeting concluded at 1.50 p.m.)

533

DEVELOPMENT CONTROL COMMITTEE30 March 2016 at 2.30 p.m.

Present: Councillors Haymes (Chairman), Mrs Hall (Vice-Chairman), Mrs Bower, Bower, Brooks, Charles, Dillon, Gammon, Mrs Maconachie, Maconachie, Mrs Oakley, Mrs Pendleton, Miss Rhodes, Mrs Stainton and Wells.

[Note: Councillor Mrs Pendleton was absent from the meeting during consideration of the matters referred to in Minutes 592 (from Planning Application BR/225/15/HH) to 595.]

Councillors Ballard and Mrs Daniells were also in attendance for part of the meeting.

587. 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 interests of clarity for the public, be recorded in the Minutes as a Prejudicial and Pecuniary Interest.

Councillor Dillon declared a personal interest in Agenda Item 9, Planning Applications BR/4/16/PL and BR/225/15/HH, as Chairman of the Planning Committee, Bognor Regis Town Council. He stated that the matters had been

534

Development Control
Committee – 30.03.16.

considered by the Town Council but he was keeping an open mind when considering them today.

Councillor Haymes declared a personal interest in Agenda Item 9, Planning Applications Y/105/15/PL and Y/106/15/L, as Chairman of Yapton Parish Council. He stated that he had taken no part in any consideration of these applications. He also declared a personal interest in Planning Application A/144/15/PL as Chairman of the Angmering Advisory Group.

Councillor Bower declared a personal interest in Agenda Item 9, Planning Application A/144/15/PL, as a member of the Angmering Advisory Group.

588. MINUTES

The Minutes of the meeting held on 24 February 2016 were agreed by the Committee as a correct record and signed by the Chairman.

589. CHAIRMAN'S STATEMENT

Prior to consideration of the following two applications and for clarification, the Chairman read out the following statement:-

“Application P/125/14/PL is a ‘bring back’ application, having previously been deferred from the 21 October 2015 meeting, and, as such, would ordinarily be dealt with separately to the other applications on the agenda. However, given that the application is closely related to application P/58/15/OUT in that they essentially form two halves of a larger site, it is considered that these two applications should be heard side by side. I have therefore agreed that P/58/15/OUT and P/125/14/PL will be considered as the first planning applications on the agenda.

In line with the Public Speaking rules and for clarification, please note that the public have the opportunity to speak on P/58/15/OUT but, as P/125/14/PL is a previously deferred item, the public cannot speak on that application.”

590. P/58/15/OUT – OUTLINE APPLICATION WITH SOME MATTERS RESERVED FOR THE ERECTION OF 90 NO. DWELLINGS WITH ASSOCIATED ACCESS & OPEN SPACE. THIS IS A DEPARTURE FROM THE DEVELOPMENT PLAN, LAND AT SUMMER LANE, PAGHAM

The Committee received a report on the matter, together with the officer's written report update which detailed a representation from West Sussex County Council's Highways Department. The Principal Planning Officer also gave a verbal update on the status of the ditch which was a key part of both schemes. He advised that the ditch was not owned by the applicant and the third party owner could not be

535

Development Control
Committee – 30.03.16.

found. However, it did not need to be a road link in highways terms and a pedestrian link could be established through a Compulsory Purchase Order, if this approach was acceptable to both parties.

Mr Woodward, Planning Consultant, then presented the detail of the application and advised that the principle of development and access arrangements were the only matters to be determined at this meeting.

The Housing Strategy & Enabling Manager advised that the affordable housing provision complied with the 30% required by the Interim Affordable Housing policy.

In discussing the matter, the proposal was generally welcomed, particularly with regard to the affordable housing provision and the green space area. However, concerns were raised regarding traffic issues on Pagham Road and disappointment expressed that there would not be a road link between the two sites.

Following consideration, the Committee

RESOLVED

That the application be approved as detailed in the report.

591. P/125/14/PL – DEMOLITION OF EXISTING DWELLING & ANCILLARY BUILDINGS & ERECTION OF 40 NO. DWELLINGS WITH ASSOCIATED ACCESS, CAR PARKING, CYCLE & REFUSE STORAGE, HARD & SOFT LANDSCAPING & AMENITY SPACE. THIS APPLICATION IS A DEPARTURE FROM THE DEVELOPMENT PLAN, 251 PAGHAM ROAD & LAND R/O, PAGHAM

This application had been deferred from the meeting held on 21 October 2015 to address a number of issues, as set out in the report. As a result, the original report had been amended and two additional conditions (14 and 22) had been included for Members' consideration. A written officer report update was provided at the meeting which detailed missing sections from the original report; a representation from WSCC Highways Department; and an additional representation from a local resident.

The Principal Planning Officer advised that the developers had worked closely with officers to address the concerns of Members and the Council was satisfied with the affordable house mix being proposed.

Following a brief discussion which highlighted ongoing concerns with parking in the vicinity, the Committee

536

Development Control
Committee – 30.03.16.

RESOLVED

That the application be approved as detailed in the report.

592. PLANNING APPLICATIONS

(Prior to consideration of the following application, Councillor Haymes redeclared his personal interest and remained in the meeting and took part in the debate and vote.)

Y/105/15/PL – Conversion of outbuilding to provide 2 No. 1 bedroom independent accommodation units for rental purposes for short to medium term (1-28 nights) with access from Church Lane. This application affects the setting of a listed building, Church House, Church Lane, Yapton Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

(Prior to consideration of the following application, Councillor Haymes redeclared his personal interest and remained in the meeting and took part in the debate and vote.)

Y/106/15/L – Listed Building Consent for conversion of outbuilding to provide 2 No. 1 bedroom independent accommodation units for rental purposes, Church House, Church Lane, Yapton Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

WA/1/16/HH – Two storey extension to provide kitchen, dining room, glazed link to annexe, first floor bedroom & shower room, Woodcroft, West Walberton Lane, Walberton Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

537

Development Control
Committee – 30.03.16.

P/5/16/HH – Two front dormer projections to new 1st floor, 8 Harbour View Road, Pagham Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

P/128/15/HH – Single storey rear extension & front bay window extension, 7 St Thomas Drive, Pagham Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

LU/9/16/PL – Change of use from storage & repair of furniture, sale of goods & workshop centre to B1 (Business) use, Enterprise Units 1-5, Harwood Road, Littlehampton Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

LU/377/15/A – Retention of 12 No. non-illuminated lamp post banners, Various locations on Horsham Road, Worthing Road, Bridge Road/Terminus, Littlehampton Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

FG/5/16/HH – Two storey side extension & roof alterations (Resubmission following FG/163/15/HH), 2 Grange Park, Ferring Having received a report on the matter, together with the officer's written report update detailing changes to representations received, the Committee

RESOLVED

That the application be approved as detailed in the report.

538

Development Control
Committee – 30.03.16.

FG/8/16/PL – Variation of condition 7 imposed under FG/45/15/PL to extend the use of the site hours, Hangleton Nurseries, Hangleton Lane, Ferring Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

FG/9/16/PL – Variation of condition 6 imposed under FG/45/15/PL relating to use of site, Hangleton Nurseries, Hangleton Lane, Ferring Having received a report on the matter, a concern was raised that the buildings in question should not be used for any other purpose. Following a brief discussion, the Committee

RESOLVED

That the application be approved as detailed in the report.

FG/10/16/PL – Erection of a wash-down area adjacent to existing wash-down bay including a connection to existing interceptor at adjacent car dealership premises, Hangleton Nurseries, Hangleton Lane, Ferring Having received a report on the matter, together with the officer report update detailing a request from the agent to amend Condition 5 to make reference to a pressure washer, the Committee

RESOLVED

That the application be approved as detailed in the report and the officer report update.

FG/213/15/HH – Rooms in roof, raise ridge & install 4 No. dormers (resubmission following FG/86/15/HH), White Thorne, The Warren, Ferring Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

FP/8/16/OUT – Outline application for 1 No. bungalow. Resubmission of FP/44/15/OUT, 84 Flansham Lane, Felpham Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

539

Development Control
Committee – 30.03.16.

EG/75/15/HH – Front, side & rear extensions. Resubmission of EG/31/15/HH, Woosters, Church Lane, Eastergate Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

EG/76/15/HH – Erection of an ancillary annexe – Resubmission of EG/61/15/HH – This application affects the character and appearance of Church Lane (Eastergate) Conservation Area, Manor Farm Cottages, Church Lane, Eastergate Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

EP/8/16/HH – Single & two storey extensions (resubmission following EP/114/15/HH), 19 Normandy Lane, East Preston Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

(Prior to consideration of the following application, Councillor Dillon redeclared his personal interest and remained in the meeting and took part in the debate and vote.

Councillor Mrs Daniells spoke to the following application on behalf of Bognor Regis Town Council.)

BR/4/16/PL – Coffee kiosk to include tables & chairs, South of Esplanade Grande, West of Foreshore Office, The Esplanade, Bognor Regis Having received a report on the matter, the Committee participated in some discussion as concerns were raised that the siting of this proposal was in the wrong location due to it being a very busy area with cycling, the train, roller skaters, etc. However, officer advice was given that although services were available at various points along the Esplanade, this was the only position where services were already in place.

There was a divergence of opinion as to whether the application should be approved, with some Members seeing no reason to refuse. However, other Members did not concur with the officer recommendation to approve and, on being put to the vote, it was refused. The Planning Team Leader advised that he had not

540

Development Control
Committee – 30.03.16.

heard any planning reason to refuse the application in the debate and, following a short adjournment, the Committee

RESOLVED

That the application be refused for the following reason:

The kiosk by reason of its position and size would result in harm to the free flow of pedestrian movements on the promenade contrary to GEN7 (vii) of the Arun District Local Plan.

BR/225/15/HH – Retrospective application for alterations to existing outbuilding, 120 Collyer Avenue, Bognor Regis Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

BR/259/15/A – Retention of 12 No. non-illuminated lamp post banners, Hotham Way, High Street adjacent to Hotham Park, Upper Bognor Road, Bognor Regis Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

AB/162/15/A – Retention of 8 No. non-illuminated lamp post banners, Various locations at Ford roundabout, A27 roundabout, Ford Road, Arundel Having received a report on the matter, together with the officer's written report update detailing removal of the informatives from the recommendation, the Committee

RESOLVED

That the application be approved as detailed in the report and the officer report update.

AB/164/15/HH – Construction of enlarged hall & replacement porch to front elevation & revised proposals for rear dormer, 62 Ford Road, Arundel Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

541

Development Control
Committee – 30.03.16.

Prior to consideration of the following application, Councillors Haymes and Bower redeclared their personal interest and remained in the meeting and took part in the debate and vote.

A/144/15/PL – 246 No. residential dwellings including garages & associated parking, affordable housing, associated landscape & infrastructure & addition of pumping station. Utilisation of 2 No. existing vehicular access points from Roundstone Lane & formation of access road to serve the development. Departure from the Development Plan, Land at West End Nursery, Roundstone Lane, Angmering Having received a report on the matter, together with the officer's written report update detailing representation received with regard to County Highways; and WSCC and NHS developer contributions, the Planning Team Leader also advised that this application had increased the number of dwelling by 51 units, which would boost the extra housing the Council needed to achieve.

The Housing Strategy & Enabling Manager was pleased to confirm that the 20% affordable housing for rent and shared ownership was acceptable – the tenure split was currently being negotiated and was also acceptable.

Following consideration, the Committee

RESOLVED

That the application be approved as detailed in the report.

A/162/15/PL – Car showroom & workshop with associated access, car parking & landscaping, Land North of Roundstone By Pass, Roundstone By Pass, Angmering Having received a report on the matter, the Committee

RESOLVED

That the application be refused as detailed in the report.

AW/362/15/HH – Single storey rear extension & side dormer to form rooms in roof and pitched roof over existing garage, 9 Balliol Close, Aldwick Having received a report on the matter, the Committee

RESOLVED

That the application be refused as detailed in the report.

593. PLANNING APPEALS

The Committee received and noted the planning appeals that had been received and 5 appeals that had been heard.

542

Development Control
Committee – 30.03.16.

594. DEVELOPER VIABILITY APPRAISALS

The Housing Strategy & Enabling Manager presented this report which highlighted that development viability was an increasingly important aspect in the process of determining planning applications. As a result, the Council received viability appraisals from applicants and developers in support of their planning applications. The appraisals generally set out the financial rationale for why an application was unable to meet the Council's planning obligations for affordable housing, but tended to be presented as confidential items. It was being proposed that, in future, and to provide greater transparency to the public, the Council would publish developer viability appraisals, either in full or part, if they failed to meet the Council's Affordable Housing Policy requirements.

Following consideration, the Committee

RESOLVED

That it be noted that, with immediate effect, the Council will publish developer viability appraisals in full if they fail to meet the Council's Affordable Housing Policy requirements. Only in exceptional circumstances will this not be applied and the reasons for doing so will be set out on the Council's website.

595. ARUN HORTICULTURE SECTOR: LOCAL DEVELOPMENT ORDER – STATUTORY CONSULTATION

The Committee received a report which proposed the creation of an LDO (Local Development Order) that would focus on areas already used extensively by the horticultural industry within the Arun Local Plan area (Arun District Council administrative area excluding land within the boundary of the South Downs National Park). The value of the horticulture sector to the local economy was recognised and supported in the Arun Local Plan (2011-2031) and the Council's Economic Strategy to 2026.

The detail of the work undertaken to date was set out in the report, with the draft LDO being attached for information. It was proposed that the draft LDO be published for statutory consultation with the aim of it being "made" in 2016.

Following consideration, the Committee

RESOLVED – That

(1) a statutory consultation be carried out from 7 April 2016 for a period of six weeks regarding the introduction of an Arun Horticulture – Local Development Order;

543

Development Control
Committee – 30.03.16.

(2) the Director of Planning & Economic Regeneration be given delegated authority to make any minor changes to the consultation documents, in consultation with the Cabinet Member for Planning & Infrastructure; and

(3) a report be brought back to the Committee and Full Council on the response to the consultation exercise, together with recommendations as to the next steps.

(The meeting concluded at 6.15 p.m.)

MEMBERS IT WORKING PARTY

31 March 2016

Present: - Councillors Charles (Chairman), Clayden, Dingemans, Mrs Oakley and Mrs Rapnik [from Minute 16 part]

13. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Hitchins and Councillor Wensley.

14. 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.
- 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.

There were no declarations made.

15. MINUTES

The Minutes of the meeting held on 15 December 2015 were approved by the Working Party as a correct record and were signed by the Chairman.

16. I-PAD SURVEY RESULTS 2016

The Head of Policy & Partnerships presented the Members and Officers I-Pad Survey Report, February 2016. This provided a comprehensive survey and analysis of users' views on using a Council supplied I-Pad.

In receiving the survey, Members were pleased to note that the views on I-Pad use, from both Councillors and Officers, had been broadly positive.

The working party discussed the electronic committee calendar with general agreement that this was useful. Comment was made, that where Members had more than one diary to manage, there had been difficulty synchronising Calendar information across web providers. The IT Technical Manager was aware of this difficulty and stated that he would make further investigations with the warning that synchronisation, across providers, may not be achievable.

The working party praised the good work and support of the council's staff in the IT department and gave thanks for their enthusiastic, practical assistance.

17. UPDATE ON I-PAD AGREEMENTS

The Head of Policy and Partnerships advised that 15 Councillors had signed I-Pad Agreements.

Members were informed that the new I-Pad Pro 9.7" 32GB Model with a HP Envy 5530 wireless printer would be provided to those Councillors with signed agreements. The IT Technical Manager advised that the newer I-Pad model was the best choice to ensure continued performance, over the three year agreement, with the equipment being two times faster than existing models including better graphics and screen. At the end of the I-Pad agreement it was clarified that equipment would be returned, as property of Arun District Council, and dealt with under the current IT Disposal Policy.

The working party was informed that some Members had opted to use a private I-Pad device for council business. It was noted that this incurred costs.

There was a brief debate on the pros and cons of Member I-Pad Agreements. Members expressed discontent with the IT Members Allowance and felt that allowance issues had hindered I-Pad take up. The working party agreed that the next Members Allowance Review should consider the IT Member Allowance.

The Chairman was keen that Members would not be refused an I-Pad due to the I-Pad Agreement deadline of 31 March 2016. The IT Technical Manager confirmed that Members would be accommodated should they request an I-Pad at a later date. It was noted that the full amount payable would be reclaimed for the remainder of the Member's term of office.

In conclusion, the Head of Policy & Partnerships reminded Members that Digital Arun was part of the Council's Vision and should be considered a priority.

18. FUTURE OF THE MEMBERS IT WORKING PARTY

In discussing the future of the Members IT Working Party it was agreed that a meeting should be held within two years to review existing Members IT arrangements and formulate any new Members IT plans before the next District Election.

It was anticipated that more information would be available following the next Members Allowances Review.

It was agreed that the Chairman could call a meeting of the Members IT Working Party, at any time, should it become necessary.

(The meeting concluded at 5.40pm)

545

LICENSING AND ENFORCEMENT COMMITTEE
AND
LICENSING COMMITTEE

8 April 2016 at 9.30 a.m.

Present : Councillors Bence (Chairman), Cates, Charles, Clayden, Mrs Daniells, Dillon, Mrs Oakley, Oliver-Redgate, Mrs Pendleton, Purchase, Warren and Wheal

596. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Patel, Gammon and Reynolds.

597. 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 interests of clarity for the public, be recorded in the Minutes as a Prejudicial and Pecuniary Interest.

There were no declarations of interest made.

598. MINUTES

The Minutes of the meeting held on 11 March 2016 were approved by the Committee as a correct record and signed by the Chairman.

Licensing & Enforcement
Committee – 08.04.16.

LICENSING COMMITTEE

599. LICENSING SUBCOMMITTEE – 18 MARCH 2016

The Committee received and noted the Minutes of the meeting of the Licensing Subcommittee held on 18 March 2016.

In considering the Minutes, concern was raised at the lack of a Police presence at hearings where they had submitted written evidence as it was felt that Members were then not able to ask questions for clarification, etc to assist with their decision making role. In the course of discussion, it was agreed that a strong written representation would be made to the Police Commissioner and Chief Constable following a briefing between the Licensing Manager, Chief Executive and the Chairman.

600. CHANGES TO THE LICENSING ACT 2003

The Committee received and noted an information paper presented by the Licensing Manager which highlighted changes to the Licensing Act 2003 that would be introduced via The Policing & Crime Bill on 6 April 2016.

LICENSING AND ENFORCEMENT COMMITTEE

601. EXEMPT BUSINESS

The Committee

RESOLVED

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 item of business on the grounds that it 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 item.

602. NON-COMPLIANCE WITH A HOUSING ACT 2004 IMPROVEMENT NOTICE (S11 & 12) [Exempt – Paragraph 1 – Information Relating to Individuals]

The Principal Environmental Health Officer Housing presented a comprehensive report which set out the detail of a case whereby the owners of a tenanted property had not complied with an Improvement Notice with respect to Category 1 and Category 2 hazards that had been identified at the property.

Following consideration, the Committee

RECOMMEND TO THE CABINET MEMBER FOR HOUSING

That legal proceedings be commenced for non-compliance with an Housing Act 2004 Improvement Notice (Section 11 & 12).

(The meeting concluded at 10.00 a.m.)

549

DEVELOPMENT CONTROL COMMITTEE

20 April 2016 at 2.30 p.m.

Present: Councillors Haymes (Chairman), Mrs Hall (Vice-Chairman), Mrs Bower, Bower, Brooks, Charles, Dillon, Gammon, Mrs Oakley, Mrs Pendleton, Miss Rhodes and Mrs Stainton.

[Note: Councillor Mrs Pendleton was absent from the meeting during consideration of the matters referred to in Minutes 603 to 604.]

603. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor

604. 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 interests of clarity for the public, be recorded in the Minutes as a Prejudicial and Pecuniary Interest.

Councillor Haymes declared a personal interest in Agenda Item 7, Planning Application Y/6/16 as Chairman of Yapton Parish Council. He stated that he had taken no part in any decision making on the matter.

Development Control
Committee – 20.04.16.

Councillor Bower declared a personal interest in Agenda Item 7, Planning Application LU/114/15/RES and LU/117/15/RES, as Chairman of the North Littlehampton Steering Group, which had discussed the applications. He reserved his position.

605. MINUTES

The Chairman advised that the Minutes of the Special meeting and the Ordinary meeting held on 30 March 2016 would be signed at the next meeting as they had not been circulated for Members consideration.

606. PLANNING APPLICATIONS

AL/11/16/PL – 1 No. replacement dwelling, Crunchy Cottage, Park Lane, Aldingbourne Having received a report on the matter, together with the officer's written report update which detailed an additional condition relating to materials to be used, the Committee

RESOLVED

That the application be approved as detailed in the report and the officer report update.

A/20/16/PL – Replacement of an existing bungalow with a detached chalet style dwelling & a pair of semi-detached chalet style dwellings. This application is a departure from the Development Plan, Caretakers Cottage, Angmering School, Greenwood Drive, Angmering Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

FP/32/16/PL – Temporary Container Storage Unit with external cladding & pitch roof. Resubmission following FP/216/15/PL, 114 Felpham Way, Bognor Regis Having received a report on the matter, concerns were raised that the unit was far too big and ugly looking and would have a detrimental impact on the neighbouring property. Officer advice was given that the unit had been erected under permitted development and approval was being sought to improve its appearance whilst building works were carried out on the site, with a condition being placed on any approval to ensure the structure would be ancillary and only be permitted for one year. However, the Committee did not accept the officer recommendation for approval and

RESOLVED

That the application be refused for the following reason:-

The storage unit of its size and position could cause harm to the residential amenities of the neighbouring dwelling contrary to GEN7 of the Arun District Local Plan and the NPPF.

(Prior to consideration of the following application, Councillor Bower had declared a personal interest and remained in the meeting and took part in the debate and vote.

Councillor Gammon declared a personal interest as a member of the North Littlehampton Steering Group. He remained in the meeting and took part in the debate and vote.)

LU/114/15/RES – Approval of reserved matters following outline permission LU/47/11 for layout, appearance and landscaping of access road, Land north of Toddington Lane, east of southern section of proposed By-pass and west of Parcels B3 & B5, Littlehampton Having received a report on the matter, the Committee was advised by the Head of Planning Policy and Strategic Development that there were outstanding matters that required input from the County Highways Department with regard to the design audit and road safety audit and he therefore requested that, when resolved, any approval be delegated to the Director of Planning & Economic Development, in consultation with the Chairman.

Comment was made that the proposal was a vast improvement on what had originally been submitted and was now more in keeping with the design brief. Following consideration, the Committee

RESOLVED

That authority be delegated to the Director of Planning & Economic Development, in consultation with the Chairman, to approve the application as detailed in the report when West Sussex County Highways confirm that the Road Safety Audit and Design are acceptable.

(Prior to consideration of the following application, Councillor Bower had declared a personal interest and remained in the meeting and took part in the debate and vote.

Councillor Gammon declared a personal interest as a member of the North Littlehampton Steering Group. He remained in the meeting and took part in the debate and vote.)

Development Control
Committee – 20.04.16.

LU/117/15/RES – Approval of reserved matters following outline consent LU/47/11 for construction of 117 dwellings together with associated internal road network, car parking & landscaping on parcels B3 & B5 following demolition of existing glasshouses & buildings, Land to the north of Toddington Lane, Littlehampton Having received a report on the matter, together with the officer's written report update detailing an additional letter of objection received, the Committee was advised by the Head of Planning Policy & Strategic Development that this proposal related to the second phase of residential development and that an area for play had now been included, which was centrally located within the site.

Following consideration, the Committee

RESOLVED

That the application be approved as detailed in the report.

M/1/16/HH – First floor extension, 7 Ancton Drive, Middleton on Sea Having received a report on the matter, the Committee was advised by the Planning Team Leader that it was recognised that the proposed extension was not subservient to the dwelling but, on balance, it was felt that it would not have a detrimental impact on the amenity of the adjoining properties and would not be out of character with the street scene.

In considering the application, a request was made and duly seconded that a site visit should be undertaken to assess the impact of the proposal on the street scene. The Committee therefore

RESOLVED

That the application be deferred to enable the Site Inspection Panel to visit the site.

M/128/15/HH – Move location of existing brick boundary wall & replace existing lean-to greenhouse with single storey side extension, 2 Maple Close, Middleton on Sea Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

P/25/16/HH – 2 No. velux windows to existing roof, 2 No. new windows at first floor level, replacement of 12 No. windows & 4 No. doors at ground floor level, weatherboarding to gale ends & new bedroom & bathroom within existing loft area (amendments to conditions 3 & 4 previously approved under P/104/09), 74 Harbour Road, Pagham Having received a report on the matter, together with the officer's written report update detailing an additional letter of support, the Committee

RESOLVED

That the application be approved as detailed in the report.

R/303/15/PL – Change of use from shop (A1 Shops) to hot food takeaway (A5 Hot Food Takeaways), single storey rear extension. Installation of ventilation system & parking to rear. This application affects a Public Right of Way, 9 Broadmark Parade, Broadmark Lane, Rustington Having received a report on the matter, together with the officer's written report update detailing an amendment to Condition 3 relating to opening hours, the Committee

RESOLVED

That the application be approved as detailed in the report and officer report update.

(Prior to consideration of the following application, Councillor Haymes had declared his personal interest and remained in the meeting and took part in the debate and vote.)

Y/6/16/PL – Demolish existing barn to provide a new residential dwelling. Single storey extension to east & north facing elevation. Patio & car parking. This is a departure from the Development Plan, Hoe Barn Cottage, Hoe Lane, Flansham Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

607. PLANNING APPEALS

The Committee received and noted the planning appeals that had been received and 2 appeals that had been heard.

(The meeting concluded at 4.15 p.m.)

555

CABINET

9 May 2016 at 5.00 pm

Present : Councillors Wensley (Vice-Chairman), Bower, Chapman, Dendle, Elkins and Wotherspoon.

Councillors Bence, L Brown, Charles, Clayden, Gammon and Mrs Hall were also in attendance.

608. APOLOGIES FOR ABSCENCE

Apologies for absence had been received from Councillor Mrs Brown.

609. 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.

610. MINUTES

The Minutes of the meeting held on 21 March 2016 were approved by the Cabinet as a correct record and signed by the Chairman.

Cabinet – 09.05.16

611. AWARD OF CONTRACT TO BUILD COUNCIL HOUSES AND GIVE AUTHORITY TO PURCHASE HOMES ON A PRIVATE HOUSING DEVELOPMENT

In presenting the report, the Head of Housing sought approval in respect of building new Council houses at Wick, Littlehampton and Glenlogie, Bognor Regis and for the purchase of properties on a new private housing development at Garden Crescent, Barnham.

The Cabinet were supportive of the report's recommendations welcoming the addition to the Council's housing stock. The Head of Housing and his team were congratulated for their work on the project.

The Cabinet then confirmed its decision as per Decision Notice C/065/090516, a copy of which is attached to the signed copy of the Minutes.

612. USE OF PLANNING CONSULTANTS TO ASSESS CERTAIN CATEGORIES OF PLANNING APPLICATION

Cabinet received a report from the Director of Planning & Economic Regeneration that requested authorisation for the Council to undertake a Pilot exercise regarding the use of Planning Consultants to assess certain categories of planning applications. It was noted that the cost of the Pilot would not exceed £20,000.

It was explained that the Planning Service had been operating with a number of vacancies for some time. The result of this understaffing had caused caseloads to gradually rise and the high cost of employing agency staff could not provide a long term solution. The Director of Planning & Economic Regeneration proposed a Pilot exercise to explore the benefits and any dis-benefits of outsourcing the assessment of a high volume of small scale planning applications. It was noted that one aim of the Pilot would be to determine longer term solutions whilst reducing the number of live applications in the shorter term.

A number of questions were asked which were responded to at the meeting. Members were keen that local knowledge should be retained when considering planning applications and there was some concern that consultants would be remote. The Director of Planning & Economic Regeneration emphasised that the Council would ensure consultants were aware of the local area for assessments and all final decisions would continue to be the Council's responsibility. Members were assured that the Pilot would be monitored to ensure that clear communications would be made available to residents, ensuring continuation of good service.

In considering the report's recommendation, Cabinet were supportive and commended the Director of Planning & Economic Regeneration for the innovative Pilot that would help address Planning's staffing issues.

The Cabinet then confirmed its decision as per Decision Notice C/066/090516, a copy of which is attached to the signed copy of the Minutes.

613. SAFER ARUN PARTNERSHIP (SAP) – 14 MARCH 2016

Cabinet received and noted the minutes of the Safer Arun Partnership (SAP) meeting held on 14 March 2016.

(The meeting concluded at 5.25pm)

ARUN DISTRICT COUNCIL

**DECISION NOTICES FROM THE CABINET MEETING HELD ON
9 MAY 2016**

REF NO.	DECISION
C/065/090516	Award of contract to build Council Houses and authority to purchase homes on a private housing development.
C/066/090516	Use of Planning Consultants to assess certain categories of planning application.

**PLEASE NOTE THAT THESE DECISIONS WILL COME INTO EFFECT FROM
10.00 A.M. ON WEDNESDAY 18 MAY 2016 UNLESS
THE CALL-IN PROCESS IS APPLIED**

REFERENCE NO: C/065/090516

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Award of contract to build council houses and give authority to purchase homes on a private housing development.	
OFFICER CONTACT: Brian Pople, Head of Housing Extn: 37718 e.mail: brian.pople@arun.gov.uk	

EXECUTIVE SUMMARY: This report sets out the procurement process undertaken by the Council in respect of building new Council houses at Wick, Littlehampton and Glenlogie, Bognor Regis and seek approval to progress the build with the successful contractor. The report also seeks authority to purchase properties on a new private housing development at Garden Crescent Barnham.

DECISION:

As recommended in the report, the Cabinet

RESOLVED – That

- 1) the award of contract for building homes at Wick, Littlehampton and Glenlogie, Bognor Regis to contractor 'A' for the sum of £3.9m subject to finalising the programme, be approved;
- 2) subject to contract, the purchase of 9 homes at Garden Crescent, Barmham for the sum of £1.1m, be approved.

REASON FOR THE DECISION: To allow development of housing at Wick, Littlehampton and Glenlogie, Bognor Regis to go ahead and proceed with the purchase of 9 homes on a private development at Garden Crescent, Barnham.

OPTIONS CONSIDERED BUT REJECTED: 1. To not proceed with the award of contract for building homes at wick, Littlehampton. 2. To not proceed with the purchase of 9 houses at Garden Crescent, Barnham.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
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DISPENSATIONS GRANTED :	None
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CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: C/066/090516

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Use of Planning Consultants to assess certain categories of planning application.	
OFFICER CONTACT: Karl Roberts, Director, Planning & Economic Regeneration	
Extn: 37760	e.mail: karl.roberts@arun.gov.uk

EXECUTIVE SUMMARY: This report seeks authorisation for the Council to undertake a Pilot exercise regarding the use of Planning Consultants to assess certain categories of planning application, for example householder applications. The cost of the Pilot exercise would not exceed £20,000.

DECISION:

As recommended in the report, the Cabinet

RESOLVED

that the use of £20,000 of planning fee income only, to fund a Pilot project regarding the use of Planning Consultants to assess certain categories of planning application, be approved.

REASON FOR THE DECISION: To reduce the number of 'live' applications and to undertake a Pilot exercise exploring the benefits and dis-benefits of Planning Consultants to assess certain categories of planning applications.

OPTIONS CONSIDERED BUT REJECTED: To reject the request.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
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DISPENSATIONS GRANTED :	None
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CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

559

LICENSING AND ENFORCEMENT COMMITTEE
AND
LICENSING COMMITTEE

13 May 2016 at 9.30 a.m.

Present : Councillors Bence (Chairman), Patel (Vice-Chairman), Brooks (substituting for Councillor Mrs Daniells) Cates, Charles, Dillon, Oliver-Redgate, Warren and Wheal

613. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Clayden, Mrs Daniells, Gammon, Mrs Oakley, Purchase and Reynolds.

614. 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 interests of clarity for the public, be recorded in the Minutes as a Prejudicial and Pecuniary Interest.

Having taken advice from the Solicitor present, Councillor Wheal declared a prejudicial interest in Agenda Item 6, Application for a Street Trading Consent in Mill Road, Arundel, as he had opposed the application in his role as Ward Member. He stated that he would leave the meeting during its consideration.

Licensing & Enforcement
Committee – 13.05.16.

615. MINUTES

The Minutes of the meeting held on 8 April 2016 were approved by the Committee as a correct record and signed by the Chairman.

LICENSING COMMITTEE

616. LICENSING SUBCOMMITTEE – 25 APRIL 2016

The Committee received and noted the Minutes of the meeting of the Licensing Subcommittee held on 25 April 2016.

LICENSING AND ENFORCEMENT COMMITTEE

617. APPLICATION FOR A STREET TRADING CONSENT IN MILL ROAD, ARUNDEL

The Committee received a report from the Licensing Officer which set out the detail of an application for a street trading consent for the sale of hot beverages from a mobile vehicle, to be sited in Mill Road, Arundel. The standard conditions for street trading consents had been omitted from the agenda in error and these were circulated at the meeting for Members' consideration.

In discussing the matter, concerns were expressed with regard to the siting of the vehicle on a busy road which could give rise to obstruction of the highway and could cause danger to pedestrians. In addition, it was felt that litter could be a problem in this environmentally sensitive area. The Committee therefore did not approve the application and

RESOLVED

That the application be refused for the reasons stated.

618. EXEMPT BUSINESS

The Committee

RESOLVED

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 item of business on the grounds that it 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 item.

(Prior to consideration of the following item, Councillor Oliver-Redgate received advice from the Solicitor and declared a personal interest as a taxi driver with another authority and remained in the meeting. He abstained from voting.)

619. COMPLAINT REGARDING A DRIVER'S BEHAVIOUR [Exempt – Paragraph 1 – Information Relating to Individuals]

The Licensing Officer presented this report which set out the detail of a complaint that had been received which called into question the behaviour of a licensed hackney carriage/private hire driver. A written statement from the driver was circulated at the meeting for Members' consideration.

The driver was in attendance to put forward his case and, following questions put to him which were answered at the meeting, all parties left the room to enable the Committee to consider the matter.

Having taken account of all the representations made, the Committee

RESOLVED

That 5 points be registered against the driver licence for rude or offensive behaviour and that a strict written warning be issued, both for a period of 12 months.

(The meeting concluded at 10.10 a.m.)

563

DEVELOPMENT CONTROL COMMITTEE18 May 2016 at 2.30 p.m.

Present: Councillors Haymes (Chairman), Mrs Hall (Vice-Chairman), Mrs Bower, Bower, Brooks, Charles, Dillon, Gammon, Maconachie, Mrs Maconachie, Mrs Oakley, Mrs Pendleton, Miss Rhodes and Mrs Stainton.

620. APOLOGY FOR ABSENCE

An apology for absence had been received from Councillor Wells.

621. 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 interests of clarity for the public, be recorded in the Minutes as a Prejudicial and Pecuniary Interest.

Councillor Haymes declared a personal interest in Agenda Item 8, Planning Application Y/5/16/PL, as Chairman of Yapton Parish Council. He stated that he had taken no part in the decision making process.

Councillor Bower and Mrs Bower declared a personal interest in Agenda Item 8, Planning Application EP/30/16/HH, as the site was on the same estate where they lived but they could not see it.

Development Control
Committee – 18.05.16.

622. MINUTES

The Minutes of the meetings held on 30 April 2016 (Special and Ordinary) and 20 April 2016 were signed as a correct record, subject to apologies being recorded for Councillors Maconachie, Mrs Maconachie and Wells for the meeting on 20 April 2016.

623. PLANNING APPLICATION A/144/15/PL, LAND AT WEST END NURSERY, ROUNDSTONE LANE, ANGMERING – HEADS OF TERMS

The Chairman agreed that this matter could be considered as a matter of urgency as it was felt prudent that the Committee should have sight of the Heads of Terms due to the change to the substantial sums involved.

The Principal Planning Officer circulated a summary of the Heads of Terms document in respect of Planning Application A/144/15/PL and explained that the detail of the application had been considered at the meeting on 30 March 2016, with the Heads of Terms being prepared and submitted to the meeting on 20 April. However, these were omitted from that agenda in error and, given the sum of developer contributions being sought, it was felt that Members should have the opportunity to consider the Heads of Terms, with officers seeking approval before conclusion of the S106 Agreement. The previous application for 195 units included obligations totalling £5,011,566 which equated to £25,700 per unit plus 39 affordable dwellings. Obligations were now £7,009,574 which equates to £28,494 per unit plus 49 affordable dwellings.

Following consideration, the Committee

RESOLVED

That the Heads of Terms be approved.

624. VISIT BY SITE INSPECTION PANEL – M/1/16/HH – FIRST FLOOR EXTENSION, 7 ANCTON DRIVE, MIDDLETON ON SEA

The Committee received a report on a visit of the Site Inspection Panel and, having taken account of the Panel's view that the proposal was acceptable,

RESOLVED

That the application be approved as detailed in the officer report.

625. PLANNING APPLICATIONS

(Prior to consideration of the following application, Councillor Haymes had declared a personal interest and remained in the meeting and took part in the debate and vote.)

Y/5/16/PL – Erection of 2 No. holiday cottages including provision for areas of hard & soft landscaping, parking, waste & cycle storage. Departure from the Development Plan, Land at Longacre, Maypole Lane, Yapton Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

R/52/16/PL – New dwelling (amendment to R/14/14), 2 Broadmark Way, Rustington Having received a report on the matter, together with the officer's written report update detailing additional information received relating to surface water drainage and resultant amended condition, the Committee

RESOLVED

That the application be approved as detailed in the report.

M/7/16/PL – Demolition of existing garage, pool house & part east wing of existing house & erection of 1 No. dwelling & garage, Little Coombe, 46 Sea Lane, Middleton on Sea Having received a report on the matter, together with the officer's written report update detailing that the S106 deed was no longer required, the Committee participated in some debate on the matter. Concerns were voiced that the proposal would detrimentally alter the street scene in an Area of Special Character and, furthermore, the modern design would not fit in with what was already there. As a result a site visit was requested and agreed and the Committee

RESOLVED

That the application be deferred to enable the Site Inspection Panel to visit the site.

LU/45/16/PL – 6 No. two bed & 3 No. one bed apartments with associated cycle & refuse storage, The Locomotive Inn, 5 Terminus Road, Littlehampton Having received a report on the matter, together with the officer's written report update detailing that the S106 deed was no longer required and resultant amended conditions sheet, Members were also advised that Condition 10 should be amended to an Informative and the Committee then

Development Control
Committee – 18.05.16.

RESOLVED

That the application be approved as detailed in the report and the officer report update, subject to Condition 10 being amended to an Informative.

LU/51/16/HH – Two storey rear extension & single storey side extension. Resubmission of LU/386/15/HH, 52 Highdown Drive, Littlehampton Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

LU/60/16/PL – Erection of 8 No. new flats in the curtilages of Nos. 118 & 120 Wick Street with vehicular access from Beaconsfield Road, 118-120 Wick Street, Littlehampton Having received a report on the matter, together with the officer's written report update detailing that the S106 deed was no longer required and resultant amended condition sheet, the Committee

RESOLVED

That the application be approved as detailed in the report and the officer report update.

FP/37/16/HH – Single storey side extension, 21 Haywards Close, Felpham Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

EG/12/16/HH - Single storey front extension & Single storey rear/side extension (resubmission following EG/60/15/HH), 15 Orchard Way, Barnham Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

EP/20/16/HH - Single storey hipped roof extension to front elevation, 29 Lavinia Way, East Preston Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report

EP/27/16/HH – Rear extension, side dormer & 6 rooflights, 25 Vermont Drive, East Preston Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

(Prior to consideration of the following application, Councillors Bower and Mrs Bower had declared a personal interest and remained in the meeting and took part in the debate and vote. They further stated that the Residents' Association had objected to the proposal.)

EP/30/16/HH – Demolition of existing garage, construction of two storey side extension. Insertion of Juliette Balcony to front. Extension of existing side dormer to create en-suite bathroom. Erection of new fence to front of property, 10 Homelands Avenue, East Preston Having received a report on the matter, Members identified concerns with regard to the proposed alterations to the dwelling and their effect on the character of the area. A site inspection was requested and agreed and the Committee therefore

RESOLVED

That the application be deferred to enable the Site Inspection Panel to visit the site.

BR/48/16/HH – Front bay window extension, 9 Ivydale Road, Bognor Regis Having received a report on the matter and verbal advice that this was a staff application, the Committee

RESOLVED

That the application be approved as detailed in the report.

626. PLANNING APPEALS

The Committee received and noted the planning appeals that had been received and 5 appeals that had been heard.

Development Control
Committee – 18.05.16.

627. THANKS

The Chairman thanked Members and officers for their contribution to the working of the Committee over the last year and for the help and assistance they had given to him. The Committee in turn wished the Chairman well in his upcoming role as Chairman of the Council for 2016/17.

(The meeting concluded at 4.15 p.m.)

CABINET

31 May 2016 at 5.00 pm

Present : Councillors Mrs Brown (Chairman), Bence, Bower, Chapman, Dendle and Wotherspoon.

Councillors L Brown, Charles, Clayden, Mrs Oakley and Oppler were also in attendance.

16. WELCOME

The Chairman welcomed Councillors, representatives of the public, press and officers to the first meeting of Cabinet for the Municipal Year 2016/17. Councillor Bence was introduced and welcomed to his new role as the Cabinet Member for Housing.

17. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Wensley.

18. 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.

Councillor Dendle declared a Prejudicial and Pecuniary Interest in Agenda Item 6, Local Enterprise and Apprenticeship Platform (LEAP) as a possible beneficiary.

Cabinet – 31.05.16

19. MINUTES

The Minutes of the meeting held on 9 May 2016 were approved by the Cabinet as a correct record and signed by the Chairman.

20. START TIMES

The Cabinet

RESOLVED

That the start times of meetings for the remainder of 2016/17 be 5.00 p.m.

21. PUBLIC SPACE PROTECTION ORDER CONSULTATION IN ARUN

In presenting the report, the Head of Neighbourhoods asked Cabinet to consider consulting on applying provisions available through a Public Space Protection Order (PSPO) made under the Anti-Social Behaviour Crime & Policing Act 2014, taking into account the resources available to the Council and partner organisations for enforcement.

The Head of Neighbourhoods informed Cabinet that since this report was first presented, at the Cabinet Meeting on 8 February 2016, the requested consultation with Members had been completed and the original proposals amended as a result.

The Chairman referred Members to the report's recommendations. In discussing these recommendations, it was made clear that Cabinet were being requested, at this stage, to approve a consultation on applying the provisions available through a Public Space Protection Order (PSPO) and not final implementation. There was unanimous agreement that the proposed consultation should proceed.

The Cabinet then confirmed its decision as per Decision Notice C/001/310516, a copy of which is attached to the signed copy of the Minutes.

22. LOCAL ENTERPRISE AND APPRENTICESHIP PLATFORM (LEAP)

(Prior to consideration of this item, Councillor Dendle had declared a Personal and Prejudicial Interest and left the meeting during discussion on this item.)

The Cabinet received a report from the Director of Planning & Economic Regeneration that requested approval for payment of a number of grants under the Local Enterprise and Apprenticeship Platform (LEAP). It was noted that this was the third round of applications that had been received and

reviewed by an independent panel, the Arun Business Partnership Steering Group.

Cabinet praised the LEAP scheme as an excellent investment in the future of the Arun District that had worked well in supporting small businesses and apprenticeships.

The Cabinet then confirmed its decision as per Decision Notice C/002/310516, a copy of which is attached to the signed copy of the Minutes.

23. BOGNOR REGIS PIER ENHANCEMENT PROJECT

The Director of Planning & Economic Regeneration presented the report on the Bognor Regis Pier Enhancement Project that requested additional financial assistance to support the cost of the work required as part of a funding bid to the Heritage Lottery Fund.

In discussion, Cabinet were supportive of the proposal as it was hoped that it would contribute towards the regeneration of Bognor Regis.

The Cabinet then confirmed its decision as per Decision Notice C/003/310516, a copy of which is attached to the signed copy of the Minutes.

24. REVIEW OF THE HOUSING REVENUE ACCOUNT FINANCIAL POSITION AND OPTIONS FOR ANGELS NURSERY, BARNHAM

Cabinet received a report from the Director of Customer Services with respect to the purchase of properties at Angels Nursery, Barnham and the implications for the Housing Revenue Account (HRA) financial position.

Members were reminded of their earlier agreement to purchase 16 homes for Social Rent at Angels Nursery, Barnham. Following a revised planning application the developer had asked whether the Council would want to bid for 14 homes instead, at affordable rather than social rental values. In considering whether to proceed on this basis Members were referred to the Governments significant legislative changes and the resulting very challenging financial position of the HRA.

In discussing the report's recommendations Cabinet was in agreement that, in view of the recent changes outlined in the report, it would be sensible to not proceed with acquiring the houses on this site.

The Cabinet then confirmed its decision as per Decision Notice C/004/310516, a copy of which is attached to the signed copy of the Minutes.

Cabinet – 31.05.16

25. SOCIAL MEDIA GUIDANCE FOR COUNCILLORS

Cabinet received a report introducing Social Media Guidance for Councillors from the Head of Policy & Partnerships. Cabinet's endorsement of this guidance was requested.

In discussing the guidance, it was confirmed that a separate policy on the use of social media by staff had been written and would be discussed by the Staff Consultation Panel and then considered by Full Council. Cabinet briefly debated the pros and cons of social media use and were in agreement that guidance was necessary.

The Cabinet confirmed its decision as per Decision Notice C/005/310516, a copy of which is attached to the signed copy of the Minutes.

26. JOINT ARUN AREA COMMITTEES

The Cabinet received and noted the Minutes of the meetings of the Joint Arun Area Committees as follows:- .

Joint Eastern Arun Area Committee – 8 March 2016

Joint Western Area Committee – 9 March 2016

Joint Downland Arun Area Committee – 14 March 2016

(The meeting concluded at 5.25pm)

ARUN DISTRICT COUNCIL

**DECISION NOTICES FROM THE CABINET MEETING HELD ON
31 MAY 2016**

REF NO.	DECISION
C/001/310516	Public Space Protection Order Consultation in Arun
C/002/310516	Local Enterprise and Apprenticeship Platform (LEAP)
C/003/310516	Bognor Regis Pier Enhancement Project
C/004/310516	Review of the Housing Revenue Account Financial Position and Options for Angels Nursery, Barnham
C/005/310516	Social Media Guidance for Councillors

**PLEASE NOTE THAT THESE DECISIONS WILL COME INTO EFFECT FROM
10.00 A.M. ON THURSDAY 9 JUNE 2016 UNLESS
THE CALL-IN PROCESS IS APPLIED**

REFERENCE NO: C/001/310516

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Public Space Protection Order consultation in Arun	
OFFICER CONTACT: Roger Wood, Head of Neighbourhoods Extn: 37671 e.mail: roger.wood@arun.gov.uk	

EXECUTIVE SUMMARY: The Cabinet is asked to consider consulting on applying provisions available through a Public Space Protection Order (PSPO) made under the Anti-Social Behaviour Crime & Policing Act 2014, taking into account resources available to the Council and partner organisations for enforcement.

DECISION:

As recommended in the report, the Cabinet

RESOLVED – That

(1) Tackling and reducing anti-social behavior

(a) the existing Designated Public Place Orders in Eastern and Western areas of the District (geographical areas outlined in Appendix A) be transferred to a PSPO, thereby enabling current controls to remove alcohol to be maintained.

(b) a discretionary power be approved to move on any persons congregating who are engaged in anti-social behaviour or who authorised officers reasonably believe may be likely to cause public nuisance within the areas shown in Appendix A.

(2) Introduction of measure to control dogs in Ferring (geographical area outlined in Appendix B)

Dogs be kept on a lead between Worthing Borough Council boundary and Kingston Gorse between 1st April and 30th September inclusive as outlined in Appendix B.

(3) Consultation be approved on a proposed PSPO to take place with the Chief Police Officer, Police and Crime Commissioner and, on a district wide basis, to include Arun District Councilmembers, Town and Parish Councils, West Sussex County Council, the community and other organisations that may have a strong interest in the proposed Order.

REASON FOR THE DECISION: To enable the Council and partner organisations to contribute to reducing ASB and improve Community safety.

OPTIONS CONSIDERED BUT REJECTED:

To agree to a combination of the proposed prohibitions outlined in section 2.
To not agree to any of the proposed prohibitions outlined in section 2.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET None

MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSATIONS GRANTED : None

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: C/002/310516

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Local Enterprise and Apprenticeship Platform (LEAP)	
OFFICER CONTACT: Miriam Nicholls, Business Development Manager Extn: 37845 e.mail: miriam.nicholls@arun.gov.uk	

EXECUTIVE SUMMARY: This report advises Cabinet that following the agreement to go ahead with a Business Grant Scheme a number of grant applications have been received. This is the third round of applications and these have been reviewed by an independent panel. In line with the Council's Constitution, Cabinet approval is required for payment of the grants.

DECISION:

As recommended in the report, the Cabinet

RESOLVED

That payment of grants under the LEAP scheme be approved, as set out in the report.

REASON FOR THE DECISION: To enable funding allocated through Section 106 to be used for its specified purpose.

OPTIONS CONSIDERED BUT REJECTED: To not recommend payment of grants.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET None

MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSATIONS GRANTED : None

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: C/003/310516

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Bognor Regis Pier Enhancement Project	
OFFICER CONTACT: Karl Roberts, Director, Planning & Economic Regeneration Extn: 37760 e.mail: karl.roberts@arun.gov.uk	

EXECUTIVE SUMMARY: To agree the virement of £10,000 to Economic Regeneration from a Planning budget for the purpose of providing a grant to the Bognor Regis Pier Trust to support the cost of additional work required as part of submitting a funding bid to the Heritage Lottery Fund.

DECISION:

As recommended in the report, the Cabinet

RESOLVED - That

(1) the sum of £10,000 be vired from a Planning Budget to Economic Regeneration; and

(2) the transfer of the said sum in (1) above to the Bognor Regis Pier Trust for the purpose of supporting the cost of additional work required as part of submitting a funding bid to the Heritage Lottery Fund, be approved.

REASON FOR THE DECISION: To support a Local community group seeking to restore a significant local heritage asset. The provision of this funding would be consistent with the objectives of Policy 8C of the Bognor Regis Neighbourhood Plan which specifically supports the regeneration of the Pier.

OPTIONS CONSIDERED BUT REJECTED: To either reject or modify the recommendation.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET None

MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSATIONS GRANTED : None

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: C/004/310516

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Purchase of Properties at Angels Nursery, Barnham and Implications for the Housing Revenue Account Financial Position.	
OFFICER CONTACT: Brian Pople – Head of Housing & Paul Warters – Director of Customer Services Extn: 37718 e.mail: paul.warters@arun.gov.uk	

EXECUTIVE SUMMARY: This report identifies the issues in relation to the option to bid for 14 properties on the Angels Nursery development at Barnham and clarifies the current position with the HRA (Housing Revenue Account) Business Plan.

DECISION:

As recommended in the report, the Cabinet

RESOLVED – That

- (1) the bid for 14 houses at Angels Nursery will not proceed;
- (2) the proposals regarding the management of HRA assets, which will require constitutional change to implement, be noted.
- (3) the HRA Business Plan will be brought back to Cabinet for a review, once the impact of various proposed legislative changes has been published by Government and assessed by Officers.

REASON FOR THE DECISION: To highlight the significant risks in progressing with the purchase of houses at Angels Nursery at a time when it is clear that the Housing Revenue Account will be affected by further reductions in income, which make planning for any form of improvement challenging.

OPTIONS CONSIDERED BUT REJECTED: To agree the purchase of 14 houses at Angels Nursery noting the impact on the HRA Business Plan and that to do so would take the HRA balances below the minimum reserve considered acceptable and appropriate to the current financial risks the Council is having to work within.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
DISPENSATIONS GRANTED :	None

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: C/005/310516

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Social Media Guidance for Councillors	
OFFICER CONTACT: Paul Askew, Head of Policy & Partnerships Extn: 37515 e.mail: paul.askew@arun.gov.uk	

EXECUTIVE SUMMARY: This report introduces guidance for Councillors on the use of social media.	
DECISION: As recommended in the report, the Cabinet RESOLVED That the guidelines on the use of social media by Councillors be endorsed.	
REASON FOR THE DECISION: To ensure that there are some guidelines for Councillors to be aware of when using social media.	
OPTIONS CONSIDERED BUT REJECTED: Not to issue the guidance.	
CABINET MEMBER(S):	
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
DISPENSATIONS GRANTED :	None
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None	

OVERVIEW SELECT COMMITTEE

7 June 2016 at 6.00 p.m.

Present: - Councillors Elkins (Chairman), English (Vice-Chairman), Ballard, Mrs Bence, Blampied, Mrs Harrison-Horn, Hitchins, Mrs Oakley, Mrs Rapnik, Warren and Dr Walsh.

Councillors Bence, Bower, Mrs Brown, Chapman, Dendle, Dingemans and Wotherspoon were also present for either all or part of the meeting.

[Note:- Councillor Dr Walsh was absent from the meeting during consideration of the matters referred to in Minute 38 (Part)].

27. WELCOME

The Chairman, welcomed Members, officers, and representatives from the press to the meeting.

28. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs Daniells, Edwards, Hughes and Oliver-Redgate and from the Deputy Leader of the Council and Cabinet Member for Corporate Governance, Councillor Wensley.

29. 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.

- 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.

Although there were no Declarations of Interest made, Councillor Elkins confirmed that he might need to declare a Prejudicial/Pecuniary Interest in Agenda Item 9 (Council Tax Support Task and Finish Working Party – 24 May 2016) in relation to reducing discounts on unfurnished properties if this was debated.

30. MINUTES

The Minutes of the Committee meeting held on 15 March 2016 were approved by the Committee as a correct record and were signed by the Chairman.

31. START TIMES

The Committee

RESOLVED

That its start times for meetings during 2016/2017 be 6.00 pm.

32. THE COUNCIL'S 2020 VISION – WORKING TOGETHER FOR A BETTER FUTURE

The Chairman in welcoming the Chief Executive to the meeting outlined to Members that an updated A3 coloured copy of Appendix A to the report, outlining the current status of Phases 1 and 2 and Arun Improvement Programme (AIP) projects, had been circulated to the meeting.

The Chief Executive then presented his report and covered the background to the 2020 Vision programme which had been established following the Local Government Association (LGA) Corporate Peer Review Challenge conducted in March 2014. This addressed how the Council needed to change and it provided the strategic direction to help it become a more effective and sustainable one and to enable it to meet future demands.

The need for the Council to change had been presented to Members at past meetings of the Council as the forecast in its Mid-Term Financial Strategy 2015-2021 showed that its balances would fall below the recommended level by 2020 if no further improvement to the Council's revenue/budget deficit was made through the 2020 Vision work.

Via a series of workshops held from early 2015, Members had been engaged in discussion in various forms about the future of the Council leading up to 2020 and had agreed the route to becoming a better Council. The Council's agreed priorities linked to the four changes outlined below:

- Offer an improved customer experience
- Build better relationships with other organisations and the community
- Provide more digital opportunities to make dealing with us easier
- Become smaller but more effective

The Chief Executive outlined that these changes addressed the changing demographics of the District and to achieve these the Council needed to be more digital; increase its income; reduce its costs; make service improvements; reduce the demand on its services; and determine what services it should or should not be involved with.

The second phase of the Vision work proposed a major restructure of the organisation to reduce management costs. It was anticipated that this would have the least effect on the public but would achieve the required savings year on year. Further reports to Cabinet and Full Council would identify longer-term savings.

The Chief Executive referred Members to the circulated Appendix A as this identified, out of the basket of projects listed, which ones were progressing well and which ones required more time to develop. The varying timescales for projects were due to a lack of capacity available within the organisation to progress all of the projects at the same time.

Six of the Phase 1 projects were 'shared services' and looked at what the Council could do differently and in a better way with a partner authority. The history behind this was that the Council already shared many of its services with Chichester District Council and due to the success of this, discussions were moving forward with Chichester and Horsham District Councils in terms of how further joint working could be progressed. A Working Board and a Steering Group had been set up with a consultant having been appointed from the LGA to look at possible options. Some funding from the LGA had been provided for this work. The final report from

the consultant had not yet been completed but would be reported through to Cabinet in the near future.

Finally, the Chief Executive explained that the few changes agreed by Full Council on 13 January 2016 required an acceptance of information technology assisting the Council to move forward. Although Phase 1 of the Vision programme would save a substantial sum of money year on year, the overall savings fell considerably short of the up to £4m target. To meet this figure a digital transformation of services was required to meet the changing culture and expectations of the public whilst at the same time driving down costs.

Members had agreed an initial £120k to be made available to help develop the first phase of the 2020 Vision projects and the detail of what had been spent to date had been provided within the report. This confirmed that £37k had been spent but that further investment in digital technology would be required to create further savings. The Click, Call and Come In initiative had improved performance but more work was required to improve 'Click' and the digital side of what the Council did on a daily basis as already emphasised.

The Chairman then invited the Committee to ask questions. The questions asked and comments made are set out below:

- An opportunity was being missed as the most obvious way to make substantial savings and to provide a simpler way of doing things was to create one or two Unitary Authorities for West Sussex by deleting the tier making up District and Borough Councils. The Chief Executive confirmed that a combined authority approach to Devolution was an ongoing project but that such proposals were to combine authorities and not to create Unitary Authorities.
- There was very little reflection on what the changes proposed would mean for the public. Although it was accepted that improvements needed to be made in enhancing the customer experience and the Council would be more cost effective, no evaluation in terms of how this would be perceived or understood by the public had been provided – how would residents see that their services would be improved. The Chief Executive explained that the most recent performance figures would be submitted to the next meeting of Cabinet on 27 June 2016. These illustrated the high performance the Council was delivering. Having the resources in the right area would provide

an overall better service. Each project had an element of improvement for the Council's customers.

- Concern was expressed that restructuring services did not always mean progress – would the changes proposed elongate the Council's decision making process? The Chief Executive outlined that a reduced management tier would simplify the process. Work was also progressing in looking at the levels of delegations given to Officers and where there were opportunities to conduct business in a quicker and more efficient way. A complete review of the Council's Constitution and Financial Regulations would be undertaken to streamline processes as part of the Vision programme.
- When was the Wavelength Panel abolished and in looking at the importance of customer service, several references had been made about Councillors having to appreciate that a 'smaller and more effective' Council would result in Councillors having to accept that the Council would have to do continue running with less staff resource - what services to Councillors would be reduced and how would this affect the service that Councillors provided to their Constituents? The Chief Executive outlined that it would be necessary for the Council to reduce the money it spent on such processes. An alternative way of conducting consultation on satisfaction of Council services had taken place at minimal cost to the Council. The last Wavelength Panel was in February 2015 and this process had saved £6k. The outcome of the work of the Cabinet Working Parties and the results of the Vision projects would confirm how the Council should operate to become more efficient and effective. Any changes to decision making would be included in this work.
- Who formed the Corporate Peer Challenge Review? This process and the make-up of the challenge team was explained by the Chief Executive.
- Why was the Council not tackling really big projects and issues such as Housing – which could be outsourced to a company? The Chief Executive explained that there were clear projects that did address these issues in the programme circulated (Appendix A). With the housing and planning function, contact had been made with all West Sussex District and Borough Councils to see if a shared service approach could be investigated further. However, no interest had been received. Complex issues surrounding legislation and computer systems and software made partnerships difficult to pursue.

The ongoing work of the Cabinet Working Party looking at proposals to establish a Local Housing Company was explained.

- What would the £20k requested in the third recommendation be spent on? The Chief Executive stated that this would be used to employ an external consultant to work with him to undertake the work at restructuring the overall management structure covering the Corporate Management Team (CMT) and Senior Management Team (SMT).
- Concerns were expressed about getting the balance right in terms of the number of managers compared with officers – what would the new structure look like and how would this work? How could Members be expected to support Recommendation 3 without a draft structure in place to analyse? The Chief Executive explained that more information would be available for Full Council on 20 July 2016 as he was conducting an informal consultation exercise with staff at this time.
- The Vision Programme project table showed the savings total expected to be achieved from completing the projects listed but this showed a large shortfall in meeting the £4m required savings. Did this mean that the Council would have far less staff in the future? It was confirmed that the Council was looking at reductions in staffing that would equate to around £400k in savings. Staff terms and conditions would also be changed and would assist in filling the shortfall gap.
- Concerns were expressed about the proposed changes in working practices for planning. The Chief Executive explained the work of the Cabinet Working Party looking at reviewing delegation and the Cabinet/Committee Structure.
- The timescale surrounding the completion date of the London Road Student Accommodation project was queried. It was confirmed that the project was aiming to be completed by April 2019.
- The importance of ensuring the joint funding of public conveniences was highlighted and the need for the Council to continue working with Town and Parish Councils to provide this vital service. The Chief Executive confirmed that a report would be going to Cabinet on 25 July 2016 to move this project forward.
- The progress of a Shared Service for Finance was queried – why was this suspended? The Chief Executive explained that no other authorities had shown interest in sharing this service due to the differing software packages used. However, plans were in place to still look at the finance department going

forward through another stage later on in the year, along with a number of other services not currently covered by the 2020 Vision programme. Furthermore, other parts of this service being Payroll and Audit formed separate shared services projects which were progressing.

- Would redundancies meet the current Council policy of covering its costs within 3 years and in the case of CMT 1.5 years? The Chief Executive confirmed that this would be the case in line with Council policy.
- Looking at longer term savings, what would be looked at to ensure that the up to £4m saving target would be met? The Chief Executive outlined that further reports to Cabinet and Full Council would identify these and how the Council would move closer to financial sustainability.

The Committee then turned to the recommendations in the report and in looking at Recommendation 1, Councillor Mrs Oakley proposed the following amendment to read [deletions have been shown using ~~striketrough~~ and additions have been shown using **bold**] “Cabinet agrees the 2020 Vision for the Council, as outlined in Paragraph 2.5 of this report, and ~~accepts the~~ **understands the serious** implications arising, as outlined in the report, which **will require detailed consideration by Members and Officers.**”

This amendment was seconded by Councillor Dr Walsh.

Discussion on this amendment saw questions being asked about the interaction that had taken place with Members throughout this process. Members were reminded of the series of workshops that had been held since February 2015 which had given them the opportunity to be engaged in all of the discussions that had taken place. A further Vision workshop was planned for 16 June 2016.

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

Returning to the substantive recommendations, Councillor English proposed an amendment to Recommendation 3 to read as follows [deletions have been shown using ~~striketrough~~ and additions have been shown using **bold**] “Cabinet ~~support~~ **considers** the general revised structure principles, outlined in Paragraph 3.1 of this report”. This amendment was seconded by Councillor Dr Walsh.

Speaking to this amendment Members queried how a revised structure could be supported at this stage without them being able to see the full detail of it. The Chief Executive explained that the outcome of this review had not yet been concluded. A special meeting of Cabinet on 11 July 2016 would consider the way forward. With the report being considered by the Committee this evening, it was accepted that there were some gaps which would be filled in time for this meeting and then Full Council on 20 July 2016. By that time the Consultant's report on the outcome of the shared services reviews would be complete and the formal consultation with CMT and SMT on the intended management restructure would have been undertaken.

On the amendment to Recommendation 3 being put to the vote it was declared CARRIED.

Having thanked the Chief Executive for his presentation and detailed responses, the Committee

RECOMMEND TO CABINET – That

- (1) Cabinet agrees the 2020 vision for the Council, as outlined in Paragraph 2.5 of this report and understands the serious implications arising, as outlined in this report, which will require detailed consideration by Members and Officers;
- (2) Cabinet notes the progress of the Phase 1 and 2 projects identified in Appendix A of this report;
- (3) Cabinet consider the general revised structure principles, outlined in Paragraph 3.1 of this report;
- (4) A supplementary estimate of up to £20k is supported to assist with the Council's management restructure [equivalent to a Band D council tax of £0.35] ; and
- (5) Cabinet notes the remaining estimated financial shortfall anticipated following Phases 1 and 2 of the 2020 Vision programme. A further report on Phase 3 priorities will be presented to Full Council in due course.

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

33. THE EUROPEAN SINGLE PROCUREMENT DOCUMENT

The Committee received and noted a report from the Procurement Officer which updated the Committee on the introduction, in January 2016, of the European Single Procurement Document and how this affected the Council in terms of how this would work in practice.

The Committee was advised that the document had been introduced as an obligation on contracting Authorities to accept the document from bidders as part of a competitive tender selection process. The aim of this was to reduce the administrative burdens on bidders and authorities by simplifying the manner in which information and evidence was produced at selection stage.

To date local authorities had not received any formal guidance from the Government and so it was not possible to inform Members as to how this introduction would work as there were still some key questions that needed to be answered in terms of how the use of the document would fit together with the Pre-Qualification Questionnaires.

34. CABINET MEMBER QUESTIONS AND UPDATES

The Chairman asked the Cabinet Member for Customer Services, Councillor Wotherspoon, a question about street drinking in the Sunken Gardens in Bognor Regis and what plans the Council had in place to combat the problem.

The Cabinet Member for Customer Services, Councillor Wotherspoon, provided a detailed response. He outlined that the problems associated with street drinking in Bognor Regis Town Centre and the Sunken Gardens in particular were an ongoing issue which had no easy or quick solution.

Whilst reported problems of alcohol related antisocial behaviour (ASB) has reduced over the last 12 months, it was acknowledged that the visibility of street drinking and public concern remained. Through the Safer Arun Partnership (SAP) and assisted by the Office of the Police & Crime Commissioner, a Street Community Outreach Key Worker had been employed to work with individuals who had some of the most entrenched behaviours. This work had significantly reduced the negative public impacts of a number of key individuals. In addition, directed patrol activity had taken place by the Police in the Sunken Gardens and surrounding areas and under the current Designated Public Place Order (DPPO) confiscated alcohol where ASB was or was likely to occur.

Members were reminded that Cabinet, at its meeting held on 31 May 2016, had agreed to consult on introducing a Public Space Protection Order (PSPO) which would transfer the powers contained in the DPPO to a PSPO, along with powers to disperse individuals causing or likely to cause ASB. It was made clear that the Council had not adopted a PSPO only agreed to consult (commencing 20 June) on the proposals.

A meeting had already been planned for this week involving the Council's Community Safety Team and Sussex Police to identify what future actions could be taken to minimise the impacts of alcohol consumption in the Sunken Gardens.

A representative from a local Community Group active in the Sunken Gardens was advocating the designation of a town centre space to enable street drinkers to consume alcohol. Whilst there were examples of this approach being undertaken in other parts of the Country, it required the involvement of the Police and support services to be successful. Currently this approach was not being supported due to the resource implications.

The response of some Members of the Committee was that they were appalled to hear that someone should recommend drinking in Bognor Regis as this was an area where such activity could be harmful to tourism. Councillor Wotherspoon was asked if such a strong consultation process on the PSPO was needed and at a time when the Council was intent on making savings? Councillor Wotherspoon responded by confirming that it was necessary to formally consult on the Order. The Chief Executive confirmed this but outlined that in terms of cost, the Council was anticipating spending only a minimal amount of money on this consultation exercise.

The Cabinet Member for Planning & Infrastructure, Councillor Bower, updated the Committee on two matters. Firstly, the Planning Department was pursuing the objective of bringing on board planning apprenticeships which would be introduced over the next couple of weeks. Some interest in terms of applications had already been received. It was confirmed that funding for this was being provided by the Department for Communities and Local Government in conjunction with Chichester University. Secondly, Councillor Bower reported back following his attendance at an A27 Arundel By-Pass Stakeholder meeting which he had attended a few weeks ago. It was disappointing to report that no options had been presented, instead those in attendance had been asked to contribute information on alternative routes used by residents. Consultation was timetabled for April 2018.

35. COUNCIL TAX SUPPORT TASK AND FINISH WORKING PARTY –
24 MAY 2016

The Chairman of the Council Tax Support Task and Finish Working Party, Councillor Hitchins, asked the Benefits Manager to explain to the Committee the recommendations that had been put forward following the meeting of the Working Party held on 24 May 2016. The Minutes from this meeting had been circulated to Members separately to the agenda.

The Committee

RECOMMEND TO CABINET – That

(1) elements of the Council Tax Reduction Scheme for Year 5 – April 2017 be aligned with the Council's Housing Benefit scheme as this would make the scheme easier to administer and understand by both staff and claimants;

(2) subject to the above being approved, it be noted that aligning the scheme in this way would gradually remove the family premium and that the backdating provision be reduced to one month;

(3) Option 11 – introducing a minimum payment – Method B – that all working age recipients of Council Tax reductions pay an extra £3.70 (or the Department of Works and Pension deduction –whatever is greater) be approved with this being introduced for April 2017; and

(4) no further changes are made to reducing discounts on substantially unfurnished properties.

The Committee also

RESOLVED

That Councillor Mrs Bence would fill Councillor Dingeman's place on the Council Tax Support Task and Finish Working Party for future meetings.

36. FEEDBACK FROM WEST SUSSEX COUNTY COUNCIL'S JOINT SCRUTINY GROUP HOUSING PROVISION FOR CARE LEAVERS REVIEW – 4 AND 18 APRIL 2016

The Chairman welcomed the former Chairman of the Committee, Councillor Dingemans, to the meeting. Before inviting Councillor Dingemans to provide his feedback report, following his attendance at the County Council's Joint Scrutiny Group meetings held on 4 and 18 April 2016, the Chairman stated that he wished to have placed on record his and the Committee's thanks to Councillor Dingemans for the work undertaken by him as Chairman of the Committee during 2015/2016.

Members were then reminded that the review aimed to consider the current housing provision for care leavers in West Sussex to help improve the co-working between District and Borough Councils and the County Council.

The Task and Finish Group (TFG) aimed to complete this review by May 2016 but issuing the final report for the Committee to consider had been delayed to allow participating authorities time to reconsider a Protocol called the Pathway Plan which addressed the care requirements of care leavers in the last 3 years of their time in care.

Councillor Dingemans outlined that the Joint Scrutiny Group had invited three young people to attend the meetings to hear from them their experiences both good and bad having worked through this process. It had been felt that the Protocol was not being applied properly across the County and so further work needed to be undertaken to strengthen this and to address care needs for care leavers beyond the age of 18. It was anticipated that the final report on this review would be available by the end of June 2016 so that it could be brought to the Committee's meeting on 26 July 2016.

The Committee then noted the contents of the updated provided.

(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).

37. FEEDBACK FROM THE MEETING OF WEST SUSSEX COUNTY COUNCIL'S HEALTH AND ADULT SOCIAL CARE COMMITTEE (HASC) HELD ON 27 APRIL 2016

The Committee received and noted a feedback report from Councillor Blampied following his attendance a meeting of the West Sussex County Council's Health and Adult Social Care Committee held on 27 April 2016.

38. WORK PROGRAMME 2016/2017

The Committee Manager reminded Members that the Council's Constitution required the Committee to make a report annually on its future work programme to identify the major topics it would consider throughout the year.

At its last meeting held on 15 March 2016, the Committee had been asked to consider its work programme for the 2016/2017 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 for consideration at this meeting.

A draft Work Programme for 2016/2017 had been attached to the agenda for the Committee to approve so that this could be recommended onto Full Council on 20 July 2016 for final approval. The work programme had been developed based on some of the suggestions put forward by Members at its last meeting, however, Members were asked to be mindful of the following:

- it had been structured to be able to accommodate required updates on the Council's Vision as this progressed and any other issues needing to be accommodated as when they might arise;
- it had been developed recognising that in the future, following longer term savings, a smaller Council would mean that there would be less staff resource to undertake projects or reviews;
- any ideas coming forward would need to bring value to the Council
- work was progressing on items looking ahead to as far as 2017/2018 in which large reviews on items such as the Cleansing Contract Tender and Contract Performance would be undertaken (January 2018)
- how the Committee could "hold to account" Cabinet Members

Finally, the Committee Manager outlined that it was necessary to defer feeding back the results of the Council Tax Review Consultation from 27 September to the 22 November 2016 meeting. This was because in view of the recommendations agreed earlier to the 2017 scheme, a longer consultation period would be required.

In discussing the work programme, Councillor Blampied asked if the Committee could review progress on the construction of the new swimming pool at Littlehampton. The Chief Executive confirmed that the Environment & Leisure Working Group would be receiving very regular updates on progress and that for its meeting in July it would be receiving a gant chart plotting out various development stages of this project. He recommended that from this, the Committee might wish to consider when it might want to look at reviewing any stages as the project developed.

The Committee

RECOMMEND TO FULL COUNCIL

That the Committee's Work Programme for 2016/2017 be approved.

(The meeting concluded at 8.14 pm.)

Date of Meeting: 7 June 2016			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	The Council's 2020 Vision	Nigel Lynn	
2	The European Single Procurement Document	Phil Pickard	Requested by Cllr Dingemans
3	To consider the recommendations from the meeting of the Council Tax Support Working Party held on 24 May 2016 on the Council Tax Reduction Scheme for Year 5 – April 2017	Sue Priest	On-going review
Performance Reviews			
	There are no items for this meeting.		
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
4	Feedback from West Sussex County Council's Task and Finish Group on Housing provision for Care Leavers Review following meetings held on 4 and 18 April 2016	Cllr Dingemans	
5	Feedback from West Sussex County Council's Health and Adult Social Care Committee (HASC) held on 27 April 2016 and a joint meeting of HASC and the Young People's Services Committee also held on 27 April 2016	Cllr Blampied (tbc at Annual Council)	
Holding Cabinet to account			
6	Cabinet Member Questions and Updates	All Cabinet	
Work Programme			
7	To agree the work programme for 2016/2017	Liz Fatcher	To be reported to Full Council on 20.07.16

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2016/2017**

Date of Meeting: 26 July 2016			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	HRA Business Plan – Update on its Development	Paul Warters/Brian Pople	Requested by the Committee at its last meeting held on 15 March 2016
Performance Reviews			
2	Corporate Plan 2013-2017 Performance outturn for 1 April 2015 to 31 March 2016	Nigel Lynn	Review of end of year performance
3	Service Delivery Plan 2013-2017 Performance outturn for 1 April 2015 to 31 March 2016	Nigel Lynn	Review of end of year performance
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
4	To consider the final report from West Sussex County Council's Housing Provision for Care Leavers Review	Cllr Dingemans	
5	Feedback from Police and Crime Panel Meeting – 4 July 2016	Cllr L Brown/Cllr P Wotherspoon	
6	Feedback from Meeting of HASC held on 10 June 2016	Cllr Blampied	
Holding Cabinet to account			
7	Cabinet Member Questions and Updates – focus for this meeting on reviewing performance against the Corporate Plan and Service Delivery Plans	All Cabinet	
Work Programme			
8	Work Programme – 2016/17 – Update	Jane Fulton	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2016/2017**

Date of Meeting: 27 September 2016			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Feedback from Council Tax Review – Consultation with residents and Precepting Authorities	Sue Priest	Subject to responses received on the consultation
2	The Council's Filming/Photographic Policy	Paul Askew	
Performance Reviews			
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
3	Feedback from Meeting of HASC held on 2 September 2016	Cllr G Blampied	
4	Feedback from the Meeting of the West Sussex Police and Crime Panel held on 23 September 2016	Cllr P Wotherspoon/Cllr L Brown	
Holding Cabinet to account			
5	Cabinet Member Questions and Updates – focus for this meeting on Cabinet Member for Environmental Services	All Cabinet	
Work Programme			
6	Work Programme 2016/17 – Update	Jane Fulton	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2016/2017**

Date of Meeting: 22 November 2016			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
	There are no items for this meeting		
Performance Reviews			
1	Voluntary Action Arun & Chichester Group (VAAC) – tbc	Robin Wickham	Second Review by the Committee – first reviewed 18 November 2014
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
2	Feedback from Meetings of HASC held on 29 September and 10 November 2016	Cllr G Blampied	
Holding Cabinet to account			
3	Cabinet Member Questions and Updates – focus for this meeting on Cabinet Member for Planning & Infrastructure	All Cabinet	
Work Programme			
4	Work Programme 2016/17 – Update	Jane Fulton	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2016/2017**

Date of Meeting: 24 January 2017			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Council Budget – 2017/2018	Alan Peach	
2	Possible Local Plan Review - tbc	Karl Roberts	Suggested by OSC on 15 March 2016
Performance Reviews			
3	Corporate Plan 2014-2017 Performance update for April to September 2016	Nigel Lynn	
4	Service Delivery Plans – Quarter 2 Performance Out-turn Report for April to September 2016	Nigel Lynn	
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
5	Feedback from Meetings of HASC held on 18 January 2017	Cllr G Blampied	
6	Feedback from Sussex Police and Crime Panel Meeting held on 20 January 2017	Cllr L Brown/Cllr P Wotherspoon	
Holding Cabinet to account			
7	Cabinet Member Questions and Updates – focus for this meeting on reviewing performance against the Corporate Plan	All Cabinet	
Work Programme			
8	Work Programme 2015/16 – Update	Jane Fulton	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2016/2017**

Date of Meeting: 21 March 2017			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Coast Protection and Land Drainage Annual Review	Roger Spencer	Scrutinising performance over the winter months on coastal and drainage matters
2	Review of the Leisure Contract Tender process and Freedom Leisure Performance	Philippa Dart	
Performance Reviews			
	There are not items for this meeting		
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
3	Feedback from Meetings of HASC held on 8 March 2017	Cllr G Blampied	
Holding Cabinet to account			
4	Cabinet Member Questions and Updates – focus for this meeting on Cabinet Member for Environmental Services	All Cabinet	
Work Programme			
5	Work Programme 2016/2017 – Update and Ideas for Work Programme 2017/18	Liz Fatcher/Jane Fulton	

Items Pending

- The need to be able to accommodate required updates on the Vision work [could be any meeting]
- Review of the Cleansing Contract Tender and Contract Performance – 6/12 months on (Philippa Dart/Gareth Rollings) – will be January 2018
- Review – has thorough project evaluation with lessons learnt been applied in terms of new major projects – item agreed at OSC on 24 November 2015 – Chairman requested that the Committee assessed this further as part of its next Work Programme. Could use further review of the Forward Plan as an example of this work?
- Policy Framework Review (Paul Askew) - tbc

BOGNOR REGIS REGENERATION SUBCOMMITTEE

8 June 2016 at 6.00 pm

Present: - Councillors Hitchins (Chairman), Mrs Madeley (Vice-Chairman), Ambler, Bence, Bower, Mrs Brown, Mrs Maconachie, Maconachie and Wells.

Councillors Brooks and Oppler were also present at the meeting.

1. 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 interests of clarity for the public, be recorded in the Minutes as a Prejudicial and Pecuniary Interest.

Councillor Wells declared a personal interest in any items on the agenda that might involve discussion on the Bognor Regis Pier as he was a member of the Bognor Pier Trust.

Councillors Hitchins, Bower, Mrs Maconachie and Maconachie declared a personal interest in Agenda item 7, Bognor Regis Seafront Improvements, as they were all members of the Development Control Committee and live planning applications would be coming forward. They reserved their right to partake in any general discussion on the matter.

2. MINUTES

The Minutes of the meeting held on 23 November 2015 were approved by the Subcommittee as a correct record and signed by the Chairman.

3. TRIBUTE

Tribute was paid to former Councillor Andy Evans, who had been a long standing member of the Subcommittee and who had recently passed away. Information was given on the details of his funeral which was being held on 9 June 2016.

4. START TIMES

The Subcommittee

RESOLVED

That the start time of meetings for the remainder of 2016/17 remain at 6.00 p.m.

5. BOGNOR REGIS TOWN CENTRE MANAGEMENT UPDATE

(During the course of discussion on this matter, Councillor Wells declared a personal interest as the owner of a business in the town.)

The Chairman welcomed to the meeting Toyubur Rahman, the Bognor Regis Town Centre Manager, who was in attendance to give a presentation on progress over the past year towards achieving the objectives and overall vision of making Bognor Regis a premier seaside town.

The Subcommittee received a detailed presentation which outlined a number of initiatives that had been undertaken and the works in progress, e.g.

- Improvements to business frontages to enhance the appearance of the town centre
- Business Wardens would be operating in the town centre to help deal with the problem of shoplifting
- The Aerial Birdman event in London Road received good press coverage and feedback from the stores
- The Southdowns Folk Festival in September would be moving from Hotham Park to venues in the town centre
- The town had been finalists in the Great British High Street Award
- Empty shops were down from a high of 35 in 2012 to 21 and there was encouraging interest from businesses looking for premises in the town
- Work was ongoing in developing a BID (Business Improvement District), with the aim of it being up and running from April 2017.

Members then participated in a question and answer session with the Bognor Regis Town Centre Manager which centred around pavements; empty shops; and funding from West Sussex County Council. It was suggested and agreed that it would be useful to invite a relevant officer from the County Council to a future meeting of the Subcommittee to inform Members of their current approach.

The Bognor Regis Town Centre Manager was thanked for his positive presentation and for the approach he was taking in improving the profile of Bognor Regis.

6. BOGNOR REGIS SEAFRONT IMPROVEMENTS

(With the agreement of the Subcommittee, Councillors Brooks and Oppler also made comment on the proposals.)

The Senior Regeneration Officer presented this report which set out the detail of a Seafront Delivery Plan which had been created for Bognor Regis, drawing together all existing strategy, policy and consultation material, also setting out proposals for future actions to deliver improvements in a phased and holistic manner. A correction was made to the dates in the report at paragraph 1b, namely that the first Cabinet meeting referred to should be November 2013 and not September 2013 and the second Cabinet meeting should be November 2015 and not September 2015.

In discussing the matter, comment was made that this was a good report and it was exciting to be able to progress some of the initiatives mentioned as there was a budget already available. A note of caution was expressed about including proposals for the Place St Maur at this stage. An assurance was given by the Senior Regeneration Officer that what was set out at section 2.4 of the report was in Phase 2 and by that time more would be known about what was happening with the Regis Centre site. In addition the proposal would be subject to planning approval.

Members particularly welcomed the initiatives relating to the siting of beach huts near Butlin's and the replacement of the underground toilets on the Promenade. It was suggested that the refurbishment of the Foreshore Office building could possibly be redeveloped to provide public toilets, however, it was reported that the building was an ex-beach shelter and the structure was worn out and high maintenance. Following some general comments from Members, the Senior Regeneration Officer turned their attention to the recommendations and advised that recommendation 3 should in fact be a resolved item as Full Council had already delegated authority to the Subcommittee to action delivery of the Play Area.

Following consideration, the Subcommittee

RESOLVED

That procurement or commissioning of works to design and deliver the Play Area within the funding approved by Full Council in July 2015, as described in section 2.2.5 of the report, be approved; and

RECOMMEND TO FULL COUNCIL – That

- (1) the Seafront Delivery Plan be approved;
- (2) delivery of the 1st and 2nd phase elements within the Seafront Delivery Plan (specified at section 2.4 of the report) be undertaken by officers, stakeholders and partners over a period of time, subject to the necessary funding being available and other statutory approvals being obtained;
- (3) authority be given to the Head of Legal and Administration to enter into any legal agreements required in the delivery of elements of the Seafront Delivery Plan;
- (4) licence/lease terms to be agreed by the Head of Finance & Property, in consultation with the Cabinet Member for Corporate Governance as necessary, in line with the Council's approved Scheme of Delegation; and
- (5) existing seafront concession licences/leases be further extended as required to fit the proposed programme for delivery of the proposed improvement works.

7. BOGNOR REGIS REGENERATION POSITION STATEMENT

In considering the position statement, a question was asked with regard to interest in the various sites comprising Enterprise Bognor Regis. The Head of Economic Regeneration responded that the Oldlands Farm section now housed Rolls Royce and planning approval had been granted for another part of that site, there was also significant interest in the Salt Box site.

The Subcommittee noted the report.

(The meeting concluded at 7.45 p.m.)

AGENDA ITEM NO. 7

ARUN DISTRICT COUNCIL

**REPORT TO AND DECISION OF BOGNOR REGIS
REGENERATION SUB COMMITTEE ON 8th JUNE 2016**

PART A : REPORT

SUBJECT: Bognor Regis Seafront Improvements

REPORT AUTHOR: Caroline Gosford **DATE:** 23rd May 2016 **EXTN:** 37854

EXECUTIVE SUMMARY: A Seafront Delivery Plan has been created, drawing together all existing strategy, policy and consultation material. This report sets out proposals for future actions to deliver improvements in a phased and holistic manner.

RECOMMENDATIONS: That Bognor Regis Regeneration Sub Committee recommends to Full Council that:-

1. The Seafront Delivery Plan be approved
2. Delivery of 1st and 2nd Phase elements within the Seafront Delivery Plan (specified in 2.4) be undertaken by officers, stakeholders and partners over a period of time, subject to the necessary funding being available and other statutory approvals being obtained.
3. Procure or commission works to design and deliver the Play Area within the funding approved by Full Council in July 2015 as described in section 2.2.5 of this paper
4. Authority be given to the Head of Legal and Administration to enter into any legal agreements required in the delivery of elements of the Seafront Delivery Plan.
5. Licence/lease terms will be agreed by the Head of Finance and Property in consultation with the Cabinet Member for Corporate Governance as necessary in line with the Council's approved Scheme of Delegation.
6. Existing seafront concession licences/leases be further extended as required to fit the proposed programme for delivery of the proposed improvement works

1. BACKGROUND:

1a: Scope

Bognor Regis seafront is the subject of, or is included in many existing strategies including the Masterplan, Seafront Strategy and Concession Strategy, and consultations (see <http://www.arun.gov.uk/regeneration-in-bognor-regis> to view all these documents).

For many years, the existing seafront concessions have been awarded short-term licences and leases pending the Council agreeing a clear plan of action to improve the seafront. This has been a barrier to investment for the seafront businesses. It is planned that the

Seafront Delivery Plan will create a clear framework and guide that will attract longer term investment from the private, voluntary or public sectors.

Members have provided guidance and allocated significant funding towards improving the seafront, however there was no spatial plan that identifies what will go where along the promenade. The Seafront Delivery Plan aims to resolve this by creating a holistic and inclusive plan that can be delivered in phases when funding is secured, and thus unlock the barrier to the commencement of delivery work.

1b: Previous Decisions and Funding Allocations

Cabinet in September 2014 allocated Capital Budget of £250,000 for a pilot concession building on the seafront. Full Council 10th September 2014 approved a £50,000 draw-down from the approved Capital Budget of £250,000 to develop plans and costings to progress delivery of the pilot concession building. Cabinet in September 2015 allocated an additional Capital Budget of £50,000 for the pilot concession building.

Full Council 15th July 2015 approved £100,000 for a free-to-play children's play area in the vicinity of the central promenade. It also delegated the final decision to proceed with this project to the Bognor Regis Regeneration Sub-Committee and if Sub Committee supported this, delivery of the project was delegated to the Director of Environmental Services and the Portfolio Holder for the Environment.

Cabinet 15th September 2014 and Cabinet 14th September 2015 allocated Capital Budget of £400,000 for improvement works to public conveniences across the district of which approximately £200,000 has been allocated for the replacement of the existing underground public toilets on Bognor Regis seafront.

2. Work to date

In order to create a single permanent concession building large enough to house several concessions, there would be a need to build out onto the shingle beach. Arun District Council Engineers/Property and Estates researched this issue and reported back findings.

The mobile nature of the shingle on the beach means financial feasibility of constructing permanent buildings on or over the shingle is prohibitive. Engineers concluded that there was a risk of a combination of a super-high tide and violent storm destroying the beach and buildings on it, and also a potentially adverse effect on the adjacent sea defence. Property and Estates advised that the additional costs of creating stable foundations at least 20+ feet deep into the shingle beach to get to a load-bearing substrate beneath it, plus the cost of running services through the concrete coastal defence sea wall would make construction costs unfeasibly high. Officers concluded that whilst seafront buildings housing multiple concessions were not deliverable given the space constraints on the promenade smaller buildings would be feasible and if built on the promenade could be delivered in a cost effective way.

In order to progress the delivery of improvements to the seafront within the existing funding allocations, a spatial Delivery Plan for the seafront was required to set out where on the seafront each element should be ideally located within an overall masterplan for the seafront. It was considered that no further delivery work should be undertaken until this Plan was approved to avoid wasting finite financial and Officer resources.

2. PROPOSAL(S):

2.1 Seafront Delivery Plan

Suitably qualified consultants (AFLS & P Architects) were commissioned using the funds allocated by Full Council in September 2014 to prepare a Seafront Delivery Plan. This is based on existing strategies and research material including the Seafront Strategy, Arun Concessions Strategy and Colliers' Concessions Report, recommendations arising from the Stakeholder Workshop and public consultation, and the recently approved Neighbourhood Plan. The strategies included public consultation to guide their findings.

The Delivery Plan (See Appendix A) proposes thematic zones along the seafront, and the elements that make up each zone. It will enable phased delivery of enhanced facilities for visitors to the seafront which aim to create a stronger and higher quality offer and a better attraction encouraging more people to visit more often, stay longer and spend more on each visit. It will also provide significant revenue-generating opportunities for the Council.

It is proposed that architects will be commissioned to take this work forward to the next stage (see item 1.3 of Delivery Proposals below), and to undertake designs for the new toilets (1.4 below) and the pilot concession building (1.5 below). The first commission will be to create a holistic style guide for all future seafront promenade buildings to ensure that building styles and materials are complementary, and a more detailed design for the number, location and offer of permanent and temporary buildings within the Stalls Zone. Following on from that, designs for both the new above ground toilet building and the pilot concession building would be commissioned. It is proposed to use the same architect for these works.

2.2 Zones and Overall Principles

The zones are not intended to be rigid geographically or thematically and can evolve over time as circumstances change. Delivery of all elements of the overall Delivery Plan will not be immediate, however having an approved holistic Delivery Plan will provide a masterplan to inform the delivery over time and enable each element to be added as and when funding becomes available. There are existing buildings and concessions already operating on the seafront which will remain in place until alternative facilities are available, and licenses/leases will support their continued operation. Existing concessionaires will be invited to tender if they want to for new opportunities on the seafront as they arise.

2.2.1 Beach Zone

New beach huts along Butlin's fence area of the promenade. As there are still approximately 100 people on the beach hut waiting list, there is a clear market for this proposal. Provision of low maintenance, easily relocatable beach huts will be used, and this will also create a new income stream for the Council in line with the Vision 2020 objectives.

2.2.2 Activity Zone – Adventure Play

Gloucester Road carpark improved to increase parking capacity. Adventure play, focus on adults and older children. No funding or detailed plans for delivery are available at this stage, and the proposals are subject to neighbouring landowners' development plans.

2.2.3 Time-Out Zone

No specific activity, free space, open seafront views, "promenading" – walking, enjoying the seaside.

2.2.4 Stalls Zone

Cluster of permanent and/or temporary retail and/or catering outlets with new above-ground toilets. This location on the promenade is the widest point, creating the necessary space for buildings and for people to stop, sit and enjoy something to eat and drink. It also has relatively low shingle wash-over, and the most straightforward and cost-effective access to the all-important foul drainage service.

Space constraints mean that the provision of indoor seating within permanent concession buildings is unlikely, however outdoor space could be allocated. The new concession buildings will also provide a valuable source of income for the Council. There may also be seasonal, temporary and/or smaller concessions located within other zones as appropriate.

The current inadequate utility infrastructure on site will need to be redesigned to take account of potential future demands, and installed to provide each business premises with a single accessible connection point including appropriately sized, separately metered electricity, water and drainage (if required) services.

Approved funding is available for both the new toilet building and a new permanent pilot concession building within this zone. New accessible toilets are urgently required because the current underground provision is not DDA compliant, in poor condition and is unwelcoming, leading to abuse and misuse, and they are only open seasonally and are expensive to maintain. The toilet building will be located in the most suitable location within this zone. In all public consultations undertaken regarding the seafront, improved toilets are the number one priority.

The delivery route taken for the new pilot concession building will be informed by the experience gained with the Hotham Park Café project. It is envisaged that other future permanent concession buildings may then benefit from more private sector funding once the proof of concept has been demonstrated by the Council. The aspiration is to raise the quality of the offer and appearance of seafront concessions, and that at least some concessions could be open all year round in line with the Seafront Strategy and recent public consultation. It is planned to pilot this new approach in a one year trial with the Coffee Cup high quality food and drink business which is currently seeking planning approval.

Relocation of the bandstand to a new more fitting location and setting. It sits in the very widest part of the promenade, however it is currently only rarely used as a bandstand or anything else because of the exposed location and the open-sided design, and the maintenance overhead for the Council is high.

2.2.5 Activity – Kid Zone

Play facilities aimed at families with smaller children. The extended and improved Beach on the Beach sandpit and free-to-access new play area will sit within this zone. Previous public consultation indicates a lack of activities for smaller children on the seafront, and both Beach on the Beach and the new play area will address this.

The play area would be designed to complement the Beach on the Beach facility, and be located on the shingle (subject to further investigation by Engineers). An adjacent kiosk service would be retained, and ultimately a paid-for kiddie play facility on the lines of that near the pier could be located to this zone.

2.2.6 Gateway

A key link and crossing point between the town and the seafront through a shared surface table junction at the key crossing point. This concept will obviously need to be developed further with West Sussex County Council, and will also be advised by the results of the

traffic flow options study being undertaken for the Esplanade in the near future. Place St Maur to have some stylish, easily removable permanent retail/catering/market units. Appendix B demonstrates an example of this type of unit at Kingston on Thames. This initiative would improve the key link between town and seafront while creating a wind-break effect, and uplift the quality of what is on offer on Place St Maur, increasing dwell time and spend. It would also retain the existing market income, and bring new income for the Council from other kiosk outlets, and flexibly upgrade Place St Maur pending its final development within the Regis Site regeneration. Consideration will also be given to revising the grassy mounds on the seaward side of Place St Maur to improve the sightline from towards the seafront, and reduce the bottleneck created by the market. This is subject to funding being available and the need to co-ordinate with any final development plans for the Regis Site.

2.2.7 Time-Out Zone

No specific activity, free space, open seafront views, “promenading” – walking, enjoying the seaside

2.2.8 Historic Quarter

Conservation Area reflective of the heritage of the town.

Bandstand to be relocated into Waterloo Gardens north of the existing weather station on the open grassed area. There is space to install it, and it is planned to install it in a bespoke setting with a mound or stepped grass surround for both shelter and audience seating. It would be in a location in keeping with its heritage, in a setting that makes it more usable as a bandstand, and the maintenance required would reduce in the more sheltered location.

Fishing boat area tidy up with a new building.

2.2.9 Public Realm

A public realm design will be commissioned for this stretch of the promenade. It will tie together the various zones with new seating, planting, paving, lighting and other street furniture. This will include a makeover for the existing beach showers to make them more visible (with the permission of Bognor Regis Town Council who own them), and the addition of new showers where necessary.

2.3 Progress Update

2.3.1 Liaison with Butlin’s Bognor Regis Resort

The Property and Estates Manager met with the Resort Director, Jeremy Pardey to share the proposals in the Seafront Delivery Plan with him as several of the zones impact directly onto the resort, and land that Butlin’s owns in Gloucester Road car park.

Butlin’s were very enthusiastic about the beach hut concept and expressed a desire to be a partner in this project.

The Delivery Plan proposals for the Adventure Zone around Gloucester Road car park and the adjacent promenade are not aligned with Butlin’s long-term plans for the Gloucester Road side of the resort, and Butlin’s own approximately half of the Gloucester Road car park. As yet, there are no detailed plans or allocated funding to deliver initiatives in this zone in the short term, however there was a firm commitment from Butlin’s to work with the Council, both in terms of providing the greatest regeneration benefit from the site and

working in partnership to deliver and operate regeneration initiatives there.

2.4 Delivery Proposals

Initiatives that have already been delivered and are in hand are set out below, together with the proposed first and second phase delivery priorities where Phase 1 projects have allocated funding and Phase 2 are viewed as a priority, but do not have allocated funding. All projects being delivered will endeavour to ensure accessibility for all and take account of other relevant equality issues.

Activity Phase 1	Indicative timing	Budget
1.1 Beach on the Beach – improvements and extension (sun-shading and flags to follow)	Open April 2016	£40,000 Full Council July 2015
1.2 Pilot new concession model for 1 year: high quality, all year round food & drink concession (Coffee Cup) subject to planning approval	Open summer 2016	Nil Income generation for the Council in year 1
1.3 Commission Architects to work up a holistic style guide for seafront promenade buildings, and a more detailed design for the number, location and offer of permanent and temporary buildings within the Stalls Zone	By late 2016	£50,000 Full Council Sept 2014
1.4 Commission Architects to create designs for a new toilet building. Enter into contracts to deliver the building. Subject to planning approval	Open Summer 2017	£200,000 Capital Budget Cabinet Sept 2014 and 2015
1.5 Commission Architects to create designs for a new permanent concession pilot building. Enter into contracts to deliver the building and appoint an operator. Subject to planning approval	Open Summer 2018	£250,000 Capital Budget Cabinet Sept 2014 and Nov 2015
1.6 Commission the design for free-to-access play area aimed at young children and enter into contracts to deliver play area in liaison with Director of Environmental Services and the Portfolio Holder for the Environment Subject to further investigation by Engineers	Open Summer 2017	£100,000 Full Council July 2015
Activity Phase 2	Indicative timing	Budget
2.1 Undertake feasibility work and cost estimates for Bandstand relocation. Create detailed design and enter into contracts to deliver the project once funding has been sourced. Subject to planning approval		
2.2 Commission a public realm design once funding for this is sourced		
2.3 Create a Business Plan for the Beach Huts project including income and payback period. Source relevant funding and enter into		

contracts to deliver the project. Subject to planning approval		
2.4 Create a Business Plan for the Place St Maur retail/market units project including income and payback period. Source relevant funding and enter into contracts to deliver the project. Subject to planning approval		
3. OPTIONS:		
1. (Preferred option): Bognor Regeneration Sub Committee recommends to Full Council that the Seafront Delivery Plan be approved or;		
Bognor Regeneration Sub Committee recommends to Full Council that the Seafront Delivery Plan is not approved		
2. (Preferred option): Bognor Regeneration Sub Committee recommends to Full Council that delivery of 1 st and 2 nd Phase elements within the Seafront Delivery Plan (specified in 2.4) be undertaken by officers, stakeholders and partners over a period of time, subject to the necessary funding being available and other statutory approvals being obtained or;		
Bognor Regeneration Sub Committee recommends to Full Council that delivery of 1 st and 2 nd Phase elements within the Seafront Delivery Plan (specified in 2.4) should not be undertaken by officers, stakeholders and partners over a period of time, subject to the necessary funding being available and other statutory approvals being obtained.		
3.(Preferred option): Bognor Regeneration Sub Committee authorises the procurement or commissioning of works to design and deliver the Play Area within the funding approved by Full Council in July 2015 as described in section 2.2.5 of this paper or;		
Bognor Regeneration Sub Committee does not authorise the procurement or commissioning of works to design and deliver the Play Area within the funding approved by Full Council in July 2015 as described in section 2.2.5 of this paper		
4. (Preferred option): Bognor Regeneration Sub Committee recommends to Full Council that authority be given to the Head of Legal and Administration to enter into any legal agreements required in the delivery of elements of the Seafront Delivery Plan or;		
Bognor Regeneration Sub Committee recommends to Full Council that authority not be given to the Head of Legal and Administration to enter into any legal agreements required in the delivery of elements of the Seafront Delivery Plan		
5. (Preferred option): Bognor Regeneration Sub Committee recommends to Full Council that licence/lease terms will be agreed by the Head of Finance and Property in consultation with the Cabinet Member for Corporate Governance in line with the		

Council's approved Scheme of Delegation or;

Bognor Regeneration Sub Committee recommends to Full Council that licence/lease terms will not be agreed by the Head of Finance and Property in consultation with the Cabinet Member for Corporate Governance in line with the Council's approved Scheme of Delegation

6. (Preferred option): Bognor Regeneration Sub Committee recommends to Full Council that existing seafront concession licences/leases be further extended as required to fit the proposed programme for delivery of the proposed improvement works or;

Bognor Regeneration Sub Committee recommends to Full Council that existing seafront concession licences/leases should not be further extended as required to fit the proposed programme for delivery of the proposed improvement works

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council	X	
Relevant District Ward Councillors	X	
Other groups/persons (please specify) Existing Concessionaires, Town Centre Manager	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		
Community Safety including Section 17 of Crime & Disorder Act	X	
Sustainability	X	
Asset Management/Property/Land	X	
Technology		
Other (please explain)		

6. IMPLICATIONS: Financial through budget allocations and resource for relevant officer support for delivery plus income generated, Legal through leases/licenses required for concessions, Property/Land/Asset Management because the promenade is owned by the Council and Property and Estates will be delivering many of the construction projects. Community Safety – The Council has a statutory obligation to comply with S.17 of the Crime & Disorder Act. Any proposals to be implemented need to demonstrate they are technically and financially sustainable.

7. REASON FOR THE DECISION:

To regenerate and uplift the offer on Bognor Regis Seafront and provide a greater attraction to bring people to the town, stay longer and spend more.

1. BACKGROUND PAPERS:

Appendix A: Bognor Regis Seafront Delivery Plan

Appendix B: Kiosks at Kingston on Thames

BOGNOR REGIS SEAFRONT

Delivery Plan



Promenade



REGIS CENTRE



BUTLIN'S BOGNOR REGIS RESORT



BOGNOR REGIS PIER



BAND STAND

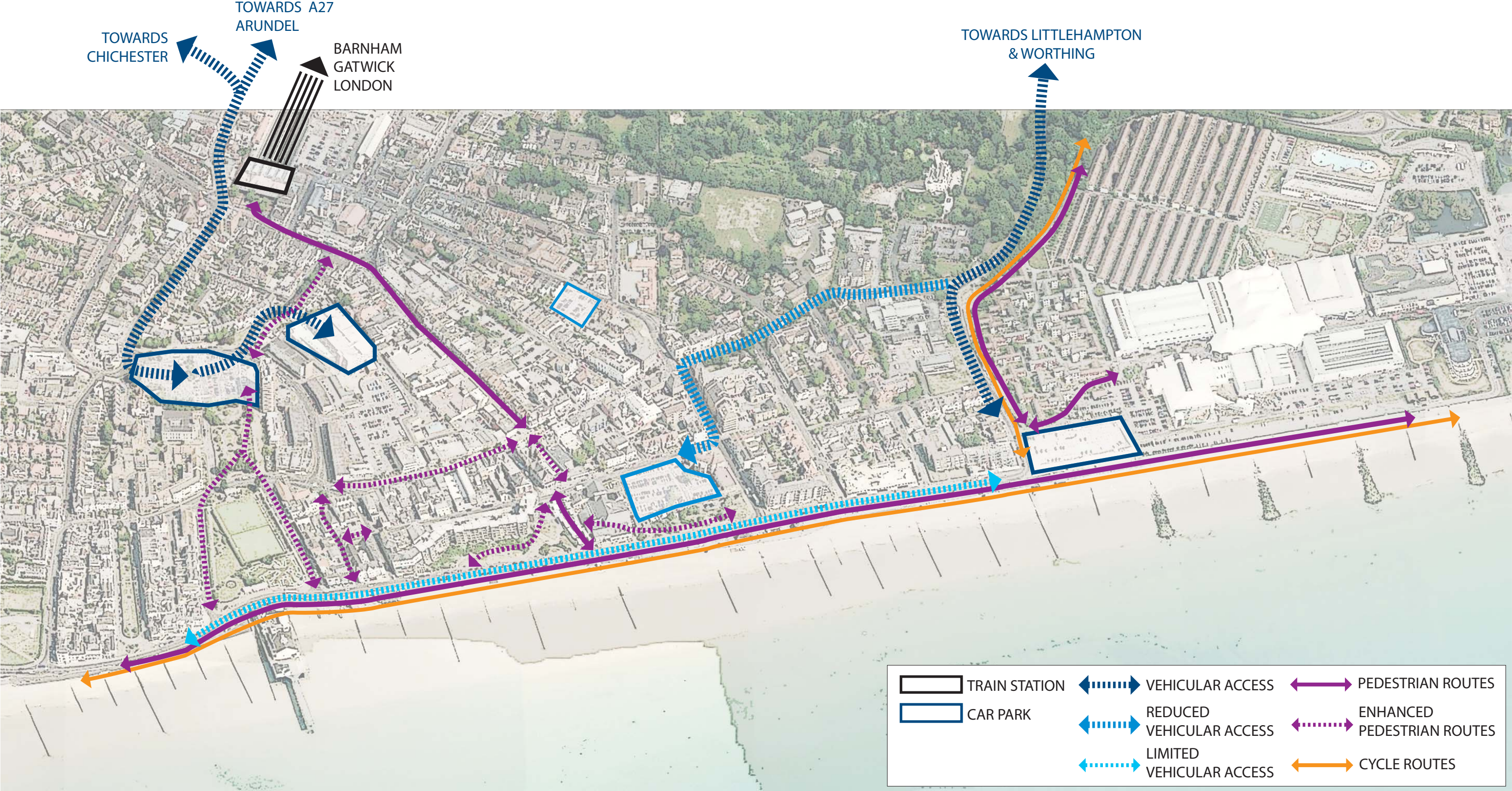


SHOWERS



KIOSKS & SHELTERS

Access & Circulation



Seafront Zoning

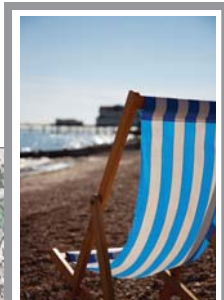
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TIME-OUT



HISTORIC QUARTER



TIME-OUT



ACTIVITY - KID ZONE

Play facilities aimed at families with smaller children. Extended and improved Beach on the Beach, new play area with cafe, relocate paid-for kiddie play facility from near pier.



ACTIVITY - KID ZONE



HISTORIC QUARTER



BEACH ZONE
Beach huts along the promenade.



HISTORIC QUARTER
Conservation Area reflective of the heritage of the town. Bandstand relocated within a bespoke landscaped setting in Waterloo Gardens north of weather station. Fishing area tidy up.

GATEWAY
Key link and crossing point between town and seafront. Shared surface table junction at crossing point. Place St Maur to have relocatable semi-permanent retail or market units until major redevelopment bought forward.

STALLS ZONE
Cluster of permanent and temporary retail and catering outlets with new above-ground toilets. Uplift bandstand to new more fitting location.



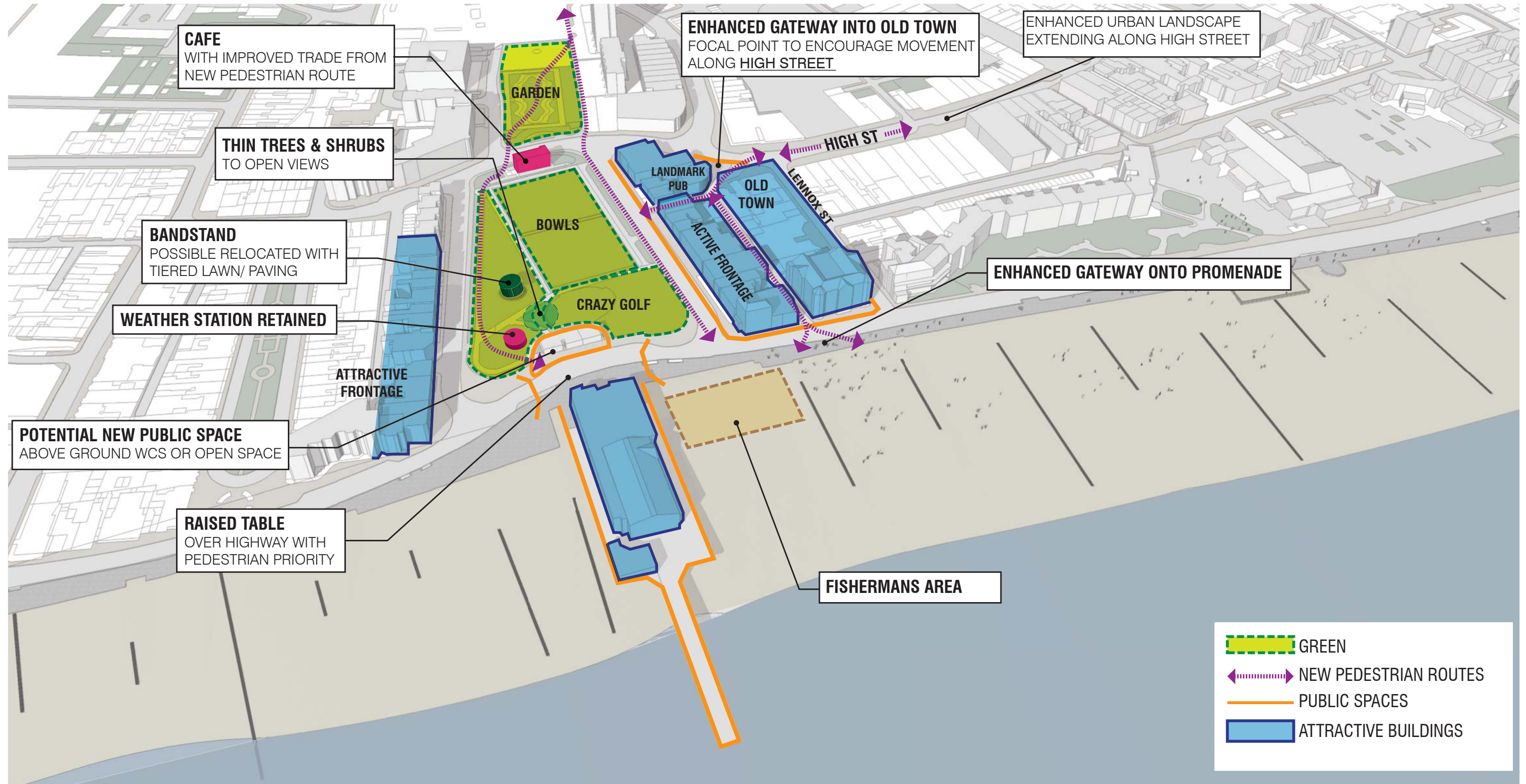
TIME-OUT
No specific activity, open seafront views.

ACTIVITY
ADVENTURE PLAY
Focus on adventure play for adults and older children. Gloucester Road carpark decked to increase parking capacity.



Zones are conceptual and flexible and can evolve and change. They are not rigid geographically or thematically

Historic Zone





Kingston on Thames Market Place

See

https://www.kingston.gov.uk/info/200170/kingston_town_neighbourhood/855/kingston_ancient_market_place/8





DEVELOPMENT CONTROL COMMITTEE15 June 2016 at 2.30 p.m.

Present: Councillors Mrs Maconachie (Chairman), Mrs Hall (Vice-Chairman), Bower, Brooks, Charles, Dillon, Gammon, Hitchins, Maconachie, Mrs Oakley, Mrs Pendleton, Miss Rhodes and Mrs Stainton.

[Note: Councillors Charles and Miss Rhodes were absent from the meeting during consideration of the matter referred to at Minute 49.]

Councillors Ambler, Ballard, Bence, Cooper, Haymes and Tyler were also present at the meeting.

39. APOLOGY FOR ABSENCE

An apology for absence had been received from Councillor Oliver-Redgate.

40. 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 interests of clarity for the public, be recorded in the Minutes as a Prejudicial and Pecuniary Interest.

Councillor Bower declared a personal interest in Agenda Item 8, Site Inspection Visit re Planning Application EP/30/16/HH, as the site was on the same

Development Control
Committee – 15.06.16.

estate where he lived but he could not see it. He further stated that he had not attended the site visit and would take no part in any debate or vote on the matter.

Councillor Bower also declared a personal interest in Agenda Item 11, Planning Application BR/95/16/PL, as the matter was discussed in broad terms at a meeting of the Bognor Regis Regeneration Subcommittee held on 8 June 2016 and reserved his position. The Chairman also declared the same interest on behalf of herself and Councillors Maconachie, Brooks, Dillon, Hitchins and Charles.

Councillor Hitchins declared a personal interest in Agenda Item 11, Planning Application AW/93/16/HH as he had previously made his view known at the Joint Area Committee and he lived on the same estate. He stated that he would exclude himself from the meeting when the matter was considered.

Councillor Hitchins also reiterated his personal interest in Planning Application BR/95/16/PL as he had previously made his view known as Chairman of the Bognor Regis Regeneration Subcommittee. He stated that he would leave the meeting during its consideration.

41. MINUTES

The Minutes of the meeting held on 18 May 2016 were signed as a correct record.

42. PLANNING APPLICATION P/58/15/OUT, LAND AT SUMMER LANE, PAGHAM

The Chairman agreed that this matter could be considered as a matter of urgency as a decision was required of the Committee prior to its next meeting on 13 July 2016. An officer report update was circulated at the meeting which set out the detail.

Members were reminded that this application had been approved on 30 March 2016. However, the applicant was now requesting an extension to the time period for completion of the Section 106 Agreement and, following consideration, the Committee

RESOLVED

That completion of the Section 106 Agreement to take place by 1 October 2016.

43. START TIMES

The Committee

RESOLVED

That the start times of meetings for the remainder of 2016/17 be 2.30 p.m.

44. VISIT BY SITE INSPECTION PANEL – EP/30/16/HH – DEMOLITION OF EXISTING GARAGE, CONSTRUCTION OF TWO STOREY SIDE EXTENSION. INSERTION OF JULIETTE BALCONY TO FRONT. EXTENSION OF EXISTING SIDE DORMER TO CREATE EN-SUITE BATHROOM. ERECTION OF NEW FENCE TO FRONT OF PROPERTY, 10 HOMELANDS AVENUE, EAST PRESTON

(Prior to consideration of this matter, Councillor Bower redeclared his interest and remained in the meeting but took no part in the debate or vote.)

The Committee received a report on a visit of the Site Inspection Panel and was advised by the Chairman of the Panel that Members had expressed a concern with regard to the colour of the proposed cladding and whether the extension matched the same footprint as the garage on the neighbouring side elevation. Members felt that the alterations would not adversely affect the area and that, as the new footprint of the extension was the same as for the garage to be demolished, there would be little detrimental impact on the neighbouring property. A written officer report update was circulated at the meeting which detailed a letter of representation received and the officer's response to the queries raised. The Planning Team Leader advised that condition 4 had been updated to require details of all materials and finishes to be used to be submitted to the Local Planning Authority for approval prior to commencement of the works, which would address Members' concerns with regard to the proposed cladding. He also confirmed that the extension would be no further to the side neighbour than the present garage.

Following consideration , the Committee

RESOLVED

That the application be approved as detailed in the officer report and the officer report update.

Development Control
Committee – 15.06.16.

45. VISIT BY SITE INSPECTION PANEL – M/7/16/PL – DEMOLITION OF EXISTING GARAGE, POOL HOUSE & PART EAST WING OF EXISTING HOUSE & ERECTION OF 1 NO. DWELLING & GARAGE, LITTLE COOMBE, 46 SEA LANE, MIDDLETON ON SEA

The Committee received a report on a visit of the Site Inspection Panel and was advised by the Chairman of the Panel that the site could adequately accommodate another property and that the design was a matter of personal taste. Following consideration, the Committee

RESOLVED

That the application be approved as detailed in the officer report

46. PLANNING APPLICATION FP/8/16/OUT – OUTLINE APPLICATION FOR 1 NO. BUNGALOW. RESUBMISSION OF FP/44/15/OUT, 84 FLANSHAM LANE, FELPHAM

The Committee was advised that this application had been approved at the meeting held on 30 March 2016. However, Members were now being requested to reconsider the application in light of the new rules with regard to affordable housing contributions, which had the effect that S106 contributions could no longer be sought from schemes of 10 or less dwellings.

Following consideration, the Committee

RESOLVED

That the application be approved as detailed in the report.

47. PLANNING APPLICATIONS

AL/45/16/HH – Loft conversion, 1 Belle Mead Close, Woodgate Having received a report on the matter, together with the officer's written report update detailing a correction to the report which had referred to the Felpham Neighbourhood Plan in error, the Committee

RESOLVED

That the application be approved as detailed in the report.

(With the agreement of the Committee, Councillor Bence spoke to the following application as Ward Member.)

AW/78/16/HH – Widening of existing drive including alterations to cross-over. This application affects the character & appearance of Craigweil House Conservation Area, 68 The Drive, Aldwick Having received a report on the matter, together with the officer's written report update detailing an additional objection received and additional condition relating to the protection of tree roots, a Member request was agreed for a site visit to take place to assess the impact of the demolition of existing walls to accommodate this proposal on the Area of Special Character. The Committee agreed and

RESOLVED

That the application be deferred to enable the Site Inspection Panel to visit the site.

(Prior to consideration of the following application, Councillor Hitchins redeclared his personal interest and left the meeting and took no part in the debate and vote.)

AW/93/16/HH – Proposed garage replacing demolished water tank & garden room. Resubmission of AW/122/15/HH, Tradewinds, 7 Arun Way, Aldwick Bay Estate Having received a report on the matter, the Committee

RESOLVED

That the application be refused as detailed in the report.

AW/137/16/NMA – Non material amendment to approved application AW/362/15/HH for relocation of proposed rear extension to opposite side of rear elevation, 9 Balliol Close, Aldwick Having received a report on the matter, the Committee was advised that this was a staff application and then

RESOLVED

That the application be approved as detailed in the report.

BR/84/16/OUT – Outline application with some matters reserved for construction of 2 No. 3 bed dwellings & associated works (resubmission following BR/291/16/OUT), 3 Southdown Road, Bognor Regis Having received a report on the matter, the Committee heard the views of some Members that, although the proposal was considered to be an improvement on the previous application, it was still felt to be an overdevelopment and would be out of keeping with the area. On

Development Control
Committee – 15.06.16.

being put to the vote, the Committee did not accept the officer view that 2 dwellings was a suitable use of the site and

RESOLVED

That the application be refused for the following reason:-

The proposal for two dwellings would be an overdevelopment of the site out of character with the surrounding area contrary to GEN7 of the Arun District Local Plan, D DM1 of the emerging Local Plan and good design principles in the NPPF.

(Prior to consideration of the following application, Councillor Hitchins redeclared his personal interest and left the meeting and took no part in the debate and vote.

Councillors Bower, Charles, Dillon, Mrs Maconachie and Maconachie redeclared their personal interest and remained in the meeting and took part in the debate and vote.)

BR/95/16/PL – Coffee kiosk to include tables & chairs (resubmission following BR/4/16/PL, South of Esplanade Grand, West of Foreshore Office, The Esplanade, Bognor Regis Having received a report on the matter, together with the officer's written report update detailing an additional objection received and a petition of support of 150 signatures, the Committee also received additional information from the Business Development Manager and the Property & Estates Manager in support of the proposal, who were in attendance to address any concerns Members might have.

A previous application under BR//4/16/PL had been refused by the Committee at its meeting on 30 March 2016 on the grounds of potential blocking of the promenade for its existing users. Additional information submitted with this latest application detailed a retention of 4.9m width of the promenade when the kiosk was in full operation, which was a metre more than the width retained in front of the existing foreshore office and the Gloucester Road kiosk.

Members participated in some discussion on the application and then

RESOLVED

That the application be approved as detailed in the report.

EG/32/16/HH – Two storey side extension (resubmission following EG/74/15/HH), 40 Orchard Way, Barnham Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

K/9/16/HH – First floor extension (resubmission following K/41/15/HH), Bramble Down, Middle Way, East Preston Having received a report on the matter, together with the officer's written report update detailing an additional letter of representation received, the Committee

RESOLVED

That the application be approved as detailed in the report.

LU/12/16/PL – Change of use from a C3 (Dwellinghouse) to Sui Generis (House in Multiple Occupation) for 7 or more, 68 East Ham Road, Littlehampton Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report

LU/55/16/PL – Cover existing pebble dash front elevation with PVCu cladding/shiplap. This application affects the character and appearance of the Littlehampton (River Road) Conservation Area, Seaview, 3 River Road, Littlehampton Having received a report on the matter, together with the officer's written report update detailing a consultation response from the Council's Conservation Officer highlighting that PVCu was an unacceptable material for use in the Conservation Area as it did not preserve or enhance the locality, the Committee was further advised that any approval would be conditioned to ensure suitable materials were used in the cladding of the building. The Committee

RESOLVED

That the application be approved as detailed in the report.

LU/61/16/HH – Rear extension & rebuilding of garage (resubmission following LU/329/15/HH), 15 Maltravers Drive, Littlehampton Having received a report on the matter, together with the officer's written report update detailing a further letter of representation received, Members were advised that the main objections to the proposal related to:-

Development Control
Committee – 15.06.16.

- Fails to be in harmony with the street
- Design not in keeping with the history of the dwelling
- Unacceptable impact on the neighbouring property

However, in the view of officers the separation distance between the properties was adequate; the extension would be visible but its impact would not be unacceptable; the extension at the back would not be so harmful as to warrant a refusal and it was subordinate to the main dwelling; and, with regard to residential amenity, it would impact of daylight standards but that had been looked at and the 45 degree rule would be met.

Following consideration, the Committee

RESOLVED

That the application be approved as detailed in the report.

P/32/16/HH – Loft conversion, extension & dormers to front & rear, 5 Pyrford Close, Pagham Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

(With the agreement of the Committee, Councillor Tyler spoke to the following application as Ward Member.)

R/37/16/PL – Refurbishment & change of use from ground floor car showroom (Sui Generis) & first floor flats (C3 dwellings) to A3 (Restaurant and Cafes), 1-5 Ash Lane, Rustington Having received a report on the matter, the Committee received verbal advice from the Planning Team Leader that a response had just been received from the Highway Authority which necessitated the addition of 5 conditions and 1 informative to any approval. The conditions were required to address the following:-

1. Need to secure cycle parking
2. Vehicle access to Ash Lane
3. Construction management plan and TRO (Traffic Regulation Order) to address waiting restrictions outside the site
4. Service management plan for the new restaurant use.

In considering the application, a concern was expressed with regard to servicing of the premises. In the course of discussion it was agreed that the condition relating to the service management plan would be slightly amended to include the words “at the rear” to keep possible disruption to a minimum.

To assist Members in their deliberations, the Planning Team Leader read out in full the conditions from County and the Committee then

RESOLVED

That the application be approved as set out in the report, subject to the addition of the following 5 conditions and 1 informative:-

No part of the development shall be first occupied until covered and secure; cycle parking spaces have been provided in accordance with plans; and details submitted to and approved by the Local Planning Authority.

Reason: To provide alternative travel options to the use of the car in accordance with current sustainable transport policies.

No development shall commence until such time as the two existing vehicular access points onto Ash Lane have been physically closed in accordance with plans and details submitted to and approved in writing by the Local Planning Authority.

Reason: In the interests of road safety.

No development shall take place, including any works of demolition, until a Construction Management Plan has been submitted to and approved in writing by the Local Planning Authority. Thereafter the approved Plan shall be implemented and adhered to throughout the entire construction period. The Plan shall provide details as appropriate but not necessarily be restricted to the following matters:

- the anticipated number, frequency and types of vehicles used during construction;
- the method of access and routing of vehicles during construction;
- the parking of vehicles by site operatives and visitors;
- the loading and unloading of plant, materials and waste;
- the storage of plant and materials used in construction of the development;
- the erection and maintenance of security hoarding;
- the provision of wheel washing facilities and other works required to mitigate the impact of construction upon the public highway (including the provision of temporary Traffic Regulation Orders);
- details of public engagement both prior to and during construction works.

Development Control
Committee – 15.06.16.

Reason: In the interests of highway safety and the amenities of the area.

No development shall be commenced until such time as a Traffic Regulation Order, or revision to an existing order, securing the provision of no waiting at anytime restrictions in accordance with details to be submitted has been approved by the Highway Authority and written confirmation of this approval has been made available to the Local Planning Authority.

Reason: In the interests of road safety.

No part of the A3 use hereby approved shall be first occupied until such time as a Servicing Management Plan has been submitted and approved in writing by the Local Planning Authority. This shall set out the arrangements for the loading and unloading of deliveries, in terms of location and frequency, and set out arrangements for the collection of refuse. Once occupied deliveries and bin collection shall be carried out only in accordance with the approved Plan.

Reason: In the interests of road safety.

INFORMATIVE: The applicant is advised that the existing public highway to be incorporated into the development must be the subject of a Stopping Up Order. This process must be successfully completed prior to any highway land being enclosed within the development. The applicant should contact the Department for Transport's National Transport Casework Team in order to commence this process.

Y/19/16/OUT – Outline application for the development of a maximum of 108 No. residential dwellings, vehicular access from Burndell Road, public open space, ancillary works & associated infrastructure. This application is a Departure from the Development Plan, Land off Burndell Road, Yapton

Having received a report on the matter, the Committee now received a comprehensive verbal presentation on the detail of the application from the Case, together with a written officer report update circulated at the meeting which set out:-

- Additional consultation responses received from County Highways, the Council's Drainage Engineer, Southern Water and Yapton Parish Council
- Comments received from the NHS and the Council's Conservation Officer

- Plan drawing Nos for condition 3; the additional conditions requested by County Highways and S106 Heads of Terms
- A printed draft decision notice with the full set of conditions and informatives

The Case Officer advised that the proposal comprised an almost square site to the south of Burndell Road and Fellows Gardens, a new development that had almost been completed. It is an open field and has been used as arable farm land. Access to the site would be through the narrow frontage from Burndell Yard to the east. Burndell Yard is occupied by a small architectural salvage and scrap metal merchant. The site was 8m AOD (above ordnance datum) and comprised around 60% Grade 2 agricultural land, the remainder of the site being subgrade 3A “due to limitations imposed on crop growth by soil wetness and workability”.

The Committee heard that 44 separate representations had been received, all objecting to the proposal, and the case officer listed a summary of the points that had been raised. No objections had been received from the statutory consultees, subject to conditions and requirements for S106 contributions. He also addressed the matter of an application in Chichester District for 120 residential units that had been called in by the Secretary of State and which had been subsequently dismissed, which had been referred to by Yapton Parish Council. However, the view of officers was that that case (DCLG ref APP/L3815/W/15/3004052) was very different to the Yapton application and the reasoning behind that view was given at the meeting. In particular, Members were reminded that, given the guidance outlined in the Other Material Considerations section of the report which set out a very clear position where a Council could not demonstrate a 5 year housing land supply, there was a presumption in favour of sustainable development that required the granting of planning permission as set out in the NPPF.

The Council's Housing Strategy & Delivery Manager advised that this application would provide 30% affordable homes for the District, i.e. 34 homes coming forward as 50% for rent and 50% for interim housing (shared ownership), which met the Council's requirements, particularly in respect of the 17 rented dwellings. Members heard that there were 950 households on the Council's housing register and it was important to provide the type of housing that there was a need for. This application provided affordable homes for local people, complied with policy and, as such, the Housing Strategy & Delivery Manager did not object to the application.

Members then participated in debate on the matter and, on expressing concerns with regard to highway matters, Mr Townsend, a County Highways officer, addressed points of concern raised by Members. He advised that the most recent traffic data had been looked at very carefully and that the opening of the Bognor Regis Relief Road had reduced the amount of traffic passing through Yapton. In addition, officers were bound by Government policy. Having assessed the proposal

Development Control
Committee – 15.06.16.

based on current guidelines, the County Council was satisfied that its impact would be minimal on the local road network and was therefore acceptable in highway terms.

Queries were raised with regard to S106 contributions with respect to the NHS and Highways and these were addressed by the Case Officer at the meeting.

Following consideration, the Committee

RESOLVED

That the application be approved as detailed in the report and the officer report update

48. PLANNING APPEALS

The Committee received and noted the planning appeals that had been received and 1 appeal that had been heard.

49. DEVELOPMENT CONTROL COMMITTEE – SCHEME OF DELEGATION

The Committee received a report from the Head of Development Control which was seeking Members' support to amend the Scheme of Delegation to reduce the number of applications going forward to Committee for consideration. The benefits of this course of action were set out in the report and appendix and primarily related to substantial efficiency gains and an improvement in performance.

In presenting the report, the Head of Development Control advised that the present Scheme of Delegation was outdated and needed to be reviewed to take account of (1) the Council's Vision work whereby substantial savings had to be achieved and (2) to improve the Planning Service and its performance.

In the course of discussion, the Chairman expressed her view that the Committee had been given authority by the Council to make decisions relating to the Scheme of Delegation and, as such, should not abdicate that responsibility. This matter needed to be resolved so that officers could get on and implement the changes to improve the running of the Planning Department. Having been duly seconded, the Committee agreed to resolve the matter as set out in the report.

Members supported the recommendations but a concern was raised that the Town and Parish Councils needed to be informed and consulted. The Head of Development Control was able to advise that they would be notified of the changes and that officers would be willing to take calls, respond to emails or arrange meetings at the Civic Offices, as required.

The Committee then

RESOLVED – That

Recommendation (1)

To make amendments to the following part of the Constitution: Part 4, Section 2, Officer Scheme of Delegation to Director of Planning and Economic Regeneration Paragraphs 5.5. and 5.7 - additions are shown as **bold and underlined** and deletions are shown as strikethrough:

DEVELOPMENT CONTROL & MANAGEMENT

5.5 Except in the circumstances set out in Paragraph 5.3.~~5.1~~ the determination of all matters for permission, consent, approval, agreement, opinion, **the issuing of directions, notices or orders,** authorisation to decline to determine and the setting of discretionary fees, whether by formal application or by correspondence under the terms of the following primary legislation:

- Town and Country Planning Act 1990 (as amended),
- Planning (Listed Building & Conservation Area) Act 1990 (as amended),
- Planning (Hazardous Substances) Act 1990 (as amended) ,
- Environment Act 1995 (hedgerows),
- Anti-Social Behaviour Act 2003 (High Hedges)
- Localism Act 2011
- **Housing and Planning Act 2016**
- Town and Country Planning (General Permitted Development) Order ~~1995~~ **2015.**
- ~~or~~ **Any** circular, direction or regulation (as secondary legislation) pertaining to the above together with any request for a consultation response from a Council or other body (inc Traffic Commissioners), ~~shall be delegated to a designated officer[†]~~

and also

[†] A designated officer would include the Head of service down to and including team leaders to be recorded by letter from the Director Planning and Economic Regeneration to the designated officer a copy to be supplied and retained by Human Resources or the Head of Legal and Administration and Monitoring Officer

Development Control
Committee – 15.06.16.

5.7 The following shall also be delegated to a designated officer²:

- The development, management, making and implementation of a Planning Performance Agreement **including the agreement to accept payments for the purpose of covering the cost of any necessary additional and/or specialist work involved in progressing the above and/or back filling internal resources used for progressing the above. Authority to expend such payments as received for any or all of the above purposes.**
- Any matter related to the administration, processing, consideration, negotiation, consultation or notification of any matter submitted to the Council under the above primary legislation and any related secondary legislation. This shall also include any matters relating to the administration and execution of any Appeal process.
- The approval, issuing and publication of any technical reports, advice and guidance, including monitoring reports
- **Where** the application is from a Member or officer, **such application is** to be determined by the Director for Planning and Economic Regeneration in consultation with the Chairman of Development Control Committee

The Director of Planning and Economic Regeneration may further delegate any of the above functions to a designated officer¹:

5.5.1. Where one of the exemptions listed below applies, the application or matter will be determined by the Development Control Committee:

- ~~Any application which prior to its determination is subject to at least 5 or more written representations, each from a different person, or a petition of signatories from at least 5 different persons residing at different addresses, which are in conflict with the recommendation of officers.~~
- Any **Major or Minor**² application for planning permission which prior to its determination is subject to a written representation from a Parish Council, Town Council or formal Parish Meeting, which has been received within the consultation period and which is in conflict with the recommendation of Officers.
- Any application submitted by, or on behalf of the Council, ~~any elected Member or any current member of staff.~~

² **Major and Minor are defined in the Arun District Council's Local Validation Requirements list a copy of which is published on the Council's website.**

- Any 'Major' or 'Minor'² application as defined by the Department of Communities and Local Government which would create a new access or egress via the A27, A29, A284 and A259 roads.

~~5.7 The following shall also be delegated to a designated officer~~

- ~~• The development, management, making and implementation of a Planning Performance Agreement~~
- ~~• Any matter related to the administration, processing, consideration, negotiation, consultation or notification of any matter Submitted to the Council under the above primary legislation and any related secondary legislation. This shall also include any matters relating to the administration and execution of any Appeal process.~~
- ~~• The approval, issuing and publication of any technical reports, advice and guidance, including monitoring reports~~

Recommendation (2)

**To make amendments to the following part of the Constitution:
Part 8, Section 7 Planning Services Local Code of Conduct, by
deleting the whole of Paragraph 11 as shown by strikethrough
below**

11 REGULAR REVIEW OF DECISIONS

~~11.1 The relevant Committee will undertake an annual review of planning decisions which will include examples of:-~~

- ~~• major/minor developments~~
- ~~• departures from the Development Plan~~
- ~~• upheld appeals~~
- ~~• Listed Building works~~
- ~~• developments in Conservation Areas~~
- ~~• enforcement cases~~

~~The Development Control Committee (and others if necessary) will formally consider the review and decide whether it gives rise to the need to review any policies or practices.~~

(The meeting concluded at 6.15 p.m.)

CABINET

27 June 2016 at 5.00 pm

Present : Councillors Mrs Brown (Chairman), Bence, Bower, Chapman, Dendle and Wotherspoon.

Councillors L Brown, Charles, Clayden, Cooper, Mrs Oakley and Mrs Porter were also in attendance.

50. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Wensley.

51. 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.

52. MINUTES

The Minutes of the meeting held on 31 May 2016 were approved by the Cabinet as a correct record and signed by the Chairman.

Cabinet - 27.06.16

53. CORPORATE PLAN 2013-2017 – Q4 END OF YEAR PERFORMANCE OUTTURN REPORT FOR THE PERIOD 1 APRIL 2015 TO 31 MARCH 2016

The Resources Director & Deputy Chief Executive presented the report outlining the year end performance for Corporate Plan indicators for the period 1 April 2015 to 31 March 2016. It was reported that overall there was a positive outturn with services having made solid progress in achieving the set targets with 45% of the performance indicators having achieved or overachieved the targets set.

In receiving the report, Members welcomed the Corporate Plan's favourable performance and commended the hard work of the Council's officers in achieving these results. Particular praise was given to the high occupation rates achieved with retail units in both Bognor Regis and Littlehampton. It was noted that the Corporate Plan's positive performance outturn would provide a good foundation on which to approach the Council's Vision work.

The Cabinet then confirmed its decision as per Decision Notice C/006/270616, a copy of which is attached to the signed copy of the Minutes.

54. SERVICE DELIVERY PLAN (SDP) 2013-2017 – Q4 END OF YEAR PERFORMANCE OUTTURN REPORT FOR THE PERIOD 1 APRIL 2015 TO 31 MARCH 2016

In presenting the report, the Resources Director & Deputy Chief Executive referred Members to the performance detail outlined in Appendix A where the Service Delivery Performance outturn 2015/16 showed that 66% of the SDP targets had been achieved or over achieved. Members were advised that the outturn for Performance Indicator CSH043 was misleading as the system did not recognise a performance of zero as "achieved". It was pointed out that the figure for the number of council properties without a valid gas safety certificate was zero and as a result the set target had been achieved.

In considering the report, Cabinet were particularly pleased to note the excellent performance in achieving Benefit Fraud Sanctions, reducing the cost of emergency accommodation and the reduction of residual household waste per household. It was noted that Planning Performance for:

- PEP009 – Average number of days to determine application – Major
- PEP010 – Average number of days to determine application – Minor
- PEP011 – Average number of days to determine application – Householder

had not met the set targets. The Cabinet Member for Planning & Infrastructure advised that this decline was understandable, due to ongoing staffing

vacancies causing pressure on existing staff to deliver targets. He emphasised that the situation was being addressed and hoped that the Council's Vision work would, in due course, positively impact on the Planning Team's resources and performance.

The Chairman then referred Members to the report's recommendations. An amendment to remove the recommendations made to Full Council, d) (i) and (iii) was made as these had already been considered as part of the Corporate Plan's Performance report.

The Cabinet then confirmed its decision as per Decision Notice C/007/270616, a copy of which is attached to the signed copy of the Minutes.

55. AWARD OF GREENSPACE MANAGEMENT CONTRACT

The Director of Environmental Services presented the report on the Award of the Greenspace Management Contract 2017-2027 which provided a brief summary of the procurement process and detailed the anonymised results of the tender evaluation. Cabinet was asked to consider the recommendation for the award of contract based on the results of the tender evaluation process as set out in the report and in the exempt appendices 1 and 2 attached to the report.

In considering the recommendations, Cabinet welcomed the report and commended officers for the careful way the tender evaluation had been conducted. Members unanimously endorsed the report's recommendations.

The Cabinet confirmed its decision as per Decision Notice C/008/270616, a copy of which is attached to the signed copy of the Minutes.

(The meeting concluded at 5.23pm)

ARUN DISTRICT COUNCIL

**DECISION NOTICES FROM THE CABINET MEETING HELD ON
27 JUNE 2016**

REF NO.	DECISION
C/006/270616	Corporate Plan 2013-2017 – Performance Outturn year-end report for the period 1 April 2015 to 31 March 2016
C/007/270616	Service Delivery Plan (SDP) 2013-2017 - Performance Outturn year-end report for the period 1 April 2015 to 31 March 2016
C/008/270616	Award of Greenspace Management Contract 2017-2027

**PLEASE NOTE THAT THESE DECISIONS WILL COME INTO EFFECT FROM
10.00 A.M. ON WEDNESDAY 6 JULY 2016 UNLESS
THE CALL-IN PROCESS IS APPLIED**

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Corporate Plan 2013-2017 – Performance Outturn year-end report for the period 1 April 2015 to 31 March 2016	
OFFICER CONTACT: Nigel Lynn, Chief Executive	
Extn: 37600	e.mail: nigel.lynn@arun.gov.uk

EXECUTIVE SUMMARY: This report sets out the year end performance outturn for the Corporate Plan performance indicators for the period 1 April 2015 to 31 March 2016.

DECISION:

As recommended in the report, the Cabinet

RESOLVED – That

- (1) the Council’s overall performance against the targets set out in the Corporate Plan 1 April 2015 to 31 March 2016, as set out at Appendix A attached to the report, be noted;
- (2) any changes made to targets during the reporting year 2015/16 as set out in the report, be approved;
- (3) changes to targets for the reporting year 2016/2017 as specified in the report, be approved; and

RECOMMEND TO OVERVIEW SELECT COMMITTEE - That

the Committee, at their meeting on 26 July 2016, recommends to the Full Council meeting on 14 September 2016 that;

- (4) the existing three Council Priorities be reconfirmed for the period 2017 to 2021 as:
 - a) Your Council Services – delivering the best we can afford
 - b) Supporting you if you need help
 - c) Your future;
- (5) with the exception of any changes Cabinet approved in recommendation (3) above, the performance indicators remain unchanged for the 2016/2017 Corporate Plan; and
- (6) the performance indicators be subject to review in the Autumn of 2017 with the aim of any potential changes being implemented from April 2018.

REASON FOR THE DECISION: In order for Cabinet to be updated with the Q4 Performance Outturn for the Corporate Plan (2013-2017) for the period 1 April 2015 to 31 March 2016.

OPTIONS CONSIDERED BUT REJECTED: N/A as part of the Council’s Business Plan.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
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DISPENSATIONS GRANTED :	None
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CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: C/007/270616

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Service Delivery Plan (SDP) 2013-2017 – Performance Outturn for year-end report for the period 1 April 2015 to 31 March 2016	
OFFICER CONTACT: Nigel Lynn, Chief Executive Extn: 37600 e.mail: nigel.lynn@arun.gov.uk	

EXECUTIVE SUMMARY: This report sets out the year end performance outturn for the Service Delivery Plan (SDP) performance indicators for the period 1 April 2015 to 31 March 2016.	
DECISION: As recommended in the report, the Cabinet RESOLVED – That <ol style="list-style-type: none">(1) the Council's overall performance against the targets set out in the Service Delivery Plan Report 1 April 2015 to 31 March 2016, as set out at Appendix A attached to the report, be noted;(2) any changes made to targets during the reporting year 2015/16 as set out in the report, be approved;(3) changes to targets for the reporting year 2016/2017 as specified in the report, be approved; and(4) with the exception of any changes Cabinet approved in recommendation (3) above, the performance indicators remain unchanged for both the 2016/2017 Corporate Plan and Service Delivery Plans.	
REASON FOR THE DECISION: In order for Cabinet to be updated with the Q4 Performance Outturn for the Service Delivery Plan (2013-2017) for the period 1 April 2015 to 31 March 2016.	
OPTIONS CONSIDERED BUT REJECTED: To not recommend payment of grants.	
CABINET MEMBER(S): N/A as part of the Council's Business Plan.	
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
DISPENSATIONS GRANTED :	None
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None	

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Award of Greenspace Management Contract 2017-2027	
OFFICER CONTACT: Oli Handson, Greenspace & Cleansing Contract & Development Manager	
Extn: 37955	e.mail: oli.handson@arun.gov.uk

EXECUTIVE SUMMARY: Arun District Council's contract for Greenspace Management has been tendered in accordance with current procurement legislation and Standing Orders. This report provides a brief summary of the procurement process and details the results of the tender evaluation. A recommendation for the award of contract is provided based on results of the tender evaluation process.

DECISION:

As recommended in the report, the Cabinet

RESOLVED - That

- (1) the award of the Arun District Council Greenspace Management Contract to Company C from 1st Jan 2017 based on their financial and technical submission being the Most Economically Advantageous Tender following a competitive tender process be agreed;
- (2) the Head of Legal and Administration to enter into the contract and all necessary legal agreements including a lease of relevant land/buildings owned by the District Council to run concurrently with the contract be authorised;
- (3) delivery of the service investment projects and service delivery proposals which form an integral part of Company C's tender ; be agreed and supported;
- (4) an extension of the initial contract period of 10 years by an additional 3 months so that any future contract that will align with the Council's own financial year be agreed; and

the following, in relation to the award of the Greenspace Management Contract, be noted;

- (a) that the total contract cost includes provision for essential variations such as grave digging costs, fly tipping removal and enforcement;
- (b) that the proposals in recommendation (3) are to be delivered in association with a Stakeholder Engagement Strategy;
- (c) the anticipated financial saving to both the General Fund Account and Housing Revenue Account delivered through the award of contract to Company C, subject to any minor variations as detailed in this report;
- (d) the added value proposals forming part of Company C's tender; and
- (e) that in line with the potential modifications allowed for in the procurement of the Greenspace Management Contract that officers explore all the opportunities available to further enhance the Council's outdoor leisure offer with its chosen contractor through the duration of the contract, subject to appropriate stakeholder engagement

RECOMMEND TO FULL COUNCIL –

That approval is given for the pension deficit guarantee and to give delegated authority to the Head of Legal and Administration to agree the terms of and enter into the Admissions Agreement in relation to the 9 month interim management arrangements for Outdoor Recreation as outlined in the report.

REASON FOR THE DECISION: To Award the Arun District Council Greenspace Management Contract to the Most Economically Advantageous Tender.

OPTIONS CONSIDERED BUT REJECTED: To either reject or modify the recommendations.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
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DISPENSATIONS GRANTED :	None
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CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

ARUN DISTRICT COUNCIL
COUNCIL MEETING – 20 JULY 2016

Decision Paper

Subject : The Regeneration of the Regis Centre and Hothamton Car Park Sites

Report by : Karl Roberts, Director of Planning & Economic Regeneration

Report date : June 2016

EXECUTIVE SUMMARY

A follow up report following the Full Council meeting in November 2015 which determined the form of development to be delivered on these key sites. This report identifies the costs that are likely to be incurred in preparing the required Feasibility Studies and seeks approval of a supplementary estimate to enable the reports to be commissioned.

RECOMMENDATIONS

It is recommended that:

1. The Council approves a supplementary estimate of up to £260,000 to cover the collective costs of commissioning detailed Feasibility Studies for the redevelopment of the Regis Centre and the Hothamton Car Park sites and to vire to the Regeneration Services budget the costs incurred in commissioning the Consultant's report and the visual material. This is the equivalent of an additional £4.50 Council Tax for an average Band D property.
2. In furtherance of the resolutions made at the 11 November 2015 Full Council meeting, the Council continues to support, in principle, subject to positive Feasibility Studies and proof of concept being completed, a financially viable scheme to regenerate the existing Alexandra Theatre and adjacent Public House (Regis Centre – Western half) through either improvements and modifications or complete redevelopment to deliver the following:
 - (a) The redevelopment of the existing Alexandra Theatre site to provide an enhanced 'cultural offer' including improved theatre, gallery space, multi-functional space and other ancillary activities.

- (b) The redevelopment of the existing Public House to create a development which consists of a Landmark building accommodating visitor attraction(s), residential development and restaurant(s).
 - (c) The redevelopment of the existing Place St Maur area as an area of public realm for events and activities in a manner complementary to the other redevelopment proposals.
3. In furtherance of the resolutions made at the 11 November 2015 Full Council meeting, the Council continues to support the redevelopment of the area to the east of existing Alexandra Theatre (Regis Centre - Eastern Half) for a commercially viable mix of uses including (but not exclusive to) Public House, Hotel, Restaurant and Residential, and where appropriate small retail outlets and other uses associated with a holiday seafront destination surrounding a decked car park.
 4. In furtherance of the resolutions made at the 11 November 2015 Full Council meeting, the Council continues to support, in principle, subject to a positive Feasibility Study and proof of concept being completed, a financially viable scheme to regenerate the Hothamton Car Park.
 5. Delegated authority is granted to the Director of Planning and Economic Regeneration in consultation with the Leader of the Council to procure the Feasibility Studies for the Redevelopment of Hothamton Car Park and the Regis Centre Car Park sites and to draw down and authorise expenditure for the purposes set out in this report only against the supplementary estimate agreed at (1) above.

1.0 INTRODUCTION

- 1.1 Members will recall that at the 11 November 2015 meeting of Full Council the following was resolved:-

(1) The Council (as landowner) supports the principle of redeveloping the Hothamton Car Park site for a suite of uses including the A1 retail, student accommodation, car parking and workshop/office space complemented by appropriate landscaping. The Council accepts that an alternative or complementary use to the student accommodation would be 'staff' accommodation.

(2) The Council seeks fee proposals for consultancy support to aid the development of a business case to demonstrate the degree of financial viability of the Council undertaking the delivery of development on the Hothamton Car Park. A report outlining the business case will then be presented to the Council for a final decision on whether to proceed and how any development could be funded.

(3) Subject to further financial, planning and technical assessments and package prioritisation, the Council, as landowner, open 'subject to contract' negotiations with the leaseholders in the area referred to as Package C regarding the following aspirations:

(a) The redevelopment of the existing Alexandra Theatre site to provide an enhanced 'cultural offer' including improved theatre, gallery space, multi-functional space and other ancillary activities.

(b) The redevelopment of the area referred to as Package B for a mix of uses including Public House, Hotel, Restaurant and Residential, and where appropriate small retail outlets and other uses associated with a holiday destination.

(c) The redevelopment of the existing Public House in the area referred to as Package C for a form of development which consists of a Landmark building accommodating at least a visitor attraction, residential development and restaurant(s).

(d) The redevelopment of the existing Place St Maur area referred to as Package D as an area of public realm for events and activities in a manner complementary to the other redevelopment proposals set out in the report.

(e) The retention of as much car parking within Package E as possible, in a manner complementary to the other redevelopment proposals set out in the report. In furtherance of this objective the Council also supports the principle of installing a lightweight deck to providing additional car parking and the possibility of some active frontage development facing onto Belmont Street and Clarence Road.

(4) Should the Council not be able to create a development opportunity for Package C in the form set out in III(c) above then the Council supports the principle of that development opportunity being on the western end of Package B and developing Package C for any uses displaced from the Package B proposals set out in (3) (b) above.

- 1.2 The purpose of this report is to update Members on progress since then and to seek appropriate permissions to take the project forward. All of the different elements of the scheme are considered, subject to the recommendations in this report, to be deliverable at this stage and present a very positive opportunity to enhance the facilities available in the town for both visitors and residents. The proposals do contain residential development which is not universally supported. However, if the Council wishes to see these developments delivered and at the least cost to the public purse then there needs to be an acceptance that residential development commensurate to the final scope of the longer term vision is necessary.
- 1.3 The main activity since the November 2015 meeting has been threefold. Firstly, the Council has commissioned a report from consultants to advise on the likely costs of taking forward the individual projects agreed at the 11 November Full Council

meeting. A copy of the Consultant's report is appended as Appendix A. Secondly, some artistic visual material has been commissioned to give some life to the possible vision as agreed by Full Council in November. Two images showing a possible view across the Place St Maur Des Fosses area towards the seafront are attached as Appendix B which shows possible development options with either a modern theme or a more traditional theme. It is important to stress that these images illustrate what a scheme could look like, not what it will look like. Finally, very preliminary, constructive discussions have taken place with representatives of Whitbread's as the lessee of the existing pub and theatre site. Each of these activities is described in more detail below.

2.0 REPORT FROM URBAN DELIVERY

- 2.1 The Council initially issued a brief to secure a report which would identify the full breakdown of activities and associated indicative costs that might be incurred by the Council to bring forward the Regis Centre and Hothamton redevelopment sites to the point of an approved planning application. This report was expected to include such costs as project management (both external and internal resources), professional fees such as architects, engineers, quantity surveyors and legal fees; environmental and highways studies etc. Other associated costs would also be considered such as facilitating public consultation and planning application fees. The required report was also to reflect the Council's decision to develop the Regis Centre site as development 'packages' as agreed at the 11 November 2015 meeting and how this should be factored into the proposal.
- 2.2 Upon receipt of the initial draft report it was recognised that the cost of developing the agreed 'packages' to the point of seeking planning permission for each was substantial, and likely to be greater than the resources that the Council could reasonably allocate to the project having regard to all the other work currently on-going. The consultants were, therefore, asked to undertake a supplementary piece of work to advise on the likely costs if the proposals for each site were taken forward as separate development briefs.
- 2.3 The consultant has undertaken this work and has presented its advice in a single report which is attached as Appendix A.
- 2.4 The report is very detailed and considers a range of delivery options for both sites and how any redevelopment might be delivered. The following sets out a suggested way forward for each of the key elements, which in essence focuses on the commissioning of detailed Feasibility Studies to better inform the Council on deliverability and viability and, therefore, which route should be followed for any regeneration activity on each site.

3.0 HOTHAMTON

- 3.1 With regard to the Hothamton site, the report considers four main options based on the mix of development set out in the November report, ranging from the Council

acting as developer in order to hopefully secure an income stream through to the Council agreeing a development brief so that the site can be brought to market to secure either a revenue and/or capital sum.

- 3.2 Each option has its own positive and negative risks, many of which are set in the report. The main factors for the Council to consider relate to risk and reward. If the Council wishes to try and secure a significant beneficial revenue stream for the future then the more risky option of the Council undertaking the development itself could be pursued if the Council is prepared to commit to the level of investment necessary (circa £20 million plus). If however, the Council does not wish or is not able to commit to such a significant level of investment upfront, then going to the market with an agreed development brief would be a more appropriate route to secure town centre regeneration by way of either a capital receipt or possibly with a prospect of a share of the rack rental of the finished commercial units and, possibly, car parking income.
- 3.3 It would also be sensible to form a view about the implications of what the likely impact might be of including (or not) the adjoining Health Centre in any redevelopment should it become available.
- 3.4 A key factor in determining the final option to be selected is for the Council to carry out a Feasibility Study and where appropriate (or necessary) make suitable adjustments to the potential development mix. The Council could at that point state its preference for the method of delivery given the Council's key role in encouraging regeneration in Bognor Regis. Furthermore, based on the Council's need to seek new sources of income, to help offset reductions in local government funding during this period of public sector funding austerity, to support the services it delivers there may be an added incentive to take on the role of developer so that the Council attempts to maximise the revenue it is able to retain (assuming the Feasibility Study clearly demonstrates that income exceeds the cost of delivering the development). However, at this time the scale of any potential net income is not known and therefore it is recommended that the Council await the outcome of the Feasibility Study before committing to a particular form of delivery.
- 3.5 The recommendations make a financial provision of up to £25,000 to allow the required Feasibility Study to be procured.

4.0 REGIS CENTRE

- 4.1 The report from Urban Delivery considers the options for the two "halves of the site". The western half involving the theatre and existing pub, and the eastern half which is mainly the existing car park and its fringes (see drawing on the Consultant's report). The options for the western half could be similar to those for the Hothampton site. However, the challenge is that there are many more uncertainties regarding the feasibility of creating a development which provides both an enhanced cultural offer and family entertainment, not least of which is whether the development should

seek to modify and improve what is currently there (The Alexandre Theatre) or instead, focus on a complete redevelopment.

4.2 There is clearly a need to undertake a Feasibility Study to determine whether the current proposals are viable (or require capital/revenue support) and deliverable before the Council makes any commitment to proceed further with the submission of a planning application or a planning brief and potentially the construction of the development.

4.3 Members will recall that in the November report the following advice was offered:

"In 2012 the Council commissioned a team lead by Arup to advise on options for the improvement and redevelopment of the Alexandra Theatre. The report produced looked first at the business aspects of a future successful Alexandra Theatre, including potential audiences. The conclusions from this part of the study were then used to inform preliminary architectural concepts (see Appendix A), which were then presented, based upon three construction costs scenarios (£1M, £3M and £5M) requested by the Council.

The Arup report forms a very good basis for developing an option for an 'improved cultural offer' aimed at all sectors of society. There is probably an opportunity to develop the potential offer even further to facilitate a gallery and/or multi-use function space and if possible create a sight line between the Arcade and the seafront. These uses were certainly supported in both the public consultation and the submitted 'ideas'. However, any improved cultural offer requires not only capital funding but also an improved and sustainable revenue funding streams to ensure that any new operation is financially viable without subsidy from the Council. The development by itself offers limited commercial opportunities and, therefore, any Capital funding will either be in the form of public funding and/or financial contributions from elsewhere. Based on the recommendations set out in the previous section for the Hothampton site there is unlikely to be any cross subsidy from the development of that site. It is, therefore, anticipated that to deliver this Package the Council will need to facilitate the scoping out in more detail of the required outcomes. These will be informed by the Council's emerging 'Cultural Strategy' (possibly with the aid of key stakeholders), the development of a detailed business case (including future management arrangements), the required assistance necessary for securing the relevant statutory permissions and then supporting applications for external funding to address any identified shortfall in capital and/or revenue funding."

4.4 This approach brings challenges, including the structural integrity of the building to accommodate the necessary fundamental change and the extent it is possible to maintain an operational theatre in a safe working environment whilst works are carried out. There also remains the challenge of securing sufficient capital to undertake the required works. Whilst an indicative cost plan is not yet available the possible cost for the 'cultural offer' only is likely to be in the region of up to £10 million, possibly more.

- 4.5 The second possible option is more radical and proposes the demolition of the existing pub and theatre and to then rebuild the theatre. The key benefits of such an approach are that it could facilitate the delivery of a totally modern theatre and associated cultural offer (eg: gallery and workspace). Furthermore, it also opens up the opportunity to consider putting residential development above the theatre. The benefit of doing this is the same as that for the visitor attraction, namely the residential sales create an income that may help contribute towards the cost of a new theatre etc. There is no cost plan available at this time, however, this possible proposal is thought likely to cost circa £20 million.
- 4.6 Once the Feasibility Study is completed the Council will be able to determine what would be the best way to deliver this part of the overall development. The recommendations make a financial provision to allow the required Feasibility Study to be carried out following a competitive procurement stage.
- 4.7 Finally, with regard to the eastern half of the site, the options are focused on securing some form of certainty in respect of planning. This will facilitate the land being brought to the market and/or any discussions with Whitbread's (see below) as the current lessee of the pub and theatre site at the western side of the site. Based on the advice of the consultant it is recommended that a sum of up to £220,000 be approved to allow either one Feasibility Study for both halves or two separate studies commencing in parallel (given that Whitbread may wish to proceed with their ideas quickly and the western proposals are more complex). This sum will also facilitate a more in depth analysis of the capital and revenue costs and returns. To ensure this work is complementary to the review of the need for the Town Hall, it is considered sensible that any Feasibility Study also consider the implications for the Town Hall and the benefits or not of including it as part of any overarching redevelopment of the Regis Centre site.

5.0 DISCUSSIONS WITH LESSEE – WHITBREAD

- 5.1 Whitbread's have an existing long lease on the existing pub and adjoining theatre, the latter of which is sub leased to Arun Arts. This lease has approximately 30 years left to run.
- 5.2 Whitbread's have advised they have an aspiration to develop an 80 bed hotel in Bognor Regis with associated pub/restaurant. Such a development accords with the vision for the redevelopment of the Regis Centre Car Park site that the Council agreed in November 2015. The provision by any operator of an additional 80 beds for visitors to Bognor Regis would be a very welcome investment. There is, therefore, merit in establishing whether Whitbread's aspirations can be delivered on this site without it detracting from the Council's overarching vision for the Regis Centre car park etc site regeneration. The added benefit of this is that it could possibly facilitate their existing lease being surrendered for the existing pub and theatre site, thereby potentially aiding the delivery of the redevelopment of this part of the site for primarily family entertainment and cultural activities.

- 5.3 In line with the previous Council resolution (November 2015) informal discussions with Whitbread's representatives have confirmed that they would like to build a new development in the south-east corner of the Regis Centre Car Park site. As stated above, this coincides with the Council's agreed vision for how this part of the site could be developed. However, Whitbread's strong preference would be to proceed with this development relatively quickly and unencumbered from the Council's surrounding proposals. This creates a challenge for the Council because any development around the periphery of the car park carried out in advance of a Council agreed development brief may cause future difficulties to the Council by sterilising a proportion of the rest of the site to allow the provision of a decked car park if the aspiration is to maintain an adequate level of car parking and prejudice other complimentary adjoining development.
- 5.4 An option under discussion with Whitbread's includes the possibility that they develop a proposition for all the land to the east of their current pub and theatre site. The intention would be for them to seek a hybrid planning permission comprising of a detailed consent for a new hotel and pub/restaurant with an outline consent for the remainder which would encompass a decked car park with flanking residential and commercial development.
- 5.5 In taking this approach some of the challenges identified above may, to an extent, be addressed but could potentially remove a significant element of landowner control from the Council in favour of Whitbread's. Should planning permission be granted and agreed, terms for the surrender of the existing lease and a new lease be concluded, then Whitbread's could construct their pub and hotel, whilst the Council would be able to separately market that part of the site subject to the outline consent for the decked car park and flanking residential development. The requirement would be for any purchaser/lessee of the flanking residential land to build the decked car park at nil cost to the Council. At present the car park has approximately 220 ground level spaces. A theoretical concept of 150 spaces over three levels could, if deliverable, create a total of say 450 spaces from which some would be designated for residential and other uses. A significant uplift of the current average yearly car parking income is, therefore, a possibility which, if delivered and charges to parking apply, could assist with the Council's budgetary challenges. This, of course, assumes that in any development the revenue from any parking is returned to the Council rather than used to fund the development costs. Also, if there is any positive capital receipt from either of these two developments it could be considered for use to help towards delivery costs of a new family attraction/enhanced theatre offer if separately shown to be viable.
- 5.6 At this stage there are no detailed plans or costs available. However, it is likely that both developments will seek to maximise the sea views and so will be elevated. Therefore, it is equally possible that the ground floor of both developments will be available for a mixture of other uses including for example, new public conveniences, small retail/catering units and/or space for a small family attraction in addition to what might be provided in the western half of the site.

5.7 The Council will be able to enter into negotiations for a new lease with Whitbread's without a wider procurement because the negotiations will be dependent upon agreeing terms at the same time for the surrender of the existing lease. Seeking offers from the open market for the remainder of the site will satisfy in principle the requirements of EU procurement law and the national requirement to secure 'best consideration' for a public asset.

5.8 To inform this work and ensure the Council retains full control of the development directions and phasing etc. it is recommended that a Feasibility Study be undertaken first. It is proposed to approach Whitbread's to see if they would make a financial contribution to the cost of the work as it will ultimately assist in the delivery of any development.

6.0 VISUAL MATERIAL

6.1 Many of the various community groups who made a submission of their ideas in 2015 did so with accompanying visual material. It is recognised that at present there is no visual material to support the resolutions made at the November 2015 meeting and, therefore, the public may find it difficult to relate to the Council's vision for these sites. To address this the Council has commissioned some very preliminary visual material, some of which is attached (see Appendix B), which shows developments of a form typical of what might be expected based on the Council's agreed vision. The visual material shows both a modern design interpretation and a more traditional design interpretation to illustrate this is what these schemes could look like rather than necessarily will look like.

7.0 CONCLUSIONS

7.1 Undertaking any form of development can be very expensive. The biggest potential rewards may be available where the Council takes the role of developer. However, this route also involves the biggest risks financially. Consequently, given any expenditure involves public money, it is considered imperative to proceed with feasibility studies for all the elements before proceeding further or seeking to determine which development route might be best to secure regeneration for the town without exposing the council tax payer to undue risk. The potential benefits for the town of undertaking these developments are significant. However, it is important that any steps forward be based on sound financial and business sense.

7.2 Overall, the proposals as a package represent a very exciting opportunity for the town.

Background Papers:

11 November 2015 Council meeting: <http://www.arun.gov.uk/full-council>

The Submissions: <http://www.arun.gov.uk/bognorregisregeneration>

The matrix of submission proposals: <http://www.arun.gov.uk/bognorregisregeneration>

2003 Masterplan: <http://www.arun.gov.uk/bognorregisregeneration>

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Arun District Council

Advice to support the development of the Hothamton and Regis Centre Sites –
Bognor Regis

Report by Urban Delivery
June 2016

PART I – Introduction

1.0 Background

1.1 Bognor Regis is a popular seaside resort town with enormous potential and as a key south coast centre its regeneration plans are beginning to gain traction. Rolls Royce opening in the middle of Enterprise@BognorRegis, the continuing success of the Regis Academy, further investment and associated growth in student numbers at the University of Chichester, investment in the upgrading of the public realm and continued investment of Butlins are some of the major recent achievements.

1.2 One of the key investment aspirations for regenerating the town is the development of the Regis Centre and Hothamton sites in Bognor Regis town centre. Historically development on these sites has not progressed owing to unfavourable market conditions and viability difficulties despite being a regeneration priority. The most recent attempt at development ended with the termination of a development agreement with St Modwen Developments Ltd in 2014.

1.3 Urban Delivery helped the Council assess the viability of the St Modwen proposed schemes. The latter stages of assessing the St Modwen proposals did establish some principles that will guide future development, for example:

- De-coupling the sites so that neither is dependent on the other, this may allow the Hothamton Site to progress in advance of the Regis Centre
- The mix of uses that would be both viable and acceptable
- The continuing need for car parking

2.0 Recent progress

2.1 Since the termination of the St Modwen's agreement the Council has undertaken a public consultation and soft marketing exercise to seek ideas and input into how to move development of the two sites forward. The objectives of this exercise were:

- To inform council officers and members on the private sectors' appetite to invest in Bognor Regis
- To establish the broad potential of the mix of uses and scale of development
- To understand the appetite for delivery of projects on both sites' together or individually
- To understand the appetite for these projects bearing in mind they have not been delivered successfully in the past.

2.2 The result of this consultation was the crystallisation of the aspirations for the site which included:

- A mixed use development on the Hothamton site incorporating active ground floor uses with the possibility of an anchor medium-sized foodstore with residential accommodation (possibly student accommodation) above, and replacement car-parking
- A mixed use development on the Regis Centre but with a focus on family leisure and entertainment. Components to include: improved theatre, visitor attraction (yet to be defined), pub and hotel, bars and restaurants, residential accommodation and replacement car parking.

2.3 In speaking to officers we understand that the Council is keen to see development move forward as soon as a possible (we have programmed for next steps commencing in September allowing for internal consideration of this report and the approval processes required to release funds).

2.4 This could involve securing planning permission, developing the sites themselves or promoting a planning brief and selling the sites.

2.5 We describe a planning brief as a formal planning document that provides a 'stepping stone' between matters that will need to be addressed in any application for planning permission and the local policies contained in the development plan for Arun District and West Sussex County Council. It does not repeat or alter policies in the plan. The brief may also highlight alternative land uses that may be appropriate, any restrictions that apply to the site, and any other issues of importance. In setting down and consulting on this advice, it will provide consistent, quality guidance to developers. This should then improve the planning process, the efficiency of any subsequent planning application and the quality of the final development at the site.

2.6 For the Regis Centre site, we understand that the Council could also consider splitting the site up into separate development parcels that could be delivered independently of each other. We provide an analysis of this approach in the report.

2.7 The Council could also be interested in determining which elements of the development it could retain as an investment to secure a long-term revenue stream for the Community and which could be sold (with conditions concerning the redevelopment and provisions for overage for example).

3.0 Purpose of this report

3.1 There is a strong political desire to move the projects forward but the implications and resource requirements need to be carefully considered by the Council before it makes a decision on how best to proceed. The Council needs to fully understand the activities and the costs for the immediate next steps to either secure planning permission or planning briefs for the sites, secure development and

potential sales. This report provides the Council with a clear set of costed next steps to move forward development for a variety of delivery options.

4.0 Structure of this report

4.1 Acknowledging the likely distinct delivery routes and timescales for the Regis Centre and Hothampton sites we have broken the report into two sections covering each site separately. We provide an overall summary at the end of the report.

4.2 For each site we have provided the following:

- A review of the background information for the sites.
- A high-level review of viability. This does not include technical work or robust viability appraisals which would be completed at the next stage of work. However, it does provide a view on which elements of the scheme will be likely to create surpluses and some of the obvious barriers to delivery.
- Potential delivery routes for the sites. This looks at the types of routes available. Our recommendations are clear that the Council needs more evidence upon which to make a decision on the most suitable delivery route and we provide a summary of the work required for this.
- Recommended immediate next steps and the costs for this, including the costs should the Council proceed to the planning application stage or planning brief stage.

5.0 Exclusions from the work

5.1 In completing the work, we have provided a list of actions and associated budgets to progress the sites. For clarity we have not undertaken any of the following:

- Writing briefs and commissioning technical studies
- Undertaking commercial viability assessments
- Soft market testing the proposals with developers
- Designing the proposed development or
- Progressing the pre-planning application work/ planning brief work

5.2 A key recommendation of this report is that more in depth viability appraisals are required as an immediate next step. The developments costs and values used in this report are indicative only and should not be relied upon by the Council.

6.0 Further information

6.1 If you have any queries regarding this report please contact:

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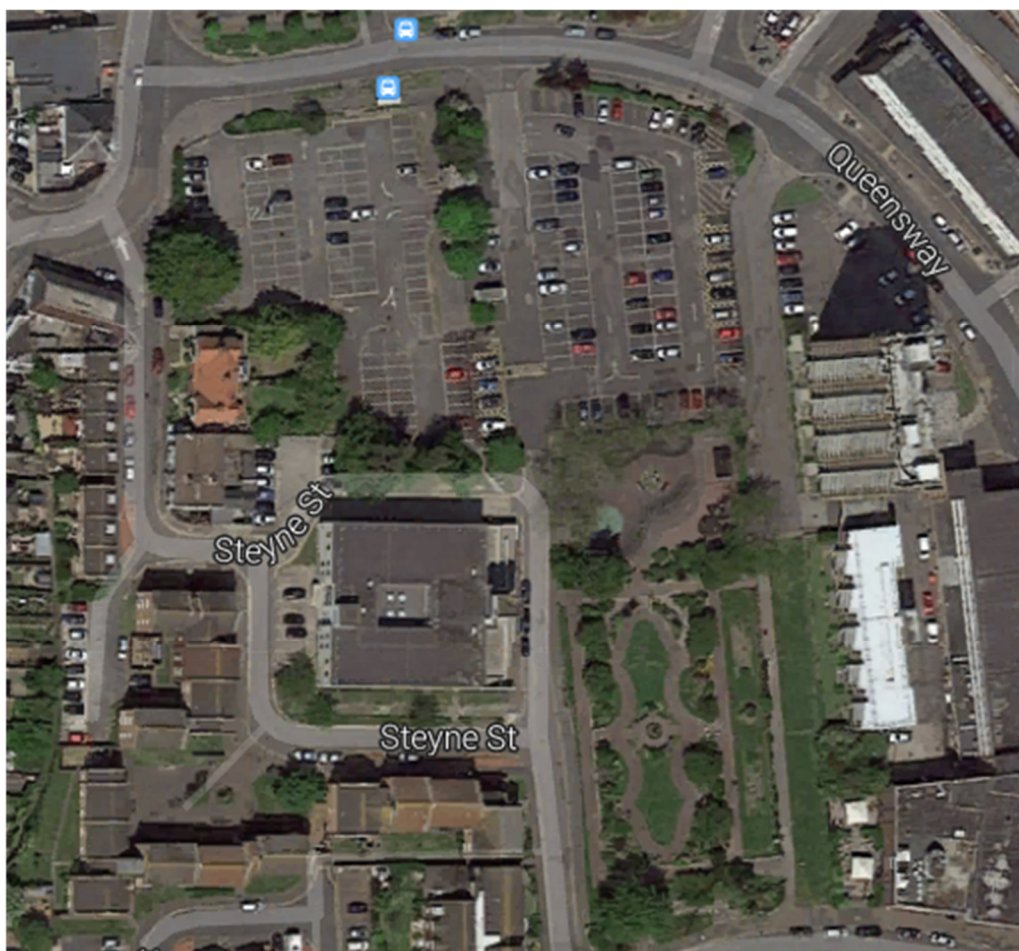
PART II – Hothampton Site

7.0 Background information – Hothampton

7.1 The Hothampton Site is located to the west of Bognor Regis town centre and is accessed from Queensway. The site is currently a surface operated pay and display public car park on the edge of the town centre. The site extends to approximately 0.94 hectares (2.33 acres).

7.2 The surrounding land uses include retail to the north east and residential uses to the north, west and east, including an 18 storey residential tower block. The area to the south comprises a children's play area and a formal public garden area and an existing NHS Health Centre. Past proposals have considered the relocation of this health centre in order to maximise the developable area of the site but more recently this was disregarded due to financial viability issues. We understand dialogue continues with the Health Centre land owner and it may still be possible to include the Health Centre as part of the development, but there is uncertainty surrounding this.

Figure 1 - Aerial view of Hothampton Site, Bognor Regis.



7.3 Historically, the Hothamton Site has been considered for a major food store but changes in the food store sector and other local food store openings over recent years have meant that this demand is unlikely to be forthcoming. The option of a smaller format foodstore remains a possibility.

7.4 Current plans are for the site to accommodate apartments (the exact quantity to be determined but could include some or all student residential accommodation), active ground floor uses including a small food store, retail/A3 and decked car parking.

7.5 A set of indicative sketch plans below, show how a proposed scheme layout, this was included in the information pack used as part of the soft-market testing exercise.

Figure 2 - Indicative scheme for Hothamton Site – Ground floor

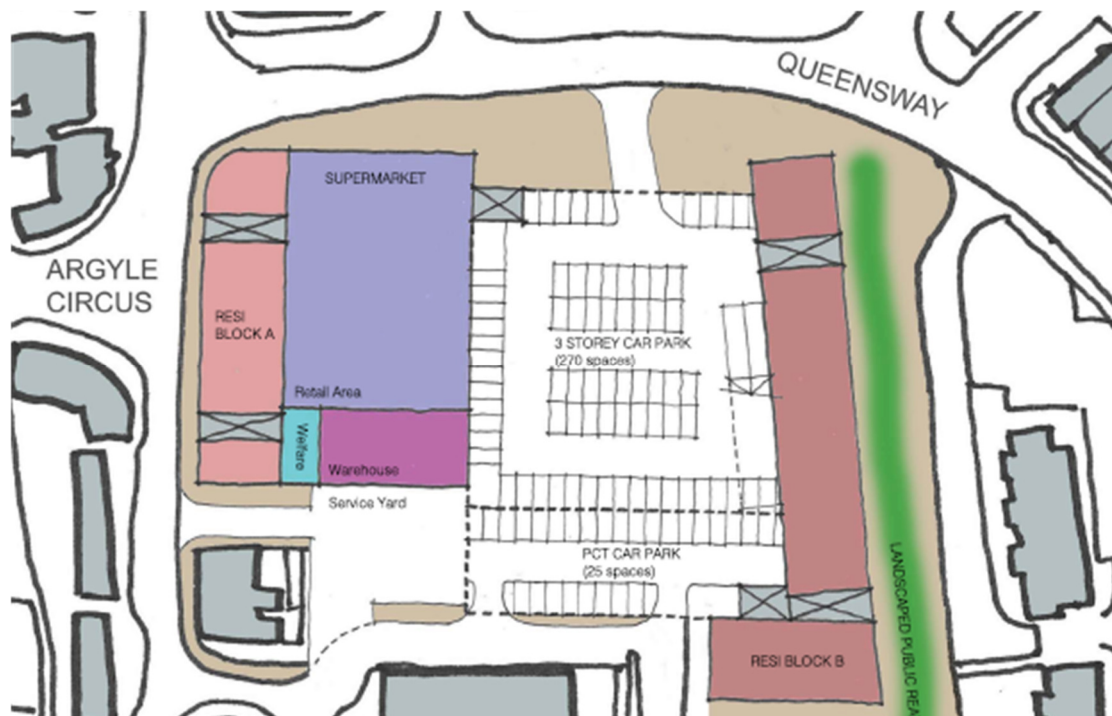
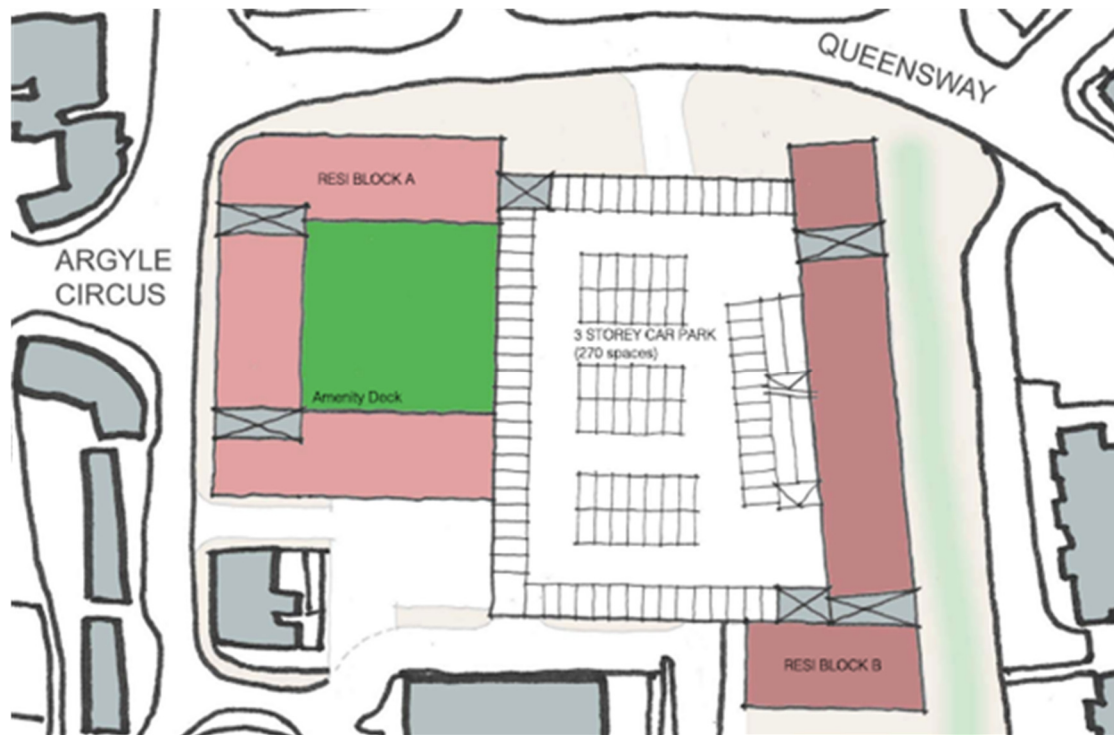


Figure 3 - Indicative scheme for Hothampton site - Upper floors



8.0 Hothampton - Review of viability

Demand

8.1 We are uncertain whether a significant food-store operator could be attracted to the scheme. Bognor Regis is well serviced by nearly all the major supermarkets with a Morrison's, Sainsbury's, Tesco, Lidl, and Iceland as well as many other smaller format local/convenience formats already in the town. The historic 'big four' supermarkets are not currently active as they face competition from both the premium and budget supermarkets and on-line.

8.2 Nationally, expansion is occurring for premium (Waitrose and Marks and Spencer's) and discount retailers. We consider that the demographics are not likely to attract a premium retailer into the town centre. Several of the discount retailers are already in Bognor Regis with Aldi being a prominent exception. The number of potential occupiers that could be interested is therefore limited. The Feasibility Stage will need to assess potential demand. The option of moving forward development without a foodstore may need to be considered if strong demand cannot be established.

8.3 There is anticipated growth in the number of students in Bognor Regis. The potential for market rented housing targeted at the student population and also other young workers could be attractive in both commercial viability terms and regeneration benefits. The actual demand will need evidencing at the Feasibility Stage.

8.4 A large student / market rental residential element could create its own demand: for small convenience retail, A3 café / bar and small gym. This should be explored as part of the Feasibility Stage.

Viability

8.5 We understand the original aspirations for a mixed-use scheme in-line with the current masterplan. However, it should also be recognised that the economic climate is very different to when the original masterplan was established.

8.6 The residential accommodation is likely to create a strong positive land value. This would be increased if a reasonable scale food-store can be attracted to the ground floor.

8.7 The complimentary A3 uses are unlikely to generate significant surpluses but we agree should be included for the purpose of 'place making' - creating active frontages for this important town centre site.

8.8 The scheme will need to pay for replacement car parking which will be a cost to the scheme, but one we expect could be accommodated. This should be explored as part of the Feasibility Stage.

8.9 We expect that the scheme will be viable and produce a reasonable receipt for the land if the Council chose to sell it, this is on the basis of the previous viability work we completed on the St Modwen proposals. Alternatively, if the Council chose to develop and retain the assets we would anticipate that this income stream would be greater than the debt servicing that would be associated with developing the scheme. This will need to be evidenced through the next stage of feasibility work.

8.10 We have assumed a development of this type will have a cost for delivery of somewhere between **£15m and £25m** net (dependent on the -quantity of residential development to be delivered). This is a preliminary indicative estimate only and will be heavily sensitive to the volume of housing to be provided which at present is uncertain. We have based all other associated delivery costs assuming a project of this scale.

Barriers to delivery

8.11 There appears to be no major impediment to development. We are advised that the Council owns the freehold to the site, previous planning briefs have been produced for the site and new replacement car parking is also expected to be able to be integrated into the new development and land uses on the site.

8.12 We expect, subject to demand being evidenced, this scheme could be delivered reasonably quickly if the Council chose to develop this themselves. Subject to the Council releasing sufficient funds and the demand analysis demonstrating demand for a scheme, planning permission being granted without unexpected issues then we would expect a scheme could be on site in approximately 12 months, utilising an existing framework, and with a construction period of up to 18 months. This would result in a 'best case' scenario of a scheme being completed within 2.5 years (i.e. by Summer 2019).

8.13 These timescales are longer should the Council elect to establish a planning brief and sell the site. The process of land sale pushes back development by 9 months.

8.14 The Hothampton site is a much less complex development relative to the Regis Centre and we agree with the principle of de-coupling the sites so Hothampton can be brought forward within accelerated timescales.

9.0 Potential delivery routes for the Hothampton site

9.1 There are several delivery routes available to the Council and variations within these. Below we explore the routes available to the Council both regards what development role it plays but also the procurement routes available to it.

Hothampton site - The Council act as developer

9.2 In discussions with the Council's officers it is understood that the Council wants to absolutely ensure quality is delivered and notwithstanding a degree of control through the town planning management process (being the statutory authority) may still want to retain some overall control on the scheme. The Council is also interested in retaining the asset as an investment capturing a future ongoing income stream following development.

9.3 Under these conditions it would be logical to consider whether the Council acts as developer for the scheme. This would involve a professional team reporting to the Council designing and constructing the new building and the Council financing that development.

9.4 The benefits of this approach would be:

- The Council retains complete control of the project and can safeguard quality
- The Council would maximise the returns from the development, and effectively make a developer's profit
- The Council has flexibility as to what it does with the assets created and this approach would maximise the potential for a future revenue stream
- The Council has access to cheaper finance than a private developer which would benefit the scheme and the returns that could be made

9.5 The challenges with this approach would be:

- The Council would need to be certain it had the internal capacity to deliver this project via this route. Using appropriate frameworks and external support these resource issues could be mitigated.
- The Council would need to commit to large upfront costs. It would cost several hundreds of thousands of pounds of pre-construction fees and the Council will need to be prepared to commit that level of funding at the outset of the project and be in a position to release funding in a timely manner so as not to delay the project.
- The Council will be the developer and therefore will take the appropriate developer risk, including demand risk and construction cost risk. The Council could mitigate this risk through transferring the construction cost risk on to a

contractor and securing some pre-lets or forward sales of the completed units. However, this still requires active management and monitoring and a consequent appropriate internal resource commitment.

- The Council would need to fund all delivery costs which could be in the region of £15m - £25m. It will need to be satisfied it can do this in line with the Local Authorities Prudential Code for capital finance and that the Council is comfortable with the overall financial risk exposure.

Hothamton Site - The Council sell the site to a developer with outline planning permission

9.6 Under this scenario the Council could achieve an outline planning consent for the scheme they want delivered and then seek to sell the site to a developer.

9.7 The benefits of this approach would be:

- The Council would have significantly less pre-construction costs, albeit these would still be significant
- The Council would not take construction cost risk
- The Council would not take the development risk with regards selling and letting the development
- The Council would not need to finance the development
- The Council could receive a land receipt sooner than if it acted as the developer
- This would involve less internal resources versus the direct development options

9.8 The issues and challenges with this approach would be:

- The returns would be less to the Council versus delivering the scheme itself
- The timescales for delivery would be longer and more uncertain
- The Council would release some control of the development of the site
- It would be more complicated to engineer a route where the Council kept an ongoing revenue stream from the site
- The upfront costs for design services and technical studies associated with achieving a planning permission would still be significant and greater than the option of creating a planning brief and giving the responsibility for securing the planning permission to a developer.

Hothamton Site - The Council sell the site to a developer following consultation and adoption of a Planning Brief.

9.9 Under this scenario the Council would promote a Planning Brief for the scheme they want delivered and then seek to sell the site with conditions to a developer.

9.10 The benefits to the Council of this approach would be:

- Significantly less pre-construction costs (the Council would incur significantly less expense in this option versus all other options considered)
- The Council would not take construction cost risk
- The Council would not take the development risk with regards selling and letting the development
- The Council would not need to finance the development
- The Council could receive a land receipt sooner than if it acted as the developer
- Less internal resources than the other options (although a Planning Brief would have costs associated with it and there would be costs associated with the procurement and monitoring of the performance of the developer.)
- The Council providing a clear, shared vision for the regeneration and development phasing for an area.
- The Council ensuring that the full development potential of the area is optimised to provide wider economic benefits, a high quality built environment and mix of uses sympathetic to the existing development plan policies and potential for this part of the town centre area.
- The Council providing a comprehensive and holistic approach to the regeneration of the area that can guide public and private investment and mitigate against piecemeal and fragmented redevelopment of the sites.
- The Council providing a formal policy framework which can be approved or adopted by the council and is available to support and underpin marketing and the sale process and helps to accelerate the delivery of new development on the site
- If adopted, it can guide and support the regeneration and redevelopment of this area as a material consideration e.g. in planning applications and Compulsory Purchase Orders (CPO) as necessary.

9.11 The issues and challenges with this approach would be:

- The returns would be less to the Council versus delivering the scheme itself
- The timescales for delivery would be dependent on the quantity of consultation responses and stakeholder engagement as the planning brief achieves approval and adoption. However, we are estimating 10 months gain.
- The Council would release control of the development of the site
- It would be more complicated to engineer a route where the Council kept an ongoing revenue stream from the site

Hothamton site – the Council partner with a developer

9.12 This option is a hybrid of the two options described above. In this scenario the Council could seek a development partner who would bring in development expertise but the Council would jointly invest in the development and share the profits.

9.13 Benefits of this approach are:

- Expertise and capacity of a development partner is brought in
- The Council's overall risk exposure is halved versus the 'do it itself' option
- The Council will share in the development profits (albeit this will be less than the 'do it itself' option).

The issues and challenges with this approach would be:

- The Council would need to procure a developer which will add significant timescales to delivery
- Decision making can be difficult through a partnership arrangement which could delay delivery further
- The Council would make less profit than if it did the development itself

Procurement

9.14 If the Council partners with a developer it will need to procure professional services for the partnership delivery route and potentially for a contractor. The work packages involved for both services and construction would very likely breach the OJEU threshold and under a traditional procurement strategy would require a tender procedure advertised through OJEU and in accordance with EU legislation with consequent programme implications.

9.15 Under the approach that the Council directly develops themselves the Council will need to dedicate significant time and resources in terms of writing the appropriate briefs and tender documents. We anticipate the processes taking 6 - 8 months for the design services and 6 – 8 months for the construction element (this includes preparation time as well as the process itself).

The use of Frameworks

9.16 An alternative to the traditional approach to procurement is to utilise existing pre-approved design and / or construction frameworks. These are established, pre-tendered and OJEU compliant, design and construction frameworks that are accessible to the Council. If the Council was seeking to develop the scheme itself then it would have the option of using a construction partner to undertake the full design and construction elements of the project and contract with one partner throughout the whole project. Alternatively, the Council could seek to design the scheme using a design services framework before engaging a construction partner through a construction framework.

9.17 Some frameworks are single source (one company) and based on pre-tendered rates, whilst others allow the Council to run a mini-competition selected from a panel.

9.18 From our experience the single source frameworks allow a more iterative and collaborative approach to developing the brief and moving the project forward in partnership. The panel frameworks do not allow this but provide competitive tension which can give some Local Authorities comfort they are 'squeezing' the very best deal out of the contractors.

9.19 Whichever route the Council chooses it should be acknowledged that the construction industry is increasingly getting busier and there are some significant pressures on supply chains and both tender price inflation and cost price inflation. The Council might therefore place a greater importance now on seeking to work with contractors with strong, established and secure supply chains to remove uncertainties with regards costs and timescales in delivery. This is another benefit of working through established frameworks. There has been some experience nationally of public sector bodies and private developers launching open procurement contests for construction contracts only to receive little or no interest (which could be partly due to the onerous nature of the procurement process combined with how busy the construction industry is).

9.20 We would recommend that the Council considers the use of Frameworks and that a review of the potential frameworks available to the Council is completed as part of the Feasibility Stage for both the professional services required and, if necessary, any construction it delivers itself.

10.0 Indicative costs and timescales for delivering the Hothamton Site

10.1 As the Council control the site, and the uses proposed are reasonably standard the delivery of the Hothamton development should not be overly complex (certainly when compared to the Regis Centre). We therefore agree that de-coupling the development opportunity from the Regis Centre is a sensible approach. Section 9 looked at different approaches to delivery. This Section looks at the costs and timescale implications for:

- the Council acting as the developer themselves and procuring professional services and contractors via a traditional procurement;
- the Council acting as a developer but using a single framework partner to design and deliver the scheme;
- the Council securing an outline planning permission and selling the site on to a developer;
- and the Council promoting a planning brief before selling the site on to a developer.

10.2 This is not an exhaustive list of options and during the detailed Feasibility Stage further iterations could be modelled. Below we explore the timescales and costs associated with the delivery for these options.

10.3 At the end of this section we outline the impact should the Health Centre be included.

Hothamton – Council act as developer using traditional procurement (Option 1)

Under this scenario the Council act as the developer. The Council directly contract the design services and the build contract. We assume that all design services are managed through a principal design contractor. Figure 4 provides indicative tasks, budgets and timescales for delivering the Hothamton Site. It assumes four stages of development: Feasibility Stage, Planning, Pre-construction and Construction.

Feasibility Stage

10.4 During the feasibility stage we would expect the following tasks to be completed:

10.5 Feasibility study - We have estimated that a feasibility study, if instructed in September, could be completed by the end of October 2016 at a cost of **£12k to £17k**. The feasibility study should provide the following outputs:

- A review of demand for the space, including consulting potential end occupiers and a review of general market conditions.

- A recommendation on the scale and type of development based on the market review
- Developing designs to RIBA stage 1-2. These designs should show massing and form and be capable of deriving an early cost estimate for construction
- A summary of the total delivery costs for the project and a review of the financial performance for different delivery routes (including but not exclusive to: The Council acting as developer, the Council selling the site with the benefit of an adopted planning brief, the Council partnering with a developer)
- A formal review of the procurement options including the potential frameworks available to the Council
- An assessment of the costs to take the project through planning, pre-construction and the construction phases

Agreeing heads of terms with any major occupiers – Before the Council commits significant funding to the project it may want to explore if it could de-risk the development by agreeing the principles of any lettings with significant end occupiers. These occupiers would be identified during the Feasibility Study. We have allowed a budget of **£10k - £15k** for professional support to the Council in negotiations with end occupiers, this may not be needed and therefore could become a project / programme contingency. The earlier these conversations are held would also allow any serious end occupiers to input into the evolving design and layout.

10.6 Council decision – Using the evidence base from the Feasibility Study the Council would need to make the following decisions:

- Which delivery route it wants to go down, and whether it wants to act as developer
- What procurement route it favours (open procurement or the use of a framework, and which framework that would be)

10.7 This decision will need to be carefully programed and integrated with cabinet or full council meetings in order to continue momentum and prevent delays or uncertainty with the project.

10.8 Procuring a professional team - Before the design work could commence for RIBA Stage 3 a professional design team would need to be procured. Under this scenario, without the use of any pre-tendered frameworks, we have allowed a 6 month period to allow for the writing of briefs, tendering the contract and agreeing any contractual issues prior to appointments being confirmed. This means that a professional team would be in place in early 2017. We have assumed professional support through this process is provided and estimated a cost of **£20k - £30k**. It may be the Council could undertake much of the procurement tasks in-house and

reduce this cost. It should be acknowledged that this would result in significant internal officer time being dedicated to the project. The Council would need to free-up and dedicate resources.

The Planning Stage

10.9 Under this scenario the professional team would be in place and undertake necessary designs and technical studies ahead of a planning submission and any formal environmental impact assessment. If the Council are acting as developer, we would not see any great benefit in first submitting an outline application ahead of a detailed application; and therefore the considerations set out here are based on securing a detailed planning permission. Pre-application conversations would need to be extensive with the Council in its capacity as Local Planning Authority to ensure a scheme evolves that would satisfy relevant national and local planning policy.

10.10 With respect to Environmental Assessment, the application should be subject to formal screening by the Local Planning Authority under Schedule 2, Part 10 (b) – Urban Development Project, given the proposed development could include more than 150 dwellings. Should the Screening trigger a requirement for an Environmental Impact Assessment then an additional cost of **£30k - £40k** should be included on top of the costs we detail below.

10.11 Under the *Town and Country Planning Regulations (1992)* the Council must ensure that it has an appropriate process for the determination of the application that accords with the *National Planning Practice Guidance* at Section 14, paragraph 012). We have estimated a 4-month period between the design team being appointed and a planning application submitted. This could be as much as 5 months should an EIA be required. We have estimated the total costs for this stage to be between **£400k and £522k**. We have assumed to support the planning application the following technical studies and evidence would be required in accordance with Arun District's *Local Validation Requirements List 2014* (Revised, March 2015):

- Design and Access Statement (assume included in the Architect fee)
- Transport Assessment including highways and parking surveys, Travel Plan (£30,000) Street Scene (assume included in the DAS)
- Statement of Community Involvement (assume include in the Architect fee)
- Affordable Housing Statement £5,000
- Economic Development statement £6,000 - £10,000
- Flood risk assessment (not required as not in Flood Zone 2 or 3 and development site not > 1Ha)
- Foul and Surface Water Drainage Statement £6,000 - £9,000
- Ground condition surveys both desktop and intrusive £12,000 - £18,000

- Utilities surveys £6,000 - £9,000
- Biodiversity and Ecology surveys report £6,000 - £9,000
- Land Contamination assessment £10,000 - £15,000
- Land Engineering Works statement (assume included in Architect/Engineer's fee)
- Landscaping Strategy and Tree Survey (assume included in Architect fee for Landscaping + £3,000 - £5,000 if applicable)
- Lighting Assessment (assume included in Architect fee)
- Bin Storage/Collection provision (assume included in the DAS)
- Noise and Extraction assessment £5,000
- Historic Record Search and desktop heritage/archaeological £5,000
- Draft Planning Obligation and Viability assessment to support Section 106 and affordable housing requirements £8,000 - £10,000
- Environmental Impact Assessment (EIA) and Non-Technical summary (* If required estimated at £30k - £40k).

Pre-construction

10.12 Under this scenario we have assumed the Council would not complete detailed design work (drawings capable of being tendered against by contractors) until planning permission has been granted. We have also assumed the Council would complete detailed design work ahead of tendering for a contractor and this would cost between £332k and £485k. If the Council opted for a design and build route, then the contractor could undertake this detailed design work and pass the cost on to the Council via the main construction contract.

10.13 Due to the need to openly tender the construction contract we have assumed this would take 6-8 months. This would mean a contractor would be contracted in Autumn 2018 and we have estimated between £50 - £100k. This is a wide range and would be dependent on the procurement route chosen, the amount of work the Council chooses to undertake in-house and the type of deal the Council would want to do with a contractor.

Construction

10.14 We have assumed the construction period would last 18 months with the project complete in Summer 2020. During this stage it will be essential the Council has its own professional support provided as the client's representative. We have assumed this cost would be covered in the professional fees allocation in Figure 4.

Figure 4 – indicative tasks, budgets and timescales for delivering the Hothamton Site with the Council acting as developer

Ref	Task	Cost - Low	Cost - High	Start	End
Feasibility stage					
1	Feasibility study	£12,000	£17,000	01/09/2016	31/10/2016
2	Agreeing heads of terms with any occupiers	£10,000	£15,000	01/09/2016	30/11/2016
3	Assembling professional team	£20,000	£30,000	31/10/2016	29/04/2017
		£42,000	£62,000	01/09/2016	29/04/2017
Planning					
4	Architect scheme designs (architect and engineering)	£275,000	£385,000	29/05/2017	26/09/2017
5	Affordable housing assessment	£4,000	£5,000	29/05/2017	26/09/2017
6	Economic development statement	£6,000	£10,000	29/05/2017	26/09/2017
7	Foul and surface water drainage statement	£6,000	£9,000	29/05/2017	26/09/2017
8	Ground condition surveys	£12,000	£18,000	29/05/2017	26/09/2017
9	Utilities surveys	£6,000	£9,000	29/05/2017	26/09/2017
10	Biodiversity and ecology surveys	£6,000	£9,000	29/05/2017	26/09/2017
11	Land contamination assessment	£10,000	£15,000	29/05/2017	26/09/2017
12	Noise and extraction assessment	£4,000	£6,000	29/05/2017	26/09/2017
13	Transport assessment	£25,000	£30,000	29/05/2017	26/09/2017
14	Historic record search	£4,000	£5,000	29/05/2017	26/09/2017
15	Draft planning obligation and viability assessment	£8,000	£10,000	29/05/2017	26/09/2017
16	Cost consultant	£9,000	£11,000	29/05/2017	26/09/2017
17	Planning process	£0	£0	26/09/2017	24/01/2018
	Sub-total	£400,000	£522,000	29/05/2017	24/01/2018
Pre-construction					
18	Professional fees (Pre-construction)	£332,500	£485,000	24/01/2018	24/05/2018
19	Procurement of contractor	£50,000	£100,000	24/05/2018	20/11/2018
	Sub-total	£382,500	£585,000	24/01/2018	24/05/2018
Construction					
20	Construction	£16,630,000	£19,360,000	20/12/2018	19/06/2020
21	Professional fees (construction)	£575,500	£901,000	20/12/2018	19/06/2020
	Sub-total	£17,205,500	£20,261,000	20/12/2018	19/06/2020

Hothamton – Council act as developer using framework route (Option 2)

10.15 Under this scenario the Council also acts as the developer. The Council directly contracts the design services and the build contract. We assume that all design services are managed through a principal construction contractor which is contracted via an existing framework. Figure 5 breaks down what this route might look like in terms of activities that need to take place, timescales and indicative costs. In the following paragraphs we highlight the differences in this approach and their implication on budget and timescales versus the traditional approach outlined in Sections 10.3 - 10.13.

Feasibility Stage

10.16 Feasibility study - we have assumed through the use of an existing framework this package of work would commence very quickly and provide the Council with an efficient and robust procurement route. The outputs of the work would be the same as under Option 1. During the feasibility study the principal contractor may be able to draw upon in-house cost estimators and design services which would lower the costs to the Council at this stage. We have assumed approximately a **£4k** saving. Note the Council could commit to a feasibility study through a framework without committing to use that same framework for the future stages.

10.17 Agreeing heads of terms with any major occupiers – We would not anticipate any alterations in costs and timescales of this element versus that outlined in Option 1.

10.18 Council decision – We would not anticipate any alterations in costs and timescales of this element versus that outlined in Option 1.

10.19 Procuring a professional team - Before the design work could commence for RIBA Stage 3 a professional design team would need to be procured. Utilising an existing construction framework this team could be in place within weeks rather than the 6 months we have allowed for under the alternative scenario. This would save the Council significant time and resources.

Planning

10.20 We do not anticipate any significant differences at this stage with this approach versus Option 1. We have estimated a 4-month period after the design team has been appointed and a planning application is submitted. We have estimated the total costs for this stage to be between **£400k** and **£522k**. The same work would be required as for Option 1.

Pre-construction

10.21 Under this scenario we have assumed the Council would not complete detailed design work until planning permission has been granted. We have

assumed the contractor would complete detailed design work at a cost between **£345k and £505k**.

10.22 Under this scenario the contractor will already be procured via the framework. The contractor would have been responsible for completing the design work and cost estimates up until this point, which should facilitate a smooth transition between stages of the project.

10.23 It will be imperative the Council has robust project management and cost consultancy support provided as the client's representative. This will ensure the costs put forward by the contractor is fair, reasonable and in line with expectation and the processes set out within the framework.

10.24 We expect the removal of the need to tender for the contractor at this period to save the Council another 5 months of delivery time.

Construction

10.25 We have assumed the construction period would last 18 months with the project completing in Summer 2019. During this stage it will be essential the Council has its own professional team providing a client advisor role. We have assumed this cost would be covered in the professional fees allocation in Figure 5.

Figure 5 - Indicative tasks, budgets and timescales for delivering the Hothampton Site with the Council acting as developer and using a single framework for procurement

Ref	Task	Cost - Low	Cost - High	Start	End
Feasibility stage					
1	Feasibility study	£8,000	£13,000	01/09/2016	31/10/2016
2	Agreeing heads of terms with any occupiers	£10,000	£15,000	01/09/2016	30/11/2016
3	Assembling professional team	£5,000	£7,500	31/10/2016	20/11/2016
		£23,000	£35,500	01/09/2016	30/11/2016
Planning					
4	Architect scheme designs (architect and engineering)	£275,000	£385,000	20/12/2016	19/04/2017
5	Affordable housing assessment	£4,000	£5,000	20/12/2016	18/02/2017
6	Economic development statement	£6,000	£10,000	20/12/2016	18/02/2017
7	Foul and surface water drainage statement	£6,000	£9,000		
8	Ground condition surveys	£12,000	£18,000		
9	Utilities surveys	£6,000	£9,000	20/12/2016	18/02/2017
10	Biodiversity and ecology surveys	£6,000	£9,000	20/12/2016	18/02/2017
11	Land contamination assessment	£10,000	£15,000	20/12/2016	18/02/2017
12	Noise and extraction assessment	£4,000	£6,000	20/12/2016	18/02/2017
13	Transport assessment	£25,000	£30,000	18/02/2017	19/04/2017
14	Historic record search	£4,000	£5,000	19/04/2017	19/04/2017
15	Draft planning obligation and viability assessment	£8,000	£10,000	18/02/2017	19/04/2017
16	Cost consultant	£9,000	£11,000	18/02/2017	19/04/2017
17	Planning process	£0	£0	19/04/2017	17/08/2017
	Sub-total	£400,000	£522,000	20/12/2016	17/08/2017
Pre-construction					
18	Professional fees (Pre-construction)	£332,500	£485,000	17/08/2017	15/12/2017
19	Procurement of contractor	£12,500	£17,500	15/12/2017	14/01/2018
	Sub-total	£345,000	£502,500	17/08/2017	15/12/2017
Construction					
20	Construction	£16,630,000	£19,360,000	13/02/2018	14/08/2019
21	Professional fees (construction)	£579,500	£905,000	13/02/2018	14/08/2019
	Sub-total	£17,209,500	£20,265,000	13/02/2018	14/08/2019

Hothamton - Council achieve outline planning permission and sell the site (Option 3)

10.26 Under this scenario the Council achieve an outline planning consent for a scheme and then sell the land for a developer to deliver with conditions (i.e. contractually obliging the developer to provide car parking and deliver within certain timescales). We assume the Council directly contract the design services to achieve the outline planning consent. We assume that all design services are managed through a principle design contractor.

10.27 Figure 6 breaks down what this route might look like in terms of activities that need to take place, timescales and indicative costs.

Feasibility Stage

10.28 Feasibility study – we would anticipate the same level of feasibility work undertaken during this stage of work as under previous options examined with the same outputs.

10.29 Agreeing heads of terms with any major occupiers – this work, timescales and fee would mirror that for other options considered.

10.30 Council decision – Using the evidence base from the feasibility study the Council would need to make the following decisions:

- Which delivery route it wants to go do, and whether it wants to act as developer
- What procurement route it favours (open procurement or the use of a framework, and which framework that would be)

10.31 Procuring a professional team - We have assumed the Council would openly tender the design services. This would take approximately 6 months to ensure a design team is in place. The Council could use a 'design services' framework to significantly reduce the timescales and costs associated with this and the Council may want to consider this if it chooses this delivery option.

Planning

10.32 Under this scenario the professional team would be in place and begin designs and technical studies ahead of an outline planning application. In discussion with the Council's Planning Officer it is clear that many of the technical studies would be required even at the Outline submission stage. The design could be at a less detailed stage, although the form and massing and key principles of the development (highways access, car parking, and environmental impact) would need to be made clear.

10.33 We have estimated a 4-month period after the design team has been appointed. We have estimated the total costs for this stage to be between £300k and £384k.

10.34 Under the *Town and Country Planning Regulations (1992)* the Council must ensure that it has an appropriate process for the determination of the application that accords with the *National Planning Practice Guidance* at Section 14, paragraph 012).

10.35 We have assumed to support the planning application the following technical studies and evidence would be required in accordance with Arun District's *Local Validation Requirements List 2014* (Revised, March 2015). For an Outline application many of the detailed matters would be reserved for subsequent, later applications and therefore subject to planning conditions accordingly:

- Design and Access Statement (assume included in the Architect fee)
- Statement of Community Involvement (assume include in the Architect fee)
- Affordable Housing Statement £5,000
- Economic Development statement £6,000 - £10,000
- Flood risk assessment (not required as not in Flood Zone 2 or 3 and development site not > 1Ha)
- Foul and Surface Water Drainage Statement £3,000-£5,000
- Ground condition surveys both desktop £12,000-£18,000
- Biodiversity and Ecology surveys report £6,000-£9,000
- Land Contamination assessment £10,000 - £15,000
- Transport Assessment including highways and parking surveys, Travel Plan (£30,000)
- Street Scene (assume included in the DAS)
- Historic Record Search and desktop heritage/archaeological £5,000
- Draft Planning Obligation and Viability assessment to support S106 and affordable housing requirements £8,000 - £10,000

Sale of land

10.36 Under this scenario the Council would be selling the land with conditions around what will be built and when. The Council would also require the developer to design, construct and provide to them public car parking. This gives rise to the possibility the land sale, with conditions, would be viewed legally as a public works contract. We are not qualified to give a legal opinion and we would advise the Council to seek its own legal opinion on this matter. For caution we have assumed the conditional land sale is subject to public sector procurement legislation and have allowed a 6-9 month period to allow for an OJEU compliant procedure to take place. We have assumed professional fees associated with this process of some **£70k - £150k**. We recognise that these may be considered quite significant however this is a preliminary forecast and the actual cost will be dependent on how much of the legal process is undertaken in-house.

Construction

10.37 Assuming the Council successfully procures a developer to undertake the development we have assumed that from this point on the developer would cover all of its own design and construction costs. We have assumed that the pre-construction phase which would see a full planning permission (reserved matters being approved) being achieved and mobilising the construction team would take 9 months.

10.38 We have assumed an 18-month development period once the project starts on site. This sees the development completed in Autumn 2020. This is longest of all the delivery routes owing to the two stage approach to planning, the need to procure the design team and the need to procure a developer.

10.39 Through the pre-construction and construction phases we have assumed the Council will require a professional team to monitor the activities of the development partner and have allowed a fee of **£80k - £120k** for this.

Figure 6 - indicative tasks, budgets and timescales for delivering the Hothamton Site with the Council achieving outline planning permission and selling the land with conditions

Ref	Task	Cost - Low	Cost - High	Start	End
Feasibility stage					
1	Feasibility study	£12,000	£17,000	01/09/2016	31/10/2016
2	Agreeing heads of terms with any occupiers	£10,000	£15,000	01/09/2016	30/11/2016
3	Assembling professional team	£20,000	£30,000	31/10/2016	29/04/2017
	Subtotal	£42,000	£62,000	01/09/2016	29/04/2017
Planning					
4	Architect scheme designs (architect and engineering)	£175,000	£250,000	29/05/2017	26/09/2017
5	Affordable housing assessment	£4,000	£5,000	29/05/2017	26/09/2017
6	Economic development statement	£6,000	£10,000	29/05/2017	26/09/2017
7	Foul and surface water drainage statement	£3,000	£5,000	29/05/2017	26/09/2017
8	Ground condition surveys	£12,000	£18,000	29/05/2017	26/09/2017
9	Utilities surveys	£6,000	£9,000	29/05/2017	26/09/2017
10	Biodiversity and ecology surveys	£6,000	£9,000	29/05/2017	26/09/2017
11	Land contamination assessment	£10,000	£15,000	29/05/2017	26/09/2017
12	Noise and extraction assessment	£4,000	£6,000	29/05/2017	26/09/2017
13	Transport assessment	£25,000	£30,000	29/05/2017	26/09/2017
14	Historic record search	£4,000	£6,000	29/05/2017	26/09/2017
15	Draft planning obligation and viability assessment	£8,000	£10,000	29/05/2017	26/09/2017
16	Cost consultant	£9,000	£11,000	29/05/2017	26/09/2017
17	Planning process	£0	£0	26/09/2017	24/01/2018
	Sub-total	£300,000	£384,000	29/05/2017	24/01/2018
Sale of land					
18	Sale of land with conditions	£70,000	£150,000	24/01/2018	23/07/2018
	Sub-total	£70,000	£150,000	24/01/2018	23/07/2018
Construction					
19	Pre-Construction	£0	£0	23/07/2018	19/04/2019
20	Construction	£0	£0	19/05/2019	16/11/2020
21	Professional fees (construction)	£80,000	£120,000	19/05/2019	16/11/2020
	Sub-total	£80,000	£120,000	19/05/2019	16/11/2020

Hothamton - Council promotes a Planning Brief and then sells the site (Option 4)

10.40 Under this scenario the Council promote a planning brief for the site and then sells the land for a developer to deliver with conditions (contractually obliging the developer to provide certain key matters e.g. replacement car parking and deliver within certain timescales). We assume the Council can utilise a significant proportion of the feasibility study.

10.41 Promoting a planning brief, the Council will need to dedicate resources in terms of managing the adoption / approval of the brief including the internal council consultation as well as key stakeholder and public consultation. We have assumed that the Council can dedicate a member of staff and any additional support or professional services can be via existing council frameworks.

10.42 Figure 6 breaks down what this route might look like in terms of activities that need to take place, timescales and indicative costs.

Feasibility Stage

10.43 Feasibility study - We have estimated that a feasibility study, if instructed quickly, could be completed by the end of October 2016 at a cost of **£12k to £17k**. The feasibility study should provide the following outputs:

- A review of demand for the space, including consulting potential end occupiers and a review of general market conditions.
- A recommendation on the scale and type of development based on the market review
- Developing designs to RIBA stage 1-2. These designs should show massing, form and indicative layout and be capable of deriving an early cost estimate for construction
- A summary of the estimated total delivery costs for the project
- A review of the stages in the sale of the site to 'the open market' including the potential frameworks available to the Council for the various stages e.g. Legal Panel (if required) to advise on the contractual obligations and conditions expected to be performed by the successful developer

Preparing a Planning Brief

10.44 To prepare a planning brief a full professional team does not need to be in place. Outline design would only be required and possibly a Strategic Environmental Assessment completed. If following discussions with the Council's Planning Officer the latter is required, baseline desk studies which would help contribute to understanding the key considerations of the site and the promotion of sustainable development may be required. The planning brief's role is to help identify key areas and detailed technical studies would not be required. The design would be at an

outline schematic stage, (RIBA stage 1-2) effectively the form, massing, indicative layout, quantum's and key principles of the development (e.g. highways access, car parking,) so that a Strategic Environmental Assessment can be carried out.

10.45 We have estimated a 4-month period after the Feasibility report has been completed and endorsed by the Council. We have estimated the total costs for this stage to be between **£ 89 k and £ 130k**.

10.46 To provide a robust planning brief to support the sale of the site we have assumed the following matters should be covered:

- Council vision, aims & objectives for site (including any key stakeholders) *
- Scale and type of development based on the market review (Feasibility Report)
- Specific site requirements of Council E.g. Car Parking (Feasibility Report)
- Schematic designs (RIBA stage 1-2) showing massing, indicative layout and form (Feasibility Report)
- Council Design and Accessibility expectations*
- Planning Policy *
 - Site specific / Area wide*
 - Affordable Housing*
 - Transport / Parking*
 - Sustainable Development*
 - Community infrastructure*
- Other development information
 - Foul and Surface Water Drainage
 - Ground condition / Land Contamination
- Strategic Environmental Assessment *
- Land Ownership / Access rights *
- Key statutory consultees *
- Public Consultation*
- Appendices to include

- Site history (any relevant planning history) *
- Ground condition surveys (desktop)
- Land Contamination (desktop)
- Heritage / Archaeological / Historic Records (desktop)
- Biodiversity and Ecology report (desktop)

10.47 We have assumed that the Council are able to significantly contribute to the preparation of the planning brief and therefore cost savings are made in areas such as its overall preparation and sections such as the Planning Policy and the Design & Accessibility considerations – these areas are indicated with an asterisk (*). Outputs from the Feasibility study such as the Schematic designs and Market Review will also be able to be included and a further limited allowance has been made for drawings and images related to the schematic designs, indicative layout, massing and form. As it is expected this document will be in the public domain and subject to public consultation an allowance has been made to support this through the project management and also specifically under public consultation.

Sale of land

10.48 Under this scenario the Council would be selling the land with conditions on what they expect to be built and when, the Council would also require the developer to design, construct and provide the replacement public car parking. This would be set out in a Developer’s Brief. As this is a public sector land sale, with contractual pre-conditions, it could be viewed as a public works contract. We are not qualified to give a legal opinion and we therefore strongly recommend that the Council seek legal advice on this matter. For caution we have assumed the conditional land sale is subject to public sector procurement legislation and have allowed a 6-9 month period to allow for an OJEU compliant procedure to take place. We have assumed professional fees associated with this process of **£70k -£150k**. We recognise that these may be considered quite significant however this is a preliminary forecast and the actual cost will be dependent on how much of the legal process is undertaken in-house.

Delivery costs and timetable

10.49 Assuming the Council successfully sell to a developer we have assumed that from this point on the developer would cover all of the delivery costs. We have assumed that the pre-construction phase (planning permission being achieved and mobilisation of the construction team would take 9 months.)

10.50 We have assumed an 18-month development period once the project starts on site. This sees the development programmed to be completed in March 2020.

10.51 We have assumed that the Council will require a small professional team to monitor the activities of the developer and enhance key council staff skills. Such a

team will be responsible for monitoring progress of the project through the construction phases, ensuring the developer is complying with their contractual responsibilities and the delivery programme. An allowance has been budgeted for £80-£160k of professional fees and this may actually be provided for in the agreement with the Developer but is considered prudent to highlight at this stage.

Figure 7 - indicative tasks, budgets and timescales for delivering the Hothamton Site with the Council promoting a planning brief and selling the land with conditions

Ref	Task	Cost - Low	Cost - High	Start	End
Feasibility stage					
1	Feasibility Study*	£12,000	£17,000	01/09/2016	31/10/2016
2	Dialogue with potential end users	£10,000	£15,000	01/09/2016	30/11/2016
3	Assembling professional team	£6,000	£12,000	31/10/2016	29/04/2017
	Sub-total	£28,000	£44,000		
Planning Brief stage					
4	Project management	£10,000	£12,500	01/09/2016	30/06/2017
5	Scheme design (Architect)**	£15,000	£25,000	01/09/2016	17/12/2016
6	Planning Policy*	£0	£0	02/01/2017	01/02/2017
7	Foul and surface drainage statement	£3,000	£5,000	02/01/2017	01/02/2017
8	Ground condition surveys \$	£6,000	£9,000	02/01/2017	01/02/2017
9	Biodiversity and ecology surveys	£6,000	£9,000	02/01/2017	01/02/2017
10	Land contamination assessment	£10,000	£15,000	02/01/2017	01/02/2017
11	Strategic Environmental Assessment	£25,000	£30,000	02/03/2017	24/03/2017
12	Heritage / Historic record search*	£4,000	£5,000	02/01/2017	01/02/2017
13	Public Consultation*	£10,000	£20,000	24/03/2017	03/04/2017
	Sub-total	£89,000	£130,500	01/09/2016	30/06/2017
Sale of Land *					
14	Sale of land with conditions	£70,000	£150,000	03/07/2017	22/12/2017
	Sub-total	£70,000	£150,000		
Construction					
15	Pre-Construction	£0	£0	02/01/2018	12/09/2018
16	Construction	£0	£0	13/09/2018	09/03/2020
17	Professional fees (monitoring/QS)	£80,000	£160,000	02/01/2019	09/03/2020
	Sub-total	£80,000	£160,000	02/01/2018	09/03/2020

Inclusion of Health Centre

10.52 The Council has indicated the Health Centre may still become part of the development parcel on Hothampton. To look at the implications whether the Health Centre should be included would require reworking all four of the options reviewed above. We have not done this analysis here in order to not overcomplicate this report.

10.53 Instead below we outline the potential impacts of including the Health Centre on preconstruction timescales and costs.

- **Feasibility study** – We would anticipate an additional £5k of costs to cover the potential inclusion of the Health Centre in the Feasibility Study stage and no significant impacts on timescales.
- **Planning Brief** – introducing the additional site would result in further studies, design work and fees. We would anticipate an additional cost of between £20k - £30k and a further month on to the programme.
- **Planning Permission** – we would expect costs for additional design work, fees and studies to increase by £50k - £100k. Timescales would increase by 1-2 months. Much of the additional work could run in parallel.
- **Timescales** – Depending on the delivery route chosen we would expect pre-construction timescales could increase by 1 month, dependant on what was proposed to be built. We would anticipate construction timescales to **increase**.

Comments on inclusion of Health Centre

10.54 It is undoubted that the inclusion of the Health Centre would create a more desirable development package. The end result would be a more comprehensive redevelopment of this part of the town centre.

10.55 However, by introducing a land parcel that is not currently in the ownership of the Council brings additional risks and complications to the development.

10.56 If a decision is made as to its inclusion before the feasibility work commences there should be no impact on timescales. To integrate the Health Centre once the project is already underway would introduce risk and contractual (“change”) complications, costs and delays would be incurred should the decision on the Health Centre’s inclusion or omission be reversed. This could result in significant additional cost and delays as work already completed would need to be revisited. The Council need to carefully weigh up the additional benefits versus the complications and risks it introduces to the project and we would recommend that is considered as part of the detailed feasibility for the site.

PART III – Regis Centre Site

11.0 Background information – Regis Centre

11.1 The Regis Centre site is located on the sea front in Bognor Regis and is bounded by the Esplanade to the south, Clarence Road (beyond the car park) to the east, Belmont Street to the north and the landscaped open space of Place St Maur immediately to the west. The site extends to approximately **1.59 hectares (3.95 acres)** and accommodates the existing Alexandra Theatre and Regis public house. While there are proposals for the public house to be demolished as part of this redevelopment opportunity, due to the complexity and cost of re-providing a theatre, current thinking is that the Alexandra Theatre will be retained and enhanced.

11.2 The existing car park operates as a pay and display car park and provides approximately **170 car parking spaces**, a number of which will need to be re-provided as part of any redevelopment.

11.3 There is a Council office located toward the north eastern boundary of the site which has been excluded from the development opportunity. The Council building is listed and is therefore assumed to be retained. However, we understand there is an adjoining building adjacent to Clarence Road which may be included in the study area and its treatment (possibly even removal) could significantly improve the setting of the listed building and help optimise the opportunities in the adjoining development parcel. The immediately adjoining areas to the east and west are primarily residential and range from three to five storeys in height. The area to the west of the Alexandra Theatre is known as Place St Maur des Fosses and is currently used as public open space. This area includes some soft landscaped areas which are potentially available to enhance any future development.

11.4 The land uses to the north of the site are a mix of retail and residential along Belmont Street and back onto the main town centre shopping areas, linked to the site via a covered arcade.

11.5 The St Modwen scheme, subject of a public consultation in 2012, included a mixed use development incorporating a refurbished theatre, anchor cinema and A3 uses, residential, hotel and pub development and a public square. The results of the public consultation at that time indicated a desire to see a more family orientated offering and a higher provision of car parking than currently available.

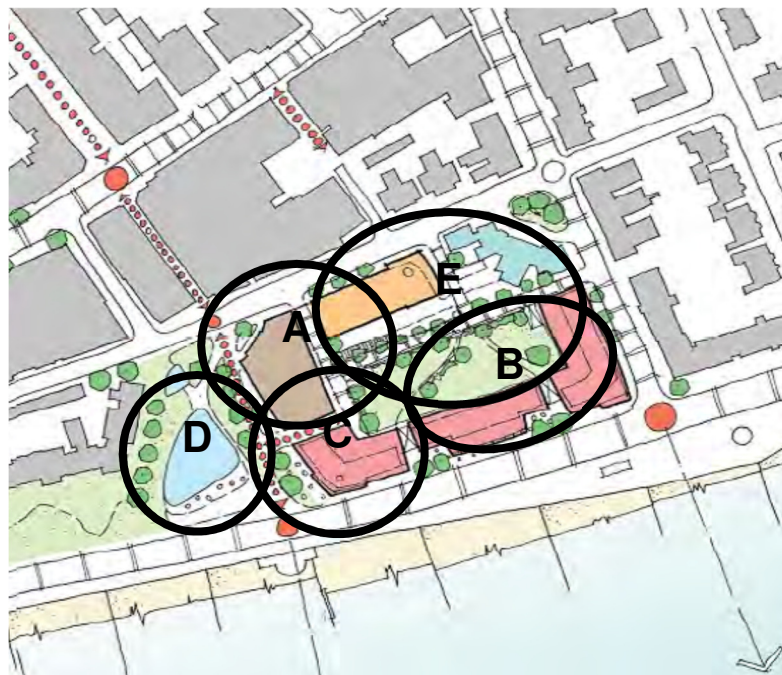
11.6 Since the St Modwen development agreement ceased the Council has sought the views from the public and potential developers to revise the principles any development should adhere to. These are set out below.

12.0 Proposed development

12.1 The proposed uses considered as appropriate by the Council following analysis of the soft market testing exercise and public consultation are a mix of commercial and non-commercial, with active (A1/A3) uses on the ground and first floor, with residential on the upper storeys. A new / refurbished theatre to be provided, however the development of any new arts facility would have to have more flexibility in order to make the theatre space more economically sustainable and available for use all year round. The Town Hall will remain in civic use. While parking related to the development would be provided within the block, undercroft spaces will also need to be provided with a potentially landscaped courtyard above.

12.2 There have been many reasons why the Council has not been able to secure the development on this site. Part of the difficulty has been related to accommodating an extensive list of requirements, whilst at the same time ensuring the development remains viable and, therefore, deliverable. To try and address this, Council officers have suggested a revised approach that sees the site broken down into a series of discrete development packages rather than a single entity. These packages could be delivered together or separately from each other. Figure 8 below shows the indicative locations of the notional packages A-E.

Figure 8 - Indicative locations for packages A-E on the Regis Centre site



12.3 **Package A** – Could include a replacement theatre and enhanced cultural offer. This will need a strong business case for the economic and operational sustainability of the theatre in advance of committing to the development.

12.4 Package B –This is viewed as a good location for pubs and restaurants on the ground floors having a prominent position on the junction of Clarence Road with the Esplanade. Very preliminary indications point towards either hotel accommodation or residential accommodation above.

12.5 Package C –The Council’s thinking for this part of the site would involve the creation of a significant visitor attraction which is intended to provide an additional reason for people to visit and stay in Bognor Regis. Exactly what form the attraction should take would need to be determined in the feasibility study.

12.6 Package D –Is a public realm scheme, with the objective of providing space for events and activities. It has a significant west facing aspect which provides ideal summer evening entertainment space and positioning.

12.7 Package E –Package E is the existing car park. The Council’s objective is to retain as much car parking as possible. However, it needs to be recognised that the developments in Packages A, B and C may need to integrate with the car park. Possible development facing onto Belmont Street on the north side could also be situated so as to shield the car parking from direct views from outside the site.

13.0 Regis Centre - Review of viability.

13.1 Unlike the Hothampton Site, we believe the viability of the Regis Centre site is finely balanced and will require detailed feasibility work to ensure a viable package of development is created.

13.2 Package A - the theatre improvements will be a 'pure' cost to the scheme with little or no revenue streams generated that could create commercial development value. This will need to be funded through development profits made elsewhere in the scheme or funded through alternative public funding routes (we would not rule out a strong business case being made to secure grant for the scheme in the context of its regeneration impact and jobs it would create).

13.3 Package B – We would expect the pub and hotel with a strong covenant (a recognised brand) would produce a development surplus for the scheme. However, it should also be recognised that the existing property interests of the Regis Pub would need compensating which will erode some of this development value. Although this would likely create a surplus it will only be a fraction of what would be needed to subsidise the theatre, visitor attraction and car parking.

13.4 Package C – Visitor attractions are complex to deliver and fund. Outside of the major tourism destinations (London, Edinburgh etc.) visitor destination operators are often reluctant to take development risk. The most likely delivery model would be that beyond a Proof of Concept stage the development is devised by the Council in conjunction with an operator. The development would be funded and owned by an investor (most likely the Council) and the operator would pay a rent based upon the operational surpluses it made. A detailed Feasibility Study will be required to look at what the capital costs would be and what the rental stream could be. We would expect when this work is complete it will outline that the revenue stream created would not cover the debt associated with delivering the scheme (i.e. the return on investment would be very unlikely to entice a private investor and nor would it provide a strong return if the Council invested). If this is the case the funding of the visitor attraction would need to be paid for by profits made elsewhere in the development. All of this will need to be examined in detail during the Feasibility Stage.

13.5 Package D – the public realm will be a cost to the scheme and will need funding from development profits made elsewhere.

13.6 Package E – the replacement car parking will be a cost to the scheme and will need funding from development profits made elsewhere.

13.7 Residential accommodation – Across packages B, C and possibly E would be market sale residential accommodation. With the unique seafront location, we would expect the residential accommodation to make substantial development profits. This will be a significant value creator for the scheme and it is considered could offset the majority of the loss making, yet beneficial, development elsewhere on the site.

13.8 The overall picture is one of the residential element needing to sustain the rest of the development and in particular the potential heavy loss making investments in the theatre, visitor attraction, replacement car parking and public realm. Whether all the desired outcomes can be funded through the surpluses made on the residential element will need detailed testing at the Feasibility Stage. It is likely the quantity of residential will be influenced by the amount of subsidy the other development packages require and be determined through the viability work.

13.9 We have made a very preliminary assumption of a total delivery cost of somewhere between forty to fifty million pounds (£40m - £50m) for the mixed use development of the sort described above for the Regis Centre. This is used in this report to allow us to estimate indicative costs for design, masterplanning and planning next steps. It should not be relied upon to inform any investment decisions. More detailed feasibility work is required to establish more accurate costs.

14.0 Potential delivery routes for the Regis Centre site

14.1 The Regis Centre still has many unknowns that prevents the Council making an informed decision on the optimal delivery route at the present time. The options range from dividing the site into packages with the Council seeking a development partner's support on some whilst facilitating development on others if demand is found to exist. It could include the Council forming joint ventures on certain development parcels or the Council delivering everything, or the Council making a conditional sale to a developer. There are complex issues that will need to be addressed and it is only after more detailed feasibility work is undertaken that there would be sufficient evidence to inform the most appropriate delivery route.

14.2 As there are 5 development parcels and for each the Council could choose to develop themselves, partner in a development or sell the land to a developer the number of options considering simply these options alone would create 15 permutations.

14.3 The advantages and disadvantages of the differing delivery routes are outlined for the Hothamton site in Section 9 and to some extent the same advantages and disadvantages exist with regards delivery of the Regis Centre site so we have not repeated them here.

14.4 It should be acknowledged that the Regis Centre site development is far more complex and larger in scale than the Hothamton site and has land ownership outside the Council's control. It would be extremely bold for the Council to undertake all the development itself, and we would consider it unlikely for the Council to decide to do this. For a scheme of this size we would recommend the Council does procure development expertise for at least some of the major development parcels.

14.5 Having spoken to Council officers we agree that an approach might be to tackle the site in two tranches. The first tranche (i) is the existing theatre, Brewers Fayre pub and Place St Maur. The second (tranche 'ii') being a development on the land which is unencumbered by other land interests and would be less complex to move forward (essentially development packages E and B).

14.6 We agree with the logic of potentially splitting the site into these two packages as tranche (ii) could move forward at an accelerated pace versus tranche (i), and the Council may wish to do this. For the purposes of this report we have assumed the delivery of the Regis Centre is moved forward in these two tranches. In the remainder of this section we look at the cost implications of the next steps should this be the case.

Figure 9 – Indicative sites (i) and (ii)



Site (i)

Site (ii)

15.0 Timescales and indicative costs for delivering the Regis Centre

Regis Centre Site (i)

15.1 The route the Council takes to deliver the Regis Centre Site (i) will determine the costs the Council will need to bear and the delivery timescales. We recommend that the immediate next stage would be a Feasibility Stage, which would result in an informed decision being made on the preferred scheme and delivery route. Below we outline what the Feasibility Stage would cover and the costs associated with this. Figure 9 summarises these activities and costs.

Feasibility Stage Site (i)

15.2 Before the Council can commence the process of designing the development and securing a development partner / contractor it will need to undertake a suite of activities. The output of the Feasibility Stage should be:

- An indicative (and generally accepted) scheme design and layout
- A scheme that is proven to be viable (capable of being funded)
- A clear delivery route for progressing the scheme
- A clearer estimate of the Council's own costs and resources needed to deliver the scheme

15.3 In order to achieve the desired output of the Feasibility Stage we anticipate the following work packages needing to be completed.

15.4 Project management – During the Feasibility Stage for the Regis Centre Site (i) there will be several strands of work that will need commissioning and coordinating. The Council could keep that project management role internally but should they want an external advisor to perform this role we would expect it to cost **£6,000 - £7,500**.

15.5 Design and masterplanning options – There will be a requirement for professional design services at the Feasibility Stage. This will need to test the capacity of the site and produce plans that are integrated with the commercial viability work which will be running in parallel. The output should be an indicative design and layout that optimises the viability work, i.e. is deliverable, and also delivers against the regeneration aspirations for the site.

15.6 Visitor attraction Proof of Concept – There is a desire to have a visitor attraction on the site but this is as yet undefined as to what type or scale this would be. We have consulted with tourism industry experts who advise us that a Proof of Concept report on a visitor attraction would cost approximately **£20,000**. This Proof of Concept would achieve the following:

- Test options for the type of visitor attraction and recommend a preferred option
- Interact with the design team to ensure the scheme design incorporates the visitor attraction appropriately
- Provide a delivery model for the preferred option
- Outline the capital costs for delivering the visitor attraction
- Provide an indicative operational business plan for the attraction to highlight the likely revenue receipt (or deficit) from the attraction

15.7 Engagement with stakeholders (those with land property interest) – the scheme will only be delivered subject to the Council (or developer) gaining control of the land required for the development. To achieve this will require the permission or extinguishing of the property rights of the Arun Arts Trust and Whitbread who operate the Theatre and Regis pub respectively. We expect the most efficient way to achieve this will be through the re-provision / enhancement of the theatre and space in the development and for a hotel and pub elsewhere in the scheme – but the details will be confirmed in the Feasibility study. During the Feasibility Stage dialogue with all parties will be required to ensure the development proceeds in a matter that is satisfactory to all parties and the principles of their commercial position in the final development scheme are clear. Often the output is an agreed Heads of Terms setting out these parties' reasonable needs to be incorporated in the design proposals and viability assessment.

15.8 Theatre option – A consortium of advisors managed by Arup has already completed a review of how the Alexandra Theatre could be improved. As this is an important component of this site this work should be expanded upon and evolved to ensure plans for the theatre complement and can be accommodated in the evolving wider designs for the scheme. It should also provide a more detailed review of the operating model of the new facility and any revenue implications for this. These advisors may be needed at future stages of the development to input into design and work to increase the capacity of the existing Arts Trust to manage a greater scale development.

15.9 Viability analysis – Running in parallel to all of the above work would need to be a 'live' appraisal capable of testing ideas and modifications to the development as the Feasibility Stage progresses. This will need to include cost estimates and development value assumptions. The end output will be a series of viability assessments for the site.

15.10 Delivery options review – The Council will be in a position to consider how best to proceed when the scheme design and layouts are settled and the viability appraisals are complete.

15.11 The Delivery Options review will provide an analysis of the different delivery routes including the cost and risk implications for each. This will allow the Council to make an informed decision on how best to proceed. The delivery options review should provide an early stage project plan for the preferred delivery route.

15.12 Assembling the professional team – whichever route the Council chooses it will require the services of design professionals and commercial advisors. The resources required to undertake the procurement of these roles should not be under-estimated and we have therefore allowed for a cost of external support through this. We suggest making an allowance of between **£20k - £30k**. We recognise that these may be considered quite significant however this is a preliminary forecast and the actual cost will be dependent on how much of the process (including legal support legal) is undertaken in-house.

Site (i) - Beyond the feasibility study

15.13 The direction of the project will not be clear until the end of feasibility study. In order to provide the Council with an indication of the scale of investment required to move the project forward we have outlined the steps and costs involved below for the Council to secure planning permission for tranche (i). Owing to the fact tranche (i) is likely to include a theatre owned by the Council and a visitor attraction owned by the Council we have assumed the onus is on the Council to proactively move this development forward and may not be able to rely on a development partner. We have therefore not examined the possibility of simply providing a planning brief as with Hothamton and Regis Centre tranche (ii).

Outline planning application

15.14 The timescales we show demonstrate an outline planning application submission programmed by **Autumn 2017**. This could be improved if frameworks are used to appoint consultants. In our advice to support the development of the Hothamton site, we acknowledge that an outline planning application would provide an appropriate planning strategy given the need to test and settle many principles that need to be evaluated (form, massing, car parking, highways access, environmental impact).

15.15 Pre-application discussions would need to be specific with the Council in its capacity as Planning Authority to ensure an outline scheme evolves that would satisfy planning policy.

15.16 With respect to Environmental Assessment, the application should be subject to formal screening by the Local Planning Authority under Schedule 2, Part 10 (b) - Urban Development Project, given the proposed development could include more than 150 dwellings and if the overall site area of development exceeds 0.5

hectares or that the development includes more than 1 hectare of urban development that is not residential development (reference Town & Country Planning (Environmental Impact Assessment) Regulations 2011 Schedule 2.10 (b) urban development projects) and development proposals for the visitor attraction are yet to be defined and the whole site area is 1.59 hectares. Should the screening trigger a requirement for an Environmental Impact Assessment then an additional cost of some **£30,000 - £40,000** should be included in addition to the costs outlined below.

15.17 Under the *Town and Country Planning Regulations (1992)* the Council must ensure that it has an appropriate process for the determination of the application that accords with the *National Planning Practice Guidance* at Section 14, paragraph 012).

15.18 We have estimated a 4-month period after the design team has been appointed and an outline planning application is submitted. This could expand to 5 months if an EIA is required. We have estimated the total costs for this stage to be between **£300k and £350k (including all fees and studies)**. Whilst this is a substantial sum this must be evaluated in the context of achieving outline planning permission for a scheme with a construction value of some £10m - £20m and for non-conventional uses.

15.19 We have assumed to support the planning application the following technical studies and evidence would be required in accordance with Arun District's *Local Validation Requirements List 2014* (Revised, March 2015). For an Outline application many of the detailed matters would be reserved for subsequent, later applications and therefore subject to planning conditions accordingly:

- Design and Access Statement (assume included in the Architect fee)
- Statement of Community Involvement (assume include in the Architect fee)
- Economic Development statement £6,000 - £10,000
- Flood risk assessment (required as in Flood Zone 1 and development site is > 1Ha) £10,000
- Foul and Surface Water Drainage Statement £5,000 - £6,000
- Ground condition surveys both desktop and intrusive £3,600 - £5,400
- Biodiversity and Ecology surveys report £3,600 - £5,400
- Land Contamination assessment £6,000 - £9,000

- Transport Assessment including highways and parking surveys, Travel Plan £15,000 - £20,000
- Street Scene (assume included in the DAS)
- Historic Record Search and desktop heritage/archaeological £2,000- £3,000
- Draft Planning Obligation and Viability assessment to support S106 and affordable housing requirements- £4,800 - £6,000

Beyond the outline planning permission

15.20 The timescales and costs associated with delivery beyond the outline planning permission being achieved are uncertain at the moment. We would however anticipate a further **£300k - £400k** could be spent on pre-construction activities before the full construction project is committed to. The timescales for delivery in the very best scenario would be 3 months to secure planning, 6 months' preconstruction and a start on site Spring / Summer 2018. It should however be noted that this is the best case scenario. The Regis Centre tranche (i) is likely to be dependent on external funding being sourced and possibly the use of development profits made elsewhere (Hothamton and Regis (ii)). The development will therefore be dependent on external factors which could see the project not progressing on a smooth trajectory and instead stopping and starting as opportunities emerge. We would consider the start on site of summer 2018 to be improbable and it is likely to occur beyond that date.

15.21 By splitting the Regis Centre into two, and decoupling it from Hothamton, it allows some development to move forward more quickly. However, it means it is unlikely the Council could rely on private developer support to move forward tranche (i).

Figure 9 – Indicative costs and timescales for achieving outline planning permission for Regis (i)

Ref	Task	Cost - Low	Cost - High	Start	End
Feasibility stage					
1	Project management	£6,000	£7,500	01/09/2016	30/03/2017
2	Design / masterplan options	£12,000	£18,000	01/09/2016	31/10/2016
3	Visitor attraction proof of concept	£17,500	£22,500	01/09/2016	30/11/2016
4	Viability analysis	£10,000	£12,000	01/09/2016	30/12/2016
5	Refresh of theatre options	£10,000	£15,000	01/09/2016	30/11/2016
6	Review of delivery options	£5,000	£8,000	01/09/2016	30/11/2016
7	Agreeing principles of development with key stakeholders (those with land interest)	£10,000	£15,000	01/09/2016	30/12/2016
8	Assembling professional team	£20,000	£30,000	30/12/2016	30/03/2017
	Sub-total	£90,500	£128,000	01/09/2016	30/03/2017
Outline Planning					
8	Architect scheme designs (architect, engineering inc project management)	£190,000	£260,300	29/04/2017	27/08/2017
Rcipp	Affordable housing statement	£0	£0	29/04/2017	27/08/2017
9	Economic development statement	£3,600	£6,000	29/04/2017	27/08/2017
10	Flood risk assessment	£5,400	£6,000	29/04/2017	27/08/2017
11	Utilities surveys	£3,600	£5,400	29/04/2017	27/08/2017
12	Foul and surface drainage statement	£5,400	£6,000	29/04/2017	27/08/2017
13	Ground condition surveys	£3,600	£5,400	29/04/2017	27/08/2017
14	Biodiversity and ecology surveys	£3,600	£5,400	29/04/2017	27/08/2017
15	Land contamination assessment	£6,000	£9,000	29/04/2017	27/08/2017
16	Transport assessment	£15,000	£18,000	29/04/2017	27/08/2017
17	Historic record search	£2,400	£3,000	29/04/2017	27/08/2017
18	Draft planning obligation and viability assessment	£4,800	£6,000	29/04/2017	27/08/2017
19	Planning fees	£13,500	£13,500	29/04/2017	27/08/2017
20	Cost consultant	£5,400	£6,000	29/04/2017	27/08/2017
21	Planning process	£0	£0	27/08/2017	19/11/2017
	Sub-total	£300,000	£350,000	29/04/2017	19/11/2017

Regis Centre Site (ii)

15.22 Regis Centre (ii) would comprise a private development in the form of a hotel and residential. This is not an area that Councils would traditionally get involved in developing. The general consensus is that this type of development is most efficiently delivered by the private sector who have the skills, experience and knowledge of the market to manage the risks associated with a development of this nature effectively. It may be the Council chooses to partner with a private developer to enable it to share in some of the profits in return for sharing development risk. Alternative delivery routes should be explored as part of a more detailed feasibility stage. For the purpose of this report we have outlined the cost implications for two possible delivery options for tranche (ii):

- The Council secure an outline planning permission before engaging with the development market
- The Council provide a planning brief before engaging with the development market

Under both options we assume the Council procure a development partner to move the development forward. We have not explored the possibility of the Council working with a private developer earlier in the process, if a developer did show interest and wanted to proactively invest in masterplanning and securing planning for the site then this is something the Council may consider if approached. This would reduce the upfront costs incurred by the Council.

Feasibility stage

15.23 For both options we would recommend a feasibility stage where the type of development, its viability and the most appropriate delivery route is explored in more detail. This would have a cost of £44k - £63k. This could be reduced if the Council chose to undertake some tasks internally (procurement of professional team and project management).

Obtaining outline planning permission

15.24 For tranche (ii) the costs of securing outline planning permission is estimated as £300k – 370k.

Planning brief approach

15.25 For tranche (ii) the costs of producing a planning brief is estimated at £48k - £69k.

Pre-construction and construction phases

15.26 In order to secure a developer and manage the process towards construction we would expect the Council to incur further costs of approximately £150k - £270k.

This would entail running a development competition, contractual close with the developer and professional fees to monitor progress during construction if required. We have purposefully presented a wide spectrum of costs at this stage given the uncertainty surrounding the type of development and split between internal Council support and external advisors.

Figure 10 Delivering Regis Centre (Parcel ii) - assuming Council gains PP sells to developer (traditional procurement)

Ref	Task	Cost - Low	Cost - High	Start	End
Feasibility stage					
1	Project management	£6,000	£7,500	01/09/2016	30/12/2016
2	Design / masterplan options	£12,000	£18,000	01/09/2016	31/10/2016
3	Viability analysis	£6,000	£7,200	01/09/2016	30/12/2016
4	Assembling professional team	£20,000	£30,000	01/09/2016	30/11/2016
	Sub-total	£44,000	£62,700	01/09/2016	30/12/2016
Outline Planning					
5	Architect scheme designs (architect and engineering)	£240,000	£285,000	30/12/2016	29/04/2017
6	Affordable housing statement	£2,400	£3,000	30/12/2016	29/04/2017
7	Economic development statement	£0	£0	30/12/2016	29/04/2017
8	Flood risk assessment	£5,400	£6,000	30/12/2016	29/04/2017
9	Utilities surveys	£3,600	£5,400	30/12/2016	29/04/2017
10	Foul and surface drainage statement	£5,400	£6,000	30/12/2016	29/04/2017
11	Ground condition surveys	£3,600	£5,400	30/12/2016	29/04/2017
12	Biodiversity and ecology surveys	£3,600	£5,400	30/12/2016	29/04/2017
13	Land contamination assessment	£6,000	£9,000	30/12/2016	29/04/2017
14	Tranport assessment	£15,000	£18,000	30/12/2016	29/04/2017
15	Hisotric record search	£2,400	£3,000	30/12/2016	29/04/2017
16	Draft planning obligation and viability assessment	£4,800	£6,000	30/12/2016	29/04/2017
17	Planning fees	£13,500	£13,500	30/12/2016	29/04/2017
18	Cost consultant	£5,400	£6,000	30/12/2016	29/04/2017
19	Planning process	£0	£0	29/04/2017	22/07/2017
	Sub-total	£300,000	£371,700	30/12/2016	22/07/2017
Developer selection					
20	Sale of land with conditions	£70,000	£150,000	22/07/2017	18/01/2018
	Sub-total	£70,000	£150,000	22/07/2017	18/01/2018
Construction					
21	Pre-Construction	£0	£0	18/01/2018	15/10/2018
22	Construction	£0	£0	14/11/2018	14/05/2020
23	Professional fees (construction)	£80,000	£120,000	14/11/2018	14/05/2020
	Sub-total	£80,000	£120,000	14/11/2018	14/05/2020

Figure 11 Delivering Regis (Parcel ii) - assuming Council promotes a planning brief then sells to a Developer [New PARCEL (ii)]

Ref	Task	Cost - Low	Cost - High	Start	End
Feasibility stage					
1	Project management	£6,000	£7,500	01/09/2016	30/12/2016
2	Design / masterplan options	£12,000	£18,000	01/09/2016	31/10/2016
3	Viability analysis	£6,000	£7,200	01/09/2016	30/12/2016
4	Assembling professional team	£20,000	£30,000	01/09/2016	30/11/2016
	Sub-total	£44,000	£62,700	01/09/2016	30/12/2016
Planning Brief stage					
5	Project management	£6,000	£7,500	01/09/2016	30/06/2017
6	Scheme design (Architect)	£0	£0	01/09/2016	17/12/2016
7	Planning Policy*	£0	£0	02/01/2017	01/02/2017
8	Utilities	£3,600	£5,400	02/01/2017	01/02/2017
9	Foul & surface drainage statement	£1,800	£3,000	02/01/2017	01/02/2017
10	Ground condition surveys	£3,600	£5,400	02/01/2017	01/02/2017
11	Biodiversity & Ecology surveys	£3,600	£5,400	02/01/2017	01/02/2017
12	Land contamination assessment	£6,000	£9,000	02/01/2017	01/02/2017
13	Strategic Environmental Assessment ~	£15,000	£18,000	02/03/2017	24/03/2017
14	Heritage / Historic record search*	£2,400	£3,000	02/01/2017	01/02/2017
15	Public Consultation*	£6,000	£12,000	24/03/2017	03/04/2017
	Sub-total	£48,000	£68,700	01/09/2016	30/06/2017
Sale of Land					
16	Sale of land with conditions	£70,000	£150,000	03/07/2017	22/12/2017
	Sub-total	£70,000	£150,000		
Construction					
17	Pre-Construction	£0	£0	02/01/2018	12/09/2018
18	Construction	£0	£0	13/09/2018	09/03/2020
19	Professional fees (monitoring/QS)	£80,000	£120,000	02/01/2019	09/03/2020
	Sub-total	£80,000	£120,000	02/01/2018	09/03/2020

Planning Brief versus planning permission

15.27 At the feasibility stage a more detailed review of the delivery options should take place. At this point the Council will decide on its approach. In summary the difference between the planning brief approach versus planning permission can be summarised as:

- The planning permission approach substantially de-risks the development in eyes of developers, which could result in the Council generating greater developer interest and ultimately a higher land price for the sale of the land. The Council incur substantial costs in securing the planning permission.
- The planning brief provides a clear guide on what sort of development would be accepted and comes at a significantly lower cost than securing a planning permission. The planning risk still remains in the project which may result in the development being less attractive to a developer partner.

PART IV – Summary, next steps and resources

16.0 Hothamton site summary recommendations

16.1 The Hothamton site compared to the Regis Centre site is a less complex development scheme and should be capable of being delivered ahead of the Regis Centre site. It is in our view sensible to 'de-couple' the Hothamton development from the Regis Centre to accelerate the delivery timescales.

16.2 The Hothamton site is likely to be viable as a mixed-use development of active ground floor uses, along with a predominantly residential use above ground floor. The scheme is likely to provide a positive capital receipt to the Council or alternatively a positive revenue stream should the Council choose to hold the completed development as an investment. The viability will need detailed assessment during the Feasibility Stage.

16.3 We would recommend that a Feasibility Study for the Hothamton Site could commence very quickly and for the purposes of this report we have assumed the beginning of September. This stage of work would provide a demand assessment, early stage designs, cost estimates and a review of delivery options. The end of this stage would involve identifying professionals necessary to either submit for planning or prepare a planning brief to move the scheme forward. We would recommend the Council budgets £42k- £62k for this Feasibility Stage (less if the Council undertake the procurement and project management in-house or use existing frameworks).

16.4 If the Council was prepared to take developer's risk and construction risk, make provision for significant capital outlay our preliminary estimates are that construction could start on site in early Spring 2018 if frameworks were used to procure services, or Summer 2018 if more traditional routes were favoured.

16.5 If the Council did decide to move forward development themselves then it should be prepared for expenditure close to £500k to achieve a detailed planning consent and a further £500k on further pre-construction design and procurement activities.

16.6 In order to speed up the development timescales, and ease the resource pressures on the Council, the Council could consider using national design and/or construction frameworks. These frameworks should be reviewed for their suitability as part of the Feasibility Stage.

16.7 If the Council chose to secure an outline planning permission and procure a development partner then it should still budget for expenditure close to £370 - £534k before a development partner is contracted.

16.8 If the Council decides to promote a Planning Brief for the Hothampton site, soft market test the development proposals and make preparations to procure a developer it should budget for between £159k - £280k of expenditure prior to a development partner being contracted. Construction could start on site as soon as Autumn 2018 if frameworks are used to procure services.

16.9 We recommend that a more detailed review of all these options is considered in more detail during the feasibility study.

17.0 Regis Centre recommendations

17.1 The Regis Centre is a more complex development site relative to the Hothamton site owing to the property interests present, the specialist types of land use and the overall scale and phasing of development. For these reasons we would expect the Feasibility and other pre-construction stages to take longer than the Hothamton Site. We therefore recommend that these two sites are de-coupled and brought forward separately.

17.2 We believe that there are several different approaches to delivery that could be considered. We agree with officers that breaking down the development into separate development packages with some brought forward directly by the Council and others by a private sector partner could be an efficient form of delivery (although this should be considered as part of the Feasibility Study). At the end of the Feasibility Stage we consider the Council would have enough evidence to make a robust decision on the preferred delivery route(s).

17.3 There are likely to be viable schemes on the site that meet the regeneration aspirations of the Council however it is our recommendation that a series of inter-related delivery scenarios have to be considered in the feasibility study to help assess how the council splits the site into separate development parcels and whether they develop one or more itself or partner with a developer or 'package up' for sale. The viability will be determined by the costs and therefore scale of the "public investment and infrastructure" (theatre, visitor attraction, parking etc.) versus the quantity of profitable residential development. Detailed Feasibility work will be required to determine what a viable scheme consists of and who and how best to deliver it / them. Whilst the development could be brought forward in packages, those packages remain interdependent to some extent and it is important not to move any development forward without considering the impact on the physical and financial feasibility of the remaining development.

17.4 We recommend that a Feasibility Stage could commence quickly and for the purposes of this report have assumed early September. The Feasibility Stage for the Regis Centre will be more complex than that for the Hothamton Site and will cover:

- Proof of Concept work on the visitor attraction
- Further feasibility on the theatre
- Masterplanning and design integration work
- Detailed Viability appraisals
- A review of delivery routes and strategies

17.5 The council should budget **approximately £134k - £190k** for the Feasibility Stage (a combination of the two tranches.) which would cover all work required before detailed design for planning submissions could commence. It would be

possible to reduce these figures if the Council undertook most of the procurement work internally.

17.6 Beyond the feasibility stage it is difficult to accurately predict the delivery route and costs and the costs outlined in this report should be treated as indicative only. Assuming the site is brought forward in two tranches comprising:

- Theatre and visitors' attraction
- Hotel, restaurant, residential and car parking

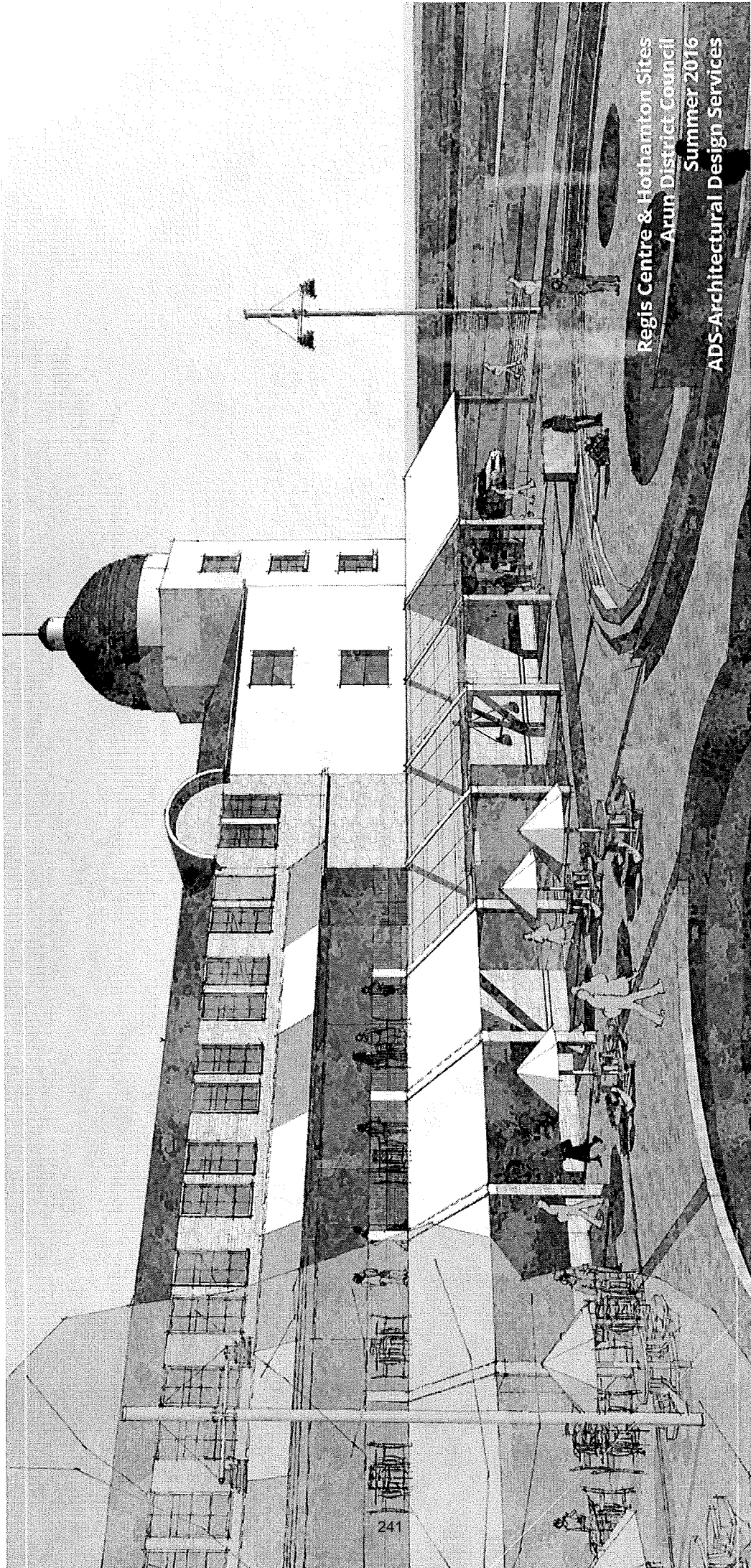
17.7 We would anticipate for tranche (i) the costs of securing a planning permission to be **£300k - £350k**. For this package in isolation, we believe it unlikely to be attractive to a development partner and the Council would need to be the principle developer of the site and incur these upfront costs at risk.

17.8 For tranche (ii) we would expect the costs of securing a planning permission to be **£300k - £370k** or alternatively the costs of developing a planning brief to be **£48k - £68k**. The Council would also need to budget **£370k - £150k** for support for the process of securing a development partner.

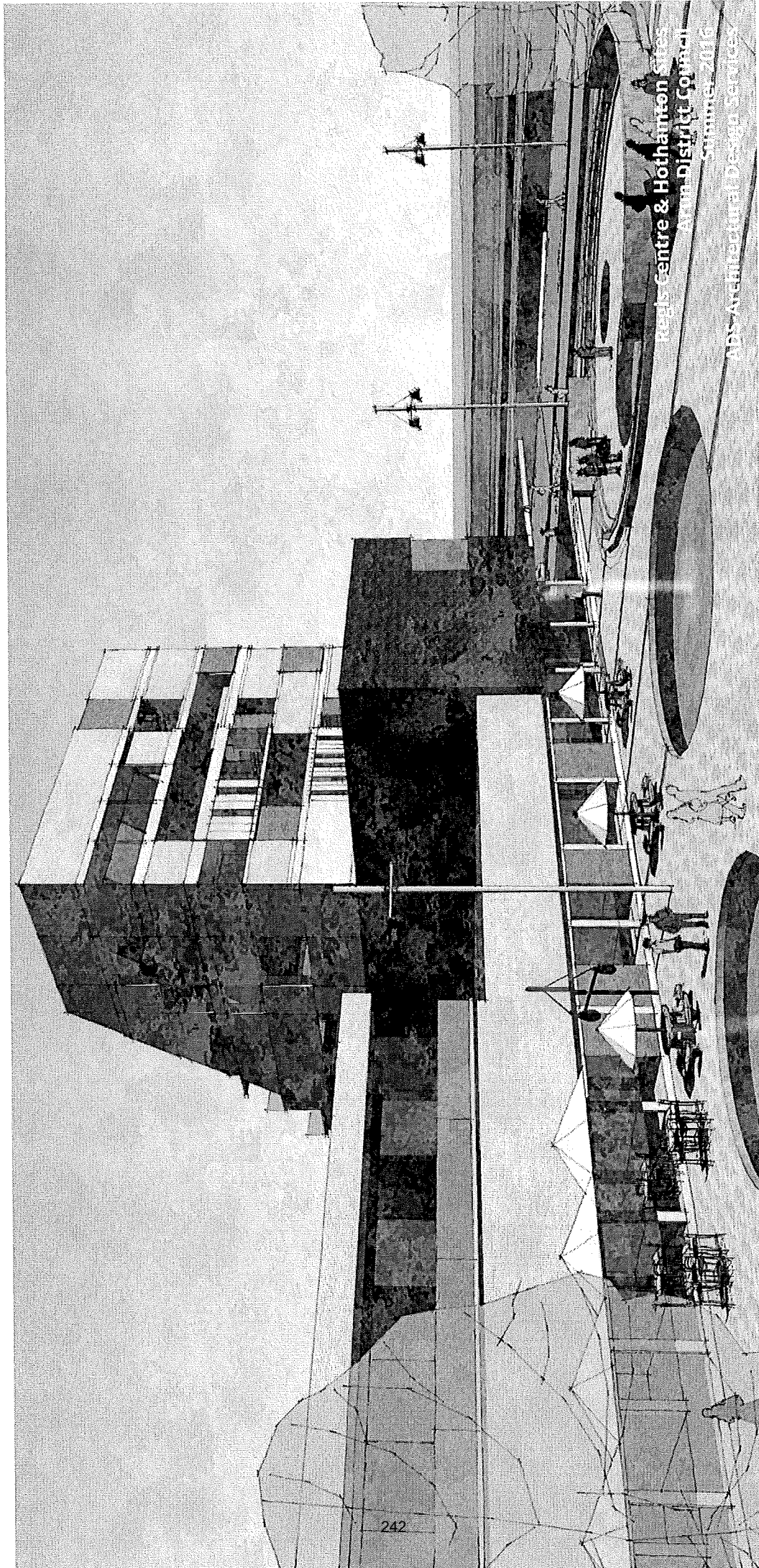
18.0 Resource implications

18.1 During the pre-construction phases of the projects the amount of officer time required to manage both projects should not be underestimated. We would recommend the Council consider the use of frameworks so that both projects can bring specialist skillsets onto the project as early as possible, professional teams are assembled quickly and the resource implications with regards procuring and commissioning work packages is lessened.

18.2 Even with the use of external support and the use of Frameworks for procurement we would still anticipate that the client-side role, that will need to be fulfilled by the Council, will require a dedicated named officer for both projects. We would anticipate an average of **1 FTE** days would be required per week for the Hothamton Project and **2 FTE** days for the Regis Centre project during the pre-construction phases. The workload will obviously encounter significant peaks and troughs of activity. Support should be made available to the Project Officer during the peak periods.



Regis Centre & Hothampton Sites
Arun District Council
Summer 2016
ADS-Architectural Design Services



Regis Centre & Hothamton Sites
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ARUN DISTRICT COUNCIL

COUNCIL MEETING – 20 JULY 2016

Decision Paper

Subject : Local Election Fees and Charges Scheme

Report by : Nigel Lynn, Chief Executive and Returning Officer

Date : 27 June 2016

EXECUTIVE SUMMARY

The Representation of the People Act 1983 requires Councils to cover all expenditure incurred by the Returning Officer in holding local elections (County, District and Parish). The fee payable to the Returning Officer for holding national elections is set by Statute.

The current practice for setting local election fees has been based on a county-wide agreement and is reviewed by the West Sussex Electoral Administrators Group. The current scale of fees is broadly in line with the scale of fees set for national elections and is similar to fee scales paid in other County areas. However, in order to ensure transparency in setting local election fees, it is proposed that each authority in West Sussex formally adopts a scheme based on a bi-annual review by the Returning Officer for West Sussex, who is not directly involved in running elections; does not have the same responsibilities and accountabilities as a District or Borough Council Returning Officer; nor do they currently take a fee for the post. This would ensure that the review was based on the recommendations of an independent person.

This report recommends the adoption of a holistic West Sussex scheme that ensures that the Local Elections Fees and Charges Scheme is transparent and that there is a clear decision making trail for all local election fees and charges.

RECOMMENDATION

It is recommended that:

1. the Scale of Returning Officer's expenditure for Local Government Elections, Polls and Referendums in West Sussex, as set out in Appendix 1, is approved for all local elections, polls and referendums;
2. the scheme is reviewed bi-annually by the Returning Officer for West Sussex County Council;
3. the Chief Executive be given authority to approve the scheme recommended by the Returning Officer for West Sussex County Council as part of his delegated

powers in Part 4 (Officer Scheme of Delegation), Section 2.0 [Chief Executive];

4. the current scheme is published on the authority's website and referred to in the pay policy; and
5. the Head of Legal & Administration be authorised to make any consequential changes to the Council's Constitution.

1.0 INTRODUCTION

1.1 The Representation of the People Act 1983 requires Councils to cover all expenditure incurred by the Returning Officer in holding local elections [County, District and Parish]. The fee payable to the Returning Officer for holding national elections is set by Statute.

1.2 This fee is to cover all expenditure necessary to run an election and includes:

- a) Personal fee for the Returning Officer's services (see note 1)
- b) Polling station staff
- c) Clerical fund
- d) Travel and subsistence
- e) Provision of accommodation and equipment
- f) Stationery, postage, poll cards, etc

Note (1)

Returning Officer's Duties – the duties of the Returning Officer are separate from their duties as a Local Government Officer. They are directly accountable to the Courts system as an independent statutory office holder. They have total autonomy in their work and councils cannot intervene in their decision making.

If the Returning Officer is found guilty of any act or omission in breach of their official duty they are liable, on summary conviction, to a fine not exceeding £5,000.

The District Council's Returning Officer is held personally responsible for the organisation and conduct of every election, referendum and poll held within the District and this includes:

- *The process of nomination of candidates and political parties*
- *The provision and notification of polling stations*
- *The appointment of presiding officers, poll clerks and other staff*
- *Preparation of all ballot papers including postal votes*
- *Verification and counting of votes*
- *Declaration of results*
- *All candidates' election expenses*
- *Final account and reclamation of funding*

Returning Officers are required to have a working knowledge of the relevant legislation governing the conduct of elections and are required to take the necessary steps to ensure the election is well run, in accordance with the law.

- 1.3 The current practice for setting local election fees has been based on a county-wide agreement and is reviewed by the West Sussex Electoral Administrators [WSEA] Group. This has been amended in recent years to also take account of neighbourhood plan referendums and local polls. It should be noted that the current scale of fees has not been increased significantly since 2010.

2.0 PROPOSAL

- 2.1 The current scale of fees, as set out at Appendix 1, is broadly in line with the scale of fees set for national elections and is similar to fee scales paid in other County areas. However, in order to ensure transparency in setting Local Election Fees, it is proposed that each authority in West Sussex adopts the following recommendations:

- 1) the Scale of Returning Officer's expenditure for Local Government Elections, Polls and Referendums in West Sussex, as set out in Appendix 1, are approved for all local elections, polls and referendums;
- 2) the scheme is reviewed bi-annually by the Returning Officer for West Sussex County Council;
- 3) the Chief Executive be given authority to approve the scheme recommended by the Returning Officer for West Sussex County Council as part of his delegated powers in Part 4 (Officer Scheme of Delegation), Section 2.0 [Chief Executive]; and
- 4) the current scheme is published on each authority's website and referred to in the pay policy.

3.0 CONSULTATIONS

- 3.1 The WSEA Group and the West Sussex Chief Executives support this proposal.
- 3.2 The Returning Officer for West Sussex County Council has agreed to take on this role.

4.0 OTHER OPTIONS CONSIDERED BUT REJECTED

- 4.1 Two other options were considered:
- a) To continue with the current arrangements of the WSEA Group reviewing the scheme; or
 - b) To form a small group of Chief Executives and Administrators on a rotating basis [the Hampshire model].

4.2 These options were both rejected for reasons of transparency. The recommended proposal, as set out above, has also been adopted by Surrey.

5.0 FINANCIAL CONSEQUENCES

5.1 The Representation of the People Act 1983 requires Councils to cover all expenditure incurred by the Returning Officer in holding local elections. Councils may set scales of expenditure which the Returning Officer must not exceed.

5.2 The costs of County and Parish elections, and local polls, are recharged to the body requiring the election.

5.3 Arun District Council is responsible for costs incurred in running District elections and Neighbourhood Planning Referendums. A budget is set for these costs each year.

Background Papers: **None**

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