



**Members are reminded to bring
their Agenda from the Cabinet
Meeting held on 16 October
2017 with them to the meeting**

24 October 2017

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, 8 November 2017 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. **Report of Returning Officer**

The Returning Officer will report to the Council on the result of the By-Election held for the Aldwick West Ward on 2 November 2017.

3. **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.

4. 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

5. Minutes

To approve as a correct record the Minutes of Council Meeting held on 13 September 2017, as attached.

6. Chairman's Communications

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

7. 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.

8. Statute Matters

There are no items for this meeting.

9. Matters from the last Meeting

There are no items for this meeting.

10. 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

11. **Development Control Committee – 20 September 2017**

The Chairman, Councillor Bower, will present the Minutes from the meeting of the Development Control Committee held on 20 September 2017. There are no recommendations.

12. **Overview Select Committee – 26 September 2017**

The Chairman, Councillor Dingemans, will present the Minutes from the meeting of the Overview Select Committee held on 26 September 2017. There are recommendations at:

- Minute 195 [Data Protection Policies] – to view the Officer's report please click on this link – [Report](#) and [Appendix 1](#) and [Appendix 2](#) and [Appendix 3](#)

13. **Audit & Governance Committee – 28 September 2017**

The Chairman, Councillor Chapman, will present the Minutes from the meeting of the Audit & Governance Committee held on 28 September 2017. There are recommendations at:

- Minute 206 [Treasury Management – Quarter 1 Report – 2016/2017] – to view the Officer's report please click on this link – [Report with Appendices](#)

14. **Licensing Committee – 29 September 2017**

The Chairman, Councillor Cooper, will present the Minutes from the meeting of the Licensing Committee held on 29 September 2017. There are recommendations at:

- Minute 216 [Review of Changes to Licensing Committee Terms of Reference and Delegations] – to view the Officer's report – please click on this link – [Report](#)
- Minute 217 [Gambling Act 2015 – Statement of Licensing Principles – Policy Review] – to view the Officer's report please click on this link - [Report](#) and [Appendix](#)

15. **Cabinet – 16 October 2017**

The Chairman, Councillor Mrs Brown, will present the Minutes from the Cabinet meeting held on 16 October 2017. There are a series of recommendations at:

- Minute 230 [Funding for the Provision of Self-Contained Temporary Accommodation]
- Minute 232 [Scrap Metal Dealers – Policy and Delegations]

16. Constitution Working Party – 17 October 2017

The Chairman, Councillor Mrs Bower, will present the Minutes from the meeting of the Constitution Working Party held on 15 August 2017. There are recommendations at:

- Minute 17 [Constitutional Amendments – Part 6, Section 5, Financial Rules (Financial Regulations)] – to view the addendum report and appendices – please click on this link - [Report](#)

17. Development Control Committee – 18 October 2017

The Chairman, Councillor Bower, will present the Minutes from the meeting of the Development Control Committee held on 18 October 2017.

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

18. Standards Committee – 19 October 2017

The Chairman, Councillor English, will present the Minutes from the meeting of the Standards Committee held on 19 October 2017.

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

19. Bognor Regis Regeneration Sub-Committee – 23 October 2017

The Chairman, Councillor Hitchins, will present the Minutes from the meeting of the Bognor Regis Regeneration Sub-Committee held on 23 October 2017.

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

20. Local Plan Sub-Committee – 30 October 2017

The Chairman, Councillor Bower, will present the Minutes from the meeting of the Local Plan Sub-Committee held on 30 October 2017.

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

MINUTES FROM WORKING GROUPS

21. Housing & Customer Services Working Group – 7 September 2017

The Chairman, Councillor Hughes, will present the Minutes from the Housing & Customer Services Working Group meeting held on 7 September 2017. There are no recommendations.

22. Environment & Leisure Working Group – 24 October 2017

The Chairman, Councillor Hitchins, will present the Minutes from the meeting of the Environment & Leisure Working Group held on 24 October 2017.

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

OTHER MATTERS

23. 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.

24. Motions

To consider any Motions received in accordance with Council Procedure Rule 12.1.

25. Questions/Statements from Members

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

OFFICER REPORTS

26. Calendar of Meetings for 2018/2019

In accordance with Council Procedure Rule 2.0, the Council needs to agree a programme of dates for Council Meetings prior to the commencement of the new municipal year. This report therefore proposes the arrangements for the Calendar of Meetings for 2018/2019.

27. Committee Memberships

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

28. 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 A
MEETING OF THE ARUN DISTRICT COUNCIL
HELD IN THE ARUN CIVIC CENTRE
ON 13 SEPTEMBER 2017 AT 6.00 P.M.**

Present:- Councillors Mrs Pendleton (Chairman), Gammon (Vice-Chairman), Ambler, T Bence, Mrs Bence, Bicknell, Blampied, Mrs Bower, R Bower, Brooks, Mrs Brown, L Brown, Buckland, Cates, Chapman, Charles, Clayden, Cooper, Mrs Daniells, Dendle, Dillon, Dingemans, Edwards, Elkins, Mrs Harrison-Horn, Haymes, Hitchins, Hughes, D Maconachie, Mrs Madeley, Mrs Neno, Northeast, Oppler, Patel, Mrs Porter, Purchase, Mrs Rapnik, Miss Rhodes, Mrs Stainton, Tyler, Dr Walsh, Warren, Wheal, Wells, Wensley and Wotherspoon.

[Note: The following Councillors were absent from the meeting during consideration of the matters detailed in the Minutes indicated – Councillor Mrs Harrison-Horn – Minute 178 (Part) to Minute 181; Councillors Northeast, Mrs Neno, Cates and Purchase – Minute 179 (Part) to Minute 181; Councillors Tyler, L Brown and Patel – Minute 180 (Part) to 181; and Councillor Bicknell – Minute 181 (Part)].

150. WELCOME

The Chairman welcomed Councillors, Honorary Alderman Squires, representatives of the public, press and officers to the Council Meeting.

151. COUNCILLOR MRS JACQUELINE MACONACHIE

The Chairman announced that it was with great sadness that she had to report the death of Councillor Mrs Jacqueline Maconachie who sadly passed away on 11 August 2017.

The Chairman praised the passion and dedication given by Mrs Maconachie to her Council work and she stated that the Council's thoughts continued to be with Mrs Maconachie's family and friends at this sad time.

Councillor Mrs Brown, as Leader of the Council, agreed that Mrs Maconachie left an unquestionable legacy behind her having served as a Councillor for 22 years in the Aldwick West Ward. Councillor Purchase, as Leader of the Liberal Democrat Group, echoed the statements made.

The Council then stood in silence to her memory.

152. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs Ayres, Ballard, English, Mrs Oakley, Oliver-Redgate and Reynolds and from the Council's Honorary Aldermen, Mrs Goad, MBE, Mrs Morrish, Mrs Olliver and Mrs Stinchcombe.

153. 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/Pecuniary Interest", this will, in the interests of clarity for the public, be recorded in the minutes as a Prejudicial and Pecuniary Interest.

Councillor Clayden declared a Personal Interest in Agenda Item 30 (Supplementary Estimate to Acquire Commercial Premises in Bognor Regis – Exempt – Paragraph 3 – The Supply of Goods and Services and The Financial and or Business Affairs of any Particular Person) as he had a family interest in the place.

Councillor Bicknell declared a Personal Interest in Agenda Item 28 (Judicial Review of Planning Decision Relating to Broadlees, Dappers Lane, Angmering – The Retrospective Reporting of an Urgent Decision Taken by the Chief Executive – Exempt – Paragraph 5 – Information in Respect of which a Claim to Legal Professional Privilege could be Maintained in Legal Proceedings) as a Member of Angmering Parish Council.

154. QUESTION TIME

(a) Questions from the public (for a period of up to 15 minutes).

The Chairman invited questions from members of the public who had submitted their questions in advance of the meeting in accordance with the rules of the Council's Constitution. Supplementary questions would only be permitted should time allow once the notified questions had been responded to. Please note that the questions and answers in these Minutes are a summarised version, with the full version to be published on the Council's website within 10 days of the meeting.

The Leader of the Council, Councillor Mrs Brown was asked the following questions:

(1) Was the Leader of the Council familiar with the following verse of an old song 'the land, the land, twas God who made the land, the ground on which we stand, why should we be beggars with the ballot in our hand, God made the land for the people'. As much of tonight's agenda was about land would the Leader of the Council agree to four basic principles – (1) that the land the Council owns actually belongs to the people of Arun (2) that Councils have the opportunity to use their land to provide opportunities and facilities for local communities that the market cannot and will not (3) the use of the Council's land can be to provide community facilities for young and old, help to address the infrastructure deficit and to provide visitor attractions to assist the local economy and (4) such land once sold is gone for ever and it would be far more difficult for Councils to buy land back again than it is to dispose of it.

Councillor Mrs Brown stated that Local Government existed to provide services to the residents, businesses and visitors of a given area. In the case of Arun, Councillors tonight would be making difficult decisions on behalf of all the people of Arun. Councillor Mrs Brown outlined that she recognised and understood the questioner's wish, as a resident and as a Town Councillor, for a particular outcome. Councillors would debate the matter later and would determine what would be the best outcome for the people of Arun as a whole.

(2) In March 2017, the questioner stated that he had put a question regarding the Local Plan and the need for the Council to avoid predetermination as it modified its Local Plan, to the then Cabinet Member for Planning & Infrastructure. At that time the questioner had asked the Leader of the Council agree that by declining to consider a single large scale new settlement at Ford and given the higher housing number now under consideration, the Council had ensured that there was no credible alternative to Barnham, Eastergate and Westergate.

At that meeting, the Leader of the Council had been asked if she could explain why the Council had declined to consider a large-scale new settlement of approximately 5,000 houses at Ford. The questioner referred to the Minutes from that meeting and stated that, as usual, the question had not been answered. So, now the Inspector had also asked for an explanation the Council could ignore the public but not the Inspector. Did the Leader of the Council have an explanation and could the residents of the District please hear it?

Councillor Mrs Brown stated that the Council had published on its website a formal response to the various questions the Inspector had asked. She outlined that for Members' information the actual questions asked by the Inspector had been:

1.3 Has the option of a new settlement at Ford following the principles of Garden Cities been fully considered as an alternative way of meeting housing needs. In this respect it is noted that SA undertaken in 2009 appears to have discounted this option.

(3) Policy TOU DM1 in the submitted Arun Local Plan reads 'Excepting permitted development rights or local/neighbourhood development orders, existing visitor attractions, facilities and accommodation (except holiday caravan sites) will only be granted permission for a change of use that continues a visitor offer unless it is demonstrated that the use is no longer required and is unlikely to be reused or redeveloped for visitor purposes. This will include a clear demonstration of marketing, viability appraisal and the suitability of the site to accommodate the alternative use. The Council will require evidence that the site has not been made deliberately unviable, that marketing has been actively conducted for a reasonable period of time and that alternative visitors uses have been fully explored. Change of use of holiday caravan sites to other uses, including permanent residential uses will not be permitted unless the site is allocated for other development within the Local Plan'. How has the Council taken this policy into account when considering its options and marketing for the Daisyfields caravan and camping site?

Councillor Mrs Brown outlined that urban areas like Littlehampton were subject to many competing uses and it would be for the Council, as local planning authority, to determine how to give appropriate weight to emerging policies such as the one quoted and the competing need to deliver much needed housing. The decision the Council would reach tonight would be as a landowner only.

(4) An Arundel By-Pass has always been seen as “enabling infrastructure” to enable the delivery of government housing and employment policies in the Arun District and to assist the regeneration of Bognor Regis and Littlehampton. The exclusion of a grade separated junction on the Ford Road eliminated any opportunity to link Bognor Regis to the strategic Road Network in the east (A24) by creating a link road from the accident black spot at Comet Corner, bridging the railway line near Ford and linking to the Arundel By-pass. It also ensured that Ford Airfield could not be developed to its full potential meaning that other communities in the District would suffer the housing pressure whilst Arundel would take the infrastructure improvement. The questioner stated that in essence the Council's strategy was to locate a majority of its strategic housing where the A27 would not be improved and a relatively small part of its strategic housing where the A27 would be improved. The questioner therefore asked how did the Leader of the Council think the proposed Arundel By-Pass would contribute towards the delivery of government housing and employment policy and also the regeneration of Bognor Regis and Littlehampton?

Councillor Mrs Brown responded by stating that the communities within Arun had long campaigned for improvements to the A27. The public consultation exercise currently being undertaken by Highways England was welcome and she hoped that the questioner would find time to write a letter of support for one of the options proposed. In 2013 the Council commissioned with West Sussex County Council and Horsham District Council a report looking at the economic benefits of having an Arundel By-Pass. This report estimated that an additional £493 m would be added to the total West Sussex Gross Value Added (GVA).

The Chairman then invited supplementary questions.

The first questioner asked a supplementary question covering both of his questions [Questions 1 and 3]. Although he understood the Leader of the Council's responses he referred to correspondence from Littlehampton Town Council that had been sent to all Arun District Councillors and whether this had been received. He also referred to Public Question Time at the meeting of Cabinet held on 31 July 2017 and whether the response promised by the Leader of the Council in writing to the supplementary questions asked had been circulated to Members. The questioner also referred to Policy TOU DM1 in the Local Plan. This was a Policy that had been written by Arun and submitted to the Inspector which asked all private landowners to protect sites and to keep them in existence for the health of the local economy. In view of what was being considered tonight the questioner felt that this was a conflict of interest if that policy applied to all private landowners in Arun but not to itself.

Full Council – 13.09.17

Councillor Mrs Brown responded by confirming that a letter from Littlehampton Town Council had been sent to all District Councillors. In responding to the query about Public Question Time from the meeting of Cabinet on 31 July 2017, all responses Public Question Time could be found on the Council's web site. Councillor Mrs Brown in responding to the final supplementary point stated that she could not add anymore to what she had already said.

The Chairman then called Public Question Time to an end.

(b) Questions from Members with prejudicial/pecuniary interest – No questions had been received.

(c) Petitions from the public – the Chairman confirmed that no Petitions had been received.

155. MINUTES

The Minutes of the Council Meeting held on 12 July 2017 were approved by the Council as a correct record and signed by the Chairman, subject to the following amendments:

Page 14 – Item 84 – Overview Select Committee – 30 May 2017 (Walberton Parish Council Petition – Local Green Space – Tuppens Field):

- Sixth bullet point down – the word alerted should read altered; and
- Seventh bullet point down – the name of the development company should read Wates and not Weights.

156. CHAIRMAN'S COMMUNICATIONS

The Chairman announced that the Council also needed to pause to remember this evening former Arun District Councillor Paul Beckerson who sadly passed away on 28 June 2017 and also to pay respects to The Duke of Richmond and Gordon who had passed away on 1 September 2017.

The Council then stood in silence to their memory.

On a slightly happier note, the Chairman stated that she wanted to give special thanks on behalf of the Council's Members and Officers to three senior Officers who had reached the end of their careers at Arun. Special thanks were then given to Paul Warters [Transformation Director]; Wendy Ashenden-Bax [Head of Legal and Administration] and Brian Pople [Head of Housing].

Whilst on the subject of staffing, the Chairman stated that she wished to take this opportunity to welcome Satnam Kaur to the Council as the new Group Head of Residential Services.

Finally, the Chairman alerted Members to the list of engagements and events that had been attended since the Full Council Meeting held on 12 July 2017 – these had been emailed to Councillors recently.

157. URGENT MATTERS

There were no items for this meeting.

158. STATUTE MATTERS

There were no items for this meeting.

159. MATTERS FROM THE LAST MEETING

There were no matters for this meeting.

160. ANY OTHER MATTERS

There were no matters for this meeting.

161. CABINET – 17 JULY 2017

The Chairman, Councillor Mrs Brown, presented the Minutes from the meeting of Cabinet held on 17 July 2017.

Councillor Mrs Brown referred Members to the first of a series of recommendations at Minute 104 [Littlehampton Leisure Centre Award of Contract] and stated that the new Littlehampton Leisure Centre was a fantastic landmark project for the Council which would improve the health and wellbeing for the District's residents which was such an important issue. Councillor Mrs Brown alerted Members to the addendum report that had been supplied with the agenda providing a summary of the revised project costs, as the final contract sum for the delivery of the new Leisure Centre had not been known at the time of the Cabinet Meeting held on 17 July 2017.

Councillors were now being asked to note the final contract sum of £16,127, 376 and to approve a supplementary estimate of £3,455,000 which was needed to meet the full funding costs of the project in relation to additional work required to deliver the new leisure centre. The cost elements which made up the supplementary estimate had been set out in the appendix supplied with the addendum report. Councillor Mrs Brown outlined that project costs had been closely monitored and reviewed against the designs throughout the course of the pre-construction phase. The project team had worked to mitigate potential increases whilst at the same time ensuring the approved facilities mix was not compromised.

The areas of additional cost were considered to be site abnormalities which were unique to the project relating specifically to conditions on site; design changes in response to the expectations of the local community; and retaining continuity of service throughout the project. Finally, Councillor Mrs Brown informed Members that the Council had been successful in its application to Sport England for a grant of £1 million. This meant that the Council would need to enter into an Agreement with Sport England and so the grant award was therefore subject to the terms and conditions within that Agreement.

Councillor Mrs Brown in proposing the recommendations and in referring Members to the addendum report outlined that she wished to make an amendment in that the recommendations in the addendum report would supersede the minuted recommendations from the Cabinet meeting held on 17 July 2017.

This amendment was seconded by Councillor Clayden.

In debating the amendment some Councillors, although welcoming the progress made with the project, raised concern over the supplementary estimate required as this was not an insignificant amount of money. As this represented an increase in budget of 20%, the Leader of the Council was asked how the project team had not foreseen this increase earlier, especially as the conditions of the site were known.

Other Councillors agreed that £3.5 m was a staggering increase in cost and so questions had to be asked about the competence of those who were in charge of the project as this was seen as unacceptable. Their concern was that the additional funding required was public money; it was their view that the known problems identified at the very start of the project had been thoroughly discussed from day one with Councillors; discussions regarding the complexity of the site and all of the underground constraints of the site had all been known and mapped out; and so the additional costs could not be understood. It was felt that this issue needed further scrutiny by the Audit &

Governance Committee to understand why increases of this magnitude cost had crept in at this stage of the project.

Other Councillors spoke from a different perspective. They reminded those who had expressed concern that Councillors had campaigned long and hard for this site which would provide a facility that would present exceptionally good value for money. Councillors needed to be reminded of the facility that the Council would eventually end up with. This included additional features, requested by the public. There had been issues relating to pipes and ground conditions to address but these had been resolved and so Councillors were urged to support the recommendations so that the project could continue.

An observation was then made from the discussion held. This was that Councillors were being asked to note the final contract sum so this confirmed that there was a contract in existence. The Principal Landscape Officer was commended for keeping Members fully briefed; the project did represent excellent value for money and was and continued to be scrutinised by external bodies. Yes, the location was a difficult site but the Council knew this and took the decision to proceed with these issues in mind and as this was what people wanted and so this level of cost escalation was not uncommon for a project of this size.

Councillor Clayden as seconder to the amendment, urged Members to support the recommendations which would enable a fantastic project to be built providing great positives for the community and wellbeing of the District.

Councillor Mrs Brown, as proposer of the amendment, congratulated all Officers for their hard work undertaken on this project and stated that the Council should celebrate achievement so far and in terms of what the District and its residents would end up with. Sports England had endorsed its value for money and this was why the Council had been awarded with the £1m grant.

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

The Chairman then returned to the substantive recommendations and the Council

RESOLVED – That

- (1) the final contract sum for the delivery of the new Leisure Centre of £16,127,376 be noted;
- (2) a supplementary estimate of £3,455,000, which equates to a Band D Council Tax of £58.11 be approved;
- (3) the full cost of delivering the Leisure Centre project pending the Council entering into an Agreement with Sport England.

(During the course of the discussion on this item, Councillor Bicknell declared a Personal Interest in view of the debate mentioned Southern Water Services. Councillor Bicknell was an employee of Southern Water Services).

Councillor Mrs Brown then drew Members' attention to the next set of recommendations at Minute 105 (Property & Investment Strategy) setting out proposals for implementing a Property Investment Strategy as a means of generating income streams to replace the shortfall in government funding being experienced by the Council. Councillor Mrs Brown emphasised that funding for local government had changed which meant that Councils faced greater uncertainty.

This meant that the Council had to look at every opportunity to look at other revenue streams and needed to take different approaches to ensure that best value was achieved. The recommendations before Members proposed the establishment of a Property & Investment Strategy which would allow funds to be established and funded from existing land. This was a sensible way forward allowing the Council to maximise its assets. Councillor Mrs Brown then duly proposed the recommendations which were seconded by Councillor Haymes.

The Council

RESOLVED – That

- (1) the broad principles of the Property Investment Strategy be approved;
- (2) the establishment of a Property Investment Fund (as outlined in the report) to support the achievement of the objectives outlined in the Property Investment Strategy be approved;

(3) the Constitution be amended to:-

a) delegated authority be given to the Director of Place in Part 4 (Officer Scheme of Delegation) Section 2, Paragraph 4.0 to read:

“Authority to approve the acquisition of commercial properties from the Property Investment Fund up to a maximum value of £750,000 per acquisition in consultation with the Cabinet Member for Technical Services and the Section 151 Officer, subject to a viable business case.

b) add a new paragraph to Part 6, Section 5 (Financial Procedure Rules) at Regulation 3 (Proposals to Incur Expenditure or Reduce Income) to read:

“Authority to approve the acquisition of commercial properties from the Property Investment Fund of a value between £750,000 and the maximum value of the Property Investment Fund per acquisition be delegated to a Property Investment Board comprising the Leader of the Council, Cabinet Member for Technical Services, Section 151 Officer and the Director of Place, subject to a viable business case.”

c) the Group Head of Council Advice and Monitoring Officer be authorised to make any consequential amendments to the Constitution; and

(4) the processes and procedures for approving, reporting and monitoring the investments made via the Property Investment Fund, be approved.

Councillor Mrs Brown then referred Members to the last recommendations at Minute 107 (Housing & Customer Services Working Group – 6 July 2017 – Bed & Breakfast Budget) and alerted Members to the addendum report circulated with the agenda as this clarified incorrectly quoted budget figures reported to the Housing & Customer Services Working Group on 6 July 2017 in connection with Bed & Breakfast payments. The report also sought approval of a supplementary estimate of up to £230,000 to support expenditure on Bed & Breakfast provision up to the end of 2017/2018.

Councillor Mrs Brown outlined that she wished to make an amendment in that the recommendations in the addendum report would supersede the minuted recommendations from the Cabinet meeting held on 17 July 2017.

This amendment was seconded by Councillor Bence.

In discussing the amendment various comments were made. Firstly, it was the view of one Councillor that the Council should approach all bed and breakfast establishments in the District and scrutinise them as he alleged that in some cases the Council was paying £1,000 per week for a single person to be housed in this way. Although the difficulties being faced by the Council were understood, it was accepted that homelessness was continuing to grow at a District, County and National level and so the time had now come to scrutinise all bed and breakfast establishments to assess fully what they provided; whether this was value for money coupled with the need to look for other alternatives.

Other Councillors agreed with the comments made. Concern was expressed over the fact that the original report to the Working Group had been incorrect and a detailed explanation in terms of how the Council got to this position and how the error had been made was requested as the supplementary estimate required was another staggering sum.

Debate then turned to B&B provision which was considered to be unsustainable for the Council and for the families involved. Reference was made to the Special Council Meeting held back in February to agree the Council's Budget and the debate that had taken place over an amendment to allocate funding to invest in two family hostels. This amendment had been voted down at that meeting but now seemed a relevant time for a project like this to be revisited with investigations looking into how a better service could be provided to residents and especially families. The Leader of the Council and the Cabinet Member for Residential Services were asked to reconsider this proposal.

Councillor Bence, as seconder to the amendment, reassured Councillors that the error had been a simple misquote, that it had been printed incorrectly. He reassured Members that the Council was responding to the increasing problem of bed and breakfast payments and that there would be a paper in the future for Members to consider which would highlight the efforts that the Council was making on all fronts.

Councillor Mrs Brown, as proposer to the amendment, confirmed that the Council was always looking for better value and accommodation. The Council had put aside £1M to buy its own Bed & Breakfast accommodation and so she urged Members to support the amendment.

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

The Chairman then returned to the substantive recommendations and the Council

RESOLVED – That

(1) A supplementary estimate of up to £230,000 (equivalent to a Band D Council Tax of £3.87) be approved to support expenditure on Bed and Breakfast provision up to the end of 2017/18; and

(2) It be noted that the gross budget for Bed & Breakfast as detailed in the report to the Housing & Customer Services Working Group on 6 July 2017 should have been £420,000 and not £360,00

(During the course of the discussion on this item, Councillor Elkins declared a Personal Interest stating that he had connections with a housing association that provided Bed and Breakfast support to its tenants and so he did not take part in the vote.)

162. DEVELOPMENT CONTROL COMMITTEE – 19 JULY 2017

The Chairman, Councillor Bower, presented the Minutes from the meeting of the Development Control Committee held on 19 July 2017.

163. OVERVIEW SELECT COMMITTEE – 25 JULY 2017

The Chairman, Councillor Dingemans, presented the Minutes from the meeting of the Overview Select Committee held on 25 July 2017.

Councillor Dingemans alerted Members to three recommendations at Minute 118 (Data Protection Policies) which he duly proposed. The recommendations were seconded by Councillor Edwards.

The Council

RESOLVED – That

(1) The Clear Desk and Clear Screen Policy, as set out at Appendix 1 to the report be approved; and

(2) The Records Retention and Disposal Policy, as set out at Appendix 2 to the report, be approved; and

(3) The Group Head of Council Advice & Monitoring Officer be delegated authority to make any necessary consequential changes to the Clear Desk and Clear Screen Policy and Records Retention and Disposal Policy as a result of new legislation or alternative practices.

164. SPECIAL CABINET – 31 JULY 2017

The Chairman, Councillor Mrs Brown, presented the Minutes from the Special meeting of Cabinet held on 31 July 2017.

Councillor Mrs Brown firstly referred Members to a series of recommendations at Minute 133 [Housing Revenue (HRA) Account Business Plan] which was asking Members to support the priorities set out in the HRA Business Plan which identified a significant range of improvements and changes within the Plan which would make a real and substantial difference in terms of housing provision and the service that the Council would be able to provide to its tenants in the future.

Councillor Mrs Brown then formally proposed the recommendations which were seconded by Councillor Bence.

The Council

RESOLVED – That

(1) the priorities set out in the HRA Business Plan under Section 2 Key Objectives (page 7) and ten year financial model be approved; the use of specialist consultants to review and rewrite the plan on an annual basis be agreed; and that an amount of £30K per annum be set aside for these costs in future HRA budgets;

(2) authority be delegated to the Cabinet Member for Residential Services and the Director of Services in consultation with the S151 Officer to acquire 250 houses over ten years. This is based on a rolling 3 year Capital funding programme of up to £15M and, subject to viability, up to 30 houses a year or the equivalent of 90 over 3 years. Updates on spend will be reported via the Budget Variation reports routinely submitted to Cabinet. The preferred form of acquisition to be in the following order:-

- Purchase houses 'off plan' from developments with the benefit of planning permission
- Purchase of existing properties
- Build on Housing owned land

(3) Where appropriate, authority be delegated to the Cabinet Member for Residential Services and the Director of Services, in consultation with the S151 Officer, to approve the use of specialist legal advisors in connection with property acquisitions;

(4) a Rent Setting Policy and Service Charge Review be undertaken with immediate effect, which will be used to support the funding of the Housing development. An amount of £20K is requested from the HRA budget to appoint specialist consultants to carry out this work;

(5) authority be delegated to the Cabinet Member for Residential Services and the Director of Services, in consultation with the Group Head of Technical Services and Group Head of Corporate Support, in connection with disposal of all HRA assets (land and property), outside of Right to Buy, and that the sale proceeds be reinvested back into the HRA account on all occasions;

(6) £400,000 funding for planned maintenance (£200K from the HRA budget, £200K transferred from existing reactive maintenance budget) is identified for the financial year 2018/19, whilst the housing stock condition survey is completed;

(7) £6M funding be approved for investment in the sheltered housing schemes over ten years, to ensure that they remain fit for purpose;

(8) an options appraisal be undertaken on sheltered housing schemes where alternative use or redevelopment could be considered and that an amount of £35K be allocated from the HRA budget to commission specialists to undertake this work.

Councillor Dr Walsh then made a Statement on Minute 132 (A27 Arundel By-Pass Consultation) in accordance with Council Procedure Rule 11.2 highlighting that it was a critical issue for the District that enhancements to the A27 go ahead. He outlined that the tactics used in the past to divide and rule must not be allowed to pass this time – there needed to be a common consensus with all neighbouring Town and Parish Councils and also including areas to the south of Horsham district and around. The implications of not having improvements made to the A27 would have a catastrophic impact for all areas surrounding Arun as well as all of the coastal communities on the A259. Congestion would only get worse and the South Downs National Park areas would be used as a rat run. It was vital for the Council to take into account local concerns with the need for all to stand united on this issue.

In response, Councillor Mrs Brown agreed with the comments made about the A27 Arundel By-Pass and she urged Members to attend the Briefing taking place on 19 September 2017 with Highways England.

Councillor Mrs Brown then referred Members to the next set of recommendations at Minute 134 (Council Owned Property Company) and she referred to the detailed debates that had taken place at the Overview Select Committee on 25 July 2017 and the Special Meeting of the Audit & Governance Committee on 7 August 2017. The proposal to establish a Council Owned Property Company had been worked on as an in-depth project as part of the 2020 Vision work undertaken by the Council. This was seen as an opportunity for the Council to generate additional sources of income so that it could continue to maintain quality services. Councillor Mrs Brown outlined that to date a lot of work had been undertaken and that the costs incurred associated with this work were in line with what the Council had already approved. Councillor Mrs Brown stated that although the company “Trisanto” had been set up and was ready to operate, there was no need, at this time, to provide it with any working capital. Other Councils were managing similar projects and so the plan was to examine how they had moved forward. Councillor Tyler, as a Member Director on the Board, would be undertaking this work by visiting other Councils.

Councillor Mrs Brown confirmed that in proposing the thirteen recommendations, she wished to make an amendment which was that Recommendations (5) and (6) be deferred for consideration to a further meeting of this Council in the future. She explained that the remaining recommendations would stand as all other matters other than the working capital had been addressed.

This amendment was seconded by Councillor Haymes.

In debating the amendment, this was supported by Members who agreed that the working capital needed to enable the company to start transacting needed more thought. Other Councillors stated that until the full detail surrounding their potential liability had been adequately explained, they could not have supported Recommendations (5) and (6) in any case.

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

The Chairman then returned to the substantive recommendations and invited debate. Some Councillors spoke in support of the scheme but in doing so stated that they were glad that further consideration would be undertaken in terms of the way in which the company would run and as there was still much detail to sort out. Comments were made about Recommendation (8) and the proposal for the Cabinet to be responsible for the Council's function as shareholder. A major part of this was the establishment and agreement of the Shareholder Agreement and Shareholder Advisory Group. A point was made that a Member of the Council should sit on the Shareholder Advisory Group as it was seen vital to have Member representation on such an important body that would play a major part in ensuring that this project would be a success.

The Chairman invited the Director of Place to respond to the concerns raised. He outlined that it was a matter for Members in terms of the Council agreeing its Shareholder Agreement and who would form the Advisory Group. He referred to the fact that a draft Shareholder Agreement had been circulated to Members in advance of this meeting and that when this was ready for the Council to approve; this would be the time and Members' opportunity to request Member representation on the advisory group.

The Council

RESOLVED – That

- (1) the business case at Appendix 1 be approved;
- (2) the risk register at Appendix 2 be noted;
- (3) the statement from the Council's Group Head of Corporate Support included in the Executive Summary, be noted;
- (4) the working capital to take the form of loans from the Council to the Company, with each loan being subject to the approval of the S.151 officer, the Chief Executive and the Deputy Leader of the Council, and the terms of each loan (including the rate of interest) to be determined by the S.151 officer;

(5) authorisation be given to execute all required legal documentation and such steps/actions be taken to give effect to the business case including the Shareholder Agreement and Loan Arrangements;

(6) Cabinet will be responsible for the Council's function as shareholder, and that the substantive Directors of the company be appointed at Arun's Annual Council Meeting and the position of Councillor Directors be considered at the Council's Annual Meeting each subsequent year;

(7) the Chief Executive be authorised, in consultation with the Leader of the Council, to approve the appointment of the first directors to Trisanto Development Corporation;

(8) the appointment of the Director of Place, already confirmed as Director of Trisanto Development Corporation on its incorporation in February 2017, be approved;

(9) the Council's Constitution be amended at Part 3, Responsibility for Functions – The Cabinet, paragraph 2.10 (page 48/49) to add:

- To review and scrutinise the operation of any Council owned companies by working with the arms-length companies.

(10) the Council's Constitution be amended at Part 3, Responsibilities for Functions, paragraph 4.1 Audit and Governance Committee (page 63/64) to add:

- To review and scrutinise the operation of any Council owned companies and Cabinet's role in overseeing this activity through monitoring reports submitted on at least an annual basis or as reported by the S.151 officer.

(11) the Standards Committee be requested to review the Council's Code of Conduct to cover the role of Directors of companies set up by the Council.

Councillor Mrs Brown then referred Members to Minute 137 (Disposal of Land at Cornfield Close, Littlehampton – Exempt – Paragraph 3 – Information Relating to Business Affairs) and outlined that this item linked into the work of the Property Investment Strategy that Members had approved earlier. Part of this work was the completion of an ongoing review of the Council's property assets as this would ensure that Council assets were well structured and performed acceptably in order to raise revenue for the Council. Changes in Local Government funding required all Councils to become more self-sufficient allowing them to continue to meet their statutory obligations. The approval of the Property Investment Strategy meant that the Council was able to consider alternative methods of generating income streams in order to replace the shortfalls in funding.

Councillor Mrs Brown outlined that the Council had a freehold interest in an area of land situated at Cornfield Close, Littlehampton, which was known as Daisyfields. The report before Members presented two recommendations for consideration with one being that the Council approves the disposal of this land. Councillor Mrs Brown proposed these two recommendations which were then seconded by Councillor Haymes.

Before inviting debate this item, the Chairman reminded Members that due to the confidential nature of this report, should there be any detailed discussion then it would be necessary to move into Exempt business.

Councillor Dr Walsh commenced the debate by stating that he wished to propose an amendment which would be to delete Recommendations (1) and (2) and replace with the following two recommendations:

- (1) The Council resolves to ask Cabinet to reconsider its proposal to sell the freehold of Cornfield Close, Littlehampton in particular to give due consideration to the concerns raised by Littlehampton Town Council and others with regard to the impact of such a sale on tourism in Littlehampton and to also consider the potential breach of the Council's own draft Local Plan; and
- (2) The Council further resolves to ask Cabinet to report back to Full Council in due course with new recommendations.

Councillor Dr Walsh outlined the reasoning behind his amendment. This was because the Cabinet report had been erroneous in several respects as it had stated that there were camping sites available in the Littlehampton area. This was false information as there were no other camping sites in Littlehampton. Councillor Dr Walsh also referred to Public Question Time at the start of this meeting and the question that had been asked about a specific clause written into the Council's own draft Local Plan dealing with the

disposal of such tracts of land. This was Policy TOUDM1 which committed to keeping all tourism related sites and stipulating that they should not be disposed of for housing development. If the Council chose to approve the two recommendations presented, Councillor Dr Walsh outlined that the Council, even before the local plan had been subjected to Inspection, would have broken one of the Policies in its own Plan and so what signal did this give to rampaging developers around the District. Councillor Dr Walsh stated that the disposal of Daisyfields was an unthinkable proposal and an outrage to the area due to the impact that this would have on much valued tourism. Due to the current economic climate, camping had and was becoming ever more popular and there was an increase in demand for camping sites in the District. Councillor Dr Walsh stated that a much fuller report detailing why the Council proposed departing from its own local plan was needed and that such a report needed to cover the type of land that this site was. Details on the ground condition of the site all needed to be taken into consideration and before any decision on disposal could be made.

The amendment was then seconded by Councillor Buckland

The Chairman then invited debate on the amendment. This firstly saw discussion in support of the amendment and where numerous reasons were listed as to why the site should not be disposed of.

The main concern was the impact disposal of this site would have on tourism within the area. At this point in the debate Councillor Northeast was asked not to drift into discussing the confidential detail of the report. As he continued to refer to the site owner and other associated facts, the Chairman stopped the debate and sought advice from the Chief Executive.

The Chief Executive stated that in order for the debate to be able to remain in open business, Councillors could not talk or refer to any personal individual situations or about the land and the use of the land. If debate of this nature continued, then it would be necessary to continue discussion in Exempt business.

Councillor Northeast then continued to talk to the amendment. As he made reference to the Leaseholder, the Chairman postponed the debate. Councillor Bower then proposed and Councillor Bicknell seconded that any further discussion on this item be dealt with only in Exempt business. On this being put to the vote it was CARRIED.

165. SPECIAL AUDIT & GOVERNANCE COMMITTEE – 7 AUGUST 2017

The Chairman, Councillor Chapman, presented the Minutes from the Special Meeting of the Audit & Governance Committee held on 7 August 2017.

Councillor Chapman referred Members to two recommendations at Minute 141 [Local Property Company] and he thanked the Leader of the Council for facilitating sending all Members a copy of the draft Shareholder Agreement. Councillor Chapman stated that now this document had been received, he proposed an amendment which was that Recommendation (2) be withdrawn. He outlined that Recommendation (1) [the noting of the Risk Register] remained in place and as per the recommendation agreed earlier from the meeting of Cabinet on 31 July 2017. In formally proposing this recommendation, Councillor Chapman thanked all Members of his Committee for their debate and input and especially the Director of Place and the Project Manager for their work and advice.

This amendment was then seconded by Councillor Wheal.

Having been reminded of the correct spelling of the Property Company, which was Trisanto and not Tresanto, as detailed in Recommendation (1), the Council

RESOLVED

That the risk register in respect of creating Trisanto [a Council Owned Property Company] be noted [as per Recommendation (2) – Cabinet – 31 July 2017].

166. CONSTITUTION WORKING PARTY – 15 AUGUST 2017

The Chairman, Councillor Mrs Bower, presented the Minutes from the meeting of the Constitution Working Party held on 15 August 2017 and alerted Members to recommendations at Minute 11 [Proposed Constitutional Amendments – Part 1 (Summary) and Part 2 (Articles) which she formally proposed. The recommendations were then seconded by Councillor Wensley.

The Council

RESOLVED – That

(1) the proposed changes to the Constitution at Part 1 (Summary and Explanation) as set out in the replacement text at Appendix 1, as attached to the minutes, be approved; and

(2) the proposed changes to the Constitution at Part 2 (Articles of the Constitution) as set out in the replacement text at Appendix 2, as attached to the Minutes, be approved; and

(3) the Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution.

167. DEVELOPMENT CONTROL COMMITTEE – 24 AUGUST 2017

The Chairman, Councillor Bower, presented the Minutes from the meeting of the Development Control Committee held on 24 August 2017.

Councillor Dingemans asked a question in relation to Minute 148 [Planning Applications – WA/23/17/OUT Outline Application with all matters reserved for residential development comprising 22 No dwellings demolition of Barnfield House and existing outbuildings. This application was a departure from the Development Plan, Barnfield House. Arundel Road, Fontwell) in accordance with Council Procedure Rule 11.2. In light of the incorrect advice given at the Development Control Committee, this application would be considered again at the Committee's next meeting on 20 September 2017. Councillor Dingemans asked how this application could be recommended for approval when application CM/1/17/OUT had been refused. Councillor Dingemans asked the Cabinet Member for Planning if he could provide him with a written response by close of play on Monday, 18 September 2017.

Councillor Bower, as Chairman of the Development Control Committee, stated that as this application was coming back to the next meeting of the Development Control Committee and as this was still a live application it could not be discussed. The Group Head of Council Advice & Monitoring Officer confirmed that Councillor Dingemans could make a statement or ask questions but that he needed to be careful to not stray into discussing the merit or any other parts of the planning application. Councillor Dingemans again requested a written response to his question asked.

168. LOCAL PLAN SUB-COMMITTEE – 31 AUGUST 2017

The Chairman, Councillor Bower, presented the Minutes from the meeting of the Local Plan Sub-Committee held on 31 August 2017.

169. HOUSING & CUSTOMER SERVICES WORKING GROUP – 6 JULY 2017

The Chairman, Councillor Hughes, presented the Minutes from the meeting of the Housing & Customer Services Working Group held on 6 July 2017 and in doing so reminded Members that there was a recommendation at Minute 6 [Bed and Breakfast Payments – Budget Increase for 2017/2018] but that this had been resolved earlier in the meeting at Agenda Item 11 – Cabinet – 17 July 2017 – Minute 107.

170. ENVIRONMENT & LEISURE WORKING GROUP – 29 AUGUST 2017

The Chairman, Councillor Hitchins, presented the Minutes from the meeting of the Environment & Leisure Working Group held on 29 August which had been circulated separately to the agenda.

171. MATTERS RELATING TO JOINT ARRANGEMENTS

There were no items for this meeting.

172. MOTIONS

There were no Motions to consider.

173. QUESTIONS/STATEMENTS FROM MEMBERS PURSUANT TO COUNCIL PROCEDURE RULE 11.2

One question had been received from Councillor Brooks to the Leader of the Council, Councillor Mrs Brown regarding the Council's new logo.

The full detail of the question asked and the response provided can be found at the back of these Minutes.

174. MANAGEMENT RESTRUCTURE – UPDATE

The Leader of the Council, Councillor Mrs Brown, presented a report which confirmed the detail of the management restructure that had been undertaken as part of the Council's 2020 Vision; what the costs had been; what savings would be gained; investment needed moving forward and the need for continuing professional development (CPD).

Councillor Mrs Brown stated that the report sought support to implement the new management restructure on 1 September 2017, made by the Chief Executive in consultation with the Leader and Deputy Leader of the Council. It also sought support for £10,000 to be invested in CPD that would support and develop the Council's senior management's leadership behaviour.

Councillor Mrs Brown then formally proposed the recommendations which were then seconded by Councillor Wensley.

The Council

RESOLVED – That

- (1) the newly created management structure (September 2017) is supported and the costs and appropriate ongoing savings are noted;
- (2) the decision to implement the new management restructure on 1 September 2017, made by the Chief Executive in consultation with the Leader and Deputy Leader of the Council is supported; and
- (3) the £10,000 for CPD in 2018/19 to be incorporated into the draft budget for 2018/19 is supported.

175. COMMITTEE MEMBERSHIPS

The Council noted the following changes to Committee Memberships as reported by the Leader of the Council, Councillor Mrs Brown. These were that:

- (i) In response to a recommendation of the Assessment Panel held on 29 June 21017, that Councillor Oliver-Redgate be suspended from the Development Control Committee and Development Control Site Inspection Panel until 29 December 2017 at the earliest or until completion of an agreed training programme undertaken with the Monitoring Officer. His seat on this Committee and Panel being filled by Councillor Haymes; and
- (ii) Councillor Dr Walsh replaces Councillor Purchase on the CEO Remuneration Committee

176. REPRESENTATION ON OUTSIDE BODIES

The Leader of the Council, Councillor Mrs Brown, proposed that Councillor Haymes should become the Council's nominated representative on the newly established Bathing Water Steering Group, with Councillor Mrs Oakley being the nominated substitute. Councillor Wensley seconded this proposal.

The Council

RESOLVED

That Councillor Haymes becomes the Council's nominated representative on the newly established Bathing Water Steering Group, with Councillor Mrs Oakley being the nominated substitute. Councillor Wensley seconded this recommendation.

177. EXEMPT INFORMATION

The Council

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 items of business on the grounds that they may involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the items.

178. SPECIAL CABINET – 31 JULY 2017 – MINUTE 137 [DISPOSAL OF COUNCIL LAND AT CORNFIELD CLOSE, LITTLEHAMPTON – EXEMPT – PARAGRAPH 3 – INFORMATION RELATING TO BUSINESS AFFAIRS]

The Chairman invited Councillor Northeast to continue with his debate on the amendment put forward by Councillor Dr Walsh [as per Minute 164]

Councillor Northeast stated that he spoke in support of the amendment because the report before Members had only presented one side of the argument and had little or no regard for the positive affect that the Daisyfield site played in terms of tourism and the local economy. Councillor Northeast felt that this item was being rushed through and that a deferral would at least allow more time for more detail to be presented to Members in terms of the impact closure of this site would have. Members needed more information on the availability of other similar sites in the near area and across the District

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first before such a tourism asset could be terminated. Councillor Northeast also asked the Council to look more sympathetically at the Leaseholder's position.

Similar comments were made by other Councillors who focused upon the impact of tourism and the potential issue with the Council's draft local plan, as mentioned earlier as part of Public Question Time. The amendment was not asking for the decision to be reversed but to give time for all of the facts to be addressed properly.

Comments were also made about the need to conduct survey work and that as part of any decision investigations should be commenced in terms of providing a new camping site in the area.

As proposer to the amendment, Councillor Dr Walsh outlined that it was not necessary to make a decision on this site tonight, the most overriding reason to pause this matter was because of the clash with the Council's own stated local plan.

A request was made for the vote on the amendment to be recorded.

Those Councillors voting for the amendment were Councillors Brooks, Buckland, Chapman, Mrs Daniells, Dendle, Dingemans, Hughes, Northeast, Oppler, Patel, Purchase, Mrs Rapnik, Dr Walsh, Warren, and Wells (15). Those voting against were Councillors Mrs Bence, T Bence, Bicknell, Blampied, Mrs Bower, R Bower, Mrs Brown, L Brown, Charles, Clayden, Cooper, Edwards, Elkins, Haymes, Hitchins, Maconachie, Mrs Madeley, Mrs Porter, Mrs Stainton, Tyler, Wheal, Wensley and Wotherspoon (23). Councillors Ambler, Cates, Dillon, Gammon, Mrs Neno, Mrs Pendleton and Miss Rhodes (7) abstained from voting.

The Amendments was therefore declared LOST.

The Chairman then referred Members to the substantive recommendations and invited debate.

Councillors then spoke in support of the recommendations stating that the Council needed to make the best use of the assets that it had.

In response to the comments made about the draft Local Plan, the Cabinet Member for Planning, Councillor Charles, outlined that it was important for Members to note that the Local Plan had yet to be adopted and therefore it did not yet form part of the Development Plan and consequently this impacted upon how much weight the plan should be afforded. There were many other material considerations for the Council to have regard to including the lack of five year land supply.

The Council

RESOLVED – That

(1) the freehold disposal of land located at Cornfield Close, Littlehampton, for best consideration, be approved; and

(2) authority be delegated to the Cabinet Member for Technical Services, in consultation with the Director of Place and the Section 151 Officer, to agree terms for disposal, selection of purchaser from the four offers received and to conclude any and all matters necessary to complete disposal and conveyance of the freehold site.

(During the course of the debate on this item, Councillors Purchase and Warren declared their Personal Interests as Members of Littlehampton Town Council).

179. JUDICIAL REVIEW OF PLANNING DECISION RELATING TO BROADLEES, DAPPERS LANE, ANGMERING – THE RETROSPECTIVE REPORTING OF AN URGENT DECISION TAKEN BY THE CHIEF EXECUTIVE [Exempt – Paragraph 5 – Information in Respect of Which a Claim to Legal Professional Privilege could be Maintained in Legal Proceedings]

The Leader of the Council, Councillor Mrs Brown, presented this report which asked Members to note that the Chief Executive had exercised his delegated authority to authorise Officers in Legal Services not to contest an application for judicial review, in order to minimise costs.

Councillor Mrs Brown then formally proposed the recommendations which were duly seconded by Councillor Charles.

The Council

RESOLVED

It be noted that the Chief Executive had exercised his delegated authority to take urgent action. The Chief Executive had authorised officers in Legal Services to notify the High Court immediately, that the Council would not be contesting the application to quash the Council's decision. It was expected that the High Court would grant the application and quash the Council's decision. This would result in the original planning permission being reinstated (permission for building 4 will return to 24 apartments and communal spaces).

(During the course of the discussion on this item, Councillor Dr Walsh declared a Personal Interest as a Member of Littlehampton Town Council and as he thought that this item would be of interest to Littlehampton Town Council and neighbouring Parishes).

180. STORE PROPERTY INVESTMENTS LIMITED V ARUN DISTRICT COUNCIL – RETROSPECTIVE REPORTING OF URGENT DECISION BY THE DIRECTOR OF PLACE [Exempt – Paragraph 5 – Information in Respect of Which a Claim to Legal Professional Privilege could be Maintained in Legal Proceedings]

(Before the commencement of this item, Councillor Cooper, declared a Personal Interest as he rented his business premises from Store Property Investments Limited).

The Leader of the Council, Councillor Mrs Brown, presented this report which asked Members to note that in the absence of the Chief Executive, the Director of Place had exercised his delegated authority to take this urgent action and had authorised Legal Services to settle the costs claim at £35,000.

Councillor Mrs Brown then formally proposed the recommendations which were duly seconded by Councillor Charles.

The Council

RESOLVED

That it notes that in the absence of the Chief Executive, the Director of Place has delegated authority to take urgent action and authorise Legal Services to settle the costs claim at £35,000.

181. SUPPLEMENTARY ESTIMATE TO ACQUIRE COMMERCIAL PREMISES IN BOGNOR REGIS (Exempt – Paragraph 3 – the Supply of Goods and Services and the Financial and Business Affairs of any Particular Person).

The Leader of the Council, Councillor Mrs Brown, presented this report which sought Members' approval of a supplementary estimate to allow acquisition of commercial premises in Bognor Regis.

Councillor Mrs Brown in proposing the recommendations confirmed that she had seen sight of the Condition Survey undertaken for this venture. Councillor Wensley then seconded the recommendations.

In discussing this item, Members spoke in support of the proposed purchase but aired concern that they had not received any detail on the valuation of the building or any form of dilapidation report. Despite this, the proposal to acquire this site was seen to be a positive acquisition which would benefit the Town and would strengthen the retail offer in Bognor Regis.

Following further discussion, the Council

RESOLVED – That

- (1) A supplementary estimate of up to £1.8 Million (equivalent Band D Council tax £30.27) to allow the Council to proceed to the freehold purchase of commercial premises in Bognor Regis is approved; and
- (2) delegated authority is given to the Director of Place to agree terms, in consultation with the Section 151 Officer, and authorise officers in Legal Services to enter into the contract for this acquisition.

(The meeting concluded at 9.19 pm)

COUNCIL MEETING – 13 SEPTEMBER 2017

**QUESTIONS FROM MEMBERS PURSUANT TO
COUNCIL PROCEDURE RULE 11.3**

Q1: Councillor Brooks to the Leader of the Council, Councillor Mrs Brown

Q1 Am I the only Member who doesn't like our new logo? I think it is far too 'in your face' and the new font throws away 40 years of tradition. Who decided we should change this and why, and are we now committed to changing every road and other Arun sign and how much will this cost?

A1 Thank you Councillor Brooks, for your question. The original logo does indeed go back to November 1991 and that is the problem. The font used for the wording 'Arun District Council' was some 25 years old and many computers no longer hold that font as standard. The updated (note: not 'new') logo simply has an updated font. We will use the updated logo when signs etc are renewed. Even 'old' headed paper is still being used by officers until supplies are used up and new batches printed. This will, therefore, be a gradual process as we change with the times!

Supp

Q I cannot accept your response that the font is lost due to its age and so I do not agree with the response. I again ask, why are doing this – we will have different logos all over the place and how much will it cost.

A Apart from explaining again the detail over the age of the font and the problem this causes, I have nothing further that I feel I can add.

DEVELOPMENT CONTROL COMMITTEE

20 September 2017 at 2.30 p.m.

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

[Note: The following Councillor was absent from the meeting during consideration of the matters in the Minutes indicated:- Councillor Miss Rhodes, Minutes 186 (from Planning Application WA/44/17/OUT part) to 188.]

Councillors Ambler, Charles and Wheal were also in attendance at the meeting.

183. 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.

As Planning Application WA/44/17/OUT was an item on the agenda and had been the subject of a petition considered by the Overview Select Committee on 30 May 2017 and Full Council on 12 July 2017, Members of this Committee made declarations of interest as indicated below.

Development Control
Committee – 20.09.17.

“I wish to make this meeting aware that I may have made public statements in the past at the Overview Select Committee and at Full Council and/or in other circumstances with regard to the request of Walberton Parish Council that the site be considered for a potential Local Green Space when Walberton’s Neighbourhood Plan is reviewed. These were my views that I held at that time.

However, this is a decision that needs to be made on a different matter on the same site and I have an open mind regarding this item and I will listen and consider all the relevant issues and interests presented to this Committee today and I confirm that I will reach my decision on merit and not bias.

For the record I ask that this declaration be recorded in the Minutes of this meeting”.

Councillors Mrs Bower, Haymes, Mrs Oakley and Mrs Stainton made their declarations as per the whole statement.

Councillors Mrs Bence, Bower, Brooks, Dillon, Gammon, Mrs Hall, Maconachie, Miss Rhodes and Wells confirmed their declaration as per the second paragraph.

Councillor Hitchins declared that he had taken a decision not to attend the meeting of the Overview Select Committee as the matter was on the agenda and he therefore did not take part in any discussion.

The following Members also made declarations of a personal interest in respect of Planning Application BR/194/17/PL as follows:-

Councillors Bower, Dillon, Hitchins (as Chairman), Maconachie and Wells as members of the Bognor Regis Regeneration Subcommittee.

Councillor Wells also stated that he had made a statement prior to the meeting with regard to public toilet provision in Bognor Regis which had been published on the Arun Planning Portal. However, he would now consider the application on its own merits and consider the views and comments made in the debate and come to a decision based on merit rather than bias.

Councillor Dillon also advised that, as a member of the Bognor Regis Town Council’s Planning and Licensing Committee where the matter had been considered, he had reserved his position on that occasion.

Councillor Brooks, as a member of Bognor Regis Town Council, stated that he had made a statement on the matter but had not taken part in any discussion.

Councillor Haymes advised that his personal interest was due to his being the Cabinet Member for Technical Services, which covered Arun's Estates and Properties.

184. MINUTES

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

185. PREVIOUSLY DEFERRED ITEM

WA/23/17/OUT – Outline application with all matters reserved for residential development comprising of 22 No. dwellings involving demolition of Barnfield House & existing outbuildings. This application is a Departure from the Development Plan, Barnfield House, Arundel Road, Fontwell

This application had been considered at the meeting held on 24 August 2017 and, for the avoidance of doubt, was being re-presented to Members for redetermination by way of the attached report in light of the correction to previous officer advice. The correct position was that this land was NOT within the definition of "previously developed land". The whole of the previous report dated 24 August 2017 and the update sheet was therefore re-presented to the Committee for redetermination.

Rule 15 of the Council's Constitution relating to Previous Decisions and Motions, did not apply in this case as the decision could not be considered to be valid and legal due to the incorrect advice given.

The Planning Team Leader, at the meeting on 24 August 2017, had incorrectly advised that the site was not "greenfield" land and, following the meeting, had realized that that was incorrect. However, since publication of the agenda, the applicant's agent had drawn the Council's attention to a recent, relevant High Court decision which set out case law which determined that residential garden land, outside "built-up areas" was deemed to be "brownfield" land and was not, as had been widely understood "greenfield" land. The Planning Team Leader therefore highlighted the written officer report update which had been circulated at the meeting and which provided the detail of that decision.

Members were now being asked to reconsider the application and were advised that the report and report update previously considered did not conclude that the reasons for granting permission were based on whether the site was or was not brownfield land – rather that there were material considerations to justify approving the application contrary to the development plan.

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The Committee then

RESOLVED

That the application be approved subject to the conditions in the report, and as amended by the update sheet circulated at the meeting on 24 August 2017, as the advice given did not affect the main conclusion in the report.

186. PLANNING APPLICATIONS

(Prior to consideration of the following application, Councillors Bower, Brooks, Dillon, Haymes, Hitchins and Wells had declared a personal interest and remained in the meeting and took part in the debate and vote.)

Demolition of existing Foreshore office & decommissioning of existing underground toilets. New purpose built unisex toilet block including urinals, baby changing facilities & accessible WC, plus a separate beach office with public information point & first aid facilities. All located on the existing seafront promenade, Promenade opposite Walton Avenue, The Esplanade, Bognor Regis
The Committee had received a report on the matter, together with the officer's written report update detailing:-

- Correction to the site location plan
- Amended plan submitted
- Clarification of toilet opening hours
- Additional condition requiring a screen on the railings behind the toilets
- Replacement of condition 3 to require detailed schedule of materials to be used prior to development taking place.

The Committee participated in a full debate on the matter.

Comment was made that, whilst understanding the concerns of residents living opposite the proposal, the underground facilities needed to be replaced to better cater for the elderly, infirm and disabled. It was felt that the proposed screen would alleviate concerns with regard to overlooking into the flats opposite.

A question was asked about the objection from the Police and the fact that they would prefer the doors to the toilets to face the Promenade to remove the possibility of creating blocked off areas and to also reduce the opportunity for robbery and assault, as well as reducing the fear of crime by utilising natural surveillance. A Member response was given that the Police had taken the wrong measurements which indicated that the building was much nearer to the railings

than was actually the case – it was felt that there was plenty of room between the railings and the open doors of the facilities when in use.

It was highlighted that the proposal could have been constructed under Permitted Development Rights (PDR) without coming to Committee for consideration but the Council had gone through the planning application process to enable the public to make comment, much of which had been addressed.

Concerns were raised with regard to the location of the site; doors to the toilets facing the road rather than opening out onto the Promenade and that the Police had objected in this respect; that they were unisex; and that the design and materials for the screen should be determined by the Committee. Comment was also made that there were not sufficient cubicles to cater for coach passengers when they arrived in Bognor Regis.

Following consideration, it was proposed and duly seconded that the matter be deferred to further look at the location of the site; access to the toilets; number of cubicles; and to seek clarification with regard to the screen details. The Group Head of Planning requested that the Committee be clear about the reasons for deferring an application so that officers could go away and address specific issues. He stated that fundamental issues such as location should not be used as a reason for deferral as that would not be addressed within this application. Opinion was split as to whether that was the right course of action but on being put to the vote the Committee

RESOLVED

That the application be deferred to enable officers to undertake further consultation; to look at access to the toilets; number of cubicles; and to seek clarification with regard to the screen details

EG/41/17/PL - Demolition of existing garage & construction of 2 No 4 bedroom dwellings, 59 Elm Grove, Barnham Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

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WA/44/17/OUT – Outline application with some matters reserved for up to 175 dwellings, new vehicular access, together with associated car parking, landscaping & community facilities to include allotments, play space & community orchard. This application is a Departure from the Development Plan & may affect the character & appearance of the Walberton Village Conservation Area, Land East of Tye Lane, Walberton The Committee received a report on the matter, together with the officer's written report update detailing:-

- Additional representation received
- Response from County Highways regarding HGV routing on the roads around Walberton confirming that "the existing (routing) agreements will have been recorded within the base line traffic flows recorded within the survey work. These flows have then been growthed up using TEMPRO for future year modelling scenarios".
- Response from Highways England stating that the S106 will need to ensure that the applicant would enter into a s278 for agreed mitigation works on the agreed plan for improvements to the Yapton Lane junction or contribute to the Arundel Bypass Scheme, if that is progressed. The Highways England case officer had indicated that he would be content for the Committee to resolve to permit, subject to resolution of transportation matters.
- Representation received from Walberton Parish Council regarding developer contributions
- Financial figures provided by West Sussex County Council for Highways and Transport; Education; Library; and Fire & Rescue had also been provided in the updated S106 table circulated with the update sheet.
- Verbal confirmation had been received from the NHS that there were no tangible health schemes relating to the current outline planning application that required developer contributions as part of the draft S106 agreement.
- Response from the Council's Cultural Development team requesting developer contributions of £77,743 to provide additional multi-use health and fitness/studio space and dry changing to increase capacity and overall customer experience at Arun Leisure Centre
- Removal of plans listed in the update from Condition 4, as requested by the applicant
- A letter and overview document to Members of the Committee and the relevant planning officer had been sent by the applicant to provide a summary of the details submitted with the outline planning application.
- Table detailing S106 obligations

The Committee received a comprehensive presentation on the detail of the application from the Principal Planning Officer and was particularly advised on the Highways England update.

The Group Head of Planning also advised on the Development Plan context of the application. For the reasons given in the report, the relevant policies in the Arun District Local Plan and the Walberton Neighbourhood Plan were considered to be out of date and therefore carried limited weight. Walberton parish Council had decided not to include the site in its Neighbourhood Plan as a local green space and could only revisit that when the Plan was reviewed. The Council's HELAA (Housing & Economic Land Availability Assessment) for 2013 had assessed the site as not being suitable for development but the 2017 version had made an assessment that the site was available, achievable and suitable and was therefore deliverable in the short term. He stated that the disagreement to this conclusion by Full Council was a factor but was only one consideration of many in considering the overall balance of the proposals. The application was also considered to be sustainable.

Whilst sympathising with the Parish Council regarding the changes to the village character of Walberton that would arise from this development, a Member view was expressed that the proposed development was generous in its provision of open space, orchard and allotments. The Parish Council was also commended for its "wish list" of requirements to help with community facilities.

On the question being asked, the Group Head of Planning advised that the Secretary of State had not asked for the application to be called in and it was for the Committee to make a determination as the determining authority.

Following consideration, the Committee

RESOLVED

That the application be approved as detailed in the report.

187. PLANNING APPEALS

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

188. INDEXATION OF COMMUTED SUMS PAYMENTS

The Committee received a report from the Director of Place which sought the Committee's agreement to updating the Council's methodology for calculating commuted sums to reflect the Retail Prices Index (RPI) as at April in any given year. This approach would provide clarity and inform the public and would be applied to all Section 106 commuted sums.

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The Committee agreed with the proposal and

RESOLVED – That

(1) an annual updating of any standard commuted sum charges to reflect the Retail Prices Index (RPI) as of April in any given year, be approved; and

(2) the standard charges to be published on the Council's website.

(The meeting concluded at 4.30 p.m.)

OVERVIEW SELECT COMMITTEE

26 September 2017 at 6.00 p.m.

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

Councillors Bence, Mrs Brown, Clayden, Haymes, Wotherspoon and Wensley were also present for all or part of the meeting.

[Note: The following Councillors were absent from the meeting during consideration of the matters referred to in the Minutes indicated:- Councillor Dr Walsh – Minute 194 (Part) to Minute 198].

189. WELCOME

The Chairman welcomed Members and Officers to the meeting and members of the public.

190. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors English, Blampied and Warren and from the Cabinet Member for Planning, Councillor Charles.

191. 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.

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- 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.

192. MINUTES

The Minutes of the meeting held on 25 July 2017 were approved by the Committee as a correct record and signed by the Chairman.

193. SERVICE REVIEWS - UPDATE

The Deputy Leader of the Council and Cabinet Member for Corporate Support introduced this item and reminded Members that the idea of sharing services with neighbouring authorities had arisen from the Member workshops held during 2015 and had formed part of the Council's 2020 Vision work programme.

Following Council approval back in July 2016, Arun had worked closely with Chichester and Horsham District Councils to explore the possibility of delivering some support services on a shared basis. Arun and Chichester had looked at sharing ICT, Revenues and Benefits and Customer Services. Horsham had worked with the two other Councils on proposals to share Internal Audit, Human Resources and Legal Services.

The three Councils then approved business cases for sharing each of these services subject to the development of more detailed business cases to establish the costs, benefits and savings allocation model to be applied. The full business cases had been produced in December 2016 and had been evaluated by senior managers and the conclusions discussed with the three Councils' Leaders and relevant Cabinet Members.

The Chief Executive reminded the Committee that at its meeting held in January 2017, it had been advised that following a series of meetings, the three Council Leaders agreed that although the work undertaken to date on these projects had been valuable in analysing and comparing resources, operating methods and productivity, it had been agreed that considering the

projected scale and timing of savings; the degree of difference in the Councils operating modes, resources levels and systems; that this did not justify the costs and risks of implementing the shared services project.

Following discussion the Committee, at that meeting, approved that shared services would not be progressed at that time and that alternative financial savings would need to be met. It had also requested that the Committee be updated on the progression of the services reviews in due course.

The Chief Executive stated that since January 2017, work had been undertaken by the Transformation Director looking at each one of these services to see further savings could be made. There were a number of service projects that were progressing and discussions were currently taking place with UNISON. It was hoped that in the near future there would be outcomes that could be announced that would save the Council substantial sums of money.

The Chief Executive confirmed that following the work undertaken since January 2017, a further £320,000 of savings had been identified which would be made from 2018/19 onwards, earlier than anticipated from the shared services project. A 5-year saving would amount to £1.6 m which exceeded the potential savings of shared services and maintained local management of the services.

Work was now underway in looking at bringing systems and hardware in line for future possible shared services. An example of this was that a joint telephony system had been bought with Chichester District Council and it was hoped that further work with customer services could be explored in the future. Discussions were also taking place with neighbouring Councils in terms of how they could work together to achieve a better waste collection service.

In receiving the report, two Members made the point that more detailed information was needed in order for them to properly scrutinise the work undertaken on shared services. They questioned why this report had been brought before the Committee and asked why the Director of Transformation had left the authority. The Chief Executive responded referring to his introduction made earlier which had explained that the update had been requested by the Committee at its meeting held in January 2017. The Director of Transformation had left the authority as his work on shared services had been completed more quickly than anticipated. Now that the new Group Heads were in post, further work on savings was being undertaken by each Group Head in relation to their services areas. .

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A couple of comments were then made in support of the amount of savings achieved internally and that the Council's sound operating models was down to this success. Mention was made of the space that the Council was renting to the Probation Service bringing in rent of £60k per year proving that the work undertaken to date was bringing in very sound results.

Finally, the Chief Executive confirmed that a report would be submitted to the next Full Council meeting on 8 November 2017 providing a further update for Members on the on the 2020 vision.

The Committee

RESOLVED

That the potential level of savings made from the areas included in the earlier shared service project be noted and welcomed.

194. REVIEW OF CONCESSIONS

Before inviting the Property & Estates Manager to introduce this item, Councillor Mrs Oakley stated that she wished to have placed on record her concern at the lack of notice given to Members in circulating information and background papers on this item.

The Head of Council Advice & Monitoring Officer outlined that the papers circulated to Members via email were for information purposes only. There was no report for Members to consider for this meeting. The Property & Estates Manager would be presenting the full detail of the background information circulated so that Members could scope a future review of concessions and could work out and agree on the content of the review. The full report with suggested outcomes would then be reported to the Committee's meeting to be held on 20 March 2018. The Head of Council Advice & Monitoring Officer added that Councillor English (as Vice-Chairman of the Committee) had requested this review when the Committee had discussed and prepared its Work Programme back in March 2017. As Councillor English had not been able to attend this meeting, he would be given the opportunity and time to feed in his comments to the Chairman.

The Property & Estates Manager then worked through his information report and stated that its purpose had been to provide Members with some background to the service and to confirm current arrangements. The facts supplied were that:

- This set out clearly all assets held including concessions and their value to the Council
- The long-term plan was to move away from the term 'concessions' – with all commercial leases and licences to be referred to as 'businesses'.
- The Service Level Agreement (SLA) with Chichester District Council (CDC) for the management of some estate management functions under contract ended on 31 April 2017 and the estate management function brought back in-house.
- The length of leases offered to concessions located on the promenade in Bognor Regis had been limited primarily due to the uncertainty surrounding the timescale for regeneration of the adjacent areas of the Town as well as development of the seafront.
- In Littlehampton work was progressing with landowners to seek mutual agreement due to the existence of restrictive covenants
- Usual seasonal factors had to be taken into account when setting rent levels
- There were new lease and licencing opportunities that were being looked at by the Council's Asset Management Group. The Cabinet Member for Technical Services, Councillor Haymes, attended these meetings.
- Property & Estates were working to review all general fund assets held including concessions in order to maximise revenue created and to ensure optimum financial performance of the Council's general fund property portfolio accords the District.

The Property & Estates Manager stated that he hoped that his presentation had provided sufficient insight to allow Members to confirm their scope and requirements for a review of the concessions businesses operated.

The following points were made by Members:

- Looking at the types of leases that the Council had, was there a lease based on a multiplier of turnover? It was explained that the Council considered all types of leases.
- The point was made that concessions should not always be based upon the financial return to the Council. It was important to also consider public viewpoint and the quality and consistency of a concession. The length of the lease offered to a concessionaire was critical in terms of the quality of service provided. If the length of the lease was short, the concessionaire would then not invest in that business. There

needed to be a shift of emphasis in terms of more quality and what the customer wanted instead of just profit. The option of looking at other leaseholds should be explored.

- Questions were asked about the end of the SLA with CDC.
- Comments were made that there were too many food outlets in Littlehampton from running from Pier Road to Gloucester Road. In response, the aims of the Seafront Delivery Plan, already approved by all Members at Full Council, was referred to.
- The length of Leases was again discussed with Members agreeing that leases should not be under a period of 5 years. The point was made that more concessions should be open 364 days a year as this would attract visitors and residents to the District's seafronts. It was felt that this point needed to be looked at.
- In looking at the scoping of concessions information was needed in terms of best value to the customer and rent levels. Different types of licences needed to be looked at, set against the asset and in terms of the income that the Council could achieve. This needed to be looked at for Arundel, Littlehampton and Bognor Regis. From this Members could explore opportunities for other areas of the District [projects using moveable portable cabins].
- The relocation of the Bandstand in Bognor Regis and the Bognor Regis Seafront Delivery Plan was discussed. Councillor Hitchins stated that the feasibility study needed to be completed as this affected the seafront area in Bognor Regis and the future of concessions in this area in terms of their location and pitch size.
- The Chairman asked if this work could be included as part of the Concessions report. The Property & Estates Manager confirmed that he would need to discuss this point with Council Officers.
- Members stated that they needed to know the number of outlets; what they were and the service/goods they were aiming to sell/offer.

In summing up the points raised, the Chairman stated that he felt that the spreadsheet supplied with the background report provided the Committee with a good starting point for the review. He felt that the scope of the review could be based on the points that had been raised above.

In summary these were:

- How concessions are assessed and established
 - The quality and customer perspective over revenue
 - That all types of leases be explored
 - That longer opening hours be encouraged [364 days per year]
 - To seek a justification and logic for rent levels based on discussion
- Looking at seafront locations – ensuring an even spread of usage as concern had been expressed at the number of food outlets over a very short stretch of area
- What the impacts of the feasibility study could mean for the location of the Bandstand in Bognor Regis
 - That the study needed be undertaken as soon as possible to assess impacts with the results being included within the concession review
- How to measure the value of a concession
 - Could this be an asset rather than being based on revenue
 - Could there be benchmarking or comparison with other authorities
- How opportunities for further leases and temporary buildings could be accommodated to offer more portability and flexibility in future concessions

This was noted by the Committee.

195. DATA PROTECTION POLICIES

The Deputy Leader of the Council and Cabinet Member for Corporate Support introduced this item and stated that as part of the ongoing review of data protection policies and guidance in preparation for the requirements of the General Data Protection Regulation (GDPR), the Committee was being asked to consider a new policy to support non-contractual home working by the Council's employees; and a revised policy for permanent contractual home working.

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The Council already had a policy in place for staff contracted to work from home on a permanent arrangement. This had been considered by this Committee on 23 September 2014, following a pilot in the Revenues & Benefits Team, and was subsequently adopted by Full Council on 5 November 2014. The opportunity had been taken to revise this policy to reflect current practices and latest guidance. In addition, this did not cover arrangements for those working at home on a non-contracted basis and so a second policy has been developed to cover these working practices.

Councillor Wensley then introduced the Council's Service Development Manager who highlighted the key areas of the two policies and what the key differences were.

In response, the Committee agreed that the policies offered sound guidance for the Council. A request was made by one Councillor to change a few of the words in the Policies provided. The Group Head of Council Advice & Monitoring Officer undertook to update the policies with the minor amendments requested in time for consideration by Full Council in November 2017.

Comments made focused upon:

- Rest breaks for employees and how these were and would be monitored
- Whether the costs had been approved by the Internal Audit team
- The need to ensure that the well-being of staff was monitored. It was explained that ongoing liaison took place with the Health Officer and the individual's Line Manager, in terms of the do's and don'ts. Health and Safety Assessments were issued to staff that had responsibility to ensure that requirements were followed. When needed, reviews were undertaken to assess any change in the need of the individual or their working environment. It was outlined that the Policies had been discussed in detail with UNISON who had accepted their content.
- Were staff able to access the content of the Policies and what proof would be kept on file that staff had signed up to the requirements of each Policy – it was explained that the policies formed part of the suite of data protection policies coming through in preparing for the requirements of the General Data Protection Regulation. A new Data Protection area had been placed onto Sharepoint for staff to view. A new section on Homeworking would also be added to the IT page on Sharepoint

providing e-forms; policies and a guidance document. It was explained that the addition to the IT page would be launched with a latest news item on the front page and mentioned in the Chief Executive's blog too. After that, an article would be set up in the Hints and Tips section to remind staff of the process. It was confirmed that staff would not be permitted to work from home in any capacity until they had signed the Home Working Policies.

The Committee

RECOMMEND TO FULL COUNCIL – That

- (1) The Homeworking Policy (Regular Non-Contractual) as set out at Appendix 1 to the report be approved;
- (2) The revised Homeworking Policy (Regular Contractual) as set out in Appendix 2 of the report be approved;
- (3) The Guidance for Managers document as set out in Appendix 3 of the report be noted; and
- (4) The Group Head of Council Advice & Monitoring Officer or his/her nominated representative be delegated authority to make any necessary consequential changes to the Homeworking Policies as result of new legislation or alternative processes.

196. CABINET MEMBER QUESTIONS AND UPDATES

The Cabinet Member for Neighbourhood Services, Councillor Wotherspoon, stated that following the questions asked by the Committee at its last meeting on Corporate Plan Performance Indicators around recycling, he had provided by email to the Committee the following update. This stated that:

- The Council's Combined Cleansing Services Contract was generally performing well and that missed collections were well within the required contractual targets.
- He was pleased with the Council's 1st quarter recycling rate of 42.87% This was the highest ever performing quarterly recycling rate for Arun and focused on green waste collections particularly where tonnages had exceeded expectation with 300 tonnes

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more composted than compared with the corresponding period last year.

- The partnership working undertaken recently with West Sussex County Council to deliver the HMO (Houses in Multiple Occupation) project was progressing well. The results showed a big improvement in recycling quality which was very encouraging and so the Council was looking forward to delivering further projects such as these in partnership moving forward.

197. FEEDBACK FROM THE COUNCIL TAX SUPPORT WORKING PARTY HELD ON 10 AUGUST 2017

The Chairman of the Council Tax Support Working Party, Councillor Hitchins, presented the Minutes from the meeting of the Council Tax Support Working Party held on 10 August 2017.

198. WORK PROGRAMME

The Chairman advised Members that the planned update on the HRA Business Plan on 21 November 2017 would be deferred to the Committee's meeting on 20 March 2018 because the new plan which had only been agreed by Full Council on 13 September 2017 required a period of operation before this could be reviewed.

The Committee noted this change to its Work Programme.

(The meeting concluded at 7.40 pm)

AUDIT & GOVERNANCE COMMITTEE

28 September 2017 at 9.30 am

Present: - Councillors Chapman, (Chairman), Mrs Oakley, (Vice-Chairman), Blampied, Brooks, Cates, Maconachie and Mrs Porter.

Councillor Haymes was also present during the meeting.

[Note: Councillor Brooks was absent from the meeting during consideration of the matters referred to in Minute 199 to 203 (Part) and Minute 206 (Part) to Minute 210].

199. WELCOME

The Chairman, in welcoming the Audit Manager and Team Leader from Ernst & Young and Officers from the Internal Audit & Finance teams to the meeting, noted apologies received from Paul King, Audit Director, from Ernst & Young.

200. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Purchase and Wheal.

201. 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.

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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.

202. MINUTES

The Minutes of the meeting of the Committee held on 29 June 2017 and the Special Meeting of the Committee held on 7 August 2017 were approved by the Committee as a correct record and were signed by the Chairman.

203. ERNST & YOUNG – REPORT TO THOSE CHARGED WITH GOVERNANCE, PROGRESS REPORT AND SECTOR UPDATE

The Committee received Ernst & Young’s Audit Results report for the year ended 31 March 2017, which had been circulated separately to the agenda.

Before inviting the Audit Manager to present his report, the Chairman stated that he wished the Committee to first work through the Audit Committee Briefing [Sector] report as this covered some interesting issues that he felt Members should be aware of.

The Chairman firstly alerted Members to the update provided on the WannaCry Ransomware Attack which had affected many sectors including healthcare, government and telecommunications, spreading to over 300,000 systems in over 150 countries. The Chairman sought reassurance that the Council’s systems were fully up to date and he asked that the important item of Business Continuity be considered at a future meeting of the Committee.

Secondly, the Chairman referred to the section of the update titled “Use of Housing Companies” and especially in relation to the need for Councils to prioritise building new homes at social rent levels. This would be something that the Committee would need to keep an eye on as the Local Property Company project and the resolutions from Full Council on 13 September 2017 moved forward.

Finally, the Chairman alerted Members to the key questions listed for Audit Committees and stated that this Committee needed to be satisfied that the Council could positively respond to each of the questions asked.

The Committee then noted the Audit Committee [Sector] Update report and then turned its attention to the Ernst & Young's Audit report, which had been circulated separately to the agenda.

The Audit Manager confirmed that the National Audit Office (NAO) Code of Audit Practice (the Code) required the Council's external auditors to report to 'those charged with governance' on the work that had been undertaken to discharge their statutory responsibilities, together with any governance issues identified. This report summarised the findings from the 2016/2017 audit and that it included the messages arising from Ernst & Young's audit of the Council's financial statements and the result of the work they had undertaken to assess the Council's arrangements to secure value for money in its use of resources.

Before providing a summary of Ernst & Young's report, the Audit Manager confirmed that after the Statement of Accounts had been despatched, it had been necessary to make one late but significant adjustment to the Property Plan and Equipment part of the audit. It was explained that in 2016/17 the Council's Leisure Centres had been valued as part of the normal valuation programme by qualified valuers. An adjustment was then made to the value by the valuer to reflect the passing of use of these properties to the new Leisure Operator, Freedom Leisure, and also deferring the benefit of owning these assets to the Council. This resulted in changes being made to reverse the effect of this adjustment which had resulted in the in the Property Plan and Equipment value of £5.02m being added. As this would impact a number of areas within the accounts, the Audit Manager stated that the Financial Services Manager would highlight these to Members when she presented the Statement of Accounts for 2016/17. The Audit Manager stated that he wished to have placed on record his thanks to the Finance Team for accommodating this significant last minute adjustment.

The Audit Manager reported that following completion of the work outlined in their Audit Plan, it was proposed that an unqualified opinion on the Council's financial statements would be issued. The audit report set out the main findings relating to the areas of risk and it reported on any exception on the governance statement or other information included.

The significant findings for the audit of the Council's financial statements related to the areas that had been listed in Ernst & Young's Audit Plan and as reported to the previous meeting of the Committee. The Audit Manager reported that this year's audit had not identified any major risk in respect of management override.

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Ernst & Young was pleased to be able to report that there were no significant deficiencies in internal control that needed to be brought to the Committee's attention.

Looking at the section headed Economy, Efficiency and Effectiveness, it was explained to the Committee that this covered how the Council had ensured proper arrangements for securing financial resilience and whether the Council was prioritising its resources within tighter budgets. This included looking ahead to the medium-term. The results had been set out within the report showing that the overall conclusion findings did not preclude Ernst & Young from issuing an unqualified conclusion.

The final section of the report detailed independence and audit fees and the Audit Manager confirmed that Ernst & Young did not need to make any changes to those advised in its Audit Plan dated June 2017. The audit fee for 2016/2017 was in line with the agreed fee as no variations had been needed to be made to the report.

The Chairman thanked the Audit Manager for his presentation and then invited questions from the Committee.

Looking at the Value for Money section of the report, a question was asked about the pressures being put onto the Council's finances and particularly in view of new initiatives such as the Local Property Company and regeneration schemes. Councillor Brooks stated that in asking this question he sought reassurance that the Council would still have some leeway in terms of the non-financial 'value' of, for example, tourism and community wellbeing and that the Council should accept that not every project needed to make a profit. It was Councillor Brook's view that this feeling should be applied to approving any future regeneration schemes for Bognor Regis. The Audit Manager responded stating that the external audit would take a holistic view in looking at value for money which would allow the Council to also consider the benefits to residents which would not just be in monetary terms.

Councillor Mrs Oakley alerted the Committee to Appendix B of the report which stated that the Council needed to confirm that there were no changes in Ernst & Young's assessment of independence since the confirmation in their Audit Plan of 23 February 2017. The Chairman agreed that the Committee needed to make this a formal confirmation within its minutes and so it

RESOLVED

That it be confirmed that there were no changes in Ernst & Young's assessment of their independence since the confirmation of their audit plan of 23 February 2017.

The Committee was then asked to note the report and it was confirmed that this would occur as part of the next agenda item.

204. ANNUAL STATEMENT OF ACCOUNTS – 2016/2017 AND LETTER OF REPRESENTATION

The Committee received a report from the Council's Financial Services Manager providing information about the audit of the Council's 2016/2017 Statement of Accounts, this report had been circulated separately to the agenda.

Before working through the Statement of Accounts, the Financial Services Manager referred to the last minute audit change as had been explained by the Audit Manager as part of the previous item. As this had been a significant last minute adjustment, the work involved had demonstrated how well the finance team had worked in accommodating the required changes needed to be made to the Statement of Accounts. The required changes made were then explained to the Committee and it was confirmed that a revised Statement of Accounts would be uploaded to the Council's web pages by tomorrow.

The relevant adjustments on the Primary Statements were explained as follows:

- Comprehensive Income and Expenditure Statement - Leisure and amenities gross expenditure decreased by £634k – this reversed the original revaluation loss made on the Littlehampton Swimming Centre
- On the Balance Sheet – Other Land and Buildings needed to increase by £5.002 m to reflect the reversal of the valuation adjustment
- On the Balance Sheet – Revaluation reserve increases £4.368 m to reflect the £5.002 m increase in valuation (adjusted for the reversal of the previous revaluation loss taken to the capital adjustment account - £634k plus £4.368 m = £5.002m).
- Capital Adjustment Account needed to increase by £635k to reflect the reversal of the revaluation loss which was previously taken to service

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- Movement in Reserves – 2016-17 – total cumulative income and expenditure needed to increase by £634k reversal of revaluation loss (Leisure and Amenities)
- Adjustments between accounting basis and funding basis under regulation needed to be reduced by £634k reversal of the above.

The Financial Services Manager stressed to the Committee that the changes only affected unusable reserves which, by definition, could not be utilised for service provision and that the usable reserves, like the General Fund and HRA balance, were not affected by the changes.

The Financial Services Manager then introduced the remaining contents of the Annual Statement of Accounts for 2016/2017 and informed the Committee that in line with the previous agenda item (the Audit Results report) which the Committee had just considered, it was good news in that no further material changes [other than what had been reported above] had been required. It was also confirmed that there had been no changes to the Accounting Policies applied to the Statement of Accounts approved by the Committee at its meeting held on 30 June 2017. Therefore, the final audited accounts, together with the Letter of Representation could be signed by the Chairman of the Committee and published by the required deadline of 30 September 2017.

The Committee was reminded that it was also being asked to approve the Letter of Representation on behalf of the Council which had been attached to the covering report as Appendix 1. If approved, the Chairman of the Committee would also be asked to sign this document.

Having received the Financial Statements, the following questions were asked:

- On the Comprehensive Income and Expenditure Statement – Re-measurement of the net defined benefit liability (asset) – why was there a decrease in this asset? It was explained that this was due to the Pension Fund and the way it was valued.
- Notes to the Accounts – Short-term Debtors - Customers and Clients – Could the increase from 2016 to 2017 be explained. The Financial Services Manager confirmed that a response would be sent in writing.

Having worked through the Statement of Accounts, and having received some further comments, the Chairman asked the Committee if it felt that it would be of benefit for them to receive a tutorial on how local government funding actually worked. As this was seen to be of benefit, the Group Head of Corporate Support and his team were asked to put some thought into how this could be provided.

The Chairman then thanked the whole finance team for their work and the Committee then

RESOLVED – That

- (1) The findings of Ernst & Young in their Audit Results report (the previous agenda item) be noted;
- (2) The Letter of Representation on behalf of the Council be approved and signed by the Chairman of the Committee; and
- (3) The Statement of Accounts for the financial year ended 31 March 2017, which will also be signed by the Chairman of the Committee, be approved.

205. CHANGES TO ARRANGEMENTS FOR APPOINTMENT OF EXTERNAL AUDITORS

The Committee received and noted a verbal update from the Chief Internal Auditor confirming that, as a result of the national commissioning exercise advised at previous meetings of the Committee, it was proposed that Ernst & Young would be appointed as External Auditors for the next 5 years.

As part of the consultation being undertaken on this appointment, which would run until 22 September 2017, the Council had advised that it had no concerns or objections to this appointment. The final appointment would be confirmed by the end of December 2017.

206. TREASURY MANAGEMENT – QUARTER 1 REPORT – 2016/2017

The Senior Accountant/Treasury & Investment Officer presented the Quarter 1 Treasury Management Report for 2016/2017 to the Committee for it to scrutinise prior to making the proposed recommendations to Full Council.

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The Committee's attention was drawn to Section 3 of the report (Interest Rate Forecast) where the Council's Treasury Advisor, Capita Asset Services, had provided its most recent forecasting estimating that the bank rate would not be increased until June 2019. The Senior Accountant/Treasury & Investment Officer outlined that as a result of more recent forecasts being made, it was now likely that a rise in interest rates could be expected as soon as November 2017 to around February 2018.

Looking at the Annual Investment Strategy this showed that investment performance for the quarter ended 30 June 2017 illustrated that interest earned had been £164,860 showing a performance of 1.12% against a budget for the year of 1.02%.

It was outlined that following approval of the Treasury Management Strategy Statement for 2017/18 by Full Council on 8 March 2017, which included the Annual Investment Strategy, an amendment needed to be made. This was because in this Strategy, the Council had determined that it would only use approved counterparties from countries with a minimum sovereign credit rating of AA from Fitch (or equivalent). This had now been amended to AA- along with the Council's treasury management advisors to allow investment with Qatar National Bank to continue. The list of countries that qualified using this amended credit criteria had been set out within Appendix 4 of the report. The Committee was required to approve this amendment.

The final observation brought to the Committee's attention was that from January 2018 counterparties would be downgrading the Council's status to retail meaning that the Council would have to opt up to obtain professional status.

Having congratulated staff in achieving such good returns on its investments, the Committee

RECOMMEND TO FULL COUNCIL – That

- (1) the treasury management report for 2017/2018 be noted;
- (2) the actual prudential and treasury indicators for 2017/2018 contained in the report be approved;
- (3) the amendment to the 2017/18 treasury management strategy (Appendix 4) be approved;

(4) the treasury activity for the quarter ended 30 June 2017, generating interest receipts of £164,860 (1.12%) against a budget for the year of £530,000 (1.02%) be noted; and

(5) interest receipts generated to the end of August 2016 of £281,040 (1.18%) be noted.

207. GOVERNANCE AND RISK GROUP

The Chief Internal Auditor outlined that at the request of the Chairman and Vice-Chairman of the Committee, he would update the Committee on the workings of the Governance and Risk Group. This informed Members that:

- The Group consisted of a group of Officers from various Directorates and was chaired by the Director of Place. It had last met in June 2017 to look at its work programme and membership.
- Following the management restructuring, the Group had considered its existing membership and terms of reference which had been considered to be appropriate. However, it was agreed to realign meeting schedules to fit in and around meetings of this Committee, who's meeting dates would need to be agreed for 2018 onwards to align with the requirements for faster closedown of the Accounts.
- There had been limited activity during the last year allowing for the need for the management restructure to bed down
- During this period, the Group had not met since September 2016 when it had updated the Strategic Risk Register.
- The Group had considered the latest Sector Update and the Council's risk strategy and appetite in line with the new management structure. The Chief Executive was now the Group's Lead Officer and he had looked at and agreed the risk strategy and appetite and had confirmed that this could remain as it was subject to some minor changes in job titles as a result of the management restructure. The minor changes made by the Group would be reported to this Committee at its next meeting in December 2017.
- The Group had examined the Council's Strategic Risk Register and a further meeting was planned for October to include any comments from the new Strategic Management Team, after which it would be reported to the next meeting of the Committee.
- Operational risk registers would be reviewed by services overseen by the Governance and Risk Group.

- The Group would consider other items such as business continuity plans as part of its work programme. The Group Head of Neighbourhood Services was taking advice from the Council's Insurers; Zurich as now the new structure was in place, all areas would need to update business impact assessments to feed into a bigger plan and an assessment of requirements.

The Committee noted the content of the verbal update provided.

208. REVISED ANNUAL INTERNAL AUDIT PLAN AND PROGRESS AGAINST THE AUDIT PLAN

With the agreement of the Committee, the Chief Internal Auditor proposed that it consider Agenda Items 10 and 11 together.

The Chief Internal Auditor reminded Members that each year, the Internal Audit service was required to develop an annual audit plan for the following financial year, which would then be agreed by the Committee.

An outline plan for 2017/2018 had been presented to the Committee in February 2017 and Members at that time had been advised that a further report would be brought before them later in the year should there be a requirement for significant change to be made to the Plan.

Since February 2017 changes had occurred that needed to be reported in terms of presenting a revised Internal Audit Plan for 2017/2018.

The Chief Internal Auditor outlined the following points for the Committee to note:

- Firstly, there had been a further reduction in the current resource of the section to 2 full time equivalents (FTEs). This meant that a revised plan based on the resource was now available for the rest of the year had been prepared.
- Due to the changes in staffing there had been a reduction of approximately 42 audit days from the previous Plan. At the present time, whilst the Council's restructure was still to be finalised. It was advised that the priority work could be sustained but longer-term a more detailed look at staffing within the team would need to be considered.

The Chairman agreed now that the shared services project was not proceeding, the Committee would need to keep a close eye on the longer term maintenance of the internal audit function within Arun and the issue of staff capacity. The Council had undertaken a huge restructure and the fall out of this had not properly hit the ground as yet. Within the Committee's remit the Chairman outlined that it had part responsibility for procurement and risk and so it needed to start formulating views now and required reassurance by the Internal Audit team that it was able to cope with the mandatory and most important items within the Plan.

The Committee then looked at the delivery of progress made against the annual Audit Plan. A supplementary status report was also provided on a number of project areas and on areas that Internal Audit kept under review.

Following a brief discussion, the Committee then noted the contents of the revised Outline Internal Audit Plan for 2017/18 and the progress made against the Audit Plan.

210. SUMMARY OF FINDINGS FROM REPORTS ISSUED – MAY TO SEPTEMBER 2017

The Committee received and noted the summary of findings from audit reports issued May to September 2017.

211. SPECIAL MEETING OF THE AUDIT & GOVERNANCE COMMITTEE – 7 AUGUST 2017

The Chairman presented this item and asked the Committee if it had any observations that it wished to make following its Special meeting held on the Local Property Company and what had been resolved by Full Council on 13 September 2017.

The Chairman raised the issue of the draft Shareholder Agreement which had been circulated to all Members of the Council prior to the Full Council meeting. Although this had been circulated, the Committee had not reviewed the risks associated with that agreement and it was felt that it had not established whether Members had to be individually named as shareholders and what responsibilities this might entail.

Following some discussion, it was noted that the Chairman of the Committee would discuss any concerns held with the Shareholder Agreement with Councillor Tyler as a Member on the Board of Trisanto, the name of the company set up to operate this project.

(The meeting concluded at 11.09 am.)

LICENSING COMMITTEE

29 September 2017 at 9.30 a.m.

Present : Councillors Cooper (Chairman), Wheal (Vice-Chairman), Mrs Bower, Cates, Clayden, Dillon, Hitchins, Mrs Oakley, Oliver-Redgate and Purchase.

Councillors Brooks and Mrs Rapnik were also present for the duration of the meeting.

212. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors; Charles and Mrs Daniells.

213. 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.

214. MINUTES

The Minutes of the meeting held on 17 March 2017 were approved by the Committee as a correct record and signed by the Chairman.

215. LICENSING SUBCOMMITTEE – 8 SEPTEMBER AND 28 JULY 2017

The Committee received and noted the meeting of the Licensing Subcommittee held on 8 September and 28 July 2017.

216. REVIEW OF CHANGES TO LICENSING COMMITTEE TERMS OF REFERENCE AND DELEGATIONS

The Committee received a report from the Group Head of Technical Services which sought Members' approval to retain the changes made to the Committee's terms of reference and delegations.

Members were reminded that, as part of the Vision programme that sought to make the Council smaller but more effective the Licensing & Enforcement Committee held on 2 September 2016 recommended to Full Council that changes be made to the terms of reference of the committee and to delegations. This was the culmination of months of research including work by external solicitors on the constitution and enforcement policy.

The Group Head of Technical Services summarised the changes as:

- The name of the committee was changed to Licensing Committee. The frequency with which the full committee meets was changed from monthly to quarterly.
- The scope of work of the committee had been changed. It had previously determined policy matters, determined some individual licensing cases (not Licensing Act decisions which were dealt with by sub-committee) and individual enforcement decisions including on non-licensing Environmental Health cases.
- The full committee changed to determine policy matters, with individual licensing cases being determined by the sub-committee of three Members which would meet when needed. It was noted that Enforcement decisions were now determined by the Enforcement Review Panel which comprised managers from within Environmental Health and the Council's solicitor.
- The changes also included a new way of setting out delegations to officers within the constitution which streamlined the constitution, replacing 9 pages of prescriptive delegations which had become outdated, with five paragraphs of more general delegation with the detail being maintained outside the constitution where it would be easier to update.

In reviewing the last 12 months, the Group Head of Technical Services drew Members attention to the following benefits that the changes had achieved:

- Allowed more efficient operations with savings
- Allowed the Council to make decisions on whether to take enforcement action more quickly
- Ensured that hearings for individual licensing cases were less intimidating and therefore fairer for the person subject to the decision.

In discussing the report, Members of the Committee, largely welcomed the changes that had been made and agreed that this had been an effective way of working.

There was some debate that Members could be disengaged by the new processes and an effort would need to be made to ensure inclusivity for all Members of the Council. It was pointed out that it was particularly important that Members should be kept informed of any issues that were occurring in their ward in a timely manner. In response, the Licensing Team Manager stated that the Licensing Team did inform Members of ward matters and published regular information on the Council's website. Going forward, new ways of effective communications between the Licensing Team and Councillors would be explored.

The pros and cons of the Licensing Sub Committee determining licensing cases as opposed to the full Committee was also discussed. It was agreed that a smaller number of Members were less intimidating and, therefore, fairer to those seeking licenses. However, it was seen as important that all Members of the Licensing Committee should take a turn to serve on the Sub-Committee should they wish to do so. The Chairman agreed with this approach and pointed out that nine Members of the Licensing Committee had served on the Sub-Committee during the last 12 months.

In turning to the report's recommendation the Committee agreed that the new procedures during the last 12 months had worked well and thanked the Group Head of Technical Services for his comprehensive report.

The Licensing Committee then,

RESOLVED

That the changes made in September 2016 to the terms of reference and delegations be retained.

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217. GAMBLING ACT 2015 STATEMENT OF LICENSING PRINCIPLES –
POLICY REVIEW

The Licensing Officer presented this report which provided the detail of the review of the Statement of Licensing Principles (Gambling Act 2005) with the amended policy document submitted for information and direction to Full Council for consideration of approval.

Members were informed that the Statement of Licensing Principles (Gambling Act 2005) was required to be reviewed and amended, if necessary, every three years.

The Licensing Officer tabled an amendment to Appendix 1 of the report, 'Draft Statement of Gambling Principles'. It was explained that, following Legal advice, it had been decided to make minor amendments to the draft policy document. This was noted as:

- Page 17 – remove 'places of Worship'
- Page 17 – the addition of the word, 'and' inserted after 'Other gambling premises'

In discussion, the Committee noted the representation, from Littlehampton Town Council, which had outlined concern with respect to the controls set on the level of stake money. Members agreed that it was important to protect those vulnerable to gambling addiction. Although it was recognised that stakes were an issue the Committee noted that it did not have control over stake levels as this fell within the jurisdiction of the Gambling Act 2005 with the Secretary of State ultimately responsible for the regulations. In discussing this matter further it was agreed that Councillor Brooks, as an observer, could make comment. As a result, the Committee agreed that it would explore options, under advisement from the Licensing Team, whether to make representations to Central Government on this matter.

The Chairman then referred Members to the report's recommendation.

Following consideration, the Committee

RECOMMEND TO FULL COUNCIL

That the Gambling Act 2005 Statement of Licensing Principles 2017 be adopted.

(The meeting concluded at 10.17 a.m.)

207

CABINET

16 October 2017 at 5.00 pm

Present : Councillors Mrs Brown (Chairman), Wensley (Vice-Chairman)
Bence, Clayden, Haymes and Wotherspoon.

Councillors Bower, Buckland, Cooper, Dendle, Dingemans, Mrs
Madeley, Mrs Oakley, Mrs Pendleton, Dr Walsh and Wheal were
also in attendance for all or part of the meeting.

218. WELCOME

The Chairman welcomed Councillors, representatives of the public,
press and officers to the meeting.

219. APOLOGY

An apology for absence had been received from Councillor Charles.

220. 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.

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221. PUBLIC QUESTION TIME

In line with Council Procedure Rules relating to Public Question Time, a number of questions had been submitted prior to the meeting in writing and these were responded to at the meeting by the Leader of the Council, Councillor Mrs Brown. Please note that the questions and answers in these Minutes are a summarised version, with the full version to be published on the Council's website within 10 working days of the meeting.

Question 1:

It was asked if Arun would be responding to the Government consultation on proposals to implement provisions in the Housing White Paper and where and when would the response be discussed. Cabinet was asked if the Council shared the questioner's concern that after millions of pounds and thousands of officer hours spent on the submitted Arun Local Plan the proposals seem to suggest a review after 5 years leading to a unachievable housing need figure of 1200 per annum.

Response from the Leader

The Leader thanked the questioner for the question. It was stated that she thought the consultation document being referred to was the "planning for the right homes in the right places" consultation, which would finish on 9 Nov.

The Leader and a small officer group from the District Council Network had prepared a draft response on behalf of 201 district councils, which had been sent out to all our Council members asking for comments. It was advised that the collective response would be sent to Government.

The Council was encouraging all Councils to make their own representation as well. Arun would certainly be doing this and the Council's response would be considered by the Local plan sub-committee on 30 October.

Question 2:

Before taking its decision under item 9 of today's agenda, on its consultation response for the Arundel A27 Improvements Scheme, Cabinet was asked to comment on the following points:

- Environmental charity MAVES conducted professional ecological surveys during 2015-17. These have been adopted into the National Park Authority's evidence base for Arundel. Highways England had this data but chose to use only older data for their appraisal. Highways England's consultation information has been wholly inadequate as regards ecological and other impacts of 5A.

The newer data shows that Option 5A is the most ecologically damaging option for habitats and for protected species.

- Option 5A is the worst for impact on rural communities. It devastates Binsted's land-based community, deprives walkers of Binsted's tranquil historic landscape, and, severely increases local road traffic in Walberton.
- Option 5A will be over budget as soon as mitigation, revealed by the newer data as essential, is added in, leaving only Option 1 within budget.

Response from the Leader

Firstly the Leader responded to the query regarding the ecological data. It was recommended that this was taken up directly with Highways England. From the Council's perspective the recommendations that were going to be considered later in the meeting would be based on the information provided as part of this non-statutory consultation.

Secondly the Leader stated that this Council recognised all the options would have some measure of benefit and some measure of harm.

The recommendations that the Cabinet was being asked to consider were based on what would be most beneficial for the local community and the wider area as a whole having regard to the potential impacts.

This very analysis had led to a proposed change from the long standing support for what is option 3 to option 5A.

The Leader concluded by advising that when the preferred option had been selected then a lot more study, investigation and design work would be necessary to mitigate everything that needs sorting out, including the issue of Ancient woodland, before work can start.

Question 3:

A question relating to Agenda Item No. 9 on the A27 Trunk Road Improvements at Arundel was asked. The Officers' recommendations, and particularly that the Bypass commissioned in support of the Government's Road Programme should follow the Highways England route Option 5A was welcomed.

My question therefore is to ask that you please consider emphasizing them in your proposed response to Highways England, pointing out:

- First, that the majority of the traffic using or avoiding the A27 at Arundel is nothing to do with the town whatsoever, and therefore that the need for a Bypass is not simply a local problem. It is a national and regional one as well.

Cabinet-16.10.17

- And, second, that Highways England have looked for route Options outside the National Park and, as stated in their Consultation Document, they have determined that there are no suitable alternatives which are within the Government's already very generous budget for the new road.

Response from the Leader

The Leader thanked the questioner for the question.

As the Leader had indicated in the response to the last questioner the Council recognised that all options would have some measure of benefit and some measure of harm. It was explained that the recommendations that the Cabinet was being asked to consider were based on what would be most beneficial for the local community and the wider area as a whole having regard to the potential impacts. In arriving at these recommendations the officers had given consideration to the issues that this question raises regarding the impact upon the South Downs National Park. It was not considered necessary at this stage prior to any debate which might take place when the Agenda item is heard to make any amendments to the recommendations.

The Leader took the opportunity to thank the residents heard from tonight for your efforts in stimulating engagement and debate amongst the public at large. Regardless of whether, one is a supporter or an objector it was seen as vitally important that people have their say, and for people in the community to come forward and encourage others to make their voices heard.

222. MINUTES

The Minutes of the meeting held on 31 July 2017 were approved by the Cabinet as a correct record and signed by the Chairman.

223. REVENUE AND CAPITAL OUTTURN EXPENDITURE 2016/17

Cabinet received a report from the Group Head of Corporate Support that provided a summary of the revenue and capital outturn expenditure for 2016/17 compared with the approved budget.

Members' attention was drawn to the following key points:

- the revenue and capital outturn expenditure and earmarked reserve transactions for 2016/17 were summarised.
- the level of balances and unused Section 106 sums as at 31 March 31 2017 were outlined.
- the earmarked reserve of £1.547m as contribution to the Littlehampton Leisure Centre was noted.

It was reported that progress against the budget had been closely monitored during 2016/17 and the improved variation against budget was due to robust financial management. It was noted that the Council had achieved significant savings as outlined in the report. During the year a number of expenditure items were identified as corporate underspend which was utilised as a source for virement so that supplementary estimates could be minimised. The Group Head of Corporate Support emphasised that although savings had been made this would be harder to achieve into the future.

In receiving this report, Cabinet praised the achievements of officers and members for their part in producing a positive budget. Of particular note was the success of the Housing Revenue Account where an improved financial position had been achieved with additional income and significant savings on management and repairs.

The Cabinet then agreed the recommendations as set out in the report and then confirmed its decision as per Decision Notice C/016/161017, a copy of which is attached to the signed copy of the Minutes.

224. FINANCIAL PROSPECTS 2017/18

In introducing the report on Financial Prospects 2017/18, the Deputy Leader thanked the Group Head of Corporate Support recognising the hard work of the Finance Team. He explained that the most significant issue was the unprecedented uncertainty over Central Government Funding. It was noted that funding was reliant upon both growth in housing numbers and non-domestic rates and this meant that there were significant risks around the projections for both the New Homes Bonus and the Retention of Business Rates. Members were informed that this would be closely monitored.

The Deputy Leader stated that the assumptions around growth, along with a number of other assumptions highlighted in paragraph 1.3 of the report, had been input into the financial model. Members were referred to a number of further potential risks which were outlined in paragraph 2.1 of the report. It was emphasised that these risks needed to be fully understood within the context of the overall strategy.

Members' attention was then drawn to the current situation, tabled in the report, which would be fine-tuned as more information becomes available. It was noted that it would be important to take the significant risks into account when considering the indicative projections.

In turning to the report's recommendations, Cabinet were satisfied that the Council's financial planning had been prudent and what had been achieved so far was positive. Members were mindful though, that financial strategy would need to take account of the risk and uncertainty to local government finance going forward.

The Cabinet agreed the recommendations as set out in the report and confirmed its decision as per Decision Notice C/017/161017, a copy of which is attached to the signed copy of the Minutes.

225. WEST SUSSEX COUNCILS' 100% BUSINESS RATES RETENTION PILOT

The Deputy Leader presented the report on West Sussex Councils' 100% Business Rates Retention Pilot that would investigate the feasibility of a County Wide business rates pilot for 2018/19.

Members were informed that the introduction of the business rates retention scheme in April 2013 allowed local authorities to keep a significant share of business rate growth. The scheme had also allowed authorities to form pools and from April 2015 Arun (together with Adur, Chichester, Worthing and West Sussex County Council) formed the West Sussex Pool. It was noted that the current West Sussex Pool is based on 50% local retention of business rate growth but the Government was committed to continuing to give local authorities greater control over the money they raise locally.

The Deputy Leader advised that there were already five pilots for 100% rate retention and the Government was looking to expand on this by inviting local authorities in England to participate in a second round of 100% pilots from April 2018. With this in mind West Sussex Councils (including Arun) were investigating the feasibility of a county wide 100% business rates pilot from April 2018.

It was reported that the key advantage of a 100% pilot was that all business rate growth would be locally retained but there were risks in that any losses (for example businesses closing) would also need to be met entirely locally, although there would be a measure of protection for more significant losses through an enhanced Government safety net.

It was advised that financial modelling was currently being carried out with a view to getting as clear a picture as possible of the risks and rewards of the proposed pool. Decisions would need to be taken as to how these risks and rewards were distributed and what part of any additional income would be retained for County wide projects.

The Deputy Leader then passed the presentation of the report to the Group Head of Corporate Support for comment. It was stressed that the pilot was a competitive process across the Country and so Arun District Council needed to give their bid an edge. He warned Members that time was short as the bid had to be submitted by 27 October 2017. It was reported that financial modelling was being carried out with a view to getting a clear a picture as possible of the risks and rewards of the proposed pilot.

In discussing the report's recommendations, Cabinet noted that the Council was entering into a feasibility discussion with other West Sussex

Council's and the Department of Communities and Local Government (DCLG) at this stage and a further report to Full Council or Cabinet, at a future date, would decide whether Arun District Council joins the Business Rates Retention Pilot.

The Cabinet then agreed the recommendations as set out in the report and confirmed its decision as per Decision Notice C/018/161017, a copy of which is attached to the signed copy of the Minutes.

226. LOCAL DISCRETIONARY RATE RELIEF SCHEME TO PROVIDE REVALUATION SUPPORT TO ARUN BUSINESSES

In introducing this report the Deputy Leader thanked the Benefits Manager, Councillor Tyler and the now retired Director of Transformation for their hard work in devising the Local Discretionary Rate Relief Scheme. This scheme would assist businesses facing an increase in their bills for 2017/18 arising from revaluation.

Cabinet were pleased to welcome the report's proposals and agreed that it was an important initiative and that this fund should exist. It was recognised that the scheme would offer much needed support to small and medium sized businesses in Arun who faced increases in their business rates bills in excess of £300.

The Cabinet then agreed the recommendation in the report, and confirmed its decision as per Decision Notice C/019/161017, a copy of which is attached to the signed copy of the Minutes.

227. CONSULTATION RESPONSE - A27 TRUNK ROAD IMPROVEMENTS AT ARUNDEL

(During the course of this item Councillor Dr Walsh declared a personal interest as a Littlehampton Town and West Sussex County Councillor.)

The Leader advised Cabinet that, since publishing the report and following consultation by the Chief Executive and Group Head of Council Advice & Monitoring Officer on 13 October 2017, the Chairman of the Council and Chairman of the Overview Select Committee had given their approval to this decision being classed as urgent in accordance with Decision Notice Procedure Rule 4 (Urgent Decisions) and Scrutiny Procedure Rules 13.18 and 13.19 (Call-in).

The reason for the urgency was to meet the timetable for Highways England's consultation. The deadline for responses was 16 October (the day of this meeting) and they had given the Council an extension until 17 October to respond. If the call-in procedure was allowed, it would seriously prejudice the Council's interest in being able to formally respond to this consultation on what was such an important strategic issue for the Arun District.

Cabinet-16.10.17

For this reason, both Chairmen had confirmed their approval that the call-in procedure would not apply to this decision.

In introducing the report, the Leader referred the meeting to the options that had been put forward by Highways England (HE), the Government Company responsible for operating, maintaining and improving England's major A roads (and motorways) to meet the Government's current Road Investment Strategy (RIS). From a long list of options, three had been put forward into the current consultation. These were:

Option 1 - follows a north-westerly line across the water meadows, crossing the River Arun with a new two lane bridge (alongside the existing bridge), meeting up with the existing A27 at Ford Road (new signal controlled roundabout with pedestrian overpass) and then is dualled towards Chichester;

Option 3 – follows a westerly line across the water meadows to a new River crossing south of Tortington Priory, then north-westerly through the Ancient Woodland to re-join the existing A27 near to Havenwood Park. The by-passed section of the existing A27 would revert to single carriageway with an enhanced cycle-way into Arundel.

Option 5A – follows a similar route to Option 3 but tracks further west, around most of the Ancient Woodland and closer to Binsted, before turning north-west to re-join the existing A27 north of Walberton. Existing road as Option 3.

Members were reminded that there had been a number of previous proposals and studies around improvements to the A27 at Arundel and it was generally agreed that action was required to resolve the ongoing congestion at Arundel A27. The Leader made it clear that the options presented for consultation by Highways England (HE) were time limited and time was of the essence as this was likely to be the only opportunity, in the near future, to make use of the earmarked £250m.

The Leader emphasised that there was no ideal scheme with a number of challenges and constraints applying to all three options but it was stated that whilst there were challenges the Council needed to remain positive about the consultation and embrace the benefits of improving the A27 including the reduction of queues, improved journey times, air quality and road safety, helping businesses and supporting tourism growth.

The Leader pointed out that since publication of the report, recommendation 3 had been amended to include additional wording following the word 'environment' for clarification purposes. This would now read (*amendments shown in Bold*):

- (3) The Council would urge Highways England to consider any potential revisions to the Option 5a route corridor to the North, which would further reduce the impact upon residents and the environment **and continue to improve the National Strategic Road Network.**

Cabinet agreed this amendment.

The Engineering Services Manager then outlined the report's recommendations, including the amendment at recommendation 3, and referred to the Council's preferred option of 5A. Option 5A had been chosen, and was now recommended in the report, as a united response from Arun District Council and its partners. Members were referred to an error at 3.1 of the report and it was noted that Option 1 should read, 'follows a **north westerly** line across the water meadows' and not 'follows a north easterly line across the water meadows'.

Prior to debating this report, the Leader with Cabinet agreement, invited a number of Members to speak as requests had been made prior to the meeting.

Councillor Dingemans spoke, as an Arun District Councillor and not as a Member of the South Downs National Park, against Option 5A, preferring Option 3, and raised concern that ecological damage would be far greater using Option 5A.

Councillors; Bower, Dendle, Wheal and Dr Walsh all spoke in favour of Option 5A with united, cross party, support. Opinion was expressed that there should be no further delay to A27 improvements for the good of the whole community. Requests were made that the consultation response included provision for a junction at Ford Road as it was felt that this would be an essential part of making the A27 improvements a success.

In debating the report, Cabinet was in agreement that Option 5A was the best way forward. The creation of a cycleway was discussed and an amendment to Recommendation 6 was considered. It was agreed this recommendation should be broadened to deliver more than one cycle way.

Following Cabinet agreement recommendation 6 was amended to *(changes shown in Bold)*:

- (6) The Council would encourage Highways England to support, through their 'Designated Funds', the creation of a cycleway between the South Downs National Park via Arundel and the coast along **both** the River Arun and **Ford Road** and provide improved parking for commuters, tourists and residents at Ford railway station.

The Cabinet then agreed the recommendations in the report, and as amended at the meeting, and confirmed its decision as per Decision Notice C/020/161017, a copy of which is attached to the signed copy of the Minutes.

228. AGENCY AGREEMENT RELATING TO CIVIL PARKING ENFORCEMENT AND TENDER FOR LABOUR ONLY

In introducing the report, the Deputy Leader notified Members that the contract with West Sussex County Council for carrying out Civil Parking

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Enforcement (CPE) and other associated services was due to expire on 31 March 2018. The Deputy Leader advised that West Sussex County Council were pleased with Arun District Council's performance and had requested that the Council continued its role until 2023 with a possible further four year extension.

In discussing the report Cabinet agreed that the contract had worked well and were happy to endorse a contract renewal.

The Cabinet confirmed its decision as per Decision Notice C/021/161017, a copy of which is attached to the signed copy of the Minutes.

229. AUTHORITY FOR FUNDING TO CREATE PERMANENT HOUSING FRAUD INVESTIGATOR POST

Cabinet received a report from the Group Head of Residential Services that requested authority to make the post of Housing Fraud Investigator permanent.

In presenting the report, the Cabinet Member for Residential Services was in support of the report's request and referred members to a number of successful outcomes that the post holder had achieved. This included over 100 investigations with fraud detection in Social Housing, Right to Buy applications, Housing Register applications and residual Council Tax/Benefit Fraud.

It was advised that the Council had achieved significant monetary return from this post with the Audit Commission estimating that nationally the value of Social Housing recovery to the public purse was £18K per annum per unit and in reality this figure could be much higher.

The Group Head of Residential Services highlighted that in the future more work on fraud investigation would be done with the Department of Work and Pensions (DWP) as housing and benefit fraud frequently occurred simultaneously.

In discussing the report Cabinet praised the dedicated approach that had proved effective and were particularly pleased to note that fraud detections meant that several homes had been brought back into Council use for those in legitimate need of housing.

The Cabinet confirmed its decision as per Decision Notice C/022/161017, a copy of which is attached to the signed copy of the Minutes.

230. FUNDING FOR THE PROVISION OF SELF-CONTAINED TEMPORARY ACCOMMODATION

The Cabinet Member for Residential Services introduced this report by pointing out the increase in homeless pressures in the District and the subsequent use and cost of temporary accommodation.

Members were reminded that Cabinet had approved a supplementary estimate of up to £1 million for the purchase of suitable properties that could be used for temporary accommodation. The opportunity had arisen for the Council to purchase additional homes to use as self-contained temporary accommodation and this report sought Cabinet's approval for an additional supplementary estimate to cover purchase costs. It was noted that this would have no ongoing financial burden on the Council's General Fund and would yield revenue through reduced bed and breakfast costs.

In discussing the report, Members congratulated and thanked the Finance, Surveying & Estates and Housing teams for their hard work in achieving such a good deal for the Council that would also be supportive of those in housing need.

With the agreement of Cabinet, Councillor Buckland spoke on this item. He thanked and congratulated Cabinet and Arun District Council's staff for a considerable service improvement in tackling homelessness through the provision of temporary accommodation.

In turning to the report's recommendations Cabinet were in full support.

The Cabinet then,

RECOMMEND TO FULL COUNCIL

that an additional supplementary estimate up to £1.1 million (equivalent to a Band D Council Tax of £18.50) be approved for the purchase of temporary accommodation.

The Cabinet confirmed its decision as per Decision Notice C/023/161017, a copy of which is attached to the signed copy of the Minutes.

231. GIGABIT WEST SUSSEX – AN ULTRAFAST BROADBAND MODEL FOR THE COUNTY

In introducing this report, the Leader outlined the Gigabit West Sussex Project which aimed to extend the delivery of ultrafast fibre networks in towns in the County. It would deliver ultrafast speeds to as many urban centres as possible, with the funding available, across West Sussex. District and Borough Councils would act as anchor tenants, committing their sites to long term leases through the capital procurement of a 'dark fibre' network.

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It was explained that the development of the project so far had been supported with a grant of £400,000 from the Pooled Business rates and had focussed on developing the business case and procurement options. In March 2017, the Chancellor announced £200m to fund a programme of local projects to test ways to accelerate market delivery of new full fibre broadband networks. In early September it was confirmed that the Gigabit West Sussex project had been successful in securing £4.66m of grant funding, from the Department for Digital, Culture, Media and Sport Local Full Fibre Networks Programme, to enable the dark fibre procurement and delivery.

It was noted that the pilot would deliver new end-to-end dark fibre networks in 8 locations across West Sussex including Bognor Regis. The report asked Cabinet to support West Sussex's procurement of a supplier and commit to a 20 year lease of new dark fibre infrastructure, as part of the contract. This would take advantage of central government gap funding and be on a cost neutral basis.

The Group Head of Economy drew Members' attention to the report's recommendations and informed Cabinet that, at the time of writing this report, Littlehampton was not identified as a location but, after further discussions with the project lead, Littlehampton would be included in the first phase of the pilot. As a result an amendment to recommendation 1 was put forward with additional wording (*shown in bold*) as follows:

- (1) The Council commits, subject to the necessary due diligence, the relevant sites listed in Appendix 1 to a 20 year lease of new dark fibre infrastructure, as part of a contract between West Sussex County Council and the selected supplier, taking advantage of central government gap funding, and on a cost neutral basis. **Following the agreement of West Sussex County Council and the Chief Executive Forum Littlehampton will be included in the list of anchor sites covered by the wave 1 procurement.**

Cabinet then agreed this amendment.

In considering the report's recommendations, including the agreed amendment, Cabinet were in full support.

The Cabinet confirmed its decision as per Decision Notice C/024/161017, a copy of which is attached to the signed copy of the Minutes.

232. SCRAP METAL DEALERS – POLICY AND DELEGATIONS

The Cabinet Member for Technical Services and the Licensing Team Manager presented the report concerning the proposal to adopt a new Scrap Metal Policy following the introduction of the Scrap Metal Dealers Act 2013. The report dealt with the delegation of functions, fee setting and proposed constitutional amendments. In presenting the report, it was pointed out that, in

error, the report's proposals had not been updated in line with the report's recommendations.

In discussing this report, it was asked if an abridged version of the policy could be made available on Arun District Council's website so that salient points were made clear to all concerned. The Licensing Team Manager confirmed that a summary document had been prepared.

In turning to the report's recommendations, Cabinet welcomed this Policy that would ensure that the Council complied with the Scrap Metal Dealers Act 2013.

The Cabinet confirmed its decision as per Decision Notice C/025/161017, a copy of which is attached to the signed copy of the Minutes, and;

RECOMMEND TO FULL COUNCIL – That

- (1) the Scheme of Delegation at Part 4, Section 3, paragraph 3.2 to add reference to the Scrap Metal Dealers Act 2013 and to add delegation to determine all applications, renewals, transfers, variations and other matters in respect any licences, permissions, registrations and approvals in accordance with policy be amended; and
- (2) the Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution

233. ESTABLISHMENT OF ADVISORY GROUPS TO ASSIST WITH DELIVERY OF LARGE SCALE DEVELOPMENTS

Cabinet received a report from the Director of Place regarding the Establishment of Advisory Groups to assist with delivery of large scale developments.

It was reported that the Council currently had three advisory groups that brought together key infrastructure providers to consider infrastructure delivery priorities, on-going delivery, alongside detailed design of individual schemes.

It was proposed that 3 additional Advisory Groups should be established to consider the implementation of strategic development sites in Bersted, Aldwick/Pagham and Ford/Yapton & Clymping to be formed following the model of previous groups. It was also proposed that the Fontwell and West Bank proposals be added to the terms of reference of existing groups.

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Members' attention was drawn to an error within the Terms of Reference (Appendix A) for the North Littlehampton Steering Group where Membership was listed to include 2 Town Councillors. This was corrected to read **3 Town Councillors**.

In discussing the report, Cabinet praised the good work of the advisory groups which included memberships that were drawn from councillors and officers at all levels of Local Government as well as representatives from the NHS, the Highways Agency, Network Rail and site developers. Comment was made that in order for a District Councillor to Chair an Advisory Group the Member should be a Councillor that had a planning background or who had undertaken planning training. The Director of place stated that this was a sensible idea and this was duly noted.

The Cabinet then confirmed its decision as per Decision Notice C/026/161017, a copy of which is attached to the signed copy of the Minutes.

234. UPDATE ON THE COUNCIL'S 2020 VISION – WORKING TOGETHER FOR A BETTER FUTURE

The Leader introduced this report that updated Cabinet on the Council's 2020 Vision – Working Together for a Better Future. Members were reminded that work on the Council's 2020 vision started some time ago following the Local Government Association's (LGA) Peer Challenge Review in March 2014. The 2020 Vision programme was the response to the Peer Challenge to provide the strategic direction the Council needed to become more effective, sustainable and able to meet future demands. The report updated Members on the outcome and savings identified from Members and Officers working together over the last year, leading towards the 2018/19 budget that would be put forward to Full Council in February 2018.

In handing over to the Chief Executive to continue the update, the Leader praised the 2020 Vision Programme that had achieved a notable number of successes. The Chief Executive drew Members' attention to the 2020 Vision Programme Schedule which detailed progress against the Vision priorities of:

- Offering an improved customer experience
- Building better relationships with other organisations and the community
- Providing more digital opportunities to make dealing with us easier
- Becoming smaller but more effective

Example outcomes from individual projects were outlined which showed significant savings as well as income generation.

Cabinet welcomed this report and congratulated the Chief Executive and his team on the remarkable progress that the Council had made. It was

recognised that excellent team work across Members and Officers had produced good results. It was noted that the 2020 Vision work would continue and be overseen by the Arun Improvement Programme Board with quarterly reviews.

The Cabinet then confirmed its decision as per Decision Notice C/027/161017, a copy of which is attached to the signed copy of the Minutes.

235. JOINT AREA COMMITTEES

In receiving the minutes from the Joint Area Committees the Cabinet Member for Neighbourhood Services drew Members' attention to the Joint Eastern Arun Area Committee Minutes dated 11 July 2017 and referred them to Minutes 18 to 25. He recorded his extreme disappointment that a representative from Arun District Council, who represented only the District Council, would not be able to contribute to the Highways and Transport Sub Group. Cabinet echoed this disappointment and agreed that it was not democratic. It was felt that each tier of local government should be represented individually and it was noted that Arun District Council contributed financially to the Area Committees to help fund democratic processes.

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

Joint Western Arun Area Committee – 28 June 2017

Joint Eastern Arun Area Committee – 11 July 2017

(The meeting concluded at 6.40pm)

ARUN DISTRICT COUNCIL

**DECISION NOTICES FROM THE CABINET MEETING HELD ON
16 OCTOBER 2017**

REF NO.	DECISION
C/016/161017	Revenue and Capital Outturn Expenditure 2016/17
C/017/161017	Financial Prospects 2017/18
C/018/161017	West Sussex Council's 100% Business Rates Retention Pilot
C/019/161017	Local Discretionary Rate Relief Scheme to Provide Revaluation support to Arun Businesses
C/020/161017	Consultation Response – A27 Trunk Road Improvements at Arundel [not subject to Call-In]
C/021/161017	Agency Agreement Relating to Civil Parking Enforcement and Tender for Labour Only
C/022/161017	Authority to make the post of Housing Fraud Investigator permanent
C/023/161017	Funding for the Provision of Self-Contained Temporary Accommodation
C/024/161017	Gigabit West Sussex Programme
C/025/161017	Scrap Metal Dealers – Policy and Delegations
C/026/161017	Establishment of Advisory Groups to assist with Delivery of Large Scale Developments
C/027/161017	Update on the Council's 2020 Vision – Working Together for a Better Future

**PLEASE NOTE THAT THESE DECISIONS WILL COME INTO EFFECT
FROM 10.00 A.M. ON WEDNESDAY 25 OCTOBER 2017 UNLESS
THE CALL-IN PROCESS IS APPLIED**

REFERENCE NO: C/016/161017

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Revenue and Capital Outturn Expenditure 2016/17	
OFFICER CONTACT: Alan Peach, Group Head of Corporate Support Extn: 37558 e.mail: alan.peach@arun.gov.uk	

EXECUTIVE SUMMARY: This report provides a summary of revenue and capital outturn expenditure for 2016/17 and compares this expenditure with the approved budget.

DECISION:

As recommended in the report, Cabinet,

RESOLVED – That

- (1) the attached outturn report in appendix 1 be considered;
- (2) the revenue and capital outturn expenditure and earmarked reserve transactions for 2016/17 be noted;
- (3) the level of balances and unused S.106 sums at 31 March 2017 be approved; and
- (4) the £1.547m contribution to the Littlehampton Leisure Centre earmarked reserve be noted.

REASON FOR THE DECISION: To ensure that Members are fully aware of the Council's outturn for 2016/17; and the level of reserves at 31 March 2017, which will be available for use in future years.

OPTIONS CONSIDERED BUT REJECTED: N/A

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/017/161017

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Financial Prospects 2017/18	
OFFICER CONTACT: Alan Peach, Group Head of Corporate Support Extn: 37558 e.mail: alan.peach@arun.gov.uk	

EXECUTIVE SUMMARY: The Council's Medium Term Financial Strategy (MTFS) covering the period up to 2022/23 rolls forward the data in the existing approved MTFS. The strategy amends certain assumptions contained in it to reflect changes in the Council's circumstances and other issues that have a strategic bearing on the Council's financial prospects.

DECISION:

As recommended in the report, Cabinet

RESOLVED – That

- (1) the core assumptions set out in the Medium Term Financial Strategy and the current financial position be agreed;
- (2) the significant risks to local government finance that have been clearly outlined in the report be noted and agreed; and
- (3) the Medium Term Financial Strategy is to be used to set the Budgetary framework in preparing the 2018/19 budget.

REASON FOR THE DECISION: To formulate the Council's Medium Term Financial Strategy and set the financial context and framework for decisions to be taken by the Council.

OPTIONS CONSIDERED BUT REJECTED: To not accept the assumptions outlined in the strategy.

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
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REFERENCE NO: C/018/161017

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: West Sussex 100% Business Rates Retention Pilot 2018/19	
OFFICER CONTACT: Alan Peach, Group Head of Corporate Support Extn: 37558 e.mail: alan.peach@arun.gov.uk	
EXECUTIVE SUMMARY: Local authorities in England have been invited to participate in a second round of 100% business rate retention pilots. With this in mind West Sussex Councils (including Arun) are investigating the feasibility of a county wide business rates pilot for 2018/19.	
DECISION: As recommended in the report, the Cabinet RESOLVED that the contents of this report be noted and authority be given to the Group Head of Corporate Support to enter into detailed discussions with other West Sussex Councils, and the Department of Communities and Local Government (DCLG), concerning the feasibility of a county wide business rates pilot for 2018/19.	
REASON FOR THE DECISION: To obtain a clearer picture of the risks and rewards of the proposed pilot.	
OPTIONS CONSIDERED BUT REJECTED: Not to enter into detailed discussions with other West Sussex Councils and the DCLG. This may mean that an opportunity to retain additional funding locally is lost.	
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/019/161017

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Local Discretionary Rate Relief Scheme To Provide Revaluation Support To Arun Businesses	
OFFICER CONTACT: Sue Priest, Benefits Manager Extn: 37522 e.mail: sue.priest@arun.gov.uk	
EXECUTIVE SUMMARY: This report sets out proposals for a local Discretionary Rate Relief Scheme for Arun District Council to assist businesses facing an increase in their bills for 2017/18 arising from the revaluation.	
DECISION: As recommended in the report, Cabinet RESOLVED that the new Local Discretionary Rate Relief Scheme be adopted for revaluation support as set out in the report.	
REASON FOR THE DECISION: To approve the design of a new local Discretionary Rate Relief Scheme for Arun District Council to assist businesses facing an increase in their bills for 2017/18 arising from the business rates revaluation.	
OPTIONS CONSIDERED BUT REJECTED: Target all help through a relief fund which businesses would apply for on a case by case basis. This option would be expensive to administer or give a set discount across all business within the district. This option would be easy to administer however with over 2000 businesses within the district seeing a rise in business rates the limited allocated funding would result in the fund allocation being spread very thinly.	
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/020/161017

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH THE SCRUTINY PROCEDURE RULES	YES
SUBJECT: A27 Trunk Road Improvements At Arundel	
OFFICER CONTACT: Roger Spencer, Engineering Services Manager Extn: 37812 e.mail: roger.spencer@arun.gov.uk	
EXECUTIVE SUMMARY: The report highlights the options put forward by Highways England in a consultation regarding options for improvements to the Arundel section of the A27 Trunk Road and seeks authorisation to respond with a corporately preferred option.	
<p>DECISION:</p> <p>Since publishing the report, the Chairman advised Cabinet that, following consultation by the Chief Executive and Group Head of Council Advice & Monitoring Officer on 13 October 2017, the Chairman of the Council and Chairman of the Overview Select Committee had given their approval to this decision being classed as urgent in accordance with Decision Notice Procedure Rule 4 (Urgent Decisions) and Scrutiny Procedure Rules 13.18 and 13.19 (Call-in).</p> <p>The reason for the urgency was to meet the timetable for Highways England's consultation. Their deadline for responses was 16 October (the day of this meeting) and they had given the Council an extension until 17 October to respond. If the call-in procedure was allowed, it would seriously prejudice the Council's interest in being able to formally respond to this consultation on what was such an important strategic issue for the Arun District. For this reason, both Chairmen had confirmed their approval that the call-in procedure would not apply to this decision.</p> <p>As recommended in the report and as amended at the meeting, Cabinet</p> <p>RESOLVED – That</p> <p>the Council respond to the Public Consultation with the following principles:</p> <ol style="list-style-type: none"> (1) The Council supports the principle of creating a bypass to dual carriageway standards for Arundel that links the A27 to the west of the White Swan Hotel with the Crossbush junction in order to improve the economic well-being of the Arundel and the region, and the social and environmental well-being of residents in Arundel and Walberton, Storrington and surrounding communities. (2) In pursuance of (i) above the Council supports Option 5a as set out in the Public Consultation document produced by Highways England. (3) The Council would urge Highways England to consider any potential revisions to the Option 5a route corridor to the North, which would further reduce the impact upon residents and the environment and continue to improve the National Strategic Road Network. (4) To improve accessibility to and from communities existing and proposed, south of the railway and the residential amenity of residents in Ford Road, 	

<p>Arundel, the Council would encourage Highways England to consider amending the preferred route to provide, ideally, a full junction between the A27 Bypass and Ford Road, or at least the minimum of a restricted access/egress junction.</p> <p>(5) The Council would encourage Highways England to construct any bypass and consequential bridges to the highest possible architectural standard and to take appropriate account of any potential flooding issues</p> <p>(6) The Council would encourage Highways England to support, through their 'Designated Funds', the creation of a cycleway between the South Downs National Park via Arundel and the coast along both the River Arun and Ford Road and provide improved parking for commuters, tourists and residents at Ford railway station.</p> <p>(7) The Council would encourage Highways England to consider using the port of Littlehampton and the River Arun to barge construction materials and aggregate to the construction site.</p> <p>(8) The commissioning and submission of any Local Impact Statement required as part of a formal Development Consent Order process shall be delegated to the Director of Place. The Council would support the principle of working collaboratively with West Sussex County Council, Arundel Town Council, Walberton Parish Council and the South Downs National Park Authority to submit a single Local Impact Statement on behalf of all the named authorities.</p>	
<p>REASON FOR THE DECISION: To enable a formal response to be made to Highways England's public consultation with the aim of securing an improvement to the economic well-being of the Arundel and the region.</p>	
<p>OPTIONS CONSIDERED BUT REJECTED: Not to provide a response at this point but accept that a Local Impact Statement may be required as part of any future Statutory consultation.</p>	
<p>CABINET MEMBER(S):</p>	
<p>DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:</p>	<p>None</p>
<p>DISPENSATIONS GRANTED :</p>	<p>None</p>
<p>CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None</p>	

REFERENCE NO: C/021/161017

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Agency Agreement relating to Civil Parking Enforcement and tender for labour only contract.	
OFFICER CONTACT: Calvin Bayliss, Outdoor Services Manager Extn: 37649 e.mail: calvin.bayliss@arun.gov.uk	

EXECUTIVE SUMMARY: Arun District Council has a contract to act as the agent for West Sussex County Council in carrying out Civil Parking Enforcement (CPE) and other associated services. This contract is due to expire on the 31st March 2018 and this report outlines the options beyond this date and by association the labour only contract for Civil Parking and Associated Services which is also due to expire on the 31st March 2018.

DECISION:

As recommended in the report, Cabinet

RESOLVED – That

- (1) a new Agency Agreement with West Sussex County Council would be entered into to carry out Civil Parking Enforcement and other associated services from the 1st April 2018 for an initial period of 5 years with a possible extension of 4 years;
- (2) the labour only contract which is due to expire on the 31st March 2018 and provides the Civil Enforcement Officer provision and associated parking services is re- tendered using the EU Open Tender procedure with a target commencement date of the 1st April 2018; and
- (3) the award of the Contract be delegated to the Cabinet Member for Neighbourhood Services, in consultation with the Group Head for Neighbourhood Services and the Group Head of Corporate Support.

REASON FOR THE DECISION: To best serve the financial interests of Arun and provide a clear and well managed approach to Civil Parking Enforcement.

OPTIONS CONSIDERED BUT REJECTED: Not to enter into an Agency Agreement with the WSCC for CPE and other associated services.

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/022/161017

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Authority to make the post of Housing Fraud Investigator permanent	
OFFICER CONTACT: Satnam Kaur, Group Head of Residential Services Extn: 37718 e.mail: satnam.kaur@arun.gov.uk	

EXECUTIVE SUMMARY: Following the success of a secondment to the newly created post of Housing Fraud Investigator, authority is sought to make the post permanent with effect from 1 January 2018. This is a grade S01 post.

DECISION:

As recommended in the report, Cabinet

RESOLVED

that the post of Housing Fraud Investigator is made permanent with effect from 1 January 2018.

REASON FOR THE DECISION: This is an ongoing and essential piece of work within Residential Services and for the reasons outlined above, it is recommended that the post of Housing Fraud Investigator be made permanent.

OPTIONS CONSIDERED BUT REJECTED: Not to approve the recommendation and bring to an end the secondment to the post of Housing Fraud Investigator on the 31 December 2017.

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/023/161017

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Funding for the provision of self-contained temporary accommodation	
OFFICER CONTACT: Satnam Kaur, Group Head of Residential Services Extn: 37718 e.mail: satnam.kaur@arun.gov.uk	

EXECUTIVE SUMMARY: Following a report to Cabinet on 15 June 2017 on the increase in homeless pressures in the District and the subsequent increase in the use and cost of temporary accommodation, Cabinet approved a supplementary estimate of up to £1 million for the purchase of suitable properties to be used as temporary accommodation. Once acquired, these properties will be held in the General Fund and will help to improve quality, supply and cost of temporary accommodation. A further opportunity has arisen to purchase additional homes to use as self-contained temporary accommodation. This report seeks the Cabinet's approval to an additional supplementary estimate to cover the costs of purchase.

DECISION:

As recommended in the report, Cabinet,

RECOMMEND TO FULL COUNCIL

that an additional supplementary estimate up to £1.1 million (equivalent to a Band D Council Tax of £18.50) is approved for the purchase of temporary accommodation.

REASON FOR THE DECISION: By acquiring these properties the Council is taking steps to mitigate its spend on bed and breakfast and will be providing temporary accommodation that is of a higher standard. The Council will effectively acquire an asset which provides flexibility in terms of future retention or disposal.

OPTIONS CONSIDERED BUT REJECTED: Not to approve the recommendation. However, this will not reduce the use of Bed and Breakfast accommodation or the cost of its use to the Council.

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/024/161017

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Gigabit West Sussex Programme	
OFFICER CONTACT: Denise Vine, Group Head of Economy Extn: 37846 e.mail: denise.vine@arun.gov.uk	

EXECUTIVE SUMMARY: This report is requesting support for West Sussex County Council (WSCC) to proceed with the procuring of external providers to supply ultrafast fibre networks to local authority sites in Worthing, Shoreham, Chichester, Bognor Regis, Horsham, Haywards Heath, Burgess Hill and Crawley through a 20 year lease agreement with a single supplier.

DECISION:

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

RESOLVED - That

- (1) The Council commits, subject to the necessary due diligence, the relevant sites listed in Appendix 1 to a 20 year lease of new dark fibre infrastructure, as part of a contract between West Sussex County Council and the selected supplier, taking advantage of central government gap funding, and on a cost neutral basis. Following the agreement of West Sussex County Council and the Chief Executive Forum Littlehampton will be included in the list of anchor sites covered by the wave 1 procurement.
- (2) A contract is currently in the process of being let for CCTV network services to BT Redcare. The Council, in close consultation with Sussex Police, will further investigate these new contract options in light of this Cabinet decision.
- (3) The Council will inform the Gigabit West Sussex project team of sites outside the Capita WAN which could be included in the procurement.

REASON FOR THE DECISION: This proposal will:

- Ensure the delivery of new dark fibre networks in West Sussex, including Bognor Regis
- Secure improved connectivity for Council sites at no additional cost.
- Enable £4.66m of funding from DCMS to be used to improve the West Sussex connectivity infrastructure.
- Encourage provider competition and greater supplier choice locally.

OPTIONS CONSIDERED BUT REJECTED: Not to proceed with the procurement of an end to end fibre network. The Councils will lose the anticipated £4.66m funding from DCMS and will not be able to avail of an opportunity to improve existing connectivity between Council owned buildings. This is not the recommended option.

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/025/161017

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Scrap Metal Dealers – Policy and Delegations	
OFFICER CONTACT: Sarah Meeten, Licensing Team Manager Extn: 37680 e.mail: sarah.meeten@arun.gov.uk	

EXECUTIVE SUMMARY: This report concerns the proposal to adopt a new Scrap Metal Policy following the introduction of the Scrap Metal Dealers Act 2013. The report deals with the delegation of functions, fee setting and proposed constitutional amendments.

DECISION:

As recommended in the report, Cabinet;

RESOLVED

that the Scrap Metal policy as set out in Appendix 1 to the report be adopted.

and as recommended in the report, Cabinet

RECOMMEND TO FULL COUNCIL – That

(1) the Scheme of Delegation at Part 4, Section 3, paragraph 3.2 to add reference to the Scrap Metal Dealers Act 2013 and to add delegation to determine all applications, renewals, transfers, variations and other matters in respect any licences, permissions, registrations and approvals in accordance with policy be amended; and

(2) the Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution.

REASON FOR THE DECISION: To ensure the Council complies with the requirements of the Scrap Metal Dealers Act 2013.

OPTIONS CONSIDERED BUT REJECTED: To not agree to the policy, delegation of functions and constitutional amendment.

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/026/161017

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Establishment of Advisory Groups to assist with the delivery of large scale developments	
OFFICER CONTACT: Neil Crowther, Group Head of Planning Extn: 37839 e.mail: neil.crowther@arun.gov.uk	

EXECUTIVE SUMMARY: It is proposed that 3 additional Advisory Groups are now established to consider the implementation of strategic development sites in Bersted, Aldwick/Pagham and Ford/Yapton & Clymping to be formed following the model of the previous groups. It is also proposed that the Fontwell and West Bank proposals be added to the terms of reference of existing groups. These Groups would meet 4-6 times a year and provide advice and guidance in respect of the issues arising out of the proposals as well as the on-going delivery in conjunction with significant highways infrastructure improvements associated with the locations.

DECISION:

As recommended in the report, Cabinet;

RESOLVED – That

- (1) three further Advisory Groups be established to consider the implementation of strategic development sites in Bersted, Aldwick/Pagham and Ford/Yapton & Clymping
- (2) the Terms of Reference and the membership of all the current Advisory Groups (Appendix A, B, C, D E & F to the report) be agreed.

REASON FOR THE DECISION: To assist in securing the delivery of strategic developments across the district in accordance with the emerging Local Plan.

OPTIONS CONSIDERED BUT REJECTED: Not to establish the groups. Decisions on infrastructure delivery and detail would be left for officers, DCC and Cabinet depending upon the issue.

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/027/161017

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Update on the Council's 2020 Vision – Working Together for a Better Future	
OFFICER CONTACT: Nigel Lynn, Chief Executive Extn: 37600 e.mail: nigel.lynn@arun.gov.uk	

EXECUTIVE SUMMARY: This report sets out proposals across a range of services to contribute towards the required financial savings to assist reducing the Council's continued reliance on its General Fund Balances. This report updates Members on the outcome and savings identified from Members and Officers working together over the last year or so, leading toward the 2018/19 budget that will come forward to Council in February 2018.

DECISION:

As recommended in the report, Cabinet;

RESOLVED

that Cabinet continues to support the 2020 Vision programme going forward and notes the evolution that the organisation is going through.

REASON FOR THE DECISION: To update Cabinet and Full Council on the outcome and savings leading toward the 2018/19 budget as a result of the 2020 Vision programme.

OPTIONS CONSIDERED BUT REJECTED: To advise of alternative actions.

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

CONSTITUTION WORKING PARTY

17 October 2017 at 4.29 pm

Present:- Councillors Mrs Bower (Chairman), Bence, R Bower, Haymes and Mrs Oakley.

14. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Chapman and Wensley.

15. 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.

16 MINUTES

The Minutes of the meeting of the Working Party held on 15 August 2017 were approved by the Working Party as a correct record and were signed by the Chairman.

17. CONSTITUTIONAL AMENDMENTS – PART 6 – FINANCIAL RULES

The Working Party received a report from the Group Head of Council Advice & Monitoring Officer seeking support to introducing an additional financial trigger for the approval route for spending Section 106 contributions, defined in the Financial Procedure Rules, as this would speed up decision making.

The proposed changes to the Constitution at Part 6, Section 5, Paragraph 4.1 (Regulation 4 – Approval Route for spending Section 106 contributions) were explained to Members as set out within the report.

The Group Head of Council Advice & Monitoring Officer explained that the changes proposed had been supported by all Cabinet Members following a consultation exercise and she reassured the Working Party that updates on Section 106 spending would be made to the Development Control Committee but on a six monthly basis.

Although in support of the proposals, a slight reservation was raised by one Member of the Working Party relating to what Section 106 funding was being spent on. The Group Head of Council Advice & Monitoring Officer provided reassurance that any expenditure would be in accordance with the terms of the completed Section 106 agreement, already approved by Members as part of the planning application process.

Having received a request that the first line in the table be amended slightly to include the wording “in accordance with the terms of the completed Section 106 Agreement” after the wording “in consultation with the Section 151 Officer”, the Working Party

RECOMMEND TO FULL COUNCIL – That

(1) the proposed changes to the Constitution at Part 6, Section 5, Paragraph 4.1 (Regulation 4 – Approval Route for spending Section 106 contributions) replacing the existing table with the one set out below, as amended, be approved:

Trigger	Delegation to:
Up to £25,000	Chief Executive, relevant Director or Group Head, in consultation with the Section 151 Officer in accordance with the terms of the completed Section 106 Agreement
£25,001 - £100,000	Relevant Individual Cabinet Member
Over £100,000	Cabinet – Request to be made through Budget Variation Report

(2) The Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution.

18. UPDATE ON REVIEW OF PART 3, RESPONSIBILITY FOR FUNCTIONS – TERMS OF REFERENCE OF COMMITTEES, SUB-COMMITTEES AND PANELS

The Working Party received a report from the Group Head of Council Advice & Monitoring Officer which updated Members on how the review of the Terms of Reference of Committees, Sub-Committees and Panels was progressing.

As the original plan had been for this review to be concluded during the current cycle of meetings, it was explained that as consultations were still underway between some Lead Officers and Chairmen and Vice-Chairmen, it was now anticipated that this review would be concluded by the Council meeting to be held on 10 January 2018.

In looking at the review of Committees and Sub-Committees, the report set out the date when proposals to change the terms of reference would be reported to each Committee or Sub-Committee. It was confirmed that no changes were proposed at this stage to the two Regeneration Sub-Committees.

The following updates were provided at the meeting by the Group Head of Council Advice & Monitoring Officer:

- Licensing Committee – it was outlined that the result of the review undertaken by the Committee at its meeting held on 29 September for no change would be recommended to Full Council on 8 November 2017.
- Cabinet – the outcome of the review had been delayed to 11 December 2017 meeting of Cabinet as it had been necessary to cover more specific issues such as the establishment of the Local Property Company.
- Panels – for the Housing Appeals; Staff Consultation and Staff Appeals Panels, this involved simplifying existing wording.
- Chief Executive Committees and Panels – only minor changes to existing wording were being proposed
- Joint Area Committees – no change was currently proposed
- Sussex Police & Crime Panel and Coast to Capital Local Enterprise Partnership Joint Committee – The proposal was to refer to these as listings within the Partnership table section of the Constitution as both were managed by the host authority.

These updates were noted.

A wider discussion then took place on future proposals for Working Groups as a review of their Terms of Reference had been requested in view of concerns expressed about current arrangements. The Group Head of

Council Advice & Monitoring Officer outlined that two specific questions had been posed for this review based from feedback received from Members and the Officer team. There were:

- (i) Should the Council move away from the current practice of volunteers making up the membership to introduce a maximum number? This was down to the fact that the membership for the Environment & Leisure Working Group had become too large to manage.
- (ii) Should the remit of the Working Groups be changed to allow them some delegated authority as a decision maker?

Consultation on these proposals had been sought from the Group Leaders and the Chairmen and Vice-Chairmen of the Working Groups. It was noted that the Chairmen and Vice-Chairmen of the Environment & leisure and the Housing & Customer Services Working Groups had given their support to both proposals.

In seeking the views of the Working Party, the following points were made:

- Both Working Groups should become Sub-Committees
- They should be politically balanced with a membership size of no more than 10 to 15
- They should have a degree of decision making powers with these being clearly specified

The Group Head of Council Advice & Monitoring Officer outlined that these viewpoints would be fed into a report that would set out the results of this consultation reporting firstly to the two Working Groups for further comment. The aim was for a final report to then be fed back to this Working Party in early 2018 providing a final opportunity to suggest any further changes before recommending changes to Full Council. This timetable would then allow any changes to be introduced from the new Council Year in May 2018.

The Working Party agreed that no changes were required to Working Parties' current terms of reference.

The Working Party then

RESOLVED – That

- (1) the progress reported on the review of the Terms of Reference to date be noted; and
- (2) The Group Head of Council Advice & Monitoring Officer be requested to redraft the Terms of Reference for Panels; Working Parties; and the Chief Executive Committees, in consultation with the Chairman and Vice-Chairman of the Working Party, to report back to the next meeting.

19. REVIEW OF PART 5 OF THE CONSTITUTION – RULES OF PROCEDURE

The Working Party received a verbal update from the Group Head of Council Advice and Monitoring Officer in which views were sought on proposals to change the following sections of the Constitution:

Section 1

Full Council

- 1) Rule 11.3 (General Questions from Members) - it was agreed that there should be no change to current arrangements
- 2) Rule 10 (Questions by the Public) - it was agreed that there should be no change to current arrangements although it was felt that the existing wording should be simplified to make it clearer that only questions were allowed, not statements
- 3) Rule 14.4 (Length of Speeches) – the Working Party supported the principle of Huntingdonshire's rules

Committee Procedure Rules

- 1) Rule 2 (Application of Council Procedure Rules) – the proposal suggested was agreed to list these in full rather than just refer to the relevant paragraph number for ease of reading.

Cabinet

- 1) Rule 15.1 (Question by the Public) – it was agreed that this Rule should be amended in line with the Rules for Full Council in terms of defining the period of notice of three clear working days
- 2) Urgent Items – the principle of allowing urgent items was supported.

The Group Head of Council Advice & Monitoring Officer thanked Members for providing her with a steer on these items as this would allow her to make the appropriate amendments and draft reports for the Working Party to approve at future meetings.

(The meeting concluded at 17.34 pm)

HOUSING & CUSTOMER SERVICES WORKING GROUP

7 September 2017 at 6.00 p.m.

Present: - Councillors Hughes (Chairman), Mrs Porter (Vice-Chairman), Edwards, Mrs Harrison-Horn, Mrs Rapnik and Miss Rhodes.

Councillor Bence, Cabinet Member for Residential Services, was also present for the duration of the meeting.

8. WELCOME

The Chairman welcomed Councillors, representatives of the public, press and officers to the meeting. The newly appointed Group Head of Residential Services, Satnam Kaur and the Group Head of Neighbourhood Services, Joe Russell-Wells were introduced and welcomed as Lead Officers to the working group.

9. APOLOGIES

Apologies for absence were received from Councillors Mrs Ayres, Blampied and Purchase.

10. 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.

11. MINUTES

In approving the minutes, the Chairman pointed out a typographical error in the Recommendation at Minute 6 and this was amended from '...in approved' to '....is approved'. Following this amendment the Minutes of the meeting of the Housing & Customer Service Working Group held on 6 July 2017 were approved and signed by the Chairman.

12. UPDATE ON HOUSING FIRE SAFETY

The Working Group received a verbal update from the Group Head of Residential Services in view of the recent and horrendous fire disaster at Grenfell Tower in London. This outlined the action that the Council was taking, in response, with its social housing.

The first point made was that the Council did not have any Council housing that could be categorised as 'high rise'. This had been classified by the Department of Community and Local Government (DCLG) as being over six floors high. Secondly, it was confirmed that the Council had no buildings which had any form of aluminium cladding.

The Council had begun investigations on its housing stock in July 2017 and initial testing at Wick had confirmed that the cladding material used there was non-combustible and met required standards. It was confirmed that there would be further tests carried out to ensure materials had been fitted according to the manufacturer's specification.

In terms of the fire risk assessments at Wick, no major risks had been identified. One potential issue had been identified in relation to communal areas being kept clear. In order to reduce risk to residents in relation to the communal areas – halls, stairs, stairwells and landings, it was identified general housekeeping would be required to maintain clear accessibility with no obstructions. The Group Head of Residential Services informed Members that the Council would be introducing a Policy for residents so that they could recognise and adhere to their responsibilities with respect to fire hazards. It was advised that the draft Policy would be brought to the working group for comment and approval.

It was confirmed that the Council continued to work closely with West Sussex Fire Service. Arrangements were underway for fire alarm systems in Council owned two storey blocks of flats to be linked. This involved more than 130 properties, with work commencing in April 2018 over a five year period. Fire Risk Assessments would be carried out on all flats in the District not just those with cladding. It was noted that recent fire drills in the Council's sheltered housing accommodation had seen some residents refusing to leave their property. This issue was being addressed by the Council's Housing Neighbourhood team.

In discussing the update provided, the Working Group confirmed that it was pleased to know that the Council had and was continuing to take fire safety very seriously and were also pleased that the Council's tenants were being kept informed.

13. MOBILITY SCOOTER STORAGE CHARGES

The Business Improvement and Policy Manager presented this report which provided a brief overview of the recent introduction of charges for Mobility Scooter Storage.

It was noted that mobility storage provisions take the form of brick built garages, purpose built scooter stores and a variety of wooden sheds. Historically the Council provided the storage area and access to an electrical plug socket to charge the scooter without making a charge to the end user.

The Business Improvement and Policy Manager explained the new charging arrangements which equated to 50 pence a day for safe, secure storage and charging of mobility scooters. Members were advised that tenants had, on the whole, been positive and understanding of the reasoning behind the need to charge.

It was explained that the Council now had a programme of planned works to bring the mobility scooter storage up to a safe and consistent standard across all Council locations. A waiting list had been introduced for charging spaces and this had enabled the Council to assess demand and would help with future marketing and storage provision. Members were pleased to note that the waiting list was not long, with 4 residents currently waiting, and were happy that the Council would respond by finding imaginative ways to target demand with provision.

Following questions that were responded to at the meeting, the Working Group noted the report and the Chairman thanked the Housing Business Improvement & Policy Manager for this update.

14. STOCK CONDITION REPORT

The Working Group received a report with regard to the work on the Housing Stock Condition Survey presented by the Group Head of Residential Services.

Members were informed that, following discussion with the Cabinet Member for Residential Services during May 2016, it was deemed appropriate for a stock condition housing survey to be undertaken on all of the Council's housing stock. It was noted that since work had begun in March 2017 more than 700 surveys had been completed. This programme of work was expected to take two years with completion by March 2019.

The Working Group noted the benefits of this survey, which would help the Council effectively plan its programme of housing maintenance work as well as being important in terms of budgeting, by providing details of expected maintenance costs. It was also noted that the Housing Revenue Account (HRA) Business Plan, to be presented for consideration at the Full Council meeting on 13 September 2017, would reflect an increase in budget for Housing Planned Maintenance in 2018/19.

The Group Head of Residential Services stated that a further update on progress with the Stock Condition Survey would be provided at a future meeting of the Housing & Customer Services Working Group in a year's time.

In receiving this report, Members welcomed the Survey and congratulated the Cabinet Member for Residential Services on his foresight to initiate this project that would not only take stock of the Council's assets but also provide the Council with the tools to effectively plan and cost housing maintenance.

15. WORK PROGRAMME 2017/18

The Working Group received and noted its Work Programme for 2017/18.

(The meeting concluded at 6.21 pm)

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF FULL COUNCIL ON 8 NOVEMBER 2017

PART A : REPORT

SUBJECT: Calendar of Meetings for 2018/2019
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REPORT AUTHOR: Jackie Follis – Group Head of Policy DATE: 16 October 2017 EXTN: 37580

EXECUTIVE SUMMARY:

In accordance with Council Procedure Rule 2.0, the Council needs to agree a programme of dates for Council Meetings prior to the commencement of the new Municipal Year.

This report therefore proposes the arrangements for the Calendar of Meeting for 2018/2019. This has been prepared in consultation with the three Group Leaders and relevant Lead Officers.

RECOMMENDATION:

It is recommended that:

- (1) The Calendar of Meetings for 2018/2019 be approved.

1. BACKGROUND:

Each year a Calendar of Meetings for the new Municipal Year is prepared in advance for approval and so that meetings can be published well in advance of the commencement of that Municipal Year.

2. PROPOSAL(S):

1.1 The proposed Calendar of Meetings for 2018/19 is attached at Appendix A and has been prepared on the following basis:

- Taking into consideration planning for the District, Town and Parish Election timetable in 2019.
- No changes to the current cycle of meetings or the composition of any Committees, Sub-Committees or Working Groups at this stage.
- At the request of Group Leaders, minimising meetings as much as possible in the Party Conference weeks of September and October 2018.
- At the request of the Leader of the Council, no Cabinet or Council Meeting in the week of the LGA Conference [3-5 July 2018].
- Avoiding Full Council meetings in *major* school holidays.

<ul style="list-style-type: none"> • The Chief Executive's desire to try to avoid holding meetings as much as possible in August. • Holding a Special Council Meeting on 20 February 2019 to consider the Budget – this date may still be subject to change based on the yet to be agreed Budget meetings of the Sussex Police & Crime Commissioner [tbc] and West Sussex County Council [15 February 2019] • As in previous years, the start times for meetings will be agreed at the first meeting in the new Council year. 		
<p>1.2 The Constitution only requires the Full Council to agree a programme of dates for Council Meetings. However, it is being recommended that a Calendar of all key Committees and Sub-Committees is approved so that these dates can be published and other arrangements put in hand.</p>		
<p>1.3 If the Calendar is agreed, the dates proposed can be subject to change by the Council or the relevant Committee Chairman, if the need arises. Special meetings can also be arranged where required.</p>		
<p>3. OPTIONS:</p> <p>To not approve the Calendar of Committee Meetings for 2018/2019.</p>		
<p>4. CONSULTATION:</p>		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify) Group Leaders and relevant Lead Officers of the Council	X	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		X
Legal		X
Human Rights/Equality Impact Assessment		X
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X
Technology		X
Other (please explain)		
<p>6. IMPLICATIONS:</p> <p>If this Calendar is not approved, the meetings will not be organised in advance of the new Municipal Year.</p>		

7. REASON FOR THE DECISION:

To put into place a programme of dates for Council Meetings and all key Committees and Sub-Committees so that these can be published well in advance of the new Council year.

8. BACKGROUND PAPERS:

None

	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018
Mon			2			
Tues	1		3			
Wed	2 Full Council		4	1		
Thurs	3		5	2 Environment & Leisure WG		
Fri	4	1 Licensing Sub	6	3		
Mon	7 Public Holiday	4	9	6	3	1 Bognor Regis Regeneration Sub
Tues	8	5 Environment & Leisure WG	10	7	4	2
Wed	9 Development Control	6 Development Control	11 Development Control	8 Development Control	5 Development Control	3 Development Control
Thurs	10	7	12	9	6	4 Standards
Fri	11	8	13	10	7	5
Mon	14	11 Local Plan Sub	16	13	10	8
Tues	15	12	17 Overview Select	14	11	9 Environment & Leisure WG
Wed	16 Annual Council	13 JWAAC	18 Full Council	15	12 Full Council	10 Littlehampton Regeneration Sub
Thurs	17	14 Littlehampton Regeneration Sub	19 Housing & Customer Services WG	16	13	11
Fri	18	15	20	17	14	12
Mon	21 Cabinet	18 Reserve Cabinet	23 Cabinet	20 Reserve Cabinet	17 Cabinet	15 Reserve Cabinet
Tues	22 Overview Select	19 JEAAC	24	21	18 Overview Select	16 Local Plan Sub
Wed	23	20	25 Audit & Governance	22	19	17
Thurs	24 Constitution WP [if needed]	21 Standards	26	23	20 Housing & Customer Services WG	18
Fri	25	22 Licensing Committee	27 Licensing Sub	24 Licensing Sub	21	19
Mon	28 Public Holiday	25 Bognor Regeneration Sub	30	27 Public Holiday	24	22
Tues	29	26 Electoral Review Sub	31	28	25	23
Wed	30	27		29	26	24
Thurs	31 Housing & Customer Services WG	28		30	27	25
Fri		29 Licensing Sub		31	28 Licensing Committee	26 Licensing Sub
Mon						29
Tues						30
Weds						31 JWAAC

Notes

1. Reserve Cabinet – meetings shown as italic will only be held in the business cannot wait until the following planned meeting = Cabinet
2. Audit & Governance on 25 July cannot be moved earlier due to the timetable for signing off the annual accounts
3. LGA Conference – 2-5 July 2018
4. Political Party Conferences – assumes Sunday to Wednesday, 16, 23 and 30 September

Item 26 - Appendix

5. JWAAC - Joint Western Arun Area Committee and JEAAC – Joint Eastern Arun Area Committee
6. School Holidays – Half term – 28 to 31 May – Summer – 23 July to 3 September; Half Term – 22 to 26 October and 18 to 22 February – Easter – 8 to 23 April 2019

	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019
Mon			1 Public Holiday				
Tues			2				
Wed			3				1
Thurs	1						2 District & Parish Elections
Fri	2		4	1	1		3
Mon	5	3	7	4 Littlehampton Reg Sub	4 Cabinet	1	6 Public Holiday
Tues	6 JEAAC	4	8	5 Local Plan Sub	5 JEAAC	2	7
Wed	7 Full Council	5	9 Full Council	6 JWAAC	6 Development Control	3	8
Thurs	8	6	10	7 Housing & Customer Services WG	7	4	9
Fri	9	7 Licensing Committee	11	8	8 Licensing Committee	5	10
Mon	12 Cabinet	10 Reserve Cabinet	14 Cabinet	11 Reserve Cabinet	11	8	13
Tues	13	11	15	12 Electoral Review Sub	12 Overview Select	9	14
Wed	14 Development Control	12 Development Control	16 Development Control	13 Development Control	13 Full Council	10 Development Control	15
Thurs	15 Audit & Governance	13 Housing & Customer Services WG	17	14 Audit & Governance	14	11	16
Fri	16	14 Licensing Sub	18	15	15	12 Licensing Sub	17
Mon	19	17	21	18	18	15	20
Tues	20 Overview Select	18	22 Overview Select	19	19	16	21
Wed	21	19	23	20 Special Council - Budget 2019/20	20	17	22 Annual Council
Thurs	22	20	24	21	21	18	23
Fri	23 Licensing Sub	21	25 Licensing Sub	22 Licensing Sub	22 Licensing Sub	19 Public Holiday	24
Mon	26	24	28 Bognor Regis Regeneration Sub	25	25	22 Public Holiday	27 Public Holiday
Tues	27 Environment & Leisure WG	25 Public Holiday	29 Environment & Leisure WG	26	26	23	28
Wed	28	26 Public Holiday	30	27	27	24	29
Thurs	29 Electoral Review Sub	27	31 Standards	28	28	25	30
Fri	30	28		29	29	26	31
Mon		31				29	Additional Full Council for 11 June 2019 due to Elections [if needed]
Tues						30	