



Members are reminded to bring their Agendas from the Cabinet Meeting held on 11 December 2017 and the Local Plan Sub-Committee held on 20 November 2017 with them to the meeting

19 December 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, 10 January 2018 at 6.00 pm in the Council Chamber at the Arun Civic Centre, Maltravers Road, Littlehampton, to transact the business set out below.



Nigel Lynn
Chief Executive

AGENDA

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

Members and Officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda, and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and Officers should make their declaration by stating:

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

3. **Question Time**

- a) Questions from the public (for a period of up to 15 minutes)
- b) Questions from Members with prejudicial/pecuniary interests (for a period of up to 15 minutes)
- c) To receive any petitions from the public

4. **Minutes**

To approve as a correct record the Minutes of Council Meeting held on 8 November 2017, as attached.

5. **Chairman's Communications**

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

6. **Urgent Matters**

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

7. **Statute Matters**

There are no items for this meeting.

8. **Matters from the last Meeting**

There are no items for this meeting.

9. **Any Other Matters**

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

There are no items for this meeting.

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

10. **Development Control Committee – 15 November 2017**

The Chairman, Councillor Bower, will present the Minutes from the meeting of the Development Control Committee held on 15 November 2017. There are no recommendations.

11. Local Plan Sub-Committee – 20 November 2017

The Chairman, Councillor Bower, will present the Minutes from the meeting of the Local Plan Sub-Committee held on 20 November 2017. There are recommendations at:

- Minute 25 [Brownfield Land Register (Part 1)] – to view the Officer’s report, please click on this link: [Report](#) and [Appendix](#)
- Minute 26 [Electric Vehicle Infrastructure Study] – to view the Officer’s report, please click on this link: [Report](#) and [Appendix](#)

12. Overview Select Committee – 21 November 2017

The Chairman, Councillor Dingemans, will present the Minutes from the meeting of the Overview Select Committee held on 21 November 2017. There are recommendations at:

- Minute 295 [Leisure and Cultural Strategy – Year 4 Review] – to view the Officer’s report, please click on this link – [Report](#)
- Minute 297 [Review of Terms of Reference for the Overview Select Committee] – to view the Officer’s report, please click on this link - [Report](#) and [Appendix 1](#) and [Appendix 2](#)

13. Electoral Review Sub-Committee – 28 November 2017

The Chairman, Councillor Gammon, will present the Minutes from the meeting of the Electoral Review Sub-Committee held on 28 November 2017. There are recommendations at:

- Minute 5 [Community Governance Review] – to view the Officer’s report, please click on this link – [Report](#) and [Appendix](#)
- Minute 6 [Community Governance Review – Barnham & Eastergate] – to view the Officer’s report, please click on this link – [Report](#) and [Appendix 1](#) and [Appendix 2](#)
- Minute 7 [Review of the Terms of Reference for the Electoral Review Sub-Committee] – to view the Officer’s report, please click on this link – [Report](#) and [Appendix 1](#) and [Appendix 2](#)
- Minute 9 [Review of West Sussex County Council Election on 4 May 2017 and the Parliamentary Election on 8 June 2017] – to view the Officer’s report, please click on this link - [Report](#)

14. Chief Executive’s CEO Remuneration Committee – 5 December 2017

The Chairman, Councillor Wotherspoon, will present the Minutes from the meeting of the Chief Executive’s (CEO) Remuneration Committee held on 5 December 2017. There is one recommendation at:

- Minute 304 [Chief Executive’s Remuneration for 2017/2018] – to view the Officer’s report, please click on this link – [Report](#)

15. Audit & Governance Committee – 7 December 2017

The Chairman, Councillor Chapman, will present the Minutes from the meeting of the Audit & Governance Committee held on 7 December 2017. There are recommendations at:

- Minute 309 [Review of the Terms of Reference for the Audit & Governance Committee] – to view the Officer's report please click on this link – [Report](#) and [Appendix 1](#) and [Appendix 2](#)
- Minute 313 [Treasury Management – Quarter 2 Report for 2017/2018] – to view the Officer's report, please click on this link - [Report](#)

16. Cabinet – 11 December 2017

The Chairman, Councillor Mrs Brown, will present the Minutes from the Cabinet meeting held on 11 December 2017. There are a series of recommendations at:

- Minute 324 [Review of the Terms of Reference for Cabinet]
- Minute 327 [Vision 2020 Restructure – Request for a Supplementary Estimate]
- Minute 333 [Overview Select Committee – 21 November 2017]

17. Constitution Working Party – 12 December 2017

The Chairman, Councillor Mrs Bower, will present the Minutes from the meeting of the Constitution Working Party held on 12 December 2017.

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

18. Development Control Committee – 13 December 2017

The Chairman, Councillor Bower, will present the Minutes from the meeting of the Development Control Committee held on 13 December 2017. There are no recommendations.

19. Special Bognor Regis Regeneration Sub-Committee – 14 December 2017

The Chairman, Councillor Hitchins, will present the Minutes from the meeting of the Bognor Regis Regeneration Sub-Committee held on 14 December 2017.

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

MINUTES FROM WORKING GROUPS

20. **Housing & Customer Services Working Group – 2 November 2017**

The Chairman, Councillor Hughes, will present the Minutes from the Housing & Customer Services Working Group meeting held on 2 November 2017. There are no recommendations.

21. **Environment & Leisure Working Group – 19 December 2017**

The Chairman, Councillor Hitchins, will present the Minutes from the meeting of the Environment & Leisure Working Group held on 19 December 2017.

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

OTHER MATTERS

22. **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.

23. **Motions**

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

24. **Questions/Statements from Members**

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

OFFICER REPORTS

25. **Consideration of the Council's position as landowner to any Planning Application or Appeal Received Relating to the Regeneration of the Regis Centre, Hothamton Car Parks and Other Sites**

The Council is to re-affirm not making any commitment as landowner to enter into any binding legal agreements as part of any outstanding planning processes for the regeneration of the Regis Centre and Hothamton car park sites and other sites, under its freehold ownership.

This report will be circulated separately to the agenda.

26. **Community Governance Review – Felpham and Yapton**

This report, which will be circulated separately to the agenda, sets out the terms of reference, consultation arrangements and timetable for the Community Governance Review, as considered at Agenda Item 13 [Electoral Review Sub-Committee – 28 November 2017] for Members to approve in relation to the boundary between Felpham and Yapton Parish Councils.

27. **Community Governance Review – Barnham and Eastergate**

This report, which will be circulated separately to the agenda, sets out the terms of reference, consultation arrangements and timetable for the Community Governance Review, as considered at Agenda Item 13 [Electoral Review Sub-Committee – 28 November 2017] for Members to approve in relation to the merger of Barnham and Eastergate Parish Councils.

28. **Committee Memberships**

The Council is asked to note the following changes to its Committee Memberships:

- (1) Councillor Cates has filled the Conservative Vacancy on the Development Control Committee
- (2) Councillor Charles has replaced Councillor Cates as a named Substitute on the Development Control Committee
- (3) Councillor Ambler has filled the Conservative vacancy on the Local Plan Sub-Committee; and
- (4) Councillor Northeast has replaced Councillor Mrs Rapnik on the Local Plan Sub-Committee

29. **Representation on Outside Bodies**

The Council is asked to approve the following change to its representation on Outside Bodies:

- (1) That Councillor Tyler is to replace Councillor Clayden on the Look & Sea Heritage Trust.

30. **Exempt Information**

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

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

31. **The Retrospective Reporting of an Urgent Decision Taken by the Chief Executive – Judicial Review of Planning Decision AL/38/16/OUT – Land at Barnside, Hook Lane, Aldingbourne** (Exempt – Paragraph 5 - Information in Respect of Which a Claim to Legal Professional Privilege could be Maintained in Legal Proceedings)

To consider the **attached** report.

- 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 8 NOVEMBER 2017 AT 6.00 P.M.**

Present:- Councillors Mrs Pendleton (Chairman), Gammon (Vice-Chairman), Ambler, Mrs Ayres, Ballard, 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, Elkins, English, Mrs Harrison-Horn, Haymes, Hitchins, Hughes, Maconachie, Mrs Madeley, Mrs Neno, Northeast, Mrs Oakley, Oliver-Redgate, Oppler, Patel, Mrs Porter, Purchase, Reynolds, Miss Rhodes, Mrs Rapnik, Miss Rhodes, Smith, Mrs Stainton, Tyler, Dr Walsh, Wheal, Wells and Wensley.

[Note: The following Councillors were absent from the meeting during consideration of the matters detailed in the Minutes indicated – Councillor Bicknell – Minute 254 to Minute 258 (part); Councillors Mrs Harrison-Horn and Northeast – Minute 274 (part) to Minute 282; and Councillor Dendle – Minute 279 (part) to Minute 282].

254. WELCOME

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

255. REPORT OF RETURNING OFFICER

The Chief Executive, in his role as Returning Officer, asked the Council to note the result of the by-election held for the Aldwick West Ward on 2 November 2017. Martin Benjamin Smith, representing the Liberal Democrats, was elected and it was confirmed that he had completed his statutory declaration to the Chief Executive ahead of this meeting.

In accordance with Council Procedure Rule 23, the allocation of Committees, Sub-Committees and Working Parties and Panel seats had been reviewed and the Group Leaders would be confirming their appointments to any vacancies shortly.

The Chairman, on behalf of all Councillors, then formally welcomed Councillor Smith to the Council.

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256. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Edwards, Warren and Wotherspoon and from the Council's Honorary Aldermen, Mrs Goad, MBE, Mrs Morrish, Mrs Olliver and Mrs Stinchcombe.

257. 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.

There were no Declarations of Interest made.

258. 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 Deputy Leader of the Council and Cabinet Member for Corporate Support, Councillor Wensley, was asked the following question:

(1) What steps was the Council taking to be able to assist residents who may be affected by delayed payments when the full rollout of universal credit took place in Arun next April? The questioner asked if the well documented early problems were not resolved by then what could the Council do to ensure that whether in social housing or private housing residents would not be evicted due to late payments?

Councillor Wensley responded outlining that the Council would be working with the Department for Works and Pensions (DWP) over the coming months to ensure that staff received the training needed to support applicants for Universal Credit. Councillor Wensley identified areas where the Council would be able to provide support.

The Chairman then invited supplementary questions.

The questioner outlined that he was delighted to hear that the Council was taking this matter seriously. This was because he was aware that in areas where Universal Credit had already been rolled-out, the use of food banks had risen by over 30% compared to 12% usage in areas that had not yet started adopting Universal Credit. In a fifth of all cases, applicants were waiting for longer than six weeks for their first payment. The questioner stated that he had concern over possible evictions and he urged the Council to take all of these facts on board so that they could be resolved by the time it adopted Universal Credit.

In responding to the supplementary question asked, the Deputy Leader of the Council and Cabinet Member for Corporate Support stated that he appreciated the points and matters of concern raised. However, the Council now had to wait until the Chancellor of the Exchequer made further announcements.

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.

259. MINUTES

The Minutes of the Council Meeting held on 13 September 2017 were approved by the Council as a correct record and signed by the Chairman.

260. CHAIRMAN'S COMMUNICATIONS

The Chairman alerted Members to the list of engagements and events that had been attended since the Full Council Meeting held on 13 September 2017 – these had been emailed to Councillors recently.

261. URGENT MATTERS

There were no items for this meeting.

262. STATUTE MATTERS

There were no items for this meeting.

263. MATTERS FROM THE LAST MEETING

There were no matters for this meeting.

264. ANY OTHER MATTERS

There were no matters for this meeting.

265. DEVELOPMENT CONTROL COMMITTEE – 20 SEPTEMBER 2017

The Chairman, Councillor Bower, presented the Minutes from the meeting of the Development Control Committee held on 20 September 2017.

266. OVERVIEW SELECT COMMITTEE – 26 SEPTEMBER 2017

The Chairman, Councillor Dingemans, presented the Minutes from the meeting of the Overview Select Committee held on 26 September 2017.

Councillor Dingemans alerted Members to four recommendations at Minute 195 (Data Protection Policies) which he duly proposed. The recommendations were seconded by Councillor Hitchins.

The Council

RESOLVED – 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 of his/her nominated representative be delegated authority to make any necessary consequential changes to the Homeworking Policies as a result of new legislation or alternative processes.

267. AUDIT & GOVERNANCE COMMITTEE – 28 SEPTEMBER 2017

The Chairman, Councillor Chapman, presented the Minutes from the Meeting of the Audit & Governance Committee held on 28 September 2017.

Councillor Chapman referred Members to five recommendations at Minute 206 [Treasury Management – Quarter 1 Report – 2016/2017]. These recommendations were seconded by Councillor Mrs Oakley.

The Council

RESOLVED - 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 2017/2018 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 2017 of £281,040 (1.18%) be noted.

268. LICENSING COMMITTEE – 29 SEPTEMBER 2017

The Chairman, Councillor Cooper, presented the Minutes from the meeting of the Licensing Committee held on 29 September 2017

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Councillor Cooper informed Members that he needed to formally propose Minute 216 [Review of the Changes to the Licensing Committee Terms of Reference and Delegations] even though the Minutes confirmed this decision as being Resolved. This was because the Licensing Committee did not have the authority to agree this decision. Councillor Cooper therefore proposed this recommendation which was duly seconded by Councillor Wheal.

The Council

RESOLVED

That the changes made in September 2016 to the Terms of Reference and Delegations be retained.

Councillor Cooper then alerted Members to a recommendation at Minute 217 (Gambling Act 2105 Statement of Licensing Principles – Policy Review) which he formally proposed. This recommendation was seconded by Councillor Wheal.

The Council

RESOLVED

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

269. CABINET – 16 OCTOBER 2017

The Chairman, Councillor Mrs Brown, presented the Minutes from the meeting of Cabinet held on 16 October 2017.

Councillor Mrs Brown alerted Members to the first recommendation at Minute 230 (Funding for the Provision of Self-Contained Temporary Accommodation) and reminded Members that the Council had already approved a supplementary estimate of up to £1 million for the purchase of suitable properties that could be used as temporary accommodation. The opportunity had now arisen for the Council to purchase additional homes to use as self-contained temporary accommodation and so the Council's approval was now sought to approve an additional supplementary estimate to cover purchase costs for this purpose. Councillor Mrs Brown emphasised to Members that this was a very positive move for the Council presenting it with a good financial deal that would support those that were in severe housing need. Councillor Mrs Brown therefore proposed the recommendation and this was then seconded by Councillor Bence.

In debating this recommendation this initiative was very much welcomed by Members as it was felt to be a massive step forward by the Council in continuing to address the increasing homelessness pressures in the District.

The Council

RESOLVED

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

Councillor Mrs Brown then drew Members' attention to two recommendations at Minute 232 (Scrap Metal Dealers – Policy and Delegations) which was asking the Council 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. Councillor Mrs Brown then formally proposed the two recommendations which were duly seconded by Councillor Haymes.

The Council

RESOLVED – 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 of any licenses, 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.

Councillor Dr Walsh then made a Statement in accordance with Council Procedure 11.2 in relation to Minute 231 (Gigabit West Sussex – An Ultrafast Broadband Model for the County) in which he stated that he very much welcomed the late inclusion of Littlehampton as a location within the original scheme. This had been a notable omission and so Councillor Dr Walsh was glad that this had been corrected at the request of this Council so that Littlehampton could be included in the first phase of the pilot, which was vitally important. Councillor Dr Walsh stated that when this pilot was rolled out to Littlehampton he wanted it to be as flexible as possible enabling ultra-fast

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Wi-Fi on the seafront and river bank. He hoped that this could be achieved by West Sussex County Council working in partnership with Arun District and Littlehampton Town Councils.

The Chairman then invited the Chief Executive to speak on this item. The Chief Executive confirmed that following the meeting of Cabinet held on 16 October 2017, he could now confirm that Arun's involvement in the bid had been signed-off, this had taken place on 7 November 2017 and confirmed that the Arun District, including Littlehampton, would be included in the list of anchor sites for this project.

(During the course of the discussion on this item, Councillor Dr Walsh declared a Personal Interest in his capacity as a Littlehampton Town Councillor in relation to Minute 231 [Gigabit West Sussex – An Ultrafast Broadband Model for the County]).

270. CONSTITUTION WORKING PARTY – 17 OCTOBER 2017

The Chairman, Councillor Mrs Bower, presented the Minutes from the meeting of the Constitution Working Party held on 17 October 2017 and alerted Members to two recommendations at Minute 17 [Constitutional Amendments – Part 6 (Financial Rules)]. Councillor Mrs Bower explained that the recommendations sought support to introducing an additional financial trigger for the approval route for spending Section 106 contributions to assist in speeding up decision making by introducing a lower trigger of up to £25k in accordance with the terms of the completed Section 106 agreement. Councillor Mrs Bower formally proposed the recommendations which were then seconded by Councillor Bower.

In debating this item, comments were made that although the sums were small for some Section 106 agreements, this proposal seemed to be a further attempt to remove decision making away from Elected Councillors. It was felt that the spending of Section 106 contributions was of great interest to many communities who wanted to be sure that contributions were being spent responsibly.

The Cabinet Member for Planning, Councillor Charles, explained the background to the proposals and that the revised delegation levels only applied to Section 106 contributions of up to £25,000. Over this level, decision making was to remain with the relevant Cabinet Member up to £100,000 and beyond this with the Cabinet. The proposal to change trigger levels to £25k had been introduced as the existing method on spend up to £100,000 had proved to be overly bureaucratic.

The Council

RESOLVED – 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.

271. DEVELOPMENT CONTROL COMMITTEE – 18 OCTOBER 2017

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

Councillor Bower firstly referred Members to two recommendations at Minute 242 (Review of the Terms of Reference for the Development Control Committee) which he formally proposed. The recommendations were then seconded by Councillor Hitchins.

The Council

RESOLVED – That

(1) the revised Terms of Reference for the Development Control Committee; as set out in Appendix 1 to the report, be approved and updated in Part 3, Responsibility for Functions in the Constitution; and

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

Councillor Bower then referred Members to a series of recommendations at Minute 243 (Development Control Committee - Scheme of Delegation). Councillor Bower worked through the recommendations and explained that Recommendation (iv) intended to primarily address concerns that had been raised by some Members and Parish Councils with regard to householder applications being determined under delegated powers.

In debating this, the Committee had proposed that a referral process be introduced allowing a Ward Member to submit to the Chairman and Vice-Chairman of the Committee a request that an application be referred to the Committee for approval rather than being delegated to Officers. Councillor Bower outlined that any referral request had to be backed up with written observations on planning grounds. The Chairman and Vice-Chairman would then consult with Planning Officers at the same time to ensure democratic accountability. To assist Councillors in referring applications to the referral scheme, Councillor Bower stated that a planning guide would be issued to all Members to inform them on planning reasons for refusal of applications.

Councillor Bower then proposed the recommendations which were then seconded by Councillor Hitchins.

There was much debate on Recommendation (iv) of these proposals. The main sticking point was whether there was the need to have to write to both the Chairman and Vice-Chairman of the Committee and so discussion centred around whether the recommendation should be changed to make this and/or. Strong views were expressed that in the event that a Ward Councillor did submit planning objections over an application, then these should be submitted directly to the Development Control Committee to decide upon.

In discussing this, there was concern that the referral process proposed did not allow Members the opportunity to take on board any representations already submitted and that Members would need to be able to receive the detail of the statutory consultation before submitting their comments.

A debate then commenced on the wording **and** in Recommendation (iv). Councillor Dr Walsh outlined that he shared the concerns expressed already by Members, however, asking Members to submit the detail of their request to 'refer' an application to the Chairman and Vice-Chairman of the Committee was over onerous. He also challenged Councillor Bower's statement that this would be in 'consultation with Planning Officers' as this was not what had been minuted or recommended by the Committee. Councillor Dr Walsh stated that the scheme of delegation as it currently stood, had eroded the powers of back-benchers on the Council and in view of this strength of feeling he confirmed that he wished to make an amendment to read "that Recommendation (iv) be referred back to the Development Control

Committee for reconsideration". This amendment was seconded by Councillor Purchase.

The Chairman then invited debate on this amendment. Comments made questioned why Recommendation (iv) could not be debated now as to refer this back to the next meeting of the Development Control Committee would only delay the outcome of this matter. The point was made that Members were elected to make these decisions and what was being proposed was for the recommendation to agree on and allow a process whereby Ward Members would have the ability to refer an application to the Committee on planning grounds. A plea was made by Councillor Mrs Brown that the wording in Recommendation (iv) be simplified and agreed on now.

Other Members also spoke in support of addressing the wording in Recommendation (iv) at this meeting rather than referring it back to the next meeting of the Development Control Committee.

Councillor Bower explained the wishes of the Committee again stating that it was down to Ward Members to submit their observations to the Chairman and Vice-Chairman on planning grounds and that by submitting these to the Chairman and Vice-Chairman reduced the decision making burden. Councillor Bower believed that such decision making should not fall to a single Member. He stated that in any case there would be occasions when the Chairman and Vice-Chairman would need to consult with the officers concerned.

Many comments were made against deferring the matter back to the Development Control Committee as it was felt that this issue should be debated and agreed at this meeting.

In light of the comments made, Councillor Dr Walsh confirmed that he would be happy to withdraw his amendment to refer Recommendation (iv) back to the Development Control Committee and for the matter to be dealt with now. Councillor Purchase, as seconder to this amendment, also agreed for it to be withdrawn.

The Chairman then referred Members back to the substantive recommendations.

In inviting debate, Councillor Dr Walsh stated that he formally proposed to make another amendment to Recommendation (iv) by changing the word 'and' to 'and/or' as set out below:

iv. Any Householder application where the Ward Member has submitted a written request to the Chairman **and/or** Vice-Chairman for a 'referral' and that has been agreed by the Chairman **and/or** Vice-Chairman. Any written request must be submitted prior to the expiration of the statutory consultation period and must set out the reason for the 'referral' against the criteria that there are sound planning reasons why an officer level decision is insufficient.

This amendment was seconded by Councillor Dendle.

In discussing this second amendment, Councillor Bower spoke against it explaining that it was important for more than one Member to be sitting in judgement as to whether an application should come before the Committee or not.

There was much discussion and further requests made to simplify the wording in this recommendation. Councillor Tyler suggested that the meeting be suspended to allow time and consultation for a simpler form of words to be compiled.

The Chairman agreed this as a sensible suggestion and adjourned the meeting.

The Chairman then recalled the meeting and explained that a further alternative recommendation was now proposed which was as set out below with deletions shown using ~~strike through~~ and additions shown in **bold**:

~~iv. Any Householder application where the Ward Member has submitted a written request to the Chairman and **or** Vice-Chairman for a 'referral' **to the Committee** and that has been agreed by the Chairman and **or** Vice-Chairman. Any written request must be submitted prior to the expiration of the statutory consultation period and must set out the reason for the 'referral' against the criteria that there are sound planning reasons why an officer level decision is insufficient.~~

iv Any household application where the ward member has submitted a written request to the Chairman and/or Vice-Chairman of the Development Control Committee before the end of the statutory consultation period shall be referred to the Development Control Committee where it is on sound planning grounds.

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Councillor Dr Walsh then formally withdrew his second amendment and then proposed the new amendment set out above – amendment (3). This was seconded by Councillor Mrs Brown who stated that it was important for Members to have the ability to request that a planning application should go before the Development Control Committee and as she had the confidence that the Chairman and Vice-Chairman would make such a decision only on planning grounds – if this was not the case then that application would not stand referred to the Committee.

In discussing the third amendment, many Councillors spoke in support of it as it now provided clarity for any Member wishing to refer a planning application for possible debate by the Committee.

The Council then

RESOLVED

That Part 4 of the Constitution be amended as follows:-

3.1.2 Where the following exceptions apply, the application or matter will be determined by the Development Control Committee:

- i. Any Major or Minor application for planning permission which prior to its determination is subject to a written representation from a Parish Council, Town Council or formal Parish Meeting, which has been received within the consultation period and which is in conflict with the recommendation of officers
- ii Any planning application for Full or Outline planning permission by or on behalf of the Council
- iii. Any Major or Minor application as defined by the Department of Communities and Local Government which would create a new access or egress via the A27, A29, A284, A259 and A280
- iv. Any household application where the ward member has submitted a written request to the Chairman and/or Vice-Chairman of the Development Control Committee before the end of the statutory consultation period shall be referred to the Development Control Committee where it is on sound planning grounds.

272. STANDARDS COMMITTEE – 19 OCTOBER 2017

The Chairman, Councillor English, presented the Minutes from the Standards Committee held on 19 October 2017.

Councillor English drew Members' attention to the first of a series of recommendations at Minute 247 (Review of the Code of Conduct) which he formally proposed. The recommendations were then seconded by Councillor Maconachie.

The Council

RESOLVED – That

- (1) the revised Code of Conduct, as set out at Appendix 1 to the report be approved;
- (2) all Arun District Councillors be required to sign up to the revised Code of Conduct within 28 days of its adoption;
- (3) all Arun District Councillors be required to update their Register of Interests based on the new Code of Conduct and to ongoing annual reviews; and
- (4) the Group Head of Council Advice & Monitoring Officer be given authority to liaise with Parish Councils to seek their agreement to signing up to the revised Code of Conduct.

Councillor English then referred Members to the next set of recommendations at Minute 248 (Review of the Local Assessment Procedure – Approving a New Procedure) and he stated that the redrafted procedure would speed up this process. In proposing the recommendations, Councillor English stated that he wished to have placed on record his and the Committee's thanks to the Group Head of Council Advice & Monitoring Officer for her work in reviewing this procedure. The recommendations were then seconded by Councillor Maconachie.

The Council

Full Council – 08.11.17

RESOLVED – That

- (1) the revised Local Assessment Procedure, as set out in Appendix 1 to the report, and as revised at the meeting, be approved;
- (2) a copy of the revised Local Assessment Procedure be sent to all Town and Parish Councils; and
- (3) a review of the Procedure be undertaken following a year of operation and reported back to the Standards Committee.

Councillor English then referred Members to the last set of recommendations at Minute 249 (Review of Terms of Reference for the Standards Committee, Assessment Panel and Dispensation Panel) which he duly proposed. The recommendations were seconded by Councillor Maconachie.

The Council

RESOLVED – That

- (1) the revised Terms of Reference for the Standards Committee, Assessment Panel and Dispensation Panel, as set out in Appendix 1 to the report, be approved and updated in Part 3, Responsibility for Functions in the Constitution; and
- (2) the Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution.

273. BOGNOR REGIS REGENERATION SUB-COMMITTEE – 23 OCTOBER 2017

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

Councillor Oppler then made a statement in accordance with Council Procedure 11.2 with regard to Minute 13 (Position Statement) and in relation to Seafront Regeneration. Councillor Oppler commented on the proposed new public toilets and the fact that the proposals had caused a stir amongst residents along the seafront and also from further afield as well as Members of this Council. This was because it was his view that the Promenade was an inappropriate place to locate public toilets and because Ward Members had

not been consulted upon, making it difficult to agree on the proposals to rotate the facilities around. Councillor Oppler felt that the proposals would be a disaster as the facilities would be right in front of seafront winds which could cause access problems in severe weather. This was not the right location for these toilet facilities which he felt should be located on the mounds adjacent to the Town Hall on the curtilage of the Regis Centre site. Councillor Oppler urged the Council to rethink the location and to get it right for the residents and those who visited the Town.

Councillor Hitchins responded stating that he had listened to all of the concerns of residents and Councillors and had decided that the proposed positioning was acceptable and correct. This was also due to the location of the sewage pipes. Councillor Hitchins highlighted that it would cost a substantial sum of money if the Council chose an alternative location requiring the need to add new sewage pipes. Moving the facilities to the Regis Centre site also would not work due to the proposals to build a new theatre and winter garden – relocation at this stage to this site would jeopardise regeneration plans for the area.

Councillor Hitchins stated that he was pleased to announce that an ice rink would be placed on the Place St Maur covering the festive period from 23 November 2017 until 6/7 January 2018 and that he anticipated that this would be a very popular visitor attraction. Councillor Hitchins praised the work of the Town Centre Manager and the Council's regeneration team for their work in speedily progressing this new feature for the Town.

274. LOCAL PLAN SUB-COMMITTEE – 30 OCTOBER 2017

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

Councillor Bower referred Members to the first of many recommendations at Minute 16 (Arun Local Plan – Action Plan and Main Modifications) and outlined that following the Examination in Public a number of additional issues had been raised by the Inspector that Officers had to respond to by 22 November 2017. A further meeting of the Sub-Committee had therefore been agreed to take place on 20 November 2017 to allow Members to work through recommendations 3, 4 and 5 contained in the report and so that a response could be submitted to the Inspector by the deadline of 22 November 2017. The recommendation was then seconded by Councillor Charles.

Full Council – 08.11.17

As this was a very key part of the Local Plan conclusion procedures, Councillor Dr Walsh asked if all Members of the Council be circulated the agreed response. Councillor Bower assured Members that this would be done and he urged Members to attend the meeting on 20 November 2017. Councillor Bower also agreed to make sure that the agenda papers for the Sub-Committee meeting be circulated to all Members of the Council.

The Council

RESOLVED

That authority be delegated to the Local Plan Sub-Committee to agree the response to the Inspector's Interim Findings Note at its meeting on 20 November 2017, including any further Main Modifications that arise as a result.

Councillor Bower then alerted Members to a recommendation at Minute 17 (Arun Local Plan – Action Plan and Main Modifications) which he duly proposed. The recommendation was then seconded by Councillor Charles.

In discussing the recommendation concern was expressed over housing numbers which continued to increase and would rise to a level of 1,199 per annum. In view of the estimated increases, the point was made that there was no reference within the report to social affordable housing and what commitment there would be to planning for the right homes in the right places. Such housing needed to be truly affordable for young people who were not able to buy or rent in the villages and towns that they had grown up in. It was felt that this point needed to be given the upmost concern.

Councillor Bence, as Cabinet for Technical Services, reminded Members that at the last Full Council meeting Members had agreed the Housing Revenue Account (HRA) Business Plan and this did address the issue of affordable housing. Councillor Bence provided some examples of the number of affordable homes that had been provided to residents in Arun. This set out a small example of how successfully the HRA account was moving forward.

Councillor Mrs Brown in agreeing about the affordability issue of housing in the District, reminded Members that this was Government consultation that was being responding to and she hoped that the Government would listen to the response provided.

The Council

RESOLVED

That the response to the questions raised through the “Planning for the Right Homes in the Right Places” consultation, subject to the amendments made, be submitted as the Council’s response before 9 November 2017.

Councillor Bower then alerted Members to a recommendation at Minute 18 (Follow-up to Clarify Position of the Council after the Decision of the Local Plan Sub-Committee on 6 December 2016). Councillor Bower formally proposed this recommendation which was seconded by Councillor Charles.

The Council

RESOLVED

That the decision taken by Full Council in January 2017 in respect of inviting planning applications on ‘deliverable’ Housing and Economic Land Availability Assessments (HELAA) sites will relate to applications submitted until the Local Plan is adopted.

Councillor Bower alerted Members to nine recommendations at Minute 19 (Recommendation from the West Sussex & Greater Brighton Strategic Planning Board) which he duly proposed. The recommendations were then seconded by Councillor Charles.

The Council

RESOLVED

That the following decision made by the West Sussex & Greater Brighton Strategic Planning Board be approved:-

1. The Board agrees to robustly and creatively explore options for meeting the unmet needs across the Board area, starting by leaving ‘no stone unturned’ within the respective administrative boundary for the period up to 2030 and for these options to inform Local Plan reviews
2. The Board agrees to prepare a Local Strategic Statement 3 covering the period 2030 to 2050 with an appropriate level of stakeholder participation to ensure that all those with an interest in LSS3 have an opportunity to engage in the development of the strategy

3. The Board agrees to commission work to provide an evidence base for the preparation of a Local Strategic Statement 3 which covers the following,

- A baseline of current growth proposals and an understanding of any shortfall in housing, employment and infrastructure provision;
- A common methodology for determining the 'no stone unturned' approach to identifying possible locations to meet any unmet need.
- The capacity of the Board area to absorb further growth in this period;
- The likely required level of growth between 2030 and 2050;
- The strategic options available to deliver additional growth;
- The investment necessary (in infrastructure) to ensure the successful delivery of appropriate growth.

4. The Board agrees to continue with the current governance arrangements and provide Leaders/Chairman and Chief Executives with a quarterly report.

5. The Board supports the appointment of an 'Advisor' to the Board from April 2018 for a three-year period subject to funding being agreed and for a constituent member to be the employing body.

6. The Board agrees to request each full member of the Board to contribute the sum of £15,000 per annum for three years to support the cost of employing the Board's Advisor and to fund the commissioning of technical work unless cost is met by the West Sussex Business Rate Pool.

7. The Board reviews the Terms of Reference to ensure that they remain fit for purpose having regard to the proposed changes.

8. Representative of the Board engage with representative of the Gatwick Diamond Strategic Planning Board to co-ordinate work programmes.

9. The Board agrees the responses to the recommendations to the report prepared by Catriona Riddell Associates as set out in background paper.

Councillor Bower then alerted Members to the last recommendation at Minute 20 (Local Plan Sub-Committee – Terms of Reference) which he duly proposed. The recommendation was then duly seconded by Councillor Charles.

The Council

RESOLVED

That the amended Terms of Reference for the Local Plan Sub-Committee, attached at Appendix 1 to the report, be agreed.

275. HOUSING & CUSTOMER SERVICES WORKING GROUP – 7 SEPTEMBER 2017

The Chairman, Councillor Hughes, presented the Minutes from the meeting of the Housing & Customer Services Working Group held on 7 September 2017.

276. ENVIRONMENT & LEISURE WORKING GROUP – 23 OCTOBER 2017

The Chairman, Councillor Hitchins, presented the Minutes from the meeting of the Environment & Leisure Working Group held on 23 October 2017, which had been circulated separately to the agenda.

Councillor Wells then made a Statement in accordance with Council Procedure Rule 11.2 in relation to Minute 19 (Events in Arun District) and stated that it had been unfortunate that two major events had been held in Bognor Regis over the same August Bank Holiday weekend. This had been flagged at the Bognor Regis Regeneration Sub-Committee meeting as this had caused logistical problems for both organisers. Councillor Wells asked if Officers could review the timing of these two events with the organisers and in terms of the support that the Marketing & Events Assistant provided to organisations. Councillor Wells confirmed that both organisers had been asked to submit event applications for the same dates for next year and so he again asked if Officers could revisit this matter.

Full Council – 08.11.17

Councillor Buckland then made a Statement in accordance with Council Procedure Rule 11.2 in relation to Minute 17 (Safer Arun Partnership (SAP) Annual Review – 2016/17). He portrayed his view that the report provided had been 'beefed- up' and that the Partnership was not working in the way he expected it to. Councillor Buckland specifically referred to the anti-social behaviour and drinking problems being experienced in the District's Towns, especially Littlehampton, and that this was not being tackled adequately. The biggest concern was that traders were currently being expected to report and monitor all incidents which was taking them away from being able to run their own business. It was felt that this should be the responsibility of the Council, as the Licensing Authority, to monitor all incidents associated with street drinking and the antisocial behaviour that was often linked to it – the Council needed to take a hard stance. It was Councillor Buckland's view that the Council must be able to do something to restrict the selling of alcohol to those already intoxicated.

Councillor Hitchins responded reminding Members that there was the need to obtain hard evidence first before any action by the Council could be taken.

Councillor Oppler also made a Statement in accordance with Council Procedure 11.2 by confirming his support to the comments that had been made by Councillor Wells. Both the events mentioned had grown and grown over the years and had become a firm feature in Bognor Regis' events calendar. Having explained some of the problems encountered, Councillor Oppler asked the Council to support the organisers by letting them have access to West Park and he called for further liaison to take place between the Council and the event organisers to ensure both events would be a success again in 2018.

Councillor English then made a Statement in accordance with Council Procedure 11.1 in relation to Minute 20 (Arun's Play Area Strategy 2018-2028) as he was fearful that this Strategy would ultimately lead to the removal of play areas in some areas of the District.

Councillor Hitchins responded to all of the issues outlined above. He agreed that all events should be monitored to avoid clashes and that Officers would look into this. He also referred to various voluntary groups in the Bognor Regis area such as the Lions and Rotary Club who were able to assist with events and were available to assist if approached. In relation to Councillor Buckland's statement on Licensing issues, the Council needed to obtain hard evidence before any course of action could be taken. In relation to Councillor English's comments on the Play Strategy, all Parish Councils had been consulted on the proposals.

(During the course of the debate on Minute 19 (Events in Arun District) Councillor Wells declared a Personal Interest as a Member of Bognor Regis Town Council).

(Councillor Oppler also declared Personal Interest in this Minute as a volunteer assisting with the Illuminations Gala).

277. MATTERS RELATING TO JOINT ARRANGEMENTS

There were no items for this meeting.

278. MOTIONS

The Chairman announced that a Motion had been received from Councillor Wells in accordance with Council Procedure 12.1.

Councillor Oppler then proposed the following Motion:

“Following increasing concerns from residents and businesses across the District, Arun District Council calls on the Sussex Police and Crime Commissioner to review its policing priorities and to urgently invest more human and financial resources in front-line policing”.

Councillor Wells in formally proposing his Motion stated that the last few years had seen a drastic reduction in policing across Sussex in general and the effect of this was that there had been a huge rise in crime rates within the community leading to community tensions in Bognor Regis and similar issues in Littlehampton. There had been a major reduction in community beat officers as the Sussex Police had had to introduce new models of policing due to the financial situation they now found themselves in. What was needed now was for the Council to send a strong message to the Sussex Police. Councillor Wells stated that this was a sad and difficult situation as he appreciated that the police, in terms of Officers on the beat, did a sterling job within the resources that they were given – but they were struggling. Due to cut backs there was a severe lack of presence of policing in the towns and so theft was on the rise. Incidents of shoplifting and anti-social behaviour were increasing and the crime figures for anti-social behaviour in the Marine and Hotham Ward had reached record levels with over 1,000 incidents of anti-social behaviour being recorded. Councillor Wells stated that police were now recording incidents differently which confirmed different results. The main issue which he felt that the Council needed to address was the lack of resources which meant there was a reduced level of staff and beat officers or PCSO's available to look into and address incidents of crime. Councillor Wells stated that he had heard from businesses in the District that they had had to hire in private security firms to undertake alternative methods of policing not provided by the Sussex Police. What needed to happen now was

for the Council to send a very clear message up to Central Government stating that enough was enough and that what communities needed was a good injection of resource to provide police to serve the public. Businesses and the public should not have to be dealing with drug dealers and shoplifters and attempting to split up anti-social behaviour. Councillor Wells completed his statement stating that there would always be incidents but the situation was now unacceptable.

Councillor Dr Walsh then seconded the Motion and explained why this Motion was so important. It had been drafted in response to the increasing frustrations being reported to Councillors from the public and local businesses that were becoming increasingly concerned at the levels of increasing anti-social behaviour in Bognor Regis, Littlehampton and Arundel too. The Sussex Police and Crime Commissioner had recently visited Littlehampton to meet with traders and the public who had expressed frustration at the lack of local police and over the loss of dedicated PCSOs. The point had been made that there were now Business Wardens in place to serve Town Centres but they did not have the powers of the police and their reporting of an incident did not trigger a police response. Questions had been raised by traders about what support they would get if they had to apprehend a shop-lifter, as they could not detain the suspect in question for any length of time. Councillor Dr Walsh reported that local businesses had been in contact with him and explained the problems that they encountered with ongoing vandalism problems in the evenings which had been continuing for weeks and months. Such businesses had invested in providing CCTV; their own security personnel and had informed the police of ongoing vandalism and anti-social behaviour events that had threatened the wellbeing of the security staff employed. The police had been contacted and informed of such disturbances and had attended the scene over two hours later. Councillor Dr Walsh stated that he whole heartedly supported the Police but they were not being given the tools to do their work. Petty crime was rising and alcohol related crime was increasing which was starting to effect trading in the District's Towns. Councillor Dr Walsh outlined that it was repetitive problems caused by serious drinkers and drunk dependent people in the Town that was of most concern to the public and local businesses.

The Chairman then invited Members to debate the Motion. The first to speak was the Leader of the Council, Councillor Mrs Brown, and she acknowledged that this Motion had been accepted as it related to District wide issues and so she agreed with all of the sentiments that had been expressed. Councillor Mrs Brown stated that in her mind there was only one person who needed to be in attendance to explain the transformational change in the policing programme and this was the Sussex Police and Crime Commissioner (PCC), Katy Bourne. Councillor Mrs Brown stated that as the PCC had not met with this Council since July 2014, and in view of the concerns that had

been expressed in the Motion, she had contacted the PCC and could confirm that she would attend the meeting of the Council's Overview Select Committee taking place on 23 January 2018 to answer the many concerns expressed. Councillor Mrs Brown confirmed that she therefore proposed to make an amendment, in accordance with Council Procedure Rule 14.6.1, to add the following words to the Motion [as set out below – the added words are shown in **bold**]:

Following increasing concerns from residents and businesses across the District, Arun District Council calls on the Sussex Police and Crime Commissioner to review its policing priorities and to urgently invest more human and financial resources in front line policing **“and to that end that these concerns be addressed and responded to by the Sussex Police and Crime Commissioner who will be present at the Overview Select Committee on 23 January 2018”**.

This amendment was seconded by Councillor Wensley.

Before inviting debate on this amendment, the Chairman asked Councillor Wells, as proposer of the Motion, and Councillor Dr Walsh, as seconder of the Motion, if they were able to accept the amendment put forward by Councillor Mrs Brown.

Both Councillors Wells and Dr Walsh confirmed that they were happy to accept the amendment and outlined that they were grateful to Councillor Mrs Brown for contacting the PCC so that this important issue could be addressed soon.

In view of this, the Chairman outlined that if Members were happy to support the Motion, as amended, and as the matter was being referred to the Overview Select Committee, she proposed not to discuss the matter further this evening.

Councillor Dingemans, as the Chairman of the Overview Select Committee, was allowed to speak. He stated that he very much supported the amended Motion and he urged Members to submit their questions to him in advance of the meeting. He also encouraged Members to attend the meeting to take part in the debate.

The Motion was then put to the vote and it was declared CARRIED and therefore the Council

RESOLVED

That following increasing concerns from residents and businesses across the District, Arun District Council calls on the Sussex Police and Crime Commissioner to review its policing priorities and to urgently invest more human and financial resources in front line policing and to that end that these concerns be addressed and responded to by the Sussex Police and Crime Commissioner who will be present at the Overview Select Committee on 23 January 2018.

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

One question had been received from Councillor Buckland to the Leader of the Council, Councillor Mrs Brown, regarding Public Conveniences and the St Martin's Car Park, Littlehampton.

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

280. CALENDAR OF MEETINGS FOR 2018/2019

The Council received a report from the Group Head of Policy which proposed arrangements for the Calendar of Meetings for 2018/2019.

Following consideration, the Council

RESOLVED

That the Calendar of Meetings for 2018/2019 be approved.

281. COMMITTEE MEMBERSHIPS

The Leader of the Council, Councillor Mrs Brown, reported the following changes to Committee memberships:

- (1) Councillor Buckland to replace Councillor Charles on the Licensing Committee;
- (2) Councillor Oppler to replace Councillor Hitchins on the Overview Select Committee;
- (3) Councillor Smith to replace Councillor Oppler on the Local Plan Sub-Committee; and
- (4) Councillor Wells to replace Councillor Mrs Brown on the Staff Appeals Panel.

282. REPRESENTATION ON OUTSIDE BODIES

There were no changes to approve to representations on Outside Bodies.

(The meeting concluded at 8.47 pm)

COUNCIL MEETING – 13 SEPTEMBER 2017

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

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

Q1 With multiple thousands spent on consultations over previous years in relation to the development of the St Martins car park, which have never come to fruition and will they ever I ask? But prior to any successful consultation or application for development I need to draw your attention to the planning application LU/318/17/PL, changes to internal layout and access doors, public conveniences, St Martins car park. As much as I agree and support the idea that these public conveniences are very much overdue a refit, I do have to ask if this is the right time and are they the right ones to do, not knowing how many thousands we are going to spend on just a refit. I know and would agree with the argument that my suggestion would be more expansive overall, but would it not be more sensible to relocate the public conveniences to a more central location in the Town Centre, for example, “The Tap and Barrell” or even within the Tap and Barrells’ yard – by doing so we could have a better designed and supply of toilets for ladies and gentleman alike and better disabled facilities with proper DDA compliant changing tables and wheel-chair access with DDA compliant measurements for wheel chairs to get along-side the toilet and proper hand accessories to basins and toilets with which Littlehampton is screaming out for. By Moving the St Martins public conveniences it would, I believe, assist in the regeneration of the Town Centre and their usage but also make our Town Centre very much more disabled friendly unlike it is now. It would also allow for the demolition of the current conveniences and make way for more car parking.

A1 Councillor Buckland, thank you for your question.

Firstly, may I clarify that in accordance with our longstanding protocol on such matters I do not intend to talk specifically about the planning merits of the live planning application that you refer to. However, I will respond to the general points you make.

On the matter of redeveloping the St Martins Car Park, your last comment about potentially expanding the car parking highlights one of the challenges we face. Any development will naturally take up existing car park spaces and therefore to produce a scheme which is neutral in terms of its impact upon the number of car parking spaces requires the provision of some form of decking. This creates an additional cost. It has therefore been viability issues that have been the greatest challenge to delivering a workable scheme for this site. The Council retains the aspiration to facilitate a

regeneration scheme on this site but for the moment that must wait until a viable scheme can be devised.

Turning to your point about the location of the public conveniences, firstly there is no guarantee that the land you refer, assuming it is in the Council's control would not be needed in any redevelopment scheme. Secondly, the cost of the improvements to the existing building is about £60,000, whereas as new build is likely to be between £200,000 and £300,000 provided connections to the utilities in the new location are straightforward.

Finally, on the issue of the public conveniences being DDA compliant, I can confirm that they will be, and a wheelchair accessible cubicle will still be provided. Whilst, there is always more that can be done I believe on the whole that the town centre is a disability friendly centre with a level car park close to the shops and banks.

DEVELOPMENT CONTROL COMMITTEE

15 November 2017 at 2.30 p.m.

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

Councillors Ambler and Cates were also in attendance at the meeting.

283. APOLOGY FOR ABSENCE

An apology for absence had been received from Councillor Dillon.

284. DECLARATIONS OF INTEREST

Declarations of interest were made by:-

- Councillor Bower – (1) Personal interest in Planning Application A/132/17/OUT as a member of the Angmering Steering Group, where the matter was discussed and he had reserved his position; (2) personal interest in Planning Application LU/182/15/PL as the Chairman of the North Littlehampton Steering Group where the matter was discussed and he had reserved his position; and (3) a personal and prejudicial interest in Planning Application EP/69/17/PL as the site was in close proximity to where he lived – he stated he would leave the meeting during its consideration and the Vice-Chairman would take the chair.
- Councillor Mrs Bower declared a personal and prejudicial interest in Planning Application EP/69/17/PL as the site was in close proximity to where she lived – she stated she would leave the meeting during its consideration.

285. MINUTES

The Minutes of the meeting held on 18 October 2017 were approved by the Committee and signed by the Chairman as a correct record.

286. PLANNING APPLICATIONS

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

266

Development Control
Committee – 15.11.17.

A/132/17/OUT – Outline application with some matters reserved for the demolition of the existing single dwelling & construction of 30 No. dwellings (resubmission following A/39/17/OUT). This application is a Departure from the Development Plan, Quiet Waters, Roundstone Lane, Angmering Having received a comprehensive written and verbal report from the Principal Planning Officer, the Committee participated in a brief discussion which centred on the allocation of £6,000 in the S106 Agreement for the MUGA (Multi Use Games Area) at Palmer Road, Angmering. Comment was made that provision should be made closer to the application site but officer advice was given that MUGAs had a much wider catchment than local areas of play and the benefit should be for a village wide facility; it was therefore felt that the Palmer Road site was the best location. The Committee then

RESOLVED

That the application be approved as detailed in the report.

A/169/17/OUT – Outline application with all matters reserved for demolition of existing buildings on site & erection of a mixed use development comprising up to 90 No. residential units, a care home (Use Class C2 & C3) & ancillary facilities including railway crossing, together with associated access, car parking & landscaping (resubmission following A/44/17/OUT). This application is a Departure from the Development Plan & lies within the parishes of Littlehampton & Rustington, Land east of Brook Lane & South of A259, Angmering The Committee received a report on the matter, together with the officer's written report update detailing,

- Objections from Angmering Parish Council
- 23 letters of objection
- An additional obligation that had been proposed by the applicant for inclusion in the Unilateral Undertaking and was considered acceptable as it would secure a pedestrian link to Manor Retail Park should the neighbouring development not come forward – which would further enhance the sustainability of the site. However, it was considered that Condition 6 relating to the provision of a pedestrian link to the eastern boundary of the site must be retained to ensure that, should the site to the east come forward, a pedestrian link between the sites was provided. The relevant wording to take account of this change had been included in the S106 Heads of Terms document.
- The Council's Greenspace Department provided comments on 13 November 2017, which reiterated the points previously raised under reference A/44/17/OUT. A summary of the original consultation response had been included in the recommendation report.

The Principal Planning Officer presented this report and advised that the application differed from planning application A/44/17/OUT in that additional

information had been provided in relation to boundary treatment at the site and a bus stop within the site. As the S106 was in the process of being prepared, it was requested that authority be delegated to the Group Head of Planning, in consultation with the Chairman and Vice-Chairman, to sign off the S106 in the event of the application being approved.

In the course of considering the application, a concern was raised that no lighting was proposed for the lane leading to the allotments and it was agreed that Condition 22 would be amended to ensure that omission was rectified. In addition, the MUGA (Multi Games Use Area) contribution was not considered to be appropriate for use at the Palmer Road, Angmering site and should, instead, be directed to Rustington, which was much nearer. It was agreed that this S106 allocation be redirected to Rustington, with authority being delegated to the Group Head of Planning, in consultation with the Chairman and Vice-Chairman, to agree the precise location.

Following consideration, the Committee

RESOLVED - That

(1) the application be approved as detailed in the report and the officer report update, subject to Condition 22 being amended to include provision of details of lighting to footways to read :-

“No lighting shall be installed on any phase or sub phase until plans showing the type of light appliance, the height and position of fitting, illumination levels and light spillage have been submitted to and approved in writing by the Local Planning Authority, this shall include details of lighting to footways. The external lighting in association with this development shall comply with the Institute of Lighting Engineers Guidance Notes for the Reduction of Obtrusive Light, Obtrusive Light Limitations for External Lighting Installations, Zone 3.

The scheme should also minimise potential impacts to any bats using the trees, hedgerows and buildings by avoiding unnecessary artificial light spill through the use of directional light sources and shielding. The lighting approved shall be installed and shall be maintained in accordance with the approved details.

Reason: In the interests of the amenities of the area, the site biodiversity (particularly in respect of bats) and to minimise unnecessary light spillage outside the development site in accordance with Policies GEN7, GEN29 & GEN33 of the Arun District Local Plan.’

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Development Control
Committee – 15.11.17.

(2) authority be delegated to the Group Head of Planning, in consultation with the Chairman and Vice-Chairman, to sign off the S106 Agreement to include re-looking at the site for the MUGA contribution.

(Prior to consideration of the following application, Councillors Bower and Mrs Bower left the meeting and took no part in the debate and vote.)

EP/69/17/PL – Construction of 1 No. dwelling (C3) to rear of existing property, 60 Vermont Drive, East Preston Having received a report on the matter, together with the officer's written report update detailing additional objections received and amendment to Condition 6 to ensure the relocation of the front door to 60 Vermont Drive in perpetuity, the Committee considered the proposal.

The meeting was advised that a Pre-Committee site inspection had taken place and that those Members in attendance could find no planning grounds on which to base any refusal.

Some Members expressed their concern that this was a cramped form of development that was unattractive and would not improve the visual amenity of the area. However, following further discussion, the Committee

RESOLVED

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

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

LU/182/15/PL – Variation of conditions 4, 6, 7, 8, 39 & 42 imposed under planning reference LU/471/11 relating to list of plans, illustrative masterplan, CHP plant building, Design Statement, bus stops & traffic improvements, Land North of Toddington Lane, Littlehampton Having received a report on the matter, together with the officer's written report update detailing additional West Sussex County Council consultee response and amendments to the conditions, the Committee

RESOLVED

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

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LU/249/17/PL – Demolition of the existing bungalow & redevelopment of the site with 5 No. detached houses. This application is a Departure from the Development Plan, Directors Cottage, Toddington Lane, Littlehampton Having received a report on the matter, together with the officer's written report update detailing a correction to the ridge height of the dwellings being 7.5m rather than 15 as detailed in the report, the Committee

RESOLVED

That the application be approved as detailed in the report.

287. PLANNING APPEALS

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

288. UPDATED GUIDANCE ON DEALING WITH NON-MATERIAL AMENDMENTS

The Group Head of Planning presented this report which set out an updated criteria against which the validation of applications for Non-Material Amendments would be accepted and/or applications determined.

Following consideration, the Committee

RESOLVED

That the Council will not accept any of the following as Non-Material Amendments if:-

- The proposal would amend the use or intensity of the original planning permission, would result in a change to the description of the application or conflict with any conditions of the permission;
- The application site area (red line) differs from the original application
- Adopted planning policy is breached
- The planning obligation on the original permission is affected
- Windows are introduced that could potentially permit overlooking of other properties
- The proposal would result in changes to the external details that would materially alter the appearance of the building
- Amendments that would warrant re-consultation either of neighbours, Council departments or statutory bodies

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- The proposal results in an increase in height of the building of more than 0.3 metres
- The proposal results in an increase in width/length of more than 1.0 metre
- The development moves more than 1 metre in any direction.

(The meeting concluded at 4.35 p.m.)

LOCAL PLAN SUBCOMMITTEE

20 November 2017 at 6.00 p.m.

Present : Councillors Bower (Chairman), Charles (Vice-Chairman), Mrs Bence, Bicknell, Mrs Brown, Chapman, Cooper, Elkins, Mrs Hall and Haymes.

[Note: Councillor Bicknell was absent from the meeting during consideration of the matters referred to in Minutes 21 to 23.]

Councillors Bence and Wheal were also in attendance at the meeting.

21. Apology for Absence

An apology for absence had been received from Councillor Mrs Rapnik.

22. Declarations of Interest

There were no declarations of interest made.

23. Minutes

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

24. Arun Local Plan – Action Plan and Main Modifications

The Subcommittee was reminded that, following the Examination in Public of the Arun Local Plan, the Inspector had prepared his Interim Findings which the Council was required to respond to by 22 November 2017. Full Council, at its meeting on 8 November 2017, had given delegated authority to the Subcommittee to agree the response, together with the further main modifications to be sent to the Inspector for checking. Once the Inspector had confirmed that all the proposed additional Main Modifications were acceptable the Council would be required to “test” them through an addendum to the Sustainability Appraisal which, when completed, would enable a public consultation of 6 weeks to be undertaken on these further modifications.

The Planning Policy Team Leader then went on to present the report and Members were directed to the document that had been circulated prior to the meeting (available on the Council’s website) which set out the detail of the Council’s proposed response and the further Main Modifications that were being proposed.

The Chairman then took the Subcommittee through the tables to provide Members with an opportunity to make comment.

Substantial discussion took place with regard to Gaps between Settlements, with particular reference to the Angmering/Worthing Gap. The proposed Council response was that there was evidence to support its approach to identifying and designating that gap. The Planning Policy Team Leader confirmed that additional wording would be included within Policy SD SP3 as new criteria (f) to state ***“If a subsequent DPD or Neighbourhood Plan deems it appropriate through an allocation”***. The reason for that was to tie in any future potential erosion of the gap with development plan documents to maintain control rather than the Inspector making decisions on appeal.

A Member question was asked from the floor about whether further areas of gaps could be designated – the Director of Place stated that it was too late in the day to introduce such a major amendment.

The reduction in employment land at Angmering from 8 hectares down to 3 hectares was the subject of further intense debate. Serious concerns were raised that that would have a detrimental impact on the locality as local jobs were badly needed. However, advice was given that the Inspector had identified a significant over provision of employment land within the District and a reduction had to be made. The evidence base work that had been done supported the view that the viability of the development in question could only sustain 3 hectares of employment land. A suggestion was made that agreement to the 3 hectares should be deferred but advice was given that a pragmatic view had to be taken as the Inspector had raised a red flag against this allocation and it was better to have three hectares rather than end up with nothing at all. An assurance was sought and given that once the 3 hectares was included in the Local Plan it would not be able to be further reduced.

Further discussion centred around housing allocations and transport matters and the Director of Place reiterated that Members could not now be seeking to introduce or delete any issues as Full Council had already agreed the main components of the Plan and what was on the table for discussion were the queries the Inspector had raised and the response to those queries by way of additional main modifications being proposed by officers.

It was accepted that with reference to transport issues, the works still to be undertaken by West Sussex County Council would build on the work this Council had already done. Traffic modelling had to be as robust as possible and comment was made that the proposed response was adequate.

In line with the decision made by Full Council on 8 November 2017, the Subcommittee

RESOLVED - That

(1) the response to the Inspector's Interim Findings Note be agreed for submission to the Local Plan Inspector, along with further main modifications; and

(2) following receipt of the Inspector's letter, the Director of Place be authorised to publish the schedule of further proposed main modifications and necessary documentation for publication and a 6 week presentation period, in accordance with the Inspector's guidance.

25. Brownfield Land Register (Part 1)

The Principal Conservation Officer presented this report which detailed the Council's requirement to produce a Brownfield Land Register in two parts to include all brownfield sites that were suitable for residential development. The Brownfield Land Register (Part 1) had been circulated separately from the agenda and was available to view on the Council's website.

As its starting point in producing Part 1, the Council used the Housing & Economic Land Availability Assessment (HELAA) and the report set out the methodology used and the next steps in the process. Part 1 comprised all brownfield sites that met the criteria set out in the Brownfield Land Regulations. Once the Brownfield Land Register Part 1 was published, officers would work towards entering appropriate sites on Part 2, which would then trigger a grant in permission in principle.

Following consideration, the Subcommittee

RECOMMEND TO FULL COUNCIL – That

(1) the Brownfield Land Register (Part 1) be noted; and

(2) officers to work towards the production of the Brownfield Land Register (Part 2), including the carrying out of consultation and publicity requirements, as well as other procedures, in line with the Brownfield Land Register Regulation 2017.

26. Electric Vehicle Infrastructure Study

The Planning Policy Team Leader presented this report which explained the background to and purpose of the Vehicle Technology and Aviation Bill 2016-17. It looked at what this would mean for electric vehicle infrastructure with regard to new development in the Arun District and recommended that the Vehicle Infrastructure Study be used as a Council evidence document to support the Local Plan and in the determination of planning applications.

The Subcommittee

RECOMMEND TO FULL COUNCIL

That the Arun District Council Vehicle Infrastructure Study to be a Council evidence document supporting the Local Plan and to be subsequently used by officers when determining planning applications.

(The meeting concluded at 7.40 pm)

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OVERVIEW SELECT COMMITTEE

21 November 2017 at 6.00 p.m.

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

Councillors Bence, Charles, Clayden, Haymes and Hitchins were also present for either all or part of the meeting.

[Note: Councillor Oppler was absent from the meeting during consideration of the matters referred to in the Minutes indicated:- Minute 289 to Minute 294 (Part)].

289. WELCOME

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

The Chairman announced that the normal standing item of “Cabinet Members – Questions and Updates” had been removed from the agenda for this meeting on a trial basis. This was because Cabinet Members would play a more involved role in introducing items on the agenda that related to their Portfolio area. The Chairman stated that if Cabinet Members had an update that they wished to inform the Committee of, then they were to inform the Committee Manager in advance of the meeting so that this could be inserted as an agenda item.

290. APOLOGIES FOR ABSENCE

Apologies for absence had been received from the Leader of the Council, Councillor Mrs Brown, and the Deputy Leader of the Council and Cabinet Member for Corporate Support, Councillor Wensley.

291. DECLARATIONS OF INTEREST

Councillor Dr Walsh declared a Personal Interest in Agenda Item 10 [Feedback from the meeting of the West Sussex County Council’s Health and Adult Social Care Committee (HASC)] held on 29 September 2017 as he was Vice-Chairman of this Committee as a West Sussex County Councillor.

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292. MINUTES

The Minutes of the meeting held on 26 September 2017 were approved by the Committee as a correct record and signed by the Chairman.

293. CHANGE TO THE ORDER OF THE AGENDA

The Chairman requested and the Committee agreed to a change to the order of the agenda to allow Item 10 [Feedback from the Council Tax Support Working Party held on 31 October 2017] to be considered earlier in the meeting.

This was because following a change to the political balance of the Council, Councillor Hitchins was no longer a Member of this Committee but wanted the opportunity to be present the Minutes from the last meeting of the Working Party and especially as there was a recommendation for the Committee to consider.

Councillor Hitchins then presented the Minutes from the meeting of the Council Tax Support Working Party held on 31 October 2017 and alerted Members to a recommendation at Minute 8 [Local Council Tax Reduction Scheme]. Councillor Hitchins explained that the Working party had received a further update from the Revenue and Benefits Manager which included further information on the impacts that changes to the 2017 scheme had had. Having looked at recovery and collection levels, the Working Party had concluded that the Council Tax Reduction Scheme for 2018 should remain unchanged for a further year covering 2018.

The Committee therefore

RECOMMEND TO CABINET

That it be recommended to Full Council that the Council Tax Reduction Scheme for 2018 remains unchanged for a further year.

The Committee then

RESOLVED

That Councillor Dingemans would replace Councillor Hitchins on the Council Tax Support Task and Finish Working Party.

294. NEW CORPORATE PLAN AND SERVICE DELIVERY PLAN INDICATORS 2018-2022

The Chairman welcomed the Chief Executive to the meeting and asked him to introduce this item.

The Committee was informed that Following the LGA Corporate Peer Challenge Review held back in March 2014, the Council had been considering how it needed to change to reflect the predicted shift in the population and business needs for the future, in the knowledge of the Council's reducing financial stability.

The 2020 Vision programme had been established to provide the strategic direction required helping the Council become more effective and sustainable and to enable it to meet future demands placed upon it. The three Council Priority themes and the 2020 Vision had been confirmed as follows:

- Your services
- Supporting you
- Your future

These were the same three headings that the Council had used for the last 5 years and the Chief Executive outlined that he had spoken to many Members about these three themes and the feedback received was to continue with them as they were working for the Council and changing them would be unnecessary.

The principles of these Priorities (through the 2020 Vision programme) were to:

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

The remaining 2020 Vision programme comprised of 22 projects which aimed to generate an additional revenue savings and to meet the Council's Priority themed objectives. The Chief Executive explained that the 2020 Vision programme was now overseen by the Arun Improvement Programme Board which Cabinet had approved at its last meeting held on 16 October 2017.

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The Corporate Management Team (CMT) had been working with Group Heads and Cabinet Portfolio Holders to form a new set of Corporate Plan and Service Delivery Plan (SDP) indicators which would assist in setting the strategic direction for the Council and provide targets to enable the measurement of how the Council was performing to achieve its three Priority Themes.

The Chief Executive outlined that the Council had learnt that it could only measure what it had control over and that it needed to be consistent with its targets over the next four year period.

The Chief Executive then invited his Executive Assistant to present the remaining elements of the report. She explained that for the new draft Corporate Plan and SDP indicators, much work had been undertaken to present a suite of indicators that were smarter and more in line with the Council's priorities and Vision.

The Committee's attention was firstly drawn to Appendix A of the report which set out the proposed list of Corporate Plan indicators - there were 11 of these to consider. Five were under the Theme 'Your Services'; three under the Theme 'Supporting you'; and three under the Theme 'Your future'. Within the report there was some additional information in relation to three of these indicators to assist Members in understanding the rationale behind the setting of the new target figures.

Appendix B to the report showed the proposed list of (SDP) indicators and there were 23 of these to consider. Again, some additional information in relation to three of these indicators had been provided to assist Members in understanding the rationale behind the setting of the new target figures.

Before inviting Members to comment on the new Indicators, it was explained that the points raised by this Committee would be included in an Appendix C that would accompany the report going forward to Cabinet on 12 February 2018, when Cabinet would be asked to approve the list of Corporate Plan and SDP indicators, giving due consideration to any comments from this Committee's Members.

Once approved by Cabinet, the indicators would be presented to Full Council on 7 March 2018, for confirmation, before being adopted from 1 April 2018.

Moving forward, as was current practice, reports would then be submitted to Cabinet and this Committee every six months updating Members on progress against the targets set for each indicator. In addition to this, the Corporate Management Team (CMT) would monitor every indicator on a quarterly basis discussing current performance regularly with their Cabinet Portfolio Holder. There would be an annual report at the beginning of each new financial year reviewing performance in the preceding year and suggesting how progress would be measured in each of the new financial years. This may also propose any new indicators, revisions to current indicators and targets or the deletion of indicators.

The Committee was then invited to submit comments and it was outlined that it was hoped that it would act as a 'critical friend' in approaching the adoption of the proposed new indicators. It was hoped that there would be no requirement to change the volume of indicators, however, comments were welcome in relation to the wording of the indicators and views on the proposed target figures.

Before inviting the Committee to put forward its views, the Chairman welcomed Councillor Oppler as a new Member to the Committee.

A range of comments and views were then expressed on the indicators set out in Appendix A as summarised below:

- CP11 [Household Waste Sent for Reuse, Recycling and Composting] – concern was expressed over the suggested target of 40% and that this was not ambitious enough and should be increased incrementally, especially as it had remained at the same level for several years. It was accepted that any potential increase would require effort and educational input as well as other changes. It was suggested that a promotion exercise be put into place with the Council liaising with those that provided plastic to promote a substantial reduction in usage. It was felt this could be achieved with the right level of educational input and partnership working with West Sussex County Council. The Director of Services outlined that a lot of thought had gone into setting this target. Although she agreed that other countries were achieving higher targets these results were based on different figures as they measured recycling differently. An example was Sweden – which burnt its waste. WSCC's target was 50% and it was explained that Arun was pushing hard to increase its achievement of 38.85% up to 40%. In achieving this, it was announced that there were plans moving

forward in terms of educating the public further. This work needed to take place first before any figure in comparison to Europe could be set.

- CP8 [Number of new Council Homes Built or Purchased Per Annum] - as this target (proposed target 25) had been set around 4/5 years ago and although it had taken time to get to achieving it, it was believed that an increased target should be set, especially in view of the new freedoms the Council now had and the co-operation work taking place between District & Borough Councils and WSCC making more land available for development. The Director of Services outlined that this was the target agreed in the Council's HRA Business Plan approved recently by Full Council. This target was already very ambitious for Arun which could not be increased unless the Business Plan was rewritten.
- CP10 [Total rateable business value for the Arun District] – an explanation was sought over the large increase in target. The revaluation of all businesses was explained. As this had led to a whole series of appeals, which would take time to resolve, this was why the £91 million had been set. Once all of the appeals had been undertaken, the Council could review this figure and assess whether the target set was accurate.
- CP1 [The Level of Public Satisfied or Very Satisfied with the Overall Quality of the Council's Services] and CP4 [The Level of Customer Satisfaction with the Cleanliness of the District]. For CP1 views were expressed that the target (proposed target 75%) should be increased towards a more stretched figure of around 90%. It was pointed out by one Councillor that recent surveys undertaken by the Local Government Association (LGA) had shown that a target of between 66% and 72% was about the highest a Council could expect to achieve (than the proposed target of 70%). For CP4 – as the District was a pleasant place to live in and part of this was down to its cleanliness – it was suggested that surely a higher satisfaction level would be easy to achieve. The Chief Executive responded stating that in setting both of these targets, the information and context in terms of the national picture of Councils had been taken into account. For Arun these figures were in the higher end compared to other authorities with 3 out of every 4 people either being satisfied or very satisfied. Looking at the cleanliness and measuring figures for the last 4 years, these had varied over this time but were in the 60% region. The 70% had been set as it was important to aim for an increase but an achievable one. The Director of Services also commented emphasising that any target set

needed to be stretching but also realistic. Arun was an incredibly clean District which was down to its high performing cleansing contractor and so in setting an increase in the target, which would be hard to achieve, what was set was realistic. Increasing this to a figure of 80% introduced a threat that this target would not be achieved year on year over the 4 year period which would be a pointless exercise.

- CP2 [Food Business with Food Hygiene Ratings of 3 (Satisfactory) and above – the 90% target should be higher as food hygiene was vitally important. The Director of Place outlined that this was a new indicator so he could not provide any data to confirm whether an increase in target would be practical or not. The target of 90% was a high target which could be adjusted after one year if there was evidence that any increase over 90% would be achievable.
- CP5 [Number of Visits to Council Leisure Centres per annum] – despite the detail provided behind the setting of this target figure (proposed target 860,300), it was felt that that this was not a good indicator to illustrate satisfaction with the Council's leisure centres. A better method would be to set a target covering the number of repeat visits made. The Director of Services disagreed, as this would not accurately measure the activity of all services used in a year.

The Committee was then invited to make comments on Appendix B (the Service Delivery Plan Indicators) which are set out below:

- SDP14 [Achieve Green Flag Awards for Council Parks (proposed target of 4) by 2018/19 – 5 by 2019/20 and maintain 5 thereafter] – it was felt that the target should be 5 for the first year which could then be readjusted if not achieved.
- SDP 11 [Residual Household Waster per Household] – what was the current residual waste and was this target stretching enough? It was explained that the current figure was 448.66 kg and that prior to this the figures had been 450 and 457 kg. The proposed target is 450kg.
- SDP 18 [Cost of emergency accommodation per annum (net)] – the amount of current spend was requested. The Committee was reminded of the recent supplementary estimates that Members had approved at the last two Full Council meetings exceeding the target set. Despite this, the Committee was reminded that as a result there were measures in place to provide a better service for those in emergency need. Accommodation would be purchased to provide direct

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accommodation for the homeless. As homelessness figures were increasing, setting this target although seen as challenging was a reasonable estimate at the present time. The Committee was reminded that all of the suggested target figures would be reviewed annually. (Proposed target £533,000).

- It was pointed out by a Member of the Committee that for SDP 13 [Contractor achieving performance target for all green space management operations following monitoring] and SDP 22 [Number of Council properties with a valid gas safety certificate] should read Higher is Better rather than Lower is Better. It was agreed that this oversight would be corrected for the report going to Cabinet on 12 February 2018.

In summing up the comments made, the Chairman outlined that the Committee was happy to accept that the suggested target figures for 2018-2022 would be reviewed on an annual basis. It was his view, and the Committee agreed, that any review of how the targets had performed should be undertaken by this Committee and so he proposed that this be presented as a third recommendation to Cabinet on 12 February 2018.

The Executive Assistant to the Chief Executive reminded the Committee of her presentation made earlier as this had confirmed that there would be an annual report at the beginning of each new financial year reviewing performance in the preceding year and suggesting how progress would be measured in each of the new financial years. The Performance Indicators set [the definition of the target] would not change, this would be a dangerous exercise, however the Committee could look at the outcomes achieved, what had over-achieved and what had not achieved and could request adjustments to target figures in view of the results provided.

Following some further discussion, the Committee

RECOMMEND TO CABINET ON 12 FEBRUARY 2018 – That

- (1) The current draft list of 11 Corporate Plan Indicators for the period 2018-2022, be approved, subject to Cabinet considering the comments raised by this Committee;
- (2) The current draft list of 23 Service Delivery Plan Indicators for the period 2018-2022 be approved, subject to Cabinet considering the comments raised by this Committee; and

- (3) An annual review of both the Corporate Plan and Service Delivery Plan (SDP) Indicators be undertaken by the Overview Select Committee within a year of the indicators being adopted.

295. LEISURE AND CULTURAL STRATEGY (YEAR 4 REVIEW)

The Committee received a report from the Group Head of Community Wellbeing which reminded Members that the Leisure and Cultural Strategy had been adopted by Full Council in May 2013. Prior to this, the authors, Colliers International, had carried out extensive consultation and research to establish five strategic priorities which would enhance the economy and improve the physical and mental wellbeing of the District's residents. The Economic drivers for this included:

- creating opportunities for employment and new business
- making Arun a desirable place to operate a business
- increasing the attractiveness of Arun as a place to visit
- and using the District's strongest assets to create economic growth.

The Wellbeing projects were based around delivering the following objectives:

- encouraging residents to have regular physical activity for health and enjoyment
- providing opportunities for young adults in particular to be encouraged to take up sport
- and improving the accessibility and the quality of the leisure facilities, but not to the exclusion of residents on lower incomes.

The Strategy had been developed to cover a period of fifteen years and its strategic priorities pulled together to deliver eleven bite sized projects. Members were advised that the report provided an update on the progress towards achieving the agreed priorities over the first four years of the Strategy.

The Group Head of Community Wellbeing then provided an update on the most important elements of the strategic priorities so as to allow the Committee to note or comment upon the progress made in achieving the priorities set.

The update provided on each strategic priority and comments made by the Committee are set out below:

Strategy 1 – To provide modern, fit for purpose leisure centres in Bognor Regis and Littlehampton**Project 1 – Refurbishment of the Arun Leisure Centre.**

Update Provided – The Council had fully engaged in transforming the quality and suitability of its leisure facilities. Members were reminded that even before the leisure contract was tendered, the Council invested to improve the facilities at the Arun Leisure Centre. As a consequence of the new leisure contract, further investment was made at the Centre.

Some Members had recently visited the Centre to see the completed works and would have seen the significant transformation to the look, feel and operation of the building. There were still areas of the Centre that needed to be refurbished and improved and it was outlined that it would be necessary to consider the long term future of the current site during the life of the Council's Local Plan.

Observations/comments from the Committee – A question was asked about one of the leases for the Centre which expired in 2036. Was the Council planning to renew this lease or were there other considerations that could be shared with the Committee at this early stage. The Group Head of Community Wellbeing explained that this Lease applied to the older part of the building covering the dry side of the Centre, particularly those areas used by the school; the gymnasium; sports hall and changing areas. The longer term lease covered the swimming pool and so there was the need to look at all options regarding the site with WSCC and the Felpham Community College to assess what their ambitions were. At the same time consideration would also need to be given to the future requirements and options for leisure provision for the area during the life of the Local Plan.

Project 1b – Provide new or improved Leisure Centre for Littlehampton

Update Provided - The other significant leisure project has been the work undertaken to deliver the new Littlehampton Leisure Centre. Over the last four years the project had advanced from a feasibility study stage to construction and was set for delivery by 1 April 2019. Throughout, this time the Environment and Leisure Working Group had been involved, made recommendations and continued to receive regular reports on the progress of the project.

Strategy 2 – To revamp Bognor Regis’ Seafront**Project 2a – Revamp the Alexandra Theatre – Subject to St Modwen Proposals**

Update Provided - This project intended to be delivered as part of the St Modwen development, but now new bold and exciting concepts such as the ‘Winter Gardens’ were being put forward. Regular reports would be presented to the Bognor Regis Regeneration Sub-Committee as the project developed.

Project 2c – Deliver major enhancement of seafront and green space adjoining the seafront

Update Provided - Outside of the major development projects there had been progress to deliver enhancements to the seafront of which the successful ‘Beach on the Beach’ was a prime example. This was due to be expanded upon in 2018 to include a children’s play area. There were also plans to improve the café and toilet facilities at West Park.

New attractions and improvements to the quality of seafront concessions formed part of the Seafront Delivery Plan, which would establish thematic zones and clusters of permanent and seasonal concessions. The Committee was advised that an ice rink would be located in the Place St Maur over the Christmas period.

Observations/comments from the Committee – Comments were made about the Café at West Park. One Member stated that although he was pleased that work had been undertaken to the café to allow it to open this year, it was disappointing for many people that it opened so late in the season. Concern was expressed that part of the old kitchen area had been converted into toilet facilities which conflicted with the idea of turning this café into a destination café. This would be difficult to achieve without a kitchen and would severely limit the food items that could be provided. With the growing number of events now being held in the park, it was vital that a wider choice of food be made available to the public. A plea was made to provide decent toilet facilities as the current public conveniences were in real need of attention

The Director of Services responded. She was pleased to say that café provision was something that had and was being addressed through the Greenspace Contract. It had been decided that the provision of a 'pop-up' café was better than not having any facility at all in West Park. The existing café had therefore been refreshed and opened up as soon as had been practically possible. Work was ongoing with the Contractor to provide greater plans for the park, however, it was down to the Contractor to provide the best business model. At this time it was outlined that some great proposals would be coming forward soon. It was not possible to provide the detail of the commercial negotiations that were taking place at this time, however, reassurance could be provided to the Committee that the work progressing with the Contractor was being moved forward at the highest quality. The new adventure golf under construction at Hotham Park was highlighted as a major example of this.

Strategy 3 – To enhance Littlehampton's seafront and riverside.

Project 3b – Work up a seaside park enhancement plan to deliver a range of initiatives

Update provided – The '9 Big Ideas for Littlehampton', concept investment plan had been prepared to improve the connectivity between the Town, the river and the seafront. Conceptual designs had also been prepared for consultation and to establish an Action Plan for the delivery of future projects. These proposals were reviewed on a regular basis by the Littlehampton Regeneration Sub-committee.

In addition to the larger projects, small scale refurbishment plans were being undertaken for areas such as the proposed café, restaurant and water sports facility opposite the skate park. An agreement was in place with the Aldingbourne Trust to maintain the Longest Bench.

The transformation of the East Bank of the River Arun had been achieved as a result of a partnership project with the Environment Agency to upgrade the towns flood defences. This joint project was a superb example of a project that used and enhanced one of Arun's strongest assets. The project had won awards and it demonstrated how infrastructure projects could improve functionality and be of outstanding quality.

A further objective for Littlehampton was to maintain the Windmill Entertainment Centre as a cinema. This project had been delivered with the support of the community and was a good example of local volunteers working with an independent cinema operator and the Council's leisure operator.

Observations/Comments from the Committee – An update was requested in terms of the external funding and the design schemes proposed to link Littlehampton Town Centre to the seaside area. The Director of Place outlined that in relation to the Littlehampton Seafront Design Scheme it was anticipated that another round of Coastal Communities Funding would be available to apply for soon. Reassurance was given that the Economic Regeneration Team would be ready to apply for such funding as soon as it was announced and that as part of this process they would take on board the lessons learnt from the last application which had not been successful.

Strategy 4 - To make the most of Arundel's quality.

Project 4a – Improve Arundel's Streetscene

Update Provided – the Council had been working with the Town Council and West Sussex County Council to enhance the street scape and help promote the Town. Support had also been provided to the Arundel Lido Trust to assist with the proposals to improve the pool and its ancillary facilities.

Updates/comments made by the Committee - a request was made by one Councillor to look into replacing the fence around the area surrounding the Arundel Bowling Club. The Group Head of Community Wellbeing outlined that he would have a discussion outside of this meeting with that Councillor.

Strategy 5 - To make the District exceptionally good for cycling and other off road activities.

Update Provided - Cycling was now possible on shared paths in Hotham Park and on both seafront promenades. Sustrans had carried out a feasibility study to investigate the prospect of a green link for cycling and walking between Littlehampton and Arundel. Reports on the prospects for this project would be presented to the Littlehampton Regeneration Sub-committee.

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In addition, WSCC had recently adopted a Walking and Cycling Strategy and one of the first projects to be delivered was the cycle path along the A259 between Felpham and Littlehampton, which would benefit both cyclists and motorists on what was a very busy stretch of road.

Updates/comments made by the Committee - A comment was made about the Council's consultation response to the A27 Trunk Road Improvements at Arundel where opinion had been expressed and it had been agreed that the Council would encourage Highways England to support the creation of a cycleway between the South Downs National Park via Arundel and the coast along both the River Arun and Ford Road. This slight amendment was welcomed as it was acknowledged that the inclusion of a local resident's cycle route would be a vital addition to the improvements proposed.

In concluding, the Group Head of Wellbeing stated that he was pleased to report that the Council had made progress on delivering all of the strategic priorities within the Strategy. It was accepted that some were at a more advanced stage than others, but in the majority of cases progress was visible or proposals had been considered by Members.

The Committee was asked to be mindful of the fact that many of the projects were being planned and delivered by departments across the Council who had drawn upon the experience of partners to ensure that the proposals were fit for purpose.

The Leisure and Cultural Strategy also set out the wishes of residents so that the Council could deliver the projects that had the potential to enhance the local economy and improve the physical and mental wellbeing of the community.

The Chairman thanked the Group Head of Wellbeing for his report and detailed presentation. Following the points raised by the Committee which have been included in the items highlighted above,

The Committee

RECOMMEND TO FULL COUNCIL – That

- (1) the progress towards achieving the priorities set out in the Leisure and Cultural Strategy are noted and further progress reports are provided in years 8 and 12;
- (2) the proposal to refurbish the swimming pool changing rooms and increase the studio capacity at the Arun Leisure Centre be supported;
- (3) work is undertaken to review the future requirements for a leisure centre in the west of the District; and
- (4) the Council endorses the work of the Arundel Lido Trust to improve the facilities for the benefit of the Town and wider communities of Arun.

(During the course of the discussion on this item, the following Declarations of Interest were made:

- *Councillor Dr Walsh declared a Personal Interest as a Member of West Sussex County Council and as a County Member of the Joint Eastern Arun Area Highways and Sub-Group; and*
- *Councillor Blampied declared a Personal Interest as a Member of the Arundel Bowling Club).*

296. FILMING AND PHOTOGRAPHIC POLICY - SCOPE

The Committee received a report from the Group Head of Policy which outlined that following the implementation of the Local Government Audit & Accountability Act 2013, the Council had agreed a Filming Protocol as attached at Appendix 1 to the report.

Since its adoption in 2013, this now needed to be reviewed as it was recognised that any Policy needed to cover more widely issues surrounding the rights and responsibilities of Members, staff and the public in terms of the filming of meetings.

The Group Head of Policy outlined that the views of the Committee were sought so that a proposed scope of the new Filming and Photographic Policy and Guidance could be confirmed allowing her to complete a final report that would be brought back to the Committee at its next meeting which would now take place on 31 January 2018. The new Policy would also need

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to be updated with regard to the new Data Protection Regulations which would come into force in 2018.

The Group Head of Policy stated that she hoped that this report and her presentation had provided sufficient insight to allow Members to confirm their scope and requirements for a review of the Filming and Photographic Policy.

The following points were raised by the Committee:

- It was agreed that Appendix 1 to the report needed to be updated, less wordy and easier to understand
- The Council was asked to rethink its Policy of filming and recording meetings and some Sub-Committee meetings. As WSCC successfully recorded and archived its meetings, why could Arun not do the same?
- Archiving was agreed as a good way for Members and members of the public to be able to go back and review debates – this was seen as a hugely important tool
- All meetings should be able to be recorded by members of the public apart from Exempt matters
- How will the Council overcome the issue in the event that a member of the public might not want to be filmed? How would this be enforced?
- The need to ensure that the revised Policy will help facilitate public involvement in local democracy

In summing up the points raised, the Group Head of Policy stated that she felt that the points raised had supplied her with a good starting point for the review. She felt that the scope of this could be based on the points that had been raised above.

The Committee then noted the points made and outlined that these should form the scope of the new Filming and Photographic Policy and Guidance which would be brought back to its meeting to be held on 31 January 2017.

297. REVIEW OF TERMS OF REFERENCE FOR THE OVERVIEW SELECT COMMITTEE

The Committee received a report from the Group Head of Policy stating that the Council's Constitution was undergoing a major review. The report before Members was seeking views on re-drafted terms of reference for the Overview Select Committee.

The Committee was advised that the terms of reference for all Committees Sub-Committees and Panels were being reviewed so that the full review of Part 3, Responsibility for Functions, could be concluded after Full Council on 10 January 2018.

The Committee

RECOMMEND TO FULL COUNCIL – That

- (1) the revised terms of reference for the Overview Select Committee, as set out in Appendix 1 to the report, be approved and updated in Part 3, Responsibility for Functions in the Constitution; and
- (2) the Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution.

298. FEEDBACK FROM THE MEETING OF THE WEST SUSSEX COUNTY COUNCIL'S HEALTH AND ADULT SOCIAL CARE COMMITTEE (HASC) HELD ON 29 SEPTEMBER 2017

In receiving and noting the feedback report submitted by Councillor Blampied, following his attendance at this meeting on 29 September 2017, Councillor Dr Walsh requested the Committee to note one small addition in relation to the feedback provided on Clinically Effective Commissioning (CEC). This was that it was important for the Committee to realise that CECs consisted of groups set up to review what services they were commissioning and were an important component of local community networks and were GP led in each locality. For example, there was one for East Arun called 'REAL' as this covered services for Rustington, East Preston, Angmering and Littlehampton. Councillor Dr Walsh outlined that there was also one covering the western side of the District.

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299. SUSSEX POLICE AND CRIME PANEL

The Committee received and noted the feedback report provided by the Cabinet Member for Community Wellbeing, Councillor Clayden, following his attendance at the meeting of the Sussex Police and Crime Panel held on 6 October 2017.

300. WORK PROGRAMME

The Chairman asked Members to note the following changes to the Committee's Work Programme. A revised Work Programme was circulated to the meeting:

- the scheduled meeting of the Committee on 23 January 2018 would now become a Special Meeting of the Committee to consider the Motion passed at Full Council on 8 November 2017 on Policing Priorities;
- as a result of this, a further meeting of the Committee had been confirmed for 31 January 2018 to consider the Council's Budget for 2018/19 as well as other items detailed on the Work Programme for 23 January 2018;

The Committee then noted these changes to its Work Programme.

(The meeting concluded at 7.34 pm)

ELECTORAL REVIEW SUB-COMMITTEE

28 November 2017 at 6.00 pm

Present:- Councillors Gammon (Chairman), Wotherspoon (Vice-Chairman), Bower, Chapman, Elkins, Haymes and Purchase.

[Note:- Councillor Purchase was absent from the meeting during consideration of the items considered in Minute 1 to Minute 4 (Part)].

1. APOLOGY FOR ABSENCE

An apology for absence had been received from Councillor Charles.

2. DECLARATIONS OF INTEREST

A Declaration of Interest was made by:

- Councillor Haymes
- This was a Personal Interest
- Relating to Agenda Item 5 (Community Governance Review – Felpham and Yapton) as he was Chairman of Yapton Parish Council

3. MINUTES

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

4. START TIMES

The Chairman proposed and the Sub-Committee agreed that the matter of Start Times be considered as an urgent item. This was because as this was the first meeting of the Sub-Committee in this Municipal Year, the start times for the remainder of 2017-18 needed to be approved.

The Sub-Committee, therefore

RESOLVED

That its start times for meetings during the remainder of 2017/2018 be 6.00 pm.

5. COMMUNITY GOVERNANCE REVIEW

In the absence of the Group Head of Policy, the Chief Executive presented the report setting out the detail of a request to undertake a Community Governance Review of the parish boundaries affecting Felpham and Yapton Parish Councils.

The Chief Executive explained that at this stage, the Council needed to first decide whether to carry out this review. Both Parishes concerned had confirmed their support to the changes and it was the view of Officers that the review should commence. The Chief Executive outlined that if approval to commence was given, then by statute, the review would need to be concluded within a twelve month period from the day on which the terms of reference were agreed by Full Council. It was explained that for each Community Governance Review, the Council had to meet the costs occurred in undertaking these reviews which included a compulsory consultation exercise.

In discussing whether to decide to proceed with the review, the Sub-Committee confirmed that it supported the proposals put forward by both Felpham and Yapton Parish Councils. This was because approximately 97% of the new development at Blake's Mead fell within Felpham Parish Council.

In terms of the associated cost that the District Council would need to bear, and in challenging financial times, the Chief Executive was asked if there was a broad provision within the Council's budget that could accommodate this. The Chief Executive outlined that for this review the cost would be minimal and that a typical cost of a review was in the region of £5-10k. The Chief Executive provided reassurance that the Council had provision within its 2018-19 Budget to accommodate such costs, as the Council did not have a choice on the funding arrangements.

The Sub-Committee

RECOMMEND TO FULL COUNCIL – That

(1) a community Governance Review to look at the request from Felpham Parish Council to consider altering the Felpham/Yapton Parish Boundary is undertaken; and

(2) a report be made to Full Council with the terms of reference for the review; the method of how the review will be carried out; and the timetable.

6. COMMUNITY GOVERNANCE REVIEW – BARNHAM AND EASTERGATE

In the absence of the Group Head of Policy, the Chief Executive presented the report setting out the detail of a request to carry out a Community Governance Review of the Barnham and Eastergate Parish Councils.

The Sub-Committee was informed that this request presented a much bigger issue for the Council to consider in comparison to the last agenda item discussed. This review related to the merge of Barnham and Eastergate Parish Councils without any other boundary changes.

Both Parish Councils had undertaken a lot of background work and had submitted a joint request to merge in order to provide improvements to community engagement and local democracy; more effective and convenient delivery of local council services; and to resolve anomalies around post codes and parishes following the creation of new housing developments.

Before inviting the Sub-Committee to make comments, Members were introduced to the Chairman of Eastergate Parish Council, Councillor Chris Allington. With the permission of the Sub-Committee, he explained the benefits that a merge of the two Parish Councils would bring. These points had been set out in the joint submission letter from Barnham and Eastergate Parish Councils as attached as Appendix 1 to the report.

In discussing the proposals, the reasons for the merge were agreed by the Sub-Committee, though it was outlined that this review would generate a lot of public interest and would most likely require the need to conduct two consultation exercises, the substantial cost needing to be met by the District Council. Once again, these costs would be budgeted for in the Council's 2018-19 Budget.

Following discussion, the Sub-Committee

RECOMMEND TO FULL COUNCIL – That

- (1) a Community Governance Review to look at the request from Barnham & Eastergate Parish Councils to combine the two Parish Councils I undertaken; and
- (2) a report is made to Full Council with the terms of reference for the review; the method of how the review will be carried out; and the timetable.

7. REVIEW OF THE TERMS OF REFERENCE FOR THE ELECTORAL REVIEW SUB-COMMITTEE

The Committee received a report from the Group Head of Policy stating that the Council's Constitution was undergoing a major review. The report before Members was seeking views on re-drafted terms of reference for the Electoral Review Sub-Committee.

The Sub-Committee was advised that the terms of reference for all Committees, Sub-Committees and Panels were being reviewed so that the full review of Part 3, Responsibility for Functions, could be concluded after Full Council on 10 January 2018.

The Sub-Committee

RECOMMEND TO FULL COUNCIL – That

(1) the revised terms of reference for the Electoral Review Sub-Committee, as set out in Appendix 1 to the report, be approved and updated in Part 3, Responsibility for Functions in the Constitution; and

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

8. PROPOSALS FOR PARLIAMENTARY CONSTITUENCY BOUNDARIES

In the absence of the Group Head of Policy, the Chief Executive reminded the Sub-Committee of the report it had received from the then Head of Democratic Services at its last meeting (11 October 2016) outlining the initial proposals for new Parliamentary constituencies in England.

As these proposals affected three constituencies within the Arun District, the Sub-Committee had been asked if it wished to consider making any form of representation to the Boundary Commission for England on their proposals by its deadline date. The Sub-Committee's view was that a response should be sent to the Boundary Commission confirming that the Council supported the initial recommendations and this had been done.

The Sub-Committee was advised of the confirmed changes for the area which were:

- The Barnham District Ward would move from the Arundel & South Downs constituency into the Bognor Regis & Littlehampton constituency affecting the polling districts of Aldingbourne, Barnham and Eastergate; and
- The Angmering polling district would move from the Arundel & South Downs constituency into the Worthing West constituency.

The Sub-Committee then noted the update provided.

9. REVIEW OF THE WEST SUSSEX COUNTY COUNCIL ELECTION ON 4 MAY 2017 AND PARLIAMENTARY ELECTION HELD ON 8 JUNE 2017

In presenting this report, the Chief Executive (and Returning Officer) outlined that it reviewed the arrangements that had been put in place for the West Sussex County Council and Parliamentary Elections that had taken place on 4 May and 8 June 2017

Members were provided with information on election planning, polling day and verification/count arrangements. The Chief Executive emphasised the significant challenge of planning for the three Parliamentary constituencies whilst also covering the West Sussex County Council election. He referred to the complexity involved and stated that, in view of this, he was pleased with the positive outcome.

It was pointed out that due to the management restructuring exercise that was ongoing at that time, the complex planning for the two elections had had to be carefully managed and had presented a real challenge. This was because the 8 June Election had been unexpected and announced during the election timetable for the West Sussex County Council Election on 4 May 2017. The decision had therefore been taken, with the Corporate Management Team, to identify the management of both elections as a major project for the Council. It had been recognised that a much larger staff resource would be required to support the run up to the polls as well as managing the verifications and counts. The Chief Executive praised the corporate support received from staff that helped achieve the key tasks in the election timetable.

He highlighted the following activities:

Election Timetable

It was noted that meetings had been held with the key staff involved that considered the Council's processes and systems; and the reports made by Presiding Officers from polling day were reviewed and actioned where required. The analysis had been considered by the Corporate Management Team and no issues of significance had been raised. Identified areas of improvement were included in future project plans.

The Chief Executive also highlighted:

- There had been severe problems with the previous election software and so a new software provider had been contracted which had been installed and was up and running for the two elections.
- Call volumes to the Call Centre increased significantly ahead of a Parliamentary election. The Council allowed for this in project plans by increasing resources to Arun Direct for the period of the election timetable.
- Turnout, as anticipated, had been high across all elections. There were some queues, at Polling Stations, but the Council had additional staff in reserve which helped reduce queues quickly. It was recognised that the nature of these elections meant a very challenging day for staff.
- It was noted that there had been an ongoing trial allowing Tellers to sit inside at 5 polling stations. It was emphasised that the majority of complaints received on the day requiring the action of the Returning Officer had involved complaints against tellers.

Individual Electoral Registration

The Chief Executive reported on the impact of Individual Electoral Registration (IER) and emphasised that there was still a lack of understanding of the requirements of IER. Electors were struggling to comprehend that registration had two stages:

1. Completing a household enquiry form – so that the local authority would identify who was eligible to vote
2. Then completing an invitation to register form – either online or by hard copy

Verification and Count

The Chief Executive also reported on the verification and count for both elections. The feedback from candidates and agents had been positive with all supporting the different approach adopted to counting for the Parliamentary Election, with verification starting as soon as there were supervisors and staff available on any one table. This had been very strictly controlled by senior managers to avoid any confusion. As a result the count had finished at 4.30 am, much earlier than previous elections.

The Chief Executive recognised the elections' impact on the Elections and Democratic Services Staff. The Elections team had faced the challenge of introducing the major change in legislation in electoral registration and had continued to manage Neighbourhood Plan Referendums – this was in addition to planning for the combined elections on 4 May and 8 June 2017.

The Chief Executive concluded his report stating that he would not have been able to deliver these elections without the Election Team's commitment and hard work, together with the help of the whole Arun organisation. He thanked staff for the commitment and support he had received.

In discussing nominations, Members were grateful for the staff checking procedures that aided satisfactory completion of the nomination forms.

The Sub-Committee thanked the Corporate Management Team, Democratic Services and all Staff that had contributed to two successful elections.

The Sub-Committee then considered the report's recommendations which were agreed.

The Sub-Committee

RECOMMEND TO FULL COUNCIL – That

- (1) the report be noted; and
- (2) support be given to the Returning Officer to implement suggested improvement to the Elections process.

(During the course of the discussion on this item, Councillor Purchase declared a Personal Interest as a Candidate and Agent for the West Sussex County Council Election held on 4 May 2017.)

(The meeting concluded at 6.59 pm)

CHIEF EXECUTIVE REMUNERATION COMMITTEE

5 December 2017 at 6.00pm

Present: Councillors Wotherspoon (Chairman), Clayden, Hitchins and Dr Walsh.

301. APOLOGY FOR ABSENCE

An Apology for Absence had been received from Councillor Chapman.

302. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

303. MINUTES

The Minutes of the meeting held on 13 December 2016 were approved as a correct record and signed by the Chairman, subject to the date of the meeting reading 2016 and not 2015.

304. CHIEF EXECUTIVE'S REMUNERATION FOR 2017/18

The Committee received a report from the Group Head of Corporate Support which summarised the information that Members of the Committee needed to consider in order to make recommendations on the remuneration of the Chief Executive for 2017-18 to Full Council.

The report provided information on current remuneration; the pay formula resolved at Full Council on 11 January 2017; salary comparisons; and an update on national pay negotiations.

The Chief Executive's salary was currently £117,011 and the Committee was reminded that at Full Council on 11 January 2017 it had been resolved to award the Chief Executive a one-off payment with effect from 3 October 2016 to bring the salary to a position of parity with comparator Chief Executives with this figure being £3,000. In addition to this one-off payment, the performance related pay, considered under exempt business, of 3% was agreed with this also being paid from 3 October 2016.

Chief Executive's (CEO)
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The Group Head of Corporate Support confirmed that following the Chief Executive Appraisal Panel held on 13 November 2017, the Leader of the Council had written to the Chief Executive confirming that the Appraisal Panel had agreed that his performance over the last year had achieved a final appraisal score of 3.5 out of 4. In looking at the performance bands agreed by the Appraisal Panel this band of performance equated to a 2.5% pay award. This information had been provided to the Committee as an Exempt item as it was personal to the individual [the Chief Executive] and so confidential to Members of the Committee only.

Looking at comparator salaries, for the last few years it had been clear that Arun's Chief Executive had been paid less than Chief Executives in comparator authorities. Following the awards made by Full Council on 11 January 2017, the Committee agreed that this no longer remained the position as the median across all authorities was £117,011 with the average being £117,689. It was also felt that the uplift of £3,000 paid in 2016 now provided a comparable salary with other Chief Executives from similar authorities.

The Group Head of Corporate Support outlined that the Chief Executive's salary was no longer linked directly to pay increases received by other local authority employees and so the Committee only needed to consider the percentage of performance pay to award.

Councillor Clayden then proposed the following recommendation which read "Following the Chief Executive's Appraisal held on 13 November 2017, the level of performance related pay for 2017/2018 be 2.5%." This recommendation was seconded by Councillor Hitchins.

In discussing the recommendation, the Committee unanimously agreed that the performance related pay should be 2.5% and that in line with what had been resolved at Full Council on 11 January 2017, this be paid from 3 October 2017.

The Committee then

RECOMMEND TO FULL COUNCIL

Following the Chief Executive's Appraisal held on 13 November 2017, the level of performance related pay for 2017/2018 be 2.5%. with this being paid from 3 October 2017.

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305. COMPLIMENTS OF THE SEASON

The Chairman took this opportunity to wish the Committee and staff present a very Happy Christmas and New year.

(The meeting concluded at 6.12 pm)

AUDIT AND GOVERNANCE COMMITTEE

7 December 2017 at 9.30 am

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

Councillor Charles and Dillon were also present during part of the meeting.

306. WELCOME

The Chairman welcomed Members and Officers of the Internal Audit & Finance teams and Jason Jones (Audit Manager) from Ernst & Young to the meeting.

307. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

308. MINUTES

The Minutes of the meeting held on 28 September 2017 were approved by the Committee as a correct record and signed by the Chairman.

309. REVIEW OF THE TERMS OF REFERENCE FOR THE AUDIT & GOVERNANCE COMMITTEE

The Committee received a report from the Chief Internal Auditor stating that the Council's Constitution was undergoing a major review. The report before Members was seeking views on re-drafted terms of reference for the Audit & Governance Committee.

The Committee was advised that the terms of reference for all Committees Sub-Committees and Panels were being reviewed so that the full review of Part 3, Responsibility for Functions, could be concluded after Full Council on 10 January 2018.

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The Committee

RECOMMEND TO FULL COUNCIL – That

- (1) the revised terms of reference for the Audit & Governance Committee, as set out in Appendix 1 to the report, be approved and updated in Part 3, Responsibility for Functions in the Constitution; and
- (2) the Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution.

310. DRAFT FUTURE WORK PLAN

The Committee received a report from the Chief Internal Auditor reminding Members that although they had previously agreed a draft Work Plan for the Municipal Year at its meeting held in June 2017, a number of changes were progressing which would impact the future Work Plan of the Committee. The changes were:

- As agreed at the last item, the Committee's Terms of Reference had been revised and simplified as part of the Constitution Review;
- Changes from the Accounts & Audit Regulations 2015 required the acceleration of the preparation of the Council's annual accounts for the period 2017-18 onwards. Under these changes the draft accounts needed to be completed by the Council for submissions for external audit by 31 May instead of the 30 June;
- The final accounts then needed to be audited and agreed by 31 July instead of 30 September.
- The Calendar of Meetings for 2018-19, as approved by Full Council on 8 November 2017, confirmed a revised schedule of meetings dates for the Committee from four down to three meetings a year. It was explained that the Committee still had flexibility to request Special meetings should the need arise.

As a result of these changes, a rolling work plan had been produced and it was being recommended that this be featured as a permanent agenda item for each future meeting of the Committee. The work plan set out the items scheduled for each meeting and it was outlined that as this would be a living document, it could be amended to accommodate any required item when needed.

An example of this was the forthcoming review of the Members Allowances scheme which was scheduled for 2018. Until a work programme had been produced by the Independent Panel this could not be scheduled in for any particular meeting at this stage, but would be added to the Work Plan at the appropriate time. This principle would apply to any policy reviews and the need to work on the Local Property Company as it developed.

In discussing the draft work plan, views were expressed by one Councillor that the Local Property Company should be a fixed item on the work plan for each meeting. The Chairman responded stating that although he could understand the reasoning for this request, the property company was still at a very embryonic stage and so when there was a need for the Committee to review/scrutinise any aspect of the Local Property Company's work, this would be done. The Chairman provided a degree of reassurance by reminding Members that as part of the last item, the need for the Committee 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 report by the Section 151 Officer, had been added to the Committees revised Terms of Reference. This statement was endorsed by the Group Head of Corporate Support who reminded Members of the Special Meeting of the Committee that had been held on 7 August 2017 to scrutinise the risk register compiled for the establishment of the Local Property Company. The Chief Internal Auditor advised that he would update the draft Work Plan with a placeholder for an update on the progress of any Council-owned companies at future meetings, should there be anything to report.

The Committee then

RESOLVED - That

- (1) the future Work Plan for the Audit & Governance Committee be approved; and
- (2) its inclusion as a standing agenda item at future meetings of the Committee be agreed.

311. ERNST & YOUNG – ANNUAL AUDIT LETTER

The Audit Manager presented Ernst & Young's Annual Audit Letter and Progress Report and confirmed that the purpose of the letter was to communicate the key issues arising from Ernst & Young's audit work.

Members were reminded that Ernst & Young had already reported its detailed findings from its 2016/2017 Audit Results Report to the Committee at its last meeting held on 28 September 2017. This letter represented a very brief summary of that work.

The Annual Audit Letter reconfirmed that Ernst & Young had issued an unqualified audit opinion from the 2016/2017 Audit Results Report and an unqualified value for money conclusion on 28 September 2017.

The Audit Manager drew Members' attention to the section entitled "Focused on your Future" highlighting the need for an earlier deadline to be in place for the production and audit of the financial statements from 2017/18, as mentioned earlier. It was acknowledged that the changes would provide challenges for both the Council and Ernst & Young but it was emphasised that plans were in place to ensure the close down process to achieve draft accounts production at an earlier date had been agreed by both sides following regular discussions held during the year on the Council's proposals. Ernst & Young had also organised an Early Close Workshop which had been attended by the Finance team to ensure that the requirements and implications of earlier closedown were fully understood and planned for.

In updating the Committee, the Audit Manager confirmed that separate work had been undertaken to certify the Council's housing benefit subsidy claim for 2016/17. The Audit Manager outlined that although a qualification letter had been issued, this was a minor issue. The Group Head of Corporate Support supported this statement confirming that this was not the same as receiving a qualified opinion for the statement of accounts. The Audit Manager confirmed that Ernst & Young's formal certification report would be reported to the next meeting of the Committee.

The Group Head of Corporate Support reassured Members that this qualification was a very minor issue and that Arun did compare very well with other authorities.

Following some further discussion, the Committee expressed its thanks to Ernst & Young and noted the content of the Annual Audit Letter and Progress Report.

312. CHANGES TO ARRANGEMENTS FOR APPOINTMENT OF EXTERNAL AUDITORS

The Committee received a verbal update from the Chief Internal Auditor confirming that as from 31 December 2017, Ernst & Young would be confirmed as the Council's External Auditors for the next five years. The Audit Director, Paul King, had until now been the Council's signing partner for the last five years but under the new arrangements would be rotated off this assignment to elsewhere. As a result, the Council's new signing partner would be Kevin Suter. The Group Head of Corporate Support commented that from next year external audit fees were expected to reduce nationally by around 18 per cent.

The Committee then noted the content of the verbal report provided.

313. TREASURY MANAGEMENT – QUARTER 2 REPORT FOR 2017/2018

The Senior Accountant and Investment Officer presented to the Committee the Treasury Management Quarter 2 Report for 2017/2018 and advised that this covered the quarter ended September 2017 in detail but that it had been updated to include such items as the interest received and investments as at the end of October 2017 to provide Members with more up to date information where practicable.

Some updates were provided to the Committee. Firstly, in terms of the interest rate forecast, Members were advised that it was the Council's external advisors' view (Link Asset Services) that it was unlikely that any further interest rate increases would take place until December 2018. Secondly, the Council was still doing well in terms of its investment return which had outperformed its benchmark. The Council's decision to invest periodically into the CCLA property fund by adding a further £1m in August was proving to be beneficial as the Council was achieving these enhanced returns as a result. Finally, the Committee's attention was drawn to the update provided in the report on the Council's borrowing activity relating to HRA Self Financing which now stood at £53m. The Committee was advised that more detail would be provided to Members on the changes happening in treasury management as part of the training to be provided by Link Asset Services, which would take place after this meeting.

The Committee, in receiving the report, wished to have recorded its thanks to the Treasury Team for the returns that had been achieved in a particularly difficult economic environment.

The Committee then

RECOMMEND TO FULL COUNCIL – That

- (1) the actual prudential and treasury indicators for 2017/2018 contained in the report be approved;
- (2) the treasury management report for 2017/2018 be noted;
- (3) the treasury activity for the quarter ended 30 September 2017, which has generated interest receipts of £169,920 (0.97%) for the quarter and £334,000 (1.04%) for the year to date be noted against a budget of £560,000 (1.02%) for the full year; and
- (4) the interest earned to the end of October 2016 (YTD) of £394,000 (1.17%) be noted.

314. UPDATES TO THE RISK MANAGEMENT POLICY STATEMENT AND STRATEGY

The Committee received a report from the Chief Internal Auditor confirming that the Council's Risk Management Policy Statement and Strategy had been reviewed with minor updates being made to reflect the changes resulting from the Council's management restructure.

The Committee then noted the updated document which had last been approved by the Committee in December 2015.

315. REVISED STRATEGIC RISK REGISTER 2017/18

The Committee received a report from the Chief Internal Auditor, this had been circulated separately to the agenda, and outlined that the Council's Strategic Risk Register had been reviewed and updated to reflect changes since its last publication in December 2016.

The Committee had last reviewed the Register at its December 2016 meeting and since then it had been reviewed, updated and re-scored by the Council's Governance & Risk Group in October 2017. The updated document had also been considered by members of the Strategic Management Team; the Lead Officer (the Chief Executive) and Lead Member for risk management (the Cabinet Member for Corporate Support) and their comments had been incorporated.

Since the last update, significant changes had taken place nationally that would affect the Council going forward. Also, the Council had continued to make progress against its Vision 2020 programme to best position itself to provide key services in the future and a management/service restructure was in the process of being finalised.

The key issues brought to Members' attention were that Finance, Homelessness, Information & Data Security (including preparation for the General Data Protection Regulation 2018) and Cybersecurity had been identified as significant risks for the Council.

As the Committee was being asked to note the content of the report and to approve the revised Strategic Risk Register, it agreed to focus on each of the fifteen risk categories and their relative positioning starting with Finance at Risk 1 and ending with the Local Authority Trading Companies at Risk 15.

The points raised by the Committee are set out below:

- Risk 1 – Finance – due to much uncertainty surrounding government funding this was a major risk. The Council also faced internal demands to fund regeneration schemes such the new Littlehampton Leisure Centre and regeneration schemes in Bognor Regis. The Committee wanted to know how the Council could prepare itself for any shocks that could be announced as part of the Autumn Statement. The Group Head of Corporate Support confirmed that the main mitigation against this was for the Council to have a reasonable level of balances.
- Risk 2 – Change Management and Service Transformation – the Chief Internal Auditor explained why this risk had been downgraded to amber. This was down to the Shared Services projects with Horsham and Chichester District Councils not proceeding. Instead, the Council was undertaking an ongoing programme of service transformation which was progressing as part of the 2020 Vision work affecting a number of service areas such as IT, Legal and Revenues and Benefits. No comments or questions were asked.
- Risk 3 – Regeneration and Economic Development – Members were advised that this risk had not changed in the last year. Members were aware of the Council's major initiatives progressing for the redevelopment of areas such as Hothampton in Bognor Regis, the purchase of the Bognor Regis arcade and also major infrastructure proposals affecting the area, such as the A29 realignment and the Arundel By-pass.

A number of questions were asked by the Committee and there was a discussion regarding the higher rewards/higher risk involved in these sorts of schemes and whether external factors would impact them.

It was agreed that national and global changes that were outside of the Council's control could lead to market volatility that could and did affect both costs and returns, but that these risks would be included in the business cases for such major schemes that would only progress if approved by Members.

- Risk 4 – Contracts Management – this focused upon major contracts let such as waste collection, leisure and greenspace. The decision had been made this year to feature as a separate risk the Littlehampton Leisure Centre rebuild. No comments or questions were raised by the Committee
- Risk 5 – Member Engagement and Capacity – this risk had been included within the Register for a while now and would remain within the Register as the Council planned for the District Elections in May 2019. A request was made to change the wording to bullet point 5 “lack of interest by backbenchers to some Members” as it was felt that this was targeting Opposition Members. This led to a discussion on the engagement of Members; the concern that a lot of Members were either twin or triple hatted; getting the right calibre of Members to nominate at election time; getting the right message out to Political Parties on the role of the Councillor within the Corporate Body; and concern over schemes of delegation and taking decision making away from Members. The Chairman stated that it was now necessary to undertake some work in the area of Member engagement and attendance and he stated that in preparing for the next review of the Members’ Allowances scheme some work on attendance at meetings by Members would be undertaken.
- Risk 6a – Homelessness – it was accepted that more and more demands were being made on Councils. The outcome of the Homeless Prevention Act and what this would mean for the Council was eagerly awaited.
- Risk 6b – Affordable Housing Development – the Committee acknowledged the new target to increase housing stock.
- Risk 7 – Local Plan – This had been downgraded to an amber risk in light of the outcome of the Examination in Public undertaken in September 2017. It was hoped that a new Local Plan would be adopted in early 2018. One Member raised the issues of developer times being reduced where planning permission had been obtained but development had not commenced. With the agreement of the Chairman, the Cabinet Member for Planning, Councillor Charles, was invited to speak.

He advised that the Council was optimistic that the Local Plan would now be progressing and that land development times were being progressed as part of current central Government initiatives.

- Risk 8 – Partnerships – The Committee asked for an update on the review of partnerships which had seemed to have stalled all together. The Group Head of Corporate Support agreed that this work would be escalated.
- Risk 9 – Information Governance and Data Security – the reasoning for this being a significant risk was explained. It was stressed that the requirements of the General Data Protection Regulations (GDPR) be explained to Members via training as well as Officers
- Risk 10 – Community Engagement and Customer Insight – the Committee was advised that a new IT and Digital Strategy would need to be adopted in line with the new Corporate Plan and Service Delivery Plan Indicators. A report will be submitted to Cabinet on 12 February 2018 for approval by Full Council in March 2018.
- Risk 11 – Coastal Protection & Land Drainage – it was explained that this had been placed onto the Register following the significant incidents in Pagham.
- Risks 12 to 15 were then noted.

The Committee then

RESOLVED

That the Revised Strategic Risk Register for 2017/18 be approved.

316. PROGRESS AGAINST THE AUDIT PLAN

The Chief Internal Auditor presented a report which monitored the delivery of progress made against the Internal Audit Plan. An outline Plan had been presented to the Committee at its meeting held in February 2017 with an updated version being presented in September 2017 to reflecting the reduction in resource available from August 2017.

The aim of the Plan was to ensure that mandatory work was completed and there was appropriate involvement in the progress of the Vision 2020 initiative and to progress audit work on the priority/highest risk areas identified.

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The Committee was advised that with the recently implemented revised management structure and the requirement for further phases of the Vision 2020 work to be progressed, there was considerable uncertainty as to where audit resource may be required in 2018.

The appendix attached to the report set out the main areas of work undertaken by the Internal Audit section to November 2017 which the Committee then noted.

317. SUMMARY OF FINDINGS FROM REPORTS ISSUED – SEPTEMBER TO NOVEMBER 2017

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

318. UPDATES TO INTERNAL AUDIT'S FRAUD RESPONSE PLAN

The Committee received and noted a report from the Chief Internal Auditor highlighting the updates and minor changes that had been made to the Internal Audit's Fraud Response Plan.

This work had been undertaken as a result of the assessment of the Council's counter-fraud activities against updated CIPFA Codes that had been noted as being outstanding in the Council's recent Annual Governance Statement.

The Chief Internal Auditor advised that the Council's Whistleblowing Policy had also been reviewed and confirmed as appropriate, but that the Anti-Fraud, Corruption and Bribery Policy (dated 2013) required updating in respect of the management restructuring and changes to made to the Constitution and Officer and Member Codes. As some of these changes were still being progressed, it was expected that a revised Policy would be presented to the Committee during 2018.

(The meeting concluded at 11.24 am)

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CABINET

11 December 2017 at 5.00 pm

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

Councillors Ambler, Edwards, Mrs Hall and Mrs Oakley were also in attendance for all or part of the meeting.

[Note: Councillor Mrs Brown was absent from the meeting during consideration of the matters referred to in Minute 319 to Minute 329 [Part]].

319. WELCOME

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

320. APOLOGY FOR ABSENCE

An apology for absence had been received from Councillor Wotherspoon, the Cabinet Member for Neighbourhood Services. The meeting was also advised that the Chairman, Councillor Mrs Brown, would be late and so Councillor Wensley would act as Chairman until her arrival.

321. DECLARATIONS OF INTEREST

There were no declarations of interest made.

322. PUBLIC QUESTION TIME

The Chairman confirmed that no public questions had been received.

323. MINUTES

The Minutes of the meeting held on 16 October 2017 were approved by the Cabinet as a correct record and signed by the Chairman.

324. REVENUE OF THE TERMS OF REFERENCE FOR CABINET

The Chief Executive presented a report from the Group Head of Council Advice & Monitoring Officer advising Members that the Council's Constitution was undergoing a major review led by the Constitution Working Party.

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The section currently under review was Part 3, Responsibility for Functions and set out the terms of reference for Cabinet, Committees, Sub-Committees and Panels. The report before Members was seeking views on re-drafted terms of reference for the Cabinet as set out in Appendix 1 to the report.

Comparing this with the existing Terms of Reference, provided at Appendix 2, this aimed to take the reader through the full list of functions that the Cabinet had as a key decision taker of the Council. It also confirmed that on those few occasions where there was no other delegation listed in the Council's Constitution, that Cabinet would be the decision taker.

There were two areas for the Cabinet to specifically note, these were:

- Firstly, that the proposals allowed for the Cabinet to consider items of an urgent nature as Full Council and other Committees currently did. It was outlined that the Chairman of the Overview Select Committee would be a consultee where the urgent item related to a key decision. Consultation had been undertaken on these proposals with Councillor Dingemans, as the current Chairman, to gain his support.
- Secondly, the report proposed that the current allocation of functions to Cabinet Members be extended to include those functions listed at paragraph 2.4 of the report rather than these remaining listed in the Cabinet's terms of reference. Again this was ensure the reader could see the full list of functions when they reviewed that relevant section

The Cabinet was then asked to support the revised Terms of Reference and the additional functions being added to each Cabinet portfolio so that these could be recommended onto Full Council for approval.

The Cabinet

RECOMMEND TO FULL COUNCIL – That

- (1) the revised terms of reference for the Cabinet, as set out in Appendix 1 to the report, be approved and updated in Part 3, Responsibility for Functions in the Constitution;
- (2) the following wording be added to each Cabinet Portfolio at Part 3, Responsibility for Functions, Section 3.0 (Cabinet Member Responsibilities):

- To consider reports from the Council's representatives on outside bodies and report any issues to the Cabinet as relevant,
- To represent the Council's views where relevant to outside bodies and at other relevant meetings, and
- To consider and award compensation in excess of £5000 in the event that a complaint investigation within his/her portfolio finds in a complainant's favour.

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

The Cabinet then agreed the recommendations as set out in the report and confirmed its decision as per Decision Notice C/028/111217, a copy of which is attached to the signed copy of the Minutes.

325. CHANGE TO THE ORDER OF THE AGENDA

The Chairman requested and the Cabinet agreed to the following changes to the order of the agenda:

- Agenda Item 6 [Corporate Plan 2013-2018 – Quarter 2 Performance Outturn Report for the period 1 April to 30 September 2017; and
- Agenda Item 7 [Service Delivery Plan 2013-2108 – Quarter 2 Performance Outturn Report for the period 1 April to 30 September 2017

Both of these items would be deferred to the end of the meeting after Item 17 [Housing & Customer Services Working Group].

326. BUDGET MONITORING REPORT TO 30 SEPTEMBER 2017

The Deputy Leader of the Council and Cabinet Member for Corporate Support presented a report from the Financial Services Manager setting out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of September 2017.

The Financial Services Manager then highlighted the key points for Cabinet to note, these were that:

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- The original budget had been changed to reflect the new portfolios approved at the Annual Meeting of the Council
- There was a general fund underspend of £460k against current budget profile to the end of September 2017. It was noted that this did not take into account the supplementary estimate request that Cabinet would consider later on in the agenda required to enable the Council to achieve the 2020 Vision programme – this would erode this balance slightly.
- The main items of variation had been set out in the table under General Fund Summary
- Income remained buoyant from fees, charges and rents, though car parking income was currently under profile. This was due mainly to poor weather experienced during the main school summer holidays.
- The capital programme was largely dominated by the Littlehampton Leisure Centre and the build programme was progressing in line with projections.
- A minor virement from the within the Asset Management budget to fund the expenses associated with the purchase of the Bognor Regis arcade was being requested
- Members' attention was drawn to the situation with regard to the additional receipts generated by the relaxation of the Right to Buy rules ("1for1" receipts).

The Chairman referred Members to the report's recommendations which were then agreed.

The Cabinet then confirmed its decision as per Decision Notice C/029/111217, a copy of which is attached to the signed copy of the Minutes.

327. VISION 2020 RESTRUCTURE – REQUEST FOR A SUPPLEMENTARY ESTIMATE

The Chief Executive presented this report which sought approval for a supplementary estimate of up to £350,000 to fund the restructuring costs associated with the Council's 2020 Vision savings.

The Chief Executive explained that following the adoption of the newly created management structure earlier in the year, the new Group Heads had been reviewing the staffing structures within their service areas and that this work was nearing completion. The restructuring of service areas would assist the Council in ensuring that it would become more effective and sustainable allowing it to meet the future demands placed upon it under the agreed remit of the 2020 Vision programme.

This involved the need to fund the cost of one-off redundancy/pension payments associated with the restructuring of service areas which could amount up to £700k, depending upon successful candidates and redeployment. Members were advised that £350k had already been financed through prudent budget management, however, further funding of up to £350k was still required to complete the process.

The Cabinet

RECOMMEND TO FULL COUNCIL – That

- (1) a supplementary estimate of up to £350,000 (which equates to a Band D equivalent Council Tax of £5.89) for the restructuring costs associated with the Council's 2020 Vision savings be approved; and
- (2) the progress made towards achieving the Council's 2020 Vision Savings target be noted.

The Cabinet confirmed its decision as per Decision Notice C/030/111217, a copy of which is attached to the signed copy of the Minutes.

328. COMBINED CLEANSING SERVICES CONTRACT

The Group Head of Neighbourhood Services presented a report from the Greenspace Cleansing Contract & Development Manager explaining that the Council had an option to extend its current three year Combined Cleansing Services Contract for a further three years from 2020. This extension had been permitted within the original OJEU Contract Notice and in the initial contract and although the contract had only been running for only ten months, it was timely to now consider the options available to the Council which were to either extend the current contract for an additional period of up to three years or to retender the contract for 2020.

It was recognised that the incumbent contractor, Biffa Municipal Ltd, had provided a high performing service and had delivered a number of key objectives since the award of the contract. Continuation of the contract would allow the Council to achieve a further £400k saving each year up to 31 January 2023 if the decision was taken to extend the contact for a further 3 year period.

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In considering the two options presented, Members were also asked to be mindful of the associated risks and what these could mean for the Council if it chose to extend the current contract. The report detailed the benefits and the risks of extending the current contract. The current contract also included the provision of a Project Officer as the work undertaken to date was applauded, in particular the rolling out recycling to previously unreachable residential properties.

In discussing the report, the view of Members was that the current contract should be extended for a further three years as the performance of the existing contractor had been outstanding and provided excellent value for money to the Council's residents. The contract also allowed the Council to provide a weekly refuse collection service to its residents which was unique compared to authorities elsewhere within the country. The view of Members was that the benefits of extending the contract far outweighed the risks associated to not extending the current contract.

Having complimented Officers and the existing Contractor on their work in procuring the contract and the objectives achieved to date, the Cabinet confirmed its decision as per Decision Notice C/031/111217, a copy of which is attached to the signed copy of the Minutes.

329. DISABLED FACILITIES GRANT POLICY

The Cabinet Member for Residential Services introduced a report from the Principal Environmental Health Officer informing Members that a county-wide project was underway to investigate more innovative ways of delivering Disabled Facilities Grants. In moving forward this work, approval was now sought to test new ways of working for the duration of this project and to approve the adoption of a Disabled Facilities Grant Policy which had been developed in partnership with West Sussex County Council (WSSCC) and all of the West Sussex District and Borough Councils to utilise the Better Care Funding to enable residents to live more independently within their own home.

This opportunity was greatly welcomed by the Cabinet as it would provide a more flexible and innovative approach to Disabled Facilities Grants providing more opportunity for those in need to live in their own homes.

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

The Cabinet confirmed its decision as per Decision Notice C/032/111217, a copy of which is attached to the signed copy of the Minutes.

330. CONSULTATION ON FUTURE LIAISON ARRANGEMENTS WITH TOWN AND PARISH COUNCILS

The Group Head of Policy presented a report outlining that the Council had commenced a consultation exercise on the future working arrangements between Arun District Council and its Town and Parish Councils which had commenced on 3 November 2017. The closing date for receipt of responses was 31 December 2017 allowing for an eight week consultation period and providing the Town and Parish Councils with an opportunity to debate the proposals at one of their Council meetings.

The consultation asked a number of questions about options for future working arrangements and raised the idea of 'Place Plans'. At the same time, the consultation was making Town and Parish Councils aware of the fact that Arun District Council was considering withdrawing from the Joint Arun Area Committees at the end of the Municipal Year. The report was being presented to Cabinet to firstly highlight the current consultation process and to confirm that a report with recommendations on future arrangements would be made to Cabinet following the completion of the consultation process.

Having noted the current position, the Cabinet confirmed its decision as per Decision Notice C/033/111217, a copy of which is attached to the signed copy of the Minutes.

331. A29 REALIGNMENT

The Cabinet Member for Planning introduced this report from the Director of Place which sought approval for the Council to enter into a Memorandum of Understanding (MOU) to assist West Sussex County Council in meeting those targets set out in the emerging Local Plan to deliver the A29 Realignment Scheme Project.

The Director of Place provided some further detail stating that the primary purpose of this report was to obtain authority to allow the Council to continue its partnership working with WSCC, as the highways authority, so that the necessary development of the business case for the planning and delivery of the A29 realignment could take place having regard to the Council's role as Local Planning Authority and its important role in facilitating the planning of and the delivery of the proposed A29 realignment in accordance with the emerging Local Plan. This was an essential project as it would mitigate the impacts on the transport network of strategic development principally in the Barnham, Eastergate, Westergate area which contained a strategic allocation of up to 3,000 homes, but also the development of the strategic employment area known as Enterprise Bognor Regis.

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In discussing the report, the importance of protecting the £13m from the Local Enterprise Partnership Growth Fund was highlighted. It was agreed that by entering into the MOU would demonstrate that the Council was committed to the delivery of this project, subject to the Local Plan being confirmed by the Inspector hopefully in early 2018.

Having asked questions about the route of the aligned A29 and the benefits this would bring to the surrounding area, the Cabinet confirmed its decision as per Decision Notice C/034/111217, a copy of which is attached to the signed copy of the Minutes.

332. ARUN WELLBEING AND HEALTH PARTNERSHIP (AWHP) MINUTES

The Cabinet received and noted the Minutes of the meeting of the Arun Wellbeing Health Partnership held on 10 October 2017.

333. OVERVIEW SELECT COMMITTEE – 21 NOVEMBER 2017

The Cabinet received the Minutes from the meeting of the Overview Select Committee held on 21 November 2017.

Members were referred to a recommendation at Minute 293 [Change to the Order of the Agenda – Feedback from the Council Tax Support Working Party held on 31 October 2017].

Following consideration of the Minutes, the Cabinet

RECOMMEND TO FULL COUNCIL

That the Council Tax Reduction Scheme for 2018 remains unchanged for a further year.

The Cabinet then confirmed its decision as per Decision Notice C/035/111217, a copy of which is attached to the signed copy of the Minutes.

334. ENVIRONMENT & LEISURE WORKING GROUP – 24 OCTOBER 2017

The Cabinet received the Minutes from the meeting of the Environment & Leisure Working Group held on 24 October 2017.

Members were referred to four recommendations at Minute 17 [Safer Arun Partnership (SAP) Annual Review 2016-17, which Cabinet agreed.

The Cabinet was then referred to a recommendation at Minute 20 [Play Area Strategy] which was agreed.

The Cabinet then confirmed its decision as per Decision Notice C/036/111217, a copy of which is attached to the signed copy of the Minutes.

335. HOUSING & CUSTOMER SERVICES WORKING GROUP – 2 NOVEMBER 2017

The Cabinet received the Minutes from the meeting of the Housing & Customer Services Working Group held on 2 November 2017.

The Cabinet was then referred to a recommendation at Minute 19 [Fire Safety in Communal Areas] which was agreed.

The Cabinet then confirmed its decision as per Decision Notice C/037/111217, a copy of which is attached to the signed copy of the Minutes.

336. CORPORATE PLAN 2013-2018 – QUARTER 2 PERFORMANCE OUTTURN REPORT FOR THE PERIOD 1 APRIL TO 30 SEPTEMBER 2017

The Leader of the Council presented a report from the Chief Executive on the Council's Corporate Plan 2013-2018 performance for the period 1 April to 30 September 2017.

The Leader of the Council reminded Cabinet Members that Full Council approved the Corporate Plan for 2013-2017 in February 2013. It was agreed to extend the reporting period for one additional year to April 2018 until the Council adopt a new set of indicators which would complement the 2020 Vision.

The Corporate Plan consisted of 18 indicators, split out into the three priority headings of Your Council Services, Your Future and If you and your Family Need Help. It had been agreed by Cabinet that performance of these indicators would be reported to the Corporate Management Team every quarter and to Cabinet and the Overview Select Committee (OSC) every six months and at year end. The Chairman of the OSC had, however, agreed that due to the introduction of the new indicators in April 2018, this report did not need to be presented to the next meeting of OSC in January 2018, as planned.

The report set out the Quarter 2 performance out-turn for the period from 1 April 2017 to 30 September 2017 for the Corporate Plan indicators which were measured quarterly and six monthly. This report therefore provided data for 14 of the 18 performance indicators as four were measured annually.

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The performance out-turn report for this period had been attached at Appendix A providing detail of the 14 indicators, their level of performance against the set target and the commentary from the relevant officers to explain the current status of the indicator.

The Group Head of Policy outlined that 8 out of the 14 performance indicators were either over achieving or achieving the target set for them, at the half-year point. The indicators had been divided into their Cabinet Portfolios, and had then been sub divided to show which indicators were Over Achieving, Achieving, behind target or not achieving their target. The majority of indicators were achieving or over achieving their target. For the two which were behind target, they were only slightly behind and the commentary explained the current position. For the four which were not achieving, the commentary confirmed the current position and there was evidence that the Director, together with the relevant Group Head, was taking the necessary actions to meet the annual target figure. Due to this, CMT were not recommending to Cabinet for any specific action to be taken on any of the indicators which were not achieving their target as it was felt that all steps were being taken to address any performance issues at this stage of the year.

The Group Head of Policy stated that it should be noted that the indicators were in their fifth year of existence, having been formed originally in 2012. Because of this, some targets were very outdated and may have led to some indicators often not achieving the targets set for them each year. It was therefore possible that again, in the remainder of this year, the target set for some indicators might not be achieved.

Finally, the Group Head of Policy advised that at the end of the 5 years, around July 2018, a report would be submitted to Cabinet and OSC setting out the performance of all indicators during the 5 year period. By April 2018, a new set of Corporate Plan and SDP indicators would be formulated for the period 2018 to 2022. These were currently in draft form and had been reported to OSC on 21 November 2017 for review with recommendations being presented to Cabinet in February 2018 and on to Full Council in March 2018 for final approval.

Cabinet were pleased to note the Quarter 2 Corporate Plan performance and then agreed the recommendations as set out in the report and confirmed its decision as per Decision Notice C/038/111217, a copy of which is attached to the signed copy of the Minutes.

337. SERVICE DELIVERY PLAN 2013-2018 – QUARTER 2 PERFORMANCE OUTTURN REPORT FOR THE PERIOD 1 APRIL TO 30 SEPTEMBER 2017

The Leader of the Council presented a report from the Chief Executive on the Council's Service Delivery Plan 2013-2018 performance for the period 1 April to 30 September 2017.

As with the previous item, it had been agreed by Cabinet that performance of these indicators would be reported to the Corporate Management Team every quarter and to Cabinet and the Overview Select Committee (OSC) every six months and at year end. Again, as per the Corporate Plan report, the Chairman of OSC had agreed that due to the introduction of the new indicators in April 2018, this report did not need to be presented to OSC at its next meeting in January 2018.

The report set out the Quarter 2 performance out-turn for the period from 1 April 2017 to 30 September 2017 for the Service Delivery Plan indicators which were measured quarterly and six monthly. This report therefore provided data for 31 of the 45 performance indicators as 14 were measured annually.

The Group Head of Policy explained that 18 out of the 31 performance indicators were either over achieving or achieving the target set for them, at the half-year point. The performance out-turn report for this period had been attached to the report at Appendix A and provided the detail of the 31 indicators, their level of performance against the set target and the commentary from the relevant officers to explain the current status of the indicator. The majority of indicators were achieving or over achieving their target. For the six which were behind target, the commentary explained the current position. Due to the action being taken, CMT was not recommending to Cabinet for any specific action to be taken on any of the indicators which were not achieving their target as they felt that all steps were being taken to address any performance issues at this stage of the year.

Finally, the Group Head of Policy advised that at the end of the 5 years, around July 2018, a report would be submitted to Cabinet and OSC setting out the performance of all indicators during the 5 year period. By April 2018, a new set of Service Delivery Plan and Corporate Plan indicators would be formulated for the period 2018 to 2022. These were currently in draft form and had been reported to OSC on 21 November 2017 for review with recommendations being presented to Cabinet in February 2018 and on to Full Council in March 2018 for final approval.

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In discussing this performance, Cabinet were particularly pleased to note the favourable performance of the Cleansing Contract [Indicators ESC061 and ESC062] and echoed the comments made earlier in the meeting.

The Cabinet then agreed the recommendation in the report, and confirmed its decision as per Decision Notice C/039/111217, a copy of which is attached to the signed copy of the Minutes.

338. COMPLIMENTS OF THE SEASON

As this was the last Cabinet meeting in 2017, the Chairman wished everyone present a very Happy Christmas and New Year.

(The meeting concluded at 5.46 pm)

ARUN DISTRICT COUNCIL

**DECISION NOTICES FROM THE CABINET MEETING HELD ON
11 DECEMBER 2017**

REF NO.	DECISION
C/028/111217	Review of the Terms of Reference for Cabinet
C/029/111217	Budget Monitoring Report to 30 September 2017
C/030/111217	Vision 2020 Restructure – Request for a Supplementary Estimate
C/031/111217	Combined Cleansing Services Contract
C/032/111217	Disabled Facilities Grant Policy
C/033/111217	Consultation on Future Liaison Arrangements with Town and Parish Councils
C/034/111217	A29 Realignment
C/035/111217	Overview Select Committee – 21 November 2017
C/036/111217	Environment & Leisure Working Group – 24 October 2017
C/037/111217	Housing & Customer Services Working Group – 2 November 2017
C/038/111217	Corporate Plan 2013-2018 – Quarter 2 Performance Outturn from 1 April 2017 to 30 September 2017
C/039/111217	Service Delivery Plan 2013-2018 – Quarter 2 Performance Outturn from 1 April 2017 to 30 September 2017

PLEASE NOTE THAT THESE DECISIONS WILL COME INTO EFFECT FROM 10.00 A.M. ON WEDNESDAY 20 DECEMBER 2017 UNLESS THE CALL-IN PROCESS IS APPLIED

REFERENCE NO: C/028/111217

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Review of Terms of Reference for Cabinet	
OFFICER CONTACT: Liz Fatcher, Group Head of Council Advice & Monitoring Extn: 37610 e.mail: liz.fatcher@arun.gov.uk	

EXECUTIVE SUMMARY: The Council's Constitution is undergoing a major review led by the Constitution Working Party. The section currently under review is Part 3, Responsibility for Functions, which sets out the terms of reference for Cabinet, Committees, Sub-Committees and Panels. This report seeks Members' views on re-drafted terms of reference for the Cabinet.

DECISION:

As recommended in the report, Cabinet,

RECOMMEND TO FULL COUNCIL – That

- (1) the revised terms of reference for the Cabinet, as set out in Appendix 1 to the report, be approved and updated in Part 3, Responsibility for Functions in the Constitution;
- (2) the following wording be added to each Cabinet Portfolio at Part 3, Responsibility for Functions, Section 3.0 (Cabinet Member Responsibilities):
 - To consider reports from the Council's representatives on outside bodies and report any issues to the Cabinet as relevant,
 - To represent the Council's views where relevant to outside bodies and at other relevant meetings, and
 - To consider and award compensation in excess of £5000 in the event that a complaint investigation within his/her portfolio finds in a complainant's favour.
- (3) the Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution.

REASON FOR THE DECISION: The Council needs to ensure it has adequate and transparent governance arrangements in place for its Cabinet, Committees, Sub-Committees and Panels.

OPTIONS CONSIDERED BUT REJECTED: To not support the revisions and propose alternative arrangements

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/029/111217

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Budget Monitoring Report to 30 September 2017	
OFFICER CONTACT: Carolin Martlew, Financial Services Manager Extn: 37568 e.mail: carolin.martlew@arun.gov.uk	
EXECUTIVE SUMMARY: The budget monitoring report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of September 2017.	
DECISION: As recommended in the report, the Cabinet RESOLVED - That (1) the report in appendix 1, be noted; (2) the cost of the award of market supplements to professional Building Control officers at a cost of £6,500 from 1 January 2018 (£31,200 full year 2018/19) (2.7 appendix 1) be noted; (3) the use of £75k of the Corporate underspend to fund the loss of income relating to the Littlehampton Sports dome for 2017/18 during the construction period of the Littlehampton Leisure Centre (2.8 appendix 1); (4) the virement of £123k from within the Asset Management budget to fund the expenses associated with the purchase of Bognor Arcade (8.6 appendix 1), be noted; and (5) overall performance against budget is currently on track and be noted.	
REASON FOR THE DECISION: To ensure that spending is in line with approved Council policies, and that it is contained within overall budget limits.	
OPTIONS CONSIDERED BUT REJECTED: N/A	
CABINET MEMBER(S):	
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
DISPENSATIONS GRANTED :	None
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None	

REFERENCE NO: C/030/111217

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Vision 2020 Restructure – Request for Supplementary Estimate	
OFFICER CONTACT: Nigel Lynn, Chief Executive Extn: 37707 e.mail: nigel.lynn@arun.gov.uk	
EXECUTIVE SUMMARY: This report seeks approval for a supplementary estimate for the cost of Vision 2020 related restructuring costs.	
DECISION: As recommended in the report, Cabinet RECOMMEND TO FULL COUNCIL - That (1) a supplementary estimate of up to £350,000 (which equates to a band D equivalent council tax of £5.89) for the restructuring costs associated with the Council's 2020 Vision savings, be approved; and (2) the progress made towards achieving the Councils' savings Vision 2020 savings target, be noted.	
REASON FOR THE DECISION: To enable the Council to achieve the 2020 Vision programme for the future to help ensure that the Council becomes more effective and sustainable, to meet the future demands placed upon it. At the same time, it is imperative that the Council moves as close as possible to a balanced revenue budget with minimal or no use of Council balances to support it.	
OPTIONS CONSIDERED BUT REJECTED: Not to agree a supplementary estimate of up to £350,000 and not make further savings by restructuring service areas. Alternative savings will then need to be made.	
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	

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH THE SCRUTINY PROCEDURE RULES	YES
SUBJECT: Combined Cleansing Services Contract	
OFFICER CONTACT: Oliver Handson, Greenspace Cleansing Contract & Development Manager Extn: 37955 e.mail: oliver.handson@arun.gov.uk	
EXECUTIVE SUMMARY: Arun District Council's current three year Combined Cleansing Services Contract which runs from 2017-2020, has an option of an extension of up to three years. This extension was allowed for in the original OJEU Contract Notice and in the initial contract. This report considers both the benefits and risks to the authority associated with entering in to a contract extension period, along with a recommendation for decision.	
DECISION: As recommended in the meeting, Cabinet RESOLVED – That (1) the current Combined Cleansing Services Contract be extended for an additional three years to 31 January 2023. In doing so thereby authorise the Council's Legal Services Manager to formalise all necessary legal agreements including the extension of the lease of relevant land/buildings owned by the District Council to run concurrently with the contract. (2) the continued provision of a Project Officer within Cleansing Services to deliver key internal and West Sussex Waste Partnership initiatives around waste minimisation, litter strategy and recycling quality, for the contract period, be agreed.	
REASON FOR THE DECISION: To formally agree a three year extension of the Council's Combined Cleansing Services Contract and retention of a Project Officer to deliver key waste projects.	
OPTIONS CONSIDERED BUT REJECTED: Not to extend the current contract or Project Officer post and re-procure the Combined Cleansing Services Contract for 1 February 2020.	
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/032/111217

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Disabled Facilities Grant Policy	
OFFICER CONTACT: Louise Crane, Principal Environmental Health Officer Extn: 37669 e.mail: louise.crane@arun.gov.uk	
EXECUTIVE SUMMARY: A County wide project is underway to investigate more innovative ways of delivering Disabled Facilities Grants. This report seeks approval to test new ways of working for the duration of this project and to approve the adoption of a Disabled Facilities Grants policy. The policy has been developed in Partnership with West Sussex County Council and all the West Sussex District and Borough Councils to utilise the Better Care Funding to enable residents to live more independently within their own home.	
DECISION: As recommended in the report, Cabinet RESOLVED – That (1) To adopt the Disabled Facilities Grants policy appended to this report and give authority to the Group Head of Technical Services, in consultation with the Cabinet Member for Technical Services, to make any future amendments, be adopted; and (2) a more flexible and innovative approach to DFGs and to give authority to the Group Head of Technical Services, in consultation with the Cabinet Member for Technical Services, to establish and test interim policy and governance arrangement associated with the adaptations project, be approved.	
REASON FOR THE DECISION: Working in partnership with WSCC and West Sussex District and Borough Councils the aim is to make best use of the Better Care Fund and enable more residents live independent and safely within their own homes.	
OPTIONS CONSIDERED BUT REJECTED: To not adopt the Disabled Facilities Grants policy and to not agree to a flexible approach to delivery of DFGs for the duration of the project.	
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	

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Consultation on Future Liaison Arrangements with Town and Parish Councils	
OFFICER CONTACT: Jackie Follis, Group Head of Policy Extn: 37580 e.mail: jackie.follis@arun.gov.uk	
EXECUTIVE SUMMARY: The Council commenced a consultation on the future working arrangements between Arun District Council and its Towns and Parishes, on 3 November 2017, with a closing date for responses of 31 December 2017. The consultation asks a number of questions about options for future working arrangements, raises the idea of 'Place Plans' and also makes Councils aware that Arun District Council is considering withdrawing from the Joint Arun Area Committee Meetings at the end of the 2017/18 meeting cycle. This paper is being presented to Cabinet to highlight the current consultation process which is at an early stage. A report with recommendations on future arrangements will be made to Cabinet following the completion of the consultation process.	
DECISION: As recommended in the report, Cabinet RESOLVED That the content of the report be noted.	
REASON FOR THE DECISION: To update Councillors on the consultation process concerning future liaison arrangements.	
OPTIONS CONSIDERED BUT REJECTED: N/A	
CABINET MEMBER(S):	
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
DISPENSATIONS GRANTED :	None
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None	

REFERENCE NO: C/034/1112/17

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: A29 Realignment	
OFFICER CONTACT: Karl Roberts, Director of Place Extn: 37760 e.mail: karl.roberts@arun.gov.uk	
EXECUTIVE SUMMARY: Report seeking the approval of the Council to enter into a Memorandum of Understanding to assist West Sussex County Council in meeting those targets set out in the emerging Local Plan to deliver the A29 Realignment Scheme Project.	
DECISION: As recommended in the report, Cabinet, RESOLVED - That (1) the Council enters into a Memorandum of Understanding (MOU) with West Sussex County Council regarding the development of a business case for the realignment of the A29. (2) the Director of Place be authorised to agree the exact wording of the MOU referred to in (1) above and enter into the said MOU on behalf of the Council. (3) in order to facilitate the planning of and the delivery of the proposed A29 realignment in accordance with the emerging Local Plan the Council will seek to negotiate, and where appropriate hold, commuted sums from new developments, secured through section 106 agreements, Community Infrastructure Levy regulations or Section 278 agreements.	
REASON FOR THE DECISION: To support partnership working with WSCC to plan and deliver the proposed A29 realignment.	
OPTIONS CONSIDERED BUT REJECTED: The principle options are to either agree or not agree with the Council entering into the proposed MOU. However, failing to enter into the MOU may have negative implications for the delivery of a key infrastructure element of the largest proposed strategic housing allocation.	
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/035/111217

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Overview Select Committee – 21 November 2017	
OFFICER CONTACT: Jackie Follis, Group Head of Policy Extn: 37580 e.mail: jackie.follis@arun.gov.uk	
EXECUTIVE SUMMARY: The Cabinet received the Minutes of the meeting of the Overview Select Committee held on 21 November 2017. The Minutes contained recommendations at Minute 293, Council Tax Reduction Scheme.	
DECISION: Following consideration of the minutes, Cabinet, RECOMMEND TO FULL COUNCIL That the Council Tax Reduction Scheme for 2018 remains unchanged for a further year.	
REASON FOR THE DECISION: To endorse the recommendation of the Overview Select Committee.	
OPTIONS CONSIDERED BUT REJECTED: To not endorse the recommendation of the Overview Select Committee.	
CABINET MEMBER(S):	
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
DISPENSATIONS GRANTED :	None
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None	

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Environment & Leisure Working Group – 24 October 2017	
OFFICER CONTACT: Jackie Follis, Group Head of Policy Extn: 37580 e.mail: jackie.follis@arun.gov.uk	
EXECUTIVE SUMMARY: The Cabinet received the Minutes of the meeting of the Environment & Leisure Working Group 24 October 2017. The Minutes contained recommendations at Minute 17, Safer Arun Partnership Annual Review and Minute 20, Arun’s Play Area Strategy.	
DECISION: Following consideration of the recommendation at minute 17 – Safer Arun Partnership, Cabinet, RESOLVED – That (1) the work of the Safer Arun Partnership is endorsed and the importance of partnership working in contributing to reducing anti-social behaviour and addressing Street Community issues is recognised; (2) the need for all Arun District Council services to contribute to delivering the Think Family programme through the flexible use of resource and close working with external partners and internal services be agreed; (3) recognition be given to the work of the Safer Arun Partnership in contributing to the delivery of the Council’s strategic priority “Supporting you if you need help”; and (4) the Council’s contribution to overall working of the Safer Arun Partnership (SAP) and achieving SAP’s strategic priorities will be considered as part of the Council’s Vision and restructuring process. Following consideration of the recommendation at minute 20 – Arun’s Play Area Strategy, Cabinet, RESOLVED That Arun District Council adopts the 2018-2028 Play Area Strategy.	
REASON FOR THE DECISION: To endorse the recommendation of the Environment & Leisure Working Group.	
OPTIONS CONSIDERED BUT REJECTED: To not endorse the recommendation of the Environment & Leisure Working Group.	
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/037/111217

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Housing & Customer Services Working Group – 2 November 2017	
OFFICER CONTACT: Jackie Follis, Group Head of Policy Extn: 37580 e.mail: jackie.follis@arun.gov.uk	
EXECUTIVE SUMMARY: The Cabinet received the Minutes of the meeting of the Housing & Customer Services Working Group held on 2 November 2017. The Minutes contained recommendations at Minute 19, Fire Safety in Communal Areas Policy.	
DECISION: Following consideration of the minutes, Cabinet, RESOLVED That the Fire Safety Communal Areas Policy be adopted.	
REASON FOR THE DECISION: To endorse the recommendation of the Housing & Customer Services Working Group.	
OPTIONS CONSIDERED BUT REJECTED: To not endorse the recommendation of the Housing & Customer Services Working Group.	
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/038/111217

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Corporate Plan 2013-2018 – Quarter 2 performance out-turn for the period 1 April 2017 to 30 September 2017	
OFFICER CONTACT: Nigel Lynn, Chief Executive Extn: 37707 e.mail: nigel.lynn@arun.gov.uk	
EXECUTIVE SUMMARY: This report sets out the quarter 2 performance out-turn for the Corporate Plan performance indicators for the period 1 April 2017 to 30 September 2017.	
DECISION: As recommended in the report, Cabinet RESOLVED That the Council's Quarter 2 performance against the Corporate Plan targets for the period 1 April 2017 to 30 September 2017, be noted.	
REASON FOR THE DECISION: So that Cabinet are updated with the Q2 Performance out-turn for the Corporate Plan (2013-2018) for the period 1 April 2017 to 30 September 2017.	
OPTIONS CONSIDERED BUT REJECTED: To note the report and to request remedial actions for under achieving indicators.	
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/039/111217

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Service Delivery Plan 2013-2018 – Quarter 2 performance out-turn for the period 1 April 2017 to 30 September 2017	
OFFICER CONTACT: Nigel Lynn, Chief Executive Extn: 37707 e.mail: nigel.lynn@arun.gov.uk	
EXECUTIVE SUMMARY: This report sets out the quarter 2 performance out-turn for the Service Delivery Plan performance indicators for the period 1 April 2017 to 30 September 2017.	
DECISION: As recommended in the report, Cabinet RESOLVED That the Council's Quarter 2 performance against the Service Delivery Plan targets for the period 1 April 2017 to 30 September 2017, be noted.	
REASON FOR THE DECISION: So that Cabinet are updated with the Q2 Performance out-turn for the Service Delivery Plan (2013-2018) for the period 1 April 2017 to 30 September 2017.	
OPTIONS CONSIDERED BUT REJECTED: To note the report and to request remedial actions for under achieving indicators.	
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	

DEVELOPMENT CONTROL COMMITTEE

13 December 2017 at 2.30 p.m.

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

Councillor Gammon was absent from the meeting during consideration of the matters referred to in Minutes 343 (from Planning Application AW/155/17/OUT) and 344.

Councillor Ambler was also in attendance at the meeting.

339. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Maconachie and Mrs Stainton.

340. DECLARATIONS OF INTEREST

Declarations of interest were made by:-

- Councillor Haymes declared a personal interest in Planning Applications LU/307/17/PL, BR/220/17/PL and BE/102/17/OUT as Cabinet Member for Technical Services as the Council owned the land on which the proposed developments would take place.

341. MINUTES

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

342. WITHDRAWN APPLICATION

The Chairman advised the meeting that Planning Application LU/267/17/PL had been withdrawn from the Agenda and would not be considered at this time.

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343. PLANNING APPLICATIONS

LU/267/17/PL – Change of use of ground floor from community centre (D2 Assembly & Leisure) to 2 No. Flats (C3 Dwelling Houses, single storey rear extension with renewal of existing windows to match existing, remodelling of existing entrance of East elevation including new front & rear doors & new canopy, Chilgrove House, Kimberry, Littlehampton Having received a report on the matter, the Committee had been advised that this application had been withdrawn from the Agenda.

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

LU/307/17/PL – Demolition of promenade shelter & construction of café & kite surfing school with roof terrace & associated works, Promenade Shelter, Sea Road, Littlehampton Having received a report on the matter, the Committee also considered the officer's written report update detailing:-

- Substitute plans relating to the provision of a disabled platform to improve access to the upstairs seating area and subsequent amended conditions
- 6 representations objecting to the proposal and 1 of support

Members expressed their support for the proposal and it was felt that it would encourage visitors and residents to use that end of the beach. The Committee then

RESOLVED

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

FG/139/17/PL – Replacement monopole & antennas & 1 No. replacement cabinet, Existing Telecommunications Installation, Ferring Water Pumping Station, off Amberley Drive, Ferring Having received a report on the matter, together with the officer's written report update detailing deletion of the National Planning Policy Guidance which had been erroneously generated at the start of the application report, the Committee

RESOLVED

That the application be approved as detailed in the report.

FP/203/17/PL – Demolition of outbuildings & erection of 1 No. dwelling to rear (resubmission following FP/137/17/PL, 7 Middleton Road, Felpham Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

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

BR/220/17/PL – Change of use of first & second floors to form 2 No. dwellings & reversion of ground floor area to retail use. This application affects the character & appearance of The Steyne, Bognor Conservation Area, Central House, 18 Waterloo Square, Bognor Regis Having received a report on the matter, the Committee

RESOLVED

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

BE/63/17/OUT – Outline planning application with some matters reserved (Access only) for 20 No. houses & flats, 1 No. replacement dwelling (21 units in total) with car parking, landscaping & associated infrastructure & access off Shripney Road (A29), following the demolition of the existing dwelling & outbuildings. This application is a Departure from the Development Plan, The Cottage, Shripney Road, Bognor Regis Having received a report on the matter, the Committee also considered the officer's written report update detailing :-

- Confirmation from the applicant that a footway would be provided to the north of the proposed vehicular entrance so as to provide access to and from the Robin Hood Public House. If Members wished to add a further condition to require such a footpath, it was suggested that the decision be delegated to the Director of Place to draw up suitable wording.
- A unilateral undertaking concerning the NHS contribution had been received and dated 13 December 2017 in respect of Barnham Surgery, with subsequent amended recommendation to read "Approve Conditionally with a S.106".

The Principal Planning Officer presented the detail of the application and Members then participated in a full debate which highlighted the serious concerns felt around highways issues. A Pre-Site Inspection had taken place and, whilst views were expressed that the principal of the additional 20 dwellings on the site did

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not constitute a problem, the entry and exit from the site did. It was acknowledged that County Highways had initially raised objections to the proposal but, following negotiations with the applicant's transport consultants, these had since been withdrawn. Disappointment was voiced that a representative from County Highways had not been able to attend the site visit to hear the concerns of Members with regard to road safety and pedestrian safety.

A further concern was raised that there was a history of flooding in the immediate locality which had caused serious disruption to the flow of traffic on this part of the A29 on a number of occasions.

The Chairman proposed that an independent safety audit be undertaken with regard to the access to the site but this was withdrawn due to the concerns about cost. It was instead suggested that the application be deferred to invite County Highways to meet Members on site to discuss the issues raised.

The Committee therefore

RESOLVED

That the application be deferred until such time as County Highways are able to meet Members on site to explain their position.

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

BE/102/17/OUT – Hybrid application comprising Outline application for development of employment units, warehouse, hotel, 2 No. drive-thru units, public house, gym plus engineering works, landscaping & associated works. Full application for a Warehouse (Class B8), fuel island, car parking, access roads with new entrance from Shripney Road plus engineering works, open space, landscaping & associated works. Departure from the Development Plan, Salt Box Field, Land off Rowan Way, Bersted The Committee received a report on the matter and considered the officer's written report update detailing that the Local Highway Authority had provided triggers for the developer contributions in the draft Section 106 Agreement which were the "first occupation of any unit or use proposed" and an additional representation from a local resident.

The Principal Planning Officer presented the detail of the proposal and highlighted that the Environment Agency, Southern Water and the Council's Engineers had raised no objection.

Members welcomed the application and the boost to employment that would result in the area. However, support was tempered with concerns relating to the increased traffic that would be generated and the impact that would have on the already very busy Bognor Regis Relief Road and Rowan Way and it was hoped that the Highway Authority would deal with future provision to mitigate problem in the future.

The Committee

RESOLVED

That the application be approved as detailed in the report.

A/168/17/PL – Change of use from agricultural land to recreational & activity school uses, enclosed with a timber & green chain link fence, Land North of William Older Playgroup Building, Arundel Road, Angmering Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

(Prior to consideration of the following application, the Chairman read out a statement from Councillor Mrs Brown, as Ward Member, as she was unable to attend the meeting.)

AW/155/17/PL – Erection of 1 No. detached dwelling. This application affects the character and appearance of Craigweil House Aldwick Conservation Area, Land to the side of Brus Lodge, 28 Kingsway, Aldwick Having received a report on the matter, the Committee participated in some discussion which highlighted a divergence of opinion. However, Members

RESOLVED

That the application be approved as detailed in the report.

AL/58/17/PL – Demolition of existing buildings, construction of 5 No. live/work units & creation of new pastureland. This application is a departure from the Development Plan, Sack lane Dairy, Sack lane, Aldingbourne Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

Subject to approval at the next Committee meeting

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344. PLANNING APPEALS

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

(The meeting concluded at 5.00 p.m.)

HOUSING & CUSTOMER SERVICES WORKING GROUP

2 November 2017 at 6.00 p.m.

Present: - Councillors Hughes (Chairman), Mrs Porter (Vice-Chairman), Mrs Ayres, Blampied [from Minute 16 to Minute 19], Mrs Rapnik and Miss Rhodes.

16. APOLOGIES

Apologies for absence were received from Councillors; Bence as Cabinet Member for Residential Services, Bicknell, Mrs Harrison-Horn and Purchase.

17. 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.

18. MINUTES

The Minutes of the meeting of the Housing & Customer Service Working Group held on 7 September 2017 were approved and signed by the Chairman.

19. FIRE SAFETY IN COMMUNAL AREAS POLICY

The Housing and Customer Services Working Group received a report from the Housing Services Manager that set out a Policy for the management of the communal parts of Council Housing areas, with particular regard to Fire Safety.

It was explained that as part of the Council's response to the Grenfell Tower fire, consideration had been given to health and safety provisions in the communal areas of the Council's housing, particularly internal corridors and stairwells. It was noted that Arun District Council managed a number of communal areas within low rise and medium rise blocks of flats; Sheltered Housing Schemes, communal garden areas and outside spaces. It was confirmed that the Council did not own any blocks of flats that were taller than 4 storeys high.

The Policy was intended to set out the Council's approach to communal areas in order to give clarity for residents and set procedures for staff with the aim of ensuring all internal and external communal areas would be kept free from obstruction or hazards to protect the health and safety of residents and other users of Council Housing properties. The Policy outlined ways to keep communal areas accessible and tidy in order to avoid fire hazards and to give a clear, safe exit in the event of a fire.

It was noted that the Communal Areas Policy would be implemented with a phased approach and would allow the council the option of enforcement action, as a last resort, should residents not comply. The Housing Services Manager informed Members that training would be given to all Housing staff that had reason to visit the Council's housing so that they were equipped to address any safety issues within the communal areas. This would help ensure a frequent rate of inspection.

Following questions that were responded to at the meeting the Chairman referred Members to the report's recommendation and this was agreed.

The Housing and Customer Services Working Group

RECOMMEND TO CABINET

that the Communal Areas Policy be adopted.

20. HOUSING REVENUE ACCOUNT (HRA) BUSINESS PLAN WORK PROGRAMME

The Group Head of Residential Services provided a verbal update on the HRA Business Plan and Work Programme.

Members were informed that there were three main priorities, as follows:

- Increasing Housing Stock
- Housing Assets being Fit for Purpose
- Maximising Income and making best use of available resources

In order to achieve these priorities it was explained that the Council would aim to:

- acquire 25 new homes annually to add to the Council's housing stock;
- undertake a Council Housing stock condition survey that would inform the Council's capital maintenance programme from 2019/20; and
- make best use of resources to ensure income maximisation.

Members were informed that a detailed action plan would be developed and brought back to the Housing & Customer Services Working Group in early Spring 2018.

Following questions that were responded to at the meeting the Chairman thanked the Group Head of Residential Services for this update and closed the meeting.

(The meeting concluded at 6.27pm)

