



Members are reminded to bring their Agendas from the Cabinet Meeting held on 12 February 2018 with them to the meeting

20 February 2018

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, 7 March 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. **Report of Returning Officer**

The Returning Officer will report to the Council on the result of the By-Election held for the Marine Ward on 22 February 2018.

3. **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

4. **Question Time**

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

5. **Minutes**

To approve as a correct record the Minutes of the Special Council Meeting held on 21 February 2018, which will be circulated separately.

6. **Chairman's Communications**

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

7. **Urgent Matters**

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

8. **Statute Matters**

(i) **Appointment of Vice-Chairman of the Council for the Municipal Year 2018/2019**

In accordance with Article 4.2.2 of the Constitution Procedure Rule 16.4, the Council will consider nominations put forward by each of the Political Groups for the position of Vice-Chairman of the Council for 2018/2019 and Chairman Elect for 2019/202. A ballot will then be undertaken to determine the appointment.

9. **Matters from the last Meeting**

There are no items for this meeting.

10. **Any Other Matters**

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

There are no items for this meeting.

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

11. **Development Control Committee – 17 January 2018**

The Chairman, Councillor Bower, will present the Minutes from the meeting of the Development Control Committee held on 17 January 2018. There are no recommendations.

12. **Special Overview Select Committee – 23 January 2018**

The Chairman, Councillor Dingemans, will present the Minutes from the Special meeting of the Overview Select Committee held on 23 January 2018. There are no recommendations.

13. **Overview Select Committee – 31 January 2018**

The Chairman, Councillor Dingemans, will present the Minutes from the meeting of the Overview Select Committee held on 31 January 2018. There are no recommendations.

14. **Littlehampton Regeneration Sub-Committee – 7 February 2018**

The Chairman, Councillor Bicknell, will present the Minutes from the meeting of the Littlehampton Regeneration Sub-Committee held on 7 February 2018. There are no recommendations.

15. **Cabinet – 12 February 2018**

The Chairman, Councillor Mrs Brown, will present the Minutes from the Cabinet meeting held on 12 February 2018 with the exception of Minute 405 [Council Budget 2018/2019] which was dealt with at the Special Meeting of the Council held on 21 February 2018. There are a series of recommendations at:

- Minute 403 [New Corporate Plan and Service Delivery Plan Indicators 2018-2022]
- Minute 412 [Planning Appeal at Land West of Church Lane and South of Horsemere Green Lane, Climping]

16. Constitution Working Party – 13 February 2018

The Chairman, Councillor Mrs Bower, will present the Minutes from the meeting of the Constitution Working Party held on 13 February 2018. There are recommendations at:

- Minute 31 [Constitutional Amendments to Part 5, Rules of Procedure (Meetings)] – to view the Officer's report, please click on this link – [Report](#) and [Appendix 1](#) and [Appendix 2](#) and [Appendix 3](#)

17. Development Control Committee – 14 February 2018

The Chairman, Councillor Bower, will present the Minutes from the meeting of the Development Control Committee held on 14 February 2018.

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

18. Audit & Governance Committee – 22 February 2018

The Chairman, Councillor Chapman, will present the Minutes from the meeting of the Audit & Governance Committee held on 22 February 2018.

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

19. Standards Committee – 22 February 2018

The Chairman, Councillor English, will present the Minutes from the meeting of the Standards Committee held on 22 February 2018.

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

20. Local Plan Sub-Committee – 26 February 2018

The Chairman, Councillor Bower, will present the Minutes from the meeting of the Local Plan Sub-Committee held on 26 February 2018.

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

MINUTES FROM WORKING GROUPS

21. Housing & Customer Services Working Group – 4 January 2018

The Chairman, Councillor Hughes, will present the Minutes from the Housing & Customer Services Working Group meeting held on 4 January 2018. There are no recommendations.

22. **Environment & Leisure Working Group – 20 February 2018**

The Chairman, Councillor Hitchins, will present the Minutes from the meeting of the Environment & Leisure Working Group held on 20 February 2018. There are no recommendations.

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

OTHER MATTERS

23. **Matters Relating to Joint Arrangements**

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

There are no items for this meeting.

24. **Motions**

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

25. **Questions/Statements from Members**

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

OFFICER REPORTS

26. **Pay Policy Statement – 2018/2019**

The Localism Act 2011, Section 38(1) requires that local authorities prepare an annual Pay Policy Statement. This paper introduces the draft Pay Policy Statement for 2018/2019 and it asks Members to approve it. This report will be circulated separately.

27. **Committee Memberships**

There are no changes to Committee Memberships to report.

28. **Representation on Outside Bodies**

The Council is asked to approve the following change to one of its representation on Outside Bodies.

- (i) That Councillor Clayden will replace Councillor Mrs Ayres on the Voluntary Action Arun & Chichester (VAAC)

- 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

ARUN DISTRICT COUNCIL

REPORT TO FULL COUNCIL – 7 MARCH 2018

SUBJECT: Appointment of Vice-Chairman of the Council for the Municipal Year 2018/2019

REPORT AUTHOR: Nigel Lynn, Chief Executive

DATE: 22 January 2018

EXTN: 37601

EXECUTIVE SUMMARY:

At Full Council on 8 March 2017, following nominations from Political Groups, a vote by ballot was held, in accordance with Article 4 of the Constitution Procedure Rule 16.4 to determine the Vice-Chairman of the Council for 2017/18 and Chairman elect for 2018/19. This appointment was subsequently reconfirmed at the Annual Council Meeting on 17 May 2017.

The successful candidate was Councillor Alan Gammon and at the Annual Council meeting on 16 May 2018 he will be re-elected as Chairman for the Municipal Year 2018/2019.

The Council is now being asked at this meeting to consider nominations for the Vice-Chairman of the Council for 2018/2019 and Chairman-elect for 2019/2020.

RECOMMENDATIONS

It is recommended that:

1. The Vice-Chairman of the Council for 2018/2019 and Chairman elect for 2019/2020 be appointed from the nominations put forward by each Political Group.

1. BACKGROUND:

1.1 Paragraph 2 (b) of Article 4 in Part 2 of the Constitution states:

4.2.2 appointing for the Municipal Year or remainder of a Municipal Year the Chairman and Vice-Chairman of the Council on receipt of not more than one nomination from each political group.

1.2 The decision on which candidate should be appointed will be taken by holding a ballot at the Council meeting.

2. PROPOSAL(S):

2.1 The Council will consider the nominations put forward by each of the Political Groups for the position of Vice-Chairman of the Council and Chairman elect and the Chief Executive will confirm who has been appointed following a vote by ballot.

3. OPTIONS:

- 1) To support the report of the Chief Executive and agree who will be appointed as Vice Chairman of the Council for 2018/2019 and Chairman elect for 2019/2020.
- 2) To defer the decision to the Annual Council Meeting on 16 May 2018.

4. IMPLICATIONS:

Agreeing the appointment at this stage will allow the Chairman elect to work with a prospective Vice-Chairman to make plans for their civic year of office.

5. REASON FOR THE DECISION:

To reduce the business required at the Annual Council meeting on 16 May 2018, as it is normal procedure to make the decision in the March/April of the previous administration. In 2017, the decision took place on 8 March 2017.

8. BACKGROUND PAPERS:

Arun's Constitution – Article 4

Section 85 of the Local Government Act 1972

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DEVELOPMENT CONTROL COMMITTEE

17 January 2018 at 2.30 p.m.

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

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

379. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Dillon and Miss Rhodes.

380. DECLARATIONS OF INTEREST

Declarations of interest were made by:-

- Planning Application BR/194/17/PL – Councillors Bower, Charles, Hitchins and Wells declared a personal interest as members of the Bognor Regis Regeneration Subcommittee which had discussed the matter but they had reserved their position.
- Planning Applications BR/194/17/PL, FP/246/17/PL and LU/318/17/PL – Councillor Haymes declared a personal interest as these were Council applications and he was the Cabinet Member dealing with Property & Estates.
- Planning Application Y/44/17/OUT – Councillor Haymes declared a personal interest as Chairman of Yapton Parish Council. He stated that he had taken no part in any discussion on the matter.

381. MINUTES

The Minutes of the meeting held on 13 December 2017 were approved by the Committee and signed by the Chairman as a correct record.

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382. PREVIOUSLY DEFERRED APPLICATIONS

BE/63/17/OUT – Outline planning application with some matters reserved (Access only) for 20 No. houses and flats, 1 No. replacement dwelling (21 No. 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

This application had been deferred from the meeting on 13 December 2017 to enable a site visit to be undertaken to enable Members to discuss their concerns with officers from West Sussex County Council Highways Department. A written officer report update was circulated at the meeting which detailed the site visit, together with an amended recommendation sheet to take account of a change to Condition 3 in respect of Revision A version of the footway arrangements plan.

The Committee participated in some discussion on the matter. Disappointment was expressed that County Highways did not support the concerns put forward and some Members were not persuaded that the safety issues had been adequately addressed, particularly with regard to the proposed pedestrian crossing and footpath. However, the Chairman advised that County Highways had to adhere to strict national regulations and these had been met.

The Group Head of Planning advised the Committee that the standards and guidelines that WSCC Highways used in providing written advice were those that an Inspector would use if there was to be an appeal and there was no evidence to suggest that a different conclusion would be reached. Further, it was required to demonstrate that any adverse highways impacts were 'severe' in order for a reason for refusal to be robust.

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, Councillors Bower, Charles, Haymes, Hitchins and Wells had declared a personal interest and they remained in the meeting and took part in the debate and vote.)

BR/194/17/PL – Demolition of the existing Foreshore office & decommissioning of existing underground toilets. New purpose built unisex toilet block including urinals, baby changing facilities & accessible WC, plus a separate beach office with public information point & first aid facilities. All located on the

existing seafront promenade, Promenade Opposite Walton Avenue, The Esplanade, Bognor Regis

This application had been deferred from the meeting in September 2017 and, although no clear or specific reasons for a deferral had been provided, officers had sought to address some of the individual comments made by Members in order to resubmit the application for consideration. This amended application now detailed:-

- The toilet doors facing south (towards the beach)
- A screen in front of the urinal entrance
- The building had been moved further north
- Two guard rails had been sited to the south elevation either side of the entrance

The application was therefore being resubmitted as it was felt that the changes to the plan were sufficient to overcome the concerns previously identified by the Committee. A recommendation for approval had been put forward as originally tabled, subject to amendment of Condition 2 to take account of the amended plans.

Whilst there was support for the proposal, concerns were expressed along the following lines:-

- (i) where and when had a policy change been decided to move from single sex public toilets to unisex?
- (ii) potential for criminal activity between men and women using the cubicles
- (iii) baby changing facilities inadequate
- (iv) facility not environmentally friendly as no grey water treatment or solar panels
- (v) design out of keeping with the seafront

However, comment was made that the revised application addressed the concerns raised previously and should now be supported. A request was made for the vote to be recorded.

Those Councillors voting for the recommendation to approve were Councillors Mrs Bence, Mrs Bower, Bower, Cates, Charles, Gammon, Mrs Hall, Haymes, and Hitchins (9). Those voting against were Councillors Brooks, Mrs Stainton and Wells (3). Councillor Mrs Oakley abstained from voting (1).

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The Committee therefore

RESOLVED

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

383. PLANNING APPLICATIONS

AL/102/17/RES – Application for approval of Reserved Matters for the demolition of existing glasshouses, bungalow, stables & outbuildings & residential development of 268 dwellings including 30% affordable housing (incorporating 60 senior living units) with associated access, public open space & landscaping, Nyton Nursery, Nyton Road, Westergate, Aldingbourne Having received a report on the matter, the Committee was also circulated with the officer's written report update which detailed the following:-

- Clarification that the application was to deal only with outstanding details of the outline permission relating to appearance, landscaping, layout and scale
- A discharge of conditions application (AL/119/17/DOC) had been submitted for conditions 5 (Arboricultural Method Statement), 8 (Archaeology), 14 (Japanese Knotweed), 15 (Construction Management Plan, 17 (Ecological Enhancement Scheme) and 18 (Construction Method Statement). A further discharge of conditions application would be required for the drainage related conditions once the winter groundwater monitoring was complete.
- Additional representations received from a resident and the Tree Officer and resultant revised layout for the central open space to safeguard the root protection zones of the two retained oak trees.
- Amended layout to address concerns in relation to access to Luakela House and subsequent removal of the pedestrian/cycle access adjacent to the property.
- Amendment of Condition 1 to take account of revised plans, as detailed in the update report.
- Authority be delegated to the Group Head of Planning, in consultation with the Chairman and Vice-Chairman, to approve the application following submission of the amended plans.

The Committee received a presentation from the Strategic Development Team Leader on the detail of the application, which was followed by comment from the Housing Strategy & Delivery Manager, who was pleased to confirm that this was a policy compliant scheme delivering 30% affordable housing of 80 units for rent and shared ownership. He was also pleased to advise that extra care housing had been incorporated in the scheme for the over 55 age range as the District had a high level of need. In addition, the Council would have nomination rights to the rented homes to ensure local people would have priority. It was felt that this much

needed affordable housing and extra care dwellings would make a valuable contribution to the housing needs of the District. An application had been made to Homes England for funding towards the actual build costs.

In opening up of the debate, the Chairman referred to the appeal decision and stated that the overall benefit of the scheme could now be considered to outweigh other concerns that Members had expressed on the original outline application.

A Member request was made that the following condition of the outline permission (AL/61/13) should be included in these Minutes to highlight its importance in the scheme going forward:-

Condition 23: Before the development hereby permitted is commenced, details of a proposed foul drainage system (including details of its siting, design and subsequent management plan/maintenance, if appropriate) shall be submitted to and approved in writing by the Local Planning Authority. No dwelling shall be occupied until works for the disposal of sewage have been fully implemented in accordance with the approved details.

Some discussion took place with regard to the layout for parking within the site; the possibility of a barrier to protect the two central oak trees; provision of semi-mature trees to the rear of The Haven; and foul and surface water drainage. The Group Head of Planning reminded Members that sewerage and drainage matters were not within the scope of this reserved matters application. As there would be a discharge of conditions application coming forward on this, it was agreed that the matter would be considered by the Committee in due course.

The Committee

RESOLVED

That authority be delegated to the Group Head of Planning, in consultation with the Chairman and Vice-Chairman, to approve the application as detailed in the report and officer report update following submission of the amended plans.

A/178/17/OUT – Outline application with some matters reserved for the demolition of existing outbuildings, retention of 1 No. dwelling & the erection of 6 No. dwellings. This application is a Departure from the Development Plan, Crete Nursery, Dappers Lane, Angmering Having received a report on the matter, the Committee

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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.)

FP/246/17/PL – Alterations to layout of existing public conveniences & new shutter door on south elevation, Public Conveniences adjacent to Felpham Yacht Club, Blakes 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.)

LU/318/17/PL – Changes to internal layout and access doors, Public Conveniences, St Martins Car Park, St Martins Lane, Littlehampton Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

WA/54/17/PL – Single storey side extension to form new entrance lobby & disabled WC facilities. This application affects the character & appearance of the Walberton Village Conservation Area, Walberton Baptist Church, The Street, Walberton Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

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

Y/44/17/OUT – Outline Planning Application for 70 No. residential dwellings including 30% affordable, public open space & associated landscaping. All matters to be reserved apart from access (access to be achieved via permitted road (reference Y/93/14/OUT). This application is a Departure from the Development Plan. This application affects the character & appearance of Main Road/Church Road Yapton Conservation Area & the setting of Listed Buildings, Land at Stakers Farm, North End Road, Yapton Having received a report on the matter, the Committee also considered the officer's written report update detailing :-

- Highways England consultation response
- NHS consultation response
- Confirmation that the gift of land would be able to proceed
- Additional comments from West Sussex County Council relating to the possible expansion of Yapton Primary School and a request that the application be deferred to allow that Council to assess the merits of such a proposal.
- Additional comments from Yapton Parish Council relating to the possible expansion of Yapton Primary School and a request that the application be deferred in order to allow necessary time to ensure that the right solution for the whole Parish was found for the school and future residents.
- Additional representation received and response from applicant, together with officer's comment.
- Proposed change to condition 11 to make it clear that both West Sussex Highways and Highways England would be consulted in respect of the discharge of the Construction Management Plan condition,
- It was recommended that the application be delegated to the Director of Place, in consultation with the Chairman and Vice-Chairman, in order that the Section 106 Heads of Terms can be finalised (i.e. so that the level of the Highways England contribution could be agreed).

The Principal Planning Officer presented the detail of the application and the Group Head of Planning gave advice that, whilst he had sympathy with the comments of the Parish Council, it would be unreasonable to defer the application in order to allow WSCC to carry out work that should have commenced a long time ago (when asked to do so by Arun District Council). This would be for an unspecified period and would preserve a position for the promoters of the strategic allocation – a different application site. He reminded the Committee that it was the responsibility of the promoters of the strategic land allocation (as set out in the emerging Local Plan) – not this applicant – to find the most appropriate solution to provide for primary education provision for the needs arising from their site and that determining this application in no way prevented those private discussions between

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third parties from continuing. Regardless of any planning decision on this site, if land was required for a school expansion, formal agreements needed to be reached. This applicant was more than making appropriate provision for primary education through this application.

At the commencement of the debate, Member comment was made that, in the last month, 208 additional houses had been approved for Yapton by appeal. It was felt that it was imperative that the problem of the primary school be sorted out prior to this application being approved and it was proposed and duly seconded that it be deferred.

The Group Head of Planning stated that he wished to be clear about (1) what Members felt that granting this outline would preclude and (2) what would be the specific reasons for any deferral because the applicant was not being asked to do any further work. He was of the view that there was no guarantee that additional land would be able to be secured as agreement would be required from that landowner, which would have to be secured by the promoter of the strategic allocation.

Whilst serious concerns were expressed that the matter of the future of the primary school needed to be addressed, concerns were also expressed with regard to the response from Southern Water that it objected to the proposal. Although officers had gone back to Southern Water with comment that a consistent approach to development needed to be taken in light of other proposed developments in the area where they had raised no objection, Southern Water had not responded. Officers were therefore of the view that it would not be reasonable to maintain the Southern Water objection.

However, Members felt that clarification should be sought from both Southern Water and the County Council as to their positions on this matter. It was therefore suggested that the application be deferred for three months for resolution of the issues raised.

The Group Head of Planning accepted that clarification could be sought from Southern Water but felt that the issue around primary education was much more problematic and that the County Council was very unlikely to be able to provide a solution within three months. The matter had been broached by officers 18 months ago as they could foresee what was going to happen. There was an urgent need for the promoters of the strategic allocation to obtain the agreement of the landowner to deliver their primary education provision.

Members were adamant that adequate educational provision had to be provided and it was suggested that, with the potential for 1,000 houses in Yapton, the County Council should be able to provide information as to the amount of land that would be required to expand the current school and meet the future need.

However, Member comment was made that it was difficult for the County Council due to the call-ins that there had been in the Yapton area, which had had an effect on housing numbers as it had been unclear what the results of the call-ins would be. Consequently, WSCC were unable to undertake any calculations until the call-ins had been dealt with.

The Committee was advised that the gift of land being proposed by the developer for the expansion of the school was over and above what could be reasonably expected from this application. In addition, it was felt that it would be unreasonable to expect this development to deliver land for the school on behalf of all the other proposed developments. A suggestion was then made that perhaps the open space could be reduced to secure additional land.

The Committee

RESOLVED

That the application be deferred for further negotiation and clarification with (i) Southern Water; (ii) West Sussex County Council Education Department; and (iii) the applicant (with reference to land issues for the potential expansion of the primary school).

(The meeting concluded at 5.15 p.m.)

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SPECIAL OVERVIEW SELECT COMMITTEE

23 January 2018 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 Ambler, Mrs Ayres, Ballard, Bence, Bicknell, Mrs Brown, Cates, Charles, Dendle, Haymes, Mrs Pendleton, Mrs Porter, Wells and Wensley were also present at the meeting.

The following guests were also present at the meeting:

The Deputy Mayor of Arundel – Councillor Mrs Ashmore
The Mayor of Bognor Regis – Councillor Woodall
The Mayor of Littlehampton – Councillor Blanchard-Cooper
The Sussex Police and Crime Commissioner – Mrs Katy Bourne
Chief Inspector [Arun & District Commander] – Kris Ottery
Acting Inspector [Arun & Chichester Prevention Team] - Danny West

384. WELCOME

The Chairman welcomed Members of the Committee, Councillors and Members of the public to this Special Meeting of the Committee.

He especially welcomed the Sussex Police and Crime Commissioner Katy Bourne, Chief Inspector Kris Ottery [Arun & District Commander] and Acting Inspector Daniel West [Arun & Chichester Prevention Team] for attending and for agreeing to be asked a series of questions on policing in the Arun District.

The Chairman also extended a special welcome to:

- the Mayor of Bognor Regis, Councillor Phil Woodall;
- the Mayor of Littlehampton Town Council, Councillor Billy Blanchard-Cooper; and
- the Deputy Mayor of Arundel Town Council, Councillor Lucy Ashworth to the meeting.

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385. APOLOGY FOR ABSENCE

An Apology for absence had been received from the Cabinet Member for Community Wellbeing, Councillor Clayden.

386. DECLARATIONS OF INTEREST

Councillor Edwards declared a Personal Interest as he was an employee of Gatwick Airport Limited and should any discussion focus on his area of work.

387. MINUTES

The Minutes of the meeting of the Committee held on 21 November 2017 were approved by the Committee as a correct record and were signed by the Chairman.

389. COUNCIL MOTION - POLICING PRIORITIES

The Chairman referred Members to the covering report that outlined that at Full Council on 8 November 2017 a Motion had been submitted calling upon the Sussex Police & Crime Commissioner to review its policing priorities and to urgently invest more human and financial resources in front-line policing.

The report provided the background to this Motion and that as a result of the debate at Full Council that the Police and Crime Commissioner (PCC) had been invited to attend this meeting to update the Committee on policing in Arun and the Police response to current and future challenges.

The agenda outlined the format for the discussion of this item which was:

- Welcome and introduction from the Chairman
- Presentation from the PCC
- Presentation from the Cabinet Member for Community Wellbeing, Councillor Clayden
- Questions from the Committee
- Questions from Arundel, Bognor Regis and Littlehampton Town Councils; and
- General question and answer session

The Chairman invited the Sussex PCC to provide her presentation. The PCC thanked the Council for inviting her to attend this meeting and she explained that she planned to put facts into context. Firstly, she referred to the meeting of the Sussex Police and Crime Panel which had taken place on 19 January 2018 and explained the role and purpose of the Panel.

The main item considered on 19 January 2018 had been the proposed precept for 2018/19. The PCC outlined that the Police Reform and Social Responsibility Act 2011 required her to notify the Panel of the proposed precept for the coming financial year. The Panel was then required to respond confirming if it supported any precept increase. The PCC confirmed that an increase in precept for 2018/19 from £153.91 to £165.91 an increase of £12 (7.8%) for a Band D property had been proposed and approved.

The Minister for Policing and the Fire Service had announced the provisional police financial settlement for 2018/19 on 19 December 2017. As part of this announcement, the Government made it clear that an increasing proportion of policing costs would have to be met by local taxpayers and so PCCs were allowed to raise the precept above the previous limit per household/dwelling.

The PCC then outlined what the precept decision meant for the next financial year, the points made have been summarised below:

- A further £36.5 million had been taken out of the Police budget
- A draft four-year Medium Term Financial Strategy (MTFS) had also been considered and set out the financial context for the PCCs draft revenue budget, capital programme for the next financial year as well as estimates leading up to 2020.
- Financial planning sat at the heart of good public financial management and so alongside budget preparation, performance management and reporting, the ability to look strategically beyond the current budget period was a crucial process to support long-term financial sustainability. The Sussex Police was no different to any other public sector service, the government settlement had not provided additional resources but it had enabled all PCCs to raise additional funds from local taxation.
- There had been a number of key considerations driving the decision to increase the precept.
- There had been an exceptional rise in public demand on police services

- Criminal investigations were becoming increasingly complicated with huge amounts of digital material to identify, secure and analyse
- The public wanted to see investment in more visible, local policing, focusing on crimes like burglary and anti-social behaviour and they rightly also wanted to feel safe on the roads, in public places and at night time.
- Crime was becoming increasingly trans-national with serious and organised crime groups committing crimes using the 'dark web'. Such crime was increasing in volume and severity and was often being committed by criminals not even living in the UK.
- Crimes previously hidden were also increasing such as human trafficking, modern slavery and child pornography. The cost of such crimes was increasing annually to a level of around £1 billion nationally. This was putting an enormous strain on resources and presented an enduring challenge requiring a collaborated response from Government, law enforcement and business.
- International terrorism had become more fragmented and harder to combat – all of these facts helped to put the need for increasing the precept into context.
- The public also wanted to see improvements in the force's approach to public contact and more support to the 101 service.
- Her Majesty's Inspectorate of Constabulary, Fire and Rescue Services (HMICFRS) had acknowledged the public's concerns about changes to neighbourhood policing and had stressed the importance of community intelligence
- Consultations and correspondence with the public had shown that a majority of Sussex residents were prepared to support their police services through increased precept contributions.
- Work would continue looking at making future efficiencies through partnership working. The joint change programme with Surrey had delivered efficiencies in many areas across both policing and the back office. Whilst these joint services would continue, a more regional focus would be adopted for future partnership working with Thames Valley, Hampshire and Surrey.
- Against a backdrop of tight financial resources, efficiencies would need to continue to be made in smarter policing and improving how the force could continue to improve its services.

The PCC explained that part of her responsibility for the maintenance of an efficient and effective police force was to hold the Chief Constable to account for the delivery of the Police and Crime Plan.

- A new model for local policing had been implemented aiming to reduce crime and anti-social behaviour by working effectively with partners. Resources had been re-organised to address the changing nature of some of the crimes mentioned above. Continued investment would be used to maintain this model which planned to:
 - Continue to provide a 24/7 policing service 365 days per year
 - Prioritise those people at greatest risk of threat or harm meaning money given to the policing services would be used most effectively
 - Investigate lower level crimes over the phone whenever possible to free up response officers to deal with more urgent issues
 - Ensure a greater visible presence where there was a higher risk of crime
 - Working with partner agencies to resolve issues causing recurring problems and crime
 - Making it easier for citizens to contact the police in multiple ways using new technologies such as social media to report crime
 - Improve data sharing
- Members were advised that taxpayers in this area paid the fifth lowest precept of any PCC in England and Wales whilst at the same time the Sussex Police received the seventh lowest net revenue cost per head of population. If the same funding paid to others was received this would provide an additional £37 m annually and so this was why it was vital for the PCC to continue to prioritise the achievement of value for money and efficiency in establishing the framework for policing within Sussex whilst maintaining and delivering services that were fit for the 21st century.
- It was outlined that when other public services were withdrawn, the police remained 'open for business and the service of last resort'. This involved accompanying mental health sufferers to A&E; dealing with the consequences of young people falling into crime in the absence of any funded outreach services; and caring for the drunk and drugged often by transporting individuals and the sick and injured.

The Chairman thanked the PCC for her presentation and then invited the Group Head of Community Wellbeing to provide a brief outline of the role of the Safer Arun Partnership, in the absence of the Cabinet Member for Community Wellbeing.

The Group Head of Community Wellbeing provided some detail on the work of the Safer Arun Partnership and how this fitted into the excellent partnership working that took place between the Council and the Police.

The Chairman then referred to the questions that had been submitted by Members to the PCC in advance of the meeting and he stated that the questions relating to the lack of community policing; low level crime; and the lack of police reaction in the past 2/3 years had been covered, to a certain extent, by the PCC's presentation.

The following questions were then asked by Members of the Committee:

- Councillor Mrs Bence – In June 2017, Sussex Police were consulted on a local planning application and asked if they would like to state their request for funding on the Section 106 agreement. They had indicated at that time that a request for funding through the Section 106 contribution might be forthcoming, however, no communication was received after that and despite numerous efforts by the Council's officers to get a response from the Sussex Police, nothing was received and therefore the Section 106 agreement was drawn up without any police contribution. Councillor Mrs Bence outlined that she had felt the need to raise this question since recently becoming a Member of the Development Control Committee and that since that time; the Sussex Police had been invited to meetings and on both occasions had failed to do so. In light of the recently announced rise in precept costing residents more and at the same time residents receiving a reduced service, could the PCC explain why, when funds were so desperately needed, an opportunity like this had been lost.

The PCC responded outlining that she would continue to seek additional sources of external funding for policing and to maximise income through developer contributions such as the Community Infrastructure Levy and/or Section 106 monies. A Community Planning Manager was in post working on a full-time basis across both Surrey and Sussex focusing on seeking appropriate funds to support new policing capital infrastructure relating to housing development. At the present time this post had secured agreements totalling over £0.5 million which would be invested into new communities to fund infrastructure to support policing. These included various

estate projects to improve existing police station relocations and automatic number plate recognition sites to support new buildings, up-front costs associated with employing new officers through the Local Policing Programme and contributions towards increasing the vehicle fleet capacity. The PCC then outlined how the Community Planning Manager was seeking new opportunities through developments around the District and these developments were named, some examples given were Summer Lane, Pagham, Hook Lane, Pagham, and elsewhere around the District. It was confirmed that work was only undertaken for development that had over 100 houses/dwellings per application.

- Councillor Dr Walsh outlined why he had presented the Motion to Full Council on 8 November 2017. This had been because residents and traders in Littlehampton were becoming increasingly frustrated over the lack of police and PSCO presence in and around the Town. This was coupled with the fact that there was a very poor level of response to increasing reports of alcohol related crime and anti-social behaviour. Councillor Dr Walsh stated that the PCC was failing to comply with her promises that there would be effective neighbourhood policing and support provided to the victims of crime. This was not the case instead crimes were increasing and the amount of reoffending was too. This was because of the lack of investment in front line policing. Over the years, over 1,000 police officers and PCSOs had been culled as part of the £88 million pounds of cuts. Councillor Dr Walsh asked if the PCC could confirm when the Police would respond to the concerns of the public and traders and when front line policing would return to the streets of local Town Centres and villages, especially as this was the overwhelming demand from the public in the Arun District?

The PCC responded stating that she had been more than comprehensive in terms of outlining the police and crime objectives for the next 4 years. In terms of the problems being experienced by traders, she stated that she was very familiar with issues being experienced and so this had been why the Business Warden Scheme had been introduced. Danny West confirmed that Business Wardens had attended weekly meetings so as to ensure that they had a good idea of the problems that needed to be refocused. Regular meetings had been held with the Town Centre Regeneration Manager in Littlehampton to make sure that the concerns traders had about anti-social behaviour from youths were fully understood and in terms of exactly what the traders were experiencing. Danny West outlined the importance of needing to know exactly what the issues were so that the Police could then respond effectively. It was outlined that the Police were working in partnership with the Council's Community Safety Team; anti-social behaviour

case workers; and the Business Wardens and that as a result of this work better results were being achieved.

- Councillor Dr Walsh asked if he could receive a response to the remaining elements of his question which was how could the PCC justify now increasing the precept to this new level when increases had not been made before – why was she playing “catch up”.

The PCC outlined that she had been lobbying hard to secure the best possible funding arrangements for policing. The Government had made it clear that an increasing proportion of policing cuts would have to be met by local council tax payers and so PCCs had been allowed to raise the police precept above the previous limit.

- The Chairman, Councillor Dingemans, asked how much expenditure was spent on Policies from Central Government rather than on local needs?

The PCC asked if Councillor Dingemans was asking how did the PCC decide how funding was spent. She outlined that her role was to ensure that the Sussex Police also met its strategic policing requirements, including a co-ordinated response to serious and organised crime and terrorism. There was also the need to have money set aside as there were also national bodies like The National Crime Agency who could instruct the Chief Constables in her force if they wanted certain things – this would be classed as an unexpected budget pressure. It was also confirmed that the PCC had to keep a general reserve of a minimum of 4% of Net Revenue Expenditure to cover any major unforeseen expenditure or loss of funding.

- Councillor Dr Walsh asked further questions on PCSOs and when would they and Police Constables return to the streets of Arun?

The PCC explained that the current 200 PCSOs would continue to work in crime prevention teams which made them more flexible in terms of responding to requests and this method was proving to be successful. Kris Ottery explained that some PCSOs had been removed from some geographical areas. This allowed PCSOs to respond to what was happening so if there was a spate of vehicle crime, for example, the PCSOs would have an overall awareness covering the whole area. Rather than PCSOs patrolling and responding to each incident in isolation, they were working collectively to prevent criminal activity and associated problems re-emerging.

- Councillor Edwards outlined that he had noticed that crime figures throughout the District were increasing and that he was staggered to learn that in his village of Felpham there had been an increase of 42% in reported crime. What did the PCC propose to do about this?

The PCC outlined that more people were reporting crimes and that crime comparison tables could provide misleading information. It was important for Members to understand the context behind why and how crime was reported. The reporting of crime had risen by 18% nationally and 11% in Sussex. There had been a general increase in the reporting of hate crime and domestic abuse and this was down to the fact that victims were more confident in coming forward to report incidents.

The PCC confirmed that Sussex Police had recently been independently inspected by Her Majesty's Inspectorate of Constabularies Fire and Rescue (HMICFRS) and had been rated as 'good' stating that the plans Sussex Police had for the future were realistic and practical and that the force's financial plans were well integrated with its workforce. It had also received a 'good' rating for how it kept people safe and reduced crime. The PCC stated that HMICFRS had published its findings on line in November 2017 and she urged Members to view the results on the Sussex Police's website. Returning to the way in which crime was recorded, the PCC stated that Sussex Police had been rated as one of the top forces in the country in terms of how accurately it recorded crime. In terms of explaining the increase in the recording of violent crime, it was explained that the crime being recorded was dictated by the Home Office who recorded it differently showing it as violent crime when in fact it could be crime without injury such as harassment and/or social media crimes. Members needed to look at the strands underneath.

- Councillor Edwards asked about the rates of vehicle crime in his Ward, Felpham.

The PCC explained that the increases recorded could often be just one person committing numerous or mass crimes in a very close area overnight. With no evidence, CCTV footage or witnesses, it took longer for the Police to resolve these crimes. More work was now being undertaken using social media to resolve these types of crimes.

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- Councillor Elkins asked a question relating to the HMICFRS review in that the overall judgement of the Sussex Police had been measured as 'good', however, there were areas that had been identified as requiring improvement. Councillor Elkins focused on upon a study on the taking of 101 calls stating that over the period of 2016/17 - 6,100 calls per month were being lost, i.e., people were aborting attempting to make a call as they could not wait for their call to be answered. Councillor Elkins stated that to him this highlighted that a number of the 101 operators were under great pressure due to the huge number of calls that they could see were waiting to be answered. He asked if this was impacting the measure of those crimes not seen as being reported? If they were not reported, were resources not being focused in the correct area such as call centre staff? He also had concern that call centre staff were not receiving the appropriate level of training and so how could they assess the urgency of the calls made. Councillor Elkins asked what was being done to address the high number of calls being received?

The PCC stated that the HMICFRS provided comparative data on a wide range of policing activities and completed a range of inspections as part of their PEEL Assessment (Police Efficiency, Effectiveness and Legitimacy). This was designed to give the public information about how their local police force was performing in several important areas. The inspections examined how well forces understood the demand for their service and how they were planning to meet future demand. The PCC stated that she and the Chief Constable had established a Joint Audit Committee which provided an independent and high level focus on the adequacy of the audit, assurance and reporting arrangements that underpinned good governance. These meetings could be viewed on line. In responding to the findings on non-emergency call handling times, Members were again referred to the PCC website. In the last rolling period the PCC confirmed that 74% non-emergency calls were answered in 5 minutes, 87% in 10 minutes, with 19% being abandoned, the PCC did not know why these calls had been abandoned. Members were reminded that crime could be reported on line and that this was being encouraged. Members also had to remember that all of these facts had to be set against the context of an ever increasing demand – an additional 6,000 calls had been made compared to last year. The types of calls in terms of complexity and the time it took to respond to were explained. On-going work was taking place to understand what could be classed as good and bad abandoned rates as this was an area she continued to monitor.

The PCC explained that as part of the uplift in the police precept she would be looking at putting resources into local policing and part of this would cover contact too.

- Councillor Elkins responded with a supplementary stating that he was pleased that the PCC was putting resources into the contact centre but he wanted to know if this would involve training?

The PCC stated that having a happy customer at the end of the day was a positive outcome. She assured Members that training was in place but wanted to remind Members that 40% of calls that were received as 101 calls actually had nothing to do with policing at all. The calls were received because other public services were closed. Again, on-line reporting was being encouraged.

- The Deputy Mayor of Arundel Town Council stated that she wished to publicly thank Danny West for increasing public confidence in the police by spending time in Arundel talking with and reassuring disturbed residents who were feeling worried and vulnerable about anti-social behaviour. This showed that working in partnership and directing people to report crime in the right way did work. She focused on the effective commercial and business partnership working underway in which a relaunch with the prevention team was being looked at to report crime not just via Facebook but between businesses and through to the right resources.

- The Mayor of Littlehampton spoke about Business Wardens and he asked if an indication could be given about funding for the future in terms of the Littlehampton scheme which was due to run out in March of this year. He also asked if there was a target in place for response times when the 101 number had been used as he felt that a 5-10 minute response time was not good and he wanted this progressed forward.

Danny West confirmed that funding for the Warden Scheme would continue until March 2019. From that point onwards, the expectation was that the Police would work with businesses to then make it self-funding as there was the need for local businesses to take responsibility too. The Police would work with them to find a sustainable solution.

- Councillor Wheal outlined his concern at the time it was taking to respond to 101 calls - 5 minutes was far too long.

The PCC stated that although she sensed Members' frustration they had to accept that 101 calls were non-emergency calls. The response times for 999 calls were a different matter as such calls were being made when there was a matter of clear and present danger to deal with. She stated that the call handling centre was keen for people to come and spend some time with them to see first-hand the type and nature of call received and she invited Members to take up her offer of a visit.

- Councillor Bence referred to his written questions that had been submitted in advance of the meeting, these were questions 3 to 6 from non-Committee Members and referred to the health and safety and vulnerability of single police officers on patrol. He stated that no comment had yet been made about the response team and lack of staff resource to deal with an immediate response to a 999 call. He stated that he had recently experienced the 101 system and that his attempts to report crime and submit CCTV evidence to the police had been difficult – he felt that there was a very serious lack of training and understanding emanating from some of the civilian operators, however, he praised the work of Danny West in dealing with the personal matter this surrounded and confirmed that a successful outcome had been achieved. He also asked questions about the neighbourhood policing team and the role of PCSOs as they could not arrest or investigate cases.

The PCC confirmed that the PCSOs had never warranted powers since their introduction but recently their powers had been extended in the last 18 months making them more useful – they could now take name and addresses down; undertake basic investigations; and could support investigation teams. There were 200 across the force and these levels would not reduce as it was recognised how important their role was.

The PCC then responded to Councillor Mrs Bence's question which was question 3 from the questions submitted in advance by the Committee. The PCC stated that she was committed to achieving compliance with health and safety law and training and risk management. The PCC again referred to the Joint Audit Committee which scrutinised the governance of the organisation and included the consideration and adequacy of health and safety arrangements. The Sussex Police was fully compliant with the demands of the Health and Safety at Work Act 1974 (HASAWA) and a safety management system had been implemented across Sussex and Surrey. A joint audit had also been undertaken through the Joint Audit Committee by Sussex Police through their Strategic Health and Safety Board on lone working and a safety risk profile showed where safety risk was within organisation and how this was managed. Work was ongoing at looking at safety hazards and how these could be prevented using video cameras and hand held devices.

- Councillor Bence asked how many police officers had been provided with a policy in terms of lone working? This was important as there were increasing numbers of single manned vehicles; black spots on radios so giving no protection for these individuals in critical situations. Councillor Bence asked the PCC if she could please provide a written response to all of his questions.

At this point, a number of Committee Members queried when they would have the opportunity to ask their questions and when these would be responded to.

- Councillor Wells referred to the increase in precept and the extra £12 and where would this be spent? He had understood that this would be used to safeguard the existing police force yet he had not heard that there would be any additional police. He wanted to know how the appalling crime figures in the District could be turned around and he referred to his own business in Bognor Regis and the amount of theft and shoplifting that took place daily. He was not impressed with the service provided by Business Wardens in Bognor Regis and he was not impressed with the service being provided to date which was ineffective. If the future plan was for businesses to fund this, this would be difficult as businesses would not be willing to fund a service that did not provide an acceptable level of service. This needed drastic improvement to make it workable. The issue was that Business Wardens had no pocket cameras and so were vulnerable when dealing with individuals. Using their powers to detain a suspect often then led to them having to wait for up to 2 hours for police presence – this was where the whole situation had crumbled down. Councillor Wells confirmed that when shopkeepers had reported an incident, the result was that it was not in the public interest to pursue or follow up that part of the crime.

Danny West responded stating that he would look into this further and offered to meet with Councillor Wells and other traders to pursue. He outlined that the Police did not put a limit onto what they investigated and that he would work with the traders to turn the negatives around. The problems with shoplifting were not new – the Police did respond, would weigh up the facts and would come to a decision as to how to deal with each individual case.

- Councillor Wells talked about an incident that had occurred earlier on in the day and that evidence could be provided. When reported there was no response. A police car had driven past the area some hours later - this was the common problem for the town centre areas who felt that they had just been abandoned by local policing teams.

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Danny West stated that without looking into what else might have been happening at that time, they had to judge incidents in terms of harm and risk. It could also have been that Officers had had to be elsewhere.

- Councillor Dendle referred to his question which was Question 7 from non- committee Members, this referred to the roll out of body cameras and what percentage of front line Officers had body cameras.

The PCC stated that 2,500 body cameras had been rolled out across the force to front line officers. All uniformed response teams had them as well as PCSOs and dog handlers. There were also pool cameras for road policing units to use.

- Councillor Dendle then referred to front and back office staffing and asked how much had been invested into systems thinking? He also asked if a PC had to make an arrest in Bognor Regis or Littlehampton on a Saturday night, why the prisoner had to be transferred to a custody suite in Chichester by 2 police officers leaving a deficit of Officers to protect the towns?

The PCC pointed out that custody provisions had been located in Chichester and Worthing for over 20 years and so were well established. Resources were divided to provide the ability to move officers to different areas. The Duty Sergeant could redeploy where necessary to provide resilience.

- Councillor Dendle asked what the difference in cost was in terms of funding a PCSO and full police officer? The PCC stated that this very much depended upon what stage that Officer was in their career.

- Councillor Mrs Oakley referred to her written questions – 5 and 6 - stating that she was interested in the comments made about the number of PCSOs – this was because she had not seen one for months and months in her ward area of Middleton-on-Sea.

The PCC confirmed that the policing Members saw was not all of the policing that was received, also, PCSOs were no longer assigned to geographical areas - they were deployed as they were needed. Responding to the issue of speeding on roads, the PCC stated that the uplift in precept would allow her to look at road safety and she confirmed that this was an area that would be covered. The PCC stated that she had a dedicated Officer who would be happy to set up and train local communities on the issue of speeding. There were also community groups who voluntary clocked speeding with offenders receiving a warning letter via an on-line system. This had been proven to

deter speeding behaviour in other areas. The PCC stated that a 2018-2022 plan was being drawn up on this issue and that she was looking forward to seeing recommendations from Community Speed Watch supporting the concerns raised by Councillor Mrs Oakley. The PCC also referred to the work of the Sussex Safer Roads who worked in partnership with the Police; Fire Service; highways and Local authorities on this issue and illegal parking. This partnership came together on a regular basis looking at work across Sussex and what could be done by launching campaigns. The PCC stated that she would be looking at how to target the offending areas as the public needed to know that if they did break the law they would have to pay.

- Councillor Mrs Oakley outlined that a number of authorities, including Arun, were proposing to create unisex public conveniences. Could the PCC provide any evidence to support that by changing to unisex facilities, this would reduce anti-social behaviour?

The PCC confirmed that this was not her area of responsibility but that Councillor Mrs Oakley should approach the British Toilet Association who could provide advice on buildings and development to see how this could cut out crime.

- Councillor Ballard referred to his written question - Q (2) from non-Committee Members. He asked what the public were actually paying for. Several Parish Councils were now looking to pay for Neighbourhood Wardens at their own vast expense due to the lack of police presence in villages.

The PCC referred to her Annual Report which detailed what had been achieved during the year and she confirmed that this work was scrutinised by the Sussex Police and Crime Panel. As PCC, as well as holding the Chief Constable to account and the force to account for local policing issues, one of her key duties was to ensure that Sussex Police met its strategic policing requirements and provided a co-ordinated response to serious and organised crime. As PCC she had focused on improvements for performance in areas that had seen high rises in domestic abuse; burglary; hate crime and providing a better quality of service to victims. She had appointed a Modern Slavery Co-ordinator, due to the increase in reported crimes, and continued with the new scheme of providing Business Wardens which were independent to the Police and in most areas were now sustainable. Sainsbury's had taken and developed a business warden model providing reassurance to local businesses in the area. The Community Safety Partnership – she had maintained funding for this at the same level as it was 6 years ago, this was not the case elsewhere in the country. Looking at Estates and Facilities, no police stations had closed unless something else had been put into place.

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A huge improvement programme had been launched and the Sussex Police had received an acknowledgement from the Home Affairs Select Committee, who had undertaken a review of PCCs, and had held her role in high regard. The PCC again referred to her Joint Audit Committee meetings which were web cast live on the Sussex Police web site. Finally, the PCC referred to the Safer Sussex Fund which had given out thousands to local organisations to tackle crime. Other major projects had been launched being the Video Enabled Justice Programme and the Sussex and Surrey Criminal Justice Partnerships.

- Councillor English asked if it was the Chief Constable who agreed the powers to be given to PCSOs and was there a list of powers that could be granted to PCSOs for Arun or any area.

The PCC stated that these were determined by the Chief Constable. PCSOs were now uniformly enabled across West Sussex. The increase in the precept would protect 476 officers and staff posts. The PCC had asked the Chief Constable for a renewed focus on community policing and she awaited his plan. She provided a further response in that examples in this area with vehicle crime and low value theft – PCSO had been out and taken statements from victims and had looked at CCTV; had patrolled areas; knocked on doors and had recorded incidents themselves and so they did deliver a whole package of services.

- Councillor Mrs Porter referred to 101 calls and asked with modern technology why the contact centre could not recall calls that had hung up due to long waiting times?

The PCC stated that national work on digital contact was in the process of looking at this and a national programme was in place looking at how the public contact police. This was work that was ongoing.

- Councillor Gammon referred to his question which was question (1) submitted in writing from non-members of the Committee. The PCC confirmed that the problems surrounding irresponsible on-street parking had been passed to local authorities to deal with as this was not a criminal matter anymore. This was the responsibility of West Sussex County Council as highways authority and local councils who had responsibility for local civil enforcement officers

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- Councillor Mrs Pendleton stated that she had real concerns over policing in the District and she asked the PCC if she could agree that policing in Arun had not been sufficient to address local needs and concerns and that this was down to cutting costs. Councillor Mrs Pendleton asked if the increased precept would confirm no further cuts which then meant that the District would not actually see any increase in front line staff.

The PCC repeated that she had asked the Chief Constable to focus on crime that mattered and she referred to the areas that she had mentioned earlier in responding to other questions.

- The Mayor of Littlehampton referred to public expectation which he saw as being a key priority as he had spoken to many people who sadly had in common one key concern which was that they had lost their confidence in the town. He felt that a decent response to 101 and 999 calls could change this feeling and he put it to the Chief Constable to address this in forming his operational delivery plan.

The Chairman then drew the debate to a close and he thanked the PCC and her team for attending the meeting and answering the questions put.

(The meeting concluded 8. 00 pm)

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OVERVIEW SELECT COMMITTEE

31 January 2018 at 6.00 p.m.

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

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

390. WELCOME

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

391. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Hughes, Mrs Oakley and Miss Rhodes.

392. DECLARATIONS OF INTEREST

Councillor Dr Walsh declared a Personal Interest in Agenda Item 7 [Feedback from the meetings of the West Sussex County Council's Health and Adult Social Care Committee (HASC)] held on 1 December 2017 and 17 January 2018 as he was Vice-Chairman of this Committee as a West Sussex County Councillor.

393. MINUTES

The Minutes of the Special Meeting of the Committee held on 23 January 2018, as circulated at the meeting, were approved by the Committee as a correct record and were signed by the Chairman.

The Chairman confirmed that he had sent a letter to the Sussex Police and Crime Commissioner requesting that the questions not responded to at this meeting be answered. He confirmed that the response, once received, would be circulated to the Committee.

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394. CABINET MEMBER QUESTIONS AND UPDATES

No questions were presented to Cabinet Members from the Committee and no updates were made to the Committee by Cabinet Members.

395. COUNCIL BUDGET – 2018/2019

The Chairman welcomed the Group Head of Corporate Support and the Financial Services Manager to the meeting and invited them to work through the Council's Budget for 2018/2019 highlighting what they felt were the significant areas that Members should be made aware of. It was explained that any comments that the Committee wished to make would be forwarded onto the next meeting of Cabinet taking place on 12 February 2018 before the Minutes from that meeting would be submitted to the Special Meeting of the Council on 21 February 2018.

The Group Head of Corporate Support then presented the Council's Budget for 2018/2019 and explained the main strategic issues. These have been summarised below:-

- A balanced budget had been achieved. The Council had also been able to make a contribution of over £1.5m towards the new Littlehampton Leisure Centre increased costs which was a notable achievement.
- The 2015 Spending Review had announced a number of significant changes to the way in which local government would be funded in the future. This confirmed the proposal to change the 100% business rate retention by 2020. The Local Government Settlement for 2018/19 had reset this envisaging a local share of 75%, rather than 100% for 2020/21. This would be significant for the Council given all of the growth that it had seen since the inception of the scheme. In 2020/21 Members were warned that the Council could see a significant reduction in its income as a result.
- The Council needed to plan for the Fair Funding Review – this would be going out to consultation in 2018/19 and would focus on the cost drivers for individual authorities with a planned implementation in 2020/21.
- Changes had been made to the New Homes Bonus (NHB) for 2018/19 resulting in Arun receiving a reduction in payment. This was because in terms of the grant paid there was now a reduction in the number of qualifying years dropping to 4 years. The levels of NHB had been set out and summarised in the table at Paragraph 2.8 of the report.

- Table 2.9 of the report summarised the Council's income from Government and this showed a significant reduction before the additional risks highlighted above. This situation was anticipated to worsen further with the implementation of negative Revenue Support Grant (RSG) in 2019/2010.
- Council Tax Income – Council Tax could be increased by £5 per year or 3% for a Band D property. The Council would be proposing a 2.995% Council Tax rise for 2018/19 which would redress the reduction of the Council Tax Income Base which had been frozen for five years. The Council's tax base for 2018/19 showed a significant increase over 2017/18 from 59,456 to 60,402 which was mainly due to the completion of new dwellings in the District.
- Looking at the General Fund Budget the main highlight was that a balanced budget had been achieved. There was a minimum requirement for Council's to have balances at no less than £4m. The Group Head of Corporate Support stated that he was keen to keep a higher level of balances given the threats forecasted for the future and the minimum time that authorities were given by Central Government to react to changes announced each November in the Local Government Finance Settlement.
- The Vision 2020 had resulted in £895k established savings and £134k in other on-going savings which had been deleted from the base budget. In addition, net income had increased by £401k helped significantly by property related income streams such as the acquisition of the Bognor Regis Arcade and the rents generated from the leasing of accommodation in the Civic Centre to the Probation Service.
- The budget included provision for the 2% pay award which had recently been rejected by the trade unions and it accommodated the assistance that the Council continued to provide to cover the increasing problem of homelessness. The Council would need to consider the impact of and the new duties imposed by the Homelessness Reduction Act 2017 which would require the Council to enhance its homelessness prevention service. In preparation, the Council had approved additional capital funding of £2.1 m for the purchase of self-contained temporary accommodation which, in the long-term, would alleviate its bed and breakfast costs.
- Paragraph 6 of the report set out identified risks for the Council for 2018/19. Looking at income, it was highlighted that the budget included projected income for areas such as fees, charges and rents. A potential risk could be a poor summer resulting in lower car parking income, however, a review of income had been undertaken and had considered to be achievable.

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- Looking at the Housing Revenue Account Budget (HRA), it was confirmed that this budget was all in line with the approved priorities of the new HRA Business Plan approved by Full Council in September 2017. This included the Council's committed build programme for the delivery of 250 new homes over the 10 year period of the Plan.
- The Capital, Asset Management and other projects Budget did not include the approved total scheme cost of £19.5m approved by Full Council in September 2017 (last year's Budget) for the new Leisure Centre at Littlehampton. The capital element of the scheme would be financed from a variety of sources including Capital Receipts, Capital Grants and Revenue Finance.
- It was pointed out that the purchase of the Bognor Regis Arcade was the first acquisition made by the Council under the new Property Investment Strategy. Net income from this purchase had been included in the revenue budget as £180k and the budgeted rate of return for the investment was set at 9% for 2018/19.
- The purchase of temporary accommodation units at Wick to support people in severe housing need was mentioned as this had involved approving a supplementary estimate totalling £2.1m. This would benefit the authority financially whilst at the same time providing families with a better standard of living accommodation and facilities.
- The enhanced new investment programme for 2018/19 included a contribution to the Community Flood Fund and the development works at Hothampton Linear Park, both had been included in the Contingency and Special Items Budget at Paragraph 4.9 of the report.

Finally and in summing up, the Group Head of Corporate Support stated that the General Fund Revenue Budget and Capital Budgets had been set robustly and within the Council's approved Medium Term Financial Strategy. Although this was a good news story, Members needed to look to 2020 and beyond when there would be more need for the Council to critically appraise its investment decisions to meet the future challenges outlined earlier.

The Chairman thanked the Group Head of Corporate Support for his detailed presentation and invited questions from the Committee. These have been summarised below:

- With regard to the purchase of the Bognor Regis Arcade and the budgeted rate of return at 9%, was this expectation achievable and what was this based upon? The Group Head of Corporate Support (TGHCS) explained that the anticipated return rate of 9% would be achieved from renting the shop units downstairs in the arcade. The Council was adopting a more flexible approach to renting out these units resulting in them being rented out more

quickly. It was outlined that the predicted return of 9% did not take into account the extensive accommodation that was available upstairs in the arcade which would be a further phase of this investment.

- Concern was expressed over the uncertainty ahead in terms of the reduction in base level funding from Government and the proposed changes to the business rate retention levels and reductions in NHB which would put added pressure onto all local authorities. The concern was that this would mean an increase in taxes for the local tax payer in the longer term.
- The Council's investment in tackling homelessness was praised and Members were reassured that the Council had sufficiently invested in providing an enhanced shelter scheme at Wick. This was acknowledged as the Council taking a big step in the right direction and tribute was paid to the Cabinet Member for Residential Services for pushing through this project.
- Looking at the HRA Business Plan priorities and the Council's proposals to build roughly 25 council houses per year, it was felt that this was not adequate enough to address the backlog of people who were waiting for the provision of low cost housing. A request was made to look towards upping that provision.
- Looking at the Council's balances, the point was made that to have balances in excess of 33% on the revenue budget was unnecessary and that a level of balances should be used for much needed projects such as providing additional affordable housing. It was pointed out that having made enquiries very few authorities maintained reserves of this level and so the question was asked if the Council should consider reducing its precept.
- Other Members of the Committee praised the level of balances that the Council had as this had allowed major projects such as the East Bank River Enhancement scheme, the provision of a new Littlehampton Leisure Centre and regeneration projects such as the Linear Park in Bognor Regis to proceed.
- Although the levels of savings achieved through the 2020 Vision project were applauded, the GHOCs was asked if he could provide an indication of full-time staffing levels for now compared to a year ago. It was agreed that this information would be provided to the Committee in writing.
- On business rates, could it be clarified overall whether District Councils received 5.5% of that figure and was there a split relative to the growth in business rates. An expanded explanation in the Budget report on this would be welcome as this would make it easier for Members to understand.

The GHOCs outlined that business rates were a desperately complicated formula to understand. The Council had been successful during 2017/18 due to growth in and around the A259 area. The reset proposed in 2021 would certainly erode some of this growth. Due to the appeals process, estimating would be very difficult. The GHOCs had attended a meeting with the Valuation Office and had been shown records of appeals from business such as some of the larger national supermarkets. They tended to be successful as they were able to employ multiple appeal experts to work on cases. Another factor to consider was that if they could prove that the appeal was based on increased competition in the locality – then this prompted a whole new range of appeals and made any sort of estimation almost impossible.

- The pension position – where was Arun with this, was this underfunded, was the amount in the budget what the Council would normally contribute. The GHOCs outlined that the general news was that Pensions were still slightly under funded from the last valuation undertaken. The current funding level was in the 90 per cent range. Actuaries were very cautious and so had a stipulation for this to be back up to a level of 100 per cent.
- The Committee asked for summary figure details to be made available to them. The GHOCs confirmed that he would arrange for this detail to be provided to the Committee.
- Concern was expressed that not all of the Supplementary Estimates approved by Full Council had been featured within the Budget. Some questions were then asked about Appendix 1 to the report - the General Fund Revenue Budget Summary. There was concern that the community wellbeing budget was reducing drastically – this also applied to neighbourhood services and Economy. A detailed breakdown was again requested. The GHOCs explained that the detail of revenue supplementary estimates could be found in Paragraph 4.2 of the report. The Financial Services Manager outlined that the current year's budget had included posts funded from earmarked reserves. These amounts had been taken out of the base budget as they were being funded from below the line. The Committee was reassured that this did not mean a matched reduction in staffing in these areas – this was just a technical adjustment in the presentation of the Budget.

In summing up the comments made, the Chairman outlined that he formally wished to have recorded his thanks passed onto the Finance Team for producing the budget and during very difficult times.

The Committee in giving its general support and noting the contents of the Council Budget for 2018/2019 [which would be considered by Cabinet at its next meeting on 12 February and then at the Special meeting of the Council on 21 February 2018] then confirmed that it noted and approved the Budget for 2018/19, with its discussion points being circulated to Cabinet on 12 February 2018.

Councillor Dr Walsh requested that his abstaining from voting on this item be recorded.

396. FEEDBACK FROM THE MEETING OF THE WEST SUSSEX COUNTY COUNCIL'S HEALTH AND ADULT SOCIAL CARE COMMITTEE (HASC) HELD ON 1 DECEMBER 2017 AND 17 JANUARY 2018

The Committee received and noted the feedback reports received from Councillor Blampied following his attendance at the meetings of the West Sussex County Council's Health and Adult Social Care Committee (HASC) held on 1 December 2017 and 17 January 2018.

397. FEEDBACK FROM THE MEETING OF THE SUSSEX POLICE AND CRIME PANEL HELD ON 19 JANUARY 2018

The Committee received and noted the feedback report received from the Cabinet Member for Community Wellbeing, Councillor Clayden, following his attendance at the meeting of the Sussex Police and Crime Panel held on 19 January 2018.

In noting this report, mention was made of the Special Meeting of the Committee attended by the Sussex Police and Crime Commissioner on 23 January 2018 and in terms of the feedback from the Panel meeting stating that the Commissioner stated that the focus would move to local policing and call centre improvements.

Some Members of the Committee outlined that this did not match the responses they had received to their questions submitted to 23 January 2018 meeting. These responses had seen the PCC stating that policing locally would be provided by relying entirely on a mobile team of Officers meaning that there would not be a PSCO presence in the District's towns and villages. A Member of the Committee stated that it had also been confirmed when he had attended another meeting with the PCC that at any one time there would only be an average of between 14-16 mobile response police officers covering

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the whole of the Arundel to Chichester District areas. This was not enough to serve the residents of these two Districts who had very differing needs.

It was hoped that the Cabinet Member for Community Wellbeing, Councillor Clayden, would continue to deliver this message from the Committee to future meetings of the Panel as the prime concern of the Council and its residents.

398. WORK PROGRAMME 2017/2018

The Committee received and noted a verbal update from the Group Head of Policy which reported that the Committee had been due to receive a report on the Council's Filming and Photographic Policy at this meeting. This report would now be presented to the next meeting of the Committee on 20 March 2018.

Finally, Members were reminded that at its March 2018 meeting, the work programme for 2018/19 would be reviewed.

(The meeting concluded at 6.58pm)

LITTLEHAMPTON REGENERATION SUBCOMMITTEE

7 February 2018 at 6.00 pm

Present: - Councillors Bicknell (Chairman), Dingemans (Vice-Chairman), Mrs Ayres, Blampied, Cates, Gammon, Dr Walsh and Warren.

Councillor Ambler was also present at the meeting.

8. DECLARATIONS OF INTEREST

The following declarations of interest were made:-

- Councillor Dr Walsh declared his standing personal interest as a member of Littlehampton Town Council and West Sussex County Council as there was an overlap of several issues between the three tiers of local government.
- Councillors Mrs Ayres, Gammon and Warren declared a personal interest as members of Littlehampton Town Council.
- Councillor Blampied declared a personal interest as a Member of the Littlehampton Harbour Board.

9. MINUTES

The Minutes of the meeting held on 14 June 2017 were approved as a correct record by the Sub-Committee and signed by the Chairman.

10. HISTORIC ENGLAND

The Chairman advised Members, under Urgent Matters, that he had just been made aware that Historic England would be delivering two training days on behalf of the Littlehampton Heritage Group and the Subcommittee and relevant Ward Members were being invited to attend these on 15 February and 5 March 2018. The full details would be circulated to Members following the meeting.

11. TOWN CENTRE WORK PROGRAMME

The Littlehampton Town Centre Regeneration Officer provided the Subcommittee with a comprehensive update on his work over the past five years, together with details of the town centre work priorities for the coming year.

He was pleased to advise that a number of successful new events had been established and that marketing and promotion activity had been stepped up, as had business support. Positive dialogue was now in place between the Council, Littlehampton Town Council and the Littlehampton Traders

Partnership and Trader/Police liaison meetings were ongoing to address the anti-social behaviour related to street drinking.

However, it was acknowledged that there were still significant challenges to address and that (1) promotion of Littlehampton town centre needed to continue; (2) work to maintain a good working relationship between the Council and traders to continue; and (3) support of the Littlehampton Traders Partnership be used as the best vehicle to achieve that. It was also highlighted that the contract for the Town Centre Regeneration Officer would be ending at the end of March 2019 and that discussion would be required between the District and Town Councils to ensure that there would be continuity of the service provided after that date.

The Littlehampton Town Centre Regeneration Officer was thanked for his update and Members then participated in general discussion on the following matters:-

- Anti Social Behaviour and Street Drinking – concerns that the police only provided a short term improved response when the matter was raised at various meetings and that needed to be maintained permanently. In addition ASB was expanding beyond the town centre and included criminal damage, graffiti, etc.
- A request was made for enquiries to be made as to why Selsey now had a pro-active 6 man PCSO (Police Community Support Officer) team in place when Littlehampton had been promised one in November and it had still not materialised. Pressure must be put on the police to action this matter.
- Business Wardens – concerns were raised that the contract would be expiring in 2019 and where would future funding be coming from as the traders could not be expected to bear the cost as that was beyond their means.
- Could steps be taken to clear unsightly rubbish from alleyways?
- Could the shopping offer be made more family friendly and was there anything that could be done to attract the elderly into the town? A response was given that steps were being taken to try and create conditions that would encourage investment and also attract people into the town.

12. PROMENADE SHELTER PROJECT & LONG BENCH SLAT ENGRAVING SCHEME

The Economic Regeneration Officer gave a verbal presentation on the current status of the project to demolish the Promenade Shelter and replace it with a new build Windsurfing School with changing rooms, café and roof terrace and toilets. The Subcommittee was advised that planning consent had been approved for the development on 13 December 2017 and it would be a massive step forward for the regeneration of Littlehampton seafront.

The Subcommittee welcomed the initiative as it would greatly enhance this part of the promenade and provide members of the public with more choice. Comment was made that it should no longer be referred to as the

Promenade Shelter Project as matters had moved on and it should have a more positive title.

The Chairman thanked all those that had been involved in the project from its conception, design and planning stages and looked forward to its opening in the future.

The Economic Regeneration Officer then provided an update on the refurbishment of the Long Bench. He was pleased to advise that since Aldingbourne Trust had taken over the management of the scheme, 70 slats had been sold and the coloured slats were currently being recoloured. On the question being put, a response was given that there was scope for the bench to be extended in the future as planning consent had already been approved.

6. LITTLEHAMPTON REGENERATION POSITION STATEMENT

In receiving and noting the Position Statement, it was acknowledged that a number of the matters contained therein had been covered during the course of consideration of the previous agenda items. Further discussion was undertaken on the following:-

- Littlehampton Enterprise Hub – The Business Development Manager was pleased to give a verbal presentation on this exciting project for the town whereby up to 200 local businesses would be provided with support in this business centre with a difference. It was anticipated that the centre would be opening in July 2018 and that Biz Space would be offering a good overall package for the local business community.
- Littlehampton Town Centre Management – Serious concerns were raised at the closing of the access to the car park at the former Waitrose site, Avon Road. The concrete blocks that had appeared at the entrance were an eye sore and had a detrimental impact on the appearance of the town centre. A request was made that Store Properties and/or the landowner be approached to discuss the matter.

Member comment was made that there was an awareness that various discussions were being undertaken by a number of organisations on proposals for the regeneration of Littlehampton, with particular regard to the provision of medical facilities in the town; proposals to introduce WiFi on the seafront; and One Public Estate and the Gigabit West Sussex project. It was requested that regular updates be provided to the Subcommittee as it was felt important that the relevant information should be shared in a cohesive manner so that all parties were aware of what might be happening, whether this be through the private or public sectors. An officer response was given that courtesy calls would be made to confirm that the relevant bodies would be happy to have that information provided as updates and, if so, the Position Statement would be amended accordingly.

(The meeting concluded at 7.00 pm)

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CABINET

12 February 2018 at 5.00 pm

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

Councillors Blampied, Buckland, Chapman, Edwards, Elkins, Mrs Oakley, Mrs Pendleton and Mrs Porter were also in attendance for all or part of the meeting.

399. WELCOME

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

400. DECLARATIONS OF INTEREST

There were no declarations of interest made.

401. PUBLIC QUESTION TIME

The Chairman confirmed that no public questions had been received.

402. MINUTES

The Minutes of the meeting held on 11 December 2017 were approved by the Cabinet as a correct record and signed by the Chairman.

403. NEW CORPORATE PLAN AND SERVICE DELIVERY PLAN INDICATORS – 2018/2022

In introducing the report, the Chairman informed Members that, following the Local Government Association (LGA) Corporate Peer Challenge Review in March 2014, the Council had been considering how it would need 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 to help the Council become a more effective and sustainable one and to enable it to meet future demands that are placed upon it.

The Chairman highlighted the Council's three priorities as:

- Your Future - Strengthening our economy through regeneration and better infrastructure

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

It was proposed that the priorities remained the same as they worked for the Council and changing them would be unnecessary.

Members were reminded that the Corporate Management Team (CMT), under the Chief Executive's guidance, had been working with Senior Managers and Cabinet Portfolio Holders over several months, to form a new set of Corporate Plan and Service Delivery Plan (SDP) indicators. The Chairman stated that she believed that these indicators would help to set the strategic direction for the Council and provide targets to enable the measurement of how the Council is performing. It was noted that we can only measure what we (the Council) have control over, and that we need to be consistent with our target over the four year period.

The Group Head of Policy presented the report for the new draft Corporate Plan and Service Delivery Plan (SDP) indicators. It was noted that the Council had worked hard to present a suite of indicators that were smarter, in line with the Council's priorities and the Council's Vision.

Members' attention was drawn to the proposed list of Corporate Plan indicators and Service Delivery Plan (SDP) indicators at Appendix A and B to the report. There were 11 Corporate Plan draft indicators to consider. Five are under the Theme 'Your Services', three under the Theme 'Supporting you' and three under the Theme 'Your future'. There were 23 draft Service Delivery Plan (SDP) indicators.

It was noted that the proposals had been presented to the Overview Select Committee on 21 November 2017 and their comments were highlighted. Although there had been a great deal of discussion about the suggested indicators, there were no recommendations from the Overview Select Committee to change any performance indicator's wording or targets. However, it was pointed out that the Overview Select Committee had strongly requested an annual review of the targets for the indicators in case these needed to be altered based on the previous year's performance. This request had been incorporated into the two recommendations now put forward to Cabinet. Members were also referred to Appendix C, tabled at the meeting that provided a clear summary of the comments made by the Overview Select Committee during the discussion about this report.

The Group Head of Policy concluded by informing Cabinet that once approved the Corporate Plan and Service Delivery Plan (SDP) indicators would be put forward to the Full Council meeting on 7 March 2018 for confirmation before being adopted with effect from 1 April 2018.

In discussing the report, Cabinet welcomed the strong targets and smarter indicators. The Cabinet Member for Residential Services requested assurance that when data was collected for performance indicator, 'SDP 19 Rent Collected on Council Housing' that commentary would reflect any difficulties caused by outside influences such as the introduction of Universal Credit in 2018. It was assured that such commentary would be taken into consideration and added in future performance reporting.

There was also discussion on performance indicator 'CP5 – Number of Visits to Council Leisure Centres per annum'. The Cabinet Member for Planning requested that the number of new visitors as well as repeat visitors be included in performance figures. The Cabinet Member for Community Wellbeing and the Director of Services both confirmed that the issue of customer 'smart' cards should make the collection of such data possible.

The Vice-Chairman recorded his thanks and praise for the Residential Services team in achieving a 99% collection of Business Rates during a time of economic difficulty. He emphasised that this was essential income for Arun District Council and he congratulated those responsible.

In considering the report's recommendations, the Cabinet Member for Technical Services suggested that the target figure for CP2 (Food businesses with food hygiene ratings of 3 (satisfactory) and above) be increased from 90% to 93% following the Overview Select Committee discussion. This was agreed. Following this amendment and having taken into consideration the views of the Overview Select Committee in the meeting on 21 November 2017 Cabinet agreed the list of Service Delivery Plan and Corporate Plan performance indicators.

The Cabinet

RECOMMEND TO FULL COUNCIL – That

- (1) the current draft list, as amended by Cabinet, of 11 Corporate Plan indicators for the period 2018-2022 on the basis that all of the indicator targets are reviewed annually by Overview Select Committee and Cabinet, be approved; and
- (2) the current draft list of 23 SDP indicators for the period 2018-2022 on the basis that all of the indicator targets are reviewed annually by Overview Select Committee and Cabinet be approved.

The Cabinet then confirmed its decision as per Decision Notice C/040/120218, a copy of which is attached to the signed copy of the minutes.

404. BUDGET MONITORING REPORT TO 31 DECEMBER 2017

The Vice-Chairman introduced the Budget Monitoring Report to 31 December 2017. He stated that financial performance was monitored on a regular basis to ensure that spending is in line with Council policies and that net expenditure is contained within overall budget limits. Performance against approved budget to the end of December 2017 in relation to General Fund, Housing Revenue Account and capital was reported as on track.

Members were informed that the General Fund was showing an underspend against expected year to date of £641,000, which would allow the supplementary estimates approved this year to be met from within existing resources provided that the current trends continued. The General Fund balance at the end of the financial year was anticipated to remain around £8million.

It was explained that the capital budget included £2.1 million for self-contained temporary homeless accommodation the purchase of which was due to be completed soon. This made financial sense as the cost was lower than Bed and Breakfast accommodation but also would provide quality temporary accommodation to those in greatest need.

The Financial Services Manager then presented the Budget Monitoring Report and explained key items contained within the report as follows:

- The General Fund showed a favourable variation against the expected spend of £641k. Members' attention was drawn to the table at 2.2 which detailed variations plus/minus £20k.
- Development Control Fees continued to be favourable (£112K) against expected. It was pointed out that this figure did not include the 20% increase in Statutory Planning Fees that did not come into effect until 17 January and was outside the period under consideration. It was noted that the additional income was subject to being reinvested in the service and would not affect the outturn variation. However, it was emphasised that the delay had resulted in significantly less additional resources being available to the Service in the current year with an estimated reduction of £100k to around £20k for the current year.
- Attention was drawn to another significant variation related to the establishment of the Savings Target which was set at £450k for the current year and was an additional £233k above target.
- Members were referred to Table 2.10 of the report which detailed the anticipated General Fund position at the end of the financial year. It was noted that once the supplementary estimate approved in January of £350k and the request for the planning supplementary estimate was approved at this meeting it was anticipated that there would be a broadly neutral General Fund position at around £8 million forecast to the end of the year. This meant that the revenue supplementary estimates

could be funded from the General Fund underspends subject to the continuation of current conditions.

- It was reported that the criteria for awarding small business rate relief changed from the beginning of this financial year which led to more relief being awarded and resulted in a reduction in Business Rate Income. Proposals to reimburse the authority were out to consultation but this was expected to lead to a favourable variation at the end of the year.
- It was also reported that the Council would need to revisit the Business rates appeals provision for this year as the methodology had changed meaning that appeals were subject to negotiation before they are lodged and appear on the Valuation Office list.
- The Housing Revenue Account (HRA) was reappraised as part of the budget process and as a result £252k of savings were identified from supervision and management. This sum would increase the HRA balance at the end of the year and would be used in future years towards the financing costs related to the enhanced acquisition and build programme.
- The current Budget contained three capital supplementary estimates: The Littlehampton Leisure Centre budget was now £19.5m after an increase approved at Full Council of £3.455m. The project was on track and it was pointed out that the Leisure Centre was directly linked to significant revenue savings in the budget. Bognor Regis Arcade was purchased at a cost of £1.92m. This was the first purchase under the Property Investment Strategy and had resulted in significant additional income to the Council. A supplementary estimate of £2.1m was approved by Full Council for the purchase of Temporary Accommodation for the Homeless.

In discussing the Budget Monitoring report, the Chairman referred to Section 106 funds and her concern that monies be used, particularly monies allocated to the National Health Service (NHS). Cabinet were in agreement that it was very important to monitor Section 106 funds and ensure they were spent within the agreements made. The Group Head of Planning assured that Section 106 funds were monitored and reported to the Corporate Management Team on a regular basis and Cabinet welcomed this close monitoring.

It was agreed that the Budget position reflected the hard work of the council's officers and was a good achievement given the economic climate.

The Chairman thanked the Financial Services Manager for the comprehensive report and referred Members to the report's recommendation to note the Budget Monitoring Report which was duly noted.

The Cabinet confirmed its decision as per Decision Notice C/041/120218, a copy of which is attached to the signed copy of the Minutes.

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405. COUNCIL BUDGET 2018-19

In introducing the report the Vice-Chairman stated that the Budget for 2018/19 was good news. It was noted that, in spite of operating in a challenging financial environment, the Council had achieved a balanced budget and commended the finance team on their professional work.

It was reported that property related issues formed a key element of the new budget with additional income from the purchase of Bognor Regis Arcade and the rent from the Civic Centre having made significant contributions towards the Council becoming more self-sufficient.

The Vision 2020 programme had resulted in significant savings through smarter working practices, more efficient contract management and senior management restructure without affecting the high level of front line services. These services would continue to be provided in 2018/19 with a Council Tax increase of £5.13 per annum (just 10p per week) for a typical Band D property. Recognising that increase is below the rate of inflation.

The Group Head of Corporate Support then presented the Council's Budget 2018/2019. In doing so, it was explained that the Budget was a positive one but the risks and main strategic issues were highlighted as follows:

- Proposed Business Rates reset by 2020/21 – there were no further details currently available but it was reported as likely that the baseline would be increased which would wipe out some or all of the gains that we have accrued through business growth.
- New Homes Bonus – this scheme incentivised Housing Growth but the qualifying period had gradually reduced from 6 to 4 years. Last year the Government introduced a dead weight of 0.4% which meant 290 houses would need to be built before the Council could start accumulating the New Homes Bonus. There was also a risk that the 0.4% could be increased.
- The effect of the reduction of Central Government Finance was highlighted with a reduction of £1.142m and risks of further reduction in the future.
- It was noted that the balanced Budget 2018/19 was good news and it was estimated that the Council's balances would be maintained at approximately £8m which would help to mitigate risk. The Group Head of Corporate Support emphasised the need for the Council's budget to produce healthy balances as this was essential in the current financial climate.
- HRA – it was reported that there was £15m included in the budget to finance the first three years of the Stock Development Programme to ensure flexibility.

- Members were referred to the Capital Programme 2018/19. Apart from the phased IT investments there was also £300k to finance the initial costs of the Linear Park.

In conclusion the Group Head of Corporate Support stated that this was essentially a positive budget but stressed that the Council must continue to make savings to address reductions in Central Government Funding.

In discussing the Budget 2018/19 Cabinet particularly welcomed the investments the Council was making in housing stock development and improvement programmes and agreed it would continue to provide good value for money to residents receiving the Council's services.

Members were pleased to note the Council's Budget 2018/19 and thanked the Group Head of Corporate Support and his team for their hard work.

As recommended in the report, Cabinet

RECOMMEND TO SPECIAL COUNCIL (21.02.18) - That

- (1) The General Fund Revenue budget as set out in **Appendix 1** be approved.
- (2) Arun's band D council tax for 2018/19 is set at £176.40, an increase of 2.995%.
- (3) Arun's Council Tax Requirement for 2018/19, based on a Band D Council Tax of £176.40, be set at £10,654,913 plus parish precepts as demanded, to be transferred to the General Fund in accordance with statutory requirements.
- (4) The HRA budget as set out in **Appendix 2** be approved.
- (5) The HRA rents for 2018/19 be set at 1% below the current year's level in accordance with the provisions of the Welfare Reform and Work Act.
- (6) HRA garage rents be increased by 5% to give a standard charge of £11.16 per week (excluding VAT), and heating and water/sewerage charges increased on a scheme by scheme basis, with a view to balancing costs with income.
- (7) The Capital budget as set out in **Appendix 3** be approved.

The Cabinet confirmed its decision as per Decision Notice C/042/120218, a copy of which is attached to the signed copy of the Minutes.

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406. PROJECT FUNDING FROM THE STRATEGIC INVESTMENT FUND

Cabinet received an introduction, from the Chairman, on the Project Funding from the Strategic Investment Fund report. Members were informed that a bid for funding for three projects had been submitted to the West Sussex Strategic Investment Fund. The bids had all been successful and this report advised Cabinet of those projects and sought agreement for the Council to take various roles in those projects.

It was explained that the LEAP Grant fund would provide a second round of grants for small businesses across the Arun District. It was proposed to use a similar panel of business people to consider each grant and make appropriate recommendations. Some applicants would also be offered less funding but the services of a former Marketing Director, free of charge, to help them market their company. This funding also provided apprenticeship grants and it was proposed that £15k should be ring-fenced for that purpose.

The Journey to Work project was described as a project that aimed to continue the work that Arun District Council, and others, had successfully delivered on behalf of the Department of Work and Pensions (DWP). It would work with those who are furthest away from obtaining work, both in groups and on a one to one basis, as well as employing a co-ordinator on a one year, fixed term contract to work across the participating West Sussex authorities, to bring together good practice as well as running Job Fairs and other events to join employers with those looking for opportunities.

Members were informed that the Retail Training project would provide retail workshops for independent retailers. These would be tailored to meet the conditions and requirements of each local town, Arundel, Bognor Regis and Littlehampton. It was planned that the first workshop would cover the new General Data Protection Regulations that so many businesses seem to be unaware of and unprepared for.

In presenting this report to Cabinet, the Group Head of Economy added that it was pleasing that the Council had worked collaboratively with its partners to achieve funding for the three projects.

In turning to the report's recommendations Cabinet were fully supportive and the Cabinet confirmed its decision as per Decision Notice C/043/120218, a copy of which is attached to the signed copy of the Minutes.

407. GRANT TO ARUN ARTS, BOGNOR REGIS

The Chairman introduced the Grant to Arun Arts Report that requested a grant of £15,000, per annum, for two years, be made to Arun Arts to support the continued provision of the Alexandra Theatre in Bognor Regis.

It was advised that this theatre was a popular community venue providing a wide range of cultural activities. It was noted that as well as an ever growing performance programme, it also provided an important

community service that engaged with all ages and parts of the Arun community. This included working with 15 community groups, a programme of family events, a Youth Theatre, Classical music concerts, and 'Relaxed' performances of the annual Pantomimes.

Members were informed that, over the last 2 years, and due to the new governance and management arrangements at the theatre, the financial stability of the theatre had greatly improved. The number of performances had increased as had audience figures and the theatre had generated new income streams. In 2017, the theatre presented 95 productions and sold over 45,000 tickets. This was seen as impressive and improving figures and audience numbers had doubled since 2011. The introduction of a new Marketing Manager post in 2015 had also had a noticeable impact. A new box office system had been installed and the theatre was now successfully marketing its performances and using social media to promote its shows with 40% of tickets booked online.

The decision to relocate the Charity Shop at the theatre to new retail premises at Place St Maur was noted as this had allowed for the provision of additional rehearsal space to be provided. The Council's recent decision to move its Bognor Regis Visitor Information Point into the Foyer of the Theatre had also further enhanced the diversity of service that the Centre offers.

It was pointed out that the Regis Centre and Alexandra Theatre formed part of the Winter Gardens regeneration proposals and that included the provision of a cultural hub. The Chairman emphasised that in order to achieve continuity and a successful transition of the theatre to the new facility it was important that, in the meantime, the existing provision continued to be supported and would work towards financial independence. It was noted that the grant would support the activities of the theatre and ensure it remained open to provide a valued service to the community whilst it worked towards securing its longer term financial sustainability.

The Chairman stated that the grant was welcome news to support the regeneration intentions of this area and ensure the continuance of a popular and well used community provision. Cabinet were in full support of the report's recommendation.

The Cabinet then confirmed its decision as per Decision Notice C/044/120218, a copy of which is attached to the signed copy of the Minutes.

408. FUEL POVERTY: DRAW DOWN OF FUNDING FROM WARM HOMES FUND

In introducing this report, the Cabinet Member for Community Wellbeing announced that the Council's Home Energy Visitor, Emma Pagett had received a National Energy Action Award for her work on fuel poverty and with vulnerable residents in Chichester and Arun. The Cabinet recorded a vote of thanks to Emma and congratulated her on the well-deserved award.

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The Cabinet Member for Community Wellbeing then introduced a report from the Partnership Manager and the Fuel Poverty Coordinator that described a submission which would be made to Affordable Warmth Solutions later this year.

Members were informed the bid would be for a 1.5 million pound project to sustain the Home Energy Visitor project, which was currently delivered in the Arun District, for additional years, and also extend it to the other District and Borough Councils across West Sussex. In addition, the bid would propose that we work in partnership with the Citizens' Advice service to enable them to deliver debt reduction support through a home visiting scheme, to people in fuel poverty who have difficulty accessing town centre Citizens' Advice facilities.

The Cabinet Member for Community Wellbeing stated that for the more vulnerable residents of Arun in fuel poverty, this would lead to warmer and more financially stable homes, with a reduced risk of exacerbating long term health conditions such as dementia, heart disease and respiratory disease. This would be delivered through support with debt, welfare benefit and budgeting advice alongside opportunities for financial help with new heating and insulation and advice on reducing energy bills.

It was noted that the bid was due to be submitted to Affordable Warmth Solutions during February. Affordable Warmth Solutions had now extended the deadline date to 28th September 2018. This was because details about the future of the Energy Company Obligation scheme (which helps fund replacement boilers for residents in fuel poverty) had not yet been issued by the Government. The submission of the bid had therefore been delayed until this later date, when the situation with the Energy Company Obligation scheme would be much clearer.

It was explained that, over the past ten years, Arun District Council had received over three million pounds of funding from West Sussex Public Health to support residents to reduce their risks of cardiovascular disease, diabetes, stroke and preventable cancers, via the Arun Wellbeing programme. In addition, through the countywide Fuel Poverty Coordinator project which was hosted by Arun District Council, the Council had received nearly a million pounds since 2010, from a combination of West Sussex Public Health and Department of Health funding, to reduce fuel poverty for the residents of the whole of West Sussex.

This report requested that Cabinet authorise the Group Head for Community Wellbeing to enter into agreements with partners to deliver the project, and to agree the spending of the grant throughout the life of the project.

Cabinet were in full support of the report's recommendations.

The Cabinet confirmed its decision as per Decision Notice C/045/120218, a copy of which is attached to the signed copy of the Minutes.

409. RENT SETTING POLICY 2018/19

The Cabinet Member for Residential Services introduced this report that set out a unified rent setting policy for each type of residential accommodation which Arun District Council owned and managed through the Housing Revenue Account and General Fund. It was explained that previously rents have been adopted through a range of policies. This report would bring the Council in line with the latest government policy on rent setting.

The Group Head of Residential Services informed Members the Rent Setting Policy was intended to provide clear guidance and consistency for Arun District Council's rent setting arrangements.

The differences between non formula, formula and affordable rents were explained and the resulting monetary differences also outlined. It was pointed out that the current national rent setting policy had resulted in a significant reduction in the level of financial resources available for housing investment. Prior to the reduction of 1% per annum for four years being implemented, Arun District Council's HRA Business Plan was based on an assumed annual rent increase of 2% annually. The net rent loss would lead to a total loss of £4.7m over a four year period.

The Cabinet Member for Residential Services spoke in agreement with the Rent Setting Policy which would enable the Council to maximise income in accordance with the HRA Business Plan. Cabinet were also in support and approved the report's recommendations.

The Cabinet confirmed its decision as per Decision Notice C/046/120218, a copy of which is attached to the signed copy of the Minutes.

410. ACTIVITIES FOR OLDER ADULTS

The Cabinet Member for Community Wellbeing presented this report that proposed an extension of the agreement with Age UK to manage the delivery of Day Activities for older adults in Arun and reviewed the commissioning exercise being undertaken by West Sussex County Council in respect of social support for older adults.

It was noted that the Council had been working with Age UK West Sussex since 2006. The service supported older members of the community to live long, independent and healthy lives. Age UK operated at the Laburnum Centre in Bognor Regis and provided services in the east of the District at the Laurels in Rustington, St Mary's Church Hall in Littlehampton and also at Wick Hall.

The Cabinet Member for Community Wellbeing put forward the report's proposal to extend the agreement with Age UK for one year so that West

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Sussex County Council could declare their commissioning arrangements for wider social support services for older people.

In summing up, the Group Head of Community Wellbeing stated that the Council had worked very well with Age UK and it was felt it was right to wait for the County commissioning exercise to ensure that the best outcome was achieved in terms of social support for the community. The Group Head of Community Wellbeing informed Cabinet he would report back in order to provide an update on progress and the options for the service.

In deliberating the report's proposals, Cabinet agreed with the Group Head of Community Wellbeing as this was seen as a sensible approach.

The Cabinet confirmed its decision as per Decision Notice C/047/120218, a copy of which is attached to the signed copy of the Minutes.

411. COMMUNITY ADVICE SERVICES CONTRACT

In introducing this report, the Cabinet Member for Community Wellbeing explained that the Community Advice Contract was a countywide service funded by all of the district and borough councils and West Sussex County Council. The contract was currently with Citizens Advice and would expire in April 2018. This report sought Member's agreement to procure a further contract for one year with Citizens Advice for the same contract sum of £117,020. It was noted that this would enable a new contract to be tendered later this year with a specification that better reflects the changes to the delivery and type of advice required across the county.

The Cabinet Member for Community Wellbeing was in full support of the report's recommendations praising Citizens Advice for their vital role in the community, particularly for vulnerable individuals and families.

The Group Head for Community Wellbeing also praised the work of Citizens Advice and explained how the service was being progressive by offering an improved flow of information including; online, webchat, telephone and outreach work with information sessions offered in the community. Sessions had taken place in Doctors Surgeries, Libraries and community centres.

In discussion, Cabinet agreed the service was valuable to the community particularly with the Universal Credit introduction in July 2018.

The Cabinet then confirmed its decision as per Decision Notice C/048/120218, a copy of which is attached to the signed copy of the Minutes.

412. PLANNING APPEAL AT LAND WEST OF CHURCH LANE AND SOUTH OF HORSEMERE GREEN LANE, CLIMPING

The Cabinet Member for Planning introduced this report that informed Members that an appeal had been submitted against the decision of the Council to refuse planning permission for 300 dwellings on a site on land West of Church Land and South of Horsemere Green Lane, Climping (Planning Application Ref CM/1/17/OUT).

It was noted that the application was presented to Development Control Committee with a recommendation of approval on 9 August 2017. The Application was refused by the Development Control Committee. Reasons for refusal related to prematurity prior to the adoption of the new Local Plan and highway safety in relation to mitigating the impacts of the development on the Oystercatcher and Comet Corner junctions on the A259. Members were informed that the Applicant had appealed the decision to refuse the application and the Planning Inspectorate had decided that the appeal should be heard under the public inquiry procedure.

Members were informed that in order to defend the appeal, the Council would need to instruct a planning consultant (as officers recommended approval of the application) and have legal representation. It was estimated that these costs would be up to £40,000. The department's miscellaneous budget was not sufficient to cover this scale of costs.

Cabinet were asked to recommend to Full Council the approval of a supplementary estimate of £40,000 for costs associated with defending the appeal.

In considering the report's recommendation Cabinet could see no alternative but to support the approval of the supplementary estimate and recommended to Full Council accordingly.

As recommended in the report, Cabinet

RECOMMEND TO FULL COUNCIL

that the supplementary estimate of £40,000 for costs associated with defending the Appeal in respect of application CM/1/17/OUT, be approved. These include Counsel costs and costs of appointment of Planning Consultants and any specialist consultants to assist with defending an Appeal in respect of Planning Application CM/1/17/OUT. The supplementary estimate equates to a Band D Council Tax of £0.67.

The Cabinet confirmed its decision as per Decision Notice C/049/120218, a copy of which is attached to the signed copy of the Minutes.

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413. JOINT AREA COMMITTEES

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

Joint Eastern Arun Area Committee – 1 November 2017
 Joint Western Arun Area Committee – 14 November 2017

414. OVERVIEW SELECT COMMITTEE – 21 NOVEMBER 2017

The Cabinet received and noted the Minutes from the meeting of the Overview Select Committee held on 21 November 2017. The recommendation at Minute 294 was considered at the Agenda Item on New Corporate Plan and Service Delivery Plan Indicators 2018-2022 earlier in the meeting. Cabinet Decision Notice C/040120218 refers.

415. ENVIRONMENT & LEISURE WORKING GROUP – 19 DECEMBER 2017

In introducing the minutes of the Environment & Leisure Working Group, of the meeting held on 19 December 2017, the Cabinet Member for Neighbourhood Services referred Members to the recommendations at Minute 26 with respect to the Strategic Vision for the Future of Public Convenience Services in Arun.

The Cabinet Member for Neighbourhood Services praised the hard work of the Greenspace/ Cleansing Contract & Development Manager and the Chairman of the Environment & Leisure Working Group for the well balanced solutions presented in the report's recommendations. It was noted that the solutions provided, within the recommendations, would retain and improve public convenience facilities, explore commercial use where appropriate and withdraw facilities where necessary. Members were informed that the Council was exploring a Community Toilet Scheme.

The Cabinet Member for Neighbourhood services was pleased to inform Cabinet that the Council had listened to the views of the public and parishes and the recommendations had been made with those concerns and views in mind.

In discussing the report's recommendations the estimated annual saving of £25k was welcomed. Members were pleased to note the collaborative working with Parish Councils that had provided positive outcomes.

Cabinet were in full support of recommendations 1 to 19 but due to Constitutional restrictions were unable to agree recommendation 20 which requested that Cabinet confirm a policy of moving towards Unisex toilets.

The Chief Executive confirmed that under the Council's Constitution Part 4 - Officer Scheme of Delegation – Section 1 this was not a Cabinet decision as it was an operational matter and not strategic and therefore this would be for Officers to determine, assessing each case on its merits.

Cabinet then removed recommendation 20 from their deliberations and considered recommendations 1 to 19 which were fully supported.

The Cabinet then confirmed its decision as per Decision Notice C/051/120218, a copy of which is attached to the signed copy of the Minutes.

416. HOUSING & CUSTOMER SERVICES WORKING GROUP – 4 JANUARY 2018

The Cabinet received the Minutes from the meeting of the Housing & Customer Services Working Group held on 4 January 2018.

The Cabinet Member for Technical Services praised the positive work that was taking place to bring empty properties back into use.

The Cabinet was referred to a recommendation at Minute 25 [Empty Homes Strategy] which was agreed.

The Cabinet then confirmed its decision as per Decision Notice C/052/120218, a copy of which is attached to the signed copy of the Minutes.

(The meeting concluded at 6.12 pm)

ARUN DISTRICT COUNCIL

DECISION NOTICES FROM THE CABINET MEETING HELD ON
12 FEBRUARY 2018

REF NO.	DECISION
C/040/120218	New Corporate Plan and Service Delivery Plan Indicators 2018/2022
C/041/120218	Budget Monitoring Report to 31 December 2018
C/042/120218	Arun District Council Budget 2018/19
C/043/120218	Project Funding from The Strategic Investment Fund
C/044/120218	Grant to Arun Arts, Bognor Regis
C/045/120218	Draw Down Of Funding From Warm Homes Fund
C/046/120218	Rent Setting Policy 2018/19
C/047/120218	Activities for Older Adults
C/048/120218	Community Advice Services Contract
C/049/120218	Planning Appeal at Land West of Church Lane and South of Horsemere Green Lane, Climping
C/50/120218	Overview Select Committee – 21 November 2017
C/051/120218	Environment & Leisure Working Group – 19 December 2017
C/052/120218	Housing & Customer Services Working Group – 4 January 2018

PLEASE NOTE THAT THESE DECISIONS WILL COME INTO EFFECT FROM 10.00 A.M. ON WEDNESDAY 21 FEBRUARY 2018 UNLESS THE CALL-IN PROCESS IS APPLIED

REFERENCE NO: C/040/120218

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: New Corporate Plan and Service Delivery Plan indicators 2018-2022	
OFFICER CONTACT: Nigel Lynn, Chief Executive Extn: 37600 e.mail: nigel.lynn@arun.gov.uk	

EXECUTIVE SUMMARY: This report sets out proposed new Council Priority Themes and new Corporate Plan and Service Delivery Plan (SDP) indicators. These are subject to Cabinet and Full Council approval and will take effect from 1 April 2018. These new themes and indicators will set the strategic direction for the Council and then set targets to enable the measurement of how the Council is performing.

DECISION:

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

RECOMMEND TO FULL COUNCIL – That

- (1) the current draft list, as amended by Cabinet, of 11 Corporate Plan indicators for the period 2018-2022 on the basis that all of the indicator targets are reviewed annually by Overview Select Committee and Cabinet, be approved; and
- (2) the current draft list of 23 SDP indicators for the period 2018-2022 on the basis that all of the indicator targets are reviewed annually by Overview Select Committee and Cabinet, be approved.

REASON FOR THE DECISION: To ensure that the new Corporate Plan and Service Delivery Plan indicators accurately reflect the priorities of the Council and the new 2020 Vision.

OPTIONS CONSIDERED BUT REJECTED: To suggest amendments to the draft list of Corporate Plan and SDP indicators for amendments to be made prior to their adoption from 1 April 2018.

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/041/120218

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Budget Monitoring Report to 31 December 2018	
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 December 2017.	
DECISION: As recommended in the report, the Cabinet RESOLVED that the report in appendix 1, 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/042/120218

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Arun District Council Budget 2018/19	
OFFICER CONTACT: Alan Peach, Group Head of Corporate Support DATE: January 2018 EXTN: 37558	
EXECUTIVE SUMMARY: The report sets out the Revenue and Capital Budgets for 2018/19 for both the General Fund and the Housing Revenue Account.	
<p>DECISION:</p> <p>As recommended in the report, Cabinet</p> <p>RESOLVED – That</p> <p>(1) the Group Head of Corporate Support, in consultation with the Deputy Leader of the Council and Cabinet member for Corporate Support, has approved a Council Tax base of 60,402 for 2018/19; and</p> <p>(2) the budget report in Appendix A be noted.</p> <p>As recommended in the report, Cabinet</p> <p>RECOMMEND TO SPECIAL COUNCIL (21.02.18) - That</p> <p>(1) The General Fund Revenue budget as set out in Appendix 1 be approved.</p> <p>(2) Arun's band D council tax for 2018/19 is set at £176.40, an increase of 2.995%.</p> <p>(3) Arun's Council Tax Requirement for 2018/19, based on a Band D Council Tax of £176.40, be set at £10,654,913 plus parish precepts as demanded, to be transferred to the General Fund in accordance with statutory requirements.</p> <p>(4) The HRA budget as set out in Appendix 2 be approved.</p> <p>(5) The HRA rents for 2018/19 be set at 1% below the current year's level in accordance with the provisions of the Welfare Reform and Work Act.</p> <p>(6) HRA garage rents be increased by 5% to give a standard charge of £11.16 per week (excluding VAT), and heating and water/sewerage charges increased on a scheme by scheme basis, with a view to balancing costs with income.</p>	

(7) The Capital budget as set out in Appendix 3 be approved.	
REASON FOR THE DECISION: To ensure that the council has a firm financial basis for conducting its business in 2018/19.	
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/043/120218

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH THE SCRUTINY PROCEDURE RULES	YES
SUBJECT: Project Funding from The Strategic Investment Fund	
OFFICER CONTACT: Miriam Nicholls, Business Development Manager Extn: 37845 e.mail: miriam.nicholls@arun.gov.uk	
EXECUTIVE SUMMARY: A bid for funding for 3 projects was submitted to the West Sussex Strategic Investment Fund. The bids were all successful and this report advises Cabinet of those projects and requests agreement for this Council to take various roles in those projects.	
DECISION: As recommended in the report, Cabinet RESOLVED – That a. LEAP – Cabinet agrees that this Council: (1) Receives the funding from West Sussex County Council (WSSCC) and passes it to the participating local authorities; (2) Arun officers run the local project and oversee and monitor the project as a whole, making reports to WSSCC as agreed in the bid. b. Journey to Work – Cabinet agrees that this Council: (3) Receives the funds for the project from WSSCC and passes these to the other participating authorities as outlined in the project bid; (4) Takes the lead in employing the Project Co-ordinator and, if required, acts as the employer for the successful candidate; (5) Agrees to the Waiving of Standing Orders to allow the contract for delivery of this work to be awarded to The Arun Business Partnership / Connects Media. This is on the basis of successful past delivery and the fact that suitable competition cannot be created. c. Retail Training – Cabinet agrees that this Council: (6) Accepts the funding for the Arun element of this project; (7) Passes the funding designated for the Bognor Regis element to Bognor Regis Town Centre Management to allow them to run that element of the project.	
REASON FOR THE DECISION: To allow funding for projects that will benefit both local people and local businesses to be used as set out in the successful project bids.	
OPTIONS CONSIDERED BUT REJECTED: To not agree the options above and not accept the funding offered or to agree part(s) of the options and refuse funding where options are not acceptable.	

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/044/120218

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Grants to Arun Arts, Bognor Regis	
OFFICER CONTACT: Denise Vine, Group Head of Economy Extn: 37846 e.mail: denise.vine@arun.gov.uk	
EXECUTIVE SUMMARY: This report is requesting that a grant of £15,000 for two years is made to Arun Arts to support the continued provision of a community theatre serving Bognor and the immediate region. The theatre forms part of the longer term proposals for the redevelopment of the Regis Centre site.	
DECISION: As recommended in the report, Cabinet RESOLVED that the provision of a grant of £15,000 per annum for two years to Arun Arts starting 18/19 financial year, be approved.	
REASON FOR THE DECISION: This decision will support the wider regeneration intentions for this area and it will ensure the continuance of a popular, successful and well used community provision.	
OPTIONS CONSIDERED BUT REJECTED: The grant is not provided to Arun Arts – the theatre will struggle to find other income, the theatre could close or the building may not be well maintained.	
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/045/120218

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Fuel Poverty: Draw Down Of Funding From Warm Homes Fund	
OFFICER CONTACT: Hazel Flack, Partnership Manager/Catherine Geoghegan, Fuel Poverty Coordinator Extn: 37609/37537 e.mail: hazel.flack@arun.gov.uk	
EXECUTIVE SUMMARY: The Fuel Poverty Coordinator programme is hosted by Arun District Council on behalf of all the District and Borough Councils across West Sussex. A bid for funding is due to be submitted in partnership with Citizens Advice Arun & Chichester and Central and South Sussex Citizens Advice, to expand the Home Energy Visitor Service (currently delivered only within Arun and Chichester Districts) countywide, with additional financial and welfare benefit advice provided by CitA. If the bid is successful, this report proposes that Cabinet agrees to draw down an externally funded sum of up to £1,500,000.	
DECISION: As recommended in the report, Cabinet RESOLVED that, subject to the funding bid being wholly or partially successful, authority be given to the Group Head for Community Wellbeing, in consultation with the Section 151 Officer and the relevant Cabinet Member : a. To enter into agreements with delivery partners to deliver an expansion of the Home Energy Visitor service countywide b. To agree the spending of the grant as implemented throughout the life of the project	
REASON FOR THE DECISION: To reduce health inequalities and fuel poverty, and improve income maximisation for the residents of the Arun District and countywide, and support the delivery of Arun District Council's corporate priority of "Supporting you if you need help".	
OPTIONS CONSIDERED BUT REJECTED: To not agree to the proposals.	
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	

OPTIONS CONSIDERED BUT REJECTED: Not to approve the Rent Setting Policy 2018-19. However, this will not enable the Council to comply with requirements of the Welfare Reform and Work Act 2016 nor maximise income in accordance with the HRA Business Plan 2017-2027.

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/048/120218

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Community Advice Services Contract	
OFFICER CONTACT: Robin Wickham, Group Head of Community Wellbeing Extn: 37835 e.mail: robin.wickham@arun.gov.uk	
EXECUTIVE SUMMARY: The Community Advice Services contract is procured by Arun District Council with West Sussex County Council and the other West Sussex District and Borough Councils. This paper sets out proposals to tender the Community Advice Services contract.	
DECISION: As recommended in the report, Cabinet RESOLVED – That (1) Arun District Council (with West Sussex County Council and the other West Sussex District and Borough Councils) procure by single tender an independent and comprehensive community advice service and enter into a contract with Central and Southern Sussex Citizens Advice Bureau for one year from 1 April 2018; and (2) provide a funding contribution of £117,020 for this service, subject to Full Council approving the 2018/19 budget.	
REASON FOR THE DECISION: To provide an independent and comprehensive advice service for the community.	
OPTIONS CONSIDERED BUT REJECTED: Not to enter in to a contract for the provision of an independent and comprehensive community advice service.	
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/049/120218

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Planning Appeal at Land West of Church Lane and South of Horsemere Green Lane, Climping.	
OFFICER CONTACT: Claire Potts, Strategic Development Team Leader Extn: 37698 e.mail: claire.potts@arun.gov.uk	
<p>EXECUTIVE SUMMARY: An Appeal has been submitted against the decision of the Council to refuse planning permission for 300 dwellings on a site to Land West of Church Lane and South of Horsemere Green Lane, Climping (Planning Application Ref CM/1/17/OUT). The application was refused by the Council's Development Control Committee on 9 August 2017 for two reasons, overturning the officers' recommendation of approval. The Appeal is likely to be heard in June/July 2018 and is to be heard by way of a Public Inquiry; a start date of 27 November 2017 was agreed.</p> <p>This report seeks approval to a supplementary estimate of up to £40,000 to cover the costs of defending this Appeal.</p>	
<p>DECISION:</p> <p>As recommended in the report, Cabinet</p> <p>RECOMMEND TO FULL COUNCIL</p> <p>that the supplementary estimate of £40,000 for costs associated with defending the Appeal in respect of application CM/1/17/OUT, be approved. These include Counsel costs and costs of appointment of Planning Consultants and any specialist consultants to assist with defending an Appeal in respect of Planning Application CM/1/17/OUT. The supplementary estimate equates to a Band D Council Tax of £0.67.</p>	
REASON FOR THE DECISION: For an Appeal by public inquiry, legal representation is required.	
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/050/120218

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 294, New Corporate Plan and Service Delivery Plan Indicators 2018-2022.	
DECISION: Minute 294 – New Corporate Plan and Service delivery Plan Indicators 2018-2022 This recommendation was considered as a separate item on the Agenda and account was taken of the comments from the Overview Select Committee. Decision Notice C/040/120218 refers.	
REASON FOR THE DECISION: To endorse the recommendations of the Overview Select Committee.	
OPTIONS CONSIDERED BUT REJECTED: To not endorse the recommendations of the Overview Select Committee.	
CABINET MEMBER(S):	
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
DISPENSATIONS GRANTED :	None
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None	

REFERENCE NO: C/051/120218

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Environment & Leisure Working Group	
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 held on 19 December 2017. The Minutes contained recommendations at Minute 26, Strategic Vision for the Future of Public Convenience Services in Arun	
DECISION:	
Minute 26 – Strategic Vision for the Future of Public Convenience Services in Arun	
As recommended in the minutes and as amended at the meeting, Cabinet	
RESOLVED – That	
<ol style="list-style-type: none"> (1) the proposal to investigate the potential for commercial development with retained public conveniences at Crown Yard remains, be undertaken in due course by Property & Estates as part of their work plan; (2) the public conveniences at Ferring Village Green be retained, on the basis that the Parish Council are prepared to enter into an agreement with Arun to support future capital refurbishment costs and continue with their current revenue contribution to Arun; (3) the Council aim to retain a public convenience facility at Ferring Rife, looking to achieve this through commercial partnership opportunity that will be explored by the Property & Estates Service and Ferring Parish Council in due course; (4) the Council withdraw the North St Wick public conveniences, but work in partnership to support the Wick Traders Assoc. over provision of a Community Toilet Scheme in close proximity; (5) the Council retain Avisford Park public conveniences, on the basis that the Parish Council are prepared to enter into an agreement with Arun to support future capital refurbishment costs and are prepared to offer a reasonable increase their current annual contribution towards public conveniences; (6) the Council retain West Meads public conveniences, on the basis that Aldwick Parish Council are prepared to enter into an agreement with Arun to support future capital refurbishment costs and are prepared to 	

- offer a reasonable increase in their current contribution towards public conveniences;
- (7) the Council withdraw the Snooks Corner public conveniences. This decision being made on the basis that the Culver Road facility will remain open all year round in future. The Council will also look to set up a Community Toilets Scheme arrangement with an interested business in close proximity and will explore commercial opportunities for Snooks Corner;
 - (8) the Council retain Shrubbs Field public conveniences, on the basis that Middleton-on-Sea Parish Council are prepared to enter in to an agreement with Arun to support future capital refurbishment costs and are prepared to increase their current annual revenue contribution towards public conveniences;
 - (9) pending the formal agreement of Freedom Leisure, for free public use of their public conveniences at the new Littlehampton Leisure Centre, that the Council withdraw the Mewsbrook Park public conveniences on opening of this facility;
 - (10) the Council retain Waterloo Square public conveniences at present, pending exploration of a commercial development opportunity of this site with retained public conveniences, to be undertaken Property & Estates as part of their work plan;
 - (11) the Council finalises a detailed condition survey of retained public conveniences within the next 12 months. This will allow effective budget planning from both ADC & Parishes who have agreed to support capital refurbishment costs moving forward;
 - (12) the delivery of the strategic vision by committing future capital funding sufficient to deliver the phased capital programme be supported;
 - (13) the current seasonal closure trial at Culver Road Felpham cease, on the basis of representation received from the public and to ensure the site will be open once the proposed refurbishment works due this winter be completed;
 - (14) the current seasonal closure trial at Sandy Road Pagham cease, on the basis of the representation received from the public and a reasonable maintenance contribution to be formally agreed with Pagham Parish Council;
 - (15) the current trial seasonal closure at Norfolk Gardens continue due to the fact there is alternative provision continuing to be provided at the Norfolk Gardens Café;
 - (16) the seasonal closure for Norfolk Gardens be lifted if the Council's contractor and café operator ISS Facility Services formally requests this;

<p>(17) the current trial seasonal closure at West Beach be continued;</p> <p>(18) the proposed opening of the remaining sites under trial seasonal closure be rescheduled from Easter 2018 rather than the 1st May 2018;</p> <p>(19) a further progress summary is provided to the Working Group in one year's time.</p>	
<p>REASON FOR THE DECISION: To endorse the recommendations of the Environment & Leisure Working Group.</p>	
<p>OPTIONS CONSIDERED BUT REJECTED: To not endorse the recommendations of the Environment & Leisure Working Group.</p>	
<p>CABINET MEMBER(S):</p>	
<p>DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:</p>	<p>None</p>
<p>DISPENSATIONS GRANTED :</p>	<p>None</p>
<p>CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None</p>	

REFERENCE NO: C/052/120218

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Housing & Customer Services Working Group – 4 January 2018	
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 4 January 2018. The Minutes contained recommendations at Minute 25, Empty Homes Strategy.	
DECISION: Minute 25 – Empty Homes Strategy As recommended in the minutes, Cabinet RESOLVED that the Empty Homes Strategy 2018-2023 be adopted.	
REASON FOR THE DECISION: To endorse the recommendations of the Housing & Customer Services Working Group.	
OPTIONS CONSIDERED BUT REJECTED: To not endorse the recommendations 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	

CONSTITUTION WORKING PARTY

13 February 2018 at 4.30pm

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

[Note: Councillor Dr Walsh was absent from the meeting during consideration of the following items of business contained within Minute 27 to Minute 31 (part)].

27. APOLOGIES FOR ABSENCE

An apology for absence had been received from Councillor Chapman.

28. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

29. MINUTES

In approving the Minutes of the meeting of the Working Party held on 12 December 2017, an amendment was made to add Councillor Wensley as attending under Members Present. Following this amendment the minutes were approved by the Working Party as a correct record and were signed by the Chairman.

30. REVIEW OF WORKING GROUPS – OUTCOMES OF CONSULTATION

The Working Party received a report from the Group Head of Council Advice & Monitoring Officer giving an update on the outcome of the consultation on the Review of Working Groups with the Environment & Leisure Working Group and the Housing & Customer Services Working Group.

As agreed by the Constitution Working Party a review had been undertaken with Members of the two Working Groups approached for their views on two specific questions:

- Should the Council move away from the current practice of volunteers making up the membership to introduce a maximum number? The reason for this request came from the size of the Environment & Leisure Working Group being felt to be unwieldy and difficult to

manage, with a current membership of 18 and a previous membership of 22. A membership of 10 or 15 had been suggested.

- Should the remit of the Working Groups be changed to allow them some delegated authority as a decision maker? The reason for the request was based on feedback from some Members that they felt the Working Groups needed a clearer purpose and role in the decision making structure.

Members were advised that a report seeking views on these questions and highlighting the types of delegation that could be given to a Sub-Committee was presented to the Environment & Leisure Working Group on 19 December 2017 and to the Housing & Customer Services Working Group on 4 January 2018.

Having considered the proposals, the Environment & Leisure Working Group had not supported the review. It recommended to this Working Party that the proposals to change the remit of the Working Groups should be rejected and no change be made to current arrangements.

When it considered the proposals, the Housing & Customer Services Working Group did support the proposals. It recommended to this Working Party that the proposals to change the remit of the Working Groups should be accepted and changes be made to current arrangements.

In view of the mixed views, the Group Head of Council Advice & Monitoring Officer asked the Working Party how it wished to take forward this review and whether it wished to recommend any proposals for change to Full Council. Three suggestions for consideration were put forward:

- to make no change to current arrangements as there had been no consensus view from the consultation with the Working Groups;
- to propose a change to current arrangements to recommend that the remit of both Working Groups was reviewed so they become Sub-Committees based on the Terms of Reference suggested in the report; or
- to propose a compromise position recommending that the remit of the Housing & Customer Services Working Group was changed to become a Sub-Committee based on the Terms of Reference suggested in the report as this Working Group had requested, whilst the Environment & Leisure Working Group's remit remains unchanged.

Having taken into consideration the results of the consultation, the Working Party discussed, at length, the views that had been put forward. As the views from the Working Groups had been mixed the Constitution Working Party were minded to make no change to existing arrangements.

31. CONSTITUTIONAL AMENDMENTS TO PART 5, RULES OF PROCEDURE (Meetings)

The Working Party received a report from the Group Head of Council Advice & Monitoring Officer that provided an update on the outcome of the review of the procedure rules for meetings of the Council, Cabinet and other Committees. It was proposed that the existing sections 1, 2 and 3 at Part 5 of the Constitution were deleted and replaced with the revised sections as had been set out in the report's appendices namely:

- Appendix 1 – Council Procedure Rules
- Appendix 2 – Cabinet Procedure Rules
- Appendix 3 – Committee Procedure Rules

The Group Head of Council Advice & Monitoring Officer had included comments in the appendices that requested the views of the Working Party as to whether existing practices should continue and whether procedures adopted by Huntingdonshire Council would be appropriate for inclusion. These comments also highlighted where additions were required to reflect current custom and practice. A key change to both the Cabinet and Committee Procedure Rules was that the meeting procedures were written in full rather than referring back to the Council Procedure Rules, as requested by the Working Party and officer team. It was noted that no change was being proposed to the current Public Speaking Rules other than to renumber their order in this part of the Constitution.

In discussing the revisions, the Working Party worked through each page of the appendices.

Having provided comment and amendment the Working Party agreed the final proposals to be presented to Full Council. It was agreed that the Group Head of Council Advice & Monitoring Officer would update the appendices to reflect the changes being proposed so these could be incorporated into the agenda for the Full Council meeting on 7 March 2018.

The Constitution Working Party therefore,

RECOMMEND TO FULL COUNCIL – That

- (1) the proposed changes to the Constitution at Part 5 [Rules of Procedure (Meetings)] as amended at the meeting and set out in the replacement text at Appendices 1, 2 and 3 and as attached to the minutes, be approved; and
- (2) the Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution.

32. WORK PROGRAMME

The Working Party received a Work Programme from the Group Head of Council Advice & Monitoring Officer that detailed the remaining updates to the Constitution. This work programme provided an update on progress in updating the remaining sections of the Constitution and the timescales for achieving this. The aim was for the review to be concluded by September 2018.

The Working Party noted this report.

(The meeting concluded at 6.10pm)

HOUSING & CUSTOMER SERVICES WORKING GROUP

4 January 2018 at 6.00 p.m.

Present: - Councillors Hughes (Chairman), Mrs Porter (Vice-Chairman), Mrs Ayres, Blampied and Mrs Harrison-Horn [from Minute 21 to Minute 26 Part].

Councillor Bence was also in attendance as Cabinet Member for Residential Services

21. APOLOGIES

Apologies for absence were received from Councillor Mrs Rapnik.

22. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

23. MINUTES

The Minutes of the meeting of the Housing & Customer Service Working Group held on 2 November 2017 were approved and signed by the Chairman.

24. REVIEW OF THE ROLE OF WORKING GROUPS

In the absence of the report's author (Group Head of Council Advice and Monitoring), the Group Head of Technical Services presented and advised that the Constitution Working Party had requested that the operation of the current Working Groups be reviewed as part of its ongoing work on reviewing the Council's Constitution. Members' views were sought to inform the review.

It was explained that there were two areas to be considered, particularly:-

- Size of membership – the practice at the moment was to rely on volunteers, which had led to unwieldy numbers of 22 last year and 19 this year. A more practical membership was felt to be a maximum of 15. However, if there was a move away from volunteers then, under current rules, there would be a requirement to have political balance as that would be the only way to allocate seats.
- Past feedback from Members had indicated that it was felt that the Working Groups needed a clearer purpose and role in the decision making structure – the way forward could be to make changes to allow them some delegated authority as a decision maker.

It was being suggested that both Working Groups could become Subcommittees; be politically balanced with a membership size of no more than 10 to 15; and have a degree of clearly specified decision making powers.

It was explained that in putting forward these proposals, consultation had been undertaken initially with the Chairmen and Vice-Chairmen of the two Working Groups and the Group Leaders. The Chairman of this Working Group and the Chairman and Vice-Chairman of the Environment & Leisure Working Group all supported a review, together with the Leader of the Council. The Leaders of the Liberal Democrat and Independent Group had both advised they would present their views at Working Group meetings.

It was noted that this report had already been considered by the Environment & Leisure Working Group at its meeting on 19 December 2017. A number of Members of the Environment & Leisure Working Group did not support any change to current arrangements as they wished to see the status quo continue and that the levels of delegation being proposed would not make a significant difference to the role of the Working Groups. The Group Head of Technical Services advised that the final recommendation of the Environment & Leisure Working Group, to the Constitution Working Party, was that the proposals to change the remit of the Working Groups should be rejected and no change should be made to current arrangements.

The Housing & Customer Services Working Group was asked to compile its response to the proposals, as presented in the report, for submission to the Constitution Working Party. It was noted that once all views were known and considered by the Working Party, then any proposal for change, would then be presented to Full Council for consideration.

In discussing the report's proposals Members generally felt that working groups, too often, became an information gathering forum rather than providing backbenchers with the capacity to contribute to the Council's decision making process. Councillor Bence was permitted by the Working Group to speak on this matter and explained the main differences between Working Groups and Sub-Committees. He stated that the proposals would provide Members with decision making authority and therefore more involvement in Democratic Processes. The Chairman advised that, when consulted, he had agreed with the report's proposals as Members would be given an opportunity for more active participation.

In further discussion and after questions had been asked and responded to at the meeting the Housing and Customer Services Working Group Members rejected current working group arrangements and unanimously voted for change as described in the report and set out below:

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

The Housing and Customer Services Working Group then,

RECOMMEND TO THE CONSTITUTION WORKING PARTY

That the proposals to change the remit of the Working Groups be accepted and changes be made to current arrangements.

25. EMPTY HOMES STRATEGY

The Working Group received a report from the Group Head of Technical Services on the Empty Homes Strategy 2018 – 2023. The strategy had been updated and detailed the positive work that had been achieved since 2012. The strategy also outlined a revised plan for the next five years to tackle empty homes across all tenures within the Arun District.

Members noted that long term empty homes could:

- Attract crime, vandalism and anti-social behaviour.
- Become a public health hazard and magnet to vermin as well as look unsightly and pose a potential danger to the community including children.
- Detract from the neighbourhood amenity.
- Reduce the value of adjacent properties.
- Cost the community for visits and action by Police and the Councils Private Sector Housing and Public Health Team as well as the loss of Council tax revenue.

The Group Head of Technical Services explained that Arun District Council was committed to bringing empty residential properties back into use. It was noted that since 2006 the Council had employed a part time Empty Properties Officer and from April 2017 this position was made full time. Focus had been placed on properties that had been empty for more than six months.

The Group Head of Technical Services highlighted the advantages of the Government's New Homes Bonus grant that was paid for increasing the number of available homes. It was explained that the work of the Empty Properties Officer contributed to the amount of New Homes Bonus the Council received and since 2014 this had equated to approximately £1 million.

The Group Head of Technical Services concluded by referring Members to the report's recommendation that requested their recommendation to Cabinet that the Empty Homes Strategy 2018-2023 be adopted.

The Chairman thanked the Group Head of Technical Services for his comprehensive report. In discussion, where questions were asked and responded to at the meeting, Working Group Members welcomed the strategy, recognising the positive work that was taking place to bring empty properties back in to use, and the report's recommendation was agreed.

The Housing and Customer Service Working Group,

RECOMMEND TO CABINET

That the Empty Homes Strategy 2018-2023 be adopted.

26. HOMELESSNESS REDUCTION ACT AND WELFARE REFORM PRESENTATION

The Group Head of Residential Services and the Rent Arrears Team Leader provided the Working Group with a presentation on the impact to the Council with respect to the Welfare Reform and Homelessness Reduction Act.

Welfare Reform

The Rent Arrears Team Leader outlined the Government's Welfare Reforms as:

- Freezing of Local Housing Allowance Rates and Welfare Benefits
- 1% Rent Reduction
- Voluntary Right to Buy (Housing Association Tenants)
- Sale of High Value Assets (Council Stock)
- Spare Room Subsidy (Under occupation Charge)
- Further Reduction in Benefit Cap
- Universal Credit (UC)

It was explained that these reforms affected working age people and could affect the ability of some of the Council's tenants to pay their rent on time and in full. The Rent Arrears Team Leader highlighted how the Benefit Cap, Spare Room Subsidy and Universal Credit could impact on Arun District Council's tenants and outlined what strategies the Council was putting in place to help with any negative consequences of Welfare Reform.

It was noted that the introduction of Universal Credit had been piloted and the lessons learned in this pilot would help inform the Council on expected impacts and how these may be mitigated. These mitigations were outlined as:

- Housing Options Advice
- Improve links with Job Centre Plus to aid early intervention
- Welfare Rights Advice and Representation
- Money Advice
- Financial Capability
- Education
- Access to IT
- Affordable Credit (Credit Unions)
- Use of Discretionary Housing Payments

It was noted that full roll out of Universal Credit for “all” new claimants in Arun had been deferred from 1 April to 1 July following the November 2017 Budget.

After a number of questions responded to at the meeting, the Cabinet Member for Residential Services praised the Rent Arrears Team Leader for her hard work and thanked her for the effective methods that had been implemented to assist Arun District Council’s Tenants.

Homelessness and Housing Need

The Group Head of Residential Services outlined the Council’s position with respect to Homelessness and Housing Need. Members were informed of the following National trends:

- Increase in homelessness presentations over the last 3 years
- Increase in use of and length of stay in temporary accommodation
- Increase in households applying to join the Housing Register
- Affordability issues – Local Housing Allowance Rate not keeping pace with private rented sector rents
- Housing Associations introducing stricter allocations criteria – affordability checks

It was noted that, as a result of these National trends, Central Government were introducing the Homelessness Act with effect from April 2018. The Homelessness Reduction Act 2017 set out new duties on local authorities with the aim of preventing homelessness. The Homelessness Reduction Act amended Part 7 - Housing Act 1996 but did not replace it. The Group Head of Residential Services explained how Residential Services would be responding to the increased demands and how it was preparing to meet the new responsibilities that would be placed on the council upon introduction of the Act.

Members were informed that the Council would no longer assess cases on ‘priority need’ but would be expected to provide meaningful help to all eligible households irrespective of priority need. Obligations were noted as:

- new legal obligations on English councils to provide meaningful help to all eligible households irrespective of priority need
- Extended definition of threatened with homelessness – 56 days
- Assess and agree a plan if someone is homeless or threatened with Homelessness within 56 days
- Take reasonable steps to help someone avoid homelessness –the new prevention duty
- Take reasonable steps to help to secure accommodation for homeless –the new relief duty
- An expectation that applicants should cooperate with efforts to assist them
- New duty on public services to notify a local authority if they come into contact with someone they think may be homeless or at risk of becoming homeless

Members were informed that 'new burdens' funding would be provided by Central Government to assist with the Council's implementation of the Homelessness Reduction Act but it was not known how long this funding would continue. Another challenge was noted as the supply of suitable accommodation.

The Group Head of Residential Services outlined some of the measures that the Council would adopt to meet the Homelessness Prevention Duties:

- Personalised approach as opposed to process led
- Continue to focus on Homelessness Prevention Work
- Partnership working with Housing Associations/Private Rent Sector to maximise available social housing
- Joint working with community services that provide housing support such as housing advice/ money advice

Following questions that were responded to at the meeting the Chairman thanked the Group Head of Residential Services and the Rent Arrears Team Leader for their comprehensive and informative presentation.

(The meeting concluded at 7.18pm)