



Members are reminded to bring their Agendas from the Cabinet Meeting held on 21 May 2018 with them to the meeting

3 July 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, 18 July 2018 at 6.00 pm in the Council Chamber at the Arun Civic Centre, Maltravers Road, Littlehampton, to transact the business set out below.



Nigel Lynn
Chief Executive

AGENDA

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

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

Members and Officers should make their declaration by stating:

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

3. **Public Question Time**

To receive questions from the public (for a period of up to 15 minutes)

4. **Questions from Members with Pecuniary/Prejudicial Interests**

To receive questions from Members with pecuniary/prejudicial interests (for a period of up to 15 minutes)

5. **Petitions**

To consider any petitions received from the public.

6. **Minutes**

To approve as a correct record the Minutes of the Annual Council Meeting held on 16 May 2018, which are attached.

7. **Chairman's Announcements**

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

8. **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.

REPORTS FROM CABINET, OVERVIEW SELECT, REGULATORY AND STANDARDS COMMITTEES, AND FROM WORKING PARTIES AND WORKING GROUPS

9. **Electoral Review Sub-Committee – 3 May 2018**

The Vice-Chairman, Councillor Wotherspoon, will present the Minutes from the meeting of the Electoral Review Sub-Committee held on 3 May 2018. There are recommendations at:

- Minute 14 (Community Governance Review – Barnham and Eastergate) – to view the Officer's report – please click on this link - [Report](#) and [Appendix](#)
- Minute 15 (Community Governance Review – Felpham and Yapton) – to view the Officer's report – please click on this link - [Report](#) and [Appendix](#) and [Appendix 2](#) and [Appendix 3](#)

10. **Development Control Committee – 9 May 2018**

The Chairman, Councillor Bower, will present the Minutes from the meeting of the Development Control Committee held on 9 May 2018. There are no recommendations.

11. Cabinet – 21 May 2018

The Chairman, Councillor Mrs Brown, will present the Minutes from the Cabinet meeting held on 21 May 2018. There are recommendations at:

- Minute 21 (Arun Improvement Programme (AIP) – Updated Terms of Reference)
- Minute 22 (Committees Management System – Budget Growth)

12. Overview Select Committee – 22 May 2018

The Chairman, Councillor Dingemans, will present the Minutes from the meeting of the Overview Select Committee held on 22 May 2018. There is a recommendation at:

- Minute 36 (Work Programme) – to view the Officer's report and the draft Work Programme – please click on this link - [Report](#) and [Appendix](#)

13. Constitution Working Party – 30 May 2018

The Chairman, Councillor Mrs Bower, will present the Minutes from the meeting of the Constitution Working Party held on 30 May 2018. There are recommendations at:

- Minute 4 (Proposed Constitutional Amendments – Financial Rules (Regulations) – Part 6 – Section 5 – Paragraph 1) – to view the Officer's report and Appendices – please click on this link - [Report](#) and [Appendix](#) and [Appendix 1](#)

14. Housing & Customer Services Working Group – 31 May 2018

The Chairman, Councillor Hughes, will present the Minutes from the meeting of the Housing & Customer Services Working Group held on 31 May 2018. There are recommendations at:

- Minute 5 (Housing & customer Services Working Group – Terms of Reference) – to view the Officer's report – please click on this link - [Report](#) and [Appendix](#)
- Minute 7 (Work Programme – 2018-19) – to view the Officer's report – please click on this link – [Report/Attachment](#)

15. Environment & Leisure Working Group – 5 June 2018

The Chairman, Councillor Hitchins, will present the Minutes from the meeting of the Environment & Leisure Working Group held on 5 June 2018. There are recommendations at:

- Minute 5 (Environment & Leisure Working Group – Terms of Reference) – to view the Officer's report – please click on this link - [Report](#) and [Appendix](#)

- Minute 9 (Work Programme – 2018-19) – to view the Officer's report – please click on this link – [Report/Attachment](#)

16. Development Control Committee – 6 June 2018

The Chairman, Councillor Bower, will present the Minutes from the meeting of the Development Control Committee held on 6 June 2018. There is a recommendation at:

- Minute 46 (Constitutional Amendments to Part 8, Codes and Protocols – Section 6 – Planning Code of Conduct) – to view the Officer's report and the draft Policy – please click on this link - [Report](#) and [Appendix](#)

17. Local Plan Sub-Committee – 11 June 2018

The Chairman, Councillor Bower, will present the Minutes from the Local Plan Sub-Committee held on 11 June 2018. There are two recommendations at:

- Minute 4 (Local Development Scheme) – to view the Officer's report – please click on this link - [Report](#) and [Appendix](#)

18. Littlehampton Regeneration Sub-Committee – 14 June 2018

The Chairman, Councillor Bicknell, will present the Minutes from the meeting of the Littlehampton Regeneration Sub-Committee held on 14 June 2018. There are no recommendations.

19. Standards Committee – 21 June 2018

The Chairman, Councillor English, will present the Minutes from the meeting of the Standards Committee held on 21 June 2018. There are two recommendations at:

- Minute 51 (Appointment of Independent Persons to the Standards Committee) – to view the Officer's report – please click on this link - [Report](#)

20. Special Cabinet – 22 June 2018

The Chairman, Councillor Mrs Brown, will present the Minutes from the Special Meeting of Cabinet held on 22 June 2018. There are no recommendations.

21. Bognor Regis Regeneration Sub-Committee – 25 June 2018

The Vice-Chairman, Councillor Mrs Madeley, will present the Minutes from the meeting of the Bognor Regis Sub-Committee held on 25 June 2018. There are five recommendations at:

- Minute 6 (Bognor Regis Seafront) – to view the Officer's report and appendices – please click on this link - [Report](#) and [Appendix 1](#); [Appendix 2](#) and [Appendix 3](#)

22. **Motions**

A Motion has been received in accordance with Council Procedure Rule 14.1 from the Conservative Group, the detail of which is set out below:

“Arun District Council calls on the South Downs National Park Authority to cease pursuing a Judicial Review of the Highways England decision to recommend to the Department of Transport route 5a as the preferred route for the A27 (Arundel By Pass) and for the SDNPA to work constructively with the elected local authorities effected to deliver the environmental quality and traffic flow improvements that will follow throughout West Sussex coastal and the South Downs areas at the earliest deliverable moment.”

This will be proposed by Councillor Bower and seconded by Councillor Charles.

23. **Questions from Members**

To consider general questions from Members in accordance with Council Procedure Rule 13.3.

OFFICER REPORTS

24. **Adoption of the Arun Local Plan (2011-2031)**

This report seeks to adopt the Arun Local Plan (“011-2031) following receipt of the Planning Inspector’s final report. Please note that this report will be circulated **separately** to the agenda.

25. **Social Media Policy and Guidance for Staff**

This policy provides the framework within which staff should be operating when they are using social media in a work context. It also makes the links to key other policies and guidance. This Policy was originally developed in 2016 and the revised version needs formal approval by the Council.

26. **Appointment of Proper Officer for Infectious Disease Control Purposes**

The Council is asked to approve delegating authority to the Group Head of Technical Services to appoint a Proper Officer for infectious diseases control for the following purposes – the Health Protection (Notification) Regulations 2010 Regulations 2, 3, 6 and Public Health (Control of Diseases) Act 1984, Section 48.

27. **Committee Memberships**

The following changes to Committee Memberships need to be noted by the Council:

- (1) Councillor Wheal will replace Councillor Tyler as Deputy Cabinet Member to the Cabinet Member for Corporate Support;
- (2) Councillor Wheal will replace Councillor Tyler on the Arun Improvement Programme
- (3) Councillor Buckland will replace Councillor Blampied on the Littlehampton Regeneration Sub-Committee

- (4) Councillor Blampied will replace Councillor Tyler on the Standards Committee.
- (5) Councillor Dillon will become the new Vice-Chairman of the Standards Committee;
- (6) Councillor Tyler will no longer be a Substitute Member of the Development Control Committee. This seat remains vacant at the present time.

28. **Representation on Outside Bodies**

The Council is asked to approve any changes to its representation on Outside Bodies.

29. **Exempt Information**

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

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

30. **Disposal/Acquisition of Interests in Land at the Regis Centre, Bognor Regis** (Exempt – Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act – Information Relating to the Financial or Business Affairs of Any Particular Person (Including the Authority Holding that Information))

This report will be circulated **separately** to the agenda.

- 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 provided via an e-link, where appropriate
- Filming, Photography and Recording at Council Meetings – The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link – <https://www.arun.gov.uk/download.cfm?doc=docm93ijjm4n12353.pdf&ver=12365>

**MINUTES
OF THE
ANNUAL MEETING OF THE ARUN DISTRICT COUNCIL
HELD IN THE ARUN CIVIC CENTRE
ON 16 MAY 2018 AT 6.00 PM**

Present:- Councillors Mrs Pendleton (Chairman), Gammon (Vice-Chairman), Ambler, Mrs Ayres, Bence, Mrs Bence, Bicknell, Blampied, Mrs Bower, R Bower, Mrs Brown, L Brown, Buckland, Cates, Chapman, Clayden, Cooper, Mrs Daniells, Dendle, Dillon, Dingemans, Elkins, Mrs Hall, Mrs Harrison-Horn, Haymes, Hitchins, Hughes, Mrs Madeley, Mrs Neno, Northeast, Mrs Oakley, Oliver-Redgate, Oppler, Patel, Mrs Porter, Reynolds, Miss Rhodes, Smith, Mrs Stainton, Stanley, Dr Walsh, Warren, Wheal, Wells, Wensley, and Wotherspoon.

1. WELCOME

Councillor Mrs Pendleton welcomed Councillors, Officers, Honorary Aldermen Mrs Stinchcombe and Mrs Olliver and invited guests to the meeting.

2. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Ballard, Brooks, Charles, English, Purchase, Mrs Rapnik and Tyler and from the Council's Honorary Aldermen Mrs Goad, MBE, Mrs Morrish and Squires.

3. RETIRING CHAIRMAN'S ANNOUNCEMENTS

The retiring Chairman, Councillor Mrs Pendleton, outlined that it had been a great honour to have been Chairman of the Council for the past year and that she had enjoyed her year in office enormously. It had been a demanding year and so she wished to thank her husband Alan for all of his support and for being her consort joining her in attending the numerous events that they had visited around the whole of the District and beyond.

Councillor Mrs Pendleton thanked Members and Officers for their support and she praised the assistance given to her by the Council's Member Communications Officer who had worked with her every step of the way during the year and had proficiently organised her diary, offered her encouragement and used her social expertise to make her year the successful one that it was.

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Finally, Councillor Mrs Pendleton thanked everyone who had actively supported her fundraising events. These had varied from hosting a masked masquerade ball to plunging down a zip wire but all for two excellent causes, her two chosen charities for the year, being Home Start Arun and the ChallengeU project at Lodge Hill. Councillor Mrs Pendleton confirmed that a considerable amount of money had been raised for each of these organisations allowing them to continue providing valuable services to the local community.

4. ELECTION OF CHAIRMAN

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

RESOLVED

That Councillor Alan Gammon be elected Chairman of the Council for 2018/2019.

Councillor Gammon then made the Declaration of Acceptance of Office.

5. VOTE OF THANKS TO RETIRING CHAIRMAN OF THE COUNCIL

Councillor Mrs Brown, as Leader of the Council, formally thanked Councillor Mrs Pendleton for her tireless work as Chairman over the last year. She outlined that Councillor Mrs Pendleton had embraced the role with gusto and enthusiasm and had been an excellent public ambassador for the District.

These words of thanks were echoed by Councillor Dr Walsh, on behalf of the Liberal Democrat Group and Councillor Mrs Daniells on behalf of the Independent Group.

6. ELECTION OF VICE-CHAIRMAN

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

RESOLVED

That Councillor Pat Dillon be elected as Vice-Chairman of the Council for 2018/19 and Chairman-Elect for 2019/20.

Councillor Dillon then made the Declaration of Acceptance of Office.

7. MINUTES

The Minutes of the Council Meeting held on 2 May 2018, which had been circulated separately to the meeting, were approved by the Council as a correct record and were signed by the Chairman.

8. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

9. CHAIRMAN'S COMMUNICATIONS

Councillor Gammon warmly welcomed everyone to the meeting and he stated that he was looking forward to the year ahead. Firstly, he thanked Members for their support and co-operation. He then provided an overview of his plans for the year, stating that his first civic engagement would be taking place on 17 May 2018 attending the Keep Britain Tidy Seaside Award flag raising ceremonies in Littlehampton and Bognor Regis.

Secondly, Councillor Gammon announced that as well as supporting his chosen charity during his year, he was very keen to raise the profile and awareness of Sussex Day which was taking place on 16 June 2018. Councillor Gammon outlined that this day would be marked in Arundel, Littlehampton and Bognor Regis with flags being flown and the Sussex Day declaration being read at a number of events throughout the District.

Finally, Councillor Gammon announced his charity for the year which was Shopmobility. Having a close association with this charity as a Trustee at the Littlehampton for many years, Councillor Gammon confirmed that he would be supporting the Littlehampton and Bognor Regis branches during his year and that he hoped Members would support the numerous fundraising events that he would be planning. He invited everyone to join him at the reception to be held following this meeting as there would be presentations provided by both branches of Shopmobility outlining the valuable work that they did in the District – this would be a chance for Members to learn more about the services provided to the community.

10. ELECTION OF LEADER AND THE CABINET

Councillor Mrs Brown proposed the appointment of the Leader and the Cabinet. This was seconded by Councillor Wensley.

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RESOLVED – That

(1) Councillor Mrs Brown be appointed Leader of the Council and Councillor Wensley as Deputy Leader of the Council; and

(2) the appointment of Cabinet Members and Deputies to Cabinet Members made by the Leader of the Council be noted, a copy of which is *attached* to the signed copy of the Minutes.

11. APPOINTMENT TO COMMITTEES

Councillor Mrs Brown proposed that the Appointments to Committees be approved. These had been set out in a report circulated separately to the agenda with an updated addendum report being circulated at the meeting.

Councillor Wensley seconded this proposal.

The Council

RESOLVED

That the schedule of Appointments to Committees for 2018/2019, including the updates contained in the addendum report circulated to the meeting, be approved with these changes be incorporated into the schedule, a copy of which is *attached* to the signed copy of the Minutes.

12. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Councillor Mrs Brown proposed the Appointments to Outside Bodies, which had been circulated separately to the meeting with an addendum report being circulated at the meeting. Councillor Wensley seconded this proposal.

Councillor Wells queried whether Outside Body No. 27 [Bognor Regis Town Centre Public Realm Works Steering Group] was still operating as he thought it had been disbanded. He asked if this could be investigated with the answer being reported back to him.

The Council then

RESOLVED

That the schedule of Appointments of Representatives to Outside Bodies for 2018/19, as updated in the addendum report circulated at the meeting be approved, a copy of which is *attached* to the signed copy of the Minutes.

13. APPOINTMENT OF OTHER GROUP LEADERS

The Council noted the appointment of the other Group Leaders. A copy of which is *attached* to the signed copy of the Minutes.

(The meeting concluded at 6.30 pm)

ELECTORAL REVIEW SUB-COMMITTEE

03 May 2018 at 6.00 pm

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

10. APOLOGY FOR ABSENCE

An apology for absence had been received from Councillor Purchase.

11. DECLARATIONS OF INTEREST

A Declaration of Interest was made by:

- Councillor Haymes
- This was a Personal Interest
- Relating to Agenda Item 7 (Community Governance Review – Felpham and Yapton) as he was Chairman of Yapton Parish Council

12. MINUTES

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

13. PROVISIONAL TIMETABLE FOR POLLING STATION REVIEW

The Sub Committee received a report from the Group Head of Policy that proposed a timetable for the next mandatory Polling Station Review.

It was explained that the Council was obliged to undertake a review of the Polling stations used within the District for Local and Parliamentary elections every five years. The last review was completed in August 2014 and so the next review was scheduled to commence from 1 October 2018 with a completion deadline of 31 January 2020.

The Chief Executive had reviewed the Electoral timetable and, with this in mind, proposed that the Polling Station Review commenced following the District, Town and Parish Elections on 2 May 2019. It was noted that this would provide the Review with the benefit of up to date feedback from Members, Presiding Officers, Residents and Disability Groups etc. on the existing Polling Stations used.

Following questions from Members that were responded to at the meeting it was proposed and seconded that a slight amendment be made to the report's recommendation (2). It was agreed that the wording 'so long as'

be removed and the wording 'to ensure' inserted. Members then voted on the recommendations with this revision and were unanimously in favour.

The Electoral Sub Committee,

RESOLVED That –

- (1) The provisional timetable for the next Polling Station Review be as set out in the report, and;
- (2) The (Acting) Returning Officer be given delegated authority to vary this should practical circumstances require it, to ensure the review is completed within the required legal timescale.

14. COMMUNITY GOVERNANCE REVIEW – BARNHAM AND EASTERGATE

The Group Head of Policy presented the Community Governance Review for Barnham and Eastergate report to the Sub Committee following the outcome of the review of the proposal that Barnham Parish Council and Eastergate Parish Council merge to become a single Parish Council.

Members were reminded that on 10 January 2018 Full Council resolved that a Review should take place and this had now been undertaken in line with the proposed terms of reference. Members were advised that the Electoral Review Services (ERS) were then commissioned to carry out a ballot with all Barnham and Eastergate residents. A letter setting out the key issues was sent out to residents on 19 March 2018. This letter also contained a map showing the parish boundaries and a ballot paper for residents to return stating whether or not they supported the proposed merger.

It was noted that in addition to consultation with residents key organisations were also asked including local schools, District and County Councillors and the local Member of Parliament (MP).

The Group Head of Policy outlined the results of the ballot notified to the Council on 12 April 2018. The overall turnout was 37.69%, with 80.56% of those voting supporting the merger of the Parish Councils. There was one invalid vote. Members were referred to Appendix 4 of the report for a full set of results.

Members were then asked to consider whether or not to recommend to Full Council that the merger of Barnham Parish council and Eastergate Parish Council should take place to form a single Barnham and Eastergate Parish Council.

The Group Head of Policy put forward a recommendation that had been slightly amended since the report's publication which read as; 'Subject to the results of the final consultation stage of this review, that Barnham Parish

Council and Eastergate Parish Council merge to become Barnham and Eastergate Parish Council, made up of 13 Parish Councillors, with effect from 1 December 2018.

The Sub Committee agreed with this amendment. In discussing the recommendation Members were disappointed to note that the County Councillors and the local MP had failed to respond to the consultation.

The Chairman then referred the Sub Committee to the amended recommendation which was unanimously agreed.

The Electoral Review Sub Committee,

RECOMMEND TO FULL COUNCIL

that subject to the results of the final consultation stage of this review that Barnham Parish Council and Eastergate Parish Council merge to become Barnham and Eastergate Parish Council, made up of 13 Councillors, with effect from 1 December 2018.

15. COMMUNITY GOVERNANCE REVIEW – FELPHAM AND YAPTON

The Sub Committee received a report from the Group Head of Policy on the outcome of the consultation on the Community Governance Review on Felpham Parish Council and Yapton Parish Council that requested a change to their shared boundary.

It was noted that no residents were immediately affected by this proposal and so consultation had been limited to District and County Councillors and the local MP, Nick Gibb. It was reported that although the local MP had not responded there was strong support for the boundary change from both Arun District Councillors and West Sussex County Councillors.

Members were referred to the recommendation where a slight amendment had been made since publication of the report. This had been amended to; ‘ Subject to the final consultation stage of this review, that the shared boundary between Felpham Parish Council and Yapton Parish Council, as set out in the map shown at Appendix 1 of the report, is changed as proposed with effect from 1 December 2018’. The Sub-Committee agreed the amendment to the recommendation.

In discussing the amended recommendation the Sub-Committee was in full support.

The Electoral Review Sub Committee

RECOMMEND TO FULL COUNCIL

that subject to the final consultation stage of this review, that the shared boundary between Felpham Parish Council and Yapton Parish Council, as set out in the map shown at Appendix 1 of the

report, is changed as proposed with effect from 1 December 2018.

The Chairman then closed the meeting and in doing so reminded Members that he would be stepping down in order to undertake his new role as Chairman of the Council. He thanked the Members of the Sub Committee and Officers for their work and support during his time as Chairman of the Electoral Review Sub Committee.

(The meeting concluded at 6.29pm)

DEVELOPMENT CONTROL COMMITTEE

9 May 2018 at 2.30 p.m.

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

[Councillor Brooks was absent from the meeting during consideration of the matters considered at Minutes 565 (part - from Planning Application FG/183/17/PL) to 567.

Councillor Ambler was also in attendance at the meeting.

561. WITHDRAWN APPLICATION

The Chairman advised that Planning Application AL/8/18/PL had been withdrawn from the agenda and would not be considered at this meeting.

562. APOLOGIES FOR ABSENCE

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

563. DECLARATIONS OF INTEREST

Declarations of interest were made by:-

Planning Application LU/408/17/PL – Councillor Bower declared a personal interest as a member of the North Littlehampton Steering Group, where the matters had been discussed and he had reserved his position.

564. MINUTES

The Minutes of the meeting held on 14 March 2018 were approved by the Committee and signed by the Chairman as a correct record.

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565. PLANNING APPLICATIONS

AL/8/18/PL – Erection of 2 No. 2 bedroom dwellings with associated parking & landscaping, Land between 8 & 10 Barnett Close, Eastergate Having received a report on the matter, the meeting had been advised that this application had been withdrawn from the agenda.

A/8/18/PL – Variation of condition 2 imposed under A/173/16/PL to read “the development to be carried out in accordance with the following approved plans ADC962/04 REVA, ADC962/13 & ADC962/14 relating to revised position of rooflights on east, north & south elevations. This application affects the character & appearance of the Angmering Conservation Area, Land Rear of 1 to 6 The Cottrells, Angmering Having received a report on the matter, together with the officer’s written report update detailing additional information relating to the use of the proposed housing, the Committee

RESOLVED

That the application be approved as detailed in the report.

A/11/17/OUT – Hybrid application to include full planning permission for a retail unit (Class A1) comprising 1,487sqm with associated access, car parking, servicing, landscaping & associated works & outline planning permission with some matters reserved (scale & appearance) for Public House (Class A4) comprising 581sqm (resubmission following A/23/15/OUT). This application is a Departure from the Development Plan, Land south of New Road (A259) & East of Brook Lane, Angmering Having received a report on the matter, the Strategic Development Team Leader presented the detail of the application and advised that the proposal consisted of two parts – the first for full planning permission for a Class A1 retail unit, including access, and the second for outline planning permission for a Class A4 public house with scale and appearance reserved.

With regard to the full application, Members heard that this was a complex and detailed application with a number of issues for consideration and, whilst the NPPF placed significant weight on the need to support economic growth through the planning system, these benefits and other material considerations were not considered to outweigh the dis-benefits associated with allowing an out of centre retail development to proceed in a countryside location when a suitable and available town centre site was available. The access being proposed was problematic in that it was east of Brook Lane and would require Brook Lane to be stopped up. The neighbouring landowner had raised concerns about the revised access location prejudicing the access to the site to the west of Brook Lane, which had recently been granted outline planning permission. As there was no agreement between the parties, the applicant had therefore not demonstrated that a safe and

suitable access to the site could be provided. The application was therefore being recommended for refusal by officers.

It was accepted that the Public House element of the proposal would provide a community facility and additional employment opportunities in the area and that the layout was acceptable. However, it was part of the overall development “package” and, particularly due to its reliance on the access from the main full element of the scheme being delivered, which was considered to be unacceptable, and that no separate demonstration of a lack of suitable town centre locations had been provided, the outline element was also recommended for refusal by officers.

The Business Development Manager spoke in favour of the proposal and highlighted the considerable benefits it would bring to the area in social and economic terms.

Mr Steven Shaw, County Highways, was also in attendance to clarify the issues around access and answer questions from Members and Mr Jeremy Cook was present to offer legal advice on the matter.

In debating the item, Members considered the Waitrose site, expressed views that the scheme should be approved and referred to the socio-economic benefits of the proposal and that all parties concerned should get together to work on resolving the access issues to satisfy both this application and the application for the development to the west of Brook Lane.

Following comment and advice from the County Highways representative, the Committee did not accept the officer recommendation to refuse the application.

Further detailed debate then took place as to a way forward in relation to the access issue, and consideration was given to approving the application but deferring the access issue. The Group Head of Planning advised that the proposal had to be determined as a whole and could not be split. The Committee then

RESOLVED

That the application be deferred to enable the access issues to be resolved.

A/23/15/OUT – Hybrid application – full planning permission for a retail unit (Class A1) comprising 1,487sqm(1022sqm ground floor and 465sqm mezzanine) with associated access, car parking, servicing, landscaping & associated works. Outline planning permission for a public house (Class A4) comprising 581sqm at ground floor level. This is a Departure from the Development Plan, Land south of New Road (A259) & East of Brook Lane, Angmering Having received a report on the matter, the Strategic Development Team Leader advised that this application

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was being redetermined following the Judicial Review claim that had quashed, through a Consent Order, the original decision to grant planning permission due to an inconsistency in the approach to the sequential test. The report had been updated and it was highlighted that the difference between this proposal and A/11/17/OUT was the access. Although this access could be amended more easily than that shown under A/11/17/OUT to accommodate the access to the adjacent site to the west (A/169/17/OUT), it had still not been demonstrated that a safe and suitable access could be provided without prejudicing that site.

With regard to the retail issues, it was still considered that the proposal was contrary to retail policy as it failed to meet the sequential test requirements and the material considerations, as detailed in the report, could not be considered to outweigh that and the resultant unacceptability of this type of development in a countryside location.

Both the full and outline applications were therefore being recommended for refusal, as detailed in the report.

Mr Shaw from County Highways advised Members as to why the proposal was unacceptable at the present time due to the access issues.

In discussing the matter, comments were made around the need for a Grampian condition to ensure a suitable access would be provided to satisfy the Highway Authority. However, it was concluded that would not be appropriate. A view was expressed that, should the proposal be approved, then the matter of the railway crossing needed to be addressed in that a contribution should be sought to make it safer.

The Committee did not accept the officer recommendation to refuse the application and were asked by the Group Head of Planning to provide explicit reasons for its decision. Member comment was made that the socio-economic benefits to the District were considerable and, as there was substantial retail development to the east of the application site, it made sense to develop this last parcel of land between the railway line and the A259. The comments made by the Business Development Officer on Planning Application A/11/17/OUT were pertinent relating to economic/social development issues and were fully supported by the Committee.

The Strategic Planning Team Leader read out a list of headings for potential conditions that could be applied to any permission, as attached to the original permission, and stated that wording would need to be included relating to the access to the site.

The Committee then

RESOLVED

That the application be approved and the decision be delegated to the Group Head of Planning, in consultation with the Chairman and the Cabinet Member for Planning, to attach appropriate conditions to the permission to include a S106 Agreement for contributions towards safety measures for the railway crossing and for Rustington and Littlehampton Town Centres.

A/84/17/PL – New retail unit with mezzanine together with associated car parking and service road. This is a Departure from the Development Plan, Rustington Golf Centre, Golfers Lane, Angmering Having received a report on the matter, the Principal Planning Officer presented the detail of the application, which was replacing the previously approved 9 five-a-side football pitches and associated football building. The proposed retail unit would be developed alongside the remaining approved leisure facilities at the front of the Golf Centre comprising a 63 bed hotel, a pub/restaurant, an indoor trampoline and laser tag centre, a forest adventurer kiosk and a nursery with associated infrastructure and landscaping (A/77/16PL).

Opening comments in the debate expressed concern that this enormous retail structure in the countryside would have a detrimental visual impact, particularly as everything else on the site centred around health, leisure and sports activities. Other concerns were expressed relating to access to the site via the roundabout at the entrance and that the retail use would create a substantial increase in traffic to the site, which was already difficult to exit from. A request was made that service vehicles should be segregated away from car parking within the internal layout.

Officer advice was given that there was a consented scheme already and there was no evidence to say that the impact of the retail unit instead of 9 football pitches would cause severe harm.

Following advice from the Group Head of Planning, the Committee

RESOLVED

That the application be approved as detailed in the report.

EP/7/18/PL – Demolition of existing buildings and erection of 2 No. dwellings with associated car ports/parking, alterations to existing access and relocation of staircase to flats. Amendment to EP/138/17/PL, Land rear of Beechlands Cottages, Beechlands Close, East Preston Having received a report on the matter, together with the officer's written report update detailing an additional representation

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received, Members expressed concerns with respect to relationship of the development to the surrounding area and

RESOLVED

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

FG/174/17/PL – Demolition of existing dwelling (No. 32) & erection of 4 No. 4 bed dwellings, alterations to existing dwelling (No. 34A) with alterations to two existing accesses to form a single point of access. This application may affect the Character & Appearance of the Ferring Conservation Area, 32 & 34A Sea Lane, Ferring Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

Councillor Elkins spoke to the following application in his role as Ward Member and stated that he was also a member of West Sussex County Council.

Prior to consideration of the following application, Councillor Mrs Hall declared a personal interest as a member of West Sussex County Council. She remained in the meeting and took part in the debate and vote.

FG/183/17/PL – Change of use of land from permitted B8 storage use & erection of new detached office building (Use Class B1) with access via Hangleton Lane & associated car parking, cycle storage & refuse storage. This is a Departure from the Development Plan, Land adjacent to The Barn, Hangleton Lane, Ferring Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

Councillor Elkins spoke to the following application in his role as Ward Member.

FG/206/17/PL – Installation of a Six Pump (12 Filling Position) Petrol Filling Station, Drive-to-Pay Kiosk & associated works including Jet Wash, Air/Water Services & Vacuum Equipment, Land at Asda Superstore, Littlehampton Road, Ferring Having received a report on the matter, together with the officer's written report update detailing additional representations received and consultation responses from the Drainage Engineer and Environmental Health and resultant

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additional and amended conditions, a number of Members expressed concerns with this proposal.

The proximity of neighbouring properties to the jet wash was considered to be unacceptable due to the potential for noise disturbance and the impact of the spray travelling over to the gardens. Whilst some Members felt that the distance between the position of the jet wash unit was sufficient to mitigate the effect of the noise and spray, the Committee did not accept the officer recommendation to approve and

RESOLVED

That the application be refused for the following reason:-

Due to their close proximity to residential properties, the proposed use of the two jet washes will result in levels of noise and disturbance which will have an unacceptable detrimental impact on the enjoyment of the rear gardens of properties in Bennett Gardens contrary to policies GEN7, GEN32, GEN33 of the Arun District Local Plan, D DM1, QE DM1, QE DM2 of the emerging Arun Local Plan and the National Planning Policy Framework.

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

LU/408/17/PL – Variation of condition No. 4 & 24 imposed under LU/355/10 relating to amended drawings & rewording condition to state “Details of the proposed bus route within the development, including footway and cycleway links, shall be submitted to and approved in writing by the Local Planning Authority prior to the occupation of the 550th house at Kingley Gate. The bus route, cycle and footway links shall be carried out in accordance with the approved plan prior to the occupation of the 600th residential unit at Kingley Gate, Land north of and south of Railway, Courtwick Lane, Littlehampton Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

WA/88/17/PL – External alterations including replacement windows & doors to create new entrance, cladding of external walls & creation of seating area to facilitate new operator (KFC) together with provision of drive-thru lane (Use Class A3/A5) with opening hours 7 am to 10 pm and single storey extension to Burger King to South, Little Chef Restaurant, Arundel Road, Walberton Having received a report on the matter, Members expressed concerns with regard to the existing litter

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problem at the site and the potential for this to be made worse and asked for a condition to be placed on any approval to mitigate that. The Committee

RESOLVED

That the application be approved as detailed in the report subject to the addition of the following condition:-

“The use hereby permitted shall not commence until provision has been made within and in the vicinity of the site for the disposal of litter resulting from the use, and such provision shall be in accordance with details agreed in writing with the Local Planning Authority.

Reason: In the interests of the amenity of occupiers of nearby properties in accordance with Arun District Local Plan Policy GEN7.”

566. PLANNING APPEAL PERFORMANCE AND COST 1 JANUARY 2017 TO 31 DECEMBER 2017

The Planning Team Leader presented this report which set out the detail of how the Council had performed in the calendar year 2017 in respect of planning appeals. An update to the report was circulated at the meeting which provided additional financial information on appeals that had been determined by either call-in or recovered appeals by the Secretary of State.

The Committee noted the report.

567. PLANNING APPEALS

The Committee noted the planning appeals that had been received.

(The meeting concluded at 6.45 p.m.)

CABINET

21 May 2018 at 5.00 pm

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

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

14. WELCOME

The Chairman welcomed Councillors, representatives of the public, press and officers to the first Cabinet meeting of the Municipal Year 2018/19.

15. APOLOGIES

Apologies had been received from Councillor Wensley.

16. DECLARATIONS OF INTEREST

There were no declarations of interest made.

17. PUBLIC QUESTION TIME

(Please note that the questions and answers in these minutes are a summarised version, with the full version published on the Council's website)

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

The Chairman invited questions from members of the public who had submitted their questions in advance of the meeting in accordance with the rules of the Council's Constitution.

The Leader was asked questions relating to the Arun Growth Plan:

(1.a) It was asked if the funding that had been secured was enough to complete both the A259 improvement works project and the northern section of the Lyminster Bypass.

The Leader responded that West Sussex County Council (WSCC) had advised that a funding package was in place for both schemes, including a funding agreement with Coast to Capital LEP, but these were based on estimated costs only. It was stated that both projects were subject to risks that needed to be managed. For example, cost estimates could change as the projects progress or parts of the funding package such as developer contributions may be delayed or not realised in full. It was advised that if these circumstances change, then as part of the normal risk management process, additional sources of

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funding would need to be identified to address any shortfalls. The questioner was informed that Arun is part of the Project Board for each scheme and regular meetings held so any funding issues that arise would be discussed there. The Leader clarified that the delay to the submission of the planning application for the A284 scheme was to allow design and technical work to take place.

(1.b) A second question was asked with respect to the Arun Growth Deal as follows: Noting the priorities for Littlehampton why is the St Martins Car Park/Anchor Springs site (s) missing? When is there likely to be some public consultation on the vision for the one public estate work? In respect of the West Bank doesn't the statement that there is a need to put in funding bids for infrastructure to allow this to happen make it difficult for the Inspector to include it as an allocation in the Local Plan given that the strategic allocations need some certainty that they will be delivered?

In respect of the second question the Leader responded that, at this time, the redevelopment of the St Martin Car Park was not a priority because of viability issues. It was stated that not everything could be a priority and therefore the focus was currently on those schemes where delivery was more likely, in the short term. Regarding public consultation on the one public estate work it was clarified that Arun District Council was not the lead for this project. As West Sussex County Council was the lead it was advised that the question would be better addressed to them. On the question of West Bank this was a scheme identified to be delivered towards the end of the plan period. If infrastructure funding could be secured up front for key infrastructure it would reduce the risk to the developers therefore improving the prospects for early delivery.

(1.c) A final question was asked with respect to the proposed cycleway along the River Arun from Littlehampton to Arundel. It was asked if, in terms of the threat from flooding, and the rural nature of this section of River, would it not be a better option to consider a cycle route from Littlehampton to Arundel taking advantage of the opportunity afforded by the construction of the Lyminster Bypass and the Arundel Bypass using routes such as the Lyminster Road which would then see traffic reduction. It was suggested that such a route would be safer to use in hours of darkness and bad weather.

In thanking the questioner for the final question with respect to the Arun Growth Deal the Leader explained that one of the primary objectives of the cycleway on the western bank of river was to provide a leisure route between Arundel and Littlehampton. It was envisaged that upon completion there would be significant economic benefits for both towns as visitors and residents would have a unique opportunity to cycle in a car free environment between the coast and the downs and vice versa. The Leader advised that the council would welcome cycle provision as

part of the Lyminster bypass scheme, but this did not need to be 'instead of' as the question suggested. The council would support the delivery of both of them.

18. START TIMES

The Cabinet

RESOLVED

that the start times of meetings for the remainder of 2018/19 be 5.00 p.m.

19. MINUTES

The Minutes of the meeting held on 9 April 2018 were approved by the Cabinet as a correct record and signed by the Chairman.

20. ARMED FORCES COMMUNITY COVENANT

The Cabinet received a report from the Group Head of Community Wellbeing which was presented to Members with Councillor Chapman as an elected District Council Member and Military Community Covenant Champion.

The report informed Cabinet that the Armed Forces Community Covenant is a 'promise by the nation ensuring that those who serve or have served in the Armed Forces and their families would be treated fairly. The covenant focused on helping members of the Armed Forces Community and ensured the same access to government and commercial services and products as any other citizen. The report updated Cabinet on the support offered to the Armed Forces Community by the Council.

In presenting the report Councillor Chapman thanked the Group Head of Residential Services and the Cabinet Member for Residential Services for their support in updating the Council's Housing Allocation Scheme to include the Armed Forces Community Covenant principle.

In receiving the report, Cabinet were pleased to note that the Council was compliant with the requirements of the Armed Forces Covenant and commended Councillor Chapman on his work dealing with complex cases and helping through his own military experience in his role as a Military Community Covenant Champion.

The Cabinet confirmed its decision as per Decision Notice C/001/210518, a copy of which is attached to the signed copy of the Minutes.

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21. ARUN IMPROVEMENT PROGRAMME (AIP) – UPDATED TERMS OF REFERENCE

The ICT and Service Improvement Manager presented this report that updated Cabinet on the Arun Improvement Programme (AIP). Following recent organisational restructure, it was noted that the memberships of the AIP Board had changed and the Terms of Reference updated. Cabinet were requested to endorse this change.

Attention was drawn to the report's appendix which listed the activity of the AIP. Of particular note was the Council's 2020 Vision Programme which had a corporate wide scope but was adopted by the AIP for coordination and monitoring purposes. It was reported that a number of AIP activities support the 2020 Vision Programme and this programme had secured approximately £3 million annual savings. In addition £675,000 of external investment into Arun had been secured through the Council's Contract Management.

The Cabinet noted the activities of the Arun Improvement Programme and unanimously agreed the report's recommendations.

The Cabinet,

RECOMMEND TO FULL COUNCIL – That

- (1) the Constitution be amended at Part 3 (Responsibility for Functions), paragraph 2.0 (Cabinet) to add a new bullet point to paragraph 2.2 to read "To receive annual reports from the Arun Improvement Programme."
- (2) the Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution

The Cabinet confirmed its decision as per Decision Notice C/002/210518, a copy of which is attached to the signed copy of the Minutes.

22. COMMITTEES MANAGEMENT SYSTEM – BUDGET GROWTH

The ICT and Service Improvement Manager presented this report that sought Cabinet approval for a revenue budget increase to cover the annual cost of a new Committee Management System. It was noted that funding would be required from April 2019 onwards.

It was hoped that a new software would assist Committees in providing a more effective and improved experience for public and Members.

The ICT and Service Improvement Manager requested a £25K increase in the annual revenue budget for Committee Services to fund ongoing costs. As the exact cost would not be known, in full, until procurement, authority was requested for the Group Head of Corporate Support to release the required funding when this information was available.

The Cabinet Member for Planning praised this initiative and expected that the Committee Management System would save the Council time and money.

In turning to the report's recommendations the Cabinet agreed to amend recommendation 2 slightly to give authority to the Cabinet Member for Corporate Support as well as the Group Head of Corporate Support to release the required funding at the appropriate time.

The Cabinet then agreed the report's recommendations with this amendment.

The Cabinet,

RECOMMEND TO FULL COUNCIL - That

- (1) the annual revenue budget for Committee Services be increased by up to £25,000 (from 2019/20) to fund the ongoing costs of a new Committee Management System; and
- (2) authority be given to the Group Head of Corporate Support in consultation with the Cabinet Member for Corporate Support to release the required funding when the exact figure is known following procurement of the new system.

The Cabinet confirmed its decision as per Decision Notice C/003/210518, a copy of which is attached to the signed copy of the Minutes.

23. UPDATE TO HOUSING ALLOCATION SCHEME

The Cabinet Member for Residential Services introduced the Housing Allocation Scheme Update report. This report requested Cabinet's approval on the updates that had been made to the Housing Allocation Scheme in order to be compliant with the Homelessness Reduction Act 2017, which took effect from 3 April 2018, and the Armed Forces Community Covenant.

The Cabinet Member for Residential Services pointed out that an existing or ex-service member of the Armed Forces would be given a housing allocation of one band higher than their assessed need.

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The Cabinet welcomed the report and were particularly pleased to note the additional support that had been given to service and ex-service personnel through the Armed Forces Covenant.

The Cabinet then confirmed its decision as per Decision Notice C/004/210518, a copy of which is attached to the signed copy of the Minutes.

24. PROVIDING GRANT ASSISTANCE TO THE EXTRA CARE HOUSING SCHEME AT WESTERGATE

The Cabinet Member for Residential Services presented this report with the Group Head of Residential Services and the Housing Strategy & Delivery Manager. The report sought Cabinet's authority for the Council to provide a capital grant of £600,000K to support the delivery of affordable housing at the extra care scheme at Nyton Nurseries development in Westergate.

The Cabinet Member for Residential Services commended the scheme, praising this development which would provide suitable accommodation for older people, both improving choice and enabling people to live independently.

It was confirmed that work on this scheme was expected to start in September 2018 and complete in the Spring of 2020.

In considering the report's recommendation the Cabinet were in full support.

The Cabinet confirmed its decision as per Decision Notice C/005/210518, a copy of which is attached to the signed copy of the Minutes.

25. WEST SUSSEX COUNTY COUNCIL & ARUN DISTRICT COUNCIL GROWTH DEAL

The Chairman presented the report with the Group Head of Economy on the Arun Growth Deal which set out a joint commitment between Arun District Council and West Sussex County Council to align resources to deliver economic growth and unlock opportunities for new homes, infrastructure, employment floor space and rejuvenated town centres.

It was noted that in February 2016 Cabinet endorsed the publication of the Arun Place Plan. This document was prepared between Arun District Council and West Sussex County Council and set out the agreed economic priorities for the district and how the councils will work together to progress these priorities. It was explained that its purpose was to act as an investment and delivery plan to deliver economic growth, jobs, homes and employment space and assist with the co-ordination of investment decisions. It was

intended to ensure there was a clear and mutual understanding between the council's on what our economic growth priorities should be.

It was explained that the Arun Growth Deal reflects much of what was in the original Arun Place Plan but had been developed to include further priorities that the District Council had identified as being important and that require support from the County Council to ensure their successful delivery. Cabinet was informed that the Councils had agreed to work cooperatively and in partnership to deliver specific growth priorities such as the Regis Centre, Hothampton and Enterprise Bognor Regis, Littlehampton town Centre; the seafront and West Bank. Strategic developments site in the local plan would also be supported.

It was stated that the signing of the Arun Growth Deal would help to ensure there was common understanding between the councils regarding their economic priorities and the support needed to progress these in a timely way with the resources needed.

In discussing this report Cabinet were supportive and were very pleased to note past success as well as future investment.

The Cabinet then confirmed its decision as per Decision Notice C/006/210518, a copy of which is attached to the signed copy of the Minutes.

26. 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 – 27 February 2018
Joint Western Arun Area Committee – 6 March 2018

(The meeting concluded at 5.36 pm)

ARUN DISTRICT COUNCIL

**DECISION NOTICES FROM THE CABINET MEETING HELD ON
21 MAY 2018**

REF NO.	DECISION
C/001/210518	Armed Forces Community Covenant
C/002/210518	Arun Improvement Programme – Updated Terms of Reference
C/003/210518	Committees Management System – Budget Growth
C/004/210518	Update to Housing Allocation Scheme
C/005/210518	Providing Grant Assistance to the Extra Care Housing Scheme at Westergate
C/006/210518	West Sussex County Council & Arun District Council Arun Growth Deal

**PLEASE NOTE THAT THESE DECISIONS WILL COME INTO EFFECT
FROM 10.00 A.M. ON WEDNESDAY 30 MAY 2018 UNLESS
THE CALL-IN PROCESS IS APPLIED**

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Armed Forces Community Covenant	
OFFICER CONTACT: Robin Wickham, Group Head of Community Wellbeing Extn: 37835 E.mail: robin.wickham@arun.gov.uk	

EXECUTIVE SUMMARY: The Armed Forces Community Covenant is a 'promise by the nation ensuring that those who serve or have served in the Armed Forces and their families are treated fairly'. The covenant focusses on helping members of the Armed Forces Community 'have the same access to government and commercial services and products to any other citizen'. This report updates Cabinet on the support offered to the Armed Forces Community by the Council.

DECISION:

As recommended in the report, Cabinet,

RESOLVED

that the fact the Council is compliant with the requirements of the Armed Forces Covenant be noted.

REASON FOR THE DECISION: To note that Arun District Council is compliant with the requirements of the Armed Forces Community Covenant.

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/002/210518

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Arun Improvement Programme	
OFFICER CONTACT: Paul Symes, ICT and Service Improvement Manager Extn: 37585 E.mail: paul.symes@arun.gov.uk	
EXECUTIVE SUMMARY: The Arun Improvement Programme (AIP) considers proposals for new projects that enable operating model redesigns and service improvements typically using ICT capability to facilitate that change. Following recent organisational restructures the membership of the AIP Programme Board has changed and the Terms of Reference updated.	
DECISION: As recommended in the report, the Cabinet RESOLVED – That (1) the activities of the Arun Improvement Programme, be noted; and (2) the revised Terms of Reference for the Arun Improvement Programme as set out in Appendix A to the report be endorsed As recommended in the report, the Cabinet RECOMMEND TO FULL COUNCIL - That (1) the Constitution be amended at Part 3 (Responsibility for Functions), paragraph 2.0 (Cabinet) to add a new bullet point to paragraph 2.2 to read “To receive annual reports from the Arun Improvement Programme.” (2) the Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution	
REASON FOR THE DECISION: To ensure the updated Terms of Reference for the Arun Improvement Programme (AIP) meet the Council’s needs for managing new projects and the reporting lines of the Board are more transparent.	
OPTIONS CONSIDERED BUT REJECTED: Suggest amendments to the Terms of Reference and reporting lines or Reject the updated Terms of Reference and seek alternative ways of approving business change projects.	
CABINET MEMBER(S):	
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
DISPENSATIONS GRANTED :	None
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None	

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Committees Management System – Budget Growth	
OFFICER CONTACT: Paul Symes, ICT and Service Improvement Manager Extn: 37585 E.mail: paul.symes@arun.gov.uk	
EXECUTIVE SUMMARY: This report seeks approval for a revenue budget increase to cover the annual cost of a new Committee Management System. Funding would be required from April 2019 onwards.	
DECISION: As Recommended in the report and as amended at the meeting , the Cabinet RECOMMEND TO FULL COUNCIL - That (1) the annual revenue budget for Committee Services be increased by up to £25,000 (from 2019/20) to fund the ongoing costs of a new Committee Management System; and (2) authority be given to the Group Head of Corporate Support in consultation with the Cabinet Member for Corporate Support to release the required funding when the exact figure is known following procurement of the new system.	
REASON FOR THE DECISION: Although the Arun Improvement Programme budget is able to fund the first year's revenue it does not have funds for years 2 onwards. A decision is being sought now on funding for 2019/20 onwards prior to procuring a solution.	
OPTIONS CONSIDERED BUT REJECTED: Not agree the annual revenue budget and not procure a new Committee Management System.	
CABINET MEMBER(S):	
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
DISPENSATIONS GRANTED :	None
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None	

REFERENCE NO: C/004/210518

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Update to the Housing Allocation Scheme	
OFFICER CONTACT: Satnam Kaur, Group Head of Residential Services Extn: 37718 E.mail: satnam.kaur@arun.gov.uk	
EXECUTIVE SUMMARY: The Housing Allocations Scheme requires updating in order to be compliant with the Homelessness Reduction Act 2017, which took effect from 3 April 2018 and the Armed Forces Community Covenant.	
DECISION: As recommended in the report, Cabinet RESOLVED – That the following updates to the Housing Allocation Scheme be taken: (1) the ‘reasonable preference’ sections are amended to include those who are homeless or threatened with homelessness within 56 days, to those whom a prevention or relief duty is owed in accordance with the new Homeless Reduction Act (HRA) duties (Section 3.3 of Appendix 1); (2) any young person owed the leaving care duty by West Sussex County Council (WSCC) may join the housing register of any district and borough within the county (Section 3.2.5 of Appendix 1); (3) References to the HRA; (4) Additional preference is given to the categories of people listed within paragraph 1.9 and who fall within a reasonable preference category and have an urgent housing need (Section 5.4.5 of Appendix 1); and (5) delegated Authority is given to the Director of Services and Cabinet Member for Residential Services to make any further amendments to the scheme arising from the HRA.	
REASON FOR THE DECISION: To enable the Council to operate a lawful Housing Allocation Scheme in accordance with the new duties contained within the HRA and in recognition of the Council’s support for the Armed Forces Covenant.	
OPTIONS CONSIDERED BUT REJECTED: There are no alternative options to consider in relation to the changes required as a result of the HRA. Not to make the recommended changes will mean that the Council’s Housing Allocation Scheme is unlawful.	
CABINET MEMBER(S):	
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
DISPENSATIONS GRANTED :	None
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None	

REFERENCE NO: C/005/210518

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Providing Grant Assistance to the Extra Care Housing Scheme at Westergate	
OFFICER CONTACT: Satnam Kaur, Group Head of Residential Services Extn: 37718 E.mail: satnamkaur@arun.gov.uk	
EXECUTIVE SUMMARY: This report seeks Cabinet approval for the Council to provide a capital grant of £600,000 to support the delivery of affordable housing at the extra care housing scheme at Nyton Nurseries development Westergate. The grant will be funded from S.106 sums that the authority has received for the delivery of affordable housing and will help ensure financial viability of the scheme.	
DECISION: As recommended in the report, Cabinet RESOLVED that a capital grant of £600,000 be provided towards the scheme to ensure it is financially viable, from S.106 sums received for affordable housing purposes.	
REASON FOR THE DECISION: To enable the delivery of additional affordable housing through the provision of an extra care housing scheme with Housing and Care 21 at the Nyton Nurseries site in Westergate.	
OPTIONS CONSIDERED BUT REJECTED: There is an option for the Council not to provide a capital grant towards this development, however without this level of support the scheme is unlikely to be viable and Housing and Care 21 would not be able to contract with the developer Taylor Wimpey to acquire the extra care housing scheme.	
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/006/210518

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: West Sussex County Council & Arun District Council Arun Growth Deal	
OFFICER CONTACT: Denise Vine, Group Head of Economy Extn: 37846 E.mail: denisevine@arun.gov.uk	
EXECUTIVE SUMMARY:	
DECISION: As recommended in the report, Cabinet RESOLVED that the proposal to sign the Arun Growth Deal agreement with West Sussex County Council be supported.	
REASON FOR THE DECISION: This agreement between WSCC and ADC will ensure that both councils fully understand and support the growth priorities for Arun as identified in the Deal. Resources of both councils can then be allocated and planned to encourage the progression of the projects in a timely a way.	
OPTIONS CONSIDERED BUT REJECTED: Not to support the signing of the Arun Growth Deal which may jeopardise the progress of the council's economic priorities because there is no joint agreement and understanding with the county council on how their resources should be focused in the future.	
CABINET MEMBER(S):	
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
DISPENSATIONS GRANTED :	None
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None	

OVERVIEW SELECT COMMITTEE

22 May 2018 at 6.00 p.m.

Present: - Councillors Dingemans (Chairman), Mrs Bence, Blampied, Elkins, Hughes, Mrs Oakley, Oliver-Redgate, Warren and Wheal.

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

27. WELCOME

The Chairman welcomed Members, Officers and members of the press to the first meeting of the new Municipal Year.

28. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors; English, Edwards and Miss Rhodes. In the absence of Councillor English Councillor Hughes undertook the role of Vice-Chairman for the duration of the meeting.

Apologies had also been received from the Cabinet Member for Technical Services, Councillor Haymes.

29. DECLARATIONS OF INTEREST

There were no declarations of Interest.

30. MINUTES

The Minutes of the Overview Select Meeting held on 20 March 2018, as previously circulated, were approved by the Committee as a correct record and were signed by the Chairman.

31. START TIMES

The Committee

RESOLVED

That its start times for meetings during 2018/2019 be 6.00 pm.

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32. REVIEW OF THE COMBINED CLEANSING SERVICES CONTRACT PERFORMANCE

In introducing this report, the Cabinet Member for Neighbourhood Services welcomed the Environmental Services & Strategy Manager, the Interim Cleansing Operations Manager and Laura Parker, Biffa's Business Manager, to the meeting. The report, presented to the Committee, provided an overview of the scope of operations delivered by Biffa, how these were managed and explored contractual performance over the first year of the contract.

The Cabinet Member for Neighbourhood Services reminded Members that Arun District Council's three year Combined Cleansing Services Contract commenced on 1 February 2017, having been awarded to Biffa Municipal Ltd. In December Cabinet agreed a further three year extension of the contract up to 2023. It was reported that this extension would allow the Council to retain a cost effective and high performing service as well as being able to fully explore service delivery before the next competitive tender process.

The Cabinet Member for Neighbourhood Services outlined the key services that the Combined Cleansing Services Contract provided as:

- Weekly refuse collection
- Bi-weekly recycling collection
- Bi-Weekly garden waste collection
- Street Cleansing (including the removal of fly tipping)
- Emptying and cleaning of 612 Litter Bins and 450 Dog Waste Bins
- Cleansing Service for all of the Council's public conveniences
- Small waste electrical and electronic equipment (WEEE) weekly collection
- Weekly clinical waste collection (carried out by Medisort who are based in Littlehampton)
- Bulky waste collection (chargeable, on demand service)

With respect to Contract Management, the Cabinet Member for Neighbourhood Services explained that this was managed by the Council's Cleansing Team with rigorous monitoring and regular performance reviews. The Cabinet Member for Neighbourhood Services praised the high standards achieved by the service and the Cleansing Team who worked hard in partnership with the Contractor to maintain high service standards.

In terms of performance Members attention was drawn to the Council's Corporate Plan and Service Delivery Plan Performance Indicators 2017/18 which measured contractual operations. The household waste target for

recycling and composting was set at 40% and this had been met with performance measured at 40.9%. The Residual waste target was noted as 466kg with actual performance as 450.089kg. The missed bins per refuse per 100,000 collections was recorded as 33.92 which was high performing and well within contract parameters. The Cabinet Member for Neighbourhood Services praised the contract which was working efficiently and the good performance that had been achieved.

Laura Parker, Biffa Business Manager, then provided the Committee with a presentation that outlined the service structure in place to deliver the Arun contract. It was explained that whilst there was a contractual relationship between the Council and Biffa it was seen as important that both organisations work in partnership to promote services and celebrate their positive delivery.

Following the presentation a number of questions were asked. Key points raised were:

- It was confirmed that the Council's responsibility for removal of fly tipping only extended to public land but the Council did work with private landowners where necessary. It was explained that it was difficult to gather the evidence necessary to prosecute those that chose to fly tip but the Council's Enforcement Officer had dealt with, prosecuted and deterred fly tippers in the past.
- It was suggested that long grass on verges was cut after Biffa undertook litter picking. The Interim Cleansing Operations Manager confirmed that Arun District Council and Biffa were working with West Sussex County Council Highways exploring the possibility of litter picking being carried out by the highways contractor before grass is cut and the potential for improved joined up working.
- Members discussed the materials that were appropriate for recycling and the Environmental Services & Strategy Manager explained that the Council's educational advice on this subject helped to maximise recycling rates. It was reported that the low contamination rates and therefore quality of materials being sent for recycling in West Sussex were some of the best in the Country.
- Biffa were aware that dog bins could become fuller in the Summer months, along coastal areas, and steps were being taken to ensure extra collections at this time. Due to the possibility of sea water contamination Southern Water were looking to provide bigger and better dog waste bins.
- Opinion was expressed that although a 40.9% performance rate against a household target waste of 40% sent for recycling and composting was commendable it was suggested that the

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Council should consider increasing the target percentage. The Environmental Services & Strategy Manager explained to members that as a Council we should aim as high as possible, but to achieve significantly higher rates, the Council would need to look at how it delivered its core waste services.

In general, Members were very happy with the service Biffa provided and reported the positive response that had been received from residents in their wards in terms of customer satisfaction. It was noted that the Committee would receive customer satisfaction reports for 1 April 2017 to 31 March 2018 at their next meeting on 10 July 2018 and this would provide an opportunity to assess lower performing areas and look at possible solutions. This data would also be scrutinised by the Environmental Services & Strategy Manager and the Cleansing Operations Manager in order to identify key areas and priorities for the service.

The Chairman thanked the Cabinet Member for Neighbourhood Services, the Environmental Services & Strategy Manager, the Interim Cleansing Operations Manager and Laura Parker, Biffa's Business Manager for their informative report and presentation and was pleased to note the high standards and efficient service that had been achieved.

33. HOUSING REVENUE ACCOUNT (HRA) – UPDATE AND REVIEW OF PLAN SINCE ITS ADOPTION BY FULL COUNCIL IN SEPTEMBER

The Cabinet Member and Group Head of Residential Services provided the Committee with a presentation that updated Members on the Housing Revenue Account (HRA).

Members were reminded that in April 2012, the Localism Act 2011 introduced a new financial regime for local authority housing. A new self-financing system replaced the previous subsidy system giving Councils more freedom to borrow money and spend the income received in rents. To achieve this it was noted that Arun District Council made a substantial single payment of £70.9 million to the Government which was financed by loans from the Public Works Loans Board. The Group Head of Residential Services stated that self-financing allowed the Council more freedom and flexibility which, in turn, allowed for long term planning.

The Group Head of Residential Services went on to explain that the HRA Business a plan that focused on the core business of managing and investing in the Council's residential properties and garages. It set out how the Council would deliver its key Housing objectives, within the resources available.

It was noted that the Council owned and managed:

- 3,338 rented homes
- 472 Leasehold properties
- 32 Shared Ownership homes
- 834 garages

It was explained that these were financed through the HRA (rents and service charges) which was separate from the rest of the Council's finances and was ring fenced.

The HRA Business Plan priorities were noted as:

- 1) Increasing Housing Stock – the aim was to meet housing need. It was reported that annual needs amounted to 1300 cases and lettings per year were 400 so there was an identifiable gap between need and available housing. To increase housing stock the Council had adopted a New Homes Strategy with the aim of providing 250 new homes over a 10 year period. This would be achieved by using existing properties, purchase from developers by bidding on Section 106 schemes or by building on land owned by the HRA. It was reported that the Council had recently acquired 9 new homes in Barnham as Social Rents and had built two 4 bedroom homes on the Glenlogie site.
- 2) Ensuring assets are 'Fit for Purpose' – the second priority was to ensure existing Council property was fit for purpose providing the best possible homes for residents. In February 2017 a Stock Condition Survey was commissioned and this was due for completion at the end of 2018. This would provide evidence for a well-informed maintenance programme into the future. It was reported that amongst improvement works during 2017/18 the Council had installed 85 new kitchens and 115 new bathrooms. 260 new boilers had been fitted with upgrades to Central Heating. Health and Safety was also being reviewed to ensure the Council was compliant.
- 3) Maximising Income and making best use of Resources – Members were reminded that the Government announced a 1% reduction in the rents a local authority could charge in 2015. This meant a cumulative deficit of £4.7 million by 2020. The Council had introduced a Rent Setting Policy 2018/2019. The Group Head of Residential Services reported that the Council had achieved an above average rate of rent collection at 98% due to proactive and robust collection work. The new Rent Setting Policy ensured that the Council was in line with formula

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rents and ensured that some properties could charge affordable rents. It was noted that the Council was reviewing service charges to ensure residents received value for money and ensured transparency. It was reported that the Council appointed a Housing Fraud Officer in January 2017 which helped maximise income by ensuring properties were utilised only by those in need. It was estimated that each case of housing fraud prevention in the Arun District equated to £93k so the post holder had saved the Council £26 million.

The Group Head of Residential Services concluded her presentation by outlining future challenges which mainly centred on the expected impact of Universal Credit upon its introduction in July 2018.

In discussing this update Members were pleased to note the Council's proactive approach. The Cabinet Member for Residential Services outlined some of the property bids that the Council was currently working on in order to meet the target of 250 new Council properties over the next ten years.

The Cabinet Member for Residential Services referred to the Stock Condition Report which was half way through completion. He praised this initiative which would help inform Council budgets and provide a way to constructively meet maintenance and repair needs.

Discussion also took place on Housing Waiting lists and the need for the Council to proactively reduce those waiting on the register.

A question was raised on the normal turnaround time for a property that required disability adaptation. The Group Head of Residential Services responded that the referral process formed part of the time line and that she would investigate and respond outside of the meeting.

The Chairman then thanked the Group Head of Residential Services and the Cabinet Member of Residential Services for their informative updates.

34. FEEDBACK FROM THE MEETING OF THE SUSSEX POLICE AND CRIME PANEL HELD ON 27 APRIL 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 27 April 2018.

In presenting his report, the Cabinet Member for Community Wellbeing referred the Committee to the link provided to the Sussex Police

Transformation Strategy 2018-22 and encouraged all Members to read this informative document.

35. CABINET MEMBER QUESTIONS AND UPDATES

The Chairman asked the Cabinet Member for Planning how much the Local Plan had cost Arun District Council to date. The response given was a total of 2 million, 82,000 thousand and 321 pounds.

Councillor Hughes asked the Cabinet Member for Planning if, in the light of numerous proposed housing developments in the Barnham, Eastergate and Westergate parishes, assurances could be given to these parishes that Section 106 payments would be given for the benefit of these local villages. In response, the Cabinet Member for Planning outlined the purpose of Section 106 financial contributions which was to address harm caused by new development. It was explained that exactly what form that harm was and how it might be mitigated was something which needed to be discussed on a case by case basis. He explained that this was the reason the Council had established six advisory groups, across the district, to enable the ward members and local councils to sit down and discuss with developers how any harm might be identified and addressed.

Following a supplementary question put to the Cabinet Member for Planning it was confirmed that the Council was not collecting Community Infrastructure Levy (CIL) as the Local Plan had not been adopted. There was some question as to why the Council was not collecting CIL and the Cabinet Member for Planning stated that he would investigate this for the Committee.

By way of e-mail, circulated at the meeting, the Cabinet Member for Community Wellbeing responded to the following question put forward by the Chairman as follows:

Question - 'In the budget for Sussex police an extra £12 or may be £14 per household was added to the Police precept stating that it was to increase numbers by 200 a year for four years. How does this compare with the retirement rate and will it just maintain the present number or will it restore numbers to what they were before the PSCOs were starting to disappear. We have more people living in our area and this will continue to increase and as the police numbers do not increase the ratio of police/inhabitants goes the wrong way. Similarly there are more cars on the road and the number of traffic police is half what it was years ago and the number of traffic bases has dropped from 9 to 2. In face of the above can we have any confidence that the promise of more Community Policing will in fact happen.'

Response – the full response was circulated at the meeting, in writing, as Members were directed to the 2018-22 Sussex Police Transformation

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Strategy document provided on the Sussex Police Website

https://sussex.police.uk/media/8394/sussex-police-transformation-strategy_7-rev-web.pdf

Members were informed that this Strategy focused on strengthening policing with an additional 200 Police Officers. These new posts were in addition to protecting the 500 Police Officer and staff posts that had been at risk as part of a savings plan. It was noted that Sussex Police had dealt with significant challenges created by financial constraints so that some areas of policing had been stretched. A more positive financial position had created an opportunity to strengthen areas where it was most needed. The Sussex Police Transformation Strategy document provided details of the prioritised needs. The Cabinet Member for Community Wellbeing encouraged all Members to read the Strategy.

Following further questions it was confirmed that Chief Superintendent, Jerry Westerman, the newly appointed West Sussex Divisional Commander had been invited to a future meeting of the Committee with respect to the Sussex Police Transformation Strategy 2018-22.

The Chairman asked a question on affordable housing availability in Arun directed to the Cabinet Member for Residential Services. It was asked how many affordable homes were occupied by people who were resident in Arun when they applied and how many lived outside Arun when they applied and were successful. The Cabinet Member for Residential Services responded that under the Housing Allocation Scheme this information was not recorded by the Council. It was explained that the Council operated a qualifying criteria policy on all Housing Applications and the Cabinet Member for Residential services was satisfied that this asked the correct questions to assess qualification.

36. WORK PROGRAMME 2018/2019

The Group Head of Policy reminded Members that at the last meeting of the Committee, a draft version of the Committee's Work Programme 2018/19 had been circulated for discussion and to allow further work to take place to finalise it for tonight's meeting. Members were reminded that the Council's Constitution required it to report annually on its future work programme to Full Council.

In discussing the work programme, it was suggested that the Committee heard from residents on the impact of Council Services. The Group Head of Policy agreed this could be done with a specific focus on a particular service.

The need to not lose sight of joint scrutiny between the Audit & Governance and this Committee was raised as there were times when joint scrutiny on some subjects was important.

Following further discussion on the content of the work programme it was noted and agreed.

The Committee then

RECOMMEND TO FULL COUNCIL – That

- (1) the Overview Select Committee's work programme for 2018/19, as developed at the meeting be approved; and
- (2) the Chairman and Vice-Chairman continue to monitor any changes needed to the work programme and report these to the Committee as required.

(The meeting concluded at 8pm)

CONSTITUTION WORKING PARTY

30 May 2018 at 4.30pm

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

1. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

2. MINUTES

The Minutes from the meeting of the Working Party held on 13 February 2018 were approved by the Committee and signed by the Chairman.

3. START TIMES

The Working Party

RESOLVED

That its start times for meetings during 2018-19 be 4.30 pm.

4. PROPOSED CONSTITUTIONAL AMENDMENTS – FINANCIAL RULES (REGULATIONS) – PART 6 – SECTION 5 – PARAGRAPH 1 RO 23.2

The Working Party received a report from the Group Head of Corporate Support presenting updated Financial Rules (Regulations) at Part 6, Section 5 of the Council's Constitution.

It was explained by the Financial Services Manager that a significant amount of time had been spent reviewing the Financial Regulations using a format recommended by the Chartered Institute of Finance and Accountancy (CIPFA). Due to the extensive nature of this review, existing text had been replaced with new sections as the previous Financial Regulations had been subject to a number of piecemeal changes over the years and so had become outdated making them difficult to interpret in places.

Although the result of this review presented a slightly longer version of this section of the Constitution, it provided a clearer explanation of what the Financial Regulations applied to; individual's responsibilities; authorisation levels; and the risks and controls associated with these decisions. It clarified the position that any significant breaches of these regulations would be reported to the Audit and Governance Committee. As the proposed Financial Regulations were more user-friendly it was expected that this would achieve and encourage an enhanced self-service approach by Managers allowing for better governance and proper financial control.

The proposed changes had been consulted upon with the Chief Executive, the Group Head of Corporate Support; the Group Head of Council Advice & Monitoring Officer and the Legal Services Manager. Views had also been sought from the Chairman of the Audit & Governance Committee and the Cabinet Member for Corporate Support and both had confirmed that they supported the updates made.

The Working Party welcomed this report and congratulated Officers for the work undertaken.

The Working Party

RECOMMEND TO FULL COUNCIL – That

(1) the proposed changes to the Constitution at Part 6, Procedure Rules (Other) Section 5 Financial Rules as set out in Appendix 1 to the report be approved;

(2) Part 4 (Officer Scheme of Delegation) Section 3 (Group Heads) is updated to increase the delegated level of irrecoverable sundry debtor write offs (Paragraph 5.1.7) and Council Tax and National Non-Domestic Rates Write-offs (Paragraph 4.2.12) from £750 to £2,000 respectively to be consistent with write-offs relating to former tenant arrears; and

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

5. WORK PROGRAMME

The Working Party received a verbal update from the Group Head of Council Advice & Monitoring Officer on progress in updating and reviewing the remaining sections of the Constitution and the timescales for achieving this. The aim was for this work to be concluded by Spring 2019.

The Working Party noted this report.

(The meeting concluded at 4.55 pm)

HOUSING & CUSTOMER SERVICES WORKING GROUP

31 May 2018 at 6.00 p.m.

Present: - Councillors Hughes (Chairman), Mrs Porter (Vice-Chairman), Mrs Ayres, Bicknell, Mrs Harrison-Horn, Mrs Madeley, Purchase, Mrs Rapnik and Miss Rhodes.

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

1. APOLOGIES

Apologies for absence had been received from Councillors Blampied, Edwards and Stanley.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

3. MINUTES

The Minutes of the meeting of the Housing & Customer Services Working Group held on 4 January 2018 were approved as a correct record and signed by the Chairman.

4. START TIMES

The Working Group

RESOLVED

That the start times of meetings for the remainder of 2018/19 be 6.00 p.m.

5. HOUSING & CUSTOMERS SERVICES WORKING GROUP TERMS OF REFERENCE

In the absence of the Group Head of Policy, the Services Director presented this report which put forward an amended Terms of Reference for the Working Group following a full review of the Council's Constitution, which sought to clarify and simplify the Council's formal processes.

In addition, and following an issue that had been raised at the last meeting of the Environment & Leisure Working Party, it was suggested that future Working Group agendas have a heading included to read:-

“Report Back from Cabinet/Full Council

The Working Group may wish to consider the outcome of the Cabinet/Full Council meeting held on (date to be inserted) when the recommendations from this Working Group were presented”

The purpose of this heading on the agenda would be to enable members of the Working Group to raise any queries on recommendations that had been forwarded to Cabinet/Full Council to ascertain how they had been dealt with. In addition, the issue of transparency would be covered as notice would be given of possible deliberations and discussion that might be entered into at the meeting. The Committee Manager could even list the matters that had recommendations from the previous meeting, therefore making it clear what subject could be raised.

Following a brief discussion whereby clarification was sought and given, the Working Group

RECOMMEND TO FULL COUNCIL

That the revised Terms of Reference be agreed; and

RESOLVED

That the following heading be included on future agendas:-

“Report Back from Cabinet/Full Council

The Working Group may wish to consider the outcome of the Cabinet/Full Council meeting held on (date to be inserted) when the recommendations from this Working Group were presented”

6. **HOUSING ANNUAL UPDATE**

The Group Head of Residential Services circulated at the meeting a set of papers which provided an outline on the performance of the Housing Department for the year 2017/18 and which she then spoke to and expanded on the detail of the figures provided.

Members participated in a question and answer session with the Group Head of Residential Services whereby it was particularly highlighted that:-

- The Housing Fraud Officer was commended for her work in tackling housing fraud and achieving a recovery value of £2m for the Council.
- 8 competitive bids had been submitted on S106 sites for the Council to provide affordable housing for those on the Housing Waiting List.
- The Homeless Reduction Act had now come into effect and this would add to the previous legislation.
- Having taken account of the lessons learned from other local authorities, work was underway to mitigate the impact of the

coming into effect of Universal Credit on 1 July 2018 by way of education, debt counselling and debt management, etc. A new software programme system was being implemented to help with early intervention. Members were also advised that Universal Credit would only be applied to new tenants and that existing tenants would still be eligible for Housing Benefit until 2021, when they would then be transferred over to the Universal Credit regime.

The Group Head of Residential Services was thanked for her interesting and informative update.

7. WORK PROGRAMME – 2018/19

Following consideration, the Working Group

RECOMMEND TO FULL COUNCIL

That the Housing & Customer Services Working Group Work Programme for 2018/19 be approved.

(The meeting concluded at 7.00 pm)

ENVIRONMENT & LEISURE WORKING GROUP

5 June 2018 at 6.00 p.m.

Present: - Councillors Hitchins (Chairman), Warren (Vice-Chairman), Ambler, Mrs Bence, Buckland, Cates, Dingemans, Mrs Neno, Oliver-Redgate, Reynolds, Dr Walsh and Warren.

Councillor Bence and Councillor Clayden were also in attendance for all or part of the meeting.

1. WELCOME

The Chairman welcomed Members, Officers and Members of the Press to the first meeting of the new Municipal Year. He gave special thanks to Members and Officers on the work that had been achieved over the last year including the commencement of works at the Littlehampton Swimming Pool, the work on Public Convenience improvement and the work on the parks in Bognor Regis.

2. APOLOGIES

Apologies had been received from Councillors; Bicknell, English, Stanley and Wells.

3. DECLARATIONS OF INTEREST

The following declaration of interest was made:-

- Councillor Buckland declared a personal interest in any item on the agenda that might arise in connection with his roles as a member of Littlehampton Town Council and West Sussex County Council.

4. MINUTES

The Minutes of the meeting held on 20 February 2018 were approved and signed by the Chairman as a correct record.

5. START TIMES

The Working Group

RESOLVED

That the start times of meetings for the remainder of 2018/19 be 6.00 p.m.

5. ENVIRONMENT & LEISURE WORKING GROUP TERMS OF REFERENCE

The Group Head of Policy, presented this report which put forward an amended Terms of Reference for the Working Group following a full review of the Council's Constitution, which sought to clarify and simplify the Council's formal processes.

In addition, and following an issue that had been raised at the last meeting of the Environment & Leisure Working Party, it was suggested that future Working Group agendas have a heading included to read:-

"Report Back from Cabinet/Full Council

The Working Group may wish to consider the outcome of the Cabinet/Full Council meeting held on (date to be inserted) when the recommendations from this Working Group were presented"

The purpose of this heading on the agenda would be to enable members of the Working Group to raise any queries on recommendations that had been forwarded to Cabinet/Full Council to ascertain how they had been dealt with. In addition, the issue of transparency would be covered as notice would be given of possible deliberations and discussion that might be covered at the meeting. The Committee Manager could even list the matters that had recommendations from the previous meeting, therefore making it clear what subject could be raised.

Following a brief discussion whereby clarification was sought and given, the Working Group,

RECOMMEND TO FULL COUNCIL

That the revised Terms of Reference be agreed; and

RESOLVED

That the following heading be included on future agendas:-

"Report Back from Cabinet/Full Council

The Working Group may wish to consider the outcome of the Cabinet/Full Council meeting held on (date to be inserted) when the recommendations from this Working Group were presented"

6. LOCAL COMMUNITY NETWORK (LCN) DEVELOPMENTS IN THE ARUN DISTRICT

(During the course of the discussion on this item, Councillor Dr Walsh declared an interest as a Member of West Sussex County Council and Chairman of the West Sussex County Council's Health and Adult Social Care Committee.)

In introducing this report the Chairman welcomed the following guests to the working group:

- Tina Favier – Strategic Lead for Prevention, Coastal West Sussex Clinical Commissioning Group
- Mark Lee – GP at Willow Green Surgery
- Neil Vinter – REAL patient representative
- Michaela Hawkes - Regis and Adur LCN Development Manager
- Debra Flynn – LCN Development Manager

The Group Head for Community Wellbeing explained that since 2016 there had been a move to establish Local Community Networks in England consisting of health providers, the voluntary sector and local authorities all with the shared ambition of creating an integrated approach to organising and improving the health and wellbeing of local populations.

A presentation was provided which outlined the work of an LCN and highlighted demographic challenges. It was reported that there were eight LCNs across Coastal West Sussex and those based in Arun were; Regis and REAL Care (Rustington, East Preston, Angmering, Littlehampton).

It was noted that a detailed Delivery Plan for **Coastal Care** was agreed in Oct 2017, and this brought the partners (health providers, commissioners and councils, including WSCC as an 'aligned' partner) together to focus on four key programme areas:

- Prevention
- Frail and Ageing Population
- Urgent Care
- Local Community Networks (which is place-based delivery model for this programme).

Members were provided with information on Urgent Care and the positive changes to provide better and consistent out of hours health care. This included clinical care provision through the 111 telephone service, urgent treatment centres in Worthing, Chichester and Bognor and better GP accessibility with GP Access hubs open evening and weekends.

Prevention was cited as a key work stream with its emphasis on improving population health. It was seen as crucial that partners worked

together to prevent ill health which would ultimately save money and was the right thing to do.

All LCNs were focused on older people, with additional varying priorities around social isolation, befriending, working with care homes to reduce hospital admissions. Work was also developing on 'prevention' as a critical part of the work for LCNs, shaped around a life-course approach ('start well, live well and age well'.) It was noted that REAL Care was focusing on providing care for the area's older population with chronic diseases, long term conditions and frailty by starting with integrating primary and community care staff to identify those patients who are most in need of help and support. This LCN aimed to have one universal care plan that is shared with all of the people involved in their care and training had been taking place since the end of last 2017.

In concluding the presentation Members were informed that engagement with people and communities was vital and a key priority in shaping the work and development of the LCNs. It was reported that Public Members were involved in Regis and REAL Care with well attended public meetings.

In discussing the report and presentation Members asked a number of questions that were responded to at the meeting. Key points raised were:

- Members welcomed joined up approach of the LCNs
- Concern was expressed with respect to the areas of deprivation in Arun, poor education results and severe lack of support for youth mental health. The Strategic Lead for Prevention, Coastal West Sussex Clinical Commissioning Group, stated that the pressures on youth mental health issues were known with prolonged treatment waiting times. It was recognised that LCNs needed to work with schools and provide supportive care for young people who often needed someone to listen. It was expected that the gap between adult and youth mental health should be closed with an integrated service.
- Members also voiced their concerns with respect to the Growing Population in Arun which was set to continue to rise with a large number of new houses being built in the area and the number of GP practices that would be expected to cope with this increase. It was noted that GP practices in Arun were already under increasing pressure. It was felt that there was no opportunity for expansion and that the only answer was to find the money to build new GP practices.
- Prevention methods for keeping Arun's population healthy were welcomed but Members condemned the inability of the National Health Service (NHS) to provide funds for GP healthcare

provision. It was seen as urgent that local surgeries were supported with new and enhanced facilities.

- The Chairman emphasised that Members were unable to change the NHS locally. He pointed out that a report had been commissioned by the Littlehampton Locality Group of GP's which would recommend proposals for estates. The draft report was expected on Friday on 15 June 2018.

The Chairman thanked the guests from the LCNs for attending the working group. The working group then noted the report.

7. BATHING WATER ENHANCEMENT UPDATE

The working group received a report from the Group Head of Technical Services concerning the Bathing Water Enhancement Programme.

It was reported that the Council was working with Southern Water and other partners to promote the improvement of bathing water quality primarily at Middleton-on-Sea but also at Bognor Regis Aldwick, Bognor Regis East and Felpham bathing waters. This was part of a Southern Water programme for which funding was being provided. It was explained that the main focus of Arun's work would be on reducing dog fouling and litter which could lead to contamination of the bathing water.

It was noted that all bathing waters in the Arun District were classified as sufficient, good or excellent. The Group Head of Technical Services stated that Bathing water was classified based on a 4 yearly average of the results of analysis on samples taken by the Environment Agency throughout the bathing water season which runs from May – September of each year. The samples of sea water were analysed for two types of bacteria, E.coli and Intestinal Enterococci. These two bacteria were used as indicators of contamination that can make bathers unwell.

It was also noted that there could be multiple sources of contamination, and these could vary from one bathing water to another. The sources could include diffuse sources from agricultural land, toilets which had been misconnected to surface water drainage, defective public and private sewers, and animal faeces including from dogs, vermin and birds.

Members were informed that Southern Water undertook a customer survey and identified that bathing water quality was a major concern of their customers. They therefore sought from their regulator, Ofwat, the latitude to spend £31.5 million on a Bathing Water Enhancement Programme (BWEP) between 2015-2019. The first step they undertook was to identify 21 bathing waters where it was forecast that they would not meet the "excellent" classification by 2019. Further studies were undertaken on these 21 sites to establish what the sources of contamination were and which could feasibly be improved within the timescales. Of the 21, Arun's Felpham, Bognor Regis Aldwick and Middleton-on-Sea bathing waters were included. Middleton-on-

Sea was selected for inclusion in the BWEP programme. Felpham and Bognor Regis Aldwick were not but have subsequently been allocated funding by Southern Water to support interventions by the Council to reduce litter, bird and dog fouling.

It was reported that evidence was found through analysis of water samples in 2017 that dog faeces was contributing, albeit to a small extent, to the contamination of bathing water at Middleton. A survey was conducted of beach users across the 7 sites included in the BWEP about public perception of the cleanliness of the beach including litter and dog mess. Middleton came second from bottom in that survey.

In discussing the report Members welcomed the Bathing Water Enhancement Programme and requested that:

- More and larger dog and litter bins be placed along coastal areas in Arun
- Enforcement action be taken when necessary
- Improved signage and publicity campaigns be used
- It was requested that River Walk be included within the scope of Middleton's enhancement

After a number of further questions that were responded to at the meeting the Group Head of Technical Services was thanked for his worthwhile report.

The Working Group then noted the report.

(Following the meeting the Group Head of Technical Services provided further information on dog controls to the working group via the link provided: <https://www.arun.gov.uk/dog-control>)

8. LITTLEHAMPTON LEISURE CENTRE UPDATE

The Working Group received a written report and presentation that provided a visual update showing the progress of the works to the Littlehampton Leisure Centre from the Group Head of Community Wellbeing.

The following key points were outlined:

- The structure of the new leisure centre was complete and the current focus of Willmott Dixon Construction (WDC) was weatherproofing the building. The roof was nearing completion and the masonry and cladding work was underway. Inside the building WDC was co-ordinating the installation of reinforced concrete and drainage systems and also the internal wall construction work.
- Southern Water had completed its work to divert a sewer pipe and the disturbed ground in Mewsbrook Park had been reinstated.

- WDC was continuing to refine options for reducing the amount of glare in the pool hall and discuss these with Sport England.
- In the coming weeks officers would work to prepare tender documentation for the demolition of the existing leisure centre, including reinstatement of the land to public open space.

The Group Head of Community Wellbeing went on to praise WDC for its stakeholder engagement and publicity. A number of site visits had been arranged to enable people to view progress of the building behind the construction hoarding. Arun District Council (ADC) Members and local community groups had taken up invitations to visit the site and an Open Doors event was held on 24 March 2018 which gave members of the public the opportunity to also see the works up close. It was hoped that further dates would be set as the project moves through the next phase of building work. It was also noted that, as part of public engagement, staff from ADC and WDC supported the Angmering School with a design project which helped students develop some of the life skills they would need as they moved into employment. The team also attended the Junior Youth Council in May to give a presentation about the project.

In conclusion, the Group Head of Community Wellbeing stated that Leisure Centre users had been asked to put forward suggestions for the new name of the centre for consideration. He announced that the chosen name for the Littlehampton Leisure Centre was, 'Littlehampton Wave'.

In discussion Members praised the project and welcomed the chosen name. Some concerns were raised with respect to the glare caused by glass on the outside of the building and how this could be reduced. The Group Head of Community Wellbeing assured Members that this issue was being given urgent attention. He was due to visit other centres with WDC to look for the best possible solution.

The Working Group then noted the report.

9. WORK PROGRAMME 2018/19

The Work Programme for the Municipal Year 2018/19 was considered and the following changes were made:

- The Wellbeing Annual Report was moved from 31 July 2018 meeting to 29 January 2019 meeting.
- A request was made that a Report be given to the Working Group, later in the year, on Dog Fouling and Litter along Coastal Areas.

Following this amendment, the Working Group

RECOMMEND TO FULL COUNCIL

That the Environment & Leisure Working Group Work Programme for 2018/19 be approved.

(The meeting concluded at 8.07 pm)

DEVELOPMENT CONTROL COMMITTEE

6 June 2018 at 2.30 p.m.

Present: Councillors Bower (Chairman), Mrs Bence (Vice-Chairman), Mrs Bower, Brooks, Cates, Dillon, Mrs Hall, Haymes, Northeast, Mrs Oakley, Oliver-Redgate, Mrs Pendleton, Miss Rhodes and Mrs Stainton.

Councillor Ambler was also in attendance at the meeting.

37. WELCOME

The Chairman welcomed back on the Committee Councillors Northeast, Oliver-Redgate and Mrs Pendleton and Councillor Mrs Bence as the recently appointed Vice-Chairman.

38. APOLOGY FOR ABSENCE

An apology for absence had been received from Councillor Wells.

39. DECLARATIONS OF INTEREST

Declarations of interest were made by:-

Planning Application EP/7/18/PL – Councillor Mrs Bower declared a personal interest as the applicant was the son of a friend.

40. MINUTES

The Minutes of the meeting held on 9 May 2018 were approved by the Committee and signed by the Chairman as a correct record, subject to correction under Minute 564 – Minutes - of the date to 11 April 2018.

41. START TIMES

The Committee

RESOLVED

That the start times of meetings for the remainder of 2018/19 be 2.30 p.m.

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42. PLANNING APPLICATION AL/28/18/DOC

With the agreement of the Chairman, it was agreed that this application could be dealt with as a matter of urgency as it had been identified by Taylor Wimpey that failure to discharge these conditions in June would jeopardise the agreed affordable housing contracts for the delivery of the affordable extra care scheme and shared ownership homes.

AL/28/18/DOC – Approval of details reserved by condition imposed under AL/61/13 (APP/C3810/A/14/2217385) relating to condition 16: Details of external lighting, 19: Surface water drainage scheme, 20: Discharge of watercourses, 21: Maintenance Manual for SUDs, 22: Future access & maintenance of any watercourse or culvert crossing & 23: Foul drainage system

The Committee received a report from the Principal Planning Officer, which had been previously circulated after the agenda had been printed and which reminded Members that when the reserved matters application had been considered at the meeting on 17 January 2018, it had been requested that the subsequent discharge of conditions relating to foul and surface water drainage be brought back for determination. Therefore conditions 19, 20, 21, 22 and 23 were now being presented for discharge approval. As Condition 16 related to street lighting, that would be dealt with under delegated authority.

The Committee was advised that intensive negotiations had been undertaken with the Council's Drainage Engineers Team to reach a satisfactory solution and the Engineering Services Manager confirmed at the meeting that that was indeed the case.

The Committee

RESOLVED

That the discharge of conditions 19, 20, 21, 22 and 23 be approved as detailed in the report.

43. PREVIOUSLY DEFERRED APPLICATIONS

(Prior to consideration of the following application, Councillor Mrs Bower had declared a personal interest. She left the meeting and took no part in the debate and vote.)

EP/7/18/PL – Demolition of existing buildings and erection of 2 No. dwellings with associated car ports/parking, alterations to existing access and relocation of staircase to flats – amendments to EP/138/17/PL, Land rear of Beechlands Cottages, Beechlands Close, East Preston

This application had been deferred from the meeting held on 11 April 2018 to enable the Post Site Inspection Panel to visit the site to assess the relationship of the development to the surrounding area.

In presenting the proposal, the Planning Team Leader directed Members to the written officer report update that had been circulated at the meeting which detailed:-

- Additional objections and comments received
- Substitute plans now submitted
- Additional comment and information from the application agent to clarify the land ownership situation
- Officer's response

A verbal update was also given that a representative from County Highways had visited the site and had confirmed there was no objection to the proposal as there was a sufficient level of parking to meet their requirements.

The Chairman of the Site Inspection Panel gave a brief summary of the visit to the site and stated that she could see no planning reason to refuse the proposal.

Following consideration, the Committee

RESOLVED

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

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44. PLANNING APPLICATION

WA/84/17/PL – Demolition of existing structure & paddock & erection of farm building for the secure storage of farm machinery, fertiliser, hay & straw (resubmission following WA/63/16/PL), Fairmeads Farm, Binsted Lane, Arundel Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

M/123/17/HH – Two storey extension to existing building. Resubmission of M/71/17/HH, Little Thatch, 93 Middleton Road, Middleton on Sea Having received a report on the matter, the Planning Team Leader advised that the proposal had been the subject of intensive negotiations with the applicant and was now considered to be acceptable.

In considering the matter, concerns were raised that the proposed development was too large and unneighbourly and that loss of the thatched roof would be detrimental to the locality. However, it was recognised that there were no sufficient planning grounds to refuse and the Committee

RESOLVED

That the application be approved as detailed in the report.

F/5/18/RES – Approval of reserved matters following outline consent F/7/15/OUT relating to appearance, landscaping, layout & scale for residential development comprising of 45 No. dwellings. This application also lies within the parish of Yapton. Resubmission of F/23/16/RES, Land South of Burndell Road, Yapton Having received a report on the matter, together with the officer's written report update detailing:-

- Additional conditions relating to height of walls adjacent to the 'Village Green' and specific parking spaces; submission of details for the locally equipped area for play (LEAP); and restriction for the creation of additional hard standings of the erection of fences, walls, gates and other means of enclosure.
- The condition proposed by Greenspace relating to management and maintenance of open space had not been included as that information had been secured as part of the S106 Agreement.
- The deed of variation submitted under reference F/2/18/PO had been recommended for approval and would be determined under delegated authority.

- Additional consultation response received from the Council's Drainage Engineers.
- Letter of support received from former objector.

The Principal Planning Officer gave a presentation on the detail of the application and highlighted that the tenure of the affordable housing provision on the site had been amended to 13 intermediate homes. The Council's Housing Strategy & Enabling Manager had also secured agreement with the provider that the sales and marketing of these homes would prioritise local persons who had a live/work connection to the Ford/Yapton area for a period of three months.

Following some discussion on the provision of affordable housing and advice from the Group Head of Planning, the Committee

RESOLVED

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

FG/5/18/PL – Hard standing to parking bay at front grass verge, 9 St Malo Court, St Helier Road, Ferring Having received a report on the matter and following consideration, the Committee agreed that Condition 3 be amended to:-

“Before the development hereby permitted is first commenced, accurate and detailed drawings and sections of the parking space to be provided, **including materials**, shall first be submitted to

The Committee then

RESOLVED

That the application be approved as detailed in the report, subject to amendment of Condition 3 to include materials.

A/8/18/PL – Variation of condition 2 imposed under A/173/16/PL to read ‘the development to be carried out in accordance with the following approved plans ADC 962/04 REVA, ADC962/13 & ADC962/14 relating to slight repositioning & change in size of building, revised position of rooflights on east, north & south elevations. This application affects the character & appearance of the Angmering Conservation Area, Land Rear of 1 to 6 The Cottrells, Angmering Having received a report on the matter, together with the officer's written report update detailing additional plans and comments and resultant amended condition, the Committee also received a verbal update that the decision be delegated to the Group Head of Planning in consultation with the Chairman and Vice-Chairman following the

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expiration of the advertising period on 14 June 2018 and not 15 March 2018, as detailed in the report.

The Planning Team Leader advised the Committee that this was a retrospective application and members were being asked to consider the repositioning of the windows of a dwelling that already had planning permission.

Following consideration, the Committee

RESOLVED

That the application be approved as detailed in the report and report update and that the decision be delegated to the Group Head of Planning in consultation with the Chairman and Vice-Chairman.

45. PLANNING APPEALS

The Committee noted the planning appeals that had been received.

46. CONSTITUTIONAL AMENDMENTS TO PART 8, CODES & PROTOCOLS – SECTION 6 – PLANNING LOCAL CODE OF CONDUCT

The Group Head of Planning presented this report and advised that, as part of the comprehensive review of the Council's Constitution that was being undertaken, he was proposing that the Planning Local Code of Conduct be updated (as set out in full at Appendix A). The two significant changes were:-

- To remove the Royal Town Planning Institute (RTPI) Code of Conduct from the Council's Constitution. It was referenced but did not need to be repeated within it as it was adequate to cross refer. Further, it removed the need to update the Constitution every time the RTPI Code was amended.
- To remove sections 3, 4, 5, and 7 from the Code. These sections related to the administration of work within the department and the text, whilst useful, could be more appropriately included on the planning web pages for information rather than being included in the Constitution.

Following consideration, the Committee

RECOMMEND TO FULL COUNCIL

That the new Planning Local Code of Conduct be approved.

(The meeting concluded at 4.10 p.m.)

LOCAL PLAN SUBCOMMITTEE

11 June 2018 at 6.00 p.m.

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

1. Congratulations

The Chairman extended the Subcommittee's warmest congratulations to Councillor Mrs Brown on her award of the OBE in the Queen's Birthday Honours List.

2. Apology for Absence

An apology for absence had been received from Councillor Stanley.

3. Declarations of Interest

There were no declarations of interest made.

4. Minutes

The Minutes of the meeting held on 26 February 2018 were approved by the Subcommittee and signed by the Chairman as a correct record.

5. Start Times

The Subcommittee

RESOLVED

That the start times of meetings for the remainder of 2018/19 be 6.00 p.m.

6. Statement of Community Involvement

The Planning Policy Team Leader presented this report and highlighted that the Statement of Community Involvement had been updated in line with new legislation and regulations to reflect the enactment of the Neighbourhood Planning Act, resulting in a new section within the document related to Neighbourhood Development Plans. The section relating to Development

Management Changes had also been amended to reflect the inclusion of additional information in respect of the Development Management process, as opposed to providing information purely to do with the pre-application process.

In considering the item, a question was asked with regard to whether there was any mechanism in place to check the authenticity of the many community groups operating in the District, together with the veracity of individuals acting as representatives of those groups through a proper process, rather than them just putting their own name forward. It was felt that a robust data base needed to be in place. A response was given that, as a result of the newly introduced GDPR (General Data Protection Regulations) process, the data base would be reviewed and updated and the team would work closely with the Communications department in respect of the consultation groups known within the District.

Following further general comments, the Subcommittee was advised that, following receipt and collation of the consultation responses, it was anticipated that a further report would be presented to the September meeting.

The Subcommittee

RESOLVED - That

(1) the draft Statement of Community Involvement be approved for a four week period of public consultation from 5 July to 2 August 2018; and

(2) the Group Head of Planning, in consultation with the Portfolio Holder for Planning, be delegated authority to agree minor editorial changes prior to publication.

7. Local Development Scheme

Members were advised by the Planning Policy Team Leader that the LDS (Local Development Scheme) was a short, high level work programme that set out what DPDs (Development Plan Documents) the Council was going to produce over a rolling three year period. The current LDS had come into effect in 2017 to reflect the stage that had been reached with the preparation of the Local Plan. With the adoption of the Local Plan imminent, it was considered appropriate to revisit the work programme now and update the LDS to indicate the next set of DPDs to be prepared.

The revised LDS (attached as Appendix 1) covered the three year period from 2018-2021 and included a timetable for the preparation of the Non-Strategic Site Allocation DPD and a Gypsy & Traveller and Travelling Showpeople Site Allocations DPD.

In the course of a brief discussion, a request was made and agreed that an additional comment be included in the risk assessment to flag up the level of risk associated with each heading, e.g. red, amber or green.

The Subcommittee

RECOMMEND TO FULL COUNCIL - That

(1) the Local Development Scheme 2018 be endorsed and adopted, as set out at Appendix 1 to the report; and

(2) authority be delegated to the Group Head of Planning, in consultation with the Portfolio Holder for Planning, to undertake minor updating and drafting of any amendments required prior to publication.

8. Non-Strategic Site Allocations Development Plan Document

The Subcommittee was advised by the Principal Planning Officer by way of this report that the Arun Local Plan was set for adoption in July 2018 and that the Local Plan Inspector had made a commitment that the Council would start working on the Non-Strategic Site Allocations DPD (Development Plan Document) immediately after.

There was a commitment to provide at least 1,250 dwellings in the Non-Strategic Sites Allocations DPD, with an input and contribution from revised Neighbourhood Development Plans, where appropriate. The DPD would identify sites which would accommodate less than 300 units, in line with the definition of strategic development.

The report set out the approach that would be taken in developing the DPD.

Members participated in some general discussion relating to the involvement of the Town and Parish Councils in the process and were advised that a meeting was being held on Friday 15 June, which was due to be well attended by Parish representatives.

The Subcommittee then

RESOLVED

That the contents of the report be noted.

9. Housing and Economic Land Availability Assessment (HELAA)

The Subcommittee received this report which set out the general approach and timetable for the preparation of the 2018 HELAA and which included a 'call for sites' exercise.

Following consideration, the Subcommittee

RESOLVED

That the general approach and timetable for the preparation of the 2018 Housing and Economic Availability Assessment and 'call for sites' exercise be noted.

(The meeting concluded at 6.46 pm)

LITTLEHAMPTON REGENERATION SUBCOMMITTEE

14 June 2018 at 6.00 pm

Present: - Councillors Bicknell (Chairman), Blampied, Cates, Mrs Neno, Mrs Porter, Dr Walsh and Warren.

Councillor Ambler was also present at the meeting.

1. APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Mrs Ayres and Dingemans.

2. 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.
- Councillor Warren declared a personal interest as a member of Littlehampton Town Council.

3. MINUTES

The Minutes of the meeting held on 7 February 2018 were approved as a correct record by the Subcommittee and signed by the Chairman.

4. START TIMES

The Subcommittee

RESOLVED

That the start times of meetings for the remainder of 2018/19 be 6.00 p.m.

5. LITTLEHAMPTON TO ARUNDEL CYCLE PATH FEASIBILITY

The Economic Regeneration Officer presented this information report which set out the reasoning for starting work on a planning report for a tourism and leisure cycle path on the western edge of the River Arun between Littlehampton, Ford and Arundel. £70,000 had successfully been secured through the Strategic Investment Fund to contribute towards the Council progressing the scheme to the necessary planning application phase. The

proposed cycle route was supported in the Arun Local Plan and this would be the first stage in developing the scheme.

In consideration of the matter, it was questioned as to the value of spending money on a feasibility study before knowing what such a scheme was likely to cost. However, officers explained that unless this preliminary work was carried out the Council would not be in a position to evaluate a realistic reflection on how much the actual scheme was like to cost to delivery. Advice was given that the ground work had to be done prior to being able to progress the matter as that would provide the evidence and financial figures as to whether it would be viable to proceed with the scheme. In addition, to successfully apply for external funding it was an essential requirement that schemes should be fully developed and prepared for delivery.

Discussions would be undertaken with landowners, stakeholders, user groups, West Sussex County Council, the Environment Agency and the relevant Town and Parish Councils.

As the map provided in the agenda was black and white, it was agreed that a colour map would be sent out to the Subcommittee following the meeting.

The Subcommittee noted the report.

6. LITTLEHAMPTON REGENERATION POSITION STATEMENT

(During consideration of the following item, Councillor Dr Walsh redeclared his personal interest and remained in the meeting

Councillor Bicknell also declared an interest as an employee of Southern Water as there was a brief discussion about flooding. He stated that he worked in the clean water side of the organisation and, as such, remained in the meeting but took no part in the discussion.)

In receiving and noting the Position Statement, particular discussion took place on the following:-

- **Littlehampton Town Centre Public Realm Scheme** – The Economic Regeneration Officer to provide to Members estimated figures for the two phases following the meeting, these being (i) Littlehampton Train Station to Arundel Road Roundabout and (ii) Littlehampton High Street.
- **Littlehampton Seafront Public Realm Design Scheme** – Discussion took place on the proposals for Pier Road and a concern was raised that all interested parties must be involved in the consultation process. An assurance was given that all relevant parties would be included in consultation and discussions.
- **Town Centre Safety** – Members participated in a detailed discussion on this matter and expressed serious concerns that a “sticking plaster” approach was being taken rather than dealing with the antisocial behaviour of the local youths with a long term plan. Meetings had

been and were being held with all the relevant agencies and it was agreed that a request would be made for information to be shared with Members. In addition, it was felt that the Council's Community Safety Team should be approached and asked for their input and feedback on the situation.

- **Town Traders Partnership** – concern was expressed at the recent flooding event that had occurred at the end of May in the town and advice was given that the relevant agencies were meeting to discuss the matter. A further concern was expressed with regard to the number of ad hoc planning applications whereby retail units were being converted to residential use. The Group Head of Economy advised that that could be done under permitted development rights without necessarily going through the planning process but it was something that could be looked at and she would be happy to work with the Town Council on the matter.
- **Markets & Events** – Sussex Day on 16 June 2018 would be marked by a series of entertainment events in the vicinity of the Dolphin Public House. A request was made for the Town Centre Manager to liaise with the market organisers to ensure traders were not using the disabled parking spaces on market days.
- **Littlehampton Enterprise Hub** – information would be circulated to Members shortly and a request was made that the Town Council be included in that circulation. The Subcommittee would be invited to tour the facility in the near future.
- **Littlehampton Town Centre Management** – a report would be presented at the Subcommittee meeting in October relating to the cessation of the Town Centre Manager's post in March 2019 and arrangements for the continued support of the town.
- **North of Littlehampton Public Art Project** – a request was made that the Town Council be included in discussions.
- **Gigabit West Sussex** – It was emphasised that this first phase of the project was only for public buildings.
- **One Public Estate** – a query was raised with regard to the large proportion of social housing that had been scheduled to be developed on land abutting Littlehampton Academy and what was happening at the site. The Group Head of Economy stated that she would pass that over to the Group Head of Residential Services for response as that was within her remit.

(The meeting concluded at 7.10 pm)

STANDARDS COMMITTEE

21 June 2018 at 6.00 p.m.

Present: - Councillors English (Chairman), Mrs Bence (Substituting for Tyler), Mrs Bower, Edwards, Mrs Rapnik and Wheal.

Independent Persons – Mr B Green and Mr J Thompson.

47. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Dillon, Tyler, Dr Walsh and Wensley.

48. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

49. MINUTES

The Minutes of the meeting held on 22 February 2018 were approved by the Committee as a correct record and signed by the Chairman.

50. START TIMES

The Committee

RESOLVED

That its start times for meetings during 2018-19 be 6.00 pm.

51. APPOINTMENT OF INDEPENDENT PERSONS TO THE STANDARDS COMMITTEE

The Committee received a report from the Group Head of Council Advice & Monitoring Officer advising Members that under the requirements of the Localism Act 2011, the Council needed to appoint at least one independent person to its Standards Committee. The report before Members sought views on proposals to extend the term of office for two of the current independent persons.

The Committee was reminded that currently the Committee had three independent persons being Brian Green, Mervyn Howdle and John Thompson who had held their appointments for some years and had provided valuable support. The importance of their role in terms of this being extended beyond providing views when a complaint was made under the Code of Conduct was acknowledged.

Under its Terms of Reference, the Committee had authority to consider membership and the recruitment of independent persons with Members of the Committee being required to make recommendations for any appointments to Full Council for approval.

With the support of the Committee, all three independent persons had recently been asked if they would be willing to continue in their current role. They had also been asked if they had a preference on a future term of office covering a 3 or 5 year period. The Group Head of Council Advice & Monitoring Officer advised that Brian Green and John Thompson had both confirmed that they wished to continue their role and were willing to take on a further term of office of up to 5 years. It was reported that Mervyn Howdle had just recently confirmed his retirement from this role with immediate effect.

The Committee was therefore being asked to confirm the re-appointment of Brian Green and John Thompson as independent persons to the Standards Committee for a further term of office for five years with effect from 18 July 2018.

Although the Committee wholeheartedly approved the reappointments, some concern was raised as to whether having only two independent persons was sufficient and whether they could sustain the workload involved. The Group Head of Council Advice & Monitoring Officer was asked if she could pursue further appointments. In response, the Committee was advised that such a recruitment process was onerous and at the current time the resources were not in place to undertake this recruitment exercise. However, investigations could be undertaken to look into conducting this later in the year. It was agreed that an update would be provided to the next meeting of the Committee.

Following discussion,

The Committee

RECOMMEND TO FULL COUNCIL – That

(1) The appointment of Brian Green and John Thompson as independent persons to the Standards Committee be confirmed for a further term of office of five years with effect from 18 July 2018; and

(2) The Group Head of Council Advice & Monitoring Officer be given authority to confirm the terms of these appointments with the independent persons, as set out in the report.

The Committee also

RESOLVED – That

(1) A letter of thanks be sent to Mervyn Howdle by the Chairman on behalf of the Committee to offer to Mr Howdle thanks and best wishes; and

(2) The Group Head of Council Advice & Monitoring Officer commences a recruitment process when possible and reports back to the Committee at its next meeting on 18 October 2018.

52. TOWN AND PARISH COUNCIL SIGNING UP TO THE NEW CODE OF CONDUCT

The Committee received a report from the Group Head of Council Advice & Monitoring Officer providing an update to Members on the number of Town and Parish Councils who had agreed to adopt Arun's revised Code of Conduct.

The Group Head of Council Advice & Monitoring Officer was pleased to report that good progress had been made and that the majority of Councils had confirmed that they had signed up to the new revised Code. Bognor Regis and Littlehampton Town Councils had confirmed that they would be retaining their own adopted Code of Conduct, based on the principles of Arun's Code, as defined in the Localism Act 2011. Of the remaining Town/Parish Councils, Arundel, Bersted, Findon, Middleton-on-Sea and Patching had confirmed that they would be retaining the previous 2012 Code of Conduct. The Group Head of Council Advice & Monitoring Officer confirmed that Lyminster & Crossbush Parish Council had just recently provided confirmation that they would be adopting Arun's Revised Code of Conduct.

The Committee was advised that this had been a very useful exercise as it had encouraged Councils to review their Codes and also update their Register of Interests.

Following some discussion, the Committee asked if an up to date list of the Town and Parish Councils who had signed up to the revised Code of Conduct could be circulated based on the update provided. [Appendix A to the report].

The Committee then noted the responses received from Town and Parish Councils on the adoption of Arun District Council's revised Code of Conduct.

53. ASSESSMENT PANEL DECISION – ALLEGATION AGAINST A BOGNOR REGIS TOWN COUNCILLOR

The Committee received and noted a report from the Group Head of Council Advice & Monitoring Officer advising Members of the outcome of the Assessment Panel's investigation into allegations against Bognor Regis Town Councillor Stephen Goodheart.

54. EXEMPT INFORMATION

The Committee

RESOLVED

That under Section 100A (4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in Part 1 and Part 5 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

55. REGISTER OF ASSESSMENTS OF COMPLAINTS AGAINST COUNCILLORS (Exempt – Paragraph 1 – Information Relating to Any Individual)

The Committee received and noted a report from the Group Head of Council Advice & Monitoring Officer which updated Members on the complaints against Councillors received over the past two years.

(The meeting concluded at 6.34 pm)

SPECIAL CABINET

22 June 2018 at 3.30 pm

Present : Councillors Mrs Brown (Chairman), Clayden and Haymes.

Councillors Ambler and Mrs Stainton were also in attendance for the meeting.

56. WELCOME

The Chairman welcomed Councillors and a representative of the public to the meeting.

57. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Bence, Charles, Wensley and Wotherspoon.

58. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

59. PUBLIC QUESTION TIME

No public questions had been received.

60. URGENT BUSINESS – PROCUREMENT OF THREE YEARS MICROSOFT LICENCE AGREEMENT VIA THE KENT COUNTY COUNCIL FRAMEWORK AGREEMENT

The ICT & Service Improvement Manager presented this item and confirmed that the Council was in the process of renewing its Microsoft licences which had been complicated as Microsoft had changed its licensing model mid-term. The Council had, since January 2018, been negotiating the best product and price since that time.

The process for negotiating this contract was explained and it was highlighted that the Council had, once it had agreed the licences required, then submitted these to Microsoft to lock-in prices. The delay to date had been caused as Microsoft had rejected the Council's first lock-in proposal which had had to be re-submitted for consideration.

This had resulted in the cost of the agreement increasing by a further £32,000 following the lock-in resubmission. This had increased the contract sum to beyond the EU Threshold and so Cabinet approval was now needed to award this framework contract.

Special Cabinet – 22.06.18

As part of the work undertaken, the Council had also looked at the Government Digital Marketplace Framework as this allowed direct award and was a simpler and quicker process to work with. As this Contract needed to be awarded by the end of June 2018 and as the Council could not risk not entering into this Contract by the end of the month, this had been why the matter was being presented as urgent and so it was made clear to Members that the usual arrangements covering the call-in arrangements would not apply – as set out in Part 3 – Responsibility for Functions, Rule 2.3 and Part 5 – Cabinet Meeting Procedure Rules, Rule 3.2 of the Constitution]. This was also why it had not been possible to provide Members with the actual costs until now.

Finally, Councillors were informed that as a result of the negotiation approach taken, the Council had achieved an overall saving of £160,000 by locking into the Kent County Council framework compared to the direct government framework route explained earlier. Approval was now needed to move forward with the purchase of the three year Microsoft Agreement via the Kent County Council Framework by the end of June 2018.

The Cabinet

RESOLVED

That approval is given to the purchase of a three year Microsoft Licence Agreement via the Kent County Council Framework Agreement.

The Cabinet confirmed its decision as per Decision Notice C/007/220618, a copy of which is attached to the signed copy of the Minutes.

61. MINUTES

The Minutes of the meeting held on 21 May 2018 were approved by the Cabinet as a correct record and signed by the Chairman.

62. BUDGET VARIATION REPORT

There were no items presented to this meeting.

(The meeting concluded at 3.36 pm)

ARUN DISTRICT COUNCIL

**DECISION NOTICE FROM THE SPECIAL CABINET MEETING HELD ON
22 JUNE 2018**

REF NO.	DECISION
C/007/220618	Procurement of Three Years Microsoft Licence Agreement Via The Kent County Council Framework Agreement

**PLEASE NOTE THAT AS THIS IS AN URGENT DECISION IT IS
EFFECTIVE IMMEDIATELY AND IS NOT SUBJECT TO CALL-IN [PART 3
– RESPONSIBILITY FOR FUNCTIONS, RULE 2.3 AND PART 5 – CABINET
MEETING PROCEDURE RULES, RULE 3.2 OF THE CONSTITUTION]**

REFERENCE NO: C/007/220618

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	YES
SUBJECT: Procurement of Three Years Microsoft Licence Agreement via the Kent County Council Framework Agreement	
OFFICER CONTACT: Paul Symes – ICT & Service Improvement Manager EXTN: 37585 EMAIL: paul.symes@arun.gov.uk PORTFOLIO AREA: Corporate Support	

EXECUTIVE SUMMARY: The Council uses Microsoft products to provide services to the desktop and also for its back-office databases/servers. The products are licenced on a three year agreement and the current agreement expires at the end of June 2018.

The Council wishes to let the contract as a direct award with one supplier through the Kent County Council Framework Agreement. The Council is in the process of renewing its Microsoft Licences and this had been made complicated by Microsoft changing its licensing model mid-term. Negotiations have been taking place since January 2018 to achieve the best price outcome for the Council.

This is the reason for this item being presented as urgent because the contract needs to be awarded by the end of June 2018 and as the contract sum has increased beyond the EU Threshold. Cabinet authority is needed to award this framework contract. As such, the usual arrangements requiring the agenda to be published with 'five clear days' notice and the call-in arrangements will not apply [See Part 3 – Responsibility for Functions, Rule 2.3 and Part 5 – Cabinet Meeting Procedure Rules, Rule 3.2 of the Constitution].

Whilst negotiations have been ongoing since January to review and enter into a new contract, the issue has been that there have been a number of changes to Microsoft products which have impacted on the ability to identify the full contract costs, making an award up till now difficult to achieve.

As part of this ongoing work the Council has looked at the Government Digital Marketplace Framework which allows direct award and is a simpler and quicker process. The approach taken has meant that it has not been possible to present the actual costs until now. The negotiation approach explained earlier using the Kent County Council Framework Agreement has achieved an overall saving of £160,000 compared to the direct government framework route and so this was the recommended route forward.

DECISION:

As recommended in the report, Cabinet,

RESOLVED

That approval is given to purchase a three year Microsoft Licence Agreement via the Kent County Council Framework Agreement.

REASON FOR THE DECISION: To enter into a new Microsoft Licence Agreement so that the Council can continue to provide IT services using Microsoft products.

OPTIONS CONSIDERED BUT REJECTED: Not to consider entering into this new Licence Agreement was not an option for the Council to consider as this would mean that use of Microsoft products would cease.

CABINET MEMBER(S):

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

BOGNOR REGIS REGENERATION SUBCOMMITTEE

25 June 2018 at 6.00 pm

Present: - Councillors Mrs Madeley (Vice-Chairman – in the Chair), Bence, Bower, Mrs Brown, Charles, Dillon, Reynolds and Stanley.

Councillor Reynolds was absent from the meeting during consideration of the matters referred to in Minutes 1 – 6 (part).

1. WELCOME

The Chairman welcomed Councillor Stanley to the meeting as a recently appointed member of the Subcommittee.

2. APOLOGY

An apology for absence had been received from Councillor Hitchins.

3. DECLARATIONS OF INTEREST

The following declaration of interest was made:-

Councillor Stanley stated – “I wish to make this meeting aware that I may have made public statements in meetings and in written submissions that I did not support the regeneration proposals for Bognor Regis, and more recently for the Hothamton site. These were my views at that time. However, I have an open mind regarding this matter and I will listen and consider all the relevant issues and interests presented at this meeting and I confirm that I will reach my decision based on merit and not bias.”

4. MINUTES

The Minutes of the meeting held on 14 December 2017 were approved by the Subcommittee as a correct record and signed by the Chairman.

5. START TIMES

The Subcommittee

RESOLVED

That the start times of meetings for the remainder of 2018/19 be 6.00 p.m.

(In the course of consideration of the following item, Councillors Bower, declared a personal interest as Chairman of the Development Control Committee as reference was made to future planning applications. He reserved his right as to the detail of what might come forward and remained in the meeting and took part in the debate and vote.)

6. BOGNOR REGIS SEAFRONT

The Senior Regeneration Officer presented this report which provided an update on the progress of regeneration works on Bognor Regis Seafront between the Pier and Butlin's, together with an outline of future plans. Advice was given on the reasoning behind having a Style Guide and Stalls Zone layout plan, which would ensure that buildings in a modern and timeless design style would be delivered in a co-ordinated manner and that the commercial offer on the seafront would be greatly improved. Retention and improvement of the listed Bandstand would be integral to the regeneration work and it was proposed to make a grant application to the Coastal Revival Fund for these improvements.

The Subcommittee was advised that the "Beach on the Beach" sand play area and the new recently completed play area "Play on the Beach" were extremely successful. In addition, following granting of planning permission, work had commenced on the installation of the base for the new public toilets on the promenade and it was anticipated that these would be open in time for the summer holidays.

In considering the item, a request was made for investigations to be undertaken as to whether access down to the beach could be improved as it was extremely difficult for a lot of people to navigate over the shingle. An officer response was given that this matter had previously been raised and was being looked into by the Bognor Regis Town Council, which had been invited to submit proposals to achieve this.

Members participated in general discussion which covered design concept; use of the bandstand; anticipated delivery timescale; and hours of trading for the concessions. Officers responded to questions as they were raised.

The Subcommittee then

RESOLVED

That the grant application for up to £50,000 funding from the Coastal Revival Fund be supported for the improvement of the bandstand; and

RECOMMEND TO FULL COUNCIL – That

- (1) the proposed Style Guide be approved;
- (2) the proposed Stalls Zone layout be approved;
- (3) the delivery of the Council funded catering unit be approved, as set out in the report;
- (4) authority be delegated to the Director of Place to place orders as required to construct the catering building, subject to planning approval;
- (5) authority be delegated to the Director of Place to sign off leases/licences required to appoint a suitable catering operator.

7. BOGNOR REGIS REGENERATION POSITION STATEMENT

In receiving and noting the Position Statement, particular comment was made with regard to the following:-

Butlin's – a request was made that those local residents living in close proximity to the new swimming pool development be given use of the pool on completion. The Group Head of Economy said that the matter would be raised through the Regeneration Board meeting.

Wider Economic Strategy/Policy – The Group Head of Economy advised that the signing of the Growth Deal partnership document with West Sussex County Council would take place in the summer. In addition, the Leader stated that the Strategic Economic Plan was being signed this week, which was an important document as it aligned with the Government's Industrial Strategy and that much of central government funding for regeneration work would be distributed through the LEP (Local Economic Partnership) in the future.

Thanks were extended to the Economic Regeneration Team and the Property & Estates Manager for their efforts in improving the profile of Bognor Regis and for the positivity that was being generated.

(The meeting concluded at 6.50 p.m.)

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF FULL COUNCIL MEETING ON 18 JULY 2018

PART A : REPORT

SUBJECT: Social Media Policy and Guidance for Staff 2018

REPORT AUTHOR: Jackie Follis, Group Head of Policy DATE: 18 June 2018 EXTN: 37580 PORTFOLIO AREA: Policy

EXECUTIVE SUMMARY:

The Social Media Policy and Guidance for Staff provides the framework within which staff should be operating when they are using social media in a work context. It also makes the links to key other policies and guidance. This policy was originally developed in 2016 and the revised version needs formal approval by Full Council.

RECOMMENDATIONS:

- a) The Council is requested to approve the Policy Statement set out in the Social Media Policy and Guidance for Staff document; and
- b) The Group Head of Policy be given delegated authority to make any necessary changes to the Guidance on the Use of Social Media section in the document, as a result of new legislation or changes to working practice.

1. BACKGROUND:

- 1.1 The original Social Media Policy for Staff was agreed in May 2016, with a review period of 2 years. The attached document, Appendix A, has been consulted on both informally with senior officers and formally with Unison. The Policy has been renamed 'Policy and Guidance' as it primarily consists of guidance. Minor changes have been made to improve the clarity of the document and a list of links to relevant documents has been inserted.
- 1.2 The document has been split into two separate sections, a 'Policy Statement' and 'Guidance on the Use of Social Media'. The Policy Statement needs to be approved by Full Council, the Guidance on Use of Social Media is an operational issue and may be subject to change at any point due to practical issues and therefore the Group Head of Policy should have delegated authority to make necessary changes.

2. PROPOSAL(S): a) The Council is requested to approve the Policy Statement set out in the Social Media Policy and Guidance for Staff document b) The Group Head of Policy be given delegated authority to make any necessary changes to the Guidance on the Use of Social Media section in the document, as a result of new legislation or changes to working practice.		
3. OPTIONS: a) To approve the revised Policy Statement set out in the Social Media Policy and Guidance for Staff b) Not to approve the revised Policy Statement set out in the Social Media Policy and Guidance for Staff and to continue to use the current document		
4. CONSULTATION: The Group Head of Policy has consulted informally with Unison representatives and the final version was agreed at the Formal Unison/Employer Consultation meeting on 13 June 2018		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify) UNISON via the Staff Consultation Panel	X	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		X
Legal		X
Human Rights/Equality Impact Assessment		X
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X
Technology		X
Other (please explain)		
6. IMPLICATIONS: The social media environment is fast moving and the Council must provide up to date guidance to staff on how to use social media effectively and within the appropriate legal framework.		

7. REASON FOR THE DECISION:

Social media is a key tool for publicising and carrying out Council business. The Social Media Policy for Staff was originally agreed in May 2016 with a review date of May 2018.

8. BACKGROUND PAPERS:

None

Social Media Policy and Guidance for Staff

**Endorsed by Staff Consultation Panel 13.06.2018
Approved by Full Council 18.07.2018
Review May 2020**



Contents

Policy Statement

1. About this policy
2. How this policy applies to different social media accounts
3. Register of social media accounts
4. Purpose and objectives of the Social Media Policy
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Guidance on Use of Social Media

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7. Choosing which social media channel to use
8. Using social media effectively and what to consider
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10. The do's and don'ts for using social media
11. Monitoring your social media account
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19. Operating hours
20. Corporate disclaimer
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Policy Statement

1. About this policy

Social Media is a fast evolving environment and therefore this policy and guidance will be updated as significant developments arise. It will be available on our intranet and officers will be notified when updates are made. It is anticipated that the principles set out in the Policy Statement will be less subject to change, whilst the Guidance will be updated as and when necessary.

This policy applies to staff within Arun in their use of Arun's social media accounts and should be read alongside the authority's [Information Security Policy](#), [Internet and Email Acceptable Usage Agreement](#), [Data Protection Policy](#) and the [Staff Disciplinary Policy](#). There is separate social media guidance for Councillors.

2. How this policy applies to different social media accounts

There are three types of social media account:

- Corporate Accounts – managed by the communications team
- Departmental Accounts – professional accounts managed by an officer on behalf of the Council
- Personal Accounts – managed by officers for their personal use

Whilst this policy broadly applies to all three types of account, it strictly applies to all social media accounts managed on behalf of the Council ie corporate and departmental accounts. There is a section towards the end of the policy which outlines requirements regarding the use of personal social media accounts in relation to work.

3. Register of social media accounts

The Communications team holds a register of all corporate and departmental social media accounts. This policy has been written for officers who are *currently* using social media. However, there is a section which covers 'Requesting a social media account' towards the end of this document.

4. Purpose and objectives of the Social Media Policy

The aim of this policy is to provide a clear framework for the use of social media by officers including 'best practice' advice and the required 'code of conduct'.

5. General use of social media

The purpose of using social media is:

- to involve and engage the public with the work of the Council
- to protect and enhance the reputation of the Council

To ensure the appropriate, safe and effective use of social media, staff are advised to follow the below guidelines. If you are unclear about any matter relating to social media, please contact our Communications team for further advice or guidance.

Contact: public.relations@arun.gov.uk

Guidance on Use of Social Media

6. Social media channels

The social media channels currently endorsed by ADC are as follows:

- Twitter
- Facebook
- You Tube
- LinkedIn
- Pinterest
- Flickr

As technology advances and new social media channels become available, the Communications team will assess the value of these new channels as to whether they would enhance our use of social media.

7. Choosing which social media channel to use

Twitter is ideal for 'talking' to your audience directly to give them timely information. It is more appropriate to use twitter to communicate things that are happening 'now' or within the next day or so as posts have a short 'shelf-life'.

Facebook is ideal for posting information and pictures which can be 'shared' by users e.g. events, what's going on in the local community, developments to previously posted information.

You Tube is for uploading video footage for people to watch and is by far the most popular video site on the web today.

Linked In is an ideal way to connect with likeminded individuals or people with similar career paths. HR departments use it regularly as a recruitment tool.

Pinterest is a photo sharing website which takes its name from the term 'pin board'.

Flickr is also a photo sharing website and provides a great way to create a collage of photographs e.g. places to visit, and can be used to show how something may be changing over time e.g. regenerations projects.

8. Using social media effectively

What to consider

Before opting to use social media as a communications channel, you should consider the following:

- Who is your target audience?
- Is this an appropriate channel to reach them?
- Does the information you are communicating reinforce or compliment the actions of the Council?
- Is this the best time/date to communicate this information?

9. The FOUR principles of Social Media

There are four principles which should be applied to all social media activity. It must be:

- Meaningful
- Respectful
- Transparent
- Ethical

10. The do's and don'ts for using social media

DO:

- remember that you are an ambassador for Arun District Council
- write as you would speak (I / We)
- use appropriate language
- use a positive and engaging tone (See our 'Tone of Voice' Guidance)
- ensure your post is informative
- use common sense
- ensure your post is timely
- make use of available pictures
- include useful and relevant links
- check any links within your post are working
- correct any errors as soon as you are aware an error has been made
- acknowledge and respond to direct messages within a reasonable specified timeframe
- ensure there is cover for holidays and absences so there is no 'void' in communications
- seek advice when unsure of how to manage a comment or post
- use security settings to block unwanted language
- keep passwords safe and secure

- ensure that you consider all content and whether or not it is appropriate under the General Data Protection Regulations to pass on any information which might be considered to be personal or sensitive data.

DO post:

- information relating to the councils work
- important news surrounding the council and its partners
- information from partner organisations when it involves or has an impact on the local community

DO NOT:

- use technical jargon
- post a picture of any person without obtaining their signed consent (see our 'Filming and Photographic Policy').
- refer to councillors or officers without their prior approval
- publish contact details of councillors or officers without their consent
- criticise employees or councillors
- disclose confidential information
- discuss sensitive matters
- engage in arguments
- use abusive language
- make comments that could be inflammatory

Do not post:

- information that is not related to work (unless it is a personal account)
- your opinion
- abusive messages
- adverts or links to unrelated information

Remember the press follow our social media accounts and anything you write **cannot** be removed from cyberspace, even if the information is corrected at a later date.

Always stay within the legal framework: General Data Protection Regulations, Copyright rules.

Defamation and Financial Disclosure laws apply to social media. Content on social media accounts may be subject to Freedom of Information requests.

If you are in any doubt about a post or comment you have made or responded to, contact your departmental communications officer.

11. Monitoring your social media account

This section is about what you should be looking out for in terms of 'user's posts' (ie those created by a third party). You should:

- respond to questions in a timely fashion
- delete any defamatory comments (see 'dealing with defamatory or abusive content' section below)
- check any links included by users are acceptable and that they do not contravene the Social Media Policy guidelines

12. Defamatory or abusive content

In cases where content is considered defamatory or abusive, this should be removed immediately. You should acknowledge any complaint that has been made, remove the offending material and advise the person reporting it that it has been removed. In the event that content is removed, the trail remains and the person who has posted the comment, where appropriate, should be informed why it has been removed.

Misuse of social media in certain circumstances can become a criminal offence or otherwise give rise to legal liability against the individual who posted the offending material (and the organisation they are employed by if applicable). Such cases may become part of a criminal investigation.

If a defamatory comment about an officer or a councillor is made, this must be reported to the Communications team who, depending on the seriousness of the comment(s), may refer the matter to the Chief Executive to decide whether further action should be taken.

Please seek the advice of the Communications team about replying to messages from someone who appears to have posted inappropriate content. Note that it is possible for social media accounts to be hacked and the account holder may not have actually sent the offending material, therefore replies to the account holder need to be polite and factual.

Defamatory or abusive comments made by officers using social media accounts will be taken very seriously and may lead to disciplinary action.

13. Criminal Offences

These apply to social media:

Harassment – it is a criminal offence to repeatedly pursue a campaign against someone where this is likely to cause alarm, harassment, nuisance or distress.

Data Protection – it is illegal to publish personal data about individuals unless they have given you their permission. You are personally responsible for what you publish.

Incitement – it is a criminal offence to incite any criminal act.

Discrimination and Racially Aggravated Offences (or any other protected characteristic) – it is a criminal offence to make a discriminatory remark about anyone based on a 'Protected Characteristic' as defined in the Equality Act (such as their race, religion, sexual orientation etc).

Malicious & Obscene Communications – it is a criminal offence to send malicious or obscene communications

14. Copyright

The legal ownership of the contents of documents, photos, videos and music belong to the person who created them. You could be in breach of copyright if you reproduce such material without the owner's permission. Always ask permission before you use someone else's material.

15. Security and social media

Security is a significant issue for social media accounts and the online community often use social media to deliver viruses. It is very important that you follow the below guidelines:

- do not use the same passwords for social media accounts that you use to access other corporate systems
- always ensure that there are two named individuals who hold the username and password for a social media account
- ensure your usernames and passwords for your account(s) are registered with Communications and that you notify Communication of any changes to these. This is to avoid issues that may arise as a result of changes to personnel managing the account. Note that this does not apply to personal social media accounts.
- do not follow links on social media pages that are posted by individuals or organisations that you do not know
- do not download software posted or recommended by individuals or organisations that you do not know
- if you find content that looks suspicious in any way, close your browser and do not return to that page
- be very careful about personal information you share (Note: No personal information must be shared if using corporate/departmental social media accounts).

16. What to do if you get hacked

If an account you manage is hacked, log into the social networking site and change the password as soon as possible. Delete all the offensive or spam messages sent from the account. Report the incident to the relevant site administrator (e.g. twitter/facebook) and notify communications of the new password.

17. Promoting your social media channels

Social media accounts are promoted continually through other media such as in press releases, on our website or in leaflets, brochures or flyers produced by the Communications team. Check that you are including your social media addresses through any other relevant media or marketing materials.

18. Brand guidelines

All social media accounts must carry the appropriate Arun District Council branding which will be created by the Communications team when an account is set up.

19. Operating hours

Social Media accounts should be managed during office working hours only except in the case of emergencies. This should be made clear to those accessing our social media channels by including this information on the homepages of the sites. When the channel is not being managed (i.e. outside office hours), a message should be posted directing people to our website.

20. Corporate disclaimer

All social media accounts should provide a link to our corporate disclaimer:

“Arun District Council maintains a number of social media sites to enable us to provide a regular stream of information, news and service updates and to engage and consult with residents. Our social media sites are managed Monday to Friday during office hours.

We welcome your comments, suggestions and questions raised through our social media sites and request that you do not use these channels to post abusive, offensive or inappropriate comments. We reserve the right to remove any comment that we deem inappropriate. Please report any offensive comments to us by emailing us at public.relations@arun.gov.uk

As the content of posts should be accessible to as many people as possible, and because the Council is unable to effectively moderate content in language other than English, posts in other languages should be avoided. The Council reserves the right to remove posts that contain content in languages other than English if, in the view of the Council, the content could be considered abusive, offensive or inappropriate.

Arun District Council cannot be held responsible for any content which has been posted by a member of the public and we do not endorse such content or the authors who create it.

In order to fulfil our responsibility to comply with the code of recommended practice on local authority publicity, we reserve the right to remove overtly political material.

21. Requesting a social media account

Communications hold a register of all approved social media accounts. Approval for requests from individuals/service area representatives to operate a social media account must be approved through a two stage process:

- i) In the first instance by application to Communications via public.relations@arun.gov.uk who will send out a 'Request for Social Media Account form' which asks specific questions about why the account is being set up, how it will be resourced etc
- ii) If the request is accepted at stage i) the application will be forwarded to the relevant CMT member and/or service head for final approval. If it is rejected, the reason for this decision will be passed to both the applicant and their service head/CMT member.

Note: Applicants have a right to appeal a decision made by Communications team. Appeals should be made to the relevant head of service/CMT member.

Operating a social media account is a long term investment in both time and resources if it is to be properly managed and your business case should demonstrate the following:

Why do you think you need a social media account? (Could other communication methods be more effective eg better website pages?)

Who will manage the account? (You need two named individuals)

How will you manage the account? (It needs to be managed on a daily basis and in the absence of either or both of the named individuals)

What information will you be communicating through the account?

When will you update the account (specified timeframe for posting new information or to respond to comments or questions)?

If you can communicate effectively through our website and through our corporate social media channels and you are unable to demonstrate how you will meet the above criteria, it is unlikely that your request will be successful.

IT IS BETTER NOT TO HAVE A SOCIAL MEDIA ACCOUNT THAN TO HAVE ONE THAT CANNOT BE PROPERLY MANAGED.

If you have considered all of the above and would like to apply for a social media account, please contact us with your request at public.relations@arun.gov.uk

22. Personal use of social media sites

If you are using social media for personal use, you must adhere to the following:

- you may use personal social media sites at work but this must be within your own personal time and outside your working hours
- if you have indicated that you work at Arun District Council, you should add a disclaimer that states that opinions on this site are your own eg 'The views expressed are my own and do not reflect the views of my employer'
- you should not use work related material on your own site(s) unless you are republishing from a corporate site or you have prior permission to do so
- you must act in a manner that does not bring the council into disrepute
- staff in politically restricted roles must not indicate a political allegiance
- you must not make discriminatory or offensive comments about work colleagues on social networking or other sites
- you should not disclose your username or password to anyone

If you feel harassed, bullied or are offended by material posted or uploaded by a colleague through a social media account, you should inform your line manager who will investigate the matter.

23. Training

The Communications team provide one-to-one or group training courses in social media skills, depending on your needs.

If you would like to make a booking, please contact the team at public.relations@arun.gov.uk to discuss your needs further.

24. Useful Documents

Page	Document	Link
3	Information Security Policy	http://sharepoint.in.arun.gov.uk/ICT/SitePages/Home.aspx
3	Internet & Email Acceptable Usage Agreement	http://sharepoint.in.arun.gov.uk/ICT/SitePages/Home.aspx
3	Data Protection Policy	http://sharepoint.in.arun.gov.uk/info/SitePages/Home.aspx
7	Filming & Photographic Policy	

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF FULL COUNCIL ON 18 JULY 2018

**SUBJECT: APPOINTMENT OF PROPER OFFICER FOR INFECTIOUS DISEASE
CONTROL PURPOSES**

REPORT AUTHOR: Nat Slade, Group Head of Technical Services
DATE: 29 June 2018
EXTN: 37683
PORTFOLIO AREA: Technical Services

EXECUTIVE SUMMARY:

The Council needs to have a “Proper Officer” in place to support the Environmental Health team in fulfilling its statutory duties in relation control of infectious disease. Full Council is requested to delegate to the Group Head of Technical Services the authority to appoint a Proper Officer for the following purposes: The Health Protection (Notification) Regulations 2010 regulations 2, 3, 6 & Public Health (Control of Disease) Act 1984 section 48.

RECOMMENDATIONS:

It is recommended that

1. The Group Head of Technical Services be delegated authority to appoint a Proper Officer for the following purposes: The Health Protection (Notification) Regulations 2010 regulations 2, 3, 6 & Public Health (Control of Disease) Act 1984 section 48; and
2. The Group Head of Council Advice & Monitoring Officer be authorised to make any consequential amendments to the Constitution.

1. BACKGROUND:

- 1.1 Arun District Council is a “relevant health protection authority” as defined by Public Health (Control of Diseases) Act 1984. This legislation and associated health protection regulations confers duties and powers on this and other Councils to take steps to control the spread of notifiable infectious disease, infection and contamination.
- 1.2 Some aspects of the Council’s duties are currently undertaken by Public Health England. This and other Councils have previously appointed members of Public Health England’s staff as “proper officers” to carry out specified duties on the Council’s behalf, in support of the Environmental Health team’s infection control statutory duties.
- 1.3 Public Health England is undergoing organisational change and consequently requires

<p>all Councils to re-appoint staff within their revised organisations as “proper officers”.</p> <p>1.4 The relevant “proper officer” roles include the following functions on behalf of the Council:</p> <ul style="list-style-type: none"> • to receive and disclosure notifications of suspected notifiable disease, infection or contamination in patients and dead persons. • to prepare certificates for the Justice of the Peace to permit bodies to be removed to mortuaries and for burial within prescribed times, if the body would endanger the health of any person. <p>1.5 Public Health England has been fulfilling these roles successfully across the country for several years. There is no good reason for the Council to take on these duties directly, when there is resourced national infrastructure available to do it within Public Health England.</p> <p>1.6 In order to make the necessary appointment of proper officers on this and future occasions, Full Council is requested to authorise the Group Head of Technical Services to make such appointments now and in the future, negating the need to take future reports of this nature to Full Council. This will make future appointments faster and more efficient.</p>		
<p>2. PROPOSAL(S):</p> <p>2.1 The Group Head of Technical Services be delegated authority to appoint a Proper Officer for the following purposes: The Health Protection (Notification) Regulations 2010 regulations 2, 3, 6 & Public Health (Control of Disease) Act 1984 section 48; and</p> <p>2.2 The Group Head of Council Advice & Monitoring Officer be authorised to make any consequential amendments to the Constitution.</p>		
<p>3. OPTIONS:</p> <p>3.1 Take the functions in-house, for which resourcing would be required. In relation to the notification of infectious diseases, taking the functions in-house would cause significant and ongoing disruption and service degradation within the various hospitals, laboratories and GP surgeries who all report notifiable diseases to Public Health England for every district within England.</p> <p>3.2 Appoint a different external organisation to act on the Council’s behalf. This would also be at additional cost to the Council and cause disruption and service degradation.</p>		
<p>4. CONSULTATION:</p> <p>None.</p>		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		x
Relevant District Ward Councillors		x
Other groups/persons (please specify)		x
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES:	YES	NO

(Explain in more detail at 6 below)		
Financial		x
Legal		x
Human Rights/Equality Impact Assessment		x
Community Safety including Section 17 of Crime & Disorder Act		x
Sustainability		x
Asset Management/Property/Land		x
Technology		x
Other (please explain)		x

6. IMPLICATIONS:

6.1 The effect of authorising Public Health England South East to act as proper officers for these purposes has no material effect as the functions are already carried out by Public Health England. The effect of authorising Public Health England South East is to ensure that it is clear that the revised organisation is properly authorised to act on the Council's behalf and within the law.

7. REASON FOR THE DECISION:

7.1 To enable Public Health England South East to continue, on behalf of the Council, to receive and disclosure notifications of suspected notifiable disease, infection or contamination in patients and dead persons.

7.2 To enable Public Health England South East to continue, on behalf of the Council, to prepare certificates for the Justice of the Peace to permit bodies to be removed to mortuaries and for burial within prescribed times, if the body would endanger the health of any person.

7.3 To make future appointments of Proper Officers for these purposes, faster and more efficient.

8. BACKGROUND PAPERS:

Health Protection (Notification) Regulations 2010

<http://www.legislation.gov.uk/ukxi/2010/659/contents/made>

Public Health (Control of Diseases) Act 1984

<http://www.legislation.gov.uk/ukpga/1984/22/contents>

Part 4 of the Council's Constitution: Officer Scheme of Delegation

<https://www.arun.gov.uk/download.cfm?doc=docm93jjm4n12349.pdf&ver=12361>