



Members are reminded to bring their Agendas from the Cabinet Meeting held on 23 July 2018 with them to the meeting

28 August 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, 12 September 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. **Petition from the Bognor Regis Civic Society – Provision of a Permanent Ice Rink**

A Petition was submitted to the Council Meeting on 2 May 2018 by the Bognor Regis Civic Society. As the Petition contains over 1,500 signatures it requires a debate by Full Council.

The attached report provides the background information for the Council to consider in holding this debate.

6. **Minutes**

To approve as a correct record the Minutes of the Full Council Meeting held on 18 July 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. **Overview Select Committee – 10 July 2018**

The Chairman, Councillor Dingemans, will present the Minutes from the meeting of the Overview Select Committee held on 10 July 2018. There are recommendations at:

- o Minute 68 [Overview Select Committee – Review of Scrutiny Procedure Rules] – to view the Officer's report and the revised Procedure Rules – please click on these links - [Report](#) and [Appendix](#)

10. **Development Control Committee – 11 July 2018**

The Chairman, Councillor Bower, will present the Minutes from the meeting of the Development Control Committee held on 11 July 2018. There are no recommendations.

11. **Housing & Customer Services Working Group – 19 July 2018**

The Chairman, Councillor Hughes, will present the Minutes from the meeting of the Housing & Customer Services Working Group held on 19 July 2018. There are no recommendations.

12. **Cabinet – 23 July 2018**

The Chairman, Councillor Mrs Brown, will present the Minutes from the Cabinet meeting held on 23 July 2018. There are no recommendations.

13. **Audit & Governance Committee – 26 July 2018**

The Chairman, Councillor Chapman, will present the Minutes from the meeting of the Audit & Governance Committee held on 26 July 2018. There are a series of recommendations at:

- Minute 127 (Treasury Management Annual Report – 2017/18) – to view the Officer's report and Appendices, please click on this link – [Report and Appendices](#)
- Minute 129 (Chairman's Annual Report to Council – 2017/18) – to view the Officer's report and the Chairman's Annual Report – please click on this link - [Report](#) and [Appendix](#)

14. **Environment & Leisure Working Group – 31 July 2018**

The Chairman, Councillor Hitchins, will present the Minutes from the meeting of the Environment & Leisure Working Group held on 31 July 2018. There are no recommendations.

15. **Electoral Review Sub-Committee – 1 August 2018**

The Chairman, Councillor Dendle, will present the Minutes from the meeting of the Electoral Review Sub-Committee held on 1 August 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](#) and [Appendix](#)

16. Development Control Committee – 8 August 2018

The Chairman, Councillor Bower, will present the Minutes from the meeting of the Development Control Committee held on 8 August 2018. There are no recommendations.

17. Constitution Working Party – 14 August 2018

The Chairman, Councillor Mrs Bower, will present the Minutes from the meeting of the Constitution Working Party held on 14 August 2018. There are recommendations at:

- Minute 9 [Constitutional Amendments to Part 6, Individual Cabinet Member Decision Notice Procedure Rules] – to view the Officer’s report and Appendices – please click on this link - [Report](#) and [Appendix](#)
- Minute 10 [Constitutional Amendments to Part 6, Access to Information Procedure Rules] - to view the Officer’s report and Appendices – please click on this link - [Report](#) and [Appendix](#)
- Minute 11 [Constitutional Amendments to Part 6 , Corporate Complaints Procedure Rules] - to view the Officer’s report and Appendices – please click on this link - [Report](#) and [Appendix](#)

18. Motions

To consider any Motions submitted in accordance with Council Procedure Rule 14.

19. Questions from Members

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

OFFICER REPORTS

20. Committee Memberships

Any changes to Committee Memberships that need noting by the Council will be reported at the meeting.

21. Representation on Outside Bodies

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

- 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 – [Filming Policy](#)

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF THE FULL COUNCIL MEETING ON 12 SEPTEMBER 2018

SUBJECT:	Petition from Bognor Regis Civic Society – Provision of a Permanent Ice Rink
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REPORT AUTHOR:	Karl Roberts, Director of Place
DATE:	August 2018
EXTN:	01903 737760
PORTFOLIO AREA:	Leader of the Council and Economy

EXECUTIVE SUMMARY:

A petition was submitted to the Council meeting on 2 May 2018 by the Bognor Regis Civic Society. As the petition contains over 1,500 signatures, it requires a debate by Full Council.

This report provides background information with a recommendation for the Council to consider in holding this debate.

RECOMMENDATIONS:

The Council is asked to consider whether to:

1. take the action the petition requests; or
2. not to take the action requested for reasons put forward in the debate; or
3. commission further investigation into the request; or
4. support the following statement:-

“The Council welcomes the support given to the seasonal temporary Ice Rink and will continue to work positively with commercial operators to the successful delivery of similar events in the future. Regarding a permanent facility the Council will provide non-financial support to any commercial operator who has a sound business case to deliver such a facility on the outskirts of the town.”

1.0 BACKGROUND

- 1.1 The Council’s Constitution confirms at Part 8 (Codes and Protocols), Section 8 how the Petition Scheme operates. The petition submitted by the Bognor Regis Civic Society includes 2,479 signatures from people living or working within the Arun District. As the petition contains more than 1,500 signatures, it requires a debate by Full Council. The petition was deferred to this meeting of Full Council, rather than the previous meeting on 18 July 2018 to enable the officer team to compile this report to inform Members at this debate.

1.2 The petition asks the Council:

“In view of the tremendous success of the Christmas temporary Ice Rink, we, the undersigned, petition Arun District Council to incorporate a permanent, quality Ice Rink, possibly multi-use, into the Bognor Regis Regeneration plans currently under consideration.”

2.0 PROCEDURE FOR THE DEBATE

2.1 As confirmed in the Petitions Scheme, the procedure for the debate is:

- i. the Bognor Regis Civic Society representative will be allowed 5 minutes (maximum) to present their petition;
- ii. Councillor Mrs Brown, as the relevant Cabinet Member, will have 5 minutes (maximum) to respond; and
- iii. there will be a debate for up to 30 minutes, with each Councillor allowed to speak for a maximum of 3 minutes (the Chairman of the Council can use his discretion to extend the length of the debate).

2.2 The Council will decide how to respond to the petition at the meeting. It may decide to:

- i. take the action the petition requests;
- ii. not to take the action requested for reasons put forward in the debate; or
- iii. to commission further investigation into the matter.
- iv. To support a statement made in response to the petition

2.3 A vote will be taken on the final decision.

3.0 BACKGROUND INFORMATION & RECOMMENDATION

3.1 The positive feedback to the temporary Ice Rink is very much welcome. Officers of the Council worked extensively with the operators of the Ice Rink over a relatively short period of time to overcome any hurdles to its successful operation. Over the period 23 November 2017 – 8 January 2018, an estimated 8,000- 10,000 people visited the Ice Rink. All of the local schools visited the rink. The largest group was 90 persons. A planning application is shortly to be submitted to facilitate the continued use of this area for this temporary use and other uses.

3.2 The Council has considered the potential for an Ice Rink in its regeneration plans on a number of occasions. The agreed 2003 Masterplan for this site refers to a ‘Leisure Heart, but doesn’t specify an Ice Rink as a required use. Members were invited to re-affirm a number of the development principles from the masterplan for this site as recently as 2015. The current set of principles as agreed in July 2015 are as follows.

“The Regis Centre site is the ‘jewel in the crown’ of the Master Plan. Development on this site could be pivotal to the long-term future of the town. There is a shared vision that development on this site should consist of activities that attract visitors to the town, and these must be housed within a first class building and public realm.

Character:

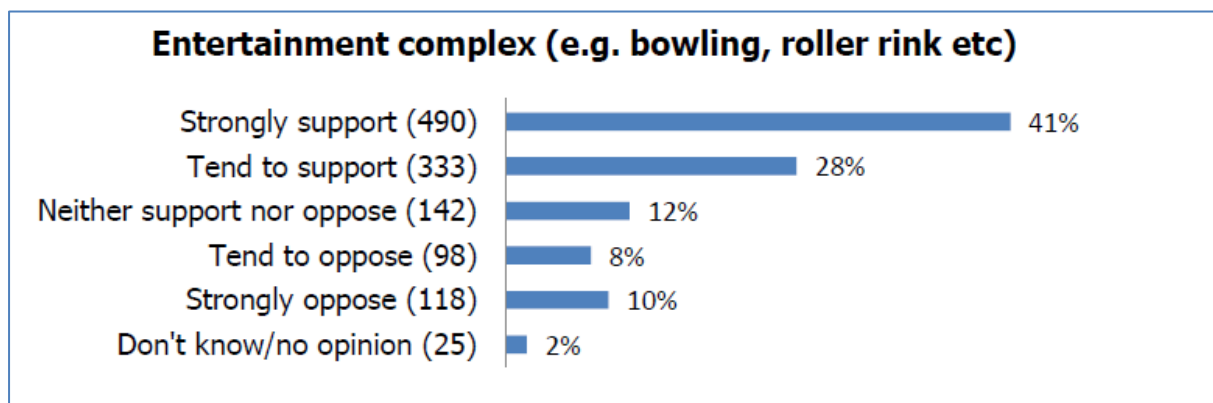
A mixed use development, with family-led leisure/cultural activity, centred around a quality destination of a suitable critical mass to make the seafront a vibrant location. The seafront will become a key part of the town centre, rather than feeling on the edge.

The proposed uses within the development are a mix of commercial and non-commercial, with active (A1/A3) uses on the ground and first floor, with residential on the upper storeys. A new theatre is provided, however the development of any new arts facility will have to be more flexible to make the theatre space more economically sustainable and in use all year. The Town Hall will remain in civic use. While parking related to the development would be provided within the block, undercroft spaces will also be provided with a landscape courtyard above.

Development Principles:

- *Reinforce physical connections from the station through town centre and arcade to seafront.*
- *A mixed use landmark development.*
- *Protect and enhance views to seafront.*
- *Provide protection from the microclimate.*
- *Development should have frontage on all sides.*
- *Ground floor uses should provide active frontage and generate activity.*
- *Quality residential development on upper floors.*
- *Town Hall should be retained and enhanced.*
- *Parking within a courtyard setting.*
- *5 storeys is an appropriate height for development”.*

- 3.3 Appended at Appendix A is an extract of a report produced by Urban Delivery in 2012 reviewing potential leisure uses for the Regis Centre site.
- 3.4 This work has been updated (in respect of an Ice Rink) by Sports Consultancy, specifically to inform this report (it contains commercially sensitive information, hence the redacted sections). That report and its own Appendix are appended as Appendices B & C to this report.
- 3.5 In addition to the above the Council, as part of its major public consultation exercise in 2015, asked the public for its view on the potential provision of an entertainment complex (including a roller Rink). The table below shows the result.



- 3.6 In conclusion, it is clear that there is strong local support for an Ice Rink. However, the report prepared for the Council both in 2012 and 2018 demonstrate that there are clear commercial reasons why an Ice Rink has not been delivered by the private sector in the locality to date. The availability of a large population catchment is clearly a major determinant and as the latest report shows there is not sufficient population available within a reasonable drive time. Furthermore, the greater the drive time, the more likely the potential catchment would overlap with the catchment areas for the existing Gosport and Guildford Ice Rinks.
- 3.7 In terms of the availability of a site, it is clear from information available in Appendices B and C that to accommodate an Ice Rink on the Regis Centre site would be extremely challenging and in all likelihood would lead to the loss of onsite car parking and the relocation of the theatre. Providing car parking either above or below an Ice Rink would be very expensive because of ground conditions or the need to substantially strengthen what would be a large span building for the Ice Rink itself. Members will recall that in the past there has been much discussion regarding the level of car parking provision being provided in both the redevelopment of this site and others and current plans seek to retain as much car parking as possible.
- 3.8 The physical consequences of trying to accommodate everyone's aspirations on what is not a particularly large site could result in a bulk of building which is not desirable for this premier seaside location. It is therefore more appropriate to consider a location on the outskirts of the town for such a facility.
- 3.9 Notwithstanding the concerns about the commerciality of creating a permanent Ice Rink, the Council would clearly wish to provide non-financial support to any commercial operator who considered they could make a commercial success of creating an Ice Rink on the outskirts of the town (having regard to the lack of suitable sites in the town centre).
- 3.10 The recommendations have therefore been formulated to support such a proposition.

4.0 OPTIONS:

1. To take the action the petition requests.
2. Not to take the action requested for reasons put forward in the debate.
3. To commission further investigation into the matter.
4. To support a statement made in response to the petition

5.0 CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		x
Relevant District Ward Councillors		x
Other groups/persons (please specify)		

6.0 ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail below)

	YES	NO
Financial	✓	
Legal	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓

Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓

6.0 IMPLICATIONS:

6.1 There is currently no financial provision in the Council's capital plan for the provision of an Ice Rink. From a legal perspective there are no immediate issues arising from the proposed recommendation. Should the Council wish to support the provision of an Ice Rink on the Regis Centre then there are lease issues (with financial consequences) that would need to be addressed. This report does not give rise to any specific equality issues.

7.0 REASON FOR THE DECISION:

To comply with the requirements of the Council's Petitions Scheme to consider any petitions received.

8.0 BACKGROUND PAPERS:

- A. Extract from - Review of Potential Leisure Uses at The Regis Centre Site, Bognor Regis, 2012 – Urban Delivery
- B. Initial Feasibility Study - Bognor Regis Permanent Ice Rink
- C. Bognor Ice Rink Feasibility Study: 16 August 2018 - Standalone Facility Analysis

**Extract from - Review of Potential Leisure Uses at The Regis Centre Site
Bognor Regis, 2012 – Urban Delivery**

Ice-rink

- 2.22 There is not currently an ice-rink in Bognor Regis. Our research has located the nearest facility at Gosport, approximately 33 kilometres (21 miles) away.
- 2.23 The standard size of an ice-rink (Olympic/international standards) is in the region of 30m wide and 61m long (98 ft x 200 ft). However, our research suggests that many ice-rinks in the UK are smaller than this standard. A common dimension for the larger rinks in the UK are in the order of 26m wide by 56m long (85 ft x 183 ft), although there are a selection of full sized rinks in the south east.
- 2.24 Given the required size of an ice-rink it is unlikely that the site at the Regis Centre car park could accommodate the facility in addition to the necessary ancillary facilities such as changing rooms, restaurants and car parking. We have investigated a number of Ice Rinks across the UK in order to understand the average site area that an ice-rink requires.
- 2.25 Ice Rinks can be accommodated within a varied site area as shown in the site plans below. These plans provide an indication of the site dimensions required to accommodate an Ice Rink and compare the size of existing Ice Rink sites to the area available on the Regis Centre car park site. The most compact site we identified was that of Blackburn Ice Arena which occupies a building averaging approximately 87m x 58m. In order to accommodate a similar size facility on the Regis Centre car park site it would be necessary to demolish either the Regis Centre itself or the adjacent Council offices.

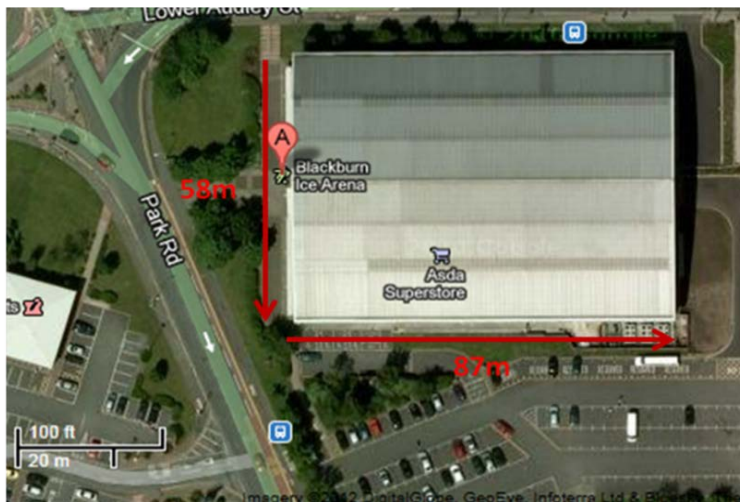
Regis Centre Car Park Site



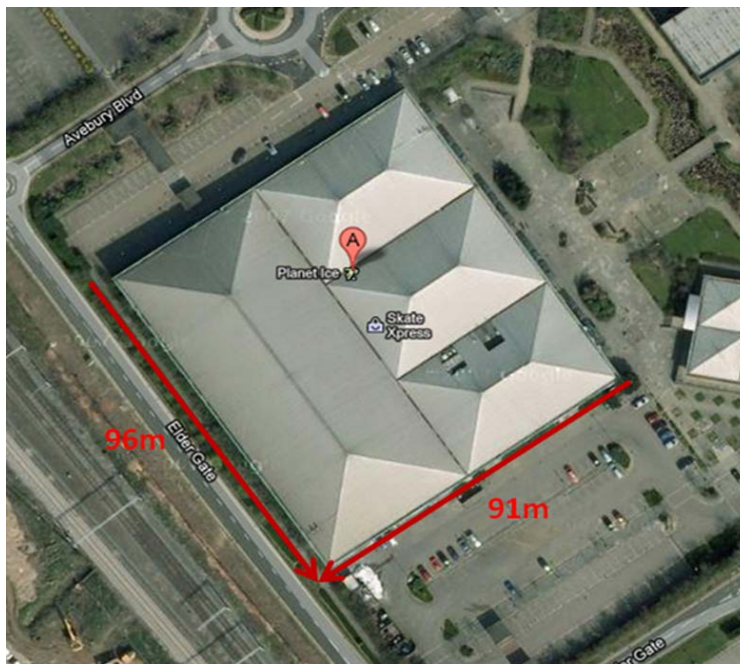
Gosport, Planet Ice



Blackburn Ice Arena



Milton Keynes, Planet Ice



- 2.26 The cost of operating an ice-rink can be expensive thereby deterring demand among operators. We are aware of a recent scheme having been developed in Widnes, known as the Hive Leisure Park, which includes an ice-rink, cinema, tenpin bowling alley, hotel and restaurants. The scheme was developed in a joint venture with St Modwen and the local authority. St Modwen has advised that the original ice-rink operator, Arena Leisure, would only proceed with the scheme on the basis that a cinema was also included as part of the wider development.
- 2.27 In the circumstances, Arena Leisure collapsed into administration prior to taking occupation and the facility was passed on to the local authority, which has since secured a new operator. Terms of the letting are confidential but it is understood the agreed rent reflects a discount on the rental originally agreed with Arena Leisure.
- 2.28 Our own research into the Hive Leisure Park development suggests that the overall scheme, as a joint venture with the local authority, required financial subsidy in order to be viable. It is understood that this subsidy included a capital contribution towards the initial build cost and it is possible that the operation of this ice-rink may also require an on-going revenue subsidy from the local authority.
- 2.29 Colliers International is assisting the Council in devising the districts leisure strategy and we note that in its draft report has remarked that “ice-rinks are seldom built these days and, when they are, they are built in large population centres. That is because they need a large number of users, at all times of the year. They are, even then, likely to require a big subsidy to cover their costs”.
- 2.30 We have undertaken some research to identify ways in which an ice-rink can be run as a viable operation. A leisure based development consultant we spoke to, currently involved in a scheme at Burnham on Sea, suggested that such rinks tend to be located in areas with a high population or are easily accessible from an extended catchment area. Close proximity to main roads and adequate car parking would be necessary in order to attract skaters from further afield. In order for such a facility to be economically viable it would be necessary to generate additional revenue streams. This can require the hosting of high profile events such as premier league ice hockey matches as well as the ability to cover the ice pad and use the venue to host other sports events such as professional basketball and music concerts. However, it was stressed that the venue he was currently involved with was part of a larger leisure and sports complex that would help attract larger visitor numbers.
- 2.31 For the ice-rinks we have identified above we have sought to identify the local population and the catchment within a 20km radius. We have used data provided by Costar Focus which indicates the following population statistics:
- Gosport:** Population of 80,000 with a 20km catchment of 750,000
Blackburn: Population of 140,000 with a 20km catchment of 950,000
Milton Keynes: Population of 210,000 with a 20km catchment of 400,000
- 2.32 For comparison purposes, Bognor Regis is recorded as having a population of approximately 150,000 residents within the district and a 20km catchment of around 250,000 people.
- 2.33 While there is currently no ice-rink serving the local population, we note that the Colliers International report and survey, aimed at identifying desirable leisure pursuits among the local population, did not make reference to ice skating as a regular or occasional leisure activity currently undertaken by residents, nor was it listed as an activity in which residents would seek to participate. While the desire for an Ice Rink has been raised in the past it remains uncertain whether there would be sufficient demand to support a facility all year around without the need for significant Council subsidy.



Arun District Council

Initial Feasibility Study

Bognor Regis Permanent Ice Rink

Strictly Confidential – Contains Commercially Sensitive Information

13th August 2018



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1. INTRODUCTION

- 1.1 The Sports Consultancy was appointed by Arun District Council in May 2018 to investigate the feasibility of a permanent ice rink facility located in Bognor Regis.

2. BACKGROUND

- 2.1 A temporary ice rink was constructed on the Place St Maur, Bognor Regis, for six weeks over the Christmas period, between November 2017 and January 2018. The ice-rink proved a success amongst residents, and prompted a petition proposing a permanent ice rink facility to be located in Bognor Regis, which contained over 2,400 signatures.
- 2.2 The petition, by Bognor Regis Civic Society, was handed to Arun District Council on 30th April 2018.
- 2.3 The Council is seeking to understand the potential usage figures and financial implications of a new permanent ice rink, located in Bognor Regis.
- 2.4 The following scope of work was agreed in order to fully understand current provision, facility needs and the affordability of any potential capital projects.

3. METHODOLOGY

- 3.1 **Background and strategic review** – We undertook a detailed background review to understand the ice rink market, seasonality and usage figures. Using Sport England's facility database, we reviewed the existing ice rinks within the catchment area, in particular those operated by local authorities.
- 3.2 **Benchmark analysis** – Using data collected during the strategic review, we undertook a benchmark analysis.

- 3.3 **Options appraisal** – We reviewed the outcome of our work and provided an appraisal, considering the financial aspects as well as the participation/usage impacts.

- 3.4 **Capital costs** – Initial capital cost estimates have been completed using benchmarked cost data and Sport England facility cost data.

- 3.5 **Revenue projections** – Indicative revenue projections for an ice rink located in Bognor Regis have been completed based on comparable facilities and benchmarked data.

- 3.6 **Report** – A summary report has been produced summarizing each of the stages described and giving recommendations on proceeding to the next stage.

- 3.7 This findings from the study are summarised in the following sections of this report.

4. MARKET ANALYSIS

4.1 There are eight permanent ice rink facilities in the South East region of England, as shown in Table 1.

Table 1: Permanent Ice Rink in the South East region of England

Site Name	Post Code	Ownership Type
GUILDFORD SPECTRUM	GU1 1UP	Local Authority
JOHN NIKE LEISURESPORT COMPLEX	RG12 8TN	Commercial
OXFORD ICE RINK	OX1 1RX	Local Authority
PLANET ICE BASINGSTOKE	RG22 6PG	Commercial
PLANET ICE GOSPORT	PO13 0ZX	Commercial
PLANET ICE MILTON KEYNES	MK9 1BL	Commercial
SILVER BLADES GILLINGHAM	ME8 0PU	Commercial
SILVER BLADES SLOUGH	SL1 2QG	Local Authority

4.2 The South East region has the most ice rinks of any Sport England region, in addition to the second highest number of ice rinks per capita. A comparison of provision across England is presented in Table 2.

Table 2: Ice rink provision in England

Region	No. of ice rinks in region	Population	Rinks per million of population
South East	8	8.79	0.91
Yorkshire and the Humber	7	5.34	1.31
London	6	8.79	0.68
North West	5	7.05	0.71
West Midlands	5	5.68	0.88
East Midlands	3	4.53	0.66
Eastern	3	5.85	0.51
North East	2	2.61	0.77
South West	2	5.34	0.37

4.3 Table 2 shows that the South East market is currently well served, with 0.91 ice rinks per capita, the second highest in the nation and well above the national average of 0.76 ice rinks per million people.

5. CATCHMENT POPULATION

5.1 An important determinant of the success of an ice rink is the size and profile of the catchment. Full size ice rinks tend to be built in large cities or within reach of large catchments. To sustain an ice rink, it is recommended the location has a catchment benchmark of 250,000 within a 20 – 30 minute drive time.

5.2 Bognor Regis has a 20 minute drive time population of approximately 173,000 and a 30 minute catchment of approximately 386,000. The population catchment suggests that Bognor Regis is just within the limit to be able to sustain an ice rink. However, when comparing the drive time catchment populations for other ice rinks located in the South East, it is evident that Bognor Regis has a significantly lower catchment population, as shown in Table 3. It is questionable whether Bognor Regis, with a relatively small, 180 degree catchment, would be adequate to support such a facility.

Table 3: Drive time population catchments for Bognor Regis and ice rink facilities in the South East

	20 min population	30 min population	30min catchment compared to Bognor Regis
Bognor Regis	173,039	385,605	n/a
Guilford Spectrum	433,522	1,067,323	+177%
John Nike Leisure Sport Complex	695,407	1,343,917	+249%
Oxford Ice Rink	322,472	564,284	+46%
Planet Ice Basingstoke	185,720	664,941	+72%
Planet Ice Gosport	441,824	933,703	+142%
Planet Ice Milton Keynes	329,931	855,890	+122%
Silver Blades Gillingham	489,805	879,495	+128%
Silver Blades Slough	802,787	1,440,599	+274%

6. DEMOGRAPHICS

6.1 On the whole, Bognor Regis and Arun District have an ageing population. Table 4 shows the population distribution in ages in Arun, West Sussex and England.

Table 4: Age Distribution Statistics

Age	Arun	West Sussex	England
Age 0 to 4	4.90%	5.80%	6.30%
Age 5 to 9	4.70%	5.40%	5.60%
Age 10 to 14	5%	5.70%	5.80%
Age 15 to 17	3.20%	3.60%	3.70%
Age 18 to 24	7.10%	7.20%	9.40%
Age 25 to 29	4.90%	5.50%	6.90%
Age 30 to 44	17%	19.40%	20.60%
Age 45 to 59	19.40%	20.20%	19.40%
Age 60 to 64	7.60%	6.70%	6%
Age 65 to 74	12.90%	10.10%	8.60%
Age 75 to 84	9.10%	7.20%	5.50%
Age 85 and over	4.40%	3.30%	2.30%
Mean Age	45.5	42.3	39.3
Median Age	47	43	39

6.2 5% of Arun's population is made up of 10 to 14 year olds, 3.2% of 15 to 17 year olds, and 7.1% of 18 to 24 year olds. All three of these age groups are below the West Sussex and national distribution percentages. Meanwhile, Arun has the greatest percentage of ages 60 – 84+ compared to West Sussex and England.

6.3 Studies have shown that 60% of ice rink users are between 12 – 24 years old. Therefore the demographic profile in Arun indicates that there is not sufficient demand for a permanent ice rink in Arun.

7. USAGE

7.1 A typical programme of usage would include:

- Recreational skating
- Featured session, e.g. discos
- Private sessions
- Competitions
- Instruction sessions
- Practice sessions for competitive skaters
- Ice sports, e.g. ice hockey, speed skating, curling etc.

7.2 An ice rink's throughput and revenue is largely driven by public recreational skating sessions.

7.3 Ice sports, particularly hockey, forms an important part of the usage programme as it can be scheduled for late night usage when demand is otherwise very low. There are no ice sport teams in the catchment area, and it is unlikely that the small catchment population would be able to support a professional or semi-professional team.

7.4 Table 5 shows the professional ice hockey teams in the UK that compete in the Elite Ice Hockey League along with the capacity of their home stadiums. Figure 1 shows the distribution of stadiums that home these teams.

Table 5: Professional ice hockey teams that compete in the EIHL

Team	Founded	City	Stadium	Capacity	Years in EIHL
Belfast Giants	2000	Belfast	SSE Arena Belfast	9,000	2003–present
Braehead Clan	2010	Glasgow	Braehead Arena	4,000	2010–present
Cardiff Devils	1986	Cardiff	Ice Arena Wales	3,088	2003–present
Coventry Blaze	1965	Coventry	SkyDome Arena	3,000	2003–present
Dundee Stars	2001	Dundee	Dundee Ice Arena	2,300	2010–present
Fife Flyers	1938	Kirkcaldy	Fife Ice Arena	3,525	2011–present
Guildford Flames	1992	Guildford	Guildford Spectrum	2,200	2017–present
Manchester Storm	2015	Altrincham	Silverblades Ice Rink Altrincham	2,400	2015–present
Milton Keynes Lightning	2002	Milton Keynes	Planet Ice Milton Keynes	2,800	2017–present
Nottingham Panthers	1946	Nottingham	National Ice Centre	7,500	2003–present
Sheffield Steelers	1991	Sheffield	FlyDSA Arena Sheffield	9,500	2003–present

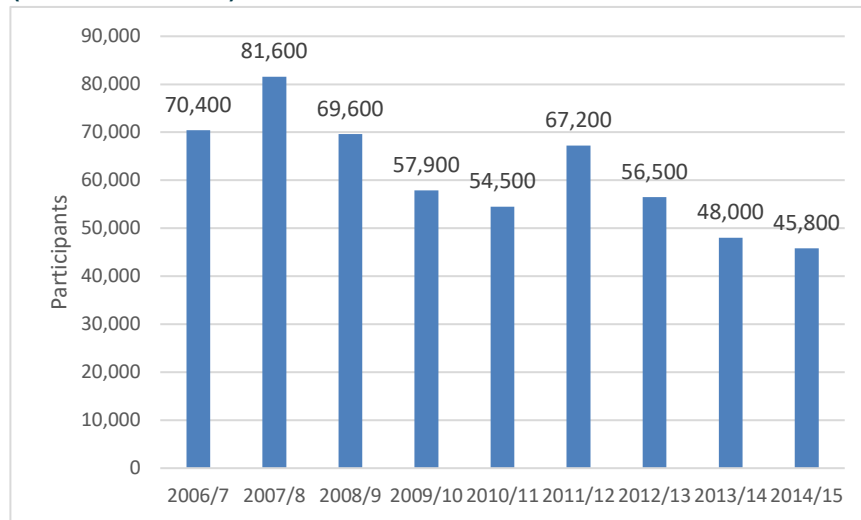
Figure 1: Map of the stadiums used by professional ice hockey teams



8. PARTICIPATION RATES

- 8.1 Statistics show that the number of people participating in competitive ice skating in England has declined since 2007/8, with the exception of the year 2011/12 (which is likely due to the London 2012 Olympics).
- 8.2 Figure 2 shows the decline in people participating in ice skating in England from 2006/7 to 2015/16.

Figure 2: Number of people participating in ice skating in England (non-recreational)



Source: www.statista.com

- 8.3 The decline in ice skating participation can also be seen in recreational skating. During public sessions in 2016/17 the National Ice Centre in Nottingham attracted over 109,000 customer, which was down by 9% on the previous year. The decline in ice skating participation is a national trend, with the majority of members of the Ice Rink Manager's Association (IMRA) are recording a similar downturn in attendance (between 5% and 25% per annum).

9. SEASONALITY

- 9.1 Temporary ice rinks typically attract casual skaters who would not necessarily be regular visitors to a traditional rink.
- 9.2 Ice rinks are seasonal attractions, typically achieving much higher visitor numbers in winter months.
- 9.3 The National Ice Centre attracted over 109,000 customer visits in 2016/17. Of these visits, 11,250 admissions were recorded during November and 17,500 during December. Over just eight weeks, the National Ice Centre experienced over a quarter of its annual visits (26%).

10. OPERATING COSTS

- 10.1 The operating costs associated with ice rinks are typically very high. This is largely attributed to the high utilities and staffing costs required to operate an ice rink. The following case studies provide some indicative operative costs of ice rink facilities.

11. ICE RINKS AS PART OF LEISURE HUBS

- 11.1 There are a range of ice rinks that operate successfully across the country. Often such ice rinks are provided as part of a hub of sports provision in which the economies of scale attract a wide number of users that enable the sports complex to be viable. An example of such a facility is the Guilford Spectrum, which is one of the largest sports hubs in the country.

Guilford Spectrum

- 11.2 The Guilford Spectrum is operated by Freedom Leisure on behalf Guildford Borough Council. The centre includes many complimentary facilities to an ice rink, including a 32 lane bowling alley, large leisure swimming complex and large event halls.

Income

11.3 In 2017-18 Spectrum Ice generated [REDACTED] of income with a throughput of [REDACTED] visitors. The income generated by the ice rink relates to approximately [REDACTED]% of the income generated by the Spectrum as a whole.

11.4 The largest single income contributor is from [REDACTED] which equates to [REDACTED]% of total income, in addition to a further [REDACTED] for [REDACTED]. In total, [REDACTED] generates [REDACTED] of income for Spectrum Ice.

11.5 In addition to benefiting from [REDACTED], the Guilford Spectrum host large events due to their good transport links and 2,200 seat capacity. For example, ITV regularly commission Dancing on Ice series which has a large impact on income and attendance; on the first night of televising the previous series, Spectrum Ice had over [REDACTED] enquiries for skating lessons.

11.6 The success of the Spectrum Ice can be attributed to the rink being part of a much larger complex which is a tourism destination that has a much larger catchment area. This is assisted by the location of Guilford, with good transport links and a large catchment population.

Expenditure

11.7 The costs of operating the ice rink at the Spectrum are harder to identify due to the shared nature of many resources throughout the complex. We have consulted with the leisure operator, Freedom, to understand the estimated utility costs.

11.8 The expenditure on electricity is approximately [REDACTED] per month, or [REDACTED] per annum. This expenditure is split across:

- [REDACTED]% ice pad
- [REDACTED]% air handling
- [REDACTED]% lighting.

11.9 This excludes any gas consumption for domestic hot water. Dependent on the facilities, this would be a further £500 - £1000 per month.

11.10 There would be a nominal amount on top of this for small power and lighting.

11.11 In total the utilities expenditure is approximately £222,000 - £228,000 per annum.

Sapphire Ice & Leisure, Romford

11.12 Sapphire Ice and Leisure is a new facility located in the London Borough of Havering. The £25 million complex opened in February 2018 and offers a range of facilities including:

- Full size (56m x 26m) ice rink with 900 spectator seats
- 25m x 8 lane main pool
- 15 x 8m learner pool
- 100 station gym
- 2 x studios

11.13 The new ice rink is home to the local ice hockey team the London Raiders.

11.14 Between February and May (inclusive) the centre generated on average [REDACTED] per month, with the ice rink contributing to approximately [REDACTED]% of this (on average [REDACTED] per month). Similarly to Spectrum Ice, the success of Sapphire Ice & Leisure can be attributed to the large London catchment population and the complimenting facilities.

12. STANDALONE ICE RINKS

12.1 Ice rinks require a significant area of land, not only to locate the main building, but also ancillary facilities such as parking, which impacts the viability of the facility. Standalone ice rink facilities typically experience

significantly less throughput and higher operating costs than co-located facilities as a result of fewer shared resources.

Norwich Case Study

12.2 The city's only permanent ice rink originally opened in October 2006 but was hit by a string of problems and first closed just months later. It reopened and closed several times before eventually shutting in summer 2009.

12.3 The ice rink was then bought by Planet Ice who then spent £300,000 refurbishing the rink before it re-opened on Christmas Eve 2009. The centre later permanently closed in 2012 as a result of costly maintenance issues.

Ryde Arena

12.4 Ryde Arena on the Isle of Wight was shut in October by bailiffs, 18 months after being taken over by a community group. AEW UK, which owns the building, said Ryde Arena Ltd owed about £200,000 in rent arrears and terminated its lease.

13. OTHER EXAMPLES

13.1 Leisure operator GLL manage three ice rinks in England:

- Streatham Ice & Leisure
- Sobell Leisure Centre, Holloway
- Link Centre, Swindon

13.2 For comparison purposes, the 20 and 30 minute drive time population catchments are shown in Table 6 Streatham Ice & Leisure and Sobell Leisure Centre have a significantly greater 30 minute drive time population catchment than Bognor Regis, whereas Link Centre has a 10% greater drive time population catchment.

Table 6: Drive time population catchments for Bognor Regis and ice rink facilities managed by GLL

	20 min population	30 min population	30min catchment compared to Bognor Regis
Bognor Regis	173,039	385,605	n/a
Streatham Ice & Leisure	1,079,424	1,711,773	+344%
Sobell Leisure Centre	1,208,964	1,873,877	+386%
Link Centre	249,616	421,289	+9%

13.3 The income, expenditure and visitor information shown in Table 7 has been provided by GLL. Although the specific centres these figures correlate with were not provided, we have added the likely centres based on the catchment populations.

Table 7: Ice rink financial data provided by GLL

	Ice Rink A Streatham Ice	Ice Rink B Sobell LC	Ice Rink C Link Centre
Income			
Operating expenditure			
Central costs			
Profit / Loss			
Visits (excl. clubs and spectators)			

13.4 It is clear that the 30 minute drive time catchment population has a significant impact on the visitor numbers which in turn drives the income.

Schedule of Areas & Capital Cost

14. CAPITAL COSTS

14.1 In order to examine the viability of an ice rink in Bognor Regis we have compiled a schedule of areas and associated capital costs.

14.2 The background review has shown that ice rinks as part of leisure hubs are typically much more successful than standalone facilities. We have therefore based the ice rink capital costs and revenue projections on co-located facilities, with the assumption that the ice rink would be included in the development plans for the new Arun Leisure Centre.

14.3 Table 8 shows the indicative schedule of areas and capital costs.

Table 8: Schedule of areas and capital costs for Bognor Regis ice rink located at new Arun Leisure Centre

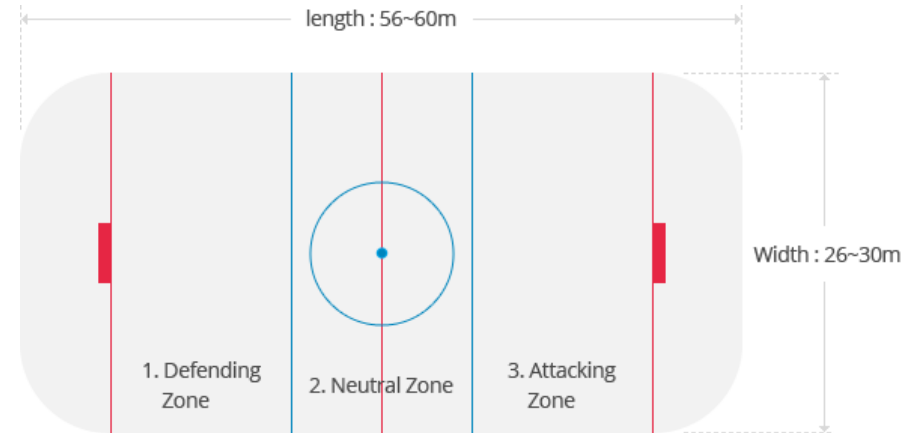
Internal	m ²	Rate per m ²	Total
Entrance Zone	4	£2,600	£10,400
Reception	10	£2,600	£26,000
Boot room	10	£2,600	£26,000
Storage room	10	£2,600	£26,000
Changing rooms	44	£2,600	£114,400
WCs	18	£2,600	£46,800
Circulation	193	£2,600	£501,800
Spectator Seating	112	£2,600	£291,200
Ice rink	1,456	£2,600	£3,785,600
Zone outside rebound boards	255	£2,600	£663,000
FF&E	n/a	n/a	£750,000
Internal Total	2,112	£2,600	£6,241,200

External	Total
Car parking, landscaping etc.	£500,000

Summary	Total
Internal	£6,241,200
External	£500,000
Total	£6,741,200

14.4 The dimensions of an ice hockey rink are shown in Figure 3. We have assumed the minimum dimensions required for an Ice Hockey UK compliant rink (56m x 26m) which can accommodate matches up to national level.

Figure 3: Dimensions of an ice hockey rink



15. REVENUE PROJECTIONS

15.1 Based on our background review and benchmarked data we have completed high level revenue projections showing the income and expenditure for the ice rink at maturity (year 3), shown in Table 9.

Table 9: Revenue projections at maturity for an ice rink located at the new Arun Leisure Centre

Income	Ice rink at maturity
Dry side	£477,534
Rentals	£3,188
Total Income	£480,722
Expenditure	Ice rink at maturity
Staffing costs:	(£198,995)
Premises costs:	(£241,302)
Management costs:	(£30,308)
Other costs:	(£48,072)
Total expenditure	(£518,678)
Net Revenue	Ice rink at maturity
Profit/Loss (Management Fee)	(£37,956)

Key Assumptions

15.2 The ice rink is co-located with other leisure facilities and offers the following sessions:

- Public ice skating sessions
- Lessons

- Ice hockey club

15.3 Opening hours have been assumed to be 10.00 a.m. to 10.00 p.m. Monday to Sunday.

15.4 Public ice skating sessions are one hour long, with a one hour break every three sessions to allow for the resurfacing of the ice.

15.5 The centre is managed by an external leisure operator, with 10% of income accounting for central costs and operator profit.

16. CONCLUSION

- 16.1 Our analysis has shown that South East England has the highest number of ice rinks compared to regions in England and the second highest number of ice rinks per capita. Therefore, on a national level the South East has an above average level of ice rink provision.
- 16.2 Comparing the 30 minute drive time catchment population of Bognor Regis with other ice rink locations in the South East shows that Bognor Regis has a significantly smaller catchment population. On average ice rink facilities in the South East have a 30 minute drive time population 151% greater than Bognor Regis. In addition, Bognor Regis does not have the demographic profile to support the use of a permanent ice rink.
- 16.3 Both competitive and recreational ice skating have seen a decline in participation rates in recent years which further undermines the viability of a permanent ice rink in Bognor Regis.
- 16.4 The indicative capital costs for an ice rink facility, which is co-located with the new Arun Leisure Centre, is approximately £6,750,000.
- 16.5 The indicative revenue projections show that the ice rink would make an annual net loss of £38,000.

17. RECOMMENDATIONS

- 17.1 Given the analysis outlined in this report, an ice rink located in Bognor Regis is not financially viable. We suggest the Council establishes a relationship and contract with a temporary ice rink provider to supply a temporary ice rink between December and January to satisfy the festive demand.

Size of Bognor Regis Ice Rink: 1,456sqm

Site Name	Post Code	Building Footprint (sqm)	Car park (sqm)	Ice Rink Area (sqm)
OXFORD ICE RINK	OX1 1RQ	2,834	2,902	1,456
PLANET ICE ALTRINCHAM	WA15 8EW	3,330	5,274	1,800
PLANET ICE BASINGSTOKE	RG22 6PG	3,982	2,552	1,800
PLANET ICE BLACKBURN ARENA	BB2 3DY	4,702	3,967	1,800
PLANET ICE GOSPORT	PO13 0ZX	2,218	2,644	660
PLANET ICE PETERBOROUGH	PE3 8YN	3,793	4,230	1,568
SILVER BLADES SLOUGH	SL1 2QG	2,990	3,240	1,456
TELFORD ICE RINK	TF3 4JQ	3,615	2,070	1,456
WHITLEY BAY ICE RINK	NE25 8HP	3,457	2,578	1,486

Average building footprint for 1456 sqm ice rink: 3,224

Average car park area for 1456 sqm ice rink: 2,698

**MINUTES
OF A
MEETING OF THE ARUN DISTRICT COUNCIL
HELD IN THE ARUN CIVIC CENTRE
ON 18 JULY 2018 AT 6.00 P.M.**

Present:- Councillors Gammon (Chairman), Dillon (Vice-Chairman), Ambler, Mrs Ayres, Ballard, T Bence, Mrs Bence, Bicknell, Blampied, Mrs Bower, R Bower, Brooks, Mrs Brown, L Brown, Buckland, Cates, Chapman, Charles, Clayden, Cooper, Mrs Daniells, Dendle, Dingemans, Elkins, English, Haymes, Hitchins, Hughes, Mrs Madeley, Mrs Oakley, Olliver-Redgate, Oppler, Mrs Pendleton, Mrs Porter, Purchase, Mrs Rapnik, Reynolds, Miss Rhodes, Smith, Mrs Stainton, Stanley, Tyler, Dr Walsh, Warren, Wheal, Wensley and Wotherspoon.

Honorary Alderman Squires was also in attendance at the meeting

The following Members were absent from the meeting during consideration of the matters referred to in the Minutes indicated:- Councillor Mrs Pendleton, Minutes 97 to 107; Councillor Purchase, Minute 100 [part] to 107; Councillors L.Brown, Hughes, Miss Rhodes and Mrs Porter, Minutes 102 to 107; Tyler, Minutes 103 to 107; and Councillor Reynolds, Minutes 104 to 107.

79. WELCOME

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

80. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Edwards, Mrs Hall, Mrs Harrison-Horn, Mrs Neno, Northeast, Patel and Wells.

Apologies had also been received from Honorary Aldermen Mrs Goad, Mrs Stinchcombe, Mrs Olliver and Mrs Morrish.

81. DECLARATIONS OF INTEREST

The following declarations of interest made:-

Full Council – 18.07.18.

Councillor Dingemans declared a prejudicial interest in Agenda Item 22 [Motions] in view of his membership and current role as Deputy Chair of the South Downs National Park Authority. He stated that, as the Constitution allowed, he intended to ask a question under Agenda Item 4 [Members with pecuniary/prejudicial interests] and would be leaving the meeting when the motion was considered.

Councillor Haymes declared a personal interest in Agenda Item 9 [Electoral Review Subcommittee – 3 May 2018] as he was Chairman of Yapton Parish Council. He stated that he would remain in the meeting and take part in the vote.

With respect to exempt Agenda Item 30 [Disposal/Acquisition of Interest in Land at the Regis Centre, Bognor Regis] the following Councillors declared an interest as indicated:-

Councillor Dillon declared a prejudicial interest and stated that, “whilst my Register of Interests confirms my connection with Arun Arts as a personal interest, on this occasion I wish to declare a prejudicial interest in view of my active involvement with this organisation, which was referred to in the report. I will be leaving the meeting while the item is considered.”

Councillors Brooks, Mrs Daniells, Reynolds and Stanley declared a personal interest as Members of Bognor Regis Town Council. Councillor Brooks also stated that he had made some suggestions on some elements of the scheme in the early stages but not on the planning application.

Councillors Oppler and Stanley declared a personal interest in Agenda Item 24 [Adoption of the Local Plan 2011-2031] and stated “I wish to make this meeting aware that I may have made public statements with my views about the receipt of the Inspector’s report on the Arun Local Plan to be considered at item 24 on this agenda. These were views that I held at that time. However, I have an open mind regarding this item and I will listen and consider all the relevant issues and interests presented to the Council today and I confirm that I will reach my decision based on merit and not bias”.

Councillor Stanley declared a personal interest in Agenda Item 21 [Bognor Regis Regeneration Subcommittee – 25 June 2018] and stated that “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 Hothampton 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.”

82. QUESTION TIME

The Chairman announced that no public questions had been submitted in line with Procedure Rule 11 of the Council's Constitution.

83. QUESTIONS FROM MEMBERS WITH PREJUDICIAL/PECUNIARY INTERESTS

In line with Council Procedure Rule 12, Councillor Dingemans asked a question relating to Agenda Item 22 [Motions].

In leading up to his question, Councillor Dingemans advised the meeting that the South Downs National Park Authority (SDNPA) had a statutory duty to "conserve and enhance the natural beauty, wildlife and cultural heritage of the area". As such, and in view of the recently significant revised cost benefit ratio down to 1.51 from 2.6, it was pursuing a Judicial Review, not against option 5a but because the Authority believed that Highways England had not followed the correct procedure and had not included an option that was completely outside the National Park. His question was therefore to ask how could the Council support option 5a and ask the SDNPA to do so as well when the cost benefit ratio had been reduced from 2.6 to 1.51 thereby making it very close to not being value for money?

84. PETITIONS

No petitions had been received.

85. MINUTES

The Minutes of the Annual Council Meeting held on 16 May 2018 were approved by the Council as a correct record and signed by the Chairman.

86. CHAIRMAN'S ANNOUNCEMENTS

The Chairman was pleased to highlight a number of events he had attended since he had taken office on 16 May 2018.

The Chairman was delighted to announce that the Leader of the Council, Councillor Mrs Gillian Brown, had recently been awarded Officer of the Most Excellent Order of the British Empire (OBE) in recognition of her work in Local Government and the community in West Sussex.

In addition, the Arun District had two further worthy recipients of the Queen's Birthday Honours – Mrs Hazel Latus, Chairman of Arun Arts who had been awarded a British Empire Medal (BEM) and Tyler Murphy, founder and volunteer of Tyler's Trust, who had received a BEM for services to young people with debilitating illnesses and vulnerable families in West Sussex.

Full Council – 18.07.18.

The Council congratulated them all on their achievements.

87. ELECTORAL REVIEW SUBCOMMITTEE – 3 MAY 2018

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

The Vice-Chairman, Councillor Wotherspoon, presented the Minutes of the meeting of the Electoral Review Subcommittee held on 3 May 2018.

Councillor Wotherspoon advised that Minute 14 [Community Governance Review – Barnham and Eastergate] had been withdrawn because an objection had been received and so the matter would be discussed at the next meeting of the Subcommittee on 1 August 2018.

He then turned Members' attention to Minute 15 [Community Governance Review – Felpham and Yapton], which proposed a change to the shared boundary of both Parishes and which was supported by both Arun District Councillors and West Sussex County Councillors. Councillor Wotherspoon formally proposed the recommendation, which was seconded by Councillor Bower.

The Council

RESOLVED

That, subject to the final consultation stage of this review, 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.

88. DEVELOPMENT CONTROL COMMITTEE – 9 MAY 2018

The Chairman, Councillor Bower, presented the Minutes from the meeting of the Development Control Committee held on 14 March 2018.

Under Council Procedure Rule 13.2, Councillor Dr Walsh made comment about the number of decisions that were being taken against the advice of officers and the resultant potential for costs against the Council. He particularly highlighted Planning Application A/23/15/OUT which had been approved although officers had recommended refusal.

89. CABINET – 21 MAY 2018

The Chairman, Councillor Mrs Brown, presented the Minutes from the meeting of Cabinet held on 9 May 2018.

There were two recommendations for Members to consider. The first, Minute 21 [Arun Improvement Programme(AIP) – Updated Terms of Reference], was formally proposed by Councillor Mrs Brown and seconded by Councillor Bence.

The Council

RESOLVED - 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 seconded recommendation at Minute 22 [Committees Management System – Budget Growth], was formally proposed by Councillor Mrs Brown and seconded by Councillor Charles.

In considering the item, comment was made that it was hoped that this much needed upgrade to the committee system would ensure that all Members would be kept better informed of upcoming matters for debate, which would in turn improve the scrutiny function of the relevant Members.

The Council

RESOLVED - 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.

Full Council – 18.07.18.

90. OVERVIEW SELECT COMMITTEE – 22 MAY 2018

The Chairman, Councillor Dingemans, presented the Minutes from the meeting of the Overview Select Committee held on 22 May 2018.

Councillor Dingemans drew Members attention to the recommendation at Minute 36 [Work Programme] and, having formally proposed the recommendation, which was seconded by Councillor English, the Council

RESOLVED - 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.

In line with Council Procedure Rule 13.1, Councillor Oppler asked the Cabinet Member for Neighbourhood Services if there had been an increase in fly tipping as a result of the changes in the operation of the waste sites in the District. The Cabinet Member responded by saying he did not have that information at present but would furnish Councillor Oppler with it in due course.

In line with Council Procedure Rule 13.1, Councillor Smith put a question to the Leader of the Council relating to the cost of the Local Plan. Councillor Mrs Brown responded by saying the Council had a legal requirement to produce a Local Plan and that it "costs what it costs".

91. CONSTITUTION WORKING PARTY – 30 MAY 2018

The Chairman, Councillor Mrs Bower, presented the Minutes from the meeting of the Constitution Working Party held on 30 May 2018.

As there was a recommendation at Minute 4 [Proposed Constitutional Amendments – Financial Rules (Regulations) – Part 6 – Section 5 – Paragraph 1 – RO 23.2], Councillor Mrs Bower formally proposed and Councillor Wensley duly seconded the recommendations.

The Council then

RESOLVED - 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.

92. HOUSING & CUSTOMER SERVICES WORKING GROUP – 31 MAY 2018

The Chairman, Councillor Hughes, presented the Minutes of the meeting of the Housing & Customer Services Working Group held on 31 May 2018.

Councillor Hughes highlighted the two recommendations in the Minutes. The first related to Minute 5 [Housing & Customer Services Working Group – Terms of Reference]. Councillor Hughes formally proposed the recommendation, which was seconded by Councillor Mrs Porter.

The Council

RESOLVED

That the Terms of Reference be agreed.

Attention was then drawn to Minute 7 [Work Programme] which Councillor Hughes formally proposed and which was seconded by Councillor Mrs Porter. The Council

RESOLVED

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

93. ENVIRONMENT & LEISURE WORKING GROUP – 5 JUNE 2018

(During the course of discussion on this matter, Councillor Bicknell declared a pecuniary interest as he worked for Southern Water and he left the meeting).

The Chairman, Councillor Hitchins presented the Minutes of the meeting of Environment & Leisure Working Group held on 5 June 2018.

Full Council – 18.07.18.

In drawing Members' attention to the recommendations, he formally proposed Minute 5 [Environment & Leisure Working Group – Terms of Reference], which was seconded by Councillor Warren.

The Council

RESOLVED

That the revised Terms of Reference be agreed.

Minute 9 [Work Programme 2018/19] was formally proposed by Councillor Hitchins and seconded by Councillor Warren.

The Council

RESOLVED

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

Under Council Procedure Rule 13.2, Councillor Brooks made comment on Minute 7 [Bathing Water Enhancement Update] and advised that he had attended two Southern Water seminars and, whilst taking action to reduce dog fouling and litter was right, it had to be recognised that the main cause affecting bathing water quality was disconnected sewers contaminating the water.

The Cabinet Member for Technical Services responded by advising that the Elmer Estate had been fully surveyed by Southern Water and everything was in order with the main drainage.

94. DEVELOPMENT CONTROL COMMITTEE – 6 JUNE 2018

The Chairman, Councillor Bower, presented the Minutes from the meeting of the Development Control Committee held on 6 June 2018.

In turning to the recommendation at Minute 46 [Constitutional Amendments to Part 8, Codes & Protocols – Section 6 – Planning Local Code of Conduct], Councillor Bower highlighted that as the Council was also the Local Planning Authority, this Code of Conduct applied to all Members of the Council and not just those Members on the Development Control Committee. He advised that, following the recent Peer Review, all Members should receive basic training in planning and that, under the Code, they must always be circumspect of what they say in public with regard to planning matters as it could affect the position of the Council.

In response, comment was made that, under the Localism Act 2011, Members could have an opinion and express a view on an issue but must be open minded when the matter was next discussed.

Councillor Bower formally proposed and Councillor Mrs Bence seconded the recommendation.

The Council

RESOLVED

That the new Planning Code of Conduct be approved.

95. LOCAL PLAN SUBCOMMITTEE – 11 JUNE 2018

The Chairman, Councillor Bower, presented the Minutes from the meeting of the Local Plan Subcommittee held on 11 June 2018.

Councillor Bower formally proposed and Councillor Charles seconded the recommendation at Minute 7 [Local Development Scheme] which sought adoption of the scheme for 2018.

The Council

RESOLVED – 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.

96. LITTLEHAMPTON REGENERATION SUBCOMMITTEE – 14 JUNE 2018

The Chairman, Councillor Bicknell, presented the Minutes from the meeting of the Littlehampton Regeneration Subcommittee held on 14 June 2018.

97. STANDARDS COMMITTEE – 21 JUNE 2018

The Chairman, Councillor English, presented the Minutes from the meeting from the Standards Committee held on 21 June 2018.

Full Council – 18.07.18.

Councillor English formally proposed and Councillor Mrs Bower seconded the recommendation at Minute 51 [Appointment of Independent Persons to the Standards Committee].

The Council

RESOLVED - 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.

98. SPECIAL CABINET – 22 JUNE 2018

The Chairman, Councillor Mrs Brown, presented the Minutes from the meeting of the Special Cabinet held on 21 June 2018.

99. BOGNOR REGIS REGENERATION SUBCOMMITTEE – 25 JUNE 2018

The Vice-Chairman, Councillor Mrs Madeley, presented the Minutes from the meeting of the Bognor Regis Regeneration Subcommittee held on 25 June 2018 and drew Members' attention to the recommendation at Minute 6 [Bognor Regis Seafront]

In considering the matter, a concern was raised that no form of public consultation had been undertaken specifically with regard to the Style Guide. The view was expressed that previous surveys had indicated that the public wanted to see a traditional style of Victoriana on the seafront to reflect the town's history rather than the modern approach that was being proposed.

Comments were also made about the access across the shingle down to the beach, which was particularly difficult or impossible for people with mobility problems and families with pushchairs. This was something that had been raised over several years and it was felt that the Council should be taking action to rectify the situation. Felpham was cited as having up to six ways of crossing down to the beach. A suggestion was made that one or two areas of the groynes should be opened up to access the ramps that were already there.

Advice was also given that at the meeting of the Bognor Regis Town Council on Monday 16 July 2018, access to the beach had been discussed and was going to be investigated.

In response to the comments made, the Leader expressed her disappointment at the negativity voiced. The Style Guide had been evolved to reflect future development of the seafront and to gel together future buildings, with maximum heights to preserve sea views. These were exciting times for the town and she was pleased to advise that an offer had come in from a resident to fund palm trees along the front – that might not be possible but it did indicate support for the plans for Bognor Regis.

The Vice-Chairman, Councillor Mrs Madeley, formally proposed and Councillor Bence duly seconded the recommendations. Councillor Bence requested a recorded vote for recommendations (1), (2) and (3) to (5).

The Council

RESOLVED - That

(1) the proposed Style Guide be approved;

Those voting for recommendation (1) were Councillors Ambler, Mrs Ayres, Ballard, Mrs Bence, T.Bence, Bicknell, Blampied, Mrs Bower, R.Bower, Mrs G.Brown, L.Brown, Cates, Chapman, Charles, Clayden, Cooper, Mrs Daniels, Dendle, Dillon, Dingemans, Elkins, English, Gammon, Haymes, Hitchins, Hughes, Mrs Madeley, Mrs Oakley, Oliver-Redgate, Mrs Porter, Mrs Rapnik, Reynolds, Miss Rhodes, Mrs Stainton, Tyler, Warren, Wheal, Wensley and Wotherspoon (39). Those voting against were Brooks, Buckland, Oppler, Purchase, Smith, Stanley and Dr Walsh (7). There were no abstentions.

(2) the proposed Stalls Zone layout be approved;

Those voting for recommendation (2) were Councillors Ambler, Mrs Ayres, Ballard, Mrs Bence, T.Bence, Bicknell, Blampied, Mrs Bower, R.Bower, Mrs G.Brown, L.Brown, Cates, Chapman, Charles, Clayden, Cooper, Mrs Daniels, Dendle, Dillon, Dingemans, Elkins, English, Gammon, Haymes, Hitchins, Hughes, Mrs Madeley, Mrs Oakley, Oliver-Redgate, Mrs Porter, Mrs Rapnik, Reynolds, Miss Rhodes, Mrs Stainton, Tyler, Warren, Wheal, Wensley and Wotherspoon (38). Those voting against were Brooks, Buckland, Oppler, Purchase, Mrs Rapnik, Smith, Stanley and Dr Walsh (8). There were no abstentions.

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(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; and

(5) authority be delegated to the Director of Place to sign off leases/licences required to appoint a suitable catering operator.

Those voting for recommendations (3) to (5) for were Councillors Ambler, Mrs Ayres, Ballard, Mrs Bence, T.Bence, Bicknell, Blampied, Mrs Bower, R.Bower, Mrs G.Brown, L.Brown, Buckland, Cates, Chapman, Charles, Clayden, Cooper, Mrs Daniels, Dendle, Dillon, Dingemans, Elkins, English, Gammon, Haymes, Hitchins, Hughes, Mrs Madeley, Mrs Oakley, Oliver-Redgate, Oppler, Mrs Porter, Purchase, Mrs Rapnik, Reynolds, Miss Rhodes, Smith, Mrs Stainton, Stanley, Tyler, Dr Walsh, Warren, Wheel, Wensley and Wotherspoon (45). Those voting against were Brooks (1). There were no abstentions.

100. MOTIONS

(Prior to consideration of the following item, Councillor Dingemans redeclared his pecuniary and prejudicial interest in view of his membership of the South Downs National Park Authority. He then left the meeting during its consideration.)

The Chairman announced that, in accordance with Council Procedure Rule 14.1, a Motion had been received from the Conservative Group, as set out below:-

“Arun District Council calls on the South Downs National Park Authority [SDNPA] 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 affected 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.”

Councillor Bower formally proposed and Councillor Charles seconded the motion.

In speaking to the motion, Councillor Bower reminded Members of the Council's unanimous position on the need for the A27 Arundel By Pass and its support for route 5a due to the economic and environmental benefits it would

bring to the entire Arun District, including that part of the District within the South Downs National Park (SDNP) area. He was of the view that the motion was required because the SDNPA had apparently taken a position which sought to obfuscate, delay and even obstruct any A27 Arundel By Pass from being delivered.

Councillor Bower pointed out that the SDNPA had called for a re-consultation on route 4 and route 5b in a letter to Highways England dated 20 December 2017; he therefore felt that from these statements and the acknowledgement of their existence by the SDNPA, a Judicial Review of the Highways England recommendation would be a pointless exercise at best or, more worryingly, could lead to the Government's commitment to delivering the A27 improvements being radically changed or fatally abandoned. That was unacceptable.

He highlighted the serious concerns around the impact of doing nothing on the A259. His fears centred on the A259 from Broadwater to Chichester already being regarded as the alternative A27 with consequential increased demands on competing infrastructure, much of which was needed in its own right to address the development growth agenda in Arun.

There was a narrow window ending in two years' time to see the A27 project progressed therefore any un-programmed delay emanating from legal action would risk the entire project. He asked that a recorded vote be taken.

Councillor Charles, as seconder, reiterated that this was an important motion because the Council had to do everything possible to have the Judicial Review withdrawn. He confirmed that at all the seminars and presentations he had attended, overwhelming support had been displayed for the need for the Arundel By Pass.

The debate then commenced with Councillor Dr Walsh putting forward an amendment to the motion which, he explained, firstly clarified that Highways England had modified route 5a and secondly, placed emphasis on the benefits that would flow from completion of the Arundel By Pass to not just Arun but across all the Downland villages which were at the present time subjected to being "rat runs" for excessive traffic movements. There would also be substantial economic benefits which had attracted widespread support from both the business community and residents.

He therefore proposed the following addition to the motion (highlighted in bold type and underlined);

Arun District Council calls on the South Downs National Park Authority [SDNPA] to cease pursuing a Judicial Review of the Highways England decision to recommend to the Department of Transport **modified** route 5a as the preferred route for the A27 (Arundel By Pass) and for the

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SDNPA to work constructively with the elected local authorities effected to deliver the environmental quality and traffic flow improvements **for the wider benefit of the local economy** that will follow throughout West Sussex coastal and the South Downs areas at the earliest deliverable moment.

Councillor Dr Walsh hoped that his amendment would be supported as this was an important issue, not just for the Arun District but for the whole regeneration economy of the South East. He was of the view that the SDNPA was not acting as a statutory planning authority but was rather acting on behalf of a very vocal localised pressure group which did not represent the views of the majority.

Councillor Bower, as proposer of the substantive motion, accepted the amendments put forward.

Several Members then spoke to the motion and expressed their dismay at the actions of the SDNPA. Comment was made that there was a democratic mandate to progress the Arundel By Pass and all the Councils concerned (apart from Lyminster and Walberton) strongly supported option 5a. It was further pointed out that the Councils were all democratically elected, unlike the SDNPA, which was an unelected quango. The Leader too stated that she could not believe that anyone would want to delay this process, particularly as the funding was time limited up to March 2020 and she was appalled that the SDNPA was taking this stance with public money.

On a motion being proposed and seconded “that the question be now put”, the Chairman accepted the consent of the Council to move to the summing up by the proposer and seconder of the original motion.

Councillor Charles had nothing further to add and Councillor Bower concluded the debate by expressing his appreciation for the support of Members.

As a recorded vote had been requested, those voting for the amended motion were Councillors Ambler, Mrs Ayres, Ballard, Mrs Bence, T.Bence, Bicknell, Blampied, Mrs Bower, R.Bower, Brooks, Mrs Brown, L.Brown, Buckland, Cates, Chapman, Charles, Clayden, Cooper, Mrs Daniels, Dendle, Dillon, Elkins, English, Gammon, Haymes, Hitchins, Hughes, Mrs Madeley, Mrs Oakley, Oliver-Redgate, Oppler, Mrs Porter, Mrs Rapnik, Reynolds, Miss Rhodes, Smith, Mrs Stainton, Stanley, Tyler, Dr Walsh, Warren, Wheal, Wensley and Wotherspoon (44). The vote was unanimous as there were no votes against or abstentions.

101. QUESTIONS FROM MEMBERS

The following 3 questions had been received from Councillor Stanley to the Leader of the Council as set out below:-

(1) how much the entire process had cost around the appeal decision in respect of the Sir Richard Hotham Project and the amount of costs awarded.

(2) asking for urgent consideration of the actions requested at the Linear Park Public meeting held on 22 June 2018.

(3) whether the £2,500 spent on a 2 page spread in the Bognor Regis Observer promoting the Linear Park could be considered to have provided good value for money for the local taxpayer.

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

102 ADOPTION OF THE LOCAL PLAN (2011-2031)

During the course of consideration of this item, Councillor DOr Walsh declared a personal interest as a member of West Sussex County Council.

The Cabinet Member for Planning, Councillor Charles, presented this report which briefed the Council on the Planning Inspector's findings following the examination of the submitted Arun Local Plan 2011-2031. The Inspector's final report following examination in the Summer 2017 concluded that the submitted Plan, following consultation on further Main Modifications in Spring 2018, could be found 'sound' provided the Main Modifications were incorporated into the Plan.

Councillor Charles, in presenting the report for Members' consideration, gave a history of the process that had been undertaken to get to this final stage. He reminded the meeting that since the start of the process back in 2005, the planning system of this country had gone through many significant changes which had had a huge impact and had resulted in the revaluation and resetting of the work programme.

The Plan had finally been submitted for examination in January 2015. There were then further examinations in June 2015, January 2016, July 2017 and further modification in January 2018. The reason behind the extended examination period was the need for the Council to respond to a significant increase in the level of housing provision that the Council was now required to accommodate.

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Councillor Charles referred Members to the covering report on the table and asked that the following be noted in particular:-

- The Council had complied with the legal “Duty to Co-operate” in preparing its sites plan.
- The Local Plan appropriately identified the District’s “Objectively Assessed Housing Needs” and set out effective measures to meet them, including appropriate arrangements to accommodate an element of housing need that could not be accommodated within neighbouring areas.
- The Local Plan made appropriate provision to meet the District’s employment shortfall in neighbouring areas.
- The Local Plan had been prepared in compliance with the Sustainability Appraisal & Habitats Regulations Assessment and consequently incorporated policies designed to mitigate climate change, impact on flooding and the natural environment and had met the Public Sector Equality Duty.
- The generic policies in the Plan were positively prepared and effective.
- The Local Plan complied with all relevant legal requirements, included in the 2004 Act (as amended) and the 2012 regulations.

The Cabinet Member for Planning went on to say that the Plan overall provided a positive policy basis for the future of the District up to 2031 and would help to foster the economic prosperity of the District by enabling the regeneration of the Littlehampton and Bognor Regis coastal towns, and deliver the housing required to meet the needs of residents both now and in the future. To support this growth, the Plan would also support the delivery of transport improvements as well as other social and environmental infrastructure.

The Council was reminded that a key number of milestones in the development of the Local Plan had received cross party support and it was hoped that that would continue in adopting the Plan at this meeting. It was stressed that the only decision to be made was to adopt or not adopt the previously agreed Plan. Debate on its contents was not on the table. The consequences of any change to the Plan at this late stage would be extremely detrimental and would result in the whole of the District being at the mercy of speculative development locations which would not accord with the Council’s agreed vision and without the necessary infrastructure.

In summing up, Councillor Charles thanked Members, officers and partners (both past and present) who had been involved in the process and who had worked so diligently to deliver the Plan. He commended the Plan for adoption and formally proposed the recommendation and asked for a recorded vote following the debate.

Councillor Bower seconded the recommendation.

In participating in a lengthy debate, some Members expressed strong concerns that the housing numbers now being required of the District could have been avoided if the right decisions had been taken much earlier in the process when 580 per annum houses were required. It was felt that the delays had made Arun's situation worse and it was not just the increased housing numbers but also the Duty to Co-operate with neighbouring authorities. Officers had given their best advice and not been listened to in the early days of Local Plan production and the housing numbers and cost had increased due to the delays incurred.

Comment was made around the severe lack of infrastructure to accommodate the new developments and the point was made that new schools, medical facilities, roads, etc should be put in place first, as was done in other countries.

The Cabinet Member for Residential Services responded by speaking in support of adopting the Plan and stated that there would be 30% of the new development dedicated to affordable housing for Arun families on the Housing Register – for those families in most need – and who would not want that?

In support of the Plan, some Members acknowledged that the population was growing and recognised there was a need for more housing and that no one wanted large developments near them. However, it was stressed that without a Local Plan in place the Council would not be able to stop developers putting in applications which would not necessarily come with adequate infrastructure provision. The Local Plan would protect the District from speculative development and put the Council in control of ensuring that adequate infrastructure was provided. It was a bitter pill to swallow but the alternative was worse.

In the course of debate some Members expressed their view that they would not be able to support the adoption of the Local Plan due to overdevelopment and lack of infrastructure.

Councillor Bower, as seconder to the recommendation, commenced his statement by saying that the Local Plan was probably the most difficult document a local planning authority had to produce as it not only dealt with housing but also economy and employment. He paid tribute to the hard work put in by officers to get to this stage.

The problem of infrastructure had always been present from the outset of the process but he reminded the Council that the provision of the relief road around Felpham had been provided through developer contributions and the developers themselves had funded the increased cost of the road from £19m to £29m. Plans were in place to improve the road network around

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Littlehampton leading up to the A27 as a result of negotiations with the developers at Littlehampton and Lyminster. It was recognised that infrastructure was a priority which could now be delivered through development of strategic sites that would come forward and the Local Strategic Partnership (LSP) had allocated £13m as in investment in the road network as a result of the number of houses the District had to provide. Work was ongoing to ensure that the infrastructure for new development would meet the standards that everyone wanted to see across the District.

Councillor Charles then thanked all Members for their input to the debate.

The Council

RESOLVED – That

- (1) the Arun Local Plan 2011-2031 be adopted together with the Policies Map, incorporating the Inspector's Main Modifications and Council's Additional Modifications;
- (2) delegated authority be granted to the Director of Place to make any necessary final minor typographical and presentational changes required in order to publish the Arun Local Plan 2018 and the accompanying Policies Map; and
- (3) the adopted Arun Local Plan 2003 and any saved policies within it be withdrawn.

As a recorded vote had been requested, those voting for the recommendations were Councillors Ambler, Mrs Ayres, Ballard, Mrs Bence, T.Bence, Bicknell, Blampied, Mrs Bower, R.Bower, Mrs Brown, L.Brown, Cates, Chapman, Charles, Clayden, Cooper, Mrs Daniels, Dendle, Dillon, Dingemans, Elkins, English, Gammon, Haymes, Hitchins, Hughes, Mrs Madeley, Mrs Oakley, Oliver-Redgate, Mrs Porter, Reynolds, Miss Rhodes, Mrs Stainton, Tyler, Warren, Wheal, Wensley and Wotherspoon (38). Those voting against were Councillors Buckland, Oppler, Mrs Rapnik, Smith, Stanley and Dr Walsh (6). Councillor Brooks abstained from voting (1).

103. SOCIAL MEDIA POLICY & GUIDANCE FOR STAFF

The Leader of the Council, Councillor Mrs Brown, presented this report and advised that the Social Media Policy and Guidance for Staff provided the framework within which staff should be operating when they were using social media in a work context. It also made the links to other key policies and guidance. The policy was originally developed in 2016 and formal approval of this revised version was now being sought.

Councillor Mrs Brown formally proposed the recommendation and in seconding the proposal, Councillor Wensley was pleased to advise that Unison was happy with the policy.

The Council

RESOLVED – That

(1) the Policy Statement, as set out in the Social Media Policy and Guidance for Staff document, be approved; and

(2) 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.

104. APPOINTMENT OF PROPER OFFICER FOR INFECTIOUS DISEASE CONTROL PURPOSES

The Leader of the Council, Councillor Mrs Brown, presented this report and advised that the Council was required to have in place a “Proper Officer” to support the Environmental Health team in fulfilling its statutory duties in relation to the control of infectious diseases. Full Council was requested to delegate to the Group Head of Technical Services the authority to appoint a Proper Officer for the purposes of:-

- (i) The Health Protection (Notification) Regulations 2010, regulations 2, 3 6; and
- (ii) Public Health (Control of Disease) Act 1984 section 48

Councillor Mrs Brown formally proposed the recommendation, which was seconded by Councillor Wensley and, following consideration, the Council

RESOLVED – That

(1) the Group Head of Technical Services be delegated authority to appoint a Proper Officer for the following purposes

- (i) The Health Protection (Notification) Regulations 2010, regulations 2, 3 6; and
- (ii) 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.

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105. COMMITTEE MEMBERSHIPS

The Council noted the following changes to Committee Memberships:-

- (1) Councillor Wheal to replace Councillor Tyler as Deputy to the Cabinet Member for Corporate Support.
- (2) Councillor Wheal to replace Councillor Tyler on the Arun Improvement Programme.
- (3) Councillor Buckland to replace Councillor Blampied on the Littlehampton Regeneration Subcommittee.
- (4) Councillor Blampied to replace Councillor Tyler on the Standards Committee.
- (5) Councillor Dillon to become the new Vice-Chairman of the Standards Committee.
- (6) Councillor Ambler to replace Councillor Tyler as a substitute member of the Development Control Committee.

106. REPRESENTATION ON OUTSIDE BODIES

No changes to representation on Outside Bodies were reported.

107. EXEMPT BUSINESS

The Council

RESOLVED

That under Section 100A(4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following 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.

108. DISPOSAL/ACQUISITION OF INTERESTS IN LAND AT REGIS CENTRE, BOGNOR REGIS [Exempt – Paragraph 3 – Information Relating to Financial/Business Affairs]

(Prior to consideration of the following item, Councillor Dillon redeclared his prejudicial interest in view of his active involvement with Arun Arts, who were referred to in the report. He then left the meeting during its consideration.

Councillor Brooks redeclared his personal interest as a member of Bognor Regis Town Council and Arun Arts and as he had made suggestions

on some elements of the proposals for development of the site. He remained in the meeting and took part in the debate and vote.)

The Leader of the Council, Councillor Mrs Brown, presented this report which was seeking authority for budget provision to be made and for disposal /acquisition of interests in land off the Esplanade, Bognor Regis, known as the Regis Centre Site, in order to facilitate the phased redevelopment of the site in accordance with the previously agreed Gardens by the Sea/Winter Gardens concept.

In addition, the Council was being asked to reaffirm its position with regard to an alternative vision that had been put forward by an independent organisation, which had recently had its planning permission granted on appeal by the Planning Inspector. Prior to granting of that planning permission, the Council had resolved not to enter into any agreement as landowner to give effect to that alternative vision and confirmation of that stance was being sought.

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

In opening the debate, concern was expressed that Members had been given insufficient time to consider the proposal in any meaningful way through the scrutiny process, particularly in light of the financial implications. Other Members spoke in support of the proposals.

A motion was then proposed and seconded “that the question be now put”. Having determined the item had been sufficiently discussed as the remaining speakers listed withdrew their request to speak, the Chairman accepted the consent of the Council to move to the summing up by the seconder and proposer of the original recommendations.

Councillor Wensley did not exercise his right to sum up in this instance.

In summing up, Councillor Mrs Brown, as proposer of the recommendations, reiterated that this was a phased approach which needed to be agreed in order to move forward with the vision for the Gardens by the Sea/Winter Gardens project.

Prior to the vote being taken, the Liberal Democrat Group left the meeting in protest that a Ward Member had been unable to exercise his right to speak.

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The Council

RESOLVED

That the following be authorised:-

- (1) To proceed with the delivery of the hotel phase ahead of the other elements of the Gardens by the Sea / Winter Gardens concept (new theatre option) that was agreed by Full Council in March 2017;
- (2) To dispose of the Council's freehold interest in the land in the south eastern corner of the site, including the former fire station, for the purpose of building a hotel;
- (3) Following surrender of the sub lease to the head lessee, to agree to the surrender of the head lease on the Regis Centre building from the day the hotel opens, at nil consideration;
- (4) To make budget provision for the running costs of the Regis Centre after the lease is surrendered;
- (5) To lease the part of the Regis Centre building that is currently operated as a pub, until it is viable to redevelop;
- (6) To make budget provision for the repairs unless a commitment has been made to demolish the building;
- (7) Officers to work towards submitting a planning application for the non-hotel elements of the redevelopment concept previously agreed for the Regis Centre site including new theatre, winter gardens, multi-story car park, residential development, restaurants and the potential reuse of the Town Hall;
- (8) The Director of Place to commission any reports, studies or professional advice required to progress the delivery of the 'Winter Gardens' concept scheme;
- (9) The Director of Place, in consultation with the Leader of the Council, the Chairman of the Bognor Regis Sub-Committee and the Cabinet Member for Technical Services, to submit a planning application for the non-hotel elements of the concept for the Regis Centre site;

(10) The Director of Place to bid for, receive and use external grant funding that may fund (in part or whole) work in pursuance of delivering the previously agreed concept for the Regis Centre site;

(11) The Council re-affirms not making any commitment as landowner to enter into any binding legal agreements pursuant to the granting of any planning permission in 2018, for the regeneration of the Regis Centre and Hothamton car park sites under its freehold ownership;

(12) The Director of Place and the Section 151 Officer, in consultation with the Leader of the Council and Chairman of the Bognor Regis Regeneration Sub-Committee and Cabinet Member for Technical Services, to enter into negotiations including the boundaries and to finalise terms and enter into agreement with Whitbread PLC, or subsidiary, for disposal of freehold and early surrender of lease in accordance with (2) and (3) above, and to complete all legal formalities arising from these actions;

(13) The Director for Place, in consultation with the Cabinet Member for Planning Services, to take appropriate action under section 203 of the Housing and Planning Act 2016; and

(14) The Director for Place, in consultation with the Cabinet Member for Technical Services and the Section 151 Officer, to take any actions necessary consequential to the decisions taken above, in relation to expunging existing leases or entering into new leases.

(The meeting concluded at 9.35 pm)

COUNCIL MEETING – 18 JULY 2018

**QUESTIONS FROM MEMBERS PURSUANT TO
COUNCIL PROCEDURE RULE 13**

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

Q1 Following the successful appeal of the Sir Richard Hotham Project can the Leader provide an estimate of how much this entire process has cost the taxpayer? Including an individual figure for the legal expenses this Council now has to refund the Sir Richard Hotham Project due to the planning inspector's verdict?

A1 Thank you Cllr Stanley for your question.

The appeal was heard by means of an informal hearing. The Council was represented by a Planning Officer of the Council. Therefore the cost to the Council was this Officer's time. No records were kept of how much time was devoted to this appeal.

Regarding the issue of costs we have yet to receive any communication on this matter from the appellants so I am unable to provide you with a figure in relation to the specific issue for which costs were awarded.

Supplementary

Q What impact will there be on the delivery of the Gardens by the Sea project?

A None at all.

Q2 Councillor Stanley to the Leader of the Council, Councillor Mrs Brown

Q2 At the recent Linear Park Public Meeting on 22nd June the following proposal was passed.

Before proceeding any further with this project, Arun must do the following:

1. Place tree preservation orders on all the qualifying trees surrounding and adjacent to the sunken gardens, car park and play area, and in respect of this apply the same rules to themselves as they do to developers and public.

2. Produce detailed and fully dimensioned plans showing clearly what they propose for the whole Hothampton area, including the flats and their separate parking.

3. Then hold a genuine, open, balanced and transparent consultation in Bognor Regis to allow the public to evaluate what will be gained or lost, and with an option to allow the public to reject the scheme if they wish. There must be no threats or carrots attached to this consultation.

I ask the Leader to consider this proposal as a matter of urgency and fulfil the actions prior to the submission of a planning application for the Linear Park.

A2 Firstly, regarding the question of trees you will be aware that Tree Preservation Orders should only be used where there is a high risk of the trees being felled. The Council has no intention of felling any trees before the merits of such are considered as part of the forthcoming planning application.

Secondly, the Council has already agreed to submit a planning application for the new park and parking areas only. The application will include appropriate details to show these proposals in context of the wider regeneration proposals. However, any detailed plans for the rest of the site will be a matter to be addressed by the future promoter of that part of the development.

Finally, can I be absolutely clear that the next consultation event will be as part of the planning application process for the 'Linear Park' which has been informed by the consultation we have carried out to date.

Q3 **Councillor Stanley to the Leader of the Council, Councillor Mrs Brown**

Does the Leader feel that the £2500 spent on a 2 page spread in the Bognor Regis Observer promoting the Linear Park provided good value for money for the local taxpayer?"

A3 Thank you Councillor Stanley for your question. I am sure you would agree that the Council has made many improvements for the residents and visitors to Bognor Regis. There are many more exciting projects still to be delivered. I am sure you would agree that it is right to explain to Council tax payers where their money goes. We have a balanced budget and £3.39 pw [Council Tax] provides excellent value for money.

Supplementary

Q As this was a Council matter was there any reason why the Leaders of the Liberal Democrats and the Independents were not consulted?

A The Chief Executive responded and advised that he had already apologised to the Leaders of the Opposition as he should have consulted at the time.

OVERVIEW SELECT COMMITTEE

10 July 2018 at 6.00 p.m.

Present: - Councillors Dingemans (Chairman), English (Vice-Chairman), Mrs Bence, Blampied, Elkins, Hughes, Mrs Oakley, Oliver-Redgate, Miss Rhodes, Stanley, Dr Walsh [from Minute 63 to 71 (Part)] and Warren.

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

63. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors; Edwards, Mrs Rapnick and Wheel.

Apologies had also been received from the Leader of the Council, Councillor Mrs Brown and the Cabinet Member for Planning, Councillor Charles.

64. DECLARATIONS OF INTEREST

There were no declarations of Interest.

65. MINUTES

The Minutes of the Overview Select Meeting held on 22 May 2018 2018, as previously circulated, were approved by the Committee as a correct record and were signed by the Chairman.

66. CORPORATE PLAN 2013-2018 – Q4 AND END OF YEAR PERFORMANCE OUTTURN FOR 1 APRIL 2017 TO 31 MARCH 2018 AND END OF 5 YEAR REVIEW FOR THE PERIOD 2013-2018

The Chief Executive introduced this report that set out the year end performance outturn for the Corporate Plan performance indicators for the period 1 April 2017 to 31 March 2018. The report also provided a review of the performance of the 18 Corporate Plan indicators during the period 2013-2018.

It was stated that the Members of the Overview Select Committee may recall their request (in 2016/17) for targets to be 'stretched' to encourage more ambitious target setting. It was explained that all targets aimed to be 'stretching' and aspirational to encourage continuous improvement year on year. There was, therefore, a fine balance between aspirational and

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attainable, particularly in current financial conditions and the resulting reduction in staffing levels.

The Group Head of Policy then presented the contents of the report to the Committee. Members were referred to Appendix A of the report that provided full detail of each indicator, including outturn performance history for the period 1 April 2017 to 31 March 2018 and information for the performance over the past 5 years.

It was noted that there were 18 performance indicators split into the three priority headings of Your council Services, Your Future and If your Family Need Help. Of these 8 indicators had either achieved or over achieved the target set for them. This meant that 44.44% of the Corporate Plan 2017/18 targets had been met. This was a 5% increase on 2017 where at the end of March 2017 only 39% of the Corporate Plan indicators had met or exceeded their target. Members were also requested to note the strategic successes over the five year period of the Corporate Plan.

There were four Corporate Plan indicators which were classed as Over Achieving their target. The Group Head of Policy highlighted Performance Indicator, 'CSB001 - Time Taken to process Housing Benefit, Council Tax Benefit new claims and change events.' Members noted that the team had achieved an average of 6.18 days over the five year period which was lower than the target of 8 days. This had been as a result of hard work by the team with an emphasis on processing data quickly.

There were four Corporate Plan indicators which were classed as achieving their target. One highlighted was the indicator, 'ESL001 – Achieve key milestones within the project plan for the Leisure & Culture Strategy.' Members were requested to note that all milestones were on track and in particular, the Littlehampton Leisure Centre project was progressing well in accordance with the project plan. This was noted as a real achievement with the new Leisure Centre due to open in 2019.

There were eight Corporate Plan indicators which were classed as Not Achieving their target.

Three indicators highlighted were:

- *CSH030 – Number of new Council homes built or purchased* – Whilst the Council had not achieved the end of year target of 30 homes, Members were asked to note that the actual end of year figure would be 27 by including the additional 10 homes which had been acquired immediately following end of year data.

- *ESC020 – The level of customer satisfaction with the cleanliness of the district and CEP050 - The level of customer satisfaction with the quality of the service that the Council provides.* Members were referred to the content of Appendix B which provided information about survey results, possible reasons for the lowered satisfaction levels and some conclusions. In summary, the Group Head of Policy informed Members that the Corporate Management Team (CMT) advised that the Council should be cautious about how the survey results were interpreted, as a change between single years may not be indicative of a trend. However, the Corporate Management Team (CMT) was aware that the Council could not wait another year to see if changes continued in the same direction before taking action. It was pointed out that there had been reductions in staffing and resources across the Council, as was the case across local government generally and the Corporate Management Team would be reviewing whether or not this had led, in part, to customer feedback for 2017/18. Further scrutiny of the results was being undertaken by Council officers and where appropriate action plans would be identified to combat some of the perceived problems, with a view to improvement.

Members attention was drawn to the following Indicators which would need to be monitored closely or have action taken during 2018:

- ESC001 % household waste sent for reuse, recycling and composting
- PEP023 % of planning appeals dismissed
- CSR001 % of Council Tax collected
- CEP050 The level of customer satisfaction with the quality of the service that the Council provides
- ESC020 The level of customer satisfaction with the cleanliness of the District
- CSH006 % of homelessness Approaches where homelessness prevented

In considering the report, the Chairman informed the committee that, prior to the meeting, Councillor Warren had asked questions with respect to this report and these had been circulated for Officer response. The Chairman

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referred Members to his questions and the responses which were tabled at the meeting as follows:

1. **PER025 Total Rateable Value for the Arun District** - the 2017-18 target was the same for 2013-14. Excluding one year, it has increased each year. Should the target not have been higher?

Response: The purpose of this indicator is intended to provide indirect measures of the health of the Arun economy. Individual decisions that this Council makes will only influence these figures over the long term, i.e providing for land for employment, creates more businesses, create more business rates. There are also many factors that can cause the value given to vary considerably from year to year. For example appeals by individual business and revaluations. Targets could have been changed year on year but it is unlikely, for the reasons given, that this would have significantly altered the reported outcome.

2. **ESC020 - The level of customer satisfaction with the cleanliness of the District** – this figure has gone down. The survey was taken by Biffa using the Green Waste Customer base. Has this customer base been used for previous surveys? What is the total number in the said club, and what % is it from the whole of Arun District? Is this a fair representation bearing in mind the demographics of the club?

Response:

ESC020 and the level of customer satisfaction with Cleanliness is determined solely by Arun's own research using sample surveys for which 585 response were received for 2018.

Separately to this at OSC on 22nd May figures from a Biffa orchestrated customer satisfaction survey (through Green Waste Club subscribers only) were presented as part of a report into the performance of the Combined Cleansing Services Contract. Over 2000 responses were received for this survey.

Therefore for the purposes of ESC020 only the Arun led results are relevant to the discussion around performance.

In terms of the results gathered by Arun, it is obviously disappointing that the figure of overall satisfaction with cleanliness of the district has fallen compared to 2017. Officers cannot identify anything specifically within the delivery of services or our main contracts which would have resulted in such a decline. All contracts continue to be proactively managed and performance rigorously monitored against performance

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targets. I would also add that looking at the district as a whole I do not believe that the district performs poorly in this respect. Whilst there will always be isolated challenges in terms of cleansing, in the main the district is well maintained and cared for by Arun District Council and one's first impression is not of a district which is blighted with litter.

3. **CEP050 The level of Customer Satisfaction with the quality of the service the Council provides** – Has this customer base been used for previous surveys? What is the total number in the said club, and what % is it from the whole of Arun District? Is this a fair representation bearing in mind the demographics of the club?

Response:

Has this customer base been used for previous surveys? –

No, since 2016 we have used a randomly selected sample of resident addresses. Prior to that we used ADC's 'Wavelength' Residents' Panel, however this ended in 2015 to cut costs.

What is the total number in the said club? –

Using the Royal Mail's Postal Address File (the most complete source of residential addresses available), 1,800 addresses were selected at random across the district to receive the questionnaire by post. The distribution of the selected addresses were checked against ward population data to ensure that the sample selection was spatially representative. 585 responses were received. Based on Arun's population of 156,997, a sample of 585 is subject to a maximum standard error of +/- 4.04% at the 95% confidence level on an observed statistic of 50%. Thus, we can be 95% confident that if a census of Arun residents had been conducted and the whole population had responded, the actual figure would lie between 45.96% and 54.04%.

What % is it from the whole of Arun District? –

The percentage of the population (approx. 0.36% in this case) is not relevant for representative sample surveys. For example, 585 respondents from a UK national survey would be subject to an almost identical maximum standard error of +/- 4.05%. UK population = 66.0 million. (A 585 sample is approx. 0.0009% of UK the population).

Is this a fair representation bearing in mind the demographics of the club? - Yes, the data collected has been subsequently weighted by area and, within each area, by age and gender in line with the population at the 2011 Census. Hence responses from under-represented groups are boosted to reflect the actual population.

4. **CSR001 The Percentage of Council Tax Collected** - What is the cash figure for uncollected tax total and where is the shortfall made up from?

Response:

During the financial year 2017/18 Arun District Council billed Council Tax to the value of £99,465,099.05 and collected £97,487,977.27 giving an in year collection rate of 98.01%. The unpaid £1,977,122 is not actually a shortfall. When the Council Tax Base is set an amount is factored in as a bad debt provision.

In discussing the report, further questions were raised and responded to at the meeting. Key points were:

- **DCN041 - Number of families successfully assisted through the Think Family Programme** – this data had not been supplied by West Sussex County Council at the time of end of year reporting. Since then it was reported that the number of families was 126 against a target of 219 per annum. It was noted that the Think Family programme was being replaced with the newly-formed West Sussex County Council Integrated Prevention and Earliest Help (IPEH) team.
- **PS002 - Number of affordable units for purchase or rent** – this data had also not been available at the time of end of year reporting. The committee was updated that from a target of 200 the Council had achieved 183 units. This was broken down as 103 affordable rents, 61 shared ownership, 9 social rents, 7 shared equity and 3 acquisitions.
- **PER005 & PER004 - % of Occupied Retail Units in Littlehampton and Bognor Regis** – Comment was made that the occupancy figures were pleasing especially when compared to a National background.
- **ESC020 The level of customer satisfaction with the cleanliness of the District and CEP050 The level of customer satisfaction with the quality of the service that the Council provides** - These Performance Indicators were discussed at length. Members praised the cleanliness of the District but also noted areas of concern. The Chief Executive reassured that this matter was classed as very important and emphasised that the Council would continue to maintain and improve the cleanliness in the District. It was noted that a Capital Programme was underway to refurbish the Public Conveniences as some were in need of improvement. Following

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concerns raised about dog fouling Members were informed that the issuing of fixed penalty notices for dog fouling were issued by the same enforcement team as Litter. Members were encouraged to report concerns as enforcement was targeted to specific problem areas. The Chief Executive confirmed that future Customer Satisfaction Surveys would be enhanced to ask residents questions on specific issues at District Level. It was hoped that this would improve upon survey results that, to date, had not always clearly identified residents perceptions of services between County and District Local Authorities and as a result produced generalised results.

- **PEP023 % of planning appeals dismissed** – Members were disappointed to note that only 11 out of 25 appeals were successfully defended. The Director of Place explained that the Council had refused applications but the decisions had not always been supported by the Planning Directorate. It was emphasised that Officers and Members were both responsible for decision making.
- **ESC001 % household waste sent for reuse, recycling and composting** – The target for this Performance Indicator was discussed. The Director of Services suggested that the target be increased as set out in the report in line with the Council's aspiration to achieve a higher level of recycling. It was noted that the target would be continually stretched in order to meet the recycling rates required by 2020.

The Committee then,

RESOLVED

- (1) the Council's overall performance against the targets set out in the Corporate Plan Report 1 April 2017 to 31 March 2018 as set out in Appendix A of the report be noted and the proposed actions by CMT to address under performance and achieve the new targets for 2018/2019 and beyond be noted, and;
- (2) the performance of the two Customer Satisfaction based performance indicators and the proposed Action Plans to address under performance as set out in Appendix B of the report, be noted.

67. SERVICE DELIVERY PLAN 2013-2018 – Q4 AND END OF YEAR PERFORMANCE OUTTURN FOR 1 APRIL 2017 TO 31 MARCH 2018 AND END OF 5 YEAR REVIEW FOR THE PERIOD 2013-2018

The Chief Executive introduced this report that set out the year end performance outturn for the Service Delivery Plan (SDP) performance indicators for the period 1 April 2017 to 31 March 2018. This report also provided a review of the performance of the 45 SDP indicators during the period 2013-2018.

It was explained that behind the 18 Corporate Plan indicators which had been presented via the previous report, were a series of Service Delivery Plan (SDP) indicators that provided more detail about how the service was doing. It was noted that performance of these SDP indicators was reported to the Corporate Management Team every quarter and to the Overview Select Committee and Cabinet every 6 months and at year end. Within this report, the Overview Select Committee and Cabinet were also receiving information on the performance of all SDP indicators for the 5 year period of 2013-2018.

Members were referred to Appendix A of the report which provided the full detail of each indicator, including outturn performance history for the period 1 April 2017 to 31 March 2018 and information on performance over the past 5 years.

The Group Head of Policy went on to inform the Committee that out of the 45 Service Delivery Plan Indicators that were measured at year end 27 had either achieved or over achieved the target set for them. This meant that 60% of the SDP 2017/18 targets had been met.

- Overachieved target

There were 15 SDP indicators which were classed as Over Achieving their target.

The Group Head of Policy highlighted the performance indicator **CSH121 – Vacant private sector dwellings returned to occupation**. The committee was informed that the Director of Place would like Members to note that the target for 2018/19 of 25 was lower than the achieved performance at the end of 2017/18. This was a reflection of what was felt could be achieved, on average, having regard to the complexity of cases.

- Achieving target

There were four SDP indicators which were classed as Achieving their target.

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Two highlighted by the Group Head of Policy were indicators **ESC061 and ESC062, the number of missed refuse and recycling collections per 100,000**. Members were asked to note that the performance achieved for 2017/18 was a slight increase on the previous year. It was stated that this indicator was high performing and was in line with the contract's future targets.

- Not achieving target

There were 14 SDP indicators which were classed as not achieving their target.

The Group Head of Policy drew Members' attention to performance indicator DCL010 – **Number of stage 2 corporate complaints found to be justified or partially justified**. In response to the increased number of complaints two actions were being taken. Firstly, the Reviewing Officers (Chief Executive, Director of Services, Director of Place and the Group Head of Council Advice & Monitoring) were identifying lessons learnt from complaints reviewed and recommending relevant actions to the relevant Group Head; secondly, training had been organised for investigators dealing with both Stage 1 and Stage 2 complaints to ensure a more robust approach was taken to investigations in the future. The aim was to resolve more complaints at Stage 1 of the process and further staff training was being offered with this in mind.

The Group Head of Policy referred the committee to the SDP performance indicators that the Corporate Management Team believed should be monitored closely or action taken against during 2018. It was then explained that, in terms of the future, 11 of the existing 45 SDP indicators were going to be indicators from 2018. The target figures for these indicators would be reviewed at the end of 2018 if required.

In considering the report, the Chairman informed the committee that, prior to the meeting, Councillor Warren had asked questions with respect to this report and these had been circulated for Officer response. The Chairman referred Members to his questions and the responses which were tabled at the meeting as follows:

1. **CSC001 Working days lost due to sickness absence** – What is being done to ensure the fewer staff covering for absent colleagues are not having their health affected along with moral? Are there any trends to sick days, i.e. post B/H, warm/cold weather etc? What is the uptake on the offer of free flu jab?

Response:

Managers are required to continually monitor sickness absence in their areas. They receive monthly reports which list staff absences and the reasons for those absences. These reports are also closely monitored in HR so we are able to identify areas where work place stress may be particularly high. Managers are then advised on possible interventions in order to support the absent employee and the remaining staff. This may include stress risk assessments, referrals to OH, accessing the employee assistance programme, backfilling of posts, work re-allocation etc.

With regard to patterns of sickness absence, there are no obvious trends in terms of the days taken and when these happen to fall. The majority of sickness absence is attributed to infections which accounts for 665 days of sickness absence taken over the past 12 months. This is followed by operations, stomach complaints and musculo-skeletal absences which individually equate to approximately 350 days lost to absence. The number of days taken for stress equates to approximately 296 days, however, only 144 of these days were recorded as work related stress absences. Last year, 50 flu vouchers were issued to staff which is in line with demand in the previous year.

2. **CSH021 Percentage of Rent Collected – (See Appendix A Page 43) –**
Why is this decreasing?

Response:

The percentage of rent collected is only very marginally down from 16/17 levels. This can be attributed to the myriad of national welfare reform changes that we are only now beginning to see the full impact of, for example, the further reduction in the benefit cap and reduction in the time period within which a back dated claim for housing benefit can be made. This alongside the impact of zero hours contracts that some of our residents are on, has had an impact. It is anticipated that future collection rates will dip further as the full roll out of Universal Credit takes effect.

In discussing the report, further questions were raised and responded to at the meeting. Key points were:

- **ESC002 Residual household waste per household** – Comment was made that there should be a more rigorous approach to ensure

domestic waste recycling. The Director of Services agreed there would always be more the Council could do to maintain resident's focus. There was a full page advert published in every Arun Times and educational leaflets. Members were assured that this was a priority for improvement.

- **PEP009 Average number of days to determine application (Major), PEP010 Average number of days to determine application (Minor), PEP011 Average number of days to determine application (Householder)** – the committee highlighted this performance as a problem area. The Director of Place agreed explaining that there was a national shortage of Planners and therefore this was a national problem. The Council had taken steps to address this by adopting an apprenticeship programme which had, so far, produced two permanent Members of Staff. A Planning Peer Review had also been undertaken, the results of which would be reported to Cabinet with a series of recommendations to assist with the Planning team's progression.
- **CSC001 Working days lost due to sickness absence** – Members voiced their concern with the performance of this indicator. It was pointed out that the reported 8.74 days lost due to sickness absence in 2017/18 was well above the national average of around 4.3 days. Concern was raised that unreported stress could be a factor. Members were pleased to note the number of initiatives outlined by the Chief Executive to assist with staff wellbeing. This included free Freedom Leisure membership for all staff and other activities provided by the Council's Wellbeing Team.

The Committee then,

RESOLVED

that the Council's overall performance against the targets set out in the Service Delivery Plan Report 1 April 2017 to 31 March 2018 as set out in Appendix A of the report be noted and the proposed actions by CMT to address under performance and achieve the new targets for 2018/2019 and beyond be noted.

The Chairman then thanked the Executive Assistant to the Chief Executive for her hard work in producing the end of year performance reports.

68. OVERVIEW SELECT COMMITTEE – REVIEW OF SCRUTINY PROCEDURE RULES

The Committee received a report from the Group Head of Policy that presented the Review of Section 6 of the Constitution, Scrutiny Procedure Rules. The report proposed a number of changes to the wording of the Rules in order to clarify and simplify.

Members were referred to Appendix A of the report that detailed the tracked changes. Appendix B was also presented and this detailed the end result with all of the tracked changes incorporated into a final document.

In discussion, comment was made that it was not for Council Officers to decide upon the Agenda of the Committee but was a decision for Members. With this in mind it was suggested that the wording of the Constitution at 6.1 and 6.2 be amended from:

- 6.1 *Any Member of the Overview Select Committee is entitled to give notice to the Group Head of Policy for an item relevant to the functions of the Committee to be included on the Agenda for the next available meeting of the Committee. On receipt of such a request the Group Head of Policy will ensure that it is included on the next available Agenda.*
- 6.2 *Any five Members of the Council who are not Members of the Overview Select Committee may give notice to the Group Head of Policy that they wish an item to be included on the Agenda of the Committee. If the Group Head of Policy receives such a notification, then he/she will include the item on the first available Agenda of the Committee.*

to the following:

- 6.1 Any Member of the Overview Select Committee is entitled to give notice to the Chairman, or in the absence of the Chairman, the Vice-Chairman, copied to the Group Head of Policy, for an item relevant to the functions of the Committee to be included on the Agenda for the next available meeting of the Committee. On receipt of such a request the Chairman, or in the absence of the Chairman, the Vice Chairman, copied to the Group Head of Policy will ensure that it is included on the next available Agenda.
- 6.2 Any five Members of the Council who are not Members of the Overview Select Committee may give notice to the Chairman, or in the absence of the Chairman, the Vice Chairman, copied to the Group

Head of Policy that they wish an item to be included on the Agenda of the Committee. If the Chairman, or in the absence of the Chairman, the Vice Chairman, copied to the Group Head of Policy, receives such a notification then he/she will include the item on the first available Agenda of the Committee.

Before turning to the report's recommendation the committee were in agreement that this amendment be incorporated into the final Constitution that would be submitted to Full Council, as Appendix A and B for approval, on 18 September 2018.

The Committee

RECOMMEND TO FULL COUNCIL

- (1) The proposed changes to the Constitution at Part 6 – Procedure Rules, Section 2 (Scrutiny) as set out in the replacement text (as amended) as set out at Appendices A and B be approved; and;
- (2) The Group Head of Council Advice and Monitoring Officer be authorised to make any further consequential changes to the Constitution.

69. FEEDBACK FROM POLICE AND CRIME PANEL MEETING – 29 JUNE 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 29 June 2018.

70. FEEDBACK FROM THE MEETING OF THE WEST SUSSEX COUNTY COUNCIL'S HEALTH AND ADULT SOCIAL CARE COMMITTEE (HASC) HELD ON 22 JUNE 2018

(During the course of this item Councillor Dr Walsh declared a Personal Interest as the Vice-Chairman of West Sussex County Council's Health & Adult Social Care Select Committee [(HASC)])

The Committee received and noted the feedback report received from Councillor Blampied following his attendance at the meetings of the West

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Sussex County Council's Health and Adult Social Care Committee (HASC) held on 22 June 2018.

Councillor Dr Walsh referred Members to the second paragraph of the feedback report and clarified that 'day centre closures resulting in users having to move to new buildings' should read; 'day centre closures resulting in users having to move to other buildings'. This amendment was agreed to avoid any false expectation that 'new' buildings were being made available.

71. CABINET MEMBER QUESTIONS AND UPDATES

The Chairman outlined a question that had been put forward for the Cabinet Member of Residential Services. Following the Individual Cabinet Member Decision (ICM) taken on 31 May 2018 a query was raised about the level of Housing Benefit Write Offs and the reasons for them.

It was advised that for the period 1 April 2017 to 30 November 2017 the total value of Housing Benefit Write Offs was £160,727.60 with a total net loss to the Council of £96,436.55. It was explained that at the time an overpayment is raised the Council receives 40% of the value of the overpayment through Government Subsidy. The net loss was the amount that could no longer be recovered.

The first ICM covered the period 1 April 2017 to 30 November 2017, amounting to £145,645.86 (net loss to the authority £87,387.50) and the second ICM covered the period 1 December 2017 to 30 April 2018 amounting to £15,081.76 (net loss to the authority £9,049.05).

Write off reasons were tabled at the meeting as follows:

Write Off Reason	Total Number of Cases	Total Value £
Deceased (no estate)	17	52,011.65
Bankrupt	12	23,108.24
Gone Abroad	2	707.58
Uneconomical (all debt recovery methods exhausted)	80	25,228.70
Unrecoverable (Vulnerability, mental health, incarceration)	23	27,499.07
Absconded (no trace of the person, all trace options exhausted)	17	32,172.36
TOTAL	151	160,727.60

The Council's Revenues and Benefits Manager had sampled the write offs submitted in the two ICMs and found that the debt related to invoices raised between 2008 and 2017. In the same period £489m was collected in housing benefit. The write off represented 0.0001%. It was noted that if the debt was over ten years old the chance for the Council recovering the loss in the future was negligible. In total, 151 accounts were written off totalling £160,727.60, the average being £1,064.42.

The Cabinet Member for Residential Services confirmed that the write offs were extremely positive figures as it represented a net loss to the Council of around 0.0001%. It was noted that the delay in submitting the ICMs could be attributed to recent staffing changes. The process had been reviewed and the Revenues and Benefits Manager would now ensure ICM write offs would be submitted at the end of each financial quarter.

The Committee thanked the Cabinet Member for Residential Services for his explanation.

The Chairman then introduced the Cabinet Member for Community Wellbeing. He provided the Committee with an Update on Voluntary Action in Arun & Chichester (VAAC) which included a page from their annual report that detailed the full range of services provided to the voluntary community in Arun. Members also received information on the funding that had been achieved with VAAC support from April 2017 to March 2018.

72. WORK PROGRAMME – 2018/2019

The Committee was asked to note and agree the following changes to the Work Programme 2018/19:

- The meeting date of 22 January 2019 had been changed, with agreement from the Chairman, to 29 January 2019 to accommodate the Budget 2019-20 timings.
- 18 September – Confirmation had been received that Chief Superintendent, Jerry Westerman, as the new West Sussex Divisional Commander, would attend this meeting to brief Members and answer questions on the Police Transformation Strategy 2018-2022.
- 20 November – the review of Council Write Offs and Recovery Policies had been moved from 18 September to 20 November in order to fully accommodate the Police item.

(The meeting concluded at 7.35pm)

DEVELOPMENT CONTROL COMMITTEE

11 July 2018 at 2.30 p.m.

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

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

73. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Northeast, Miss Rhodes and Wells.

74. DECLARATIONS OF INTEREST

Declarations of interest were made by:-

Planning Application CM/6/18/PL – Councillor Haymes declared a personal interest as he knew the applicant who had been a member of the same Parish Council as himself.

Planning Application CM/7/18/PL – Councillor Haymes declared a personal interest as he knew the applicant who was a member of the Parish Council he attended.

75. MINUTES

The Minutes of the meeting held on 6 June 2018 were approved by the Committee and signed by the Chairman as a correct record.

76. WITHDRAWN APPLICATION

The Chairman informed the meeting that Planning Application AL/115/17/OUT had been withdrawn from the agenda and would not be considered at this time.

The Planning Team Leader advised that since publication of the agenda, the Inspector's report into the Arun District Local Plan had been received which significantly changed the Council's position with regard to the Housing Land Supply

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(HSL) situation in the District. The application had therefore been withdrawn to enable the Local Planning Authority to reconsider its position with regard to this particular application.

77. PLANNING APPLICATION

AL/30/18/PL – Continuance of use without compliance with condition 24 imposed under AL/61/13 (APP/C3810/A/14/2217385) relating to proposed private treatment plant, land at Nyton Road and Northfields Lane, Westergate and Land off Fontwell Avenue Having received a report on the matter, together with the officer written report update detailing correction of the word “tinkering” to “tankering” on line 12 of the Conclusion section of the agenda report, the Committee

RESOLVED

That the application be approved as detailed in the report.

AL/115/17/OUT – Outline application with some matters reserved for the erection of 55 No. dwellings, sustainable drainage measures, public open space, children’s play area, landscaping & other associated works. This application is a Departure from the Development Plan, Wings Nursery, Lidsey Road, Aldingbourne Having received a report on the matter, the application had been withdrawn from the agenda and was not considered.

Prior to consideration of the following application, Councillor Hitchins addressed the Committee in his role as Ward Member.

AW/55/18/HH – Rear and side, single and two storey extension incorporating rear balcony. This application affects the character & appearance of the Aldwick Bay Conservation Area, 3 The Orchard, Aldwick Having received a report on the matter, the Committee

RESOLVED

That the application be approved as detailed in the report.

A/17/18/PL – Conversion of stables & barns to form 1 No. 3 bedroom dwelling with associated works, Outbuildings at Decoy Barn, Decoy Lane, Angmering Having received a report on the matter, together with the officer’s written report update detailing Policy HDM4 in the emerging Local Plan and that Highways England had no objection to the proposal, the Committee

RESOLVED

That the application be approved as detailed in the report.

BE/40/18/PL – New access from New Barn Lane to Land West of New Barn Lane & relocation of 5 No.existing parking spaces, Land West of New Barn Lane, Bersted Having received a report on the matter, together with the officer's written report update detailing:-

- Wording of Condition 4 amended to include 'With the exception of enabling works.....'
- Consultation response received from the Council's Tree Officer and resultant additional three conditions

A verbal update was also provided which advised that the reason for Condition 8 had been amended to read:-

"Reason: To ensure the protection of retained trees and vegetation which is an important feature of the area in accordance with Policy GEN7 of the Arun District Local Plan".

Following consideration of the matter and questions put and answered by the Principal Planning Officer in relation to the parking spaces and future access between the two adjoining sites, the Committee

RESOLVED

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

BR/35/18/PL – 2 No. 2 bedroom semi-detached houses with associated parking, bin & cycle store, Car Parking Site Adjacent to 112 Gravits Lane, Bognor Regis Having received a report on the matter, the Committee also considered the officer report update detailing:-

- A contribution towards Pagham Harbour from the applicant
- Consultation response from County Highways
- Consultation response from the Tree Officer and resultant additional 4 conditions

The Planning Team Leader advised that this was a Council application and, following consideration, the Committee

RESOLVED

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

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

CM/6/18/PL – Change of use to develop a concrete batching plant, with associated infrastructure , site offices & parking, Land at Northwood Farm, Yapton Road, Climping Having received a report on the matter, the Committee also considered the officer's written report update detailing:-

- Consultation responses relating to archaeology and a sound level assessment
- A revised plan to clearly annotate the aggregate/hopper storage units and resultant amended condition
- Additional landscaping condition to facilitate additional tree planting and to protect existing trees

The Group Head of Technical Services was in attendance at the meeting and addressed Members concerns with regard to dust and noise at the site.

The Committee then participated in detailed discussion on the merits of the proposal. Members expressed concern with regard to the fact that this was not a local firm and therefore the application was not compliant with the relevant Local Plan policy. However, the Director of Place advised that the current policy was out of date and that the new policy in the emerging Local Plan made no reference to this being a criteria for development and so should not be given weight. Further concerns were raised relating to vehicle movements and the inadequate local road infrastructure and Members were reminded that County Highways had raised no objection. Comment was also made that the need for a concrete batching plant would no longer be required once development in the District was completed and the area would then be left with an unsightly 'blot on the landscape'.

Whilst understanding the views of some Members, the Director of Place cautioned the Committee that he had heard no substantial reason for refusal.

On the matter being put to the vote, the Committee

RESOLVED

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

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

CM/7/18/PL – Change of use of land from agricultural field to 60 No. tent pitches operating from April to October to include 2 No. plumbed screened portable showers, 2 No. plumbed portable toilets, 2 No. screened changing cubicles, 2 No. screened portable chemical toilets with hand wash facilities & washing up/drying area within existing building, Woodpecker Camping Field, Crookthorn Lane, Climping Having received a report on the matter, the Committee also considered the officer's written report update detailing:-

- Deletion of Conditions 8 and 10 as being unnecessary and unreasonable given that the proposal was for temporary camping with tents
- Additional information from the applicants relating to financial evidence, diversification, provision for dogs, on site parking, complaints and current site operation.

The Committee was supportive of this application, particularly in light of the recently agreed disposal of the Daisyfields Camp Site in Littlehampton. Some concerns were raised with regard to the facilities, access and noise and these were addressed at the meeting by the Planning Team Leader.

The Committee then

RESOLVED

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

CM/12/18/PL – The regularisation of operating hours to 24hrs a day commencing 6 am Monday to 6 pm Saturday with no Sunday operation at Units J1, J2 & Z; new extension covering the existing courtyard area & new acoustic metal cladding to southern façade of existing workshop at Unit J1 & J2; new demountable wall adjacent to existing fence surrounding the guillotine enclosure at Unit U1. This application also lies within the parish of Ford, Unit J1, J2, U1 & Z, Rudford Industrial Estate, Ford Road, Ford Having received a report on the matter, the Committee also considered the officer's written report update detailing:-

- Amended conditions following further consultation from the Group Head of Technical Services and representation from the applicant to be able to weld on a 24 hour basis Monday to Friday and to 6.00 p.m. on Saturday; use of the guillotine 8.00 a.m. to 6.00 p.m. Monday to Saturday; all other operations 8 a.m. to 9.00 p.m. Monday to Friday and 8.00 a.m. to 6.00 p.m. Saturday. No operating to take place on Sundays and Bank Holidays.

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- Additional representations from the Parish Council and local residents following re-advertisement

The Group Head of Technical Services confirmed that Environmental Health were satisfied that, following the noise report and the amended conditions, noise output would be mitigated. He was of the view that the raft of measures proposed in general and for the guillotine in particular, in tandem with the sound insulated building, would reduce noise at the site.

On being put to the vote, the operating hours at the site were agreed as set out in the officer report update.

Members welcomed this application to regularise the hours of operation at the site and to introduce measures to reduce the noise nuisance for local residents, although some concern was still expressed around the guillotine area and for the potential for noise breakout. However, legislation was in place that could be used if complaints were received in the future.

The Committee

RESOLVED

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

FG/66/18/PL – Part change of use for western half of building from Residential Care Home (C” Residential Institution) to residents living together as a single household (C3(b) Dwelling House), 78 Langbury Lane, Ferring Having received a report on the matter, together with the officer’s written report update detailing further comments from County Highways and confirmation of additional sites currently operated by the applicant, some concerns were raised and Members were reminded that they could only consider planning grounds for any refusal as other issues could be addressed through alternative legislation that was in place. The Committee

RESOLVED

That the application be approved as detailed in the report.

Prior to consideration of the following application, Councillor Buckland addressed the Committee in his role as Ward Member.

LU/67/18/PL – Change of use of part of public highway for external seating area at front comprising of 3 No. tables & 6 No. chairs. This application may affect the setting of a listed building, 14-18 Surrey Street, Littlehampton Having received a report on the matter, the Committee considered the officer's written report update detailing:-

- Correction in the report under Pedestrian Access of 2 tables to 3 tables.
- Consultation response from Environmental Health of an objection to the proposal
- Additional condition to tackle litter.

The Committee participated in a detailed debate on the matter and were reminded that the concerns that were being raised were not within the remit of planning but rather came under other agencies and other legislation.

Members commented that the reduction in the pavement width was unacceptable and officer advice was given that County Highways considered that the pavement width to be retained was acceptable at 2.2m to 2m. Concerns were raised that the proposal would encourage on street drinking and disorderly behaviour that would be difficult to control and for the Police to manage, particularly as there was already a serious problem in the town. The Director of Place advised that the Licensing Authority would deal with those issues raised.

However, on being put to the vote the Committee did not accept the officer recommendation to approve and on considering the matter further,

RESOLVED

That the application be refused for the following reason:-

The proposal, if permitted, would result in the introduction of an activity in a location which is physically unsuitable to accommodate that said activity by reason of width, gradient and the lack of space for users to congregate and thus likely to cause obstruction to the safe use of the pavement by all types of users in conflict with policies D DM1 and T SP1 of the Arun Local Plan 2011-2031.

78. PLANNING APPEALS

The Committee noted the planning appeals that had been received.

(The meeting concluded at 5.40 p.m.)

HOUSING & CUSTOMER SERVICES WORKING GROUP

19 July 2018 at 6.00 p.m.

Present: - Councillors Hughes (Chairman), Mrs Porter (Vice-Chairman), Blampied, Mrs Madeley and Mrs Rapnik.

Councillor Bence was also in attendance as Cabinet Member for Residential Services for all or part of the meeting.

8. APOLOGIES

Apologies for absence had been received from Councillors Mrs Ayres, Mrs Harrison-Horn, Purchase and Miss Rhodes.

9. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

10. MINUTES

The Minutes of the meeting of the Housing & Customer Services Working Group held on 31 May 2018 were approved as a correct record and signed by the Chairman.

11. STONEPILLOW ANNUAL OPERATIONAL UPDATE

The Rent Arrears Manager introduced the Chief Executive of Stonepillow, Hilary Bartle, to the working group and the Chairman welcomed her to the meeting.

The Chief Executive of Stonepillow gave a presentation that outlined the work of Stonepillow as an organisation that offered shelter, information and support to empower homeless and vulnerable people to make positive changes in their lives. Stonepillow, as one of the Council's partners, had regularly visited the Housing and Customer Services Working Group over the years and this presentation was their annual update to the Council on current work and progress.

It was noted that their work covered the Chichester, Bognor and Littlehampton areas offering hubs, hostels, supported housing, recovery services, social enterprise and food collection in partnership with UK Harvest. It was explained that UK Harvest collected surplus food from all types of businesses and producers and distributed this to shelters and families/individuals in need.

Members were informed that since 2010, the number of rough sleepers in the Chichester District had ranged from 14 to 26. This Included rough sleepers who intermittently engaged with homeless services and transient

rough sleepers. Although the number of rough sleepers had not increased, the visibility of rough sleeping had increased over the past five years. The numbers of 'vulnerably housed' people had also increased rapidly. Members were also informed that there had been a marked increase in Eastern European Migrants who used Stonepillow's hub for food, shower and clothes. This could be as many as 17 per day. A younger, chaotic people, under 25 accessing Stonepillow's services had also been noticed.

The Chief Executive of Stonepillow then outlined the ways that the organisation offered assistance as follows:

- Support given 365 days a year with 96 clients in accommodation on any given evening
- Long term support to help people leave the streets for good
- Working in partnership with other agencies
- Accommodation for people who are discharged from hospital or require medical treatment and would otherwise be on the streets
- Abstinence based accommodation and support for people dealing with substance misuse and addiction
- Supported accommodation offering people more independence preparing them for independent living
- Social Enterprise – Restore Chichester and Bognor Regis charity shops that receive donations of furniture/household goods to provide income and help furnish our properties. Clients benefitted from learning new skills through work experience
- Local Assistance Network (LAN) a fund for people who are in crisis or on low income and require urgent support

It was explained that Stonepillow relied heavily on volunteers and fund raising to support its services. Members were informed that West Sussex County Council had constraints on their budgets and were looking at significant cuts to the funding given to Stonepillow. As most of the organisation's contractual funding came from WSCC this would cause significant challenges in recouping any shortfalls.

Following questions which were responded to at the meeting, Members praised the work of Stonepillow and the Chairman thanked the Chief Executive for attending the meeting and her informative presentation.

12. CUSTOMER SERVICES ANNUAL UPDATE 2017-2018

The Chairman welcomed the Group Head of Neighbourhood Services, the Customer Services Manager (Operational) and the Customer Services Manager (Strategic Direction) to the meeting.

The Group Head of Neighbourhoods introduced the report that provided a brief overview of Customer Services and how this had evolved since the service was set up in 2006. It considered the operation of services over the last financial year ending March 2018 and identified emerging trends of operation. It was reported that the following services are dealt with by

Customer Services who aimed to deal with customer enquiries at first point of contact:

- Cleansing
- Environmental Health
- Revenues
- Benefits
- Planning
- Building Control
- Elections
- Car Parks
- Housing repairs
- General inquiries & Switchboard

The Customer Services Manager (Operational) then provided the working group with a presentation. This centred on what the service provides, why customers call and how customers access Council services (click, call, come-in).

It was noted that Customer Services provided telephony support (Arun Direct) for 10 of the Council's departments with 86.4% of all telephony enquiries being dealt with at first point of contact. Members were informed that during 2017/18 170,726 calls were dealt with.

It was also noted Arun Direct's biggest customer was Council Tax with 41,713 calls being taken in the past year. On average 3,000 calls per month were responded to solely for Council Tax. It was explained that every year in March, Annual Billing increased call volumes for Revenues to 4,000 per month.

Members were reminded that customers were also supported face to face for general and housing related queries both at Bognor Regis Town Hall and the Arun Civic Centre. It was reported that over 23,000 customers visited the Civic Centre for assistance in 2017/18 with a further 18,000 visiting Bognor Regis Town Hall.

The Customer Services Manager (Operational) then provided Members with a breakdown of figures for the various ways a customer could contact the Council. Contact during 2017/18 was distributed as follows:

- 'click' - total amount of website hits – 763,296
- 'call' - customer contact via telephone – 170,705
- 'come-in' - customers served face to face - 41,404

It was noted that the most economic method of contact, 'click' had steadily increased since 2015/16.

In summing up, the Group Head of Neighbourhoods informed Members that the Customer Access Strategy 2013-2017 had identified several initiatives to improve the service offered to the public. A review of this strategy was underway. It was noted that a report would be brought to this working

group early next year with a revised strategy. This would aim to identify the priorities for the service with the objective of putting the customer at the centre of everything that the Council does.

Following questions which were responded to at the meeting, the Chairman thanked the Group Head of Neighbourhoods, Customer Services Manager (Strategic Direction) and the Customer Services Manager (Operational) for the informative report and presentation.

13. WORK PROGRAMME – 2018/19

It was noted that the Anti-Social Behaviour/Community Safety item that was on the work programme for the September meeting had been moved, with agreement from the Chairman, to the meeting on 13 December 2018.

(The meeting concluded at 7.03 pm)

CABINET

23 July 2018 at 5.00 pm

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

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

109. WELCOME

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

110. DECLARATIONS OF INTEREST

There were no declarations of interest made.

111. MINUTES

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

112. PROPOSED OFFER TO MARKET FOR REDEVELOPMENT THE CAR/LORRY PARK AT LONDON ROAD, BOGNOR REGIS

The Cabinet received a report from the Group Head of Technical Services on the proposal that the Council offered to market for redevelopment its interest in land currently used for car and lorry/coach parking.

It was noted that with an increased demand for student accommodation in Bognor Regis the proposed redevelopment would include student accommodation, a public car park and retained gateway access to Hotham Park.

In discussing the report, Members were keen that during any redevelopment public disruption was minimised by maintaining a temporary public car parking provision and keeping accessibility to Hotham Park clear. The Group Head of Technical Services assured that this would be the case and following redevelopment the gateway access to Hotham Park would be further enhanced.

Members welcomed the new Chichester University Campus and were pleased to note that around 1500 additional students had been attracted to study in the locality. It was considered excellent news for the economy of Bognor Regis.

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

The Cabinet then confirmed its decision as per Decision Notice C/008/230718, a copy of which is attached to the signed copy of the Minutes.

113. EXEMPT BUSINESS

The Cabinet

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

114. ACTIVITIES FOR OLDER PEOPLE (EXEMPT – Paragraph 3 – Information Relating to Business Affairs)

The Cabinet Member for Community Wellbeing introduced this report, explaining that as Arun had a large elderly population the Council was keen to support social inclusion.

The Group Head of Community Wellbeing reminded that since 2006 Arun District Council had commissioned Age UK West Sussex to provide a Day Activity Service to help improve the quality of life for older adults, particularly those that may be socially isolated. One of the main facilities managed under this contract was the Laburnum Centre owned and maintained by Arun District Council.

The Group Head of Community Wellbeing explained the current circumstances with respect to service provision in Arun and the West Sussex County Council commissioning exercise proposed in 2014. As timescales were unknown Cabinet was requested to consider the report's recommendations as an interim measure to sustain activities for older adults in the District.

In considering the report's recommendations, although Cabinet was aware that the Day Activity Service was a discretionary function, it was recognised that Arun District Council had a history (over 28 years) of supporting its residents to live long, active, independent and healthy lives whatever their circumstances. Members were particularly proud of the

Council's purpose built Laburnum Centre that continued to provide a valued service.

Members were in full support of the report's recommendation and the Chairman thanked the Group Head of Community Wellbeing for his report.

The Cabinet confirmed its decision as per Decision Notice C/009/230718, a copy of which is attached to the signed copy of the Minutes.

115. THANKS

In closing the meeting the Chairman informed Cabinet that this would be the Committee Manager's last meeting as an officer of Arun District Council. Cabinet thanked the Committee Manager (Erica Keegan) for her work in supporting the Council's Democratic Services and wished her well in her new role.

(The meeting concluded at 5.15 pm)

ARUN DISTRICT COUNCIL**DECISION NOTICES FROM THE CABINET MEETING HELD ON
23 JULY 2018**

REF NO.	DECISION
C/008/230718	London Road Car Park, Bognor Regis
C/009/230718	Activities for Older Adults [Exempt – Paragraph 3 – Information Relating to Internal Business Affairs]

**PLEASE NOTE THAT THESE DECISIONS WILL COME INTO EFFECT
FROM 10.00 A.M. ON WEDNESDAY, 1 AUGUST 2018 UNLESS
THE CALL-IN PROCESS IS APPLIED**

REFERENCE NO: C/008/230718

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: London Road Car Park, Bognor Regis	
OFFICER CONTACT: Nat Slade, Group Head of Technical Services Extn: 37683 e.mail: nat.slade@arun.gov.uk	

EXECUTIVE SUMMARY: With an increased demand for student accommodation in Bognor Regis it is proposed that the Council offer to market for redevelopment its interest in land currently used for car and lorry/coach parking including public convenience off London Road, Bognor Regis. The proposed redevelopment to include student accommodation, a public car park and retained gateway access to Hotham Park.

DECISION:

As recommended in the report Cabinet,

RESOLVED – That

- (1) the open marketing of Council freehold land at London Road, Bognor Regis for the purpose of redevelopment for student accommodation and a public car park retaining and enhancing access to Hotham Park. Control and income from public car parking to be retained throughout and following the redevelopment. Temporary public car parking provision to be maintained throughout construction on the site at the maximum practicable capacity. The freehold of the public car parking area to be retained/returned to the Council at completion of the redevelopment. Income derived from the car park to be retained by the Council. No re-provision of public conveniences on this site in accordance with previous decisions regarding the provision of public toilets, be approved;
- (2) the disposal of part of the land located at London Road, Bognor Regis for best consideration. Disposal could be either on a leasehold or freehold basis depending on the terms offered and agreed following the planned marketing exercise, be approved;
- (3) delegated authority be given to the Director for Place and the Section 151 Officer, in consultation with the Cabinet Member for Technical Services, to agree terms for suitable disposal including selection of developer from the offers received following the open marketing of the site and to conclude any and all matters necessary to complete disposal and conveyance of the leasehold / freehold in order to facilitate early development, and;
- (4) delegated authority be given to the Director for Place, in consultation with the Cabinet Member for Planning Services, to take appropriate action under section 203 of the Housing and Planning Act 2016.

REASON FOR THE DECISION: The delivery of student accommodation on the London Road site will assist in preserving and improving the financial and other resources available to the Council in support of the Council's 2020 Vision and beyond. The potential disposal of land is supported by the Council's property investment strategy and depending on the option chosen should see generation of additional revenue income for the Council that can be utilised to underpin both statutory and non-statutory services delivered to the community. The new Chichester University campus will see the introduction of circa 1500 additional students into Bognor Regis by ultimately placing pressure on the local private sector rented housing market. If this is not mitigated then this could have a detrimental impact on the statutory housing function of the Council. The location of London Road is directly adjacent to the University campus and so is ideally placed to provide part of the overall student accommodation solution. This is considered to be in the best interests of the Council.	
OPTIONS CONSIDERED BUT REJECTED: Exempt – Paragraph 3 Information Relating to Business Affairs	
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/009/230718

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Activities for Older Adults (Exempt – Paragraph 3 -Information Relating to Internal Business Affairs)	
OFFICER CONTACT: Robin Wickham, Group Head of Community Wellbeing Extn: 37835 e.mail: robin.wickham@arun.gov.uk	
EXECUTIVE SUMMARY: In February 2018 Cabinet resolved to extend the current contract with Age UK West Sussex to provide day activities for older people. West Sussex County Council (WSSCC) is reviewing its contracts for social support services which include provision for day activities. This report provides an update to Members.	
DECISION: As recommended in the report, the Cabinet RESOLVED – That (1) the Group Head of Community Wellbeing and the Property and Estates Manager enter in to negotiations with Age UK regarding the Laburnum Centre and associated operating fees; (2) a separate agreement be drafted for Day Activities east of the river Arun, and; (3) authority be delegated to the Cabinet Member for Community Wellbeing and the Group Head of Technical Services to enter in to a lease agreement with Age UK for the Laburnum Centre and an agreement for Day Activities east of the river Arun, provided the value of these agreements represents a reduction in the current level of funding for this service.	
REASON FOR THE DECISION: To review the current arrangement of support for activities for older people in Arun and to work with Age UK West Sussex on alternative delivery models that will benefit of the community.	
OPTIONS CONSIDERED BUT REJECTED: Tender the Laburnum Centre as part of the WSSCC recommissioning exercise, tender the Laburnum Centre and activities for older people outside of the WSSCC recommissioning exercise, withdraw from Day Activity services and dispose of the Laburnum Centre, continue to work with Age UK to develop the service outside of the WSSCC recommissioning exercise.	
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	

AUDIT AND GOVERNANCE COMMITTEE

26 July 2018 at 6.00pm

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

116. WELCOME

The Chairman welcomed Members and Officers of the Internal Audit & Finance teams to the meeting. The Chairman then extended a welcome to Kevin Suter and James Stuttaford from Ernst & Young.

117. APOLOGIES FOR ABSENCE

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

118. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

119. 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.

120. START TIMES

The Committee

RESOLVED

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

121. INDEPENDENT REMUNERATION PANEL - RECRUITMENT OF NEW MEMBERS

A report was received from the Group Head of Council Advice & Monitoring Officer informing the Committee of a resignation received from one of the three Panel members serving on the Independent Remuneration Panel. The Committee was requested to endorse the recruitment process that would be required so that the Independent Remuneration Panel could proceed with a review of the Council's Members' Allowances Scheme.

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A question was asked about the position of the Panel in the interim. It was confirmed that the Panel could not operate without a minimum of three members, as this was a legal requirement. Members were asked to promote the vacancy within their community to encourage anyone interested in the role to come forward so the Panel could be reconvened to take forward their review as soon as possible.

Having agreed that the Vice-Chairman would act as the other member of the Interview Panel, the Committee

RESOLVED – That

- (1) the current position be noted and the options for recruiting additional members to the Independent Remuneration Panel be endorsed; and
- (2) the appointment of Councillors Chapman and Mrs Oakley be agreed to sit on the Independent Remuneration Panel's Interview Panel.

122. RESPONSE TO ERNST & YOUNG ON ANNUAL ASSURANCE LETTER REGARDING GOVERNANCE ARRANGEMENTS

The Committee noted the correspondence, dated 3 April 2018, from the Chairman, having written on behalf of the Audit and Governance Committee, to Ernst & Young. This letter responded to Ernst & Young's queries in their letter of 28 February 2018 under the Committee's requirements on International Standards of Auditing.

123. ERNST & YOUNG – ANNUAL AUDIT FEE LETTER 2018/19

Kevin Suter from Ernst & Young presented the Annual Audit Fee letter that informed Members of the audit work they proposed to undertake for the 2018/19 financial year. It also set out the indicative scale of fees that would be applied for this year which showed a reduction of 23% from the previous year.

The Chairman gave an update of his concerns about the deadlines being set nationally for the annual audit. He recognised that this was putting greater, and potentially unrealistic, pressure on both the external auditors and local authority finance teams to finalise their accounts. He was highlighting his concerns nationally.

Having asked a number of questions about the proposals for this audit which were responded to at the meeting, the Committee

RESOLVED

That the Annual Audit Fee Letter which set out the audit and certification work proposed for the 2018/19 financial year by Ernst & Young be approved.

124. ERNST & YOUNG AUDIT RESULTS REPORT

The Committee received Ernst & Young's Audit Results report for the year ended 31 March 2018 which had been circulated separately to the agenda. The report summarised the preliminary audit conclusions.

In introducing the report, Kevin Suter put on record his thanks to the Finance Team for all their support in conducting this audit. He then went on to work through the report and provide the findings of the outstanding matters that had been resolved or were almost concluded since the report had been produced.

Two issues were highlighted for discussion:

1. The decision by management not to adjust the depreciation figure for Housing Revenue Account (HRA) assets. This issue had been flagged for further consideration over the coming year. Having sought clarification and had their questions answered, the Committee supported this decision.
2. The decision by management to adjust for the difference between the estimated Pension Fund liability and the actual at 31 March 2018. The Committee supported this decision.

Mr Suter advised the Committee that he anticipated that all outstanding matters would be concluded by the statutory deadline of 31 July 2018 and that he expected to issue an unqualified audit opinion to the Council so the Statement of Accounts could be signed off by the Chairman.

Turning to the remainder of the report, Mr Suter highlighted the outcomes of their assessments of value for money risks and other reporting issues. He responded to further questions posed by the Committee.

Having thanked Kevin Suter and James Stuttford, and the Finance Team for all their efforts on this year's accounts, the Committee noted the report.

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125. STATEMENT OF ACCOUNTS – 2017/2018

The Financial Services Manager presented the Council's 2017/18 Statement of Accounts for approval, together with the Letter of Representation submitted on behalf of the Council.

As already highlighted in the previous item, the Committee was advised that Ernst & Young had been unable to conclude all the outstanding matters in their audit of the Statement of Accounts in time for this meeting. As the Statement of Accounts needed to be signed off by 31 July 2018, to meet the statutory deadline, it was proposed that the Committee gave their approval based on the information provided to date; and the Chairman of the Committee be given delegated authority to sign off the Accounts, in consultation with the Group Head of Corporate Support, if any further amendments were necessary. The Committee supported this proposal.

The Financial Services Manager then went through the minor adjustments that had been made to the Statement of Accounts as a consequence of the decision to adjust for the change in the estimate of the Pensions Reserve. The Letter of Representation had also been updated to reflect the decision to amend the Accounts for the Pensions Reserve and the decision not to amend the Accounts to reflect the difference in the estimate for HRA depreciation. The final version of the Letter presented to the Chairman for approval included all these adjustments.

The Committee

RESOLVED – That

- (1) the amendment to the Council's Accounting Policies, be noted;
- (2) the findings of the Ernst & Young Audit Results Report, be noted;
- (3) the Letter of Representation on behalf of the Council be approved;
- (4) the Statement of Accounts for the financial year ended 31 March 2018 which will be signed by the Chairman of the Committee (Appendix 1 as amended), be approved; and
- (5) the Chairman of the Committee be given delegated authority, in consultation with the Group Head of Corporate Support, to sign off the Statement of Accounts for the financial year ended 31 March 2018 if any further amendments are necessary.

126. ANNUAL GOVERNANCE STATEMENT 2017/18 AND LOCAL CODE OF CORPORATE GOVERNANCE 2018/19

The Annual Governance Statement for 2017/18 was presented to the Committee by the Chief Internal Auditor for approval, supported by the Code of Corporate Governance for 2018/19.

The Chief Internal Auditor gave an update on minor amendments needed to the Code of Corporate Governance to reflect the completion of the Vision 2020 project, as agreed by Full Council. These changes would be made before the document was published to the Council's website.

In terms of the Annual Governance Statement, the Chief Internal Auditor advised that since the document had been prepared, the Arun Local Plan had been adopted by Full Council on 18 July 2018 and this governance risk had therefore been addressed.

Questions were asked about the resilience arrangements for ICT across the organisation. The Chief Internal Auditor explained the work underway by Group Heads to review Business Continuity Plans based on the new management structure so resilience requirements could be assessed by the Group Head of Neighbourhood Services. No significant concerns had been expressed by the ICT and Service Improvement Manager about the resilience of any ICT systems. Further, the Information Security Officer Group was monitoring compliance with the requirements of the General Data Protection Regulation to minimise any risk to the Council.

Having received satisfactory responses to further comments and questions posed, the Committee

RESOLVED – That

- (1) the minor change to the local code of Corporate Governance be endorsed, and;
- (2) the Council's Annual Governance Statement for 2017/18 be approved.

127. TREASURY MANAGEMENT ANNUAL REPORT – 2017/18

The Group Head of Corporate Support presented the Treasury Management Annual Report for 2017/2018 to the Committee to scrutinise before making a recommendation to Full Council. The report summarised:

- capital activity during the year;
- impact of this activity on the Council's underlying indebtedness (the Capital Financing Requirement);

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- reporting on the required prudential and treasury indicators;
- overall treasury position identifying how the Council has borrowed in relation to this indebtedness and the impact on investment balances;
- summary of interest rate movements in the year;
- detailed debt activity; and
- detailed investment activity.

In concluding his presentation, Members were made aware of a proposed further briefing on Treasury Management to be held ahead of the next meeting, which they would be notified of shortly.

Having received responses to questions posed, the Committee

RECOMMEND TO FULL COUNCIL – That

- (1) the actual prudential and treasury indicators for 2017/18 contained in the report, be approved;
- (2) the treasury management report for 2017/18, be noted; and
- (3) the treasury activity during 2017/18 which has generated interest receipts of £695,980 (1.05%). (Budget £530,000 – 1.02%), be noted.

128. COUNTER FRAUD REPORT – 2017/18

As the designated body for overseeing the Council's anti-fraud culture, the Committee received the annual report from the Chief Internal Auditor on counter fraud activity. In presenting the report, the Chief Internal Auditor highlighted the key areas of activity, particularly the successful work of the Housing Fraud Investigator which had brought considerable benefit to the Council.

The Chairman welcomed the activities introduced by the officer team and the successful achievements to date.

A question was asked on whether the Committee should support further resources being allocated to counter fraud activities. The Chairman suggested that whilst the merit of increased activity was supported, the work underway was already proving successful and the Committee would be updated as further projects were developed.

The Committee

RESOLVED

That the Counter Fraud Report 2017/18 be noted and the counter fraud work performed by the Council in 2017/18 be endorsed.

129. CHAIRMAN'S ANNUAL REPORT TO COUNCIL – 2017/18

The Committee received the Chairman's Annual Report to the Council for 2017/18 from the Chief Internal Auditor and, having supported its contents,

RECOMMEND TO FULL COUNCIL

That the Chairman's Annual Report for 2017/18 be presented for approval.

130. INTERNAL AUDIT REPORT AND OPINION 2017/18

The Chief Internal Auditor presented the annual Internal Audit Report and Opinion for 2017/18. The report summarised the work undertaken by the Internal Audit Team during the year ended 31 March 2018.

In presenting the report, the Chief Internal Auditor confirmed that the Council was following the requirements of CIPFA guidance and that the annual report had been finalised in consultation with the Chairman of the Committee to confirm the independence of the review process.

The Committee

RESOLVED

That the Internal Annual Report & Opinion for 2017/18 be noted and the work carried out by Internal Audit in 2017/18 be endorsed.

131. PROGRESS AGAINST THE AUDIT PLAN

The Committee received and noted a report from the Chief Internal Auditor which monitored delivery of progress made against the outline Audit Plan agreed by the Committee at its February meeting.

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132. PROGRESS AGAINST THE AUDIT PLAN : SUMMARY OF FINDINGS FROM REPORTS ISSUED FEBRUARY – JUNE 2018

The Committee received and noted the progress report on the Audit Plan summarising findings from audit reports issued between February and June 2018.

133. ANNUAL UPDATE ON THE USE OF REGULATION OF INVESTIGATORY POWERS ACT (RIPA) 2010

As required by the Council's Constitution, the Committee noted that no activity had been authorised under the Regulation of Investigatory Powers Act (RIPA) 2010 in the 2017/18 financial year.

134. INFORMATION/ADVISORY DOCUMENTS RECEIVED

The Committee received and noted the following information/advisory document:

- Ernst & Young Local Government Audit Committee Briefing

135. FUTURE WORKPLAN FOR THE AUDIT & GOVERNANCE COMMITTEE

The Committee received a draft work plan for 2018/2019 from the Chief Internal Auditor which Members were asked to approve.

The Committee

RESOLVED

That the Committee's future work plan for 2018/2019 be approved.

136. VOTE OF THANKS

Members recorded their thanks to Erica Keegan, Democratic Services Officer, who would be leaving the Council on 31 July 2018, for her support to the Committee.

(The meeting concluded at 7.37 pm)

ENVIRONMENT & LEISURE WORKING GROUP

31 July 2018 at 6.00 p.m.

Present: - Councillors Hitchins (Chairman), Warren (Vice-Chairman), Ambler, Bicknell, Buckland, Cates, Dingemans and Oliver-Redgate.

10. APOLOGIES

Apologies for absence had been received from Councillors Mrs Bence, Brooks, Mrs Daniells, English and Reynolds

11. 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.
- Councillor Warren declared a personal interest in any item on the agenda that might arise in connection with his role as a member of Littlehampton Town Council.

12. MINUTES

The Minutes of the meeting held on 5 June 2018 were approved and signed by the Chairman as a correct record.

13. LITTLEHAMPTON LEISURE CENTRE

The Working Group received a written report and slide presentation from the Principal Landscape Officer which provided a visual update showing the progress of the works to the Littlehampton Leisure Centre.

The following questions were asked:-

- Mention had previously been made about problems about glare from the windows and what was the cause? The officer response was that light came in through the windows and reflected off the pool, which was not an uncommon problem for swimming pools. The preferred option for resolving the issue was to install blinds as it was felt that was the most flexible approach.

- Was there going to be a period of closure between the old centre closing and the new one opening? The Principal Landscape Officer advised that it was planned to keep the existing facility operational prior to opening the new centre to ensure that provision would be maintained for the public; there was no planned closure period. A programme for the transition was currently being worked on by the operator, Freedom Leisure. Any closure period, if absolutely necessary for operational reasons, would be kept to an absolute minimum by the leisure contractor.
- A question was asked around demolition of the old centre and clearance of the site for the provision of parking. An assurance was given that the site would be cleared as soon as possible and that Freedom Leisure members would be afforded the same benefits for parking as at present through the issue of permits whilst other members of the public could use the parking through pay and display tickets.
- In response to a further question, Members were advised that bookings for clubs using the pool was an operational matter for Freedom Leisure and the Council would have no input to that.

The Chairman thanked the Principal Landscape Officer for her update and was pleased that the timetable was on track.

The Working Group then noted the report.

14. EMERGENCY PLANNING UPDATE

(During consideration of this item, Councillor Bicknell declared a prejudicial interest due to his employment with Southern Water and he left the meeting and took no part in any discussion relating to flooding issues.)

The Working Group received a comprehensive presentation from the Emergency Planning Officer on how the Council would respond to any civil emergency from beginning to end of the process and the role Members could play. He provided an overview of what the Council would do and how the Council would work with other agencies to resolve any emergency situation.

Members thanked the officer for his extremely informative and interesting presentation and then participated in general discussion around a number of issues, including

- flooding;
- role of Councillors in emergency situations and the need for further training;
- access to relevant contact numbers and use of “priority” lines
- warnings and communications in event of a tsunami, although officer advice was given that that had not been identified as a high risk occurrence.

The Working Group noted the report.

15. WORK PROGRAMME 2018/19

In turning to the Work Programme, a request was made whether fly tipping and the provision of drinking water fountains could be included for consideration at a future meeting. The Chairman stated that he would discuss the matter with the Group Head of Neighbourhood Services.

(The meeting concluded at 7.35 pm)

ELECTORAL REVIEW SUB-COMMITTEE

01 August 2018 at 6.00 pm

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

1. APOLOGIES FOR ABSENCE

An apology for absence had been received from Councillor Purchase.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

3. MINUTES

The Minutes of the meeting held on 3 May 2018 were approved by the Sub-Committee as a correct record and signed by the Chairman.

4. COMMUNITY GOVERNANCE REVIEW – BARNHAM AND EASTERGATE

In presenting this report, the Group Head of Policy reminded Members that the Council, having received a request from Barnham Parish Council and Eastergate Parish Council to merge their parishes, had undertaken a Community Governance Review in line with Boundary Commission guidelines and had consulted with local residents and relevant organisations on the proposal.

The report, presented to the Sub-Committee, set out the outcome of the final stage of consultation. This included details of the one objection received and the views of the Officer in their response to the objector. The Group Head of Policy requested that Members take the objection into account when considering their recommendations to Full Council.

The Sub-Committee commended the Group Head of Policy for the clear and concise report and for the informative response given to the objector.

The Sub-Committee expressed concerns about the impact of the Local Plan on the merger of these two parishes. The Group Head of Policy advised that there may be a need to review ward profiles if the developments proceeded. The Group Head of Policy confirmed that both parishes were aware of the contents of the Local Plan and that, in their view, this had no effect on their request to merge the two parishes.

The Sub-Committee

RECOMMEND TO FULL COUNCIL - That

(1) Barnham Parish Council and Eastergate Parish Council merge to become Barnham and Eastergate Parish Council with 13 Parish Councillors, with effect from 1 December 2018.

(2) the Group Head of Policy be given delegated authority to publish the Reorganisation Order.

5. CANVASS UPDATE

The Sub-Committee received a report on the Update of the 2018 Canvass from the Group Head of Policy.

Key points highlighted were:

- The Electoral Commission conducted pilot exercises in 2017 on different formats for the Household Enquiry Forms, which had resulted in a new format being issued this year;
- 43.68% of the responses received so far had been made via automated response methods (compared to 36.89% at the end of last year's canvass);
- A video had been published, advising people how to complete their forms and encouraging on-line responses, which generated 728 views on Facebook and 300 views on YouTube;
- Consideration would be given in the future to offering an incentive scheme for returning the forms by the due date, although it is a legal requirement to do so;
- A Member referred to the collection of email addresses for residents with the suggestion that the form is proactively emailed to residents. The Group Head of Policy explained that the current legislation required the form to be posted out to residents, although it might change in the future in view of the increased use of electronic means; and
- The Sub-Committee asked for a future item about the options for sanctions for not returning the forms.

The Sub-Committee noted the report and congratulated staff involved in this positive outcome.

6. 2018 PARLIAMENTARY BOUNDARY REVIEW

The Group Head of Policy provided a verbal update on the 2018 Parliamentary Boundary Review, following an email issued to all District Councillors on 18 June 2018.

The Boundary Commission began the 2018 Review of Parliamentary Constituencies in 2016 and was required to report its final recommendation to Government between 1 and 30 September 2018. The regulations require that Parliament is the first audience and therefore the final recommendations would not be made public at the same time as the report would be submitted to Government. The final recommendations would only be published on the Boundary Commission website.

If the recommendations were accepted by Parliament, the new boundaries would come into existence at the next General Election after that vote, which was due to be held on 5 May 2022.

The Sub-Committee considered the option of a boundary review of all wards following the local elections in 2019, and prior to the Parliamentary election in 2022. Concerns were raised about the time taken to carry out these reviews and the implications of the number of developments planned in the near future which would impact on the size of the electorate. However, the Sub-Committee supported the suggestion of the need for a review with careful consideration of the cost and amount of work required, along with the rurality of the District and consideration being given to the lessons learned from the last review.

The Group Head of Policy suggested that a paper be drafted to bring to the next meeting to look at the key issues to be considered and how a review might be structured. This was agreed by the Sub-Committee.

(The meeting concluded at 6:43 pm)

DEVELOPMENT CONTROL COMMITTEE

8 August 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.

Councillors Ambler, Mrs Brown (part), Charles and Elkins (part) were also in attendance at the meeting.

137. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Wells.

138. DECLARATIONS OF INTEREST

There were no declarations of interest made.

139. MINUTES

The Minutes of the meeting held on 11 July 2018 were approved by the Committee and signed by the Chairman as a correct record.

140. RECONSIDERATION OF PLANNING APPLICATIONS FOLLOWING ADOPTION OF ARUN LOCAL PLAN

Following the adoption of the Arun Local Plan on 18 July 2018, the Group Head of Planning presented this report to Members which sought confirmation from the Committee that planning applications that had been resolved to be granted planning permission would be reconsidered where decisions had yet to be issued.

The Committee

RESOLVED – That

(1) the need to reconsider the planning applications referred to at paragraph 7 of the report by way of an update report in light of the change in the development plan following the adoption of the Arun Local Plan, be noted; and

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(2) all planning conditions attached to those applications still resolved to be granted planning permission be amended to include amended policy references from the Arun Local Plan 2011-2031.

141. PLANNING APPLICATIONS

FG/39/18/PL – Demolition of existing property & outbuildings; erection of new Motor Dealership with Showroom, Offices & Motor Vehicle Workshop (including MOT) & new Head Office Facility adjoining the existing Peugeot building on site including associated hard & soft landscaping & associated supporting facilities. This application is a Departure from the Development Plan, Worthing Peugeot, Littlehampton Road, Ferring The Committee received a report on the matter, together with the officer's written report update detailing consequential changes following publication of the new version of the National Planning Policy Framework. The Planning Team Leader also advised that the comments from Environmental Health had not been included for consideration within the report - they raised no objection to the proposal providing relevant conditions were attached to any approval to mitigate concerns relating to odour; noise; the requirement for a construction management plan; and possible land contamination. It was therefore suggested that, should Members be minded to approve the application, authority be delegated to the Group Head of Planning, in consultation with the Chairman and Vice-Chairman, to add suitable conditions to address the issues raised by Environmental Health.

In discussing the matter, Members expressed serious concern that the existing dealership at times off loaded vehicles from a transporter at the front of the site on the busy A259. This was considered to be dangerous. The Planning Team Leader advised that County Highways and the Police had been approached with regard to the situation but had raised no objection. In relation to the new proposal, County Highways had been chased for the comment but had still not responded and, in the view of officers, the application would not cause problems that would be so severe as to warrant a refusal.

Members voiced their disappointment at the lack of response from County Highways and requested that this be passed on accordingly.

Whilst acknowledging that offloading of vehicles to the rear of the site could not be imposed on Peugeot, it was felt that a condition should be attached to any approval for Honda to require all vehicles for the benefit of Honda to enter through the rear of the property". Having been formally proposed and seconded this was agreed.

The Committee

RESOLVED - That

(1) the application be approved as detailed in the report, subject to the following additional condition:-

The use hereby approved shall not begin until details of a scheme for the control of car transporters and deliveries has been submitted to and approved in writing by the Local Planning Authority. The submitted details shall include numbers/frequency, and measures to ensure that all deliveries including transporters unload/load only within the rear area accessed off Hangleton Lane and enter and leave the site in forward gear. Only the approved scheme of deliveries shall be operated thereafter.

Reason: In the interests of road safety in accordance with policy T SP1 of the Arun Local Plan 2011-2031.

(2) authority be delegated to the Group Head of Planning, in consultation with the Chairman and Vice-Chairman, to add relevant conditions as requested by Environmental Health.

(Prior to consideration of the following application, Councillor Elkins spoke to the application in his role as Ward Member.)

FG/105/18/PL – Installation of a six-pump (12 filling position) automated petrol filling station (FPS) & associated works. Resubmission of FG/206/17/PL, Land at Asda Superstore, Littlehampton Road, Ferring Having received a report on the matter, together with the officer's written report update detailing:-

- Consequential changes following publication of the new version of the National Planning Policy Framework.
- The policy context section should refer to the site being within the Built Up Area Boundary and the reference to siting within the Strategic Gap should be deleted
- Incorrect reporting in the previous application that the site was outside the defined Built Up Area Boundary
- The Council's Engineers had requested a drainage condition be imposed
- Additional comments from County Highways raising no objection
- Further letter of objection

The Planning Team Leader reminded Members that the previous application (FG/206/17/PL) had been refused purely on the grounds that the Jet Wash facility would cause unacceptable harm to neighbouring dwellings.

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In discussing the matter, some Members still expressed reservations with regard to the proposal but the Committee

RESOLVED

That the application be approved as detailed in the report and the report update to include an additional condition relating to drainage.

A/142/17/PL – Change of use of land from storage (B8 Storage or Distribution) to a car sales yard (Sui Generis), Land at Barn Farm, Dappers Lane, Angmering Having received a report on the matter, together with the officer's written report update detailing consequential changes following publication of the new version of the National Planning Policy Framework, the Committee was advised by the Planning Team Leader that, due to concerns around intensification of use of the site, a temporary permission for 3 years was being proposed.

Following consideration, the Committee

RESOLVED

That the application be approved as detailed in the report.

(Prior to consideration of the following application, Councillor Mrs Brown spoke to the application in her role as Ward Member.)

AW/71/18/HH – Demolition of existing ground floor extensions to front of property, construction of a single storey rear extension & reworking of existing external hard & soft landscaping including new vehicular access onto Kingsway. This application affects the character & appearance of the Craigweil House Conservation Area, 36 Kingsway, Aldwick Having received a report on the matter, together with the officer's written report update detailing:-

- Additional comment from the Council's Tree Officer and resultant amendment to Condition 3 to refer to the Rev D Arboricultural Method Statement.
- Advice that supporting photographs from the applicant were available to view on the Council's website.
- Consequential changes following publication of the new version of the National Planning Policy Framework.
- Additional local resident objections.
- Correction to officer's comment on representations with regard to the ramped access – no examples of other ramped accesses within the estate could be given.

In discussing the matter, Members were broadly in favour of the proposal and felt it would be an improvement to remove the conifer hedge to the east and front of the property to open up views of the house. Comment was made that the materials for the driveway should be porous to assist surface water drainage and it was agreed that condition 5 be amended to include that requirement.

The Committee

RESOLVED

That the application be approved as detailed in the report, subject to amendment of condition 5 to read:-

No development in respect of the new driveway/new hard surfacing shall take place unless and until a schedule of porous materials and finishes to be used for the new proposed hard surfacing/driveway have been submitted to and approved by the Local Planning Authority and the materials so approved shall be used in the construction of the new hard surfacing/driveway.

Reason: To enable the Local Planning Authority to control the development in detail in the interests of amenity and the character and appearance of the Conservation Area in accordance with policies D DM1 & HER DM3 of the Arun District Local Plan 2011-2031.

AW/129/18/HH – Loft conversion & single storey side extension, 20 Aldwick Gardens, Aldwick Having received a report on the matter, together with the officer's verbal advice with regard to consequential changes following publication of the new version of the National Planning Policy Framework, the Committee

RESOLVED

That the application be approved as detailed in the report.

AW/130/18/OUT – Outline application with some matters reserved for the erection of 8 No. dwellings with new access between 34 & 36 Carlton Avenue, Land to the rear of 34, 36, 38, 40 & 44 Carlton Avenue, Aldwick The Committee received a report on the matter, together with the officer's written report update detailing:-

- Consequential changes following publication of the new version of the National Planning Policy Framework.
- Further County Highways advice and subsequent additional condition and informative
- Details of policies omitted from the report

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- Reasons for conditions 8 [Construction Environmental Management Plan]; and 10 [Wheel Washing] which were omitted from the report

In discussing the matter, Members again expressed their concern that County Highways had raised no objection to the proposal, particularly in light of the traffic congestion that was experienced by local residents due to the proximity of the primary school and the resultant safety issues that arose.

The Committee

RESOLVED

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

AL/38/18/PL – Construction of additional car parking, with lighting, to serve existing Gospel Hall, The Gospel Hall, Nyton Road, Aldingbourne Having received a report on the matter, the Committee also took account of the officer's written report update detailing:-

- Consequential changes following publication of the new version of the National Planning Policy Framework.
- Additional drainage plan and resultant amended condition 3 to read "Development of the parking area shall not commence....."
- Condition 5 to be amended to read "The approved car parking spaces shall be retained at all times for their designated purpose".
- As Aldingbourne Parish Council need to be notified in respect of the Lighting Statement and the Drainage Plan, it would not be possible to make a decision on this application until after 27 August 2018 and authority was therefore sought to delegate the decision to the Group Head of Planning.

Following consideration, the Committee

RESOLVED - That

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

(2) the decision to issue after 27 August 2018 be delegated to the Group Head of Planning.

AL/115/17/OUT – Outline application with some matters reserved for the erection of 55 No. dwellings, sustainable drainage measures, public open space, children’s play area, landscaping & all other associated works. This application is a Departure from the Development Plan, Wings Nursery, Lidsey Road, Aldingbourne
Having received a report on the matter, together with the officer’s written report update detailing consequential changes following publication of the new version of the National Planning Policy Framework, the Committee now considered the matter.

The new Arun Local Plan 2011-2031 had been adopted at the meeting of Full Council on 18 July 2018 and Members were mindful that the integrity of the Plan must be safeguarded. The timing of the proposal was unfortunate as it was recognised that small sites for housing such as this were needed in the District and it was hoped that the applicant could be invited to submit the proposal for the Small Sites DPD [Development Plan Document] in the future.

Following consideration, the Committee

RESOLVED

That the application be refused as detailed in the report

142. PLANNING APPEALS

The Committee noted the planning appeals that had been received.

(The meeting concluded at 5.25 p.m.)

CONSTITUTION WORKING PARTY

14 August 2018 at 4.30pm

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

6. APOLOGY FOR ABSENCE

An Apology for Absence had been received from Councillor Wensley.

7. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

8. MINUTES

The Minutes from the meeting of the Working Party held on 30 May 2018 were approved by the Working Party and signed by the Chairman.

9. CONSTITUTIONAL AMENDMENTS TO PART 6, INDIVIDUAL CABINET MEMBER DECISION NOTICE PROCEDURE RULES

The Working Party received a report from the Group Head of Council Advice & Monitoring Officer presenting updated Procedure Rules for Individual Cabinet Member Decisions (ICMs) at Section 1 (Decision Notices), Part 6 (Procedure Rules – Other) of the Council's Constitution.

The re-drafted Procedure Rules had been set out in Appendix 1 to the report and had been based on the principles of the Huntingdonshire Council model whilst at the same time drawing in relevant references from elsewhere in the Constitution for ease of reference. Account had also been taken of the type of queries raised with the Committee Services Team.

The key areas for change supported by the Working Party were:

- Notice of proposed ICM decisions – outlining that 'four clear working days' notice will be given before a decision would be taken with the –pre-decision notice now being published to the Council's web site.
- Record of ICMs – to now include the effective date for the decision as well as the date on which the decision had been taken

- The record would also confirm the steps that any Councillor would need to take to request a call-in of the decision
- Urgent Decisions – outlining that these must be reported to the next meeting of the Overview Select Committee, together with the reasons for the urgency

The Working Party

RECOMMEND TO FULL COUNCIL – That

- (1) the proposed changes to the Constitution at Section 1 (Decision Notices) Part 6, Procedure Rules (Other) as set out in the replacement text at Appendix 1 to the report be approved; and
- (2) the Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution.

10. CONSTITUTIONAL AMENDMENTS TO PART 6 – ACCESS TO INFORMATION PROCEDURE RULES

The Working Party received a report from the Group Head of Council Advice & Monitoring Officer asking for approval to update the Council's Constitution at Section 4 (Access to Information), Part 6 (Procedure Rules – Other) as a result of a review having been undertaken of the Access to Information Procedure Rules.

It was explained that the principles of the existing Access to Information Procedure Rules would remain unchanged in the proposals being put forward and that what was proposed for change were areas where simplified text and further explanation was suggested based on the review of practices in the Huntingdonshire Council model. The requirement of relevant legislation, in particular Schedule 12A of the Local Government Act 1972, as amended, had also been reflected in the proposals.

The re-drafted procedure rules had been set out in Appendix 1 to the report and if approved by the Working Party would replace the existing section in the Constitution.

The Working Party

RECOMMEND TO FULL COUNCIL – That

- (1) the proposed changes to the Constitution at Section 4 (Access to Information), Part 6 (Procedure Rules – Other), as set out in the replacement text at Appendix 1 of the report be approved; and

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

11. CONSTITUTIONAL AMENDMENTS TO PART 6, CORPORATE COMPLAINTS PROCEDURE RULES

The Working Party received a report from the Group Head of Council Advice & Monitoring Officer which sought to update the Council's Constitution at Section 8 (Corporate Complaints), Part 6 (Procedure Rules – Other) as a result of a review having been undertaken of the procedure rules for dealing with complaints made about the Council's services.

It was explained that the principles of the existing Corporate Complaints procedure rules remain unchanged in the proposals being put forward. The two proposals for change which the Working Party supported were:

- Paragraph 1.7 – clarifying that the Group Head of Council Advice & Monitoring Officer would act as a reviewing officer at Stage 2 of the complaints process, along with the Chief Executive and Directors; and
- That the arrangements at the appeal stage be updated to reflect the requirements of the Localism Act 2011 introducing new arrangements for dealing with certain housing complaints,

The re-drafted procedure rules had been set out in Appendix 1 to the report and would replace the existing section in the Constitution.

The Working Party

RECOMMEND TO FULL COUNCIL – That

(1) the proposed changes to the Constitution at Section 8 (Corporate Complaints), Part 6 (Procedure Rules – Other) as set out in the replacement text at Appendix 1 of the report be approved; and

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

12. REVIEW OF SCRUTINY PROCEDURE RULES – FEEDBACK FROM THE OVERVIEW SELECT COMMITTEE

The Working Party was informed by the Group Head of Council Advice & Monitoring Officer that at its meeting held on 10 July 2018, the Overview Select Committee had considered a review of the Scrutiny Procedure Rules which were included in Part 6 (Other Procedure Rules) of the Constitution.

The outcome of the Committee's review was to recommend revised Procedure Rules be approved at the next Full Council Meeting taking place on 12 September 2018. An extract from the Minutes of the Overview Select Committee held on 10 July 2018 and an Appendix setting out the proposed new procedure rules had been attached to the agenda to bring the Working Party update and to provide it with an opportunity to highlight any concerns on the new Procedure Rules, so that these could be raised when the Rules would be considered at Full Council.

The Working Party was happy to note the revisions made by the Overview Select Committee to the Scrutiny Procedure Rules.

13. REVIEW OF THE PROTOCOL ON THE CALL-IN OF PROSECUTIONS – PART 8 (CODES AND PROTOCOLS)

In the absence of the Group Head for Technical Services, the Group Head of Council Advice & Monitoring Officer presented this report to the Working Party. This proposed that the protocol on the call-in of prosecutions as set out in Section 5 at Part 8 (Codes and Protocols) of the Council's Constitution be deleted from the Constitution as it was felt that this was no longer necessary to retain.

In discussing this report, as the Working Party had several questions that it wanted to ask regarding the removal of this Protocol which could not be responded to at the meeting, it was agreed that this item be deferred to the next meeting of the Working Party.

The Working Party therefore

RESOLVED

That consideration of the review of the Protocol on the Call-In of prosecutions as set out at Part 8 (Codes and Protocols) be deferred to the next meeting of the Committee.

14. WORK PROGRAMME

The Working Party received a verbal update from the Group Head of Council Advice & Monitoring Officer on the progress being made in reviewing and updating the remaining parts of the Constitution and the timescales for achieving this.

In order to fulfil the Working Party's aim for this work to be concluded by Spring 2019, the following meetings dates were agreed:

11 October 2018

To consider the outstanding reviews to Part 6 – Other Procedure Rules:

- Section 3 - Budget and Policy Framework; and

- Section 7 – Officer Employment Rules. It was outlined that the timetable for this review was dependent upon how long it would take for UNISON to respond to any consultation undertaken.

28 November 2018

To consider outstanding reviews to Part 8 – Codes and Protocols:

- Section 3 – Member/Officer Relations Protocol
- Section 4 – Protocol for preparatory meetings of the Cabinet
- Section 8 – the Petitions Scheme

Finally, the Working Party was introduced to the newly printed version of the Constitution which would be imminently circulated to Members. The new version of the Constitution had also been uploaded to the Council's web site and the PA to the Chief Executive demonstrated to Members how this could be accessed and how they could navigate their way around this document.

The new Constitution had been broken down into sections and had been indexed with each section page numbered making it easier to amend and to refer to and find particular rules and procedures.

The Working Party in noting the update provided applauded the Group Head of Council Advice & Monitoring Officer and the PA to the Chief Executive for their work in revising and reviewing the Constitution.

(The meeting concluded at 5.12 pm)