

ARUN DISTRICT COUNCIL

DECISION NOTICES FROM THE MEETING HELD ON MONDAY 21 SEPTEMBER 2020

REF NO.	DECISION
C/007/21092020	Budget Monitoring Report to 31 July 2020
C/008/21092020	Financial Prospects Report 2020/21 to 2025/26
C/009/21092020	Financial Support to Leisure Operating Contract
C/010/21092020	Covid-19 Relief Payment for June 2020 to Osborne Property Services Limited
C/011/21092020	Variation to Car Parking Charges
C/012/21092020	Options to Progress Webcast Improvement Project
C/013/21092020	Advisory Group Terms of Reference
C/014/21092020	The Council's Response to the Covid-19 Pandemic Situation
C/015/21092020	Covid-19 Recovery Working Party Meetings – 23 July and 8 September 2020
C/016/21092020	Housing & Customer Services Working Group – 21 July 2020 – Consideration of Recommendations – Fire Policy and Management Plan and Void Lettable Standards 2020
C/017/21092020	London Road Coach, Lorry and Car Park – Exempt – Paragraph 3 – The Supply of Goods and Services

**PLEASE NOTE THAT THESE DECISIONS WILL COME INTO EFFECT FROM 10.00
A.M. ON 30 SEPTEMBER 2020 UNLESS
THE CALL-IN PROCESS IS APPLIED**

If a Councillor wishes to request a call-in of any of the decisions taken above, they will need to take the following steps in line with the Scrutiny Procedure Rules at Part 6 of the Constitution – Scrutiny Procedure Rules (Other)

They will need to:

- Submit their request in writing for a Call-In to the Group Head of Policy & Scrutiny and identify who will act as the lead Member of the Call-In
- Specify which decision is to be the subject of the Call-In
- Explain which of the criteria for the Call-In apply

REFERENCE NO: C/007/21092020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: BUDGET MONITORING REPORT TO 31 JULY 2020	
OFFICER CONTACT: Carolin Martlew – Financial Services Manager Tel: 01903 737568 Email: carolin.martlew@arun.gov.uk	

EXECUTIVE SUMMARY:

The Budget Monitoring Report sets out the Capital, Housing Revenue and General Fund Revenue Budget performance to the end of July 2020.

DECISION:

The Cabinet

RESOLVED – That

- (1) The report in Appendix 1 be noted;
- (2) It be noted that the Council's Budget for 2020/21 is at risk of being exceeded because of the additional expenditure and loss of income due to the Covid-19 Pandemic

REASON FOR THE DECISION:

To ensure that spending is in line with approved Council policies and that it is contained within overall budget limits.

OPTIONS CONSIDERED BUT REJECTED:

There were no other options considered.

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/008/21092020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: FINANCIAL PROSPECTS REPORT 2020/21 TO 2025/6	
OFFICER CONTACT: Alan Peach – Group Head of Corporate Support Tel: 01903 737558 Email: alan.peach@arun.gov.uk	

EXECUTIVE SUMMARY:

The Council's Medium-Term Financial Strategy (MTFS) covering the period up to 2025/26 rolls forward the data in the existing approved MTFS. The Strategy amends certain assumptions contained in it to reflect changes in the Council's circumstances and other issues that have a strategic bearing on the Council's financial prospects.

DECISION:

The Cabinet

RESOLVED – That

- (1) The core assumptions set out in the Medium-Term Financial Strategy and the current financial position be agreed;
- (2) The significant risks to local government finance that have been clearly outlined in the report be noted and agreed;
- (3) The Medium-Term Financial Strategy be approved and be used to set up the Budgetary framework in preparing the 2021/22 Budget.

REASON FOR THE DECISION:

To formulate the Council's Medium-Term Financial Strategy and set the financial context and framework for decisions to be taken by the Council.

OPTIONS CONSIDERED BUT REJECTED:

The Cabinet accepted the assumptions outlined in the Strategy.

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/009/21092020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: FINANCIAL SUPPORT TO LEISURE OPERATING CONTRACT	
OFFICER CONTACT: Robin Wickham – Group Head of Community Wellbeing Tel: 01903 737835 Email: robin.wickham@arun.gov.uk	

EXECUTIVE SUMMARY:

Freedom Leisure is in receipt of a support package to mitigate the impact of the Covid-19 pandemic on the Council's Leisure Operating Contract. This report set out the current situation and recommendations for the future viability of the Contract.

DECISION:

The Cabinet

RESOLVED

That approval be given to the measure to recover the forecast income for operating fees as budgeted using the local government income compensation scheme for lost sales, fees and charges as a result of Covid-19; and

The Council

RECOMMEND TO FULL COUNCIL

That a supplementary estimate for a sum up to £191,500 (Band D equivalent of £3.07) to support the Council's leisure operating contract from October to December 2020 be approved.

REASON FOR THE DECISION:

To safeguard the Council's Leisure Operating Contract and to serve the health and wellbeing needs of the community.

OPTIONS CONSIDERED BUT REJECTED:

The Cabinet supported the recommendations set out in the report.

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/010/21092020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: COVID-19 RELIEF PAYMENT FOR JUNE 2020 TO OSBORNE PROPERTY SERVICES LIMITED	
OFFICER CONTACT: Satnam Kaur – Group Head of Residential Services Tel: 01903 737718 Email: satnam.kaur@arun.gov.uk	

EXECUTIVE SUMMARY:

The purpose of this report is to seek Cabinet approval to pay Osborne Property Services Limited (OPSL), the Council's contractor for undertaking repairs and void works on council housing stock, Covid relief payment for June 2020.

DECISION:

The Cabinet

RESOLVED

That payment of £55,057.37 exclusive of VAT be approved to cover operating costs for June 2020 in response to the Covid-19 pandemic and in accordance with Cabinet Office issued guidance documents, Procurement Policy Note (PPN) 02/20 and 04/20 to Osborne Property Services Limited.

REASON FOR THE DECISION:

To safeguard the Council's responsive repair and voids contract ensuring the welfare, health and safety of the Council's residents and maintenance of assets.

OPTIONS CONSIDERED BUT REJECTED:

The Cabinet supported the recommendations in the report.

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/011/21092020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: VARIATION TO CAR PARKING CHARGES	
OFFICER CONTACT: Calvin Baylis – Customer and Parking Services Manager Tel: 01903 737649 Email: calvin/baylis@arun.gov.uk	

EXECUTIVE SUMMARY:

The Council's Medium-Term Financial Strategy assumes that income from all charges should be reviewed. This therefore requires certain parking charges for 2020/21 and 2021/22 to be varied to find the additional income.

The purpose of this report was to not make the decision on the charges now but to ask for approval to commence consultation.

In addition, the report reviewed other car park initiatives and service improvements.

DECISION:

The Cabinet

RESOLVED

To defer this item.

REASON FOR THE DECISION:

The report highlighted that the reasons to make this decision were financial [to meet the Council's financial strategy] and that a legal process was required to increase parking charges – if this was what the Council chose to do.

Cabinet deferred this item.

OPTIONS CONSIDERED BUT REJECTED:

Cabinet agreed to not consider the charges outlined in Appendix A of the report and agreed to defer this item confirming that due to the Covid-19 pandemic, now was not the time to consider increasing car parking charges when the District's High Streets needed as much support as possible.

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/012/21092020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: OPTIONS TO PROGRESS WEBCAST IMPROVEMENT PROJECT	
OFFICER CONTACT: Karl Roberts – Director of Place Tel: 01903 737760 Email: karl.roberts@arun.gov.uk	

EXECUTIVE SUMMARY:

Following previous reports, this report set out options for Cabinet to consider in terms of progressing the Webcast Improvement Project with associated costs.

DECISION:

The Cabinet

RECOMMEND TO FULL COUNCIL – That

(1) A supplementary estimate of £65k (Option 2.1 (a)) for the one-off project costs for the webcasting hardware installation be approved. This equates to a Band D equivalent Council Tax of £1.04; and

(2) Subject to the approval of Recommendation (1) above, to approve the additional on-going revenue costs for annual maintenance and broadband subscription of £21k per annum to be included in the Budget for 2021/22.

REASON FOR THE DECISION:

To respond to Cabinet's request for options to be presented on this project and to allow the project group to progress with procuring an appropriate system.

OPTIONS CONSIDERED BUT REJECTED:

Cabinet accepted Option 2.1 (a) as set out in the report.

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/013/21092020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: ADVISORY GROUP TERMS OF REFERENCE	
OFFICER CONTACT: Neil Crowther – Group Head of Planning Tel: 01903 737839 Email: neil.crowther@arun.gov.uk	

EXECUTIVE SUMMARY:

In October 2017 a series of additional local Advisory Groups were established to consider the implementation of strategic development sites in Bersted, Aldwick and Pagham and Ford, Yapton and Climping. The terms of reference and membership of these Groups was agreed by Cabinet.

A request from the Chairman of the Bersted Group has been made to formally expand the membership of this Group. This report asked the Cabinet to consider expanding the membership of this Group through updated terms of reference which had been attached to the report as Appendix 1.

DECISION:

The Cabinet

RESOLVED – That

- (1) That the revised Terms of Reference for the Bersted Advisory Group, as set out in Appendix 1 to the report, be adopted; and
- (2) Any further minor changes to the Terms of Reference for all Advisory Groups be delegated to the Cabinet Member for Planning and the Group Head of Planning.

REASON FOR THE DECISION:

To extend the membership of the Bersted Advisory Group to include a Ward Member from Aldwick and a representative from Aldwick Parish Council to aid the discussion on the implementation of the planning permissions in this area.

OPTIONS CONSIDERED BUT REJECTED:

Cabinet accepted the composition of the Bersted Advisory Group as per the amended terms of reference.

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/014/21092020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: THE COUNCIL'S RESPONSE TO THE COVID-19 PANDEMIC SITUATION	
OFFICER CONTACT: Nigel Lynn – Chief Executive Tel: 01903 737600 Email: nigel.lynn@arun.gov.uk	

EXECUTIVE SUMMARY:

The report updated Cabinet on the Council's continued response to the pandemic situation and it set out possible proposals for economic recovery.

DECISION:

The Cabinet

RESOLVED

That the actions outlined in the report be noted.

The Cabinet then moved to the list of recommendations contained within the Minutes of the meeting of the Covid-19 Recovery Working Party held on 8 September 2020 which are set out in the next Decision Notice.

REASON FOR THE DECISION:

To note the ongoing recovery work of the Council.

OPTIONS CONSIDERED BUT REJECTED:

The Cabinet supported the options presented.

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/015/21092020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES		NO
SUBJECT:	COVID-19 RECOVERY WORKING PARTY - 23 JULY AND 8 SEPTEMBER 2020	
OFFICER CONTACT:	Nigel Lynn – Chief Executive Tel: 01903 737600 Email: nigel.lynn@arun.gov.uk	

EXECUTIVE SUMMARY:

Following the establishment of this Working Party by Cabinet on 22 June 2020, this report included the various points raised at the meeting of the Working Party held on 23 July 2020 for approaching the review to help tackle the Council's recovery from the Covid-19 pandemic.

DECISION:

The Cabinet

RESOLVED – That

- (1) A reliable database of skills shortage is compiled so that the District can effectively play its part in recovering and continuing the economic wellbeing of businesses and residents in the future. The Arun Business Partnership should be involved in this process;
- (2) a further study is initiated into the convergence of the results of the survey of skills shortages with the extra Government funding for "Skills Academies";
- (3) the "Climate Change and Sustainability Manager" (when appointed) should fully engage with local enterprises in the drive for economic recovery including "green" insulation and heating for homes, business premises and public buildings and other emerging innovations and new products;
- (4) The Planning Policy Sub-Committee consider how the provision of higher numbers of self-catering units for families and individuals in the District might be increased;
- (5) The Council supports the emergency provision of IT equipment to disadvantaged pupils and students. It is therefore recommended that Cabinet seeks clarification from West Sussex County Council about any plans it has to continue the supply of IT equipment to disadvantaged pupils in schools or colleges;
- (6) Agreement be given to seek the approval of the Council to seek a Commercial Buyer of the Sussex by the Sea brand;
- (7) Approval be given to consult with Parish and Town Councils to establish their capability and willingness to continue to provide Community Hubs for the future to ensure that community/social support gained during the emergency are not lost;
- (8) Reviews take place on the previous strategies for the two seafronts to:
 - Re-examine the 2016 Bognor Regis Seafront Delivery Plan and prioritise a series of deliverable interventions and actions
 - Re-examine the 2014 Nine Big Ideas for Littlehampton, Concept

Investment Plan and the 2016 Seafront Greens and Promenade project ideas and identify ways to progress the recommendations into deliverable projects;

(9) the emerging heightened importance of the appointment of a Climate Change and Sustainability Manager to deliver a green, carbon neutral plan for the District is noted;

(10) a study is commissioned aimed at gaining improved synergy from the numerous “bio-diversity” groups within the District so that better value is obtained from the District’s contributions to their diverse interests and activities; and

(11) When the full and final recommendations from the Government’s independent review are published the Council establishes a Working Party to consider a food strategy for local implementation; and

(12) The Working Party to not confirm future meeting dates at this time but be able to meet when needed in light of the changing factors surrounding the Covid-19 pandemic.

REASON FOR THE DECISION:

To implement the decision of Cabinet on 22 June 2020 and to carve out a way forward in terms of recovering from the Covid-19 pandemic.

OPTIONS CONSIDERED BUT REJECTED:

The Cabinet considered each of the options presented in Appendix A of the report as a basis for the recovery work for the Council and how the Council could build on these to propose future priorities and what needed to be investigated further.

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/016/21092020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: HOUSING & CUSTOMER SERVICES WORKING GROUP - 21 JULY 2020	
OFFICER CONTACT: Satnam Kaur – Group Head of Residential Services Tel: 01903 737718 Email: satnam.kaur@arun.gov.uk	

EXECUTIVE SUMMARY:

Fire Safety Policy and Management Plan

The report sought Member approval for the adoption of the Fire Safety Policy and Management Plan in respect of Council housing stock.

Void Lettable Standard

The report sought Member approval for the adoption of the Void Lettable Standard in respect of Council housing stock.

DECISION:

The Cabinet

RESOLVED – That

- (1) The Fire Safety Policy 2020 be adopted;
- (2) The Fire Safety Management Plan 2020 be adopted; and
- (3) Delegated authority be given to the Group Head of Residential Services in conjunction with the Cabinet Member for Residential Services to make minor changes to the Policy and Plan

The Cabinet

RESOLVED – That

- (1) The Void Lettable Standard 2020 be adopted; and
- (2) Delegated authority be given to the Group Head of Residential Services in conjunction with the Cabinet Member for Residential Services to make minor changes to the standard.

REASON FOR THE DECISION:

Fire Safety Policy and Management Plan

To ensure that Council staff and tenants are able to manage fire safety in the Council's housing stock.

Void Lettable Standard

To ensure that Council staff and tenants are able to provide safe and secure properties for the Council's housing tenants whilst ensuring effective asset management, minimising rent loss and also achieving value for money.

OPTIONS CONSIDERED BUT REJECTED:**Fire Safety Policy**

Cabinet approved the Fire Safety Policy and Management Plan and considered no other options.

Void Lettable Standard

Cabinet approved the Void Lettable Standard and considered no other options.

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/017/21092020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES		NO
SUBJECT:	LONDON ROAD COACH, LORRY AND CAR PARK [EXEMPT - PARAGRAPH 3 - THE SUPPLY OF GOODS AND SERVICES]	
OFFICER CONTACT:	Nat Slade – Group Head of Technical Services Tel: 01903 737683 Email: nat.slade@arun.gov.uk	

EXECUTIVE SUMMARY:

Cabinet resolved on 23 July 2018 to market the disposal of freehold land at London Road, Bognor Regis for redevelopment to include student accommodation, whilst retaining public car parking. In accordance with the Cabinet resolution, the site was marketed and a preferred bidder was selected. A revision was made to the authorisation by Cabinet on 10 February 2020.

The report updated Cabinet on progress and considered the options available to the Council.

DECISION:

The Cabinet

RESOLVED – That

- (1) The rejection of the current offer for purchase of the site for a development of student accommodation be approved;
- (2) Delegated authority be approved for the Director of Place, in consultation with the Section 151 Officer, the Cabinet Member for Technical Services and the Cabinet Member for Commercial and Business Development to:
 - (a) Open discussions with Sussex Police on whether there is an opportunity for a joint venture involving the adjacent Police Station site;
 - (b) Identify a wider range of alternative future uses of the site; and
 - (c) Consider an alternative way forward for delivery and return to Cabinet with a recommendation on the proposed delivery options for how to obtain best consideration for the site
- (3) Agreement be given that these decisions replace all previous decisions related to this site.

REASON FOR THE DECISION:

Delivery of a development 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 disposal of land is supported by the Council's property investment strategy and 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 proposal is considered the route most likely to provide the best capital receipt for the site whilst retaining car parking facilities especially in order to support use of the adjacent Hotham Park.

OPTIONS CONSIDERED BUT REJECTED:

The Cabinet considered all options available in confirming its recommendations.

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

