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5 May 2021

CABINET

A virtual meeting of the Cabinet will be held on **Monday 17 May 2021 at 5.00 pm** and you are requested to attend.

Members: Councillors Walsh (Chair), Oppler (Vice-Chair), Coster, Mrs Gregory, Lury, Stanley, Mrs Staniforth and Mrs Yeates.

PLEASE NOTE: *This meeting will be a 'virtual meeting' and any member of the press and public may listen-in and view the proceedings via a weblink which will be publicised on the Council website at least 24 hours before the meeting.*

This Council's revised Rules of Procedures for 'virtual meetings' can be found by clicking on this link: <https://www.arun.gov.uk/constitution>

*Any members of the public wishing to address the Cabinet meeting during Public Question Time, will need to email Committees@arun.gov.uk by 5.15 pm on **Friday, 7 May 2021** in line with current Procedure Rules. It will be at the Chief Executive's/Chairman's discretion if any questions received after this deadline are considered.*

For further information on the items to be discussed, please contact: committees@arun.gov.uk

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 the agenda, and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating:

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

3. QUESTION TIME

- a) Questions from the public (for a period of up to 15 minutes).
- b) Questions from Members with prejudicial interests (for a period of up to 15 minutes).

4. URGENT BUSINESS

The Cabinet may consider items of an urgent nature on functions falling within their responsibilities where special circumstances apply. Where the item relates to a key decision, the agreement of the Chairman of the Overview Select Committee must have been sought on both the subject of the decision and the reasons for the urgency. Such decisions shall not be subject to the call-in procedure as set out in the Scrutiny Procedure Rules at Part 6 of the Council's Constitution.

5. MINUTES

(Pages 1 - 12)

To approve as a correct record the Minutes of the Cabinet meeting held on 22 March 2021 (as attached).

6. BUDGET VARIATION REPORTS

To consider any reports from the Head of Corporate Support.

7. LOCAL COUNCIL TAX SUPPORT SCHEME - DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION

(Pages 13 - 18)

In accordance with the provisions of the Officer Scheme of Delegation in the Council's Constitution, this report provides an update to Cabinet on the decision taken by the Chief Executive to incur expenditure or take urgent action to continue the Covid-19 Hardship Fund for claimants of the Local Council Tax Support Scheme (LCTS) for 2021/22

8. CONTAINED OUTBREAK MANAGEMENT FUND (COMF) GRANT (Pages 19 - 26)

The report provides an update on the Contained Outbreak Management Fund (COMF) grant allocations. The grants are ring fenced and must be spent on public health outcomes.

9. PROCUREMENT OF A THREE-YEAR MICROSOFT LICENCE AGREEMENT USING THE KENT COMMERCIAL SERVICES FRAMEWORK (Pages 27 - 30)

The Council uses Microsoft products to provide services to the desktop and also for its back-office databases/servers. The products are licenced on a three-year agreement and the current agreement expires at the end of June 2021.

We are looking to procure the next three-year licence through an EU compliant framework. The value of the contract is above the EU threshold and requires Cabinet approval at the pre-award stage.

10. SUPPLEMENTARY ESTIMATE TO COVER COSTS AWARDED AGAINST THE COUNCIL IN APPEAL - P/58/19/PL (Pages 31 - 34)

Planning permission was refused for application P/58/19/PL. The decision was taken by the Development Control Committee (DCC) and was contrary to the advice of Officers from Arun District Council, West Sussex County Council (as Highway Authority) and the Council's appointed Highways Consultant. In deciding the subsequent appeal, the Inspector has concluded that the Council acted unreasonably in refusing planning permission and has awarded costs against the Council.

This award follows an award of costs for BE/69/19/OUT, Y/103/18/PL & EP/148/20/PL; all of which were refused planning permission contrary to the advice of Officers. Costs of £11,400 were paid from the Department budget for BE/69/19/OUT and a Supplementary Estimate of £33,000 was agreed at Cabinet on 11 January 2021 for Y/103/18/PL & EP/148/20/PL.

A further Supplementary Estimate is now sought to pay these further costs as the Department budget is unable to accommodate these significant additional payments.

11. FUNDING TO REVIEW/UPDATE 'MADE' NEIGHBOURHOOD DEVELOPMENT PLANS (Pages 35 - 38)

The Council continues to support Parish Councils preparing Neighbourhood Development Plans (NDP) and NDP reviews following adoption of the Arun Local Plan 2018 in order to help deliver the housing requirement for the Local Plan period 2011-2031.

On 19 June 2017, Cabinet resolved granting funding of up to £5,000 per Neighbourhood Plan Group (NPG) (up to £105k in total for all Parishes within ADC LPA) for any Parish that is updating its Plan or creating a new Plan and will have reached a stage within 3 years (post Local Plan adoption) where a Plan is proposing an appropriate scale of housing development.

This report proposes to continue the provision of this grant. In order to assist Parish Council's and those groups who intend to produce new or modified Plans as a result of the Council's decision to update the Local Plan and consequent abandonment of the Non-Strategic Sites Development Plan Document, Arun District Council will provide grant funding of up to £5,000 per parish for any town/parish that is updating their Plan and which will commence within 3 years (of this meeting date i.e. 17 May 2021) where a Plan is proposing an appropriate scale of housing development.

Arun District Council receives funding from central government to support the preparation of Neighbourhood Plans and there is sufficient funding within this budget to be able to provide additional funding (over and above further government grants that are available) to support new or updated Neighbourhood Development Plans.

12. DELIVERY OF WEST BANK STRATEGIC ALLOCATION (Pages 39 - 44)

The successful delivery of the West Bank strategic allocation in the Local Plan requires a complex set of interactions in order to deliver the required homes, other uses and infrastructure. The ability to achieve this is also governed by viability considerations. The landowners have sought to take this project forward as a single entity through the use of development promoters. However, this has not been possible, largely on viability grounds. Therefore, this report seeks to promote an alternative approach where the Council will take the lead for preparing a Supplementary Planning Document to agree a comprehensive masterplan for a development to be delivered in phases where each phased works both in its own right but also contributes to the delivery of the overall masterplan.

To improve the chances of a successful delivery of this development, this work will also consider whether further development along the western bank of the river to the south of the allocation should be supported along with works between the allocation site and Clymping Beach to aid coastal defence.

13. COVID DISCRETIONARY BUSINESS GRANT FUNDING (Pages 45 - 50)
The report provides a background to Discretionary Grant Funding and proposes spending on projects to provide wider business support.
14. PLACE ST MAUR PROJECT, BOGNOR REGIS (Pages 51 - 54)
This report seeks approval of the Heads of Terms for the Place St Maur construction contract procurement process.
15. THE COUNCIL'S RESPONSE TO THE COVID-19 PANDEMIC SITUATION (Pages 55 - 66)
This report updates Cabinet on the Council's response to the pandemic situation.
16. LEVELLING UP FUND WORKING PARTY - 1 AND 21 APRIL 2021 (Pages 67 - 78)
To receive and note the minutes from the meetings of the Levelling-Up Fund Working Party held on 1 and 21 April 2021, which are attached.
17. GRANT FUNDED HOMELESSNESS EXPENDITURE (Pages 79 - 82)
This report details expenditure in relation to Government Grants and Funding received in respect of tackling and preventing homelessness and rough sleeping.
18. PAYMENT TO ANGMERING COMMUNITY LAND TRUST FROM COMMUTED SUMS FOR AFFORDABLE HOUSING SCHEMES (Pages 83 - 154)
This report seeks approval to assign a commuted sum payment to Angmering Community Land Trust to enable the development of 12 x affordable homes in Angmering.
19. INTERIM APPOINTMENT TO THE POST OF GROUP HEAD OF CORPORATE SUPPORT (SECTION 151 OFFICER)
This report, which will be circulated separately to the agenda, seeks approval from Cabinet for the internal appointment of Carolin Martlew to the interim post of Group Head of Corporate Support and Section 151 Officer following the resignation of Alan Peach.

ITEMS PUT FORWARD BY THE OVERVIEW SELECT COMMITTEE AND WORKING GROUPS

20. HOUSING & CUSTOMER SERVICES WORKING GROUP - 16 MARCH 2021 (Pages 155 - 158)

To receive the minutes from the Housing & Customer Services Working Group meeting held on 16 March 2021, which are attached.

There are recommendations for Cabinet to consider at:

- Minute 26 [Repairs Handbook] – to view the Officer’s report, please click on this link [Report](#) and [Appendix](#)
- Minute 27 [Income Recovery Policy] - to view the Officer’s report and the Policy – please click on these links - [Report](#) and [Appendix](#)
- Minute 28 [Anti-Social Behaviour Policy] – to view the Officer’s report and the Policy – please click on these links - [Report](#) and [Policy](#)
- Minute 29 [Decant Policy] – to view the Officer’s report and the Policy – please click on these links - [Report](#) and [Policy](#)

21. OVERVIEW SELECT COMMITTEE - 23 MARCH 2021 (Pages 159 - 168)

To receive the Minutes from the meeting of the Overview Select Committee held on 23 March 2021, which are attached.

There is a recommendation for Cabinet to consider at Minute 448 [Equalities and Diversity] – to view the Officer’s report – please click on this link - [Report](#)

Note : Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant Director in advance of the meeting.

Note : 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 - [The Policy](#)