



Public Document Pack

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20 February 2020

CABINET

A meeting of the Cabinet will be held in **The Pink Room, at the Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex BN17 5LF** on **Monday 9 March 2020 at 5.00 pm** and you are requested to attend.

Members: Councillors Dr Walsh (Chairman), Oppler (Vice-Chair), Mrs Gregory, Lury, Purchase, Stanley and Mrs Yeates

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 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 10 February 2020 (as attached).

6. BUDGET VARIATION REPORTS

To consider any reports from the Group Head of Corporate Support.

7. EXTENSION OF EXISTING ELECTRICAL SUPPLY CONTRACTS FOR CORPORATE HOUSING SITES

(Pages 13 - 16)

To extend the existing electrical supply contracts by twelve months and regularise authority for previous agreement ending 31 March 2020.

8. CORPORATE PLAN 2018-2022 - QUARTER TWO PERFORMANCE REPORT FOR THE PERIOD 1 JULY 2019 TO 30 SEPTEMBER 2019

(Pages 17 - 22)

This report sets out the Q2 performance outturn for the Corporate Plan performance indicators for the period 1 July 2019 to 30 September 2019.

9. SERVICE DELIVERY PLAN 2018-2022 - QUARTER TWO PERFORMANCE REPORT FOR THE PERIOD 1 JULY TO 30 SEPTEMBER 2019

(Pages 23 - 28)

This report sets out the Q2 performance outturn for the Service Delivery Plan (SDP) performance indicators for the period 1 July 2019 to 30 September 2019.

10. PUBLIC REALM PROJECTS IN BOGNOR REGIS - THE SUNKEN GARDENS AND PLACE ST MAUR (Pages 29 - 40)

This report seeks approval for the design brief and procurement strategy for the Sunken Gardens project and the public realm at Place St Maur, Bognor Regis.

11. REVIEW OF PLANNING SERVICES (Pages 41 - 44)

The report sets out the detail of the procurement of an external consultant to undertake an independent review of the Planning Service.

12. POP UP RETAIL PROJECT - BOGNOR REGIS AND LITTLEHAMPTON (Pages 45 - 50)

The project proposes to provide Pop Up Retail space in Bognor Regis and Littlehampton. This would be available on a short-term basis, the exact maximum term to be agreed, to allow businesses to market test their product or, where they already have this confidence, to give them a start with High Street trading. This report provides an outline and asks Cabinet to agree this project.

13. JOINT AREA COMMITTEES (Pages 51 - 58)

To consider and note the Minutes of the meetings (as attached) of the Joint Arun Area Committees as set out below:

- (a) Joint Eastern Arun Area Committee – 5 November 2019
- (b) Joint Western Arun Area Committee – 27 November 2019

ITEMS PUT FORWARD BY THE OVERVIEW SELECT COMMITTEE AND WORKING GROUPS

14. OVERVIEW SELECT COMMITTEE - 28 JANUARY 2020 (Pages 59 - 68)

To consider any recommendations from the meeting of the Overview Select Committee held on 28 January 2020, as attached.

To note that there is a recommendation at Minute 411 [Corporate Plan 2018 – 2022 – Q2 Performance Outturn Report for the Period 1 April 2019 to 30 September 2019] – this will need to be considered in line with Agenda Item 8.

15. HOUSING & CUSTOMER SERVICES WORKING GROUP - 6 FEBRUARY 2020

To consider the recommendations from the meeting of the Housing & Customer Services Working Group held on 6 February 2020 – there are recommendations for Cabinet to consider as detailed below. To access the agenda for this meeting – please click on this link: [Agenda](#)

- Minute 12 [Asbestos Policy and Management Plan]
- Minute 13 [Tenancy and Lettings Policy]
- Minute 14 [Pets Policy]
- Minute 15 [Empty Homes Update]
- Minute 16 [Energy Efficiency Strategy]

16. ENVIRONMENT & LEISURE WORKING GROUP - 27 FEBRUARY 2020

To consider any recommendations from the meeting of the Environment & Leisure Working Group held on 27 February 2020. There will be a recommendation for Cabinet to consider on the Extended Agency Agreement for Litter and Dog Fouling Enforcement.

The Minutes from the meeting of the Working Group will be circulated separately.

Note : Reports are attached for all Members of the Council only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager).

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](#)

Agenda Item 5

Subject to approval at the next Cabinet meeting

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CABINET

10 February 2020 at 5.00 pm

Present: Councillors Dr Walsh (Chairman), Oppler (Vice-Chairman), Lury, Purchase, Stanley and Mrs Yeates.

Councillors B Blanchard-Cooper, Bennett, Bower, Buckland, Chapman and Mrs Pendleton were also in attendance for the meeting.

[Note: The following Councillors were absent during consideration of the matters contained in the following minutes – Councillor Oppler – Minute 424 to Minute 431 (Part) and Councillor Purchase – Minute 431 (Part) to Minute 437].

424. WELCOME

The Chairman welcomed Members, members of the public and Officers to the meeting. He extended a warm welcome to Chief Inspector Carter from the Sussex Police who was in attendance for the Public Spaces Protection Order item.

425. APOLOGY FOR ABSENCE

An apology for absence had been received from the Cabinet Member for Residential Services, Councillor Mrs Gregory.

426. DECLARATIONS OF INTEREST

Councillors Purchase and Dr Walsh declared their Personal Interests in Agenda Item 9 [Arun District Council Budget – 2020/21] as Members of West Sussex County Council.

427. QUESTION TIME

The Chairman confirmed that two Public Questions had been submitted in line with the Council's Constitution and that both of these were for the Cabinet Member for Community Wellbeing, Councillor Mrs Gregory to respond to.

As both questions related to the Public Spaces Protection Order [Agenda Item 7] he proposed that these questions be asked at this item to allow both questioners to hear the presentation from the Chief Inspector; any updates from Officers and the debate and views of Cabinet Members.

Cabinet - 10.02.20

428. URGENT BUSINESS - THE EFFECTS OF STORM CIARA

The Chairman confirmed that he wished to update Members on the effects that Storm Ciara had had across the District. The strong winds, heavy rain and raging seas had caused numerous issues for the Council, the emergency services and other agencies to deal with and he stated that he wished to pay tribute to those who had worked over the weekend to make the District safe.

The Chairman then provided an update on the situation at Climping Beach which had suffered a deterioration of the defensive banks east of Climping Street and the beach west of the Car Park allowing sea water to flood around the properties at the southern end of Climping Street. Luckily, no-one had suffered internal flooding, however, as a result of recent tide surges, this had caused extensive flooding of the fields south of the A259 including Ferry Road, Littlehampton which had been closed cutting off residents in that area.

At Pagham, the Council's Coastal Engineers had been tracking the weather system, which had also coincided with spring tides, and had put into place pre-emptive works in East Front Road. No properties had been damaged, and work was continuing to reinforce the beach crest.

The Chairman allowed Councillor Buckland to also provide an update on the flooding of Ferry Road and the Ropewalk area.

429. MINUTES

The Minutes of the Cabinet meeting held on 13 January 2020 were approved by the Cabinet as a correct record and signed by the Chairman.

430. BUDGET VARIATION REPORTS

There were no matters discussed.

431. PUBLIC SPACES PROTECTION ORDER (PSPO) - 2020 TO 2023

The Cabinet Member for Community Wellbeing, Councillor Mrs Yeates, presented this item stating that the current PSPO in Arun would expire on 31 March 2020 and Cabinet was being asked to consider two proposals and to confirm its preferred option for a new order to be effective from 1 April 2020 to March 2023. She explained that both options had been formulated from both public and Member consultations that had taken place last year and in January 2020.

The report outlined the scope and purpose of the proposed PSPO options, the legal requirements of making such an order along with the outcomes of the consultation and an options appraisal matrix to assist the Cabinet in making its decision. Councillor Mrs Yeates stated that she had pleasure in welcoming Chief Inspector Jon Carter, the District Commissioner for Arun, to the meeting who had worked closely with the

Council, however, it had to be emphasised that it was the Council who had responsibility for deciding and making the order.

The Chairman then invited the Group Head of Community Wellbeing to present the highlights of his report. He reminded Members that the Council was obliged to consult on any new order that it wished to make and that an extensive consultation exercise had been undertaken to consider the options for the new order. He reminded Members that it was the Council who made the new order for the benefit of its communities, but that the enforcement of it would be a joint endeavour between the Council, its agents and Sussex Police.

The purpose of the order was to tackle anti-social behaviour in geographically defined areas based on reported incidents and the likelihood that anti-social behaviour would have a detrimental effect on the lives of those living in the community. Where these incidents had been identified, consideration had been given to either a prohibition or a restriction of activities that promulgated such behaviours. Members were asked to note that where a prohibition was proposed, this would affect everyone in the restricted area.

The two proposals offered for consideration had evolved following consultation in accordance with PSPO guidelines. Proposals were then offered for public consultation and resulted in 749 responses. These had been summarised in Section 1.2 of the report. Finally, a workshop had been held for all Members of the Council to explain the proposals put forward. The two proposals for the Cabinet to consider were:

Option 1 – an alcohol-free zone in the Town Centres of Bognor Regis and Littlehampton and an alcohol restriction across a wider area of both Towns, which included a prohibition for behaving in an antisocial manner; and

Option 2 – which was the same as option 1, but without the alcohol-free zones in the Town Centres.

Finally, Cabinet's attention was drawn to the resources available to enforce the current PSPO and any new order. These were the Council's Anti-Social Behaviour Caseworkers, Sussex Police and if suitably qualified, agents such as the Business Wardens.

The Chairman then invited Chief Inspector Carter to present his views. He confirmed that he had been fully engaged in the consultation process and in relation to the two options presented to the Cabinet. He confirmed that Option 1 presented significant challenges in terms of the resources available to properly enforce alcohol free-zones. The issuing of a Fixed Penalty Notice (FPN) was just one tool that could be used but would not resolve all of the issues surrounding problematic street drinking. The powers that PCSOs had were then explained confirming that they could not forcibly remove alcohol, this required a warranted Officer which was a limited resource.

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The Cabinet then asked a series of questions. One was whether the PSPO would prevent customers consuming alcohol at a licensed premises from being able to drink outside. Comments were also made about the results of the survey as outlined in Appendix E of the report in terms of proposals to tackle anti-social behaviour in Bognor Regis and Littlehampton Town Centres. There was concern about the lack of resources in place to properly enforce the restrictions contained within Option 1 and that it would be wrong to raise public expectation that alcohol would be prohibited in alcohol free zones if this could not actually take place. A long discussion took place on the issue of enforcing alcohol-free zones with the resources that were available. The Chief Inspector agreed that it would be a challenge to resource Option 1 from a police perspective. It was acknowledged that street-drinking was a multi-faceted problem and required a multi-agency approach to tackle the issue, and the PSPO by itself would not successfully tackle and reduce this issue.

The Chairman then invited questions from members of the public who had submitted their questions in line with the Council's Constitution.

The first questioner stated that he was especially concerned about the area being covered in the new PSPO and had serious reservations about the impact that this would have on anti-social behaviour rather than purely alcohol related behaviour. He stated that residents in Littlehampton along the River path from the Look & Sea Centre to River Road were exasperated by the regular and ongoing anti-social behaviour which occurred mainly in the evenings around the seats facing the River and in the Town Square Gardens in the vicinity of the car park in Surrey Street. He asked why this area had been excluded from the PSPO? Much of the anti-social behaviour experienced was from under 18s congregating in large groups after school hours. The report had quoted 'Reboot' as a scheme for youth offenders which he felt should be deal with this situation and he asked how effective was this scheme?

The Cabinet Member for Community Wellbeing, Councillor Mrs Yeates, responded stating that the initial proposals that had been put out to public consultation did exclude the area around the Town Square. However, following the public consultation and representations received from residents the overall boundary now included this location in both Options being put forward.

The questioner was invited to ask a supplementary question. He referred to the geographical areas to be covered by any future PSPO in terms of applying alcohol restrictions stating that the anti-social behaviour problems that he was experiencing went beyond the zones shown on the maps.

The Leader of the Council, Councillor Dr Walsh, reassured the questioner stating that the original proposals did not extend to the whole of the blue area to include riverside walk, but that this had now been included in both options. As a result of the representations received, Councillor Dr Walsh confirmed that the restriction zone had also been extended to include Angmering.

The Chairman then invited the second questioner to ask his question. He stated that he appreciated the difficulties with enforcement, however, the problems that he and his nearby neighbours were experiencing were not from street drinkers but more from casual drinkers assembling along the benches near Netley Court. This was having a detrimental effect on their lives. The area to be covered by the alcohol-free zone in Option 1 of the proposed new Order had been reduced from that proposed in the public consultation. For example, no part of the river walkway had been included whereas the section downstream from Surrey Street was originally to be included. The questioner believed that the whole of the walkway where the benches were positioned should be covered as they were a magnet for and facilitated anti-social behaviour. The proposed new alcohol free zone in Option 1 would assist in tackling these problems, so could the Cabinet Member please provide her views on whether the River Walkway should be excluded from the alcohol-free zone and re-assure residents that if Option 1 as proposed was approved that rigorous steps would be taken to enforce the alcohol restriction zone in this area.

It was agreed that this question had been responded to during the debate and so the second questioner asked his second question submitted. This addressed the issue of enforcement and that it would assist if anti-social behaviour officers could patrol the area more as this did act as a deterrent. Although the report referred to PCSOs they had no legal powers, could they be given additional powers? The report did not mention contributions from the Parishes in the Littlehampton Zone which were required to pay for enforcement. There were ongoing problems of anti-social behaviour and residents needed to have an effective way to summons assistance during the night rather than relying on reporting incidents using the 101 service.

Chief Inspector Carter responded to this question explaining the overlap between PCSOs and Business Wardens. In terms of the anti-social behaviour caused by under 18s, he explained the REBOOT scheme and how effective this was. Expanding on the issues experienced with under 18s, this was a much wider piece of work that needed to take place. He was not aware of many of the issues raised which were of concern to him. He would therefore look at organising some targeted activity and would liaise with the Council's Community Safety team, which was outside the remit of the discussion for tonight.

The Chairman concluded that there were two options for the Council to consider. The Chief Inspector had submitted his opinions and it was clear that Option 2 presented the best solution. Following some further discussion, Councillor Dr Walsh proposed Option 2 which was seconded by Councillor Lury.

On this being put to the vote it was declared CARRIED.

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The Cabinet

RESOLVED – That

- (1) Option 2 be adopted for the provision of a new Public Spaces Protection Order containing the following restrictions and requirements at all times. The draft Order and geographical areas to be as outlined in Appendix B of the report:
 - (a) Alcohol Restriction
No person shall refuse to stop drinking alcohol or refuse to hand over any container believed to contain alcohol when required to do so by an authorised officer.
 - (b) Anti-social Behaviour
All persons are prohibited from behaving in a way which causes or is likely to cause nuisance, harassment, alarm or distress to a member or members of the public
- (2) The new Order is implemented with effect from 1 April 2020 to 31 March 2023;
- (3) A sum of £10,000 is allocated for the promotion and signage of the agreed PSPO.

The Cabinet confirmed its decision as per Decision Notice C/034/10020, a copy of which is attached to the signed copy of the Minutes.

432. BUDGET MONITORING REPORT TO 31 DECEMBER 2019

The Deputy Leader of the Council and Cabinet Member for Corporate Support introduced this report stating that financial performance was monitored on a regular basis to ensure that spending was in line with Council policies and that net expenditure was contained within overall budget limits. The report covered performance against approved budget to the end of December 2019 in relation to General Fund, Housing Revenue Account and Capital. It was outlined that this report had a close link to the Budget 2020/21 which was the next item on the agenda.

The Chairman then invited the Financial Services Manager to work through the key highlights of the budget monitoring report and to take questions.

The Financial Services Manager outlined that this was the third report of the year to the end of December 2019. The Council's financial position had been detailed at Appendix 1 and it confirmed that the Council had a general fund underspend of £99k against current budget profile. Net expenditure of nightly paid accommodation had put pressure on the budget with Full Council agreeing a supplementary estimate to regularise the financial position in January 2020.

The Cabinet

RESOLVED - That

- (1) The report and Appendix 1 be noted;
- (2) It be noted that overall performance against budget was currently on track.

The Cabinet confirmed its decision as per Decision Notice C/035/10020, a copy of which is attached to the signed copy of the Minutes.

433. ARUN DISTRICT COUNCIL BUDGET - 2020/21

In introducing the report, the Deputy Leader of the Council and Cabinet Member for Corporate Support stated that the Budget for 2020/21 was proposing an increase in Council Tax of £4.95 or 2.73% for a Band D property. This equated to just 10p per week.

It was highlighted that this report set out the Capital, Housing Revenue and General Fund Revenue Budget for 2020/21 which Cabinet would review making recommendations to the Special Meeting of the Council to be held on 19 February 2020.

The Group Head of Corporate Support was then invited to provide an overview of the Council's Budget for 2020/21 highlighting what was felt were the significant areas that Members should be made aware of.

In presenting the Budget it was explained that the Budget was a positive one, but the risks and main strategic issues were as follows:

- The draft Budget had been presented to the meeting of the Overview Select Committee held on 28 January 2020 and had received general support. An extract from the minutes of that meeting had been presented to Cabinet to consider.

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- The draft settlement had finally been issued on 21 December 2019 and set out the Government's approach to the 2020/21 settlement. The Council was expecting significant reductions due to several issues, but this had now been rolled forward to 2020/21.
- The Council stopped receiving Revenue Support Grant (RSG) in 2018/19 and the negative payment of £430k proposed for 2019/20 had been cancelled and also for 2020/21.
- Looking at Government funding, it was outlined that for New Homes Bonus (NHB) the budget included a one-off windfall and then it would only be legacy payments received from 2021/22. The Council was not anticipating any NHB from 2023/24 from a high of receiving £4m in 2016/17.
- The Business Rate Retention Scheme, which would result in a reset of the growth in business rates was now anticipated for 2021/22. It was expected that this would have a very negative impact on the Council as the accumulated growth would be wiped out when the baseline was reset, though there would be a transition period in which Officers would be able to monitor the situation – this had been set out at Paragraph 2.10.
- Looking at the General Fund Budget, the main highlights were a planned reduction in the General Fund Balance of £671k reducing the Council's balances to around £6m by the end of 2020/21. The Council was required to keep higher levels of balances given the threats to government funding forecasted for the future. The major budget variations were highlighted. These were recently approved supplementary estimates to support the cost of homelessness nightly paid accommodation and the contingency budget increase for housing related activities; the loss of £1m of recycling credits from West Sussex County Council over two years; the invest to save scheme of £250k and the Council's strategic targets.
- Looking at the Housing Revenue Account (HRA) the stock development programme had increased to what had been set out in the report – an additional £9m had been made available to allow for the necessary amount of flexibility in terms of planning for this enhanced programme.
- For 2020/21 rents would be increased by 2.7% after 4 years of rent reductions.
- Looking at the Capital Programme Budget it could be seen that the Council was investing quite heavily in infrastructure projects such as the Littlehampton Public Realm and essential IT infrastructure

The Chairman thanked the Group Head of Corporate Support for his detailed presentation and congratulated him and his team, he then invited questions from Members.

An explanation was required as there had been confusion expressed at the Overview Select Committee on the performance of recycling and whether this had been affected by the reduction in recycling credits from WSCC. It was explained that this had been purely a cost saving measure from WSCC and been levied onto all Local authorities in the Council, this had not affected the Council's performance at all.

The Chairman stated that he was pleased with this first budget of the new administration as it made provision for new services in the capital programme which began to address some of the long-standing backlog of failed maintenance on some of the Council's assets and all within the Government's suggested maximum Council Tax increase. This was a well-balanced budget in very tight economic times.

The Cabinet

RESOLVED – That

- (1) It be noted that the Group Head of Corporate Support, in consultation with the Deputy Leader of the Council and Cabinet Member for Corporate Support, had approved a Council Tax base of 62,244 for 2020/21; and
- (2) The Budget report in Appendix A, 1, 2 and 3 be noted.

The Cabinet then

RECOMMEND TO THE SPECIAL MEETING OF THE COUNCIL ON 19 FEBRUARY – That

- (1) The General Fund Revenue Budget as set out in Appendix 1 is approved;
- (2) The Council's Band D Council Tax for 2020/21 is set at £186.57, an increase of 2.73%;
- (3) The Council's Council Tax Requirement for 2020/21, based on a Band D Council Tax of £186.57, is set at £11,612,863 plus parish precepts as demanded, to be transferred to the General Fund in accordance with statutory requirements;
- (4) The Housing Revenue Account (HRA) Budget as set out in Appendix 2 is approved;
- (5) The HRA rents for 2020/21 are increased by 2.7% (CPI plus 1%) in accordance with the provisions of the rent standard;
- (6) HRA garage rents are increased by 5% to give a standard charge of £12.31 per week (excluding VAT), and heating and water/sewerage charges increased on a scheme by scheme basis, with a view to balancing costs with income; and

Cabinet - 10.02.20

(7) The Capital Budget as set out in Appendix 3 is approved.

The Cabinet confirmed its decision as per Decision Notice C/036/100220, a copy of which is attached to the signed copy of the Minutes.

434. LONDON ROAD COACH/LORRY/CAR PARK - BOGNOR REGIS

The Cabinet Member for Technical Services, Councillor Stanley, presented this report outlining that back in July 2018 the then Cabinet decided that London Road lorry/coach/car park was to be sold for redevelopment to provide student accommodation, whilst retaining public car parking and enhancing the approach to the adjacent Hotham Park.

The decision taken at that time was that the public toilets on the site would not be re-provided. This report sought to amend that decision to allow for public toilets to be re-provided as part of the development. This was because although there was toilet provision within Hotham Park, the facilities in the coach park had historically always been very well used by visitors; visitors to the nearby school and the library.

The Group Head of Technical Services then provided further details stating that since the decision made by Cabinet in July 2018, an open market exercise had been undertaken and a preferred bidder had been selected, that contracts were being worked on and that the developer was preparing a planning application for the site. The Cabinet Member for Technical Services had requested that the public toilets be re-provided within the proposed development. The Council's property team had undertaken negotiations with the preferred developer who had now agreed to build new public toilets in exchange for a £50k reduction in capital receipt. He emphasised that if approved, there would be no other changes to any other elements of the decision made in July 2018.

The Cabinet spoke in support of this proposal stating that much campaigning had taken place as there were Members who were sternly against the removal of toilets from this site previously. It was felt that the retention of public toilets was vital to the local community as these were very well used facilities.

The Chairman confirmed that Councillor Chapman had requested to speak. He was interested to know exactly what was going to be constructed; what would be the built span of the new block; how long would it be situated on site for and what would the total ongoing costs be? The Chairman responded confirming that the new block would be on site for the life of that building however long that would be. The facilities would require periodic refurbishment depending upon the level of usage, there were no figures on present usage available at the moment.

The Cabinet

RESOLVED

That the proposals agreed by Cabinet on 23 July 2018 (ref: C/008/230717) relating to the Council's freehold land at London Road, Bognor Regis be extended to include the re-provision of public toilets.

The Cabinet confirmed its decision as per Decision Notice C/037/100220, a copy of which is attached to the signed copy of the Minutes.

435. GAS SUPPLY CONTRACT FOR CORPORATE AND HOUSING SITES

The Cabinet Member for Technical Services, Councillor Stanley, presented this report confirming that it was asking Cabinet to authorise entering into a contract for the supply of mains gas to the Council and to regularised authority for the previous agreement ending 31 March 2020.

The Cabinet

RESOLVED – That

- (1) The appointment of the Council's existing gas supplier until 31 March 2020 be approved;
- (2) The appointment of the Council's new gas supplier procured through the Crown Commercial Services Framework agreement for the supply of energy and ancillary services, for a term of up to 3 years, renewable every 12 months be approved;
- (3) Retrospective delegated authority be given to the Group Head of Corporate Support to enter the current contact; and
- (4) Delegated authority be given to the Group Head of Technical Services to enter into the contract commencing on 1 April 2020.

The Cabinet confirmed its decision as per Decision Notice C/038/100220, a copy of which is attached to the signed copy of the Minutes.

436. OVERVIEW SELECT COMMITTEE - 28 JANUARY 2020

The Chairman confirmed that the extract from the Minutes from the meeting of the Overview Select Committee held on 28 January 2020 in relation to Minute 405 [The Arun District Council Budget 2020/21] had already been considered earlier.

(The meeting concluded at 6.26 pm)

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CABINET ON 9 MARCH 2020

SUBJECT: Extension of Existing Electrical Supply Contract for Corporate and Housing Sites

REPORT AUTHOR: Lloyd Willson, Senior Surveyor (Property & Estates)
DATE: 16/1/2020
EXTN: 37527
PORTFOLIO AREA: Technical Services & Residential Services

EXECUTIVE SUMMARY:

To extend the existing electrical supply contract by 12 months and regularise authority for previous agreement ending 31 March 2020.

RECOMMENDATIONS:

Cabinet is requested to:

- (1) approve the appointment of the Council's existing electricity supplier via a Broker until 31 March 2020;
- (2) approve the renewal of the existing contract for an additional 12 months to 31 March 2021;
- (3) give retrospective delegated authority to the Group Head of Corporate Support to enter into the existing agreement; and
- (4) give delegated authority to the Group Head of Technical Services to enter into the renewal contract.

1. BACKGROUND:

The current electrical supply contract for Corporate and Housing sites is due to end 31/3/2020.

The Council engages a broker (Accenture) to negotiate with energy suppliers on its behalf and the current contract was tendered in accordance with OJEU regulations in December 2018. A contract for supply was entered into in January 2019.

There is an option to renew the existing contract for 12 months from 1 April 2020 to 31 March 2021 and authority is sought to exercise this option in order to achieve the most advantageous unit price for the Council's Corporate and Housing sites electricity supply for this period.

2. PROPOSAL(S):		
<p>(1) To approve the appointment of the Council's existing electricity supplier via a Broker until 31 March 2020; and</p> <p>(2) to approve the renewal of the existing contract for an additional 12 months to 31 March 2021; and</p> <p>(3) to give retrospective delegated authority to the Group Head of Corporate Support to enter into the existing agreement; and</p> <p>(4) to give delegated authority to the Group Head of Technical Services to enter into the renewal contract.</p>		
3. OPTIONS:		
<p>(1) To renew the existing contract for 12 months</p> <p>(2) Not to renew the existing agreement and procure a new contract. This is not achievable by 31/3/2020 and standard variable rates would be applied.</p> <p>(3) To take no action and run the risk of variable rate supply which will be more expensive than an agreed contract rate.</p>		
4. CONSULTATION:.		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		No
Relevant District Ward Councillors		No
Other groups/persons (please specify) Relevant Cabinet Members have been consulted and support the report as presented.	Yes	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	Yes	
Legal	Yes	
Human Rights/Equality Impact Assessment		No
Community Safety including Section 17 of Crime & Disorder Act		No
Sustainability	Yes	
Asset Management/Property/Land		No
Technology		No

Other (please explain)		
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6. IMPLICATIONS:

Financial: If the Council does not renew the existing contract, the unit rate payable by the Council will increase significantly. The unit price obtained is only approximately £1,400 for the 12 month period for electricity sourced from 100% renewable sources than mixed sources.

Legal: The Council have obligations to ensure that best value is obtained at all times and formal agreements are in place.

Sustainability: The proposed supply contract commencing 01 April 2020 uses electricity generated from 100% renewable sources. The mix with the current contract is approximately 50% renewable/non-renewable. The minor additional cost of the 100% renewable sourced electricity tariff is considered to be outweighed by the environmental benefit.

7. REASON FOR THE DECISION:

To ensure the Council continues to pay the most advantageous unit price for its electricity supply to Corporate and Housing sites. If the contract is not renewed, the Council will also pay additional charges for billing and standing charges.

8. EFFECTIVE DATE OF THE DECISION: 18 March 2020

9. BACKGROUND PAPERS:

None

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CABINET ON MONDAY 9 MARCH 2020

SUBJECT: Corporate Plan 2018-2022 – Quarter 2 Performance Report for the Period 1 July 2019 to 30 September 2019.

REPORT AUTHOR: Jackie Follis - Group Head of Policy
DATE: 14 February 2020
EXTN: 37580

EXECUTIVE SUMMARY:

This report sets out the Q2 performance outturn for the Corporate Plan performance indicators for the period 1 July 2019 to 30 September 2019.

RECOMMENDATIONS:

Cabinet is requested to:

- a) Note the Council's Q2 performance against the targets for the Corporate Plan indicators as set out in this report and Appendix A which is **attached**.
- b) Note the minutes from Overview Select Committee on 28 January 2020 and associated comments and queries.
- c) Approve the recommendation to amend the target figure for indicator CP10 from £91m to £99m with effect from Q1 2020.

1. BACKGROUND:

1.1 The 2020 Vision programme was established to provide the strategic direction required to help the Council become a more effective and sustainable one and to enable it to meet future demands that are placed upon it. The three Council Priority themes and the 2020 Vision are as follows:

1. Your services
2. Supporting you
3. Your future

1.2 Behind these priorities are a series of targets that are measurable and, ideally, in the control of the Council. These are the Corporate Plan indicators. Service targets (Service Delivery Plan indicators – SDP's) lay beneath these corporate priorities to provide more detail about how the service is doing.

1.3 Performance of these indicators is reported to the Corporate Management Team every quarter and to Overview Select Committee and Cabinet every six months and at year end.

1.4 The information within this report was presented to the Overview Select Committee on 28 January 2020. The minutes from that meeting, and recommendations, are to be considered by Cabinet at their meeting today (9 March 2020).

1.5 Thresholds are used to establish which category of performance each indicator is within:

Not achieving target	5% below target
Behind target	2.5% below target
Achieving target	100% of target
Over achieving target	1% above target

Q2 CORPORATE PLAN PERFORMANCE 2019/2020

1.6 There are 11 Corporate Plan indicators. Six Corporate Plan indicators are measured at Q2.

Status	Number of Corporate Plan indicators in this category
No data available	1
Not achieving target	1
Achieving target	1
Over Achieved target	3
TOTAL	6

1.6.1 No data available

1 Corporate Plan indicator (CP7) did not have data available at Q2. Due to a change in how statistics are recorded as a result of the Homelessness Reduction Act, the % needs be calculated on an annual basis and will be reported at Q4.

1.6.2 Not achieving target

1 Corporate Plan indicator (CP11) was not achieving its target at Q2. Whilst not achieving the 50% target figure for Q2, this figure (whilst subject to verification) shows an increase of almost 1.26% on the rate at the corresponding period last year. This is mainly attributed to a decrease in black bag waste taken to the MBT, whilst the tonnages for recycling and composting have remained similar to the previous year. It should be noted that the target for this indicator was increased from 40% to 50% for 2019/20 and it is expected that the target of 50% will be reached by the end of this year.

1.6.3 Achieving target

1 Corporate Plan indicator (CP3) was achieving its target at Q2. Full commentary for this indicator can be found within Appendix A which is **attached** to this report.

1.6.4 Over Achieving target

3 Corporate Plan indicators were over achieving their targets at Q2. Full commentary for these indicators (CP6, CP8 and CP10) can be found within Appendix A which is **attached** to this report. See 1.6 for detail of a request to amend the target figure for CP10 from £91m to £99m with effect from Q1 2020.

1.7 Actions

CMT have given their comments in the Appendix to this report. CMT believe that no remedial action is required for all but one of the Corporate Plan indicators at Q2 as most indicators which were measured at Q2 are either achieving or overachieving their target at this point in the year and the indicator which is not achieving is only just behind target.

The Director of Place, with support from CMT, would like to recommend to Cabinet to amend the target figure for indicator CP10 from £91m to £99m with effect from Q1 2020.

2. PROPOSAL(S):

- a) Note the Council's Q2 performance against the targets for the Corporate Plan indicators as set out in this report and Appendix A which is **attached**.
- b) Note the minutes from Overview Select Committee on 28 January 2020 and associated comments and queries.
- c) Approve the recommendation to amend the target figure for indicator CP10 from £91m to £99m with effect from Q1 2020.

3. OPTIONS:

- i. To note the report, to note the minutes from OSC on 28 January 2020 and approve the recommendation to amend the target figure for indicator CP10 from £91m to £99m with effect from Q1 2020.
- ii. To request further information and/or remedial actions be undertaken

4. CONSULTATION:

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

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES:

	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. IMPLICATIONS:

The Council may consider whether they wish to request that actions be taken by the relevant service area for some indicators.

7. REASON FOR THE DECISION:

In order for Cabinet to be updated with the Q2 Performance Outturn for the Corporate Plan the period 1 July 2019 to 30 September 2019 and to support the recommendation to amend the target figure for indicator CP10 from £91m to £99m with effect from Q1 2020.

8. EFFECTIVE DATE OF THE DECISION: 18 March 2020

9. BACKGROUND PAPERS:

None

CP number	CP Performance Indicator	Council Priority Theme	Portfolio	Cabinet Member	CMT Member	Measure Interval	Assess by	Target figure 2019	Q2 data	Q2 Commentary	Q2 status	Q2 Director sign off and any view/action to take
CP7	Homelessness applications where homelessness is prevented	Supporting you	Residential Services	Councillor Pauline Gregory	Philippa Dart - Director of Services	6-monthly	Higher is better	70%		Due to a change in how statistics are recorded as a result of the Homelessness Reduction act the % needs be calculated on an annual basis.	No data	No action to take - review at Q4
CP11	Household waste sent for reuse, recycling and composting	Your future	Neighbourhood Services	Councillor Dan Purchase	Philippa Dart - Director of Services	6-monthly	Higher is better	50%	46.15%	This figure is subject to verification but shows an increase of almost 1.26% on the rate at the corresponding period last year. This is mainly attributed to a decrease in black bag waste taken to the MBT. This figure will be vastly improved once the Government introduces weekly food waste collections. It should be noted that the target for this indicator was increased from 40% to 50% for 2019/20 and it is expected that the target of 50% will be reached by the end of this year.	Not achieving target	No action to take - expect to achieve target at Q4
CP3	Council Tax collected	Your Council Services	Residential Services	Councillor Pauline Gregory	Philippa Dart - Director of Services	6-monthly	Higher is better	98%	59.80%	On target. Customers now have ability to pay over 12 months.	Achieving target	No action to take - achieving target
CP6	Time taken to process Housing Benefit/Council Tax Benefit new claims	Supporting you	Residential Services	Councillor Pauline Gregory	Philippa Dart - Director of Services	6-monthly	Lower is better	8 days	2.4 days	Performance exceeding target figure	Over achieving target	No action to take - over achieving target
CP8	Number of new Council homes built or purchased per annum	Supporting you	Residential Services	Councillor Pauline Gregory	Philippa Dart - Director of Services	6-monthly	Higher is better	35	10	60 new homes are currently being negotiated across 4 sites. 10 Littlehampton - exchanged contracts. 27 Paghams - in contract 22 working via lawyers towards exchange.	Over achieving target	No action to take - expect to over achieve target at Q4
CP10	Total rateable business value for the Arun District	Your future	Economy	Councillor Dr James Walsh	Karl Roberts - Director of Place	6-monthly	Higher is better	£91m	£99m	The existing target has been exceeded (achieved £99,112,080 at Q2) due to the high level of requirement for industrial properties. This in itself is good news showing reasonable demand. However, companies wishing to locate to Arun or companies wishing to move within the district have little or no choice because of the current lack of properties. Due to the recent revaluation, a more realistic target for this indicator next year (2020/21) would be £99m - a recommendation has been put to Cabinet to approve this.	Over achieving target	Action to take - over achieving target and recommendation to Cabinet to amend the target figure to £99m with effect from Q1 2020

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CABINET ON MONDAY 9 MARCH 2020

SUBJECT: Service Delivery Plan 2018-2022 – Quarter 2 Performance Report for the Period 1 July 2019 to 30 September 2019.

REPORT AUTHOR: Jackie Follis - Group Head of Policy
DATE: 14 February 2020
EXTN: 37580

EXECUTIVE SUMMARY:

This report sets out the Q2 performance outturn for the Service Delivery Plan (SDP) performance indicators for the period 1 July 2019 to 30 September 2019.

RECOMMENDATIONS:

Cabinet is requested to:

- a) Note the Council's Q2 performance against the targets for the Service Delivery Plan (SDP) indicators as set out in this report and Appendix B which is **attached**.
- b) Note the minutes from Overview Select Committee on 28 January 2020 and associated comments and queries.

1. BACKGROUND:

- 1.1 Behind the Council's priorities are a series of targets that are measurable and, ideally, in the control of the Council. These are the Corporate Plan indicators. Service targets (Service Delivery Plan indicators – SDP's) lay beneath these corporate priorities to provide more detail about how the service is doing.
- 1.2 Performance of these indicators is reported to the Corporate Management Team every quarter and to Overview Select Committee and Cabinet every six months and at year end.
- 1.3 The information within this report was presented to the Overview Select Committee on 28 January 2020. The minutes from that meeting, and recommendations, are to be considered by Cabinet at their meeting today (9 March 2020).
- 1.4 Thresholds are used to establish which category of performance each indicator is within:

Not achieving target	5% below target
Behind target	2.5% below target
Achieving target	100% of target
Over achieving target	1% above target

Q2 SERVICE DELIVERY PLAN PERFORMANCE 2019/2020

1.5 There are 23 Service Delivery Plan (SDP) indicators. 13 indicators are measured at Q2.

Status	Number of SDP indicators in this category
Not achieving target	1
Behind target	2
Achieving target	1
Over Achieving target	9
TOTAL	13

1.5.1 Not achieving target

1 SDP indicator (SDP18) was not achieving its target at Q2. Full commentary for this indicator can be found within Appendix B which is **attached** to this report and shows that a supplementary estimate was requested at 9 December Cabinet for Full Council approval on 15 January 2020.

1.5.2 Behind target

2 SDP indicators (SDP4 and SDP5) were behind target at Q2. Full commentary for this indicator can be found within Appendix B which is **attached** to this report.

1.5.3 Achieving target

1 SDP indicator (SDP22) was achieving its target at Q2. No commentary was necessary as all Council properties hold a valid gas safety certificate (hence achieving 100% of the target).

1.5.4 Over Achieving target

9 SDP indicators were over achieving their targets at Q2. Full commentary for these indicators can be found within Appendix B which is **attached** to this report.

1.6 Actions

CMT have given their comments in Appendix B attached to this report. CMT believe that no remedial action is required at Q2 as most indicators which were measured at Q2 are either achieving or overachieving their target at this point in the year. The two indicators which are behind target are only slightly behind target and are largely outside of the Council's control. An updated position will be keenly awaited at Q4. The indicator which was not achieving its target (SDP18) is being closed monitored by the Director of Services and a Cabinet is aware of the situation due to the Supplementary Estimate report which was presented to them at Cabinet on 9 December 2019.

2. PROPOSAL(S):

- a) Note the Council's Q2 performance against the targets for the Service Delivery Plan indicators as set out in this report and the attached Appendix B **attached**.
- b) Note the minutes from Overview Select Committee on 28 January 2020 and associated comments and queries.

3. OPTIONS:

- i. To note the report
- ii. To request further information and/or remedial actions be undertaken

4. CONSULTATION:

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

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES:

	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. IMPLICATIONS:

The Council may consider whether they wish to request that actions be taken by the relevant service area for some indicators.

7. REASON FOR THE DECISION:

In order for Cabinet to be updated with the Q2 Performance Outturn for the Service Delivery Plan indicators for the period 1 July 2019 to 30 September 2019.

8. EFFECTIVE DATE OF THE DECISION: 18 March 2020**9. BACKGROUND PAPERS:**

None

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SDP number	SDP Performance Indicator	Portfolio	Cabinet Member	CMT Member	Measure Interval	Assess by	Target figure 2019	Q2 data	Q2 Commentary	Q2 status	Q2 Director sign off and any view/action to take
SDP18	Cost of emergency accommodation per annum (net)	Residential Services	Councillor Pauline Gregory	Philippa Dart - Director of Services	6 Monthly	Lower is better	£533,000	592,000.00	Cost of Emergency accommodation is £562k as at 30 September. A supplementary estimate is being requested at 9 December Cabinet for Full Council approval on 15 January 2020	Not achieving	No action to take - commentary indicates action being taken to address under performance
SDP4	Occupied retail units in Littlehampton	Economy	Councillor Dr Walsh	Karl Roberts - Director of Place	6 Monthly	Higher is better	90%	87%	The vacancy rate is stabilising at the moment at 13% (188 ground floor shop front retail & other businesses with 24 vacancies). However, with uncertainty around the multiples with many high street brands on the 'danger' list, this could impact negatively on the core town centre area. We are seeing a small increase in the service and hospitality sectors moving into the town centre. A number of interventions are being delivered by the Council to support our high streets and retail offer, this includes: • Funding to support a range of events that will increase footfall and improve the shopping experience • The use of vacant shop premises as Pop-Up shops to encourage new and start-up retail businesses • Major investment in the public realm to create a modern and welcoming town centre (Littlehampton) • Retail training to our local business • Grants to improve shopfronts • Town centre management and support	Behind target	No action to take - only just behind target
SDP5	Occupied retail units in Bognor Regis	Economy	Councillor Dr Walsh	Karl Roberts - Director of Place	6 Monthly	Higher is better	90%	89.80%	This is a good improvement across the wider BID area of the town centre from 50 vacant units to 41. The smaller town centre area for which data has been recorded since 2011 is showing 92.5% occupancy, the second best recorded rate. A number of interventions are being delivered by the Council to support our high streets and retail offer, this includes: • Funding to support a range of events that will increase footfall and improve the shopping experience • The use of vacant shop premises as Pop-Up shops to encourage new and start-up retail businesses • Promotion of our towns through 'Place branding' (Bognor Regis) • Retail training to our local business • Grants to improve shopfronts • Town centre management and support	Behind target	No action to take - only just behind target
SDP22	Number of Council properties with a valid gas safety certificate	Residential Services	Councillor Pauline Gregory	Philippa Dart - Director of Services	6 Monthly	Higher is better	100%	100%		Achieving	No action to take - achieving target
SDP1	Major applications determined in 13 weeks	Planning	Councillor Martin Lury	Karl Roberts - Director of Place	Quarterly	Higher is better	80%	94.44%	The council uses 'extensions of time' agreements with applicants to ensure that decisions are made within agreed time limits. In reporting performance, government guidance allows for these agreements to be used so that decisions are issued within time. When taking the use of these agreements into consideration the council's performance was 34 out of 36 or 94%. When not taking these agreements into consideration and just providing raw data on timescales, the Council's performance on these applications was 2 out of 36 or 6% determined in 13 weeks. This performance is above the targets set. Whilst securing an extension of time is important in terms of complying with national performance targets, it is also important that the underlying performance improves in order to reduce overall determination times. The Area Teams are fully staffed at present (allowing for the use of temporary agency staff) The figures included here are year to date.	Over achieving	No action to take - over achieving target
SDP2	Minor applications determined in 8 weeks	Planning	Councillor Martin Lury	Karl Roberts - Director of Place	Quarterly	Higher is better	90%	93.55%	The Council uses 'extensions of time' agreements with applicants to ensure that decisions are made within agreed time limits. In reporting performance, government guidance allows for these agreements to be used so that decisions are issued within time. When taking the use of these agreements into consideration the Council's performance was 116 out of 124 or 93.55% (for the year to date). When not taking these agreements into consideration and just providing raw data on timescales, the Council's performance on these applications was 25 out of 124 or 20.16% determined in 8 weeks. This performance is within the target set. Whilst securing an extension of time is important in terms of complying with national performance targets, it is also important that the underlying performance improves in order to reduce overall determination times. The Area Teams are fully staffed at present (allowing for the use of temporary agency staff)	Over achieving	No action to take - over achieving target

SDP number	SDP Performance Indicator	Portfolio	Cabinet Member	CMT Member	Measure Interval	Assess by	Target figure 2019	Q2 data	Q2 Commentary	Q2 status	Q2 Director sign off and any view/action to take
SDP3	Other applications determined in 8 weeks	Planning	Councillor Martin Lury	Karl Roberts - Director of Place	Quarterly	Higher is better	90%	90.87%	<p>The Council uses 'extensions of time' agreements with applicants to ensure that decisions are made within agreed time limits. In reporting performance, government guidance allows for these agreements to be used so that decisions are issued within time. When taking the use of these agreements into consideration the Council's performance was 378 out of 416 or 90.87% (for the year to date). When not taking these agreements into consideration and just providing raw data on timescales, the Council's performance on these applications was 280 out of 416 or 67.31% determined in 8 weeks.</p> <p>This performance is within the target set. Whilst securing an extension of time is important in terms of complying with national performance targets, it is also important that the underlying performance improves in order to reduce overall determination times. The Area Teams are fully staffed at present (allowing for the use of temporary agency staff)</p>	Over achieving	No action to take - over achieving target
SDP9	Licence applications determined within the various statutory or service time limits	Technical Services	Councillor Matt Stanley	Karl Roberts - Director of Place	Quarterly	Higher is better	90%	93.30%	The team have managed to exceed the target ahead of the expected introduction of an online self-service portal in the next quarter that should improve efficiency.	Over achieving	No action to take - over achieving target
SDP10	Number of stage 2 corporate complaints found to be justified or partially justified	Council Advice and Monitoring	Councillor Francis Oppler	Nigel Lynn - Chief Executive	Quarterly	Lower is better	10	7	<p>Total justified/partially justified complaints for 2019/20 (as at Q2) is 7. 6 Stage 2 complaints were determined during Q2 - 1 was justified (Housing), 3 were partially justified (2 for Housing, 1 for Planning, all from the same complainant).</p> <p>Complaint levels continue to be monitored by the Group Head of Council Advice & Monitoring Officer with both the Corporate Management Team and Group Heads. This includes reviewing trends in individual service areas and lessons learnt from both justified complaints and where the Ombudsman has found fault in the Council's actions.</p>	Over achieving	No action to take - over achieving target
SDP12	Number of missed refuse and recycling collections per 100,000 within contractual target	Neighbourhood Services	Councillor Dan Purchase	Philippa Dart - Director of Services	6 Monthly	Lower is better	80	47.93	47.93 missed bins per 100,000 which is within target, however Biffa are putting in additional performance monitoring procedures to reduce this further.	Over achieving	No action to take - over achieving target
SDP16	Business rates collected	Residential Services	Councillor Pauline Gregory	Philippa Dart - Director of Services	Quarterly	Higher is better	99%	57.90%	On target. Customers now have ability to pay over 12 months.	Over achieving	No action to take - achieving target for this point in the year
SDP17	Housing Benefit overpayments recovered	Residential Services	Councillor Pauline Gregory	Philippa Dart - Director of Services	Quarterly	Higher is better	110%	158.64%	Significantly above target, however fluctuates depending upon amount of debt raised in quarter	Over achieving	No action to take - over achieving target
SDP19	Rent collected on Council housing	Residential Services	Councillor Pauline Gregory	Philippa Dart - Director of Services	6 Monthly	Higher is better	94%	96.00%		Over achieving	No action to take - over achieving target

ARUN DISTRICT COUNCIL

REPORT TO CABINET ON 9 MARCH 2020

SUBJECT: Public Realm Projects in Bognor Regis; Sunken Gardens and Place St Maur

REPORT AUTHOR: Philippa Dart – Director of Services
DATE: January 2020 EXTN: 37811

EXECUTIVE SUMMARY:

This report seeks approval for the design brief and procurement strategy for the Sunken Gardens project and the public realm at Place St Maur, Bognor Regis.

RECOMMENDATIONS:

Cabinet are requested to recommend to Full Council that;

1. The design brief for public realm improvements at Place St Maur, Bognor Regis be approved which will form the basis of the tender process for the project;
2. Delegated authority be given to the Director of Services to procure consultants to undertake RIBA stages 0-7 to enable the delivery of the Place St Maur project;
3. Subject to the approval of recommendation 2, funding of up to £235k be vired from the Sunken Gardens project to this project for the associated project costs;
4. Enhancement proposals for Place St Maur are prepared for public consultation; and
5. That these new proposals rescind all previous decisions taken on the Hothampton site.

1. BACKGROUND:

1.1 Project Decisions

The Council has been developing proposals for sites in Bognor Regis since 2015. The Council revisited its plans to regenerate Bognor Regis town centre in 2015 and undertook public consultation on proposals for the Regis Centre and Hothampton sites. Following consultation Full Council, at their meeting of 15 July 2015, re-affirmed its support for the guiding principles of the 2003 masterplan. A number of studies and reports have progressed the scheme since 2015, leading to the presentation of Stage 2 design proposals for a new park on the Hothampton site, to the Bognor Regis Regeneration Sub-Committee, on 14

December 2017. Full Council considered recommendations from this meeting on 10 January 2018 and approved that Park Option 2a be progressed in accordance with the specified delegated authorities.

Consultants were appointed in October 2018 to progress the Stage 2 designs for the project, then known as Pavilion Park, through to the implementation of the scheme. The emerging designs were due to be presented at a public consultation in June 2019. Following District Elections in May 2019 the new administration indicated their wish to change the decision to proceed with the implementation of the park. Cabinet Decision C/006/080719 resolved to:

1. To revisit the future of the Hothamton site in Bognor Regis and develop three alternative proposals for the areas previously designated for the Pavilion Park, which focus on the Sunken Gardens and Hothamton play area only, which is to retain the split levels. (Map at appendix 2). These proposals will not include any residential development and the health centre will not be affected by any of the plans put forward.
2. Terminate the previously approved option and consultant appointment.
3. To draw up a brief for Cabinet to consider prior to public consultation.

1.2 Cabinet Briefing Workshop for Sunken Gardens

Landscape consultants LUC were employed to facilitate a Cabinet Briefing Workshop in November 2019 on the basis of their previous knowledge and experience of the site. Prior to the workshop Members were invited to complete a survey which would focus discussions and establish aspirations for the site. The outcomes from the workshop were collated within a report which will form the basis of the design brief.

Further options for the Sunken Gardens are still being worked upon, therefore the design brief for this project will be brought to a future Cabinet meeting.

1.3 Place St Maur

Place St Maur is an important public space adjacent to the Regis Centre and was previously included in the public realm masterplan as a flexible and functional active space and to form a stronger connection between the beach and town centre. Place St Maur is currently not fulfilling its potential as an attractive and welcoming space for visitors and there is an appetite to see the area enhanced.

2. PROPOSAL(S):

2.1 Place St Maur Design Brief

The focus in the design brief for Place St Maur is to create an enhanced and activated open space which creates a draw for visitors and encourages families to stay longer in the town. It is expected the main components of the scheme will consist of improved hard surfacing, an area of soft landscape, water jets and seating. The area also needs to retain a large enough space to accommodate different events e.g. ice rink within a marquee. The design brief is included in Appendix 1.

2.2 Procurement Strategy

Consultants will be appointed on the basis of the RIBA Works Stages which are the UK's definitive model for the design and construction process of a project. The construction of the project will need to be tendered separately.

There are essentially 2 procurement steps to delivering the scheme on site:

- Step 1. Appointment of consultants (RIBA Stages 0-7) to:
 - a. Produce concept designs for public consultation as requested by Cabinet Members to determine preferred option to take forward (RIBA Stages 0-2).
 - b. Develop preferred option, submit planning application, prepare tender documentation, oversee delivery and completion of project on site (RIBA Stages 3-7).
- Step 2 Appointment of contractor to deliver construction phase of project on site (RIBA Stages 5-7).

2.3 Project Cost & Budget

A cost consultant was commissioned to prepare outline budget costs for the project. This information is essential to fully understanding the scope and scale of the project and therefore needs to be incorporated in the design brief for the consultant tendering process.

The capital cost for delivering the Place St Maur project is anticipated to be in the region of £1.5m.

There will be separate costs to cover fees for the design team, planning application, surveys etc. The scale of these are dependent on the scope of the scheme which will become apparent following the tender process.

It is proposed to fund £235k from the Sunken Gardens budget to enable the procurement of the consultants and survey work to be carried. There is no budget currently allocated for delivering the capital works.

2.4 Next Steps

To progress the project and the appointment of consultants Cabinet are being asked to agree recommendations 1-5 as outlined above.

2.5 Previous Decisions

In light of this new direction, the Council will also need to rescind any previous decision on the Hothampton site as set out in recommendation 5.

3. OPTIONS:

- a. To approve the recommendations as set out in this report.

b. To not approve the recommendations and propose an alternative direction for these projects.

4. CONSULTATION:

Public consultation is planned when new proposals have been developed.

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify) Cabinet Members	✓	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 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		✓
Safeguarding		✓
Other (please explain)		✓

6. IMPLICATIONS:

- Financial – there is currently no budget allocated for delivering the scheme proposals.
- Legal – a contract will be entered into with the appointed consultant.
- Sustainability – future maintenance requirements will be taken into account as part of the projects.
- Asset Management/Property/Land – the Council will retain ownership of the site and have responsibility for future maintenance.

7. REASON FOR THE DECISION:

To progress enhancement plans for the Place St Maur site.

8. EFFECTIVE DATE OF THE DECISION: 18 March 2020

9. BACKGROUND PAPERS:

[Full Council 15 July 2015 – Minute 96 refers](#)

[Full Council 11 November 2015 – Minute 315 refers](#)

[Full Council 20 July 2016 – Minute 145 refers](#)

[Full Council 8 March 2017 – Minute 494 refers](#)

[Full Council 10 January 2018 – Minute 366 refers](#)

[Full Council 18 July 2018 – Minute 108 refers](#)

[Cabinet 8 July 2019 – Minute 76 refers](#)

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Place St Maur Project Brief

1.0 Client mission, objectives and vision

1.1 Background

Place St Maur is an important public space adjacent to the Regis Centre in Bognor Regis and the seafront. It was previously included in the public realm masterplan as a flexible and functional active space and to form a stronger connection between the beach and town centre. There was insufficient funding in place to deliver this phase of the work as part of the public realm project. However, Place St Maur is currently not fulfilling its potential as an attractive and welcoming space for visitors and there is an appetite to see the area enhanced.

1.2 Strategic Objectives

- To complete the enhanced public realm link between the seafront and town centre.
- To create a high quality, welcoming space for visitors to spend time in.
- To create a flexible venue for outdoor events.

2.0 Context for project

2.1 Site selection and description

The site was originally identified as part of the wider regeneration plans for Bognor Regis as a site which was not achieving its full potential in terms of quality and drawing visitors from the beach into the town. The site has not received investment in recent years due to the proposed regeneration plans and has a run-down appearance. It is a large site which has hosted a number of events and provides good opportunities to attract more visitors to the area.

Place St Maur is a fairly level open space with a north-south orientation. The site is predominately hard surfaced but there are areas of compacted stone which are present as a result of the removal of grass mounds. There are retained grass mounds in the south-west corner of the site. There is limited planting within the site and the site therefore is very exposed. The site suffers from poor drainage in places.

The site is in a key strategic location within Bognor Regis with direct linkages to the town centre and seafront.

2.2 Site surroundings

The site is bordered by the Regis Centre to the east, the town centre to the north, the Esplanade and seafront to the south and is overlooked by residential flats to the west.

2.3 Site boundary

The proposed site boundary is shown in Appendix A.

It is expected that there will be development of the Regis Centre site in the future although there are no current plans or programme for this. Treatment of the boundary closest to the Regis Centre however will require careful consideration.

3.0 Project Scope

3.1 Proposed Features

It is proposed that design for the site include the following components:

- Enhanced hard surfacing
- Area of soft landscape
- Water jets
- Seating
- Flexible space to accommodate different events e.g. ice rink within a marquee (incorporating anchor points for a marquee and power points)
- Solution to deal with poor site drainage

3.2 Durability/lifespan/maintenance requirements

The enhanced open space should be of a good quality design and led by sustainability principles e.g. locally sourced materials, Sustainable Urban Drainage, appropriate planting.

3.3 Physical and operational constraints

Planning approval may be required for the project.

Opportunities will be taken to seek external funding which may require compliance with specific conditions.

3.4 Stakeholder needs

Arun District Council is the client for the project. Stakeholders will include a range of ADC officers (e.g. Parks, Engineers, Property & Estates, Cleansing, Events, Economic Regeneration), Ward Members, Bognor Regis Town Council, Sussex Police, West Sussex County Council, Bognor Regis BID, Tivoli Greenspace Management, Civic Society, Bognor Regis Regeneration Board, Chichester University, Alexandra Theatre.

The refurbished open space will be freely available to the general public and will need to be fully accessible to visitors.

3.5 Programme

It is expected that the delivery of the project will meet the following high-level programme:

Consultant Procurement	Spring – Summer 2020
RIBA Stage 0-2 Concept Design	Summer 2020 – Early 2021
Public Consultation	Late 2020
Cabinet Approval of Preferred Option	Early 2021
RIBA Stage 3 Developed Design	Spring 2021 – Early 2022
RIBA Stage 4 Technical Design & Tender Process	Early 2022 – Autumn 2022
RIBA Stage 5 Construction	Autumn 2022 – Autumn 2023

3.6 Finances & Procedures

The project budget is in the region of £1.5m.

It will be necessary to gain Cabinet approval following public consultation on the preferred option to take forward to RIBA Stage 3.

4.0 Scope of consultant's services/outputs

4.1 Review of site information and additional surveys

It is envisaged that the following survey information will be required:

- Topographic and geophysical survey
- Drainage survey

4.2 Project deliverables

As a minimum, the project deliverables should include:

- Concept designs for the site, to be tested through the design process and for engagement with the public.
- A cost estimate for the concept designs.
- Consultation material for all stakeholder engagement events and meetings.
- A preferred concept design to RIBA Stage 2, taking on board the results of public consultation.
- An outline cost plan for the preferred concept design.
- Project management materials including project programme and risk assessment.
- All outputs necessary to meet the requirements of the CDM Regulations 2015 for RIBA Stages 0-2.
- A full Stage 2 report.
- Recommendations and programme for next steps (RIBA Stages 3-7).

4.3 RIBA Stages

The project will cover services RIBA Stages 0-7.

4.4 Professional Services

It is envisaged that the core consultancy team will be led by a Landscape Architect and incorporate the following disciplines, (N.B. Other disciplines may be included by the tenderer):

- Landscape Architect
- Quantity Surveyor/cost consultant

4.5 Reports and Meetings

The consultant will be required to update the client on a monthly basis with a summary report at each stage end.

The project will require consultation and engagement with ADC officers, Councillors and external stakeholders and preparation of associated consultation material including:

- Monthly design team meetings
- Two stakeholder workshops to develop / discuss options
- Attendance at two Councillor committee meetings to present updates on the project
- Prepare consultation materials for and attend a public engagement process on concept design options. For example, this might be a week-long programme of activities involving attendance at a minimum of two public drop-in events.

Appendix A – Area proposed for the Place St Maur scheme



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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CABINET ON 9 MARCH 2020

SUBJECT: Review of Planning Services

REPORT AUTHOR: Nigel Lynn, Chief Executive

DATE: 6 February 2020

EXTN: 37600

PORTFOLIO AREA: Corporate Support

EXECUTIVE SUMMARY: The report sets out the detail of the procurement of an external consultant to undertake an independent review of the Planning Service.

RECOMMENDATIONS:

Cabinet is requested to:

- a) Note the Delegated Authority by the Chief Executive for the procurement of external consultancy services for the sum of approximately £40,000 (plus expenses) in order to conduct an independent review of the Planning Service.

1. BACKGROUND:

- 1.1 The Planning Service is a high profile, political and statutory function of the Council. It is at the forefront of shaping the social, economic and environmental development and prosperity of the district. It is important that the Council ensures that the Planning Service is fit for the future to meet both statutory requirements and to support strategic priorities and objectives.
- 1.2 The Council adopted its Local Plan in 2018 after many years of debate.
- 1.3 Development Control has recently had a hiatus of issues, partly around lack of acceptance of the Local Plan Strategic sites. Furthermore, the Planning section struggles to secure sufficiently experienced planning officers.
- 1.4 The review will provide a greater level of understanding of improvements needed (having regard to the level of resources available) and give priorities to enable the Council to more quickly focus on scrutinising certain aspects of service improvements. Improving efficiency in our service delivery to our customers is the guiding priority of our request for assistance.
- 1.5 A comprehensive review will seek to confirm whether our planning procedures are fully effective, legitimate and up-to-date, and can have a positive impact on service delivery. The review will focus on the following aspects of the service:

- **performance:** covering quality, consistency and speed of decision-making
- **procedures:** with a view to improving efficiency and effectiveness
- **management, staff structures and resources:** this is essential to ensure that the authority gets the most effective results from any procedural changes.

1.6 The review will also cover:

- the organisation of planning services
- consultation processes
- delegated and committee reports
- monitoring systems
- management and staff resources
- Committee procedures and Councillor performance

1.7 Priority areas for improvements will also be considered, in relation to:

- Quality of decision making by officers
- Quality of decision making by Members
- A priority approach to improvement

1.8 One of the key strategic priorities for Arun District Council over the next few years is the delivery of our recently adopted Local Plan to enable good, sustainable, development to help drive economic prosperity for the area. This review is therefore timely to ensure the Planning Service can rise to the challenges this will bring.

1.9 A review of Development Control and the Planning Committee by Trevor Roberts Associates was completed in 2011, followed by a review of the Development Control Committee in 2012. The Council held a Cabinet Working Party on Planning in 2016 and an LGA Peer Review in 2018.

1.10 It is accepted that the Planning service has been subject to regular challenge, due to changing demands placed by the Government's planning standards and modernisation agenda. Furthermore, the Government has identified the planning process as being key to facilitating sustainable economic growth, which often is in conflict with people living in that area where growth has been planned.

1.11 The Chief Executive wishes to employ a consultant who will provide a fundamental review of the Planning Service. Interviews/workshops will be conducted with key members, customers (housebuilders/key land owners) and officers will be key to gleaning information for the report as will working alongside officers and attending various meetings and watching webcasts of previous Development Control meetings.

1.12 The review will incorporate the findings from the work previously undertaken.

1.13 The scope of the review will not cover Planning Policy, Enforcement or Appeals initially, unless there is time available.

1.14 The review will ensure that the Planning Service is confidently:

- aligned to successfully deliver the Council's vision for the District (the Local Plan) by making good quality decisions.
- relevant to the needs of the community which ensures infrastructure requirements delivered alongside the Local Plan.
- facilitates economic growth and high quality sustainable development
- has strong relationships with applicants, developers and residents with good customer care.
- has streamlined, effective and consistent policies and processes that underpin the Council's strategic priorities and objectives.
- proactive and professional, able to respond quickly to ongoing change.
- has an efficient and effective management structure supported by effective information systems and meaningful and timely information.
- effectively uses modern digital tools (such as social media and the web).
- The consultants final report will include an improvement plan.

1.15 The specification for the work was initially agreed with the Leader, Deputy Leader, Cabinet Portfolio Holder for Planning and the Chair of Development Control. Three companies were approached with the Council's specification with a request for them to submit Curriculum Vitae's to the Chief Executive of suitable consultants. Out of those three companies, two companies responded. Two suitable consultants were submitted by Odgers Interim. Councillor Martin Lury and the Chief Executive interviewed the two consultants on 31 January 2020 and one consultant was selected as the preferred consultant to undertake the Planning Review.

1.16 The costs associated with the employment of consultancy support for this review is set at a Day Rate of £925.00 plus VAT for a period of, initially, 40 days, plus expenses. The cost of the contract will be met from within existing budgets. The review is due to start as soon as possible.

2. PROPOSAL(S):

2.1 The Chief Executive has delegated authority to engage the Consultant's services, as the Responsible Officer at paragraph 5.2 of Part 6, Section 6 (Contract Standing Orders) of the Council's Constitution as the contract is below £50,000. However, the Chief Executive formally requests Cabinet to note the contract award so all Councillors and the public are informed of the review and how the outcomes will be fed back and actioned by the Council.

3. OPTIONS:

3.1 The Chief Executive has delegated authority to make this decision within the Council's Constitution, so Members are only asked to note the decision made, in consultation with the Leader of the Council and Portfolio Holder for Planning.

4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		√
Relevant District Ward Councillors		√
Other groups/persons (please specify) <ul style="list-style-type: none"> The Leader of the Council (Councillor Dr James Walsh) The Deputy Leader of the Council (Councillor Francis Oppler) The Chair of Development Control (Councillor Jamie Bennett) The Cabinet Portfolio Holder for Planning (Councillor Martin Lury) The Cabinet Member who is a Member of Development Control (Councillor Mrs Gill Yeates). 	√	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 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. IMPLICATIONS:		
6.1 The report and improvement plan will have implications, possibly for officers and Members to consider in the future.		
7. REASON FOR THE DECISION:		
7.1 It is important that the Council ensures that the Planning Service is fit for the future to meet both statutory requirements and to support strategic priorities and objectives.		
8. EFFECTIVE DATE OF THE DECISION: 9 March 2020		
9. BACKGROUND PAPERS: None		

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CABINET ON 9 MARCH 2020

SUBJECT: Pop Up Retail Project – Bognor Regis and Littlehampton

REPORT AUTHOR: Miriam Nicholls -

DATE: 6 February 2020

EXTN: 37845

PORTFOLIO AREA: Economy

EXECUTIVE SUMMARY: The project proposes to provide Pop Up Retail space in Bognor Regis and Littlehampton. This would be available on a short-term basis, the exact maximum term to be agreed, to allow businesses to market test their product or, where they already have this confidence, to give them a start with High Street trading. This report provides an outline and asks Cabinet to agree this project.

RECOMMENDATIONS:

That Cabinet:

1. Notes the contents of the report;
2. Agrees that funding set aside in the 2020/21 budget for “New Start Up Business Town Centre Fund” be used for this project instead;
3. Cabinet note the use of Unit 10 Bognor Regis Arcade for the project;
4. Agrees to enter into negotiations to take a lease on 61-63 High Street, Littlehampton at nil or minimum cost to the Council and authority for this is delegated to the Leader of the Council and Cabinet Member for Economy and the Director of Place; and
5. Authority is delegated to the Leader of the Council and Cabinet Member for Economy and the Director of Place to determine the details of the scheme.

1. BACKGROUND:

On 7 October 2019, a report “Innovating our High Streets” was presented to Cabinet by the Chief Executive. Cabinet agreed that support to our High Streets was critical and this project forms part of that support. Funding was initially included in the 2020/21 budget for a fund to support new retailers in the town centre. For several reasons that project has not proved possible to take forward and other ways of supporting new retailers are required. Pop Up Retail projects have been tried elsewhere across the UK and have been proven to work – Drapers Yard in Chichester is a similar, but privately owned, enterprise and Chichester District Council has just launched a similar scheme.

2. PROPOSAL(S):

Bognor Regis - the Council owns vacant retail space in Bognor Regis. Unit 10, The Arcade has been vacant for some time and is a suitable size for a project such as this. There are however, some issues with the condition of Unit 10, which are unsurprising given that it is currently being considered for demolition, and some work would be required to bring it up to a suitable standard. However, since this is the only suitable vacant unit that the Council owns, and vacancy rates are low, the cost of limited renovations should be balanced against the future of the building and the length of time it will be available. The costs are shown below. The Bognor Regis BID aspires to provide creative arts space and it would seem sensible to work with them providing the space is large enough to accommodate both uses – this is currently being considered. They are based close by and will consider managing the space as a partner.

Littlehampton - this Council does not own suitable space in Littlehampton and therefore would need to rent a retail unit to achieve this objective. There are relatively few units to let in Littlehampton town centre and most are not suitable in both size and location for these purposes. The only suitable unit is the former Hartley's Wine Store which is located at the eastern end of the High Street. A visit has been made and around 50% of the space is what was an outdoor yard that has been covered. This would not be suitable for general retail uses due to having no heat. It has previously been used for storage and would be suitable for this use again. Generally, the unit interior is clean and tidy and would be very suitable for around 7 or 8 pop up retail stands. Much of the exterior of the rear of the building cannot be inspected and therefore the Council's Property & Estates Department suggest that only an internal repairing lease would be suitable.

Costs:

Bognor Regis

Set Up Costs - £11,980

Annual Costs - £29,968 / 12 = £2,497 per month

Littlehampton

Set Up Costs - £11,872

Annual Costs - £28,000 / 12 = £2,333 per month

A similar scheme will be explored for Arundel in the coming months.

Income

The tables at Appendix A show 'ball park' figures since the number of variables for occupancy is simply too great to calculate. Members can see break even points for the various types of occupancy. Each of these projects has been funded for one year and an assessment will be required from around month 10 to establish the feasibility and viability of either or both continuing. As well as a financial consideration the availability of premises will also need to be considered. Costs for occupation of the individual spaces will vary and it is suggested that authority to determine these details be delegated as per the recommendations.

Day to Day Management

Discussions will be held with Partners to consider if they wish to contribute by taking on day to day management and letting.

3. OPTIONS:

- (i) to agree the report and for the project to go ahead from the funding allocated by Cabinet on 7 October 2019 and set aside in the 2020/21 budget for “New Start Up Business Town Centre Fund” be used for this project instead.
- (ii) to not agree the report and project
- (ii) to agree to go ahead with either the Bognor Regis or Littlehampton project

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		x
Relevant District Ward Cllrs re: designs and objectives		x
Other groups/persons (please specify).		x

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	x	
Legal	x	
Human Rights/Equality Impact Assessment		x
Community Safety including Section 17 of Crime & Disorder Act		x
Sustainability		x
Asset Management/Property/Land	x	
Technology		x
Other (please explain)		x

6. IMPLICATIONS:

Financial: Funding for this project was allocated by Cabinet on 7th October 2019. The project is dependant on income that is difficult to estimate and there is a risk that the income will not be achieved

Legal: A lease to occupy the premises at 61-63 High Street, Littlehampton will need to be entered into.

Asset Management / Property/ Land: It is proposed to use the Council owned property at

Unit 10 The Arcade, Bognor Regis for this project.

7. REASON FOR THE DECISION:

To bring additional footfall to shopping areas in Bognor Regis and Littlehampton and allow potential new retailers to experience 'High Street' trading.

8. EFFECTIVE DATE OF THE DECISION: 18 March 2020

9. BACKGROUND PAPERS:

Report to Cabinet, 7th October 2019

Appendix A: Occupancy tables

Appendix A – Occupancy Table

Bognor Regis	Room 1	Room 2	Room 3	Large Fr Room	Stand 1	Stand 2	Stand 3	100% Occupied	50% Occupied	25% Occupied
Daily	60	50	50	80	20	20	20	300 x 365=109,500	54,750	27,375
Weekly	250	200	200	300	100	100	100	1250 x 52 = 65,000	32,500	16,250
Monthly	750	600	600	1000	300	300	300	3850 x 12 = 46,200	23,100	11,550
Littlehampton	Stand 1	Stand 2	Stand 3	Stand4	Stand5	Stand 6	Stand 7	100% Occupied	50% Occupied	25% Occupied
Daily	50	40	40	40	40	40	60	310 x 365 = 113,150	56,575	28,287
Weekly	250	200	200	200	200	200	280	1530 x 52 = 79,560	39,780	19,890
Monthly	750	700	700	700	700	700	800	5050 x 12 = 60,600	30,300	15,150

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Joint Eastern Arun Area Committee

5 November 2019 – At a meeting of the Committee at 7.00 pm held at New Millennium Chamber, Church Street, Littlehampton, BN17 5EW.

Present:

Mrs Urquhart (Chairman) (Angmering & Findon;), Mr Buckland (Littlehampton Town;), Mr Elkins (East Preston & Ferring;), Mr Purchase (Rustington;), Mr Bennett, Mr Bicknell, Mr Blanchard-Cooper, Mr Bower, Mr Oldfield, Mr Phillips, Mr Ray, Mrs Robertson, Dr Shaw, Mrs Walker, Mrs Molloy, Mrs Frampton, Mr Curtis, Mrs Cooper, Mr Hayden and Mr Naughton

17. **Welcome**

17.1 The Chairman welcomed members and officers to the meeting.

18. **Declarations of Interest**

18.1 There were none,

19. **Minutes**

19.1 RESOLVED that the minutes of the last meeting held on the 11 June 2019 be approved as a correct record and signed by the chairman.

20. **Urgent Matter**

20.1 Mrs Geraldine Walker was invited to update the Committee on the work of the Arun District Conservation advisory Committee. It was advised the committee had recently undertaken a review of their working practices and established it's purpose:

- Filter applications more carefully
- Develop a model to review conservation areas
- Undertake educational conservation walks
- Provide information leaflets
- Review the design awards.

21. **'Talk with us' - Public Questions**

21.1 The Chairman invited members of the public to ask questions of the Committee relating to matters not already on the agenda.

21.2 One comment was made by a member of the public asking if the vehicles purchased/used by the County Council were low emissions. It was advised by the Cabinet Member for Environment and Cabinet Member for Highways that it was County Council Policy to purchase the most environmentally friendly, and economic vehicles that were available.

22. **Highways and Transport Sub Group**

22.1 The Committee received the notes from the Highways and Transport subgroup and considered any recommendations included.

22.2 The Area Highways Manager gave an update on works in the area locating to Traffic Regulation Orders that had been progressed from previous years.

23. **TRO Prioritisation (EA02(19/20))**

23.1 The Committee considered the written report by the Director of Highways and Transport and Head of Highways Operations and the recommendation from the Highways and Transport Sub-group.

23.2 The County Council Members of the Committee RESOLVED that the following Traffic Regulation Order be progressed as a priority:

1. M3000469 – Lashmar Road – Request to install Double Yellow Line junction protection at Orchard Road.

The Call in deadline for this decision is 13 November 2019.

24. **Community Police Issues**

24.1 The Chairman welcomed Police representatives to address the committee on crime statistics within the area.

24.2 Police representatives gave an overview of trends within the Eastern Arun Area and work that was being done to combat any rises in crime. It was advised that where there were any rises in crime this may not have a direct cause and could be a social phenomenon, however police would always investigate any matters brought to their attention. Members of the public could report crime through a number of ways, including by calling 101 or via the internet.

25. **Community Initiative Fund (EA03(19/20))**

25.1 Committee considered the written report from the Director of Law and Assurance. The County Council Members of the Committee RESOLVED that the following pledges be made via spacehive:

- a. 360/JEAAC – Arundel and Down land Community leisure Trust, 'Arundel Lido; Change for the Community!' **up to £1,000** toward providing new and improved accessible changing facilities and storage for pool equipment.

and

- b. 435/JEAAC – Fare Divide, 'Littlehampton Community fridge van hire' **up to £1,500** towards the cost of hiring a refrigerated van and an additional refrigerator/freezer to store food offsite.

25.2 It was also RESOLVED that the following Micro-fund grant applications be made:

- c. 405/JEAAC – Littlehampton Wave Life Saving Club, 'Establishment of life saving club at Littlehampton Wave', **£750.00** – towards purchasing start-up equipment including a resuscitation manikin and Royal Life Saving Society registration fee.
- d. 433/JEAAC – Arundel Cricket Club, 'Pitch improvements and additional outdoor seating', **£723.98** – towards purchasing a spiking roller and provision of added spectator seating for the second pitch.
- e. 434/JEAAC – Rustington Cricket Club, 'Colts cricket equipment', **£593.55** – towards purchasing a range of protective kit for u-18 junior members enabling entry to a competitive league.

The call in deadline for this decision is 13 November 2019.

26. **Nominations to School and Academy Governing Bodies (EA04(19/20))**

26.1 The Committee considered the written report from the Director of Education and Skills.

26.2 The County Council Members of the Committee RESOLVED that the following nomination to a School Governing Body be approved:

- a. Sheila Kennedy to Clapham and Patching C.E. Primary School for a four year term.

The call in deadline for this decision is the 13 November 2019.

27. **Items to be raised by Town and Parish Council representatives.**

27.1 There were none.

28. **Items for consideration at future meetings**

28.1 Members of the Committee were reminded to forward any items of business for future discussions should be sent to Democratic Services ahead of the meeting so they can be included on the agenda.

29. **Date of next meeting**

29. It was confirmed that the next meeting of the Joint Area Committee would take place at 7pm on 17 March 2020 at a venue to be confirmed.

Chairman

The meeting closed at 8.54 pm

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Joint Western Arun Area Committee

27 November 2019 – At a meeting of the Committee at 7.00 pm held at The Regis School (Main Hall), Westloats Lane, Bognor Regis, PO21 5LH.

Present:

Mr Edwards (Chairman) (Bersted;), Ms Flynn (Felpham;), Mrs Hall (Nyetimber;), Mr Oppler (Bognor Regis East;), Mr Patel (Bognor Regis West & Aldwick;), Mrs Pendleton (Middleton;), Mr Whittington (Fontwell;), Mr Coster, Mr Charles, Mr English, Mrs Hamilton, Mrs Haywood, Mr Lury, Mr Stanley, Mrs Worne, Mr Beaton, Mrs Richardson, Mr Robinson, Mr Knight, Mr Goodheart and Mr Humphris

17. Welcome

17.1 The Chairman welcomed members of the public and the Committee to the meeting and asked officers and members to introduce themselves.

18. Declarations of Interest

18.1 There were none.

19. Minutes

19.1 RESOLVED That the minutes of the last meeting held on 19 June 2019 be approved as a correct record and signed by the Chairman.

20. Urgent Matters

20.1 There were none.

21. 'Talk With Us' - Public Question Time (15 Minutes)

21.1 The Chairman invited members of the public to address the committee and ask questions on matters not already on the agenda. In response to questions the following information was provided.

21.2 Willows edge – The area Highways manager advised that this part of the highway was not an adopted highway. If it was adopted a safety audit would be completed.

21.3 Comments and concerns were raised over Council expenditure of £400,000 spent for the annual staff conference and the separate purchase of a drone located at County Hall. It was asked if Parish Councils were expected to pay for these. It was advised they were not.

22. Community Policing Update

22.1 A written update was provided to the committee as police representatives were unable to attend on the evening. It was noted that there had been an average of 10% increase in crime rates across the area.

22.2 Members also noted that Aldwick East & West Should be separated and Felpham should be listed as two separate wards. Members were encouraged to provide written questions ahead of the meeting to Democratic Services if they had any in depth questions to ask.

23. **Bognor Regis to Littlehampton - A259 - Feasibility study**

23.1 The Area Highways Manager provided an update to the Committee on the Bognor Regis Feasibility study on the A259. It was commented that it was very important for all tiers of Government to be involved in the study and the County Council would accept comments and questions from them regarding the study.

23.2 It was requested that an item be put forward to the H7T Subgroup on the matter to be discussed, to then be forwarded to the Joint area committee at a later date.

24. **Highways and Transport Subgroup notes**

24.1 The Committee received the written notes from the Highways and transport sub group and considered the recommendations included under the relevant agenda item.

25. **Traffic Regulation Order Prioritising (WA03(19/20))**

25.1 The Committee considered the written report by the Director of Highways and Transport and Head of Highways Operations and the recommendation from the Highways and Transport Subgroup.

25.2 The Committee reviewed the Traffic Regulation Order included in the report at Appendix A and RESOLVED that the following Traffic Regulation Order be progressed as a priority:

- M3004802 – Westlands Lane – Request for junction protection

The call in deadline for this decision is 5 December 2019.

26. **Community Initiative Funding (WA04(19/20))**

26.1 The Committee considered the written report from the Director of Law and Assurance. The Committee considered each application individually and on its merits. The County Council Members of the Committee RESOLVED that the following pledges be **approved**:

- a) 402/JWAAC – EcoSwap, 'EcoSwap community workshops', up to **£1,000**– towards delivering inter-generational workshops teaching residents sustainable skills through making, mending and re-purposing.

The following application be **deferred**:

- b) 416/JWAAC – Bognor Regis Baptist Church, 'Bognor Church toilet facilities' – to allow evidence of community support.

the following applications to be **rejected**:

- c) 445/JWAAC – Frame of Mind CIC, 'Picturing a brighter future' – as there was no evidence of member support or engagement
- d) 446/JWAAC – Radio Respect CIC, 'Radio Respect dedicated to mental health' – as there was no evidence of member support or engagement.

the following Microfund applications be **approved**:

- e) 447/JWAAC – Men's Shed Allotments, 'Bognor Regis Men's Shed', **£749.42** - towards purchasing eight wooden potting sheds and other materials for the group's two double allotment plots at Chichester Road Allotment site.
- f) 448/JWAAC – Regis Primary Care Network Community Board, 'Bognor Health & Wellbeing Fun Day', **£725.00** – towards the cost of event marketing and publicity plus hiring four community music groups.

And the following Microfund application be **rejected**.

- g) 457/JWAAC – Making Theatre Gaining Skills CIF, 'Sound equipment for Bognor Institute of Laughter' - as there was no evidence of member support or engagement.

The call in deadline for this decision is 5 December 2019.

27. **Authority School Governors (WA05(19/20))**

27.1 The Committee considered the written report from the Director of Education and Skills and the recommendation included in the report. It was RESOLVED that the following Nomination for Local Authority Governor reappointment be approved:

Mrs Hedda Wells to Eastergate C.E Primary School for a further four year term.

The call in deadline for this decision is 5 December 2019.

28. **Appointment of Highways and Transport subgroup Chairman**

28.1 The Committee were notified that the previous Chairman of the H&T subgroup had resigned and a new Chairman would need to be appointed from County Members for the remainder of the year.

28.2 It was RESOLVED that Cllr Ashvin Patel be appointed as Chairman of the Highways and Transport Subgroup.

29. **Bersted: Elbridge Avenue Proposed Parking Restrictions (WA06(19/20))**

29.1 The Committee received a written report by the Director of Highways and Transport and the recommendation from the Highways and Transport Subgroup.

29.2 The Committee considered the order and the views raised by members of the committee. The County Council Members of the Committee RESOLVED that:

29.3 Having considered the objections to the proposal, the County Council Members authorise the Director of Law and Assurance to make the order as advertised and for the proposed restrictions to be implemented.

The call in deadline for this decision is 5 December 2019.

30. **Date of Next Meeting**

30.1 It was confirmed that the next meeting of the Joint Western Arun area Committee would take place on the 11 March 2020 at the Regis School in Bognor Regis, starting from 7pm.

Chairman

The meeting closed at 8.43 pm

OVERVIEW SELECT COMMITTEE

28 January 2020 at 6.00 pm

Present: Councillors Coster (Chairman), Clayden (Vice-Chair), Bennett, Bicknell, B Blanchard-Cooper, Mrs Catterson, Dendle, Elkins, English, Miss Rhodes, Tilbrook and Mrs Worne

Councillors Mrs Gregory, Gunner, Lury, Oppler, Purchase, Stanley, Dr Walsh and Mrs Yeates were also present during the meeting.

406. WELCOME

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

407. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Huntley, Miss Needs and Miss Seex.

408. DECLARATIONS OF INTEREST

Councillor Elkins declared a Personal Interest in Agenda Item 5 [Council Budget 2020-2021] in his position as a Cabinet Member at West Sussex County Council.

409. MINUTES

The Minutes of the Special Meeting of the Committee held on 14 January 2020, as circulated at the meeting, were approved by the Committee as a correct record and were signed by the Chairman.

410. COUNCIL BUDGET 2020 - 2021

The Chairman welcomed the Financial Services Manager to the meeting and invited her to work through the Council's Budget for 2020/2021 highlighting what she felt were the significant areas that Members should be made aware of. It was explained that any comments that the Committee wished to make would be forwarded onto the next meeting of Cabinet taking place on 10 February 2020 before the Minutes from that meeting would be submitted to the Special Meeting of the Council on 19 February 2020.

The Financial Services Manager then presented the Council's Budget for 2020/21 and explained the main strategic issues. These have been summarised below:-

- The General Fund budget needed to be seen in the context of increasing deficits from 2021/22 which the Council needed to address. It was planned to consult Members on efficiencies and income generating ideas during 2020.
- The Budget for 2020/21 was a roll forward settlement as important decisions about Local Government funding such as the future of the New Homes Bonus (NHB); details of the retained business rates system; and the Fair Funding formula that had been planned for 2020/21 had been delayed. This had had a positive effect on the Council's Budget, but it needed to be emphasised that this was only a one-off experience.
- The draft settlement had finally been issued on 20 December 2019 after being delayed by the General Election and Brexit preparation.
- Looking at Government funding, it was outlined that for NHB for 2020/21 the Budget included a one-off windfall and then it would only be legacy payments received from 2021/22. The report highlighted at Table 2.8 that the Council was not anticipating any NHB from 2023/24.
- The Council stopped receiving Revenue Support Grant (RSG) in 2018/19. The negative payment of £430k was cancelled by the Government in 2019/20 and for 2020/21.
- The Business Rate Retention Scheme, which would result in a reset of the growth in business rates was now anticipated for 2021/22. It was expected that this would have a very negative impact on the Council as the accumulated growth would be wiped out when the baseline was reset to the current level. However, the system had not been finalised.
- The changes in Government funding had been fully set out in Table 2.10 of the report.
- Council Tax Income – Council Tax was proposed to be increased by £4.95 or 2.73% for a Band D property. The Council's tax base for 2020/21 showed a significant increase from 61,281 to 62,244 which was mainly due to the completion of new dwellings in the District.
- Looking at the General Fund Budget the main highlight was a planned reduction in the General Fund Balance of £671k. Table 4.1 in the report illustrated a balance of around £7m at the end of 2019/20 which would reduce to around £6m by the end of 2020/21. The Council was required to keep higher level of balances given the threats to government funding forecasted for the future.
- The major budget variations were highlighted. These included:
 - A likely 2% pay award to Council staff.
 - The loss of £1m of recycling credits from West Sussex County Council over two years adding significant budget pressure.
 - The recently approved supplementary estimate to support the cost of homelessness nightly paid accommodation. It was emphasised that this was a national problem and so £500k had been added to the service budget for 2020/21 with £500k in the contingency budget in case this situation did not improve. This was matched by the Flexible Homelessness Support Grant but that was for 2020/21 only.

- Another big item of change was the contingency budget increase for housing related activities; the invest to save scheme of £250k and the Council's strategic target table at 4.14 of the report.
- Looking at the Housing Revenue Account Budget (HRA), it was confirmed that this budget was all in line with the approved priorities of the HRA Business Plan as updated. This identified how the Council intended to deliver its strategic target of providing 250 new affordable homes over a ten-year period.
- A budget of £15m had been approved in 2018/19 for the acquisition/new build programme. An additional £9m had been made available in 2020/21 to allow for the necessary amount of flexibility in terms of planning for this enhanced programme. The approved schemes had been set out in the report.
- It was explained that 2019/20 had been the last of the statutory annual 1% rent reductions, this had been over a 4-year period due to statutory prescription. For 2020/21 rents would be increased by 2.7% in accordance with the provisions of the new rent standard.
- Finally, looking at asset management and projects, Table 8.6 of the report showed the projects that would be funded from the Capital Programme Budget. This included £200k for Littlehampton Public Realm with the remainder being mainly essential maintenance works such as the Fizzleet Car Park. The remaining balance of £610k could be spent on Bognor Regis seafront and Sunken Gardens but it was outlined that this would be subject to appraisal and would be required to be viewed against the Council's other priorities.

Finally, and in summing up, the Financial Services Manager stated that the General Fund Revenue Budget and Capital Budgets had been set robustly and within the Council's approved Financial Strategy. Although this was a good news story, Members needed to look to 2021 and beyond when there would be more need for the Council to critically appraise its expenditure and investment decisions to meet the future challenges outlined earlier.

The Chairman thanked the Financial Services Manager for her detailed presentation and invited questions from the Committee. These have been summarised below:

- How could the proposed increase in Council Tax be justified at a rate of 2.7% when CPI was 1.7% and as the Council's staff would only be receiving a potential 2% pay increase, leaving them worse off. It was explained that the staff pay award had not been confirmed but if awarded this was more than CPI, the two could not be related. Any increases proposed in Council Tax were to bridge the budget gap.
- Could a breakdown be provided in terms of contingencies and miscellaneous items referred to in Appendix 1? The Financial Services Manager outlined the main items which were homelessness; Invest to Save, pump priming and the Council's Strategic Targets.

- In terms of capital expenditure by portfolio, in terms of the Economy budget for 2019/20 was zero and for 2020/21 was £200k – what was this? It was explained that Appendix 3 to the report detailed this and that it related to Public Realm work.
- Concern was expressed over the loss of funding for recycling credits and an explanation was requested. It was confirmed that the funding used to be received from WSCC which had been scrapped. This had been a way for WSCC to get their budget to balance.
- It seemed that Arun was being punished by WSCC for doing well with its recycling figures. In response, Councillors were referred to Table 4.4 in the report which showed that this had been the second year of reduction in recycling credits. The decision by WSCC could not be reversed.
- It seemed that the Council was increasing Council Tax partly due to WSCC cuts – were there any other issues that Councillors needed to be made aware of? There were none at present.
- On the Business Rate Retention scheme, would the Council receive more money and if so, how much? It was explained that the Council would lose the growth that the Council had benefited from when the system was reset and would only receive funding from new growth. Future funding would be redistributed through the fair funding formula which was likely to be adverse to District Councils as funding was redirected to Council's with responsibility for social care.
- Looking at the changes in Government grant funding which had increased very slightly, this would not continue and so what was the expectation in terms of how it was looking for next year? It was explained that there would be cuts but the level was impossible to predict as the new system had not been agreed.
- The Technical Services Budget had been cut from £691 to £ 424 and now £380k. Was this a staff reduction? It was confirmed that a written response would be provided.
- On the Retained Business Rates Reset and the appeal proves, had there been any challenges as expected? It was confirmed that there had been quite a lot of challenge which had had a knock-on effect as they could go back a number of years.
- On the same issue, had the Council seen significant income because of cases, how many cases had there been and to what extent. As these were technical questions it was confirmed that a response would be provided in writing.
- Turning to the new Governance structure approved by Full Council on 15 January 2020, the budget cost for a new Committee Clerk confirmed as £37k in the table at 4.14 did not match the figures set out in the report that went to Full Council confirming this to be £54k. Could this be explained? It was agreed that a written response would be provided.

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

The Committee in giving its general support and noting the contents of the Council Budget for 2020/2021 [which would be considered by Cabinet at its next meeting on 10 February and then at the Special meeting of the Council on 19 February 2020] then confirmed that it noted and approved the Budget for 2021/21, with its discussion points being circulated to Cabinet on 10 February 2020.

Councillor Dendle requested that it be recorded that he abstained from voting on this item.

411. CORPORATE PLAN - 2018 - 2022 - Q2 PERFORMANCE OUTTURN REPORT FOR THE PERIOD 1 APRIL 2019 - 30 SEPTEMBER 2019

The Committee received the Quarter 2 performance outturn for the Corporate Plan performance indicators for the period covering 1 July to 30 September 2019. It was explained that this report was being submitted to Members later than normally scheduled as result of the snap General Election held on 12 December 2019.

The Group Head of Policy provided some background to the report and 2020 Vision programme in place. Behind the three Council Priority themes of Your Services; Supporting You; and Your Future sat a series of targets that were measurable with the performance of these targets being reported to the Council's Corporate Management Team (CMT) every quarter and to this Committee and Cabinet every six months and at year end.

There were 11 Corporate Plan indicators and six were measured at Quarter 2. The report set out what indicators were not achieving their target; were behind target; were achieving their target; and over achieving the target. Each of the thresholds and categories of performance for each indicator was outlined to the Committee and set out in the Appendix to the report with CMT providing their comments and where remedial action was required.

It was outlined that the Director of Place, with support from CMT, was recommending the Committee to consider recommending to Cabinet to amend the target figure for indicator CP10 [Total Rateable Business Value for the Arun District] from £91m to £99.138 m with effect from Quarter 1 in 2020. If approved, Cabinet would then make this a recommendation to Full Council to amend this target. The Committee was being requested to support this amendment to this target figure and to note the Council's overall Quarter 2 performance against the targets of the Corporate Plan.

The following questions were asked by the Committee:

- On CP11 questions were asked about the Government's proposals to introduce weekly food waste collections and if this was being introduced in 2021/22, was the Council proposing to get rid of weekly waste collections? The Leader of the Council, Councillor Dr Walsh responded confirming that WSCC were looking at introducing a trial of food waste collections in the Arun District, based upon a trial recently undertaken at Mid Sussex District

Council. It was explained that the area this trial would cover needed to be very carefully considered in terms of having a wide range of demographics. The results of this pilot project would inform how such a project would be extended to whole of the District.

- On CP11, the comment was made that it would have been beneficial to have had the appropriate Director present at the meeting so that a more in-depth explanation could have been provided in terms of why this indicator had been failing. What was the Council doing to address this? Had this been down to the withdrawal of recycling credits by WSCC? The Leader of the Council, Councillor Dr Walsh, explained that WSCC had withdrawn its recycling credits from every Local Authority, nothing could be done about this action. The Group Head of Policy confirmed that she would raise this issue with the Director of Services so that a written answer could be provided.
- On CP11, could the Council look at renewing stickers for recycling bins to improve recycling levels so that the public were aware of all new items that could be recycled. It was explained that this had happened but accepted that the Council could do more to engage the public, through use of Arun Times and social media platforms.
- On CP11, mention was made of the Council's decision to increase the target last year. Did the Council receive any accreditation for rubbish that was taken to a recycling centre as this could impact figures? It was explained that WSCC would take the credit for this and so it did impact figures.
- Further questions were asked about the new WSCC Food Waste trial and whether this would add to the Council's recycling rates - this would then assist the Council in getting to achieve the increased rate. Councillor Dr Walsh explained that this would have an improving effect.
- On CP11, to boost recycling rates could more work be done by junior officers to provide updates on social media to pass information onto the younger generation. Councillor Dr Walsh confirmed that the Council had now adopted a Digital Strategy and so this work would be taking place.
- On CP11, would the food trial include the recycling of nappies? Councillor Purchase explained that the trial would include all 'smelly' waste including hygiene products, not just food.
- Concern was expressed over the varying provision of recycling bins over the District and could this be addressed. Councillor Purchase confirmed that this would be looked at when the Council came to retender its contract.

The Chairman then reminded the Committee of the proposal to amend the target figure for indicator CP10 [Total Rateable Business Value for the Arun District] from £91m to £99.138m with effect from Quarter 1 2020. He explained that this would be a recommendation to Cabinet on 9 March 2020 who would then make a recommendation to Full Council on 18 March 2020.

The Committee

RESOLVED

That the Council's Quarter 2 Performance against the targets for the Corporate Plan Indicators as set out in this report and Appendix A be noted.

The Committee also

RECOMMEND TO CABINET ON 9 MARCH 2020

That the target figure for Indicator CP10 [Total Rateable Business Value for the Arun District] be amended from £91m to £99.138 m with effect from Quarter 1 2020.

412. SERVICE DELIVERY PLAN - 2018 - 2022 - Q2 PERFORMANCE OUTTURN REPORT FOR THE PERIOD 1 APRIL 2019 - 30 SEPTEMBER 2019

The Committee received the Quarter 2 performance outturn for the Service Delivery Plan performance indicators for the period covering 1 July to 30 September 2019.

It was explained that the performance of these indicators was reported to the Corporate Management Team (CMT), this Committee and Cabinet every six months and at year end.

There were 23 Service Delivery Plan indicators and 13 were measured at Quarter 2. The report set out what indicators were not achieving their target; were behind target; were achieving their target; and over achieving the target. Each of the thresholds and categories of performance for each indicator was outlined to the Committee and set out in the Appendix to the report with CMT providing their comments and where remedial action was required.

The following questions were asked by the Committee:

- SDP4 [Occupied Rental Units in Littlehampton] – concern was expressed that there were 10-12% of empty shops in Littlehampton and that there should be more of a strategic push to get these premises re-let. Could the Council do more to improve this situation and was the Council flexible in providing discounts for business rates.
The Leader of the Council, Councillor Dr Walsh, responded stating that the figures quoted were better than other areas across the southern coastal strip. There was a scheme in place whereby any business with a turnover of less than £80k did not have to pay business rates – this was applied as widely as possible.

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- On SDP4 – in Littlehampton 1 in 9 properties were empty and there did not seem to be much of a plan to address this.
- SDP 18 [Cost of Emergency Accommodation per annum] – figures were requested on the average length of stay for a family in emergency accommodation.

The Cabinet Member for Residential Services, Councillor Mrs Gregory, responded stating that the Homelessness Reduction Act confirmed that no families could stay in emergency accommodation for longer than 56 days. The Council was complying with this and this was why it was buying more of its own property. Also, a review of the Housing Service had put into place measures allowing the Council to employ more staff to face the demands of this part of the housing service.

- SDP 18 [Housing Benefit Overpayments Recovered] – had the Council seen an increase in spend since WSCC had cut its grants to homeless charities. Councillor Mrs Gregory stated that she did not have the figures to hand but thought that this would have had an impact.
- SDP 4 and SDP 5 – could the exact figures for Littlehampton and Bognor Regis please be provided to the Committee.
- SDP 4 and SDP 5 – now that the Council was part of the Greater Brighton Economic Board, could the Cabinet Member confirm if this had helped in attracting more businesses to the District and had there been any more interest from larger business looking to relocate? Councillor Dr Walsh confirmed that having membership to this Board was bringing to the District greater publicity with Arun now being a great area to migrate to as opposed to some areas of central Brighton. Exciting projects such as Gigabyte West Sussex were all positive moves.

The Committee

RESOLVED

That the Council's Quarter Two Performance against the targets for the Service Delivery Plan (SDP) indicators as set out in the report and the Appendix is noted.

413. FEEDBACK FROM MEETINGS OF THE HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE HELD ON 27 NOVEMBER 2019 & 15 JANUARY 2020

The Committee received and noted the feedback reports received from Councillor Bennett following his attendance at the meetings of the West Sussex County Council's Health and Adult Social Care Committee (HASC) held on 27 November 2019 and 15 January 2020.

414. CABINET MEMBER QUESTIONS AND UPDATES

A wide range of questions were asked by the Committee to Cabinet Members present in the Public Gallery. These have been summarised below:

- Councillor Dendle – Could the Council commit to planting 10,000 trees per annum across the District? The Cabinet Member for Neighbourhood Services, Councillor Purchase, stated that a full answer could not be provided but that he would investigate this request and provide a written response.
- Councillor B Blanchard Cooper – various points were made about Regeneration in Bognor Regis and Littlehampton. Could anything be done to put the following issues into one document to prove what the Council was doing to improve regeneration – being discounted rates for shops, progressing work on the Littlehampton Public Realm, the relationship with traders, money for events; Town Councils working with the District Council on improving security in the Towns and plans to make buildings look better. The Leader of the Council, Councillor Dr Walsh, confirmed that all of this work was in progress, some of it would feature in the Arun Times publication with other issues featuring in the Position Statement reports that were submitted to each meeting of the two Regeneration Sub-Committees.
- Councillor Bennett to the Cabinet Member for Planning - it was felt that there was a serious lack of staff in the planning enforcement team and that large development firms were getting away with not adhering to planning conditions as part of an approved planning application – could a response be provided in terms of how this could be addressed? Councillor Lury outlined that staffing levels and processes were being looked at but that a written response to the question would be provided.
- Councillor Bennett to the Cabinet Member for Community Wellbeing on anti-social behaviour. There was concern that levels of anti-social behaviour in young people was increasing. This had affected the youth centre in Rustington with staff being harassed to such a level that the centre had closed on a temporary basis. Councillor Bennett referred to the Council's Wellbeing Team being overstretched and how could they deal with this? He asked the Cabinet Member if she could investigate the situation. Councillor Mrs Yeates stated that she would raise this at the next meeting of the Police and Crime Panel which she would be attending soon but would take the concerns back to Arun Officers to see what could be done.
- Councillor Dendle to the Cabinet Member for Technical Services regarding renewable energy on top of the Civic Centre and whether this could be rolled out to other public buildings. Could the Cabinet Member provide a response outlining the Council's plans to introduce this? Councillor Stanley confirmed that he would provide a written response.
- Councillor Dendle to the Cabinet Member for Community Wellbeing on leisure, did the Council have plans to work with the NHS in organising free entrance to the Council's leisure facilities for people who were disadvantaged? Councillor Mrs Yeates reminded Members of the presentation that this Committee received last year from Freedom Leisure where it was explained the new initiatives in place to do this.

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- Councillor Bicknell on local infrastructure and utility companies requiring access underground for power; gas and drainage work. Was there a way of organising a central bank of information so that such works could happen at the same time and to reduce the risk of building over sewers to prevent flooding issues? Councillor Dr Walsh confirmed that this was a function of West Sussex County Council and he recommended that Councillor Bicknell should contact the Cabinet Member for Highways and Infrastructure, Councillor Elkins.
- Councillor Gunner referred to some notices on Climping beach which had been placed by the Environment Agency stating that it was not economical to maintain groynes – could this be explained? Councillor Stanley confirmed that a written response would be provided.

415. WORK PROGRAMME 2019/2020

The Committee received and noted a verbal update from the Group Head of Policy which reminded Members that its next meeting the Committee would be looking at its Work Programme for 2020/21.

(The meeting concluded at 8.04 pm)