

ARUN DISTRICT COUNCIL

DECISION NOTICES FROM THE MEETING HELD ON MONDAY 16 NOVEMBER 2020

REF NO.	DECISION
C/026/16112020	Urgent Business – Recruitment of the Role of Group Head of Council Advice & Monitoring Officer [Exempt – Paragraph 1]
C/027/16112020	The Council's Response to the Covid-19 Pandemic Situation
C/028/16112020	Covid-19 Recovery Working Party – Key Outcomes from Cabinet
C/029/16112020	Budget Monitoring Report to 30 September 2020
C/030/16112020	Food Waste Collection Service Trial
C/031/16112020	Beach Access, Bognor Regis
C/032/16112020	Place St Maur, Bognor Regis
C/033/16112020	Sunken Gardens, Bognor Regis
C/034/16112020	Kingley Gate Development, Littlehampton – Community Facilities and Section 106 Funding
C/035/16112020	Establishment of a Planning Review Working Party

**PLEASE NOTE THAT THESE DECISIONS WILL COME INTO EFFECT FROM 10.00
A.M. ON 25 NOVEMBER 2020 UNLESS
THE CALL-IN PROCESS IS APPLIED**

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

They will need to:

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

REFERENCE NO: C/026/16112020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	YES
SUBJECT: URGENT BUSINESS – RECRUITMENT OF THE ROLE OF GROUP HEAD OF COUNCIL ADVICE AND MONITORING OFFICER [EXEMPT – PARAGRAPH 1]	
OFFICER CONTACT: Nigel Lynn – Chief Executive Tel: 01903 737600 Email: Nigel.Lynn@arun.gov.uk	

EXECUTIVE SUMMARY:

To advise Cabinet of the latest position with regard the appointment of the vacant position of Group Head of Council Advice and Monitoring Officer.

In accordance with the Constitution at ‘Part 6 – Procedure Rules (Other) – Section 7 – Officer Employment at Section 2.6 – Consultation Procedure for Appointments’, the Chief Executive, has delegated authority to make this appointment, but this report is asking Cabinet to note the latest position the Council is in.

In accordance with Part 3 (Responsibility for Functions) Section 2.0, Paragraph 2.3 of the Council’s Constitution, the Cabinet may consider items of an urgent nature where special circumstances apply. The circumstances for presenting this report as a matter of urgency are to ensure that Cabinet are formally made aware of the position of Group Head of Council Advice & Monitoring Officer as soon as possible. This is not a key decision and therefore the agreement of the Chairman of the Overview Select Committee is not required. However, the Chairman has been informed of this report out of courtesy.

DECISION:

The Cabinet

RESOLVED

The outcome of the recruitment process for the vacant role of Group Head of Council Advice and Monitoring Officer be noted.

REASON FOR THE DECISION:

To ensure that the Council has a permanent Group Head of Council Advice and Monitoring employed by the Council to fulfil its legal and statutory obligations.

OPTIONS CONSIDERED BUT REJECTED:

- a) To note the outcome of the recruitment process for the role of Group Head of Council Advice and Monitoring
- b) To propose an alternative arrangement for the Chief Executive to pursue.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

None

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: C/027/16112020

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

EXECUTIVE SUMMARY:

To update Cabinet on the Council's response to the pandemic situation and possible proposals for economic recovery.

DECISION:

The Cabinet

RESOLVED

That the report be noted.

REASON FOR THE DECISION:

For Cabinet to note the Council's response to the Covid-19 Pandemic.

OPTIONS CONSIDERED BUT REJECTED:

To request further information.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

None

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: C/028/16112020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: COVID-19 RECOVERY WORKING PARTY - KEY OUTCOMES FROM CABINET	
OFFICER CONTACT: Nigel Lynn – Chief Executive Tel: 01903 737600 Email: Nigel.Lynn@arun.gov.uk	

EXECUTIVE SUMMARY:

This report prioritises the recommendations from Cabinet of 21 September 2020 in relation to the Covid-19 Recovery Working Party and attempts to identify associated costs, if known at this time.

DECISION:

The Cabinet

RESOLVED

To note the report and it instructed Officers to proceed with each proposal listed in Appendix A attached to the report.

REASON FOR THE DECISION:

To support the ambition of the Council to help the community recover from the Corona virus pandemic as quickly and painlessly as possible.

OPTIONS CONSIDERED BUT REJECTED:

Provide alternative or additional proposals for Officers to consider further.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

None

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: C/029/16112020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: BUDGET MONITORING REPORT TO 30 SEPTEMBER 2020	
OFFICER CONTACT: Carolin Martlew – Financial Services Manager Tel: 01903 737568 Email: Carolin.Martlew@arun.gov.uk	

EXECUTIVE SUMMARY:

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

DECISION:

The Cabinet

RESOLVED – That

(1) The report in Appendix 1 be noted; and

(2) Note the actions taken to mitigate the Council's net expenditure due to the Covid-19 pandemic.

REASON FOR THE DECISION:

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

OPTIONS CONSIDERED BUT REJECTED:

There were no other options considered.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

None

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: C/030/16112020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: FOOD WASTE COLLECTION SERVICE TRIAL	
OFFICER CONTACT: Joe Russell-Wells – Group Head of Neighbourhood Services and Ollie Handson – Environment Services and Strategy Manager Tel: 01903 737914 or 01903 737955 Email: Joe.Ruseell-Wells@arun.gov.uk or Oliver.Handson@arun.gov.uk	

EXECUTIVE SUMMARY:

To set out proposals to work in partnership with West Sussex County Council (WSSCC) to deliver a twelve-month Food Waste and Absorbent Hygiene Products (AHP) collection service trial across approximately 1,150 properties in Arun.

DECISION:

The Cabinet

RESOLVED – That

- (1) Approval be given to proceed with a Food Waste and AHP Collections trial using a 123 service as outlined in the report for a period of twelve months, commencing in March 2021;
- (2) It be noted and support be given to the governance arrangements which are designed to allow the respective project teams to take all necessary decisions to successfully deliver the trial within the framework outlined in the report; and
- (3) Approval be given to the necessary drawing down of funding from West Sussex County Council and expenditure associated with Arun's delivery of the trial as outlined in the report.

REASON FOR THE DECISION:

To provide agreement for the roll out of a Food Waste and AHP '123' collection service trial to commence in March 2021 for approximately 1,150 properties.

OPTIONS CONSIDERED BUT REJECTED:

To not agree the recommendations as outlined in the report.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

None

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: C/031/16112020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: BEACH ACCESS, BOGNOR REGIS	
OFFICER CONTACT: Roger Spencer – Engineering Services Manager Tel: 01903 737812 Email: Roger.Spencer@arun.gov.uk	

EXECUTIVE SUMMARY:

To consider the options available to achieve access to the beach for those with limited mobility.

DECISION:

The Cabinet

RESOLVED – That

- (1) The report be noted;
- (2) Agreement be given to not pursue Options 1, 2, 3, 6 or 8; and
- (3) Endorsement be given to further investigate and potential viability of Options 4, 5 and 7 as a means of improving access to the lower beach at Bognor Regis with findings and further recommendations being reported back to the relevant Committee.

REASON FOR THE DECISION:

To provide the Council with a way forward in terms of Member ambitions to improve public/disabled beach access in Bognor Regis.

OPTIONS CONSIDERED BUT REJECTED:

- 1 Progression of one of the other options accepting that would not be Equalities compliant and likely not achieve the aims of the project
- 2 Not to progress any option at this stage

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

None

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: C/032/16112020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: PLACE ST MAUR - BOGNOR REGIS	
OFFICER CONTACT: Rachel Alderson – Principal Landscape and Project Officer Tel: 01903 737946 Email: Rachel.Alderson@arun.gov.uk	

EXECUTIVE SUMMARY:

This report provides an update on the Place St Maur scheme, and seeks approval for the delivery plan and project funding.

DECISION:

The Cabinet

RESOLVED – That

- (1)The Project Proposal (set out in Appendix1) be approved; and
- (2)The designs will be presented at future Cabinet meetings

The Cabinet also

RECOMMEND TO FULL COUNCIL – That

- (1)A supplementary estimate of £370k be approved for the Place St Maur project, funded from the unallocated capital/project earmarked reserve; and
- (2)Authority be given for the Council to enter into a funding agreement with Coast to Capital and approve the drawdown and expenditure of external funding, and that the terms and conditions of the funding agreement are to be reviewed and agreed by Legal Services in consultation with the Monitoring Officer.

REASON FOR THE DECISION:

OPTIONS CONSIDERED BUT REJECTED:

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

Cllr Coster declared a Personal Interest and outlined his Open-minded Declaration – as detailed in the minutes

DISPENSATIONS GRANTED :

None

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: N/A

REFERENCE NO: C/033/16112020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: SUNKEN GARDENS , BOGNOR REGIS	
OFFICER CONTACT: Rachel Alderson – Principal Landscape and Project Officer Tel: 01903 737946 Email: Rachel.Alderson@arun.gov.uk	

EXECUTIVE SUMMARY: To seek approval to progress the Sunken Gardens scheme, including its scope, delivery and project funding.	
DECISION: The Cabinet RESOLVED That the scope of the Sunken Gardens project is approved and that the project team progresses its delivery, subject to Full Council approval of the Recommendation below. The Cabinet also RECOMMEND TO FULL COUNCIL That a supplementary estimate of £500k be approved for the Sunken Gardens project funded from the £316 balance of the earmarked reserve identified for unallocated project funding and essential capital maintenance and the balance of £184k which equates to a Band D equivalent Council Tax of £2.97.	
REASON FOR THE DECISION: To progress enhancement plans for the Sunken Gardens in accordance with the project programme.	
OPTIONS CONSIDERED BUT REJECTED: To not approve the recommendations as outlined in the report.	
CABINET MEMBER(S):	
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	Cllr Coster Declared a Personal Interest and an Open Minded Declaration as set out in the Minutes
DISPENSATIONS GRANTED :	N/A
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None	

REFERENCE NO: C/034/16112020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: KINGLEY GATE DEVELOPMENT, LITTLEHAMPTON - COMMUNITY FACILITIES AND SECTION 106 FUNDING	
OFFICER CONTACT: Joe Russell-Wells – Group Head of Neighbourhood Services Tel: 01903 737914 Email: Joe.Rusell-Wells@arun.gov.uk	

EXECUTIVE SUMMARY:

To receive authority to draw down Section 106 contributions from the Kingley Gate development – ref LU/355/10.

These sums are provided for the management and maintenance of the community facilities including changing facilities, sports pitches, play areas and public open space provided on site and as a contribution for a community building to be delivered by Littlehampton Town Council at Eldon Way, Wick, Littlehampton.

DECISION:

The Cabinet

RESOLVED - That

1. Subject to the various Section 106 sums being received, approval be given to the drawing down of the following sums to fund the Council's ongoing maintenance commitments on receipt of the sums on transfer of the facilities:
 - Public open space sum £ 334,798 - plus indexation
 - Play areas sums £ 24,000 - plus indexation
 - Playing fields sum £ 24,144.00 – plus indexation
 - Changing facilities sum £16,324 - plus indexationTotal - £399,266 plus indexation
2. Additional annual revenue expenditure of up to £30,000 be approved plus indexation in respect of the Council's maintenance commitments for the public open space areas, play area and changing facilities as outlined in 1 above. This to include the extension of an existing temporary post in the Greenspace service to use the 5% management sum; and
3. Approval be given to the transfer of the Community Facilities commuted sum of £263,464.37 (held by ADC) to Littlehampton Town Council by way of a Deed of Agreement toward construction of the replacement community facility building known as the Keystone building at Eldon Way, Littlehampton.

REASON FOR THE DECISION:

To approve the transfer of funding into revenue budgets and reserve budgets.

In addition to enable the transfer of the Community Facilities sum contributing to a partnership project meeting several of the objectives set out as the Council's Corporate Plan and Vision 2020 with the aim of providing for a facility for use of residents in one of the districts most deprived wards.

OPTIONS CONSIDERED BUT REJECTED:

Not to approve the recommendations as set out in the report.

CABINET MEMBER(S):**DECLARATION OF INTEREST BY CABINET MEMBER(S)
RESPONSIBLE FOR DECISION:**

Cllr Dr Walsh
declared a
Personal
Interest as a
Member of
Littlehampton
Town Council

DISPENSATIONS GRANTED :

N/A

**CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN
RESPECT OF THIS DECISION: None**

REFERENCE NO: C/035/16112020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: ESTABLISHMENT OF A PLANNING REVIEW WORKING PARTY	
OFFICER CONTACT: Nigel Lynn – Chief Executive Tel: 01903 737600 Email: Nigel.Lynn@arun.gov.uk	

EXECUTIVE SUMMARY:

To seek Cabinet's permission to establish a cross-party Working Party to consider the recommendations from the forthcoming presentation on the Planning Review by Sean Hannaby (of Hannaby Planning Solutions Ltd) which will take place shortly.

DECISION:

The Cabinet

RESOLVED – That

(1) the establishment of a Planning Review Working Party based on the following terms be supported:

- (a) Terms of Reference – to consider the findings and examine the recommendations from the Planning Review (when presented) so that the Council can agree which recommendations it wants to accept and establish a monitoring process to ensure that recommendations are followed through. The Working Party will report to Cabinet, who will report to Full Council;
- (b) Size of the Working Party – the seats on this Working Party will be politically balanced and 8 in size (3/LD, 3/Cons, 1/Ind, 1 G).
- (c) Nominations to the seats – to be confirmed by the relevant Group Leaders immediately if the proposal is accepted by Cabinet;
- (d) Proposals for the allocation of seats if vacancies occur – to be for the relevant Group Leader to fill the vacant seat and report this information to the next Full Council meeting;
- (e) Timescale for the work to be undertaken – over the next few months following receipt of the forthcoming presentation and publication of the report (establishing the Working Party now means that the Council will be ready to conduct this work speedily); and
- (f) To report back to Cabinet as soon as possible to enable the Council to progress with any recommendations it supports.

(2) If established, the Working Party can then:

- (a) Review its terms of reference at its first meeting and recommend any change back to Cabinet;
- (b) Make any recommendations to Cabinet based on the terms of reference – it will have no decision-making authority; and
- (c) Meet in private unless it agrees that it will work to the Meeting Procedure Rules at Part 5 of the Council's Constitution.

REASON FOR THE DECISION:

To ask Cabinet to support the establishment of a Working Party which will review the

recommendations contained within the Planning Review report shortly to be published.

OPTIONS CONSIDERED BUT REJECTED:

Not to support the action proposed.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S)

RESPONSIBLE FOR DECISION:

None

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

