

**ARUN DISTRICT COUNCIL**  
**FORWARD PLAN**  
**LIST OF DECISIONS TO BE TAKEN**  
(including Key Decisions)  
(Publication Date 20 February 2019)

The Forward Plan will list matters due to be considered by the Cabinet and Full Council, including key decisions.

A key decision is defined by the Local Authorities [Executive Arrangements] [Access to Information] [England] Regulations 2000 as being likely to

- Result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the Decision relates or
- Be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the Council's area.

If you wish to make representation to the Cabinet about a decision listed to be taken, Arun District Council's Cabinet Members are:

<b>Name</b>	<b>Portfolio</b>	<b>Contact Details</b>
Councillor Mrs Brown	Leader of the Council and Economy	<a href="mailto:cllr.gillian.brown@arun.gov.uk">cllr.gillian.brown@arun.gov.uk</a>
Councillor Wensley	Deputy Leader Corporate Support	<a href="mailto:cllr.dudley.wensley@arun.gov.uk">cllr.dudley.wensley@arun.gov.uk</a>
Councillor Charles	Planning	<a href="mailto:cllr.john.charles@arun.gov.uk">cllr.john.charles@arun.gov.uk</a>
Councillor Clayden	Community Wellbeing	<a href="mailto:cllr.mike.clayden@arun.gov.uk">cllr.mike.clayden@arun.gov.uk</a>
Councillor Haymes	Technical Services	<a href="mailto:cllr.stephen.haymes@arun.gov.uk">cllr.stephen.haymes@arun.gov.uk</a>
Councillor Bence	Residential	<a href="mailto:Cllr.trevor.bence@arun.gov.uk">Cllr.trevor.bence@arun.gov.uk</a>
Councillor Wotherspoon	Neighbourhood Services	<a href="mailto:cllr.paul.wotherspoon@arun.gov.uk">cllr.paul.wotherspoon@arun.gov.uk</a>

Should you have any queries regarding the Forward Plan, please contact Democratic Services on 01903 737611 or email [committees@arun.gov.uk](mailto:committees@arun.gov.uk)

# **CABINET**

**4 MARCH 2019**

**1. DISPOSAL OF FREEHOLD LAND AT MEADVIEW NURSERY, LYMINSTER, LITTLEHAMPTON [NOTE: THE INFORMATION IN THIS REPORT IS OF A CONFIDENTIAL OR EXEMPT NATURE AND IS NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH 3 OF PART 1 OF SCHEDULE 12 A OF THE LOCAL GOVERNMENT ACT 1972 – AS AMENDED**

**Executive Summary:** Cabinet is asked to consider giving authority for the disposal of freehold land located at Meadview Nursery, Lyminster, Littlehampton, West Sussex for best consideration.

<b>Key Decision</b>	Yes
<b>Decision Taker</b>	Cabinet
<b>Date Decision to be taken</b>	4 March 2019
<b>Date Listed in the Forward Plan</b>	18 January 2019
<b>Principal Consultees</b>	Ward Members, Planning Services
<b>Background Papers</b>	TBC
<b>Lead Officer Contact Information:</b>	
<b>Contact Name:</b>	Nat Slade, Group Head of Technical Services
<b>Telephone:</b>	01903 (7)37683
<b>Email:</b>	<a href="mailto:nat.slade@arun.gov.uk">nat.slade@arun.gov.uk</a>

**2. SUBMISSION OF BID TO HIGH STREETS FUND**

**Executive Summary:** Cabinet is being asked to submit a bid for funding to seek to strengthen the economic, social and environmental wellbeing of the Bognor Regis Town Centre and authority to spend any grant that might be received.

<b>Key Decision</b>	Yes
<b>Decision Taker</b>	Cabinet
<b>Date Decision to be Taken</b>	4 March 2019
<b>Date included in Forward Plan</b>	18 January 2019
<b>Principal Consultee</b>	None
<b>Background Papers</b>	Future High Streets Fund: Call for Proposals <a href="https://www.gov.uk/government/publications/future-high-streets-fund-call-for-proposals">https://www.gov.uk/government/publications/future-high-streets-fund-call-for-proposals</a>

<b>Lead Officer Contact Information:</b>	
<b>Contact Name:</b>	Karl Roberts – Director of Place
<b>Telephone:</b>	01903 737760
<b>Email:</b>	<a href="mailto:karl.roberts@arun.gov.uk">karl.roberts@arun.gov.uk</a>

**3. HOUSING REVENUE ACCOUNT – BUSINESS PLAN – 2017-2027**

**Executive Summary:** Cabinet will be provided with an update on progress with the Housing Revenue Account Business Plan 2017-2027 as accepted by Cabinet on 12 July 2017.

<b>Key Decision</b>	Yes
<b>Decision Taker</b>	Cabinet
<b>Date Decision to be taken</b>	4 March 2019
<b>Date Listed in the Forward Plan</b>	18 January 2019
<b>Principal Consultees</b>	Housing & Customer Services Working Group – 7 February 2019
<b>Background Papers</b>	None
<b>Lead Officer Contact Information:</b> Group Head of Residential Services	
<b>Contact Name:</b>	Satnam Kaur
<b>Telephone:</b>	01903 737718
<b>Email:</b>	Satnam.kaur@arun.gov.uk

**4. RENT SETTING POLICY 2018-19**

**Executive Summary:** The purpose of this Policy is to provide clear guidance, transparency and consistency in Arun District Council's rent setting arrangements.

<b>Key Decision</b>	Yes
<b>Decision Taker</b>	Cabinet
<b>Date Decision to be taken</b>	4 March 2018
<b>Date Listed in the Forward Plan</b>	18 January 2019
<b>Principal Consultees</b>	Housing & Customer Services Working Group – 7 February 2019
<b>Background Papers</b>	Rent Setting Policy 2018-19
<b>Lead Officer Contact Information:</b> Group Head of Residential Services	
<b>Contact Name:</b>	Satnam Kaur
<b>Telephone:</b>	01903 737718
<b>Email:</b>	Satnam.kaur@arun.gov.uk

**5. RENEWAL AND PROCUREMENT OF SOFTWARE FOR THE ADMINISTRATION OF REVENUES & BENEFITS.**

**Executive Summary:** Cabinet is asked to determine the granting of a Contract that has a value in excess of £1.3m over a 5 year term.

<b>Key Decision</b>	Yes
<b>Decision Taker</b>	Cabinet
<b>Date Decision to be taken</b>	4 March 2019
<b>Date Listed in the Forward Plan</b>	21 January 2019
<b>Principal Consultees</b>	Finance, Procurement, Arun Improvement Board, Information & Communication Technology
<b>Background Papers</b>	TBC
<b>Lead Officer Contact Information:</b>	
<b>Contact Name:</b>	Andrew Dale – Revenues & Benefits Manager
<b>Telephone:</b>	01903 737630
<b>Email:</b>	andrew.dale@arun.gov.uk

## 6. JUDICIAL REVIEW AT LAND SOUTH OF SUMMER LANE & WEST OF PAGHAM ROAD, PAGHAM

**Executive Summary:** An application for Judicial Review (JR) of the decision by Arun District Council to grant outline planning application for a mixed use development comprising of up to 400 dwellings, a care home, a Local Centre comprising up to 2000sqm of A1/A2/A3/D1/sui generis floorspace, provision of land for a 1FE primary school (with sufficient space to ensure that it is expandable to 2FE), provision of land for a scout hut, safeguarding of land to help link the site to the Pagham Harbour Cycle Route & other community uses including public open space & allotments with some matters reserved, (reference P/140/16/OUT) has been filed by Pagham Parish Council. If the application for the JR to be heard is allowed and the Council considers that it is expedient to defend the JR, legal support will be required. Should the Claimant be successful the Council will automatically be liable to pay their costs associated with the JR.

This report seeks approval to a supplementary estimate of up to £105,000 to cover costs of defending this JR.

<b>Key Decision</b>	No
<b>Decision Taker</b>	Full Council
<b>Date Decision to be taken</b>	13 March 2019
<b>Date Listed in the Forward Plan</b>	15 February 2019
<b>Principal Consultees</b>	Finance, Legal Cabinet – 4 March 2019
<b>Background Papers</b>	Development Control Committee Agenda, Additional Update and Minutes 24 October 2018  <a href="https://www.arun.gov.uk/development-control-committee">https://www.arun.gov.uk/development-control-committee</a>
<b>Lead Officer Contact Information:</b>	
<b>Contact Name:</b>	Claire Potts, Strategic Development Team Leader
<b>Telephone:</b>	01903 737698
<b>Email:</b>	claire.potts@arun.gov.uk

## 7. LOAN TO CREDIT UNION

**Executive Summary:** The Credit Union (Boom) is planning to increase its capital base in order to expand its lending. The Council already has £25k invested in the Credit Union in the form of an interest free loan. The report request that the current loan is extended for a further 10 years and to make an additional loan to the Credit Union of £25k to enable the Credit Union to utilise the entire loans as regulatory capital.

<b>Key Decision</b>	No
<b>Decision Taker</b>	Cabinet
<b>Date Decision to be taken</b>	4 March 2019
<b>Date Listed in the Forward Plan</b>	30 January 2019
<b>Principal Consultees</b>	None
<b>Background Papers</b>	None
<b>Lead Officer Contact Information:</b> Financial Services Manager <b>Contact Name:</b> Carolin Martlew <b>Telephone:</b> (01903)737568 <b>Email:</b> carolin.martlew@arun.gov.uk	

## 8. COASTAL COMMUNITIES FUND GRANT APPLICATION FOR LITTLEHAMPTON

**Executive Summary:** The report provides information on a funding bid submitted to Coastal Communities Fund to deliver improved public realm for Littlehampton Town Centre.

**NOTE:** The Chairman of the Overview Select Committee, Councillor Dingemans, as given his approval for this decision to be submitted to the Cabinet meeting on 4 March 2019, despite this being a key decision and not featured in the Forward Plan within the 28 days' notice required [Part 6 – Procedure Rules (Other) – Paragraphs 15 and 16. There are exceptions where special urgency can be used to list an item outside of the 28 day notice deadline. In this instance, Councillor Dingemans has agreed that it necessary for this report to be submitted to 4 March 2019 Cabinet meeting so that authority is in place for the Council to spend this grant, if awarded, due to the tight timescales set as a condition of the grant being that work on site must start within 6 months of acceptance of the grant. With 4 March being the last Cabinet meeting before the Purdah period for the Elections commences on 18 March 2019, it is agreed that this decision cannot wait until the next meeting of Cabinet on 3 June 2019.

<b>Key Decision</b>	Yes
<b>Decision Taker</b>	Cabinet
<b>Date Decision to be taken</b>	4 March 2019
<b>Date Listed in the Forward Plan</b>	30 January 2019
<b>Principal Consultees</b>	Relevant Town and Parishes and Ward Members
<b>Background Papers</b>	Appendix A: Public realm scheme display boards
<b>Lead Officer Contact Information:</b> <b>Contact Name:</b> Caroline Gosford – Senior Regeneration <b>Telephone:</b> 01903 737854 <b>Email:</b> <a href="mailto:Caroline.gosford@arun.gov.uk">Caroline.gosford@arun.gov.uk</a>	

### **3 JUNE 2019**

#### **9. ASSETS OF COMMUNITY VALUE – POLICY AND PROCEDURES**

**Executive Summary:** Cabinet will be asked to adopt the Policy providing a framework for the Council to process and deal with Asset of Community Value nominations and any subsequent appeals and compensation claims.

**Key Decision**

No

**Decision Taker**

Full Council

**Date Decision to be Taken**

17 July 2019

**Date Listed in the Forward Plan**

1 November 2018

**Principal Consultees**

Cabinet – 3 June 2019

**Background Papers**

TBC

**Lead Officer Contact Information: Nat Slade – Group Head of Technical Services**

**Contact Name: Christine Bardwell, Head of Local Land Charges**

**Telephone: 01903 737781**

**Email: Christine.bardwell@arun.gov.uk**

### **8 JULY 2019 [RESERVE CABINET]**

### **2 SEPTEMBER 2018**

### **7 OCTOBER 2019 [RESERVE CABINET]**

### **11 NOVEMBER 2019**

### **9 DECEMBER [RESERVE CABINET]**

### **13 JANUARY 2020**

### **10 FEBRUARY 2020 [RESERVE CABINET]**

### **9 MARCH 2020**

### **6 APRIL 2020 [RESERVE CABINET]**

## **FULL COUNCIL**

**13 MARCH 2019**

### **10. ADOPTION OF ARUN DISTRICT COUNCIL HEALTH AND SAFETY POLICY**

**Executive Summary:** The Council's Policy on how it achieves compliance with its legal obligations under health and safety legislation has recently been reviewed. The Policy relates to the Council's own work activities and premises and has been updated to reflect best practice and changes to the structure of the Council. Councillors are requested to adopt the Policy to ensure that a robust but sensible approach is taken to protecting staff in the conduct of their duties and others who enter Council owned premises from harm.

<b>Key Decision</b>	No
<b>Decision Taker</b>	Full Council
<b>Date Decision to be taken</b>	13 March 2019
<b>Date Listed in the Forward Plan</b>	21 December 2018
<b>Principal Consultees</b>	Senior Management Team, Staff Health & Safety Panel & Formal Unison Staff Consultation Panel
<b>Background Papers</b>	Draft Health and Safety Policy

**Lead Officer Contact Information:**

**Contact Name:** Nat Slade, Group Head of Technical Services Group

**Telephone:** 01903 (7)37683

**Email:** [nat.slade@arun.gov.uk](mailto:nat.slade@arun.gov.uk)

### **11. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR 2019/20 AND CHAIRMAN ELECT FOR 2020/21**

**Executive Summary:** At Full Council on 13 March 2019, the Council will consider nominations from Political Groups, and a vote by ballot will be held, in accordance with the Constitution to determine the Vice-Chairman of the Council for 2019/20 and Chairman elect for 2020/21. This appointment will then be reconfirmed at the Annual Council Meeting in May 2019.

<b>Key Decision</b>	No
<b>Decision Taker</b>	Full Council
<b>Date Decision to be Taken</b>	13 March 2019 and then Annual Council on 22 May 2019
<b>Date Listed in the Forward Plan</b>	21 January 2019
<b>Principal Consultees</b>	Group Leaders
<b>Background Papers</b>	None

**Lead Officer Contact Information:**

Nigel Lynn – Chief Executive

**Contact Name:** Nigel Lynn

**Telephone:** 01903 737600

**Email:** [Nigel.Lynn@arun.gov.uk](mailto:Nigel.Lynn@arun.gov.uk)

## **12. LOCAL GOVERNMENT PENSION SCHEME – PENSION DISCRETIONS FOR ARUN DISTRICT COUNCIL**

### **Executive Summary:**

Arun District Council provides a staff pension scheme which is part of the Local Government Pension Scheme (LGPS). It is a requirement under the LGPS Regulations for each scheme employer to formulate, publish and keep under review how it will deal with a number of discretionary areas within the LGPS rules. This paper sets out where we propose to make minor changes to our local discretions with an explanation for those changes and describes the consultation process. Full Council is required to agree any changes to the Pension Scheme.

<b>Key Decision</b>	No
<b>Decision Taker</b>	<b>Full Council</b>
<b>Date Decision to be taken</b>	<b>13 March 2019</b>
<b>Date Listed in the Forward Plan</b>	<b>15 February 2019</b>
<b>Principal Consultees</b>	Joint Consultative panel including the Cabinet Member for Corporate Governance and Unison
<b>Background Papers</b>	Pension Discretions 2019.
<b>Lead Officer Contact Information:</b>	
<b>Contact Name:</b>	Alan Peach, Group Head for Corporate Support
<b>Telephone:</b>	01903 737558
<b>Email:</b>	Alan.peach@arun.gov.uk

## **13. PAY POLICY STATEMENT**

**Executive Summary:** The Localism Act 2011, section 38(1) requires that local authorities prepare an annual Pay Policy Statement. This statement explains what Arun DC's policies are on a range of issues relating to the pay of the workforce. The statement is prepared for each financial year and requires approval at Full Council for publication on the Council's website on 1 April.

<b>Key Decision</b>	No
<b>Decision Taker</b>	<b>Full Council</b>
<b>Date Decision to be taken</b>	<b>13 March 2019</b>
<b>Date Listed in the Forward Plan</b>	<b>15 February 2019</b>
<b>Principal Consultees</b>	Joint Consultative panel including the Cabinet Member for Corporate Governance and Unison
<b>Background Papers</b>	Pay Policy Statement 2019/20
<b>Lead Officer Contact Information:</b>	
<b>Contact Name:</b>	Alan Peach, Group Head for Corporate Support
<b>Telephone:</b>	01903 737558
<b>Email:</b>	Alan.peach@arun.gov.uk

**14. NEW NATIONAL PAY SCALE 2019**

**Executive Summary:** The National Joint Council (NJC) pay agreement for 2018-20 included the introduction of a new pay scale which will come into effect on 1 April 2019. The new pay scale will replace the current one and it is for Councils to decide locally, in consultation with their recognised union/s, how the organisational grading structure should fit against the new pay scale.

This paper explains the proposed new grading structure for Arun District Council and how staff will assimilate across from their existing pay point to the new pay scale.

This matter will be discussed at the Staff Consultation Panel and recommendations will be made to Full Council to agree this change to the terms and conditions around pay.

<b>Key Decision</b>	No
<b>Decision Taker</b>	<b>Full Council</b>
<b>Date Decision to be taken</b>	<b>13 March 2019</b>
<b>Date Listed in the Forward Plan</b>	<b>15 February 2019</b>
<b>Principal Consultees</b>	Joint Consultative panel including the Cabinet Member for Corporate Governance and Unison
<b>Background Papers</b>	Pension Discretions 2019.
<b>Lead Officer Contact Information:</b>	
<b>Contact Name:</b>	Alan Peach, Group Head for Corporate Support
<b>Telephone:</b>	01903 737558
<b>Email:</b>	Alan.peach@arun.gov.uk

**22 MAY 2019 [ANNUAL COUNCIL]****12 JUNE 2019 [SPECIAL COUNCIL]****17 JULY 2019****15. THE EIGHTH REVIEW OF THE COUNCIL'S MEMBERS' ALLOWANCES SCHEME BY THE COUNCIL'S INDEPENDENT REMUNERATION PANEL**

**Executive Summary:** The Audit & Governance Committee was presented with the Independent Remuneration Panel's Eighth review of the Council's Members' Allowances Scheme. The Committee asked the Panel to provide some further context to some of its recommendations and so consideration of the review will now not be presented to Full Council on 13 March 2019. A Special Meeting of the Audit & Governance Committee will be convened for June/early July so that the Panel's final reports and its recommendations can be recommended onto Full Council to consider on 17 July 2019.

<b>Key Decision</b>	Yes
<b>Decision Taker</b>	Full Council
<b>Date Decision to be Taken</b>	17 July 2019
<b>Date Listed in the Forward Plan</b>	18 January 2019
<b>Principal Consultees</b>	District Councillors Town and Parish Councillors in respect of Town/Parish Allowances Group Leaders The Audit & Governance Committee – 14

	February 2019 Will be reported back to a Special Meeting of the Audit & Governance Committee to be convened in June/early July 2019.
<b>Background Papers</b>	Previous reports made by the Independent Remuneration Panel <a href="https://www.arun.gov.uk/members-allowances">https://www.arun.gov.uk/members-allowances</a> South East Employers Survey Results
<b>Lead Officer Contact Information:</b> <b>Contact Name:</b> Jane Fulton – Committee Services Manager <b>Telephone:</b> 01903 737611 <b>Email:</b> <a href="mailto:Jane.fulton@arun.gov.uk">Jane.fulton@arun.gov.uk</a>	

### 18 SEPTEMBER 2019

### 13 NOVEMBER 2019

### 15 JANUARY 2020

### 19 FEBRUARY 2019 [SPECIAL COUNCIL – BUDGET]

### 18 MARCH 2020

## OVERVIEW SELECT COMMITTEE

### 12 MARCH 2019

## OTHER COMMITTEES/SUB-COMMITTEES

<b>16. DEVELOPMENT CONTROL COMMITTEE - SCHEME OF DELEGATION</b>	
<b>Executive Summary:</b> In November 2017, Full Council agreed a revised Scheme of Delegation for Development Control Committee. As part of this, it was agreed to review how it was working 12 months later. This report will present how the revised Scheme has been working in order to determine if the Council continues with the current Scheme or amends it.	
<b>Key Decision</b>	No
<b>Decision Taker</b>	Full Council
<b>Date Decision to be Taken</b>	13 March 2019
<b>Date Listed in the Forward Plan</b>	19 July 2018
<b>Principal Consultees</b>	Constitution Working Party – 28 November 2018 Development Control Committee – 12 December 2018 – Deferred to Development Control Committee – 16 January 2019
<b>Background Papers</b>	Full Council – November 2017

**Lead Officer Contact Information:**

**Contact Name:** Neil Crowther – Group Head of Planning  
**Telephone:** 01903 737839  
**Email:** [neil.crowther@arun.gov.uk](mailto:neil.crowther@arun.gov.uk)

**17. CAPITAL STRATEGY**

**Executive Summary:** The Capital Strategy sets out the policy framework for the development, management and monitoring of capital investment.

<b>Key Decision</b>	No
<b>Decision Taker</b>	Full Council
<b>Date Decision to be taken</b>	13 March 2019
<b>Date Listed in the Forward Plan</b>	21 December 2018
<b>Principal Consultees</b>	Audit and Governance Committee 14 February 2019
<b>Background Papers</b>	The prudential code for Capital Finance in Local Authorities (2017)

**Lead Officer Contact Information:**

**Contact Name:** Carolin Martlew  
**Telephone:** 019030737568  
**Email:** [carolin.martlew@arun.gov.uk](mailto:carolin.martlew@arun.gov.uk)

**18. BROWNFIELD LAND REGISTER PART 1 UPDATE**

**Executive Summary:** The Sub-Committee will be presented with the yearly update to Part 1 of the Brownfield Land Register which it will be asked to note as an evidence base document.

<b>Key Decision</b>	No
<b>Decision Taker</b>	Planning Policy Sub Committee
<b>Date Decision to be taken</b>	27 February 2019
<b>Date Listed in the Forward Plan</b>	1 November 2018
<b>Principal Consultees</b>	N/A
<b>Background Papers</b>	TBC

**Lead Officer Contact Information:**

**Contact Name:** Kevin Owen, Planning Policy Team Leader  
**Telephone:** 01903 737853  
**Email:** [kevin.owen@arun.gov.uk](mailto:kevin.owen@arun.gov.uk)

**19. SECONDARY SCHOOL TO SUPPORT LOCAL PLAN STRATEGIC ALLOCATIONS**

**Executive Summary:** This will advise Members on the approach and timetable to preparing evidence to support a preferred option for location of a 10 Form of Entry Secondary School in the area of search based around the central part of the Arun District.

<b>Key Decision</b>	No
<b>Decision Taker</b>	Full Council
<b>Date Decision to be Taken</b>	13 March 2019
<b>Date Listed in the Forward Plan</b>	10 October 2018
<b>Principal Consultees</b>	Planning Policy Sub-Committee – 27 February 2019
<b>Background Papers</b>	TBC

**Lead Officer Contact Information:**

**Contact Name:** Kevin Owen – Planning Policy Team Leader  
**Telephone:** N/A  
**Email:** [kevin.owen@arun.gov.uk](mailto:kevin.owen@arun.gov.uk)

**20. GYPSY AND TRAVELLERS – ISSUES AND OPTIONS**

**Executive Summary:** The Sub-Committee will be updated on the Gypsy & Traveller DPD preparation process with a view to initiating an Issues and Options consultation under Regulation 18 in the Spring 2019.

<b>Key Decision</b>	No
<b>Decision Taker</b>	Planning Policy Sub-Committee
<b>Date Decision to be Taken</b>	27 February 2019
<b>Date Listed in the Forward Plan</b>	18 January 2019
<b>Principal Consultees</b>	N/A
<b>Background Papers</b>	N/A

**Lead Officer Contact Information:**

**Contact Name:** Kevin Owen – Planning Policy Team Leader  
**Telephone:** N/A  
**Email:** [kevin.owen@arun.gov.uk](mailto:kevin.owen@arun.gov.uk)

**21. HELAA ASSESSMENT [UPDATE TO THE 2018 PUBLICATION]**

**Executive Summary:** The Council has already reviewed and updated its Housing and Economic Land Availability Assessment (HELAA) in December 2018. However, the HELAA document required a further update to include detailed pro-formas of the Potential Employment Sites and updated proformas of the strategic sites that had not been completed by the date. This update is also in order to assist with an updated housing trajectory which is to be reported as part of the Annual Report being presented at this Committee.

It is important to note that whilst the HELAA is a useful resource, it does not allocate sites, nor does it grant planning permission.

<b>Key Decision</b>	No
<b>Decision Taker</b>	N/A
<b>Date Decision to be Taken</b>	27 February 2019
<b>Date listed in the Forward Plan</b>	18 January 2019
<b>Principal Consultees</b>	TBC
<b>Background Papers</b>	TBC
<b>Lead Officer Contact Information:</b>	
<b>Contact Name:</b>	Kevin Owen – Planning Policy Team Leader
<b>Telephone:</b>	N/A
<b>Email:</b>	<a href="mailto:kevin.owen@arun.gov.uk">kevin.owen@arun.gov.uk</a>

## **22. CHICHESTER DISTRICT LOCAL PLAN – REGULATION 18 CONSULTATION (PREFERRED APPROACH) DRAFT PLAN**

**Executive Summary:** The Sub-Committee will be presented with a proposed response to the emerging Chichester District Council Local Plan 2016 – 2035. This consultation is Regulation 18 Draft Plan (Preferred Approach) stage and follows an Issues and Options consultation in June 2017.

The public consultation runs from 13 December 2018 to 7 February 2019 and because of the closing date, a provisional response will need to be sent in consultation with the portfolio holder and then confirmed by the Sub-Committee with any amendments.

The Draft Local Plan proposes to meet an OAN based on the Government's new Standard Housing Methodology which for Chichester District (outside of the south downs National Park) means 650 dwellings per annum (some 13,000 dwellings over 20 years). At the same time 146,000 sqm of employment floorspace is to be provided and 35.4 ha of business land is to be allocated to provide local jobs and attract inward investment and to claw back anticipated future losses of employment land.

A publication stage local plan will be published and consulted on in the Summer 2019 before the plan is submitted for examination in the Autumn 2019 and anticipated adoption in the spring 2020.

<b>Key Decision</b>	No
<b>Decision Taker</b>	Full Council
<b>Date Decision to be Taken</b>	13 March 2019
<b>Date Listed in the Forward Plan</b>	21 December 2018
<b>Principal Consultees</b>	Planning Policy Sub-Committee – 27 February 2019
<b>Background Papers</b>	Preferred approach Draft Local Plan:- <a href="http://www.chichester.gov.uk/article/30923/Preferred-Approach---consultation-December-2018">http://www.chichester.gov.uk/article/30923/Preferred-Approach---consultation-December-2018</a>  Supporting Evidence:- <a href="http://www.chichester.gov.uk/article/30921/Supporting-evidence">http://www.chichester.gov.uk/article/30921/Supporting-evidence</a>

**Lead Officer Contact Information:**

**Contact Name:** Kevin Owen – Planning Policy Team Leader  
**Telephone:** N/A  
**Email:** [kevin.owen@arun.gov.uk](mailto:kevin.owen@arun.gov.uk)

**23. AUTHORITY MONITORING REPORT – 2017/18**

**Executive Summary:** The Authority Monitoring Report 1 April 2017 – 31 March 2018 sets out the monitoring data for land use planning purposes and is used to help assess policy performance and emergent issues that may need a planning response including progress on plan making. The Sub-Committee will be asked to note the report.

<b>Key Decision</b>	No
<b>Decision Taker</b>	Planning Policy Sub-Committee
<b>Date Decision Taken</b>	27 February 2019
<b>Date Listed in the Forward Plan</b>	18 January 2019
<b>Principal Consultees</b>	TBC
<b>Background Papers</b>	Authority Monitoring Report 1 April 2017 to 31 March 2018

**Lead Officer Contact Information:**

**Contact Name:** Richard Sherman  
**Telephone:** 01903 737831  
**Email:** [richard.sherman@arun.gov.uk](mailto:richard.sherman@arun.gov.uk)

**24. LYMINSTER & CROSSBUSH APPLICATION FOR DESIGNATION OF A NEIGHBOURHOOD AREA**

**Executive Summary:** Lyminster & Crossbush Parish Council applied to Arun District Council and the South Downs National Park Authority for designation of Neighbourhood Area under Part 2 of the Neighbourhood Planning (General) Regulations 2012- Regulation 5.

Arun District Council publicised the area application as required under Part 2- Regulation 6 and the next stage is for the Council to agree and designate the neighbourhood area.

<b>Key Decision</b>	Yes
<b>Decision Taker</b>	Full Council
<b>Date Decision to be taken</b>	13 March 2019
<b>Date Listed in the Forward Plan</b>	18 January 2019
<b>Principal Consultees</b>	Planning Policy Sub-Committee – 27 February 2019
<b>Background Papers</b>	Yes: 1. Application form and map <a href="https://www.arun.gov.uk/lyminster-crossbush-neighbourhood-development-plan">https://www.arun.gov.uk/lyminster-crossbush-neighbourhood-development-plan</a> 2. The SDNPA designated the area of Lyminster and Crossbush Neighbourhood Area within the South Downs National Park on 3 January 2019

	<a href="https://www.southdowns.gov.uk/planning/planning-policy/neighbourhood-planning/neighbourhood-development-plans/lyminster-crossbush-neighbourhood-plan/">https://www.southdowns.gov.uk/planning/planning-policy/neighbourhood-planning/neighbourhood-development-plans/lyminster-crossbush-neighbourhood-plan/</a>
<b>Lead Officer Contact Information:</b>	
<b>Contact Name:</b>	Donna Moles (Senior Planning Officer)
<b>Telephone:</b>	01903737697
<b>Email:</b>	<a href="mailto:donna.moles@arun.gov.uk">donna.moles@arun.gov.uk</a>

## 25. CIL UPDATE REPORT

**Executive Summary:** The Sub-Committee will receive a report which will provide:

- a summary of the responses from the Preliminary Draft Charging Schedule and supporting evidence consultation (10 December 2018 – 21 January 2019);
- the proposed Draft Charging Schedule and updated evidence base (if any updates are required) for public consultation (18 March 2019 – 29 April 2019);
- a list of infrastructure items which will be funded by CIL (this is called the Regulation 123 list) and;
- the officer's response to the Government's consultation – Reforming Developer Contributions which includes draft regulations including the removal of Section 106 pooling restrictions.

The Planning Policy Sub-Committee are asked to note the Draft Charging Schedule (DCS) and also that the DCS will be formally published (alongside the appropriate available evidence) for consultation from 18 March 2019 until 29 April 2019, in accordance with Regulation 16 of the CIL Regulations (2010) as amended.

<b>Key Decision</b>	No
<b>Decision Taker</b>	Planning Policy Sub-Committee
<b>Date Decision to be taken</b>	27 February 2019
<b>Date Listed in the Forward Plan</b>	18 January 2019
<b>Principal Consultees</b>	
<b>Background Papers</b>	<ul style="list-style-type: none"> <li>• Draft Charging Schedule</li> <li>• Infrastructure Capacity Study and Delivery Plan Update 2019</li> <li>• CIL Viability Update (if required)</li> <li>• Reg. 123 List</li> </ul>
<b>Lead Officer Contact Information:</b>	
<b>Contact Name:</b>	<b>Nicki Faulkner, Principle Planner</b>
<b>Telephone:</b>	01243 737645
<b>Email:</b>	<a href="mailto:Localplan@arun.gov.uk">Localplan@arun.gov.uk</a>

**26. PROVISION OF CHANGING PLACE TOILETS**

**Executive Summary:** The Sub-Committee will be asked to make recommendations to Full Council to adopt the following recommendations as guidance on the provision of Changing Place Toilets in appropriate destinations and developments to assist with the needs of people with complex and multiple disabilities and impairments.

<b>Key Decision</b>	No
<b>Decision Taker</b>	Full Council
<b>Date Decision to be Taken</b>	13 March 2019
<b>Date included in Forward Plan</b>	18 January 2019
<b>Principal Consultee</b>	None
<b>Background Papers</b>	Yes – Changing Place Toilets Guidance

**Lead Officer Contact Information:**

**Contact Name:** Karl Roberts – Director of Place  
**Telephone:** 01903 737760  
**Email:** [karl.roberts@arun.gov.uk](mailto:karl.roberts@arun.gov.uk)

**27. PROVISION OF ACCOMMODATION SUITABLE FOR OLDER PEOPLE AND PEOPLE WITH DISABILITIES**

**Executive Summary:** The report seeks approval for the Council to adopt the following recommendations as interim guidance on the provision of accommodation suitable for older people and people with disabilities.

<b>Key Decision</b>	No
<b>Decision Taker</b>	Full Council
<b>Date Decision to be Taken</b>	13 March 2019
<b>Date included in Forward Plan</b>	18 January 2019
<b>Principal Consultee</b>	Planning Policy Sub-Committee – 27 February 2019
<b>Background Papers</b>	None

**Lead Officer Contact Information:**

**Contact Name:** Karl Roberts – Director of Place  
**Telephone:** 01903 737760  
**Email:** [karl.roberts@arun.gov.uk](mailto:karl.roberts@arun.gov.uk)

**28. TREASURY MANAGEMENT STRATEGY & ANNUAL INVESTMENT STRATEGY 2019/20****Executive Summary:**

The purpose of this report is to present the Treasury Management Strategy Statement and Annual Investment Strategy 2019/2020 and to enable the Audit and Governance Committee to scrutinise the report prior to making comment to full Council.

<b>Key Decision</b>	Yes
<b>Decision Taker</b>	Full Council
<b>Date Decision to be Taken</b>	13 March 2019
<b>Date Listed in the Forward Plan</b>	24 April 2018
<b>Principal Consultees</b>	Treasury Advisors – Link Asset Services Audit & Governance Committee – 14 February 2019
<b>Background Papers</b>	Cipfa's Treasury Management code of Practice. Prudential code for Capital Finance in Local Authorities (2017) The Local Government Act 2003.

**Lead Officer Contact Information:****Contact Name:** Sian Southerton**Telephone:** 01903 737861**Email:** [sian.southerton@arun.gov.uk](mailto:sian.southerton@arun.gov.uk)**29. APPEALS MONITORING REPORT - 2018****Executive Summary:** To consider the outcomes of the 2018 Appeals Monitoring Report.

<b>Key Decision</b>	No
<b>Decision Taker</b>	Development Control Committee
<b>Date Decision to be taken</b>	6 March 2019
<b>Date Listed in the Forward Plan</b>	16 October 2018
<b>Principal Consultees</b>	None
<b>Background Papers</b>	Appeal Decisions

**Lead Officer Contact Information:****Contact Name:** Juan Baeza**Telephone:** 01903-737765**Email:** [Juan.baeza@arun.gov.uk](mailto:Juan.baeza@arun.gov.uk)

**30. OPEN SPACE SUPPLEMENTARY PLANNING GUIDANCE**

**Executive Summary:** The Sub-Committee will be advised on the approach and timetable to preparing and consulting on an Open Space Supplementary Planning Document, needed to support the implementation of the Open Spaces policies within the Arun Local Plan 2011-2031.

<b>Key Decision</b>	No
<b>Decision Taker</b>	Planning Policy Sub-Committee
<b>Date Decision to be Taken</b>	14 March 2018
<b>Date Listed in the Forward Plan</b>	1 November 2018
<b>Principal Consultees</b>	Planning Policy Sub-Committee – 27 February 2019
<b>Background Papers</b>	TBC

**Lead Officer Contact Information:**

**Contact Name:** Kevin Owen – Planning Policy Team Leader  
**Telephone:** N/A  
**Email:** [kevin.owen@arun.gov.uk](mailto:kevin.owen@arun.gov.uk)

**31. HOUSING DISTRIBUTION METHODOLOGY FOR NEIGHBOURHOOD PLANS AND THE NON-STRATEGIC SITES DEVELOPMENT PLAN**

**Executive Summary:** The Sub-Committee will be updated on the Non-Strategic Sites Development Plan Document, Regulation 18 part 1 - issues and options stage consultation - in order to allocate housing to Parishes that are not reviewing or preparing Neighbourhood Plans following engagement with Parish and Town Councils on the distribution of at least 1,250 dwellings (in accordance with policy H SP1 'The Housing Requirement' of the adopted Arun Local Plan 2018).

<b>Key Decision</b>	No
<b>Decision Taker</b>	Planning Policy Sub-Committee
<b>Date Decision to be Taken</b>	14 March 2019
<b>Date Listed in the Forward Plan</b>	1 November 2018
<b>Principal Consultees</b>	Planning Policy Sub-Committee – 27 February 2019
<b>Background Papers</b>	Planning Policy Sub-Committee

**Lead Officer Contact Information:**

**Contact Name:** Kevin Owen – Planning Policy Team Leader  
**Telephone:** N/A  
**Email:** [kevin.owen@arun.gov.uk](mailto:kevin.owen@arun.gov.uk)

### **32. AMENDMENTS TO THE ENFORCEMENT POLICY FOR ENVIRONMENTAL HEALTH, PRIVATE SECTOR HOUSING, LICENSING AND ENVIRONMENTAL AMENITIES**

**Executive Summary:** The report seeks approval for amendments to the existing enforcement policy for Environmental Health, Private Sector Housing, Licensing and Environmental Amenities which includes two additional enforcement options that can be considered:

- Service of a Community Protection Warning and Community Protection Notice
- Civil penalty for Housing Act 2004 offences

In addition minor amendments have been made to reflect changes in job descriptions or structures within teams.

<b>Key Decision</b>	No
<b>Decision Taker</b>	Full Council
<b>Date Decision to be Taken</b>	17 July 2019
<b>Date Listed in the Forward Plan</b>	3 September 2018
<b>Principal Consultee</b>	No public consultation. Internal consultation with Legal, Finance, Community Safety, Cleansing, Greenspace, Environmental Health, Licensing and Private Sector Housing Licensing Committee – 14 December 2018 Licensing Committee – 22 March 2019
<b>Background Papers</b>	None
<b>Lead Officer Contact Information:</b> <b>Contact Name:</b> Nat Slade – Group Head of Technical Services <b>Telephone:</b> 01903 737683 <b>Email:</b> <a href="mailto:nat.slade@arun.gov.uk">nat.slade@arun.gov.uk</a>	

### **33. ADOPTION OF A POLICY IN RELATION TO SURFACE WATER IN NEW DEVELOPMENT**

**Executive Summary:** The Sub-Committee will be asked to consider adopting a Policy in relation to the disposal of surface water in all new development. It follows the approach adopted by West Sussex County Council (as Local Lead Flood Authority) in its published Policy.

<b>Key Decision</b>	Yes
<b>Decision Taker</b>	Full Council
<b>Date Decision to be taken</b>	17 July 2019
<b>Date Listed in the Forward Plan</b>	20 February 2019
<b>Principal Consultees</b>	Planning Policy Sub-Committee – 18 June 2019
<b>Background Papers</b>	WSCC
<b>Lead Officer Contact Information:</b> <b>Contact Name:</b> Roger Spencer <b>Telephone:</b> 01903 737812 <b>Email:</b> <a href="mailto:roger.spencer@arun.gov.uk">roger.spencer@arun.gov.uk</a>	

**34. EXPERIENCE WEST SUSSEX MARKETING CAMPAIGN**

**Executive Summary:** The report provides an update on the Experience West Sussex tourism marketing campaign being delivered in partnership with Coastal West Sussex and West Sussex County Council

<b>Key Decision</b>	No
<b>Decision Taker</b>	None – Information item
<b>Date Decision to be Taken</b>	None – Information item
<b>Date Listed in the Forward Plan</b>	10 April 2018
<b>Principal Consultees</b>	Bognor Regis Regeneration Sub-Committee – 24 June 2019
<b>Background Papers</b>	TBC

**Lead Officer Contact Information:**

**Contact Name:** Denise Vine, Group Head of Economy  
**Telephone:** 01903 737846  
**Email:** [Denise.Vine@arun.gov.uk](mailto:Denise.Vine@arun.gov.uk)

**35. TOURISM UPDATE**

**Executive Summary:** The report provides an annual update of tourism activity across the District.

<b>Key Decision</b>	No
<b>Decision Taker</b>	None – Information Item
<b>Date Decision to be Taken</b>	None – Information Item
<b>Date Listed in the Forward Plan</b>	10 April 2018
<b>Principal Consultees</b>	Bognor Regis Regeneration Sub-Committee – 24 June 2019
<b>Background Papers</b>	None

**Lead Officer Contact Information:**

**Contact Name:** Margaret Murphy, Tourism Business Development Officer  
**Telephone:** 01903 737859  
**Email:** [Margaret.murphy@arun.gov.uk](mailto:Margaret.murphy@arun.gov.uk)

**36. BOGNOR REGIS PLACE-BRANDING INITIATIVE UPDATE**

**Executive Summary:** The Sub-Committee will be provided with an update on the Place-branding initiative being delivered in partnership with University of Chichester and West Sussex County Council.

<b>Key Decision</b>	No
<b>Decision Taker</b>	Full Council
<b>Date Decision to be Taken</b>	17 July 2019
<b>Date Listed in the Forward Plan</b>	18 January 2019
<b>Principal Consultees</b>	The entire process is consultation-led – and Bognor Regis Regeneration Sub-Committee – 24 June 2019
<b>Background Papers</b>	N/A

**Lead Officer Contact Information:**

**Contact Name:** Denise Vine, Group Head of Economy  
**Telephone:** 01903 737846

Email: [denise.vine@arun.gov.uk](mailto:denise.vine@arun.gov.uk)

### 37. BOGNOR REGIS TOWN CENTRE PUBLIC REALM SCHEME – FINAL EVALUATION REPORT

**Executive Summary:** The Sub-Committee will be provided with details which will evaluate the overall scheme and the impact that it has had on Town Centre improvement.

<b>Key Decision</b>	No
<b>Decision Taker</b>	Full Council
<b>Date Decision to be Taken</b>	17 July 2019
<b>Date Listed in the Forward Plan</b>	10 April and 3 September 2018; and 18 January 2019
<b>Principal Consultees</b>	Bognor Regis Regeneration Sub-Committee – 24 June 2019
<b>Background Papers</b>	TBC

**Lead Officer Contact Information:**

**Contact Name:** Denise Vine, Group Head of Economy  
**Telephone:** 01903 737846  
**Email:** [Denise.Vine@arun.gov.uk](mailto:Denise.Vine@arun.gov.uk)

### 38. DRAFT ARUN ECONOMIC DEVELOPMENT STRATEGY

**Executive Summary:** Consultation on the draft version of the Arun Economic Development Strategy

<b>Key Decision</b>	Yes
<b>Decision Taker</b>	Full Council
<b>Date Decision to be Taken</b>	17 July 2019
<b>Date Listed in the Forward Plan</b>	10 April, 23 May, 3 September 2018 and 18 January 2019
<b>Principal Consultees</b>	Bognor Regis Regeneration Sub-Committee – 24 June 2019
<b>Background Papers</b>	TBC

**Lead Officer Contact Information:**

**Contact Name:** Denise Vine, Group Head of Economy  
**Telephone:** 01903 737846  
**Email:** [Denise.Vine@arun.gov.uk](mailto:Denise.Vine@arun.gov.uk)

### 39. TREASURY MANAGEMENT – INTERIM REPORT 2019/20

**Executive Summary:** To report on the Treasury Management activities for the year to date as at ended 30 September 2019 and updated to include more recent information. Also to enable the Audit and Governance Committee to scrutinise the report prior to making comment to Full Council.

<b>Key Decision</b>	Yes
<b>Decision Taker</b>	Full Council
<b>Date Decision to be Taken</b>	8 January 2020
<b>Date Listed in the Forward Plan</b>	21 December 2018
<b>Principal Consultees</b>	Treasury Advisors – Capita Asset Services Audit & Governance Committee – 30

	July 2019
Background Papers	Cipfa's Treasury Management code of Practice. Prudential code for Capital Finance in Local Authorities (2017) The Local Government Act 2003.
<b>Lead Officer Contact Information:</b> <b>Contact Name:</b> Sian Southerton <b>Telephone:</b> 01903 737861 <b>Email:</b> sian.southerton@arun.gov.uk	

<b>40. TREASURY MANAGEMENT – ANNUAL REPORT 2018/19</b> <b>Executive Summary:</b> To report on the Treasury Management annual activities for 2018/19 and to enable the Audit and Governance Committee to scrutinise the report prior to making comment to Full Council.	
<b>Key Decision</b>	Yes
<b>Decision Taker</b>	Full Council
<b>Date Decision to be Taken</b>	11 September 2019
<b>Date Listed in the Forward Plan</b>	21 December 2018
<b>Principal Consultees</b>	Treasury Advisors – Capita Asset Services Audit & Governance Committee – 30 July 2019
Background Papers	Cipfa's Treasury Management code of Practice. Prudential code for Capital Finance in Local Authorities (2017) The Local Government Act 2003.
<b>Lead Officer Contact Information:</b> <b>Contact Name:</b> Sian Southerton <b>Telephone:</b> 01903 737861 <b>Email:</b> sian.southerton@arun.gov.uk	

<b>41. TREASURY MANAGEMENT STRATEGY &amp; ANNUAL INVESTMENT STRATEGY 2020/21</b> <b>Executive Summary:</b> The purpose of this report is to present the Treasury Management Strategy Statement and Annual Investment Strategy 2020/2021 and to enable the Audit and Governance Committee to scrutinise the report prior to making comment to Full Council.	
<b>Key Decision</b>	Yes
<b>Decision Taker</b>	Full Council
<b>Date Decision to be Taken</b>	18 March 2020
<b>Date Listed on the Forward Plan</b>	21 December 2018
<b>Principal Consultees</b>	Treasury Advisors – Link Asset Services Audit & Governance Committee – 13

	February 2020
<b>Background Papers</b>	Cipfa's Treasury Management code of Practice. Prudential code for Capital Finance in Local Authorities (2017) The Local Government Act 2003.
<b>Lead Officer Contact Information:</b> <b>Contact Name:</b> Sian Southerton <b>Telephone:</b> 01903 737861 <b>Email:</b> <a href="mailto:sian.southerton@arun.gov.uk">sian.southerton@arun.gov.uk</a>	