

ARUN DISTRICT COUNCIL
FORWARD PLAN
LIST OF DECISIONS TO BE TAKEN
(including Key Decisions)
(Publication Date 5 April 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:

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

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

CABINET

SPECIAL CABINET – 11 APRIL 2019

1. AMENDMENT TO PREVIOUSLY AGREED APPROACH TO LEASING THE LOOK & SEA CENTRE BUILDING, LITTLEHAMPTON

Executive Summary: In October 2018 Cabinet authorised Officers to seek conditional offers for a lease of the whole Look & Sea Centre building, for café/restaurant/bar (A3) use (excluding the youth hostel). The site has been marketed and offers have been received for an A3 use on the ground floor only. It is therefore proposed that Cabinet support the Look & Sea Centre building being leased on the revised basis that the ground floor remains in A3 use and provide a Lessee flexibility to find appropriate commercial uses of the upper floors, subject to planning.

This report is being presented as a matter of urgency for decision by Cabinet because the offers made are the only realistic chance of securing a Lessee that will operate the café/restaurant during the 2019 summer season. The lease needs to be commenced by 9 May 2019 to meet the terms of one of the offers made. The Chairman of the Overview Select Committee has been consulted on the proposals and has given his agreement.

The decision will therefore not be subject to the call-in procedure as set out in the Scrutiny Procedure Rules at Part 6 of the Council's Constitution.

Key Decision	Yes
Decision Taker	Cabinet
Date Decision to be Taken	11 April 2019
Date Listed in the Forward Plan	5 April 2019
Principal Consultees	Consultation has been undertaken with relevant Ward Members
Background Papers	Previous Agendas and Minutes of Cabinet – 15 October 2019

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

Telephone: 01903 737683

Email: nat.slade@arun.gov.uk

2. AUTHORITY TO ACT ON BEHALF OF WEST SUSSEX COUNTY COUNCIL – SECTION 42, LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

Executive Summary: West Sussex County Council has granted Arun District Council authority to discharge its powers to serve notices under Section 41 of the Local Government (Miscellaneous Provisions) Act 1982 for the period 19 March 2019 to 31 March 2020 or an earlier revocation date. The Order confirms the powers may only be exercised in relation to land designated as highway land and located in the town centre of Bognor Regis. This report seeks Cabinet’s agreement to accepting the terms of the authority granted and approving the delegation of these powers to the relevant officers for the period of the Order.

Key Decision	No
Decision Taker	Cabinet
Date Decision to be Taken	11 April 2019
Date Listed in the Forward Plan	5 April 2019
Principal Consultees	West Sussex County Council Bognor Business Improvement District Sussex Police Stonepillow
Background Papers	None
Lead Officer Contact Information: Robin Wickham - Group Head of Community Wellbeing	
Telephone: 01903 737835	
Email: robin.wickham@arun.gov.uk	

3 JUNE 2019

3. ASSETS OF COMMUNITY VALUE – POLICY AND PROCEDURES

Executive Summary: Cabinet is asked to recommend to Full Council that the Assets of Community Value Policy and Guidance Notes for Nominating Bodies & Owners be adopted, and to make associated changes to the Constitution. The Policy provides a framework for the Council to consider and determine Asset of Community Value nominations and any subsequent requests for review, compensation claims and any subsequent requests for review of compensation decisions.

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	
Telephone: 01903 737683	
Email: nat.slade@arun.gov.uk	

4. MANAGING THE COAST IN A CHANGING CLIMATE

Executive Summary: The Report will present the content, conclusions and recommendations of the recently published report by the Committee on Climate Change. It is put forward for consideration in respect of its implications for the Arun District. It is anticipated that separate further reports will be necessary in respect of individual Council Services.

Key Decision	No
Decision Taker	Cabinet
Date Decision to be taken	3 June 2019 – Subject to Call-In
Date Listed in the Forward Plan	6 March 2019
Principal Consultees	N/A
Background Papers	Managing the coast in a changing climate” report by the Committee on Climate Change 2018

Lead Officer Contact Information:

Contact Name: Roger Spencer – Engineering Services Manager
Telephone: 01903 737812
Email: roger.spencer@arun.gov.uk

5. TIVOLI GROUP LTD – ADMISSIONS AGREEMENT TO LOCAL GOVERNMENT PENSION SCHEME

Executive Summary: The novation of the Council’s Greenspace Management Contract from ISS Facility Services Landscaping (FSL) to Tivoli Group Ltd was approved by Cabinet on 14th January 2019

ISS FSL were originally required to become an admitted body for the Local Government Pension Scheme (LGPS) because staff employed by them were existing members of the LGPS

Because of the change in provider, Cabinet approval is sought once more to authorise guarantee in respect of pension liabilities in the event that these are not met by Tivoli Group Ltd as the admitted body. Approval is also sought to enter into the admission agreement itself

Key Decision	No
Decision Taker	Full Council
Date Decision to be taken	17 July 2019
Date Listed in the Forward Plan	5 April 2019
Principal Consultees	Cabinet – 3 June 2019
Background Papers	None

Lead Officer Contact Information:

Contact Name: Oliver Handson – Environmental Services & Strategy Manager
Telephone: 01903 737955
Email: Oliver.handson@arun.gov.uk

6. CLINICAL WASTE CONTRACT

Executive Summary: The Council's clinical waste collection service is currently delivered under a county-wide framework agreement. Cabinet authority is sought to enable the Council to once again enter into the clinical waste collection call-off contract under the recently re-procured WSCC framework agreement.

Key Decision	No
Decision Taker	Cabinet
Date Decision to be taken	3 June 2019 – subject to Call-In
Date Listed in the Forward Plan	5 April 2019
Principal Consultees	None
Background Papers	None

Lead Officer Contact Information:

Contact name: Oliver Handson, Environmental Services & Strategy Manager

Telephone: 01903 737955

Email:oliver.handson@arun.gov.uk

7. ARUN ECONOMIC DEVELOPMENT STRATEGY 2019 TO 2023 AND ACTION PLAN

Executive Summary: Cabinet will be presented with the new Arun Economic Development Strategy 2019 to 2023 and Action Plan to approve.

Key Decision	Yes
Decision Taker	Full Council
Date Decision to be taken	17 July 2019
Date Listed in the Forward Plan	5 April 2019
Principal Consultees	Cabinet – 3 June 2019
Background Papers	TBC

Lead Officer Contact Information:

Contact Name: Denise Vine, Group Head of Economy

Telephone: 01903 737846

Email: denise.vine@arun.gov.uk

8. APPEAL FOLLOWING THE REFUSAL OF PLANNING APPLICATION P/6/17/OUT FOR LAND NORTH OF HOOK LANE, PAGHAM.

Executive Summary: Planning permission was refused against officer recommendation by the Development Control Committee on the 23 January 2019. An appeal was lodged with the Planning Inspectorate on the 20 February 2019 and is likely to be determined via Public Inquiry.

The Public Inquiry is likely to last for 3 or 4 days and the Council will need to be legally represented by Counsel. Based upon previous Inquiries this is likely to be approximately £10,000.

It will also be necessary to appoint planning consultants to provide technical support in the preparation of documentation to defend the Council's refusal of the planning application. It is anticipated that will have a cost in the region of £7,000. Therefore, a supplementary estimate of £17,000 is sought to cover the cost of defending this appeal.

Key Decision	No
Decision Taker	Full Council

Date Decision to be taken	17 July 2019
Date Listed in the Forward Plan	5 April 2019
Principal Consultees	Cabinet – 3 June 2019 Finance and Legal
Background Papers	Development Control Committee Agenda's, Additional Updates and Minutes from the 24 October 2018, 13 November 2018 and 23 January 2019.
Lead Officer Contact Information:	
Contact Name:	Claire Potts - Strategic Development Team Leader
Telephone:	01903 737698
Email:	claire.potts@arun.gov.uk

8 JULY 2019 [RESERVE CABINET]

29 JULY 2019

2 SEPTEMBER 2018 [RESERVE CABINET]

7 OCTOBER 2019

11 NOVEMBER 2019 [RESERVE CABINET]

9 DECEMBER

13 JANUARY 2020 [RESERVE CABINET]

10 FEBRUARY 2020

9 MARCH 2020 [RESERVE CABINET]

6 APRIL 2020

FULL COUNCIL

22 MAY 2019 [ANNUAL COUNCIL]

12 JUNE 2019 [SPECIAL COUNCIL]

17 JULY 2019

9. 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.

Key Decision	Yes
Decision Taker	Full Council
Date Decision to be Taken	17 July 2019
Date Listed in the Forward Plan	18 January 2019
Principal Consultees	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 on 27 June 2019.
Background Papers	Previous reports made by the Independent Remuneration Panel https://www.arun.gov.uk/members-allowances South East Employers Survey Results

Lead Officer Contact Information:

Contact Name: Jane Fulton – Committee Services Manager
Telephone: 01903 737611
Email: Jane.fulton@arun.gov.uk

18 SEPTEMBER 2019

10. LOCAL GOVERNMENT ETHICAL STANDARDS

Executive Summary:

The Committee on Standards in Public Life (CPSL) advises the Prime Minister on ethical standards across the whole of public life in England. It monitors and reports on issues relating to the standards of conduct of all public office holders and promotes the seven principles of public life.

The CPSL undertook to review the effectiveness of the arrangements introduced by the Localism Act 2011. They conducted this review during 2018 and published a report on 30 January 2019. The review considered four specific areas - the Code of Conduct and arrangements for registration and declaration of interests; the available sanctions; the role of the Independent Person, Monitoring Officer and Standards Committees; and support for parishes. It also looked more widely at how authorities could better promote high standards of conduct.

The report to be presented will consider the best practice recommendations of the CSPL against Arun's Code of Conduct and Local Assessment Procedures and agree an action plan to meet the expected implementation date of 2020.

Key Decision	No
Decision Taker	Full Council
Date Decision to be taken	18 September 2019
Date Listed in the Forward Plan	To be added by Committee Services
Principal Consultees	Standards Committee – 25 July 2019
Background Papers	https://www.gov.uk/government/publications/local-government-ethical-standards-report

Lead Officer Contact Information:

Contact Name: Liz Futcher, Group Head of Council Advice & Monitoring Officer
Telephone: 01903 737610
Email: liz.futcher@arun.gov.uk

13 NOVEMBER 2019

15 JANUARY 2020

19 FEBRUARY 2019 [SPECIAL COUNCIL – BUDGET]

18 MARCH 2020

OVERVIEW SELECT COMMITTEE

25 JUNE 2019

3 SEPTEMBER 2019

22 OCTOBER 2019

10 DECEMBER 2019

28 JANUARY 2020

10 MARCH 2020

OTHER COMMITTEES/SUB-COMMITTEES

11. APPEALS MONITORING REPORT - 2018

Executive Summary: To consider the outcomes of the 2018 Appeals Monitoring Report.

Key Decision	No
Decision Taker	Development Control Committee
Date Decision to be taken	10 April 2019
Date Listed in the Forward Plan	16 October 2018
Principal Consultees	None
Background Papers	Appeal Decisions

Lead Officer Contact Information:

Contact Name: Juan Baeza
Telephone: 01903-737765
Email: Juan.baeza@arun.gov.uk

12. TO CONSULT ON THE RENEWAL OF BUTLIN'S LOCAL DEVELOPMENT ORDER

Executive Summary: The Butlin's Local Development Order came into effect on 1 September 2014 and was valid for a period of 5 years.

The LDO allows Butlin's permission to make small changes to its buildings without requiring a planning application to be made each time. Permissions provided by this LDO do not allow large changes or ones outside the site.

Butin's has expressed a desire to see the LDO renewed as they regard it as a useful tool for saving time and money for all parties.

Key Decision	No
Decision Taker	Development Control Committee
Date Decision to be taken	5 June 2019
Date Listed in the Forward Plan	22 March 2019
Principal Consultees	
Background Papers	Report to and Decision of Cabinet on 15 th June 2009 "Local Development Orders"

	<p>Report to and Decision of Development Control Committee 28 March 2012</p> <p>Report to and Decision of Development Control Committee 31 July 2013</p> <p>https://www.arun.gov.uk/ldo</p>
<p>Lead Officer Contact Information: Contact Name: Neil Crowther – Group Head of Planning Telephone: X 37839 Email: neil.crowther@arun.gov.uk</p>	

<p>13. ADOPTION OF A POLICY IN RELATION TO SURFACE WATER IN NEW DEVELOPMENT</p> <p>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.</p>	
Key Decision	Yes
Decision Taker	Full Council
Date Decision to be taken	17 July 2019
Date Listed in the Forward Plan	20 February 2019
Principal Consultees	Planning Policy Sub-Committee – 18 June 2019
Background Papers	WSSC
<p>Lead Officer Contact Information: Contact Name: Roger Spencer Telephone: 01903 737812 Email: roger.spencer@arun.gov.uk</p>	

<p>14. EXPERIENCE WEST SUSSEX MARKETING CAMPAIGN</p> <p>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</p>	
Key Decision	No
Decision Taker	None – Information item
Date Decision to be Taken	None – Information item
Date Listed in the Forward Plan	10 April 2018
Principal Consultees	Bognor Regis Regeneration Sub-Committee – 24 June 2019
Background Papers	TBC
<p>Lead Officer Contact Information: Contact Name: Denise Vine, Group Head of Economy Telephone: 01903 737846 Email: Denise.Vine@arun.gov.uk</p>	

15. TOURISM UPDATE

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

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

Lead Officer Contact Information:

Contact Name: Margaret Murphy, Tourism Business Development Officer
Telephone: 01903 737859
Email: Margaret.murphy@arun.gov.uk

16. 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.

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

Lead Officer Contact Information:

Contact Name: Denise Vine, Group Head of Economy
Telephone: 01903 737846
Email: denise.vine@arun.gov.uk

17. 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.

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

Lead Officer Contact Information:

Contact Name:	Denise Vine, Group Head of Economy
Telephone:	01903 737846
Email:	Denise.Vine@arun.gov.uk

18. DRAFT ARUN ECONOMIC DEVELOPMENT STRATEGY

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

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

Lead Officer Contact Information:

Contact Name:	Denise Vine, Group Head of Economy
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Email:	Denise.Vine@arun.gov.uk

19. 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.

Key Decision	Yes
Decision Taker	Full Council
Date Decision to be Taken	8 January 2020
Date Listed in the Forward Plan	21 December 2018
Principal Consultees	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.

Lead Officer Contact Information:

Contact Name:	Sian Southerton
Telephone:	01903 737861
Email:	sian.southerton@arun.gov.uk

20. TREASURY MANAGEMENT – ANNUAL REPORT 2018/19

Executive Summary: 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.

Key Decision	Yes
Decision Taker	Full Council
Date Decision to be Taken	11 September 2019
Date Listed in the Forward Plan	21 December 2018
Principal Consultees	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.

Lead Officer Contact Information:

Contact Name: Sian Southerton
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21. TREASURY MANAGEMENT STRATEGY & ANNUAL INVESTMENT STRATEGY 2020/21**Executive Summary:**

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.

Key Decision	Yes
Decision Taker	Full Council
Date Decision to be Taken	18 March 2020
Date Listed on the Forward Plan	21 December 2018
Principal Consultees	Treasury Advisors – Link Asset Services Audit & Governance Committee – 13 February 2020
Background Papers	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:

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