

**MINUTES
OF A
MEETING OF THE ARUN DISTRICT COUNCIL
HELD IN THE ARUN CIVIC CENTRE
ON 8 NOVEMBER 2017 AT 6.00 P.M.**

Present:- Councillors Mrs Pendleton (Chairman), Gammon (Vice-Chairman), Ambler, Mrs Ayres, Ballard, T Bence, Mrs Bence, Bicknell, Blampied, Mrs Bower, R Bower, Brooks, Mrs Brown, L Brown, Buckland, Cates, Chapman, Charles, Clayden, Cooper, Mrs Daniells, Dendle, Dillon, Dingemans, Elkins, English, Mrs Harrison-Horn, Haymes, Hitchins, Hughes, Maconachie, Mrs Madeley, Mrs Neno, Northeast, Mrs Oakley, Oliver-Redgate, Oppler, Patel, Mrs Porter, Purchase, Reynolds, Miss Rhodes, Mrs Rapnik, Miss Rhodes, Smith, Mrs Stainton, Tyler, Dr Walsh, Wheal, Wells and Wensley.

[Note: The following Councillors were absent from the meeting during consideration of the matters detailed in the Minutes indicated – Councillor Bicknell – Minute 254 to Minute 258 (part); Councillors Mrs Harrison-Horn and Northeast – Minute 274 (part) to Minute 282; and Councillor Dendle – Minute 279 (part) to Minute 282].

254. WELCOME

The Chairman welcomed Councillors, Honorary Alderman Squires, representatives of the public, press and officers to the Council Meeting.

255. REPORT OF RETURNING OFFICER

The Chief Executive, in his role as Returning Officer, asked the Council to note the result of the by-election held for the Aldwick West Ward on 2 November 2017. Martin Benjamin Smith, representing the Liberal Democrats, was elected and it was confirmed that he had completed his statutory declaration to the Chief Executive ahead of this meeting.

In accordance with Council Procedure Rule 23, the allocation of Committees, Sub-Committees and Working Parties and Panel seats had been reviewed and the Group Leaders would be confirming their appointments to any vacancies shortly.

The Chairman, on behalf of all Councillors, then formally welcomed Councillor Smith to the Council.

Full Council – 08.11.17

256. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Edwards, Warren and Wotherspoon and from the Council's Honorary Aldermen, Mrs Goad, MBE, Mrs Morrish, Mrs Olliver and Mrs Stinchcombe.

257. DECLARATIONS OF INTEREST

The Monitoring Officer has advised Members of interim arrangements to follow when making declarations of interest. They have been advised that for the reasons explained below, they should make their declarations on the same basis as the former Code of Conduct using the descriptions of Personal and Prejudicial Interests.

Reasons

- The Council has adopted the Government's example for a new local code of conduct, but new policies and procedures relating to the new local code are yet to be considered and adopted.
- Members have not yet been trained on the provisions on the new local code of conduct.
- The definition of Pecuniary Interests is narrower than the definition of Prejudicial Interests, so by declaring a matter as a Prejudicial Interest, that will cover the requirement to declare a Pecuniary Interest in the same matter.

Where a member declares a "Prejudicial/Pecuniary Interest", this will, in the interests of clarity for the public, be recorded in the minutes as a Prejudicial and Pecuniary Interest.

There were no Declarations of Interest made.

258. QUESTION TIME

- (a) Questions from the public (for a period of up to 15 minutes).

The Chairman invited questions from members of the public who had submitted their questions in advance of the meeting in accordance with the rules of the Council's Constitution. Supplementary questions would only be permitted should time allow once the notified questions had been responded to. Please note that the questions and answers in these Minutes are a summarised version, with the full version to be published on the Council's website within 10 days of the meeting.

The Deputy Leader of the Council and Cabinet Member for Corporate Support, Councillor Wensley, was asked the following question:

(1) What steps was the Council taking to be able to assist residents who may be affected by delayed payments when the full rollout of universal credit took place in Arun next April? The questioner asked if the well documented early problems were not resolved by then what could the Council do to ensure that whether in social housing or private housing residents would not be evicted due to late payments?

Councillor Wensley responded outlining that the Council would be working with the Department for Works and Pensions (DWP) over the coming months to ensure that staff received the training needed to support applicants for Universal Credit. Councillor Wensley identified areas where the Council would be able to provide support.

The Chairman then invited supplementary questions.

The questioner outlined that he was delighted to hear that the Council was taking this matter seriously. This was because he was aware that in areas where Universal Credit had already been rolled-out, the use of food banks had risen by over 30% compared to 12% usage in areas that had not yet started adopting Universal Credit. In a fifth of all cases, applicants were waiting for longer than six weeks for their first payment. The questioner stated that he had concern over possible evictions and he urged the Council to take all of these facts on board so that they could be resolved by the time it adopted Universal Credit.

In responding to the supplementary question asked, the Deputy Leader of the Council and Cabinet Member for Corporate Support stated that he appreciated the points and matters of concern raised. However, the Council now had to wait until the Chancellor of the Exchequer made further announcements.

The Chairman then called Public Question Time to an end.

(b) Questions from Members with prejudicial/pecuniary interest – No questions had been received.

(c) Petitions from the public – the Chairman confirmed that no Petitions had been received.

259. MINUTES

The Minutes of the Council Meeting held on 13 September 2017 were approved by the Council as a correct record and signed by the Chairman.

Full Council – 08.11.17

260. CHAIRMAN'S COMMUNICATIONS

The Chairman alerted Members to the list of engagements and events that had been attended since the Full Council Meeting held on 13 September 2017 – these had been emailed to Councillors recently.

261. URGENT MATTERS

There were no items for this meeting.

262. STATUTE MATTERS

There were no items for this meeting.

263. MATTERS FROM THE LAST MEETING

There were no matters for this meeting.

264. ANY OTHER MATTERS

There were no matters for this meeting.

265. DEVELOPMENT CONTROL COMMITTEE – 20 SEPTEMBER 2017

The Chairman, Councillor Bower, presented the Minutes from the meeting of the Development Control Committee held on 20 September 2017.

266. OVERVIEW SELECT COMMITTEE – 26 SEPTEMBER 2017

The Chairman, Councillor Dingemans, presented the Minutes from the meeting of the Overview Select Committee held on 26 September 2017.

Councillor Dingemans alerted Members to four recommendations at Minute 195 (Data Protection Policies) which he duly proposed. The recommendations were seconded by Councillor Hitchins.

The Council

RESOLVED – That

(1) the Homeworking Policy (Regular Non-Contractual) as set out at Appendix 1 to the report be approved;

(2) the revised Homeworking Policy (Regular Contractual) as set out in Appendix 2 of the report be approved;

(3) the Guidance for Managers document as set out in Appendix 3 of the report be noted; and

(4) the Group Head of Council Advice & Monitoring Officer of his/her nominated representative be delegated authority to make any necessary consequential changes to the Homeworking Policies as a result of new legislation or alternative processes.

267. AUDIT & GOVERNANCE COMMITTEE – 28 SEPTEMBER 2017

The Chairman, Councillor Chapman, presented the Minutes from the Meeting of the Audit & Governance Committee held on 28 September 2017.

Councillor Chapman referred Members to five recommendations at Minute 206 [Treasury Management – Quarter 1 Report – 2016/2017]. These recommendations were seconded by Councillor Mrs Oakley.

The Council

RESOLVED - That

- (1) the treasury management report for 2017/2018 be noted;
- (2) the actual prudential and treasury indicators for 2017/2018 contained in the report be approved;
- (3) the amendment to the 2017/2018 treasury management strategy (Appendix 4) be approved;
- (4) the treasury activity for the quarter ended 30 June 2017, generating interest receipts of £164,860 (1.12%) against a budget for the year of £530,000 (1.02%) be noted; and
- (5) interest receipts generated to the end of August 2017 of £281,040 (1.18%) be noted.

268. LICENSING COMMITTEE – 29 SEPTEMBER 2017

The Chairman, Councillor Cooper, presented the Minutes from the meeting of the Licensing Committee held on 29 September 2017

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Councillor Cooper informed Members that he needed to formally propose Minute 216 [Review of the Changes to the Licensing Committee Terms of Reference and Delegations] even though the Minutes confirmed this decision as being Resolved. This was because the Licensing Committee did not have the authority to agree this decision. Councillor Cooper therefore proposed this recommendation which was duly seconded by Councillor Wheal.

The Council

RESOLVED

That the changes made in September 2016 to the Terms of Reference and Delegations be retained.

Councillor Cooper then alerted Members to a recommendation at Minute 217 (Gambling Act 2105 Statement of Licensing Principles – Policy Review) which he formally proposed. This recommendation was seconded by Councillor Wheal.

The Council

RESOLVED

That the Gambling Act 2005 Statement of Licensing Principles 2017 be adopted.

269. CABINET – 16 OCTOBER 2017

The Chairman, Councillor Mrs Brown, presented the Minutes from the meeting of Cabinet held on 16 October 2017.

Councillor Mrs Brown alerted Members to the first recommendation at Minute 230 (Funding for the Provision of Self-Contained Temporary Accommodation) and reminded Members that the Council had already approved a supplementary estimate of up to £1 million for the purchase of suitable properties that could be used as temporary accommodation. The opportunity had now arisen for the Council to purchase additional homes to use as self-contained temporary accommodation and so the Council's approval was now sought to approve an additional supplementary estimate to cover purchase costs for this purpose. Councillor Mrs Brown emphasised to Members that this was a very positive move for the Council presenting it with a good financial deal that would support those that were in severe housing need. Councillor Mrs Brown therefore proposed the recommendation and this was then seconded by Councillor Bence.

In debating this recommendation this initiative was very much welcomed by Members as it was felt to be a massive step forward by the Council in continuing to address the increasing homelessness pressures in the District.

The Council

RESOLVED

That an additional supplementary estimate of up to £1.1 million (equivalent to a Band D Council Tax of £18.50) be approved for the purchase of temporary accommodation.

Councillor Mrs Brown then drew Members' attention to two recommendations at Minute 232 (Scrap Metal Dealers – Policy and Delegations) which was asking the Council to adopt a new Scrap Metal Policy following the introduction of the Scrap Metal Dealers Act 2013. The report dealt with the delegation of functions, fee setting and proposed constitutional amendments. Councillor Mrs Brown then formally proposed the two recommendations which were duly seconded by Councillor Haymes.

The Council

RESOLVED – That

- (1) the Scheme of Delegation at Part 4, Section 3, Paragraph 3.2 to add reference to the Scrap Metal Dealers Act 2013 and to add delegation to determine all applications, renewals, transfers, variations and other matters in respect of any licenses, permissions, registrations and approvals in accordance with Policy be amended; and
- (2) the Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution.

Councillor Dr Walsh then made a Statement in accordance with Council Procedure 11.2 in relation to Minute 231 (Gigabit West Sussex – An Ultrafast Broadband Model for the County) in which he stated that he very much welcomed the late inclusion of Littlehampton as a location within the original scheme. This had been a notable omission and so Councillor Dr Walsh was glad that this had been corrected at the request of this Council so that Littlehampton could be included in the first phase of the pilot, which was vitally important. Councillor Dr Walsh stated that when this pilot was rolled out to Littlehampton he wanted it to be as flexible as possible enabling ultra-fast

Wi-Fi on the seafront and river bank. He hoped that this could be achieved by West Sussex County Council working in partnership with Arun District and Littlehampton Town Councils.

The Chairman then invited the Chief Executive to speak on this item. The Chief Executive confirmed that following the meeting of Cabinet held on 16 October 2017, he could now confirm that Arun's involvement in the bid had been signed-off, this had taken place on 7 November 2017 and confirmed that the Arun District, including Littlehampton, would be included in the list of anchor sites for this project.

(During the course of the discussion on this item, Councillor Dr Walsh declared a Personal Interest in his capacity as a Littlehampton Town Councillor in relation to Minute 231 [Gigabit West Sussex – An Ultrafast Broadband Model for the County]).

270. CONSTITUTION WORKING PARTY – 17 OCTOBER 2017

The Chairman, Councillor Mrs Bower, presented the Minutes from the meeting of the Constitution Working Party held on 17 October 2017 and alerted Members to two recommendations at Minute 17 [Constitutional Amendments – Part 6 (Financial Rules). Councillor Mrs Bower explained that the recommendations sought support to introducing an additional financial trigger for the approval route for spending Section 106 contributions to assist in speeding up decision making by introducing a lower trigger of up to £25k in accordance with the terms of the completed Section 106 agreement. Councillor Mrs Bower formally proposed the recommendations which were then seconded by Councillor Bower.

In debating this item, comments were made that although the sums were small for some Section 106 agreements, this proposal seemed to be a further attempt to remove decision making away from Elected Councillors. It was felt that the spending of Section 106 contributions was of great interest to many communities who wanted to be sure that contributions were being spent responsibly.

The Cabinet Member for Planning, Councillor Charles, explained the background to the proposals and that the revised delegation levels only applied to Section 106 contributions of up to £25,000. Over this level, decision making was to remain with the relevant Cabinet Member up to £100,000 and beyond this with the Cabinet. The proposal to change trigger levels to £25k had been introduced as the existing method on spend up to £100,000 had proved to be overly bureaucratic.

The Council

RESOLVED – That

(1) the proposed changes to the Constitution at Part 6, Section 5, Paragraph 4.1 (Regulation 4 – Approval Route for spending Section 106 contributions) replacing the existing table with the one set out below, as amended, be approved.

Trigger	Delegation to:
Up to £25,000	Chief Executive, relevant Director or Group Head, in consultation with the Section 151 Officer in accordance with the terms of the completed Section 106 Agreement
£25,001 - £100,000	Relevant Individual Cabinet Member
Over £100,000	Cabinet – Request to be made through Budget Variation Report

(2) the Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution.

271. DEVELOPMENT CONTROL COMMITTEE – 18 OCTOBER 2017

The Chairman, Councillor Bower, presented the Minutes from the meeting of the Development Control Committee held on 18 October 2017.

Councillor Bower firstly referred Members to two recommendations at Minute 242 (Review of the Terms of Reference for the Development Control Committee) which he formally proposed. The recommendations were then seconded by Councillor Hitchins.

The Council

RESOLVED – That

(1) the revised Terms of Reference for the Development Control Committee; as set out in Appendix 1 to the report, be approved and updated in Part 3, Responsibility for Functions in the Constitution; and

(2) the Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution.

Councillor Bower then referred Members to a series of recommendations at Minute 243 (Development Control Committee - Scheme of Delegation). Councillor Bower worked through the recommendations and explained that Recommendation (iv) intended to primarily address concerns that had been raised by some Members and Parish Councils with regard to householder applications being determined under delegated powers.

In debating this, the Committee had proposed that a referral process be introduced allowing a Ward Member to submit to the Chairman and Vice-Chairman of the Committee a request that an application be referred to the Committee for approval rather than being delegated to Officers. Councillor Bower outlined that any referral request had to be backed up with written observations on planning grounds. The Chairman and Vice-Chairman would then consult with Planning Officers at the same time to ensure democratic accountability. To assist Councillors in referring applications to the referral scheme, Councillor Bower stated that a planning guide would be issued to all Members to inform them on planning reasons for refusal of applications.

Councillor Bower then proposed the recommendations which were then seconded by Councillor Hitchins.

There was much debate on Recommendation (iv) of these proposals. The main sticking point was whether there was the need to have to write to both the Chairman and Vice-Chairman of the Committee and so discussion centred around whether the recommendation should be changed to make this and/or. Strong views were expressed that in the event that a Ward Councillor did submit planning objections over an application, then these should be submitted directly to the Development Control Committee to decide upon.

In discussing this, there was concern that the referral process proposed did not allow Members the opportunity to take on board any representations already submitted and that Members would need to be able to receive the detail of the statutory consultation before submitting their comments.

A debate then commenced on the wording **and** in Recommendation (iv). Councillor Dr Walsh outlined that he shared the concerns expressed already by Members, however, asking Members to submit the detail of their request to 'refer' an application to the Chairman and Vice-Chairman of the Committee was over onerous. He also challenged Councillor Bower's statement that this would be in 'consultation with Planning Officers' as this was not what had been minuted or recommended by the Committee. Councillor Dr Walsh stated that the scheme of delegation as it currently stood, had eroded the powers of back-benchers on the Council and in view of this strength of feeling he confirmed that he wished to make an amendment to read "that Recommendation (iv) be referred back to the Development Control

Committee for reconsideration". This amendment was seconded by Councillor Purchase.

The Chairman then invited debate on this amendment. Comments made questioned why Recommendation (iv) could not be debated now as to refer this back to the next meeting of the Development Control Committee would only delay the outcome of this matter. The point was made that Members were elected to make these decisions and what was being proposed was for the recommendation to agree on and allow a process whereby Ward Members would have the ability to refer an application to the Committee on planning grounds. A plea was made by Councillor Mrs Brown that the wording in Recommendation (iv) be simplified and agreed on now.

Other Members also spoke in support of addressing the wording in Recommendation (iv) at this meeting rather than referring it back to the next meeting of the Development Control Committee.

Councillor Bower explained the wishes of the Committee again stating that it was down to Ward Members to submit their observations to the Chairman and Vice-Chairman on planning grounds and that by submitting these to the Chairman and Vice-Chairman reduced the decision making burden. Councillor Bower believed that such decision making should not fall to a single Member. He stated that in any case there would be occasions when the Chairman and Vice-Chairman would need to consult with the officers concerned.

Many comments were made against deferring the matter back to the Development Control Committee as it was felt that this issue should be debated and agreed at this meeting.

In light of the comments made, Councillor Dr Walsh confirmed that he would be happy to withdraw his amendment to refer Recommendation (iv) back to the Development Control Committee and for the matter to be dealt with now. Councillor Purchase, as seconder to this amendment, also agreed for it to be withdrawn.

The Chairman then referred Members back to the substantive recommendations.

In inviting debate, Councillor Dr Walsh stated that he formally proposed to make another amendment to Recommendation (iv) by changing the word 'and' to 'and/or' as set out below:

iv. Any Householder application where the Ward Member has submitted a written request to the Chairman **and/or** Vice-Chairman for a 'referral' and that has been agreed by the Chairman **and/or** Vice-Chairman. Any written request must be submitted prior to the expiration of the statutory consultation period and must set out the reason for the 'referral' against the criteria that there are sound planning reasons why an officer level decision is insufficient.

This amendment was seconded by Councillor Dendle.

In discussing this second amendment, Councillor Bower spoke against it explaining that it was important for more than one Member to be sitting in judgement as to whether an application should come before the Committee or not.

There was much discussion and further requests made to simplify the wording in this recommendation. Councillor Tyler suggested that the meeting be suspended to allow time and consultation for a simpler form of words to be compiled.

The Chairman agreed this as a sensible suggestion and adjourned the meeting.

The Chairman then recalled the meeting and explained that a further alternative recommendation was now proposed which was as set out below with deletions shown using ~~strike through~~ and additions shown in **bold**:

~~iv. Any Householder application where the Ward Member has submitted a written request to the Chairman and **or** Vice-Chairman for a 'referral' **to the Committee** and that has been agreed by the Chairman and **or** Vice-Chairman. Any written request must be submitted prior to the expiration of the statutory consultation period and must set out the reason for the 'referral' against the criteria that there are sound planning reasons why an officer level decision is insufficient.~~

iv Any household application where the ward member has submitted a written request to the Chairman and/or Vice-Chairman of the Development Control Committee before the end of the statutory consultation period shall be referred to the Development Control Committee where it is on sound planning grounds.

Councillor Dr Walsh then formally withdrew his second amendment and then proposed the new amendment set out above – amendment (3). This was seconded by Councillor Mrs Brown who stated that it was important for Members to have the ability to request that a planning application should go before the Development Control Committee and as she had the confidence that the Chairman and Vice-Chairman would make such a decision only on planning grounds – if this was not the case then that application would not stand referred to the Committee.

In discussing the third amendment, many Councillors spoke in support of it as it now provided clarity for any Member wishing to refer a planning application for possible debate by the Committee.

The Council then

RESOLVED

That Part 4 of the Constitution be amended as follows:-

3.1.2 Where the following exceptions apply, the application or matter will be determined by the Development Control Committee:

- i. Any Major or Minor application for planning permission which prior to its determination is subject to a written representation from a Parish Council, Town Council or formal Parish Meeting, which has been received within the consultation period and which is in conflict with the recommendation of officers
- ii Any planning application for Full or Outline planning permission by or on behalf of the Council
- iii. Any Major or Minor application as defined by the Department of Communities and Local Government which would create a new access or egress via the A27, A29, A284, A259 and A280
- iv. Any household application where the ward member has submitted a written request to the Chairman and/or Vice-Chairman of the Development Control Committee before the end of the statutory consultation period shall be referred to the Development Control Committee where it is on sound planning grounds.

272. STANDARDS COMMITTEE – 19 OCTOBER 2017

The Chairman, Councillor English, presented the Minutes from the Standards Committee held on 19 October 2017.

Councillor English drew Members' attention to the first of a series of recommendations at Minute 247 (Review of the Code of Conduct) which he formally proposed. The recommendations were then seconded by Councillor Maconachie.

The Council

RESOLVED – That

- (1) the revised Code of Conduct, as set out at Appendix1 to the report be approved;
- (2) all Arun District Councillors be required to sign up to the revised Code of Conduct within 28 days of its adoption;
- (3) all Arun District Councillors be required to update their Register of Interests based on the new Code of Conduct and to ongoing annual reviews; and
- (4) the Group Head of Council Advice & Monitoring Officer be given authority to liaise with Parish Councils to seek their agreement to signing up to the revised Code of Conduct.

Councillor English then referred Members to the next set of recommendations at Minute 248 (Review of the Local Assessment Procedure – Approving a New Procedure) and he stated that the redrafted procedure would speed up this process. In proposing the recommendations, Councillor English stated that he wished to have placed on record his and the Committee's thanks to the Group Head of Council Advice & Monitoring Officer for her work in reviewing this procedure. The recommendations were then seconded by Councillor Maconachie.

The Council

Full Council – 08.11.17

RESOLVED – That

- (1) the revised Local Assessment Procedure, as set out in Appendix 1 to the report, and as revised at the meeting, be approved;
- (2) a copy of the revised Local Assessment Procedure be sent to all Town and Parish Councils; and
- (3) a review of the Procedure be undertaken following a year of operation and reported back to the Standards Committee.

Councillor English then referred Members to the last set of recommendations at Minute 249 (Review of Terms of Reference for the Standards Committee, Assessment Panel and Dispensation Panel) which he duly proposed. The recommendations were seconded by Councillor Maconachie.

The Council

RESOLVED – That

- (1) the revised Terms of Reference for the Standards Committee, Assessment Panel and Dispensation Panel, as set out in Appendix 1 to the report, be approved and updated in Part 3, Responsibility for Functions in the Constitution; and
- (2) the Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution.

273. BOGNOR REGIS REGENERATION SUB-COMMITTEE – 23 OCTOBER 2017

The Chairman, Councillor Hitchins, presented the Minutes from the meeting of the Bognor Regis Regeneration Sub-Committee held on 23 October 2017.

Councillor Oppler then made a statement in accordance with Council Procedure 11.2 with regard to Minute 13 (Position Statement) and in relation to Seafront Regeneration. Councillor Oppler commented on the proposed new public toilets and the fact that the proposals had caused a stir amongst residents along the seafront and also from further afield as well as Members of this Council. This was because it was his view that the Promenade was an inappropriate place to locate public toilets and because Ward Members had

not been consulted upon, making it difficult to agree on the proposals to rotate the facilities around. Councillor Oppler felt that the proposals would be a disaster as the facilities would be right in front of seafront winds which could cause access problems in severe weather. This was not the right location for these toilet facilities which he felt should be located on the mounds adjacent to the Town Hall on the curtilage of the Regis Centre site. Councillor Oppler urged the Council to rethink the location and to get it right for the residents and those who visited the Town.

Councillor Hitchins responded stating that he had listened to all of the concerns of residents and Councillors and had decided that the proposed positioning was acceptable and correct. This was also due to the location of the sewage pipes. Councillor Hitchins highlighted that it would cost a substantial sum of money if the Council chose an alternative location requiring the need to add new sewage pipes. Moving the facilities to the Regis Centre site also would not work due to the proposals to build a new theatre and winter garden – relocation at this stage to this site would jeopardise regeneration plans for the area.

Councillor Hitchins stated that he was pleased to announce that an ice rink would be placed on the Place St Maur covering the festive period from 23 November 2017 until 6/7 January 2018 and that he anticipated that this would be a very popular visitor attraction. Councillor Hitchins praised the work of the Town Centre Manager and the Council's regeneration team for their work in speedily progressing this new feature for the Town.

274. LOCAL PLAN SUB-COMMITTEE – 30 OCTOBER 2017

The Chairman, Councillor Bower, presented the Minutes from the meeting of the Local Plan Sub-Committee held on 30 October 2017.

Councillor Bower referred Members to the first of many recommendations at Minute 16 (Arun Local Plan – Action Plan and Main Modifications) and outlined that following the Examination in Public a number of additional issues had been raised by the Inspector that Officers had to respond to by 22 November 2017. A further meeting of the Sub-Committee had therefore been agreed to take place on 20 November 2017 to allow Members to work through recommendations 3, 4 and 5 contained in the report and so that a response could be submitted to the Inspector by the deadline of 22 November 2017. The recommendation was then seconded by Councillor Charles.

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As this was a very key part of the Local Plan conclusion procedures, Councillor Dr Walsh asked if all Members of the Council be circulated the agreed response. Councillor Bower assured Members that this would be done and he urged Members to attend the meeting on 20 November 2017. Councillor Bower also agreed to make sure that the agenda papers for the Sub-Committee meeting be circulated to all Members of the Council.

The Council

RESOLVED

That authority be delegated to the Local Plan Sub-Committee to agree the response to the Inspector's Interim Findings Note at its meeting on 20 November 2017, including any further Main Modifications that arise as a result.

Councillor Bower then alerted Members to a recommendation at Minute 17 (Arun Local Plan – Action Plan and Main Modifications) which he duly proposed. The recommendation was then seconded by Councillor Charles.

In discussing the recommendation concern was expressed over housing numbers which continued to increase and would rise to a level of 1,199 per annum. In view of the estimated increases, the point was made that there was no reference within the report to social affordable housing and what commitment there would be to planning for the right homes in the right places. Such housing needed to be truly affordable for young people who were not able to buy or rent in the villages and towns that they had grown up in. It was felt that this point needed to be given the upmost concern.

Councillor Bence, as Cabinet for Technical Services, reminded Members that at the last Full Council meeting Members had agreed the Housing Revenue Account (HRA) Business Plan and this did address the issue of affordable housing. Councillor Bence provided some examples of the number of affordable homes that had been provided to residents in Arun. This set out a small example of how successfully the HRA account was moving forward.

Councillor Mrs Brown in agreeing about the affordability issue of housing in the District, reminded Members that this was Government consultation that was being responding to and she hoped that the Government would listen to the response provided.

The Council

RESOLVED

That the response to the questions raised through the “Planning for the Right Homes in the Right Places” consultation, subject to the amendments made, be submitted as the Council’s response before 9 November 2017.

Councillor Bower then alerted Members to a recommendation at Minute 18 (Follow-up to Clarify Position of the Council after the Decision of the Local Plan Sub-Committee on 6 December 2016). Councillor Bower formally proposed this recommendation which was seconded by Councillor Charles.

The Council

RESOLVED

That the decision taken by Full Council in January 2017 in respect of inviting planning applications on ‘deliverable’ Housing and Economic Land Availability Assessments (HELAA) sites will relate to applications submitted until the Local Plan is adopted.

Councillor Bower alerted Members to nine recommendations at Minute 19 (Recommendation from the West Sussex & Greater Brighton Strategic Planning Board) which he duly proposed. The recommendations were then seconded by Councillor Charles.

The Council

RESOLVED

That the following decision made by the West Sussex & Greater Brighton Strategic Planning Board be approved:-

1. The Board agrees to robustly and creatively explore options for meeting the unmet needs across the Board area, starting by leaving ‘no stone unturned’ within the respective administrative boundary for the period up to 2030 and for these options to inform Local Plan reviews
2. The Board agrees to prepare a Local Strategic Statement 3 covering the period 2030 to 2050 with an appropriate level of stakeholder participation to ensure that all those with an interest in LSS3 have an opportunity to engage in the development of the strategy

3. The Board agrees to commission work to provide an evidence base for the preparation of a Local Strategic Statement 3 which covers the following,

- A baseline of current growth proposals and an understanding of any shortfall in housing, employment and infrastructure provision;
- A common methodology for determining the 'no stone unturned' approach to identifying possible locations to meet any unmet need.
- The capacity of the Board area to absorb further growth in this period;
- The likely required level of growth between 2030 and 2050;
- The strategic options available to deliver additional growth;
- The investment necessary (in infrastructure) to ensure the successful delivery of appropriate growth.

4. The Board agrees to continue with the current governance arrangements and provide Leaders/Chairman and Chief Executives with a quarterly report.

5. The Board supports the appointment of an 'Advisor' to the Board from April 2018 for a three-year period subject to funding being agreed and for a constituent member to be the employing body.

6. The Board agrees to request each full member of the Board to contribute the sum of £15,000 per annum for three years to support the cost of employing the Board's Advisor and to fund the commissioning of technical work unless cost is met by the West Sussex Business Rate Pool.

7. The Board reviews the Terms of Reference to ensure that they remain fit for purpose having regard to the proposed changes.

8. Representative of the Board engage with representative of the Gatwick Diamond Strategic Planning Board to co-ordinate work programmes.

9. The Board agrees the responses to the recommendations to the report prepared by Catriona Riddell Associates as set out in background paper.

Councillor Bower then alerted Members to the last recommendation at Minute 20 (Local Plan Sub-Committee – Terms of Reference) which he duly proposed. The recommendation was then duly seconded by Councillor Charles.

The Council

RESOLVED

That the amended Terms of Reference for the Local Plan Sub-Committee, attached at Appendix 1 to the report, be agreed.

275. HOUSING & CUSTOMER SERVICES WORKING GROUP – 7 SEPTEMBER 2017

The Chairman, Councillor Hughes, presented the Minutes from the meeting of the Housing & Customer Services Working Group held on 7 September 2017.

276. ENVIRONMENT & LEISURE WORKING GROUP – 23 OCTOBER 2017

The Chairman, Councillor Hitchins, presented the Minutes from the meeting of the Environment & Leisure Working Group held on 23 October 2017, which had been circulated separately to the agenda.

Councillor Wells then made a Statement in accordance with Council Procedure Rule 11.2 in relation to Minute 19 (Events in Arun District) and stated that it had been unfortunate that two major events had been held in Bognor Regis over the same August Bank Holiday weekend. This had been flagged at the Bognor Regis Regeneration Sub-Committee meeting as this had caused logistical problems for both organisers. Councillor Wells asked if Officers could review the timing of these two events with the organisers and in terms of the support that the Marketing & Events Assistant provided to organisations. Councillor Wells confirmed that both organisers had been asked to submit event applications for the same dates for next year and so he again asked if Officers could revisit this matter.

Councillor Buckland then made a Statement in accordance with Council Procedure Rule 11.2 in relation to Minute 17 (Safer Arun Partnership (SAP) Annual Review – 2016/17). He portrayed his view that the report provided had been ‘beefed- up’ and that the Partnership was not working in the way he expected it to. Councillor Buckland specifically referred to the anti-social behaviour and drinking problems being experienced in the District’s Towns, especially Littlehampton, and that this was not being tackled adequately. The biggest concern was that traders were currently being expected to report and monitor all incidents which was taking them away from being able to run their own business. It was felt that this should be the responsibility of the Council, as the Licensing Authority, to monitor all incidents associated with street drinking and the antisocial behaviour that was often linked to it – the Council needed to take a hard stance. It was Councillor Buckland’s view that the Council must be able to do something to restrict the selling of alcohol to those already intoxicated.

Councillor Hitchins responded reminding Members that there was the need to obtain hard evidence first before any action by the Council could be taken.

Councillor Oppler also made a Statement in accordance with Council Procedure 11.2 by confirming his support to the comments that had been made by Councillor Wells. Both the events mentioned had grown and grown over the years and had become a firm feature in Bognor Regis’ events calendar. Having explained some of the problems encountered, Councillor Oppler asked the Council to support the organisers by letting them have access to West Park and he called for further liaison to take place between the Council and the event organisers to ensure both events would be a success again in 2018.

Councillor English then made a Statement in accordance with Council Procedure 11.1 in relation to Minute 20 (Arun’s Play Area Strategy 2018-2028) as he was fearful that this Strategy would ultimately lead to the removal of play areas in some areas of the District.

Councillor Hitchins responded to all of the issues outlined above. He agreed that all events should be monitored to avoid clashes and that Officers would look into this. He also referred to various voluntary groups in the Bognor Regis area such as the Lions and Rotary Club who were able to assist with events and were available to assist if approached. In relation to Councillor Buckland’s statement on Licensing issues, the Council needed to obtain hard evidence before any course of action could be taken. In relation to Councillor English’s comments on the Play Strategy, all Parish Councils had been consulted on the proposals.

(During the course of the debate on Minute 19 (Events in Arun District) Councillor Wells declared a Personal Interest as a Member of Bognor Regis Town Council).

(Councillor Oppler also declared Personal Interest in this Minute as a volunteer assisting with the Illuminations Gala).

277. MATTERS RELATING TO JOINT ARRANGEMENTS

There were no items for this meeting.

278. MOTIONS

The Chairman announced that a Motion had been received from Councillor Wells in accordance with Council Procedure 12.1.

Councillor Oppler then proposed the following Motion:

“Following increasing concerns from residents and businesses across the District, Arun District Council calls on the Sussex Police and Crime Commissioner to review its policing priorities and to urgently invest more human and financial resources in front-line policing”.

Councillor Wells in formally proposing his Motion stated that the last few years had seen a drastic reduction in policing across Sussex in general and the effect of this was that there had been a huge rise in crime rates within the community leading to community tensions in Bognor Regis and similar issues in Littlehampton. There had been a major reduction in community beat officers as the Sussex Police had had to introduce new models of policing due to the financial situation they now found themselves in. What was needed now was for the Council to send a strong message to the Sussex Police. Councillor Wells stated that this was a sad and difficult situation as he appreciated that the police, in terms of Officers on the beat, did a sterling job within the resources that they were given – but they were struggling. Due to cut backs there was a severe lack of presence of policing in the towns and so theft was on the rise. Incidents of shoplifting and anti-social behaviour were increasing and the crime figures for anti-social behaviour in the Marine and Hotham Ward had reached record levels with over 1,000 incidents of anti-social behaviour being recorded. Councillor Wells stated that police were now recording incidents differently which confirmed different results. The main issue which he felt that the Council needed to address was the lack of resources which meant there was a reduced level of staff and beat officers or PCSO's available to look into and address incidents of crime. Councillor Wells stated that he had heard from businesses in the District that they had had to hire in private security firms to undertake alternative methods of policing not provided by the Sussex Police. What needed to happen now was

for the Council to send a very clear message up to Central Government stating that enough was enough and that what communities needed was a good injection of resource to provide police to serve the public. Businesses and the public should not have to be dealing with drug dealers and shoplifters and attempting to split up anti-social behaviour. Councillor Wells completed his statement stating that there would always be incidents but the situation was now unacceptable.

Councillor Dr Walsh then seconded the Motion and explained why this Motion was so important. It had been drafted in response to the increasing frustrations being reported to Councillors from the public and local businesses that were becoming increasingly concerned at the levels of increasing anti-social behaviour in Bognor Regis, Littlehampton and Arundel too. The Sussex Police and Crime Commissioner had recently visited Littlehampton to meet with traders and the public who had expressed frustration at the lack of local police and over the loss of dedicated PCSOs. The point had been made that there were now Business Wardens in place to serve Town Centres but they did not have the powers of the police and their reporting of an incident did not trigger a police response. Questions had been raised by traders about what support they would get if they had to apprehend a shop-lifter, as they could not detain the suspect in question for any length of time. Councillor Dr Walsh reported that local businesses had been in contact with him and explained the problems that they encountered with ongoing vandalism problems in the evenings which had been continuing for weeks and months. Such businesses had invested in providing CCTV; their own security personnel and had informed the police of ongoing vandalism and anti-social behaviour events that had threatened the wellbeing of the security staff employed. The police had been contacted and informed of such disturbances and had attended the scene over two hours later. Councillor Dr Walsh stated that he whole heartedly supported the Police but they were not being given the tools to do their work. Petty crime was rising and alcohol related crime was increasing which was starting to effect trading in the District's Towns. Councillor Dr Walsh outlined that it was repetitive problems caused by serious drinkers and drunk dependent people in the Town that was of most concern to the public and local businesses.

The Chairman then invited Members to debate the Motion. The first to speak was the Leader of the Council, Councillor Mrs Brown, and she acknowledged that this Motion had been accepted as it related to District wide issues and so she agreed with all of the sentiments that had been expressed. Councillor Mrs Brown stated that in her mind there was only one person who needed to be in attendance to explain the transformational change in the policing programme and this was the Sussex Police and Crime Commissioner (PCC), Katy Bourne. Councillor Mrs Brown stated that as the PCC had not met with this Council since July 2014, and in view of the concerns that had

been expressed in the Motion, she had contacted the PCC and could confirm that she would attend the meeting of the Council's Overview Select Committee taking place on 23 January 2018 to answer the many concerns expressed. Councillor Mrs Brown confirmed that she therefore proposed to make an amendment, in accordance with Council Procedure Rule 14.6.1, to add the following words to the Motion [as set out below – the added words are shown in **bold**]:

Following increasing concerns from residents and businesses across the District, Arun District Council calls on the Sussex Police and Crime Commissioner to review its policing priorities and to urgently invest more human and financial resources in front line policing **“and to that end that these concerns be addressed and responded to by the Sussex Police and Crime Commissioner who will be present at the Overview Select Committee on 23 January 2018”**.

This amendment was seconded by Councillor Wensley.

Before inviting debate on this amendment, the Chairman asked Councillor Wells, as proposer of the Motion, and Councillor Dr Walsh, as seconder of the Motion, if they were able to accept the amendment put forward by Councillor Mrs Brown.

Both Councillors Wells and Dr Walsh confirmed that they were happy to accept the amendment and outlined that they were grateful to Councillor Mrs Brown for contacting the PCC so that this important issue could be addressed soon.

In view of this, the Chairman outlined that if Members were happy to support the Motion, as amended, and as the matter was being referred to the Overview Select Committee, she proposed not to discuss the matter further this evening.

Councillor Dingemans, as the Chairman of the Overview Select Committee, was allowed to speak. He stated that he very much supported the amended Motion and he urged Members to submit their questions to him in advance of the meeting. He also encouraged Members to attend the meeting to take part in the debate.

The Motion was then put to the vote and it was declared CARRIED and therefore the Council

Full Council – 08.11.17

RESOLVED

That following increasing concerns from residents and businesses across the District, Arun District Council calls on the Sussex Police and Crime Commissioner to review its policing priorities and to urgently invest more human and financial resources in front line policing and to that end that these concerns be addressed and responded to by the Sussex Police and Crime Commissioner who will be present at the Overview Select Committee on 23 January 2018.

279. QUESTIONS/STATEMENTS FROM MEMBERS PURSUANT TO COUNCIL PROCEDURE RULE 11.2

One question had been received from Councillor Buckland to the Leader of the Council, Councillor Mrs Brown, regarding Public Conveniences and the St Martin's Car Park, Littlehampton.

The full detail of the question asked and the response provided can be found at the back of these Minutes.

280. CALENDAR OF MEETINGS FOR 2018/2019

The Council received a report from the Group Head of Policy which proposed arrangements for the Calendar of Meetings for 2018/2019.

Following consideration, the Council

RESOLVED

That the Calendar of Meetings for 2018/2019 be approved.

281. COMMITTEE MEMBERSHIPS

The Leader of the Council, Councillor Mrs Brown, reported the following changes to Committee memberships:

- (1) Councillor Buckland to replace Councillor Charles on the Licensing Committee;
- (2) Councillor Oppler to replace Councillor Hitchins on the Overview Select Committee;
- (3) Councillor Smith to replace Councillor Oppler on the Local Plan Sub-Committee; and
- (4) Councillor Wells to replace Councillor Mrs Brown on the Staff Appeals Panel.

282. REPRESENTATION ON OUTSIDE BODIES

There were no changes to approve to representations on Outside Bodies.

(The meeting concluded at 8.47 pm)

COUNCIL MEETING – 13 SEPTEMBER 2017

**QUESTIONS FROM MEMBERS PURSUANT TO
COUNCIL PROCEDURE RULE 11.3**

Q1: Councillor Buckland to the Leader of the Council, Councillor Mrs Brown

Q1 With multiple thousands spent on consultations over previous years in relation to the development of the St Martins car park, which have never come to fruition and will they ever I ask? But prior to any successful consultation or application for development I need to draw your attention to the planning application LU/318/17/PL, changes to internal layout and access doors, public conveniences, St Martins car park. As much as I agree and support the idea that these public conveniences are very much overdue a refit, I do have to ask if this is the right time and are they the right ones to do, not knowing how many thousands we are going to spend on just a refit. I know and would agree with the argument that my suggestion would be more expansive overall, but would it not be more sensible to relocate the public conveniences to a more central location in the Town Centre, for example, “The Tap and Barrell” or even within the Tap and Barrells’ yard – by doing so we could have a better designed and supply of toilets for ladies and gentleman alike and better disabled facilities with proper DDA compliant changing tables and wheel-chair access with DDA compliant measurements for wheel chairs to get along-side the toilet and proper hand accessories to basins and toilets with which Littlehampton is screaming out for. By Moving the St Martins public conveniences it would, I believe, assist in the regeneration of the Town Centre and their usage but also make our Town Centre very much more disabled friendly unlike it is now. It would also allow for the demolition of the current conveniences and make way for more car parking.

A1 Councillor Buckland, thank you for your question.

Firstly, may I clarify that in accordance with our longstanding protocol on such matters I do not intend to talk specifically about the planning merits of the live planning application that you refer to. However, I will respond to the general points you make.

On the matter of redeveloping the St Martins Car Park, your last comment about potentially expanding the car parking highlights one of the challenges we face. Any development will naturally take up existing car park spaces and therefore to produce a scheme which is neutral in terms of its impact upon the number of car parking spaces requires the provision of some form of decking. This creates an additional cost. It has therefore been viability issues that have been the greatest challenge to delivering a workable scheme for this site. The Council retains the aspiration to facilitate a

Subject to approval at the next meeting

regeneration scheme on this site but for the moment that must wait until a viable scheme can be devised.

Turning to your point about the location of the public conveniences, firstly there is no guarantee that the land you refer, assuming it is in the Council's control would not be needed in any redevelopment scheme. Secondly, the cost of the improvements to the existing building is about £60,000, whereas a new build is likely to be between £200,000 and £300,000 provided connections to the utilities in the new location are straightforward.

Finally, on the issue of the public conveniences being DDA compliant, I can confirm that they will be, and a wheelchair accessible cubicle will still be provided. Whilst, there is always more that can be done I believe on the whole that the town centre is a disability friendly centre with a level car park close to the shops and banks.