



# Public Document Pack

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15 May 2024

## **COUNCIL MEETING**

To all Members of the Council

You are summoned to attend a meeting of the ARUN DISTRICT COUNCIL to be held on **Wednesday 15 May 2024 at 6.00 pm** in the **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** to transact the business set out below:

Karl Roberts/Philippa Dart  
Joint Interim Chief Executive

## **AGENDA - SUPPLEMENT**

3. MINUTES (Pages 1 - 16)

To approve as a correct record the Minutes of the Meeting of the Council held on 9 May 2024, which are now attached.

10. REVIEW OF ENTITLEMENT OF POLITICAL GROUPS - COUNCILLORS SEATS ON COMMITTEES - APPOINTMENTS TO COMMITTEES (Pages 17 - 22)

Following consultation with Group Leaders, the Council is asked to make appointments to its Service Committees, Regulatory Committees, the Standards Committee, and other Working Parties and Panels including the confirmation of the Chair and Vice-Chair where relevant.

The Appendix to this report setting out the Committee Memberships for 2024/25 is now attached.

11. REPRESENTATION ON OUTSIDE BODIES 2024-2025 (Pages 23 - 26)

In order to effectively represent the District of Arun, Councillors, need to be aware of matters which impact both Arun, as a District, as well as the organisation itself. There are a number of key external organisations with are independent of the Council to which the Council make appointments in order that it can create and maintain effective partnerships with those organisations and their members.

This report is set out in Appendix 1, which is now attached.

13. APPOINTMENT OF GROUP LEADERS (Pages 27 - 28)

To note the appointment of other Group Leaders, which is now attached.

# Public Document Pack Agenda Item 3

Subject to approval at the next Full Council meeting

613

**MINUTES  
OF A  
MEETING OF THE ARUN DISTRICT COUNCIL  
HELD IN THE ARUN CIVIC CENTRE  
ON 9 MAY 2024 AT 6.00 PM**

Present: Councillors Mrs Cooper (Chair), Walsh (Vice-Chair), Batley, Bence, Bicknell, Birch, Blanchard-Cooper, Mrs Bower, Bower, Brooks, Butcher, Cooper, Elkins, English, Goodheart, Gunner, Hamilton, Haywood, Huntley, Kelly, Lawrence, Lloyd, Long, Lury, May, McAuliffe, McDougall, Nash, Needs, O'Neill, Partridge, Penycate, Purser, Stanley, Tandy, Turner, Wallsgrove, Warr, Wiltshire, Woodman, Mrs Worne, Miss Worne and Yeates.

[Note: The following Councillors were absent from the meeting during consideration of the matters referred to the Minutes indicated – Councillors Miss Worne – Minute 796 to Minute 804 (Part), Councillor Haywood – Minute 804 to Minute 812, Councillor Gunner – Minute 804 [Absent for the vote]].

796. WELCOME

The Chair welcomed Councillors, representatives of the public, press and officers to the meeting.

797. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Ayling, Edwards, Greenway, Harty, Jones, Northeast, Oppler, Patel and Pendleton.

Apologies for Absence had also been received from the Council's Honorary Aldermen Mr Dingemans and Mr English.

798. DECLARATIONS OF INTEREST

The Declaration of Interest Sheet set out below confirms those Members who had made a declaration of their personal interest as a Member of a Town or Parish Councillor or a West Sussex County Councillor, as confirmed in their Register of Interest as these declarations could apply to any of the issues to be discussed at the meeting.

Full Council - 9.05.24

<b>Name</b>	<b>Town or Parish Council or West Sussex County Council [WSCC]</b>
Councillor Kenton Batley	Bognor Regis
Councillor Trevor Bence	Aldwick and WSCC
Councillor Paul Bicknell	Angmering
Councillor Billy Blanchard-Cooper	Littlehampton
Councillor Jim Brooks	Bognor Regis
Councillor Alan Butcher	Littlehampton
Councillor Andy Cooper	Rustington
Councillor Alison Cooper	Rustington and WSCC
Councillor Roger Elkins	Ferring and WSCC
Councillor Steve Goodheart	Bognor Regis
Councillor Keir Greenway	Bersted and WSCC
Councillor Thomas Harty	Felpham
Councillor Shirley Haywood	Middleton-on-Sea
Councillor David Huntley	Pagham
Councillor Lesley-Anne Lloyd	Rustington
Councillor Jill Long	Littlehampton
Councillor Martin Lury	Bersted
Councillor Stephen McAuliffe	Arundel
Councillor George O'Neill	Littlehampton
Councillor Roger Nash	Bognor Regis
Councillor Claire Needs	Bognor Regis
Councillor Mike Northeast	Littlehampton
Councillor Peggy Partridge	Rustington
Councillor Jacky Pendleton	Middleton-on-Sea and WSCC
Councillor Guy Purser	Aldwick
Councillor Matt Stanley	Bognor Regis
Councillor Freddie Tandy	Littlehampton
Councillor Sue Wallsgrove	Barnham and Eastergate
Councillor James Walsh	Littlehampton and WSCC
Councillor Jeanette Warr	Bognor Regis
Councillor Christine Wiltshire	Littlehampton
Councillor Bob Woodman	Littlehampton
Councillor Amanda Worne	Ford and Yapton
Councillor Amelia Worne	Littlehampton
Councillor Gillian Yeates	Bersted and Bognor Regis

There were no Declarations of Interest made.

799. PUBLIC QUESTION TIME

The Chair confirmed that three questions had been submitted for this meeting. The questions have been very briefly summarised below:

- 1) From Mr and Mrs Smith to the Chair of the Corporate Support Committee, Councillor Oppler regarding a formal Stage Two Complaint. In the absence of Councillor Oppler, Councillor Tandy as Vice-Chair of the Committee provided a response.
- 2) From Mr and Mrs Smith to the Chair of the Corporate Support Committee, Councillor Oppler regarding the policy in place for confirming vexatious complainants. In the absence of Councillor Oppler, Councillor Tandy, as Vice-Chair of the Committee provided a response.
- 3) From Mrs Godrey to the Chair of the Environment Committee, Councillor Wallsgrove regarding the installation of ticket machines at the free car park at Shrubbs Field in Middleton-on-Sea.

The Chair then drew Public Question to a close.

*(A schedule of the full questions asked, and the responses provided can be found on the Public Question Web page at: [Arun District Council](#))*

800. QUESTIONS FROM MEMBERS WITH PECUNIARY/PREJUDICIAL INTERESTS

The Chair confirmed that there were no questions for this meeting.

801. PETITIONS

The Chair confirmed that a petition had been received containing over 1,500 signatures asking the Council “Not to install ticket machines and/or parking restrictions in the Shrubbs Field Car Park in Middleton-on-Sea”.

An accompanying report had been provided by the Director of Growth and Joint Interim Chief Executive, as set out in the agenda pack at pages 1 to 32 which Members would consider in debating the petition.

In line with the Council’s Petitions Scheme, set out in the Council’s Constitution at Part 8 – Codes and Protocols, Section 4 – Petitions Scheme – Paragraph 5.0 – Full Council debates, the Chair firstly invited the Petition Organiser, Councillor Haywood, to present the petition.

Full Council - 9.05.24

Councillor Haywood then presented the petition. She referred to the following salient points. These were that Middleton-on-Sea and Elmer only had one car park which was centrally situated in the village with the access road to it being the main road through the village linking Middleton-on-Sea and Elmer. This was also the village's only bus route and was an exceptionally busy area of the village. The road to the car park narrowed considerably near to the entrance of the car park to one side and had the pedestrian crossing to the shops on the opposite side.

A major issue was the amount of illegal parking along this road and the Parish Council had attempted to stop this over the years by encouraging drivers to use the car park. The installation of ticket machines would deter those who might wish to use the shops and other facilities from using the car park. West Sussex County Council (WSCC) had expressed similar concerns in that the installation of the ticket machines would cause car parking to be displaced onto the surrounding roads, with a definite impact on the highway if installed. There were only two reasons for the installation and associated car parking limitations, one was the identification of abandoned vehicles, which was not a problem in Middleton-on-Sea as vehicles were easily and quickly identified by residents living in the surrounding flats. The other reason for the Council needing to obtain usage data was to enable it to better understand how its asset was performing. Councillor Haywood drew Members' attention to the numerous changes that had been suggested to appease residents and the Parish Council that these machines should be installed. Councillor Haywood stated that any data would be compromised because residents would be able to come and go throughout the day without the need to produce a new ticket. Additionally, the data would be compromised further by the fact that the medical centre and disabled drivers could park whenever they needed to and outside of the scheme. The scheme would be compromised yet again by 23 residents at Buckingham Court being offered parking outside of the scheme. The adjoining flats at Kingfisher and Nightingale Courts were also looking to join Buckingham Court in the same regard. The concern was would they be offered the same number of permits, resulting in more compromises, and what would happen at the end of the one year transitional period being offered. This would result in Shrubbs Field becoming an underused car park. Further concerns were expressed over the length of return time allowed under the restrictions, and why this could not be extended further to fit in and around shop opening hours and for carers working an evening shift. The collection of a ticket could also be actioned around an App that could be actioned around the beginning of the day allowing residents to come and go all day long without the need to collect a new ticket each time. These individual journeys would not be logged and how would the one hour return time be enforced.

It was confirmed that the Shrubbs Field car park was not just a council asset, it was a safe, well maintained and well used car park meeting the needs of shoppers and visitors whilst also providing support for local businesses. It was a community asset promoting a sustainable environment and created a positive parking experience. Why did the council need to change what worked perfectly well. In the past residents had willingly contributed to its maintenance through the Parish Council and they would reconsider this option if they felt that their council tax was being wasted on the installation of redundant ticket machines. The machines had been installed in the car

park prior to the petition being heard and had been continually opposed by residents and the Parish Council. Councillor Haywood urged Councillors to support the petition and not to install the ticket machines or parking restrictions which would have no impact on the broader car parking policies of the Council. She urged Councillors to listen to the 1,670 voices that had signed the petition.

Having thanked Councillor Haywood for her presentation, the Chair then invited the Chair of the Environment Committee, Councillor Wallsgrove, to make a response to the Petition.

Councillor Wallsgrove stated that rather than inviting Full Council to consider the petition, it should be considered first by the Environment Committee, however she asked Members to debate the petition now. Councillor Wallsgrove referred to the detailed Officer report accompanying the petition which set out the facts, some of which she referred to. Firstly, she reminded Members that Councillor Haywood had attended the meeting of the Environment Committee held on 21 November 2023 and had spoken during the debate on whether to introduce parking restrictions at Shrubbs Field. This meant that in considering the item, the Committee had heard all arguments presented, whether these were for or against the proposals. The Committee having listened to the debate had concluded that it was appropriate to introduce the restrictions. Secondly, the purpose of the restrictions was to allow the council to control the use of the car park and to address any abuses that occurred. This could not be undertaken without the introduction of the restrictions. What was proposed for Shrubbs Field was not unique, as there were examples of car parks elsewhere along the Sussex Coast where these introductions had been implemented and Councillor Wallsgrove provided some examples.

In considering the proposal, Members had a responsibility to consider the wider picture and to determine what was best for the district. This had happened at the meeting of the Environment Committee and there was no logical reason to not stick with the original decision made. Members were also reminded of the various measures introduced to mitigate any impacts locally in introducing the changes, the report had explained these fully. Councillor Wallsgrove also raised another concern that many opposing the restrictions had made, which was that their concerns related to car parking charges being introduced. Councillor Wallsgrove confirmed that this was not a proposal for the Council to consider and that the debate of any charging considerations would be a matter for the Environment Committee.

In concluding, Councillor Wallsgrove invited Members to support the original decision made by the Environment Committee but that in recognising the strength of feeling confirmed by the petition, it should take steps through the Environment Committee to confirm that it would not introduce charging for the remainder of the political cycle, until May 2027. Councillor Wallsgrove therefore proposed "that the petition be noted, and that Full Council agrees to recommend to the Environment Committee that, at the next review of parking charges across the district, that the Committee not consider introducing charges for the Shrubbs Field car park for the remainder of the political cycle ie until May 2027".

Full Council - 9.05.24

Councillor Stanley then proposed this motion.

The Chair then invited debate on the petition.

Debate commenced with Councillors confirming their concerns that the introduction of the ticket machines might result in car parking charges eventually being introduced at Shrubbs Field. If this was not intended, then the ticket machines should be removed. Was their introduction the best way of gathering the data that the Council needed to review.

Other Councillors confirmed that they were against the proposal to refer the petition back to the Environment Committee as that Committee had already made its decision. There were almost 1,700 residents who had signed the petition and so had confirmed that they wanted Full Council to consider it.

Varying other views were expressed. Some Councillors confirmed that they were mindful of the points raised but accepted that any data gathered needed to be robust and should be used to inform future decisions, especially on a matter that was this controversial and would provide a wealth of information on what to base recommendations on for the future.

Concerns were expressed over a lack of consultation with West Sussex Highways in terms of the impacts on highways in the vicinity and as the ticket machines had been installed retrospectively and in advance of consultation with WSCC. It was felt that the local impact would be immense and so based on this, there were Councillors that supported the petition. The concern was that the installation of the ticket machines would encourage illegal parking elsewhere and would discourage users from parking in Shrubbs Field.

A tribute was paid to Councillor Haywood in recognition of her tireless campaign. This was because it was an accepted fact that illegal and dangerous parking was a major problem in Middleton-on-Sea and was of great concern to its residents. Introducing restrictions in Shrubbs Field would have a huge impact on the road and immediate area outside of the car park. As already highlighted, the late consultation with WSCC was of equal concern. Due to an objection having been received from WSCC, the ticket machines although installed were not operational. This petition was seen as the Council's chance to listen to the public and nearly 2,000 objections. On this basis, it was felt that the matter needed to be concluded now at Full Council and should not be referred to the Environment Committee, and that the Council should support what the petition was asking for.



In continuing the debate, other Councillors responded to the concerns raised over consultation and especially with WSCC. The report at Paragraph 5 [Consultation] set out and confirmed that consultation had taken place ahead of the Environment Committee held on 21 November 2023. The report confirmed that the required consultation had taken place with WSCC prior to November 2023, with no objections having been raised. In view of this, many Councillors supported the motion and that the matter be referred to the Environment Committee to confirm that at the next review of parking charges, it be considered to confirm that charges for Shrubbs Field would not be pursued for the remainder of this political cycle.

Councillor Stanley, as seconder to the motion, reminded Members that the report accompanying the petition had clearly explained the rationale behind and the need to install the ticket machines. They had been installed following a resolution made by the Environment Committee. This was to provide essential usage data and would ensure effective and efficient enforcement and to deter anti-social behaviour concerns, such as abandoned vehicles, which were concerns that had been raised by members of the public and residents during the consultation period. The Council was identifying that the petition had been considered and the concerns listened to by making a recommendation to the Environment Committee to not introduce charging at Shrubbs Field for the rest of the political cycle of the council.

Councillor Wallsgrove, as the proposer of the motion, confirmed that the petition needed to be debated now with the Council supporting the decision made by the Environment Committee. She then outlined the cost to the council in removing abandoned vehicles confirming that so far in 2024, four abandoned vehicles had been removed at a cost of £3,000 to the Council.

Before proceeding to the vote, the Chair outlined that the petition had asked the Council to not install ticket machines or parking restrictions. The wording of the motion did not respond to this request as it only addressed the applying of car parking restrictions.

On putting the motion to the vote, it was declared CARRIED.

The Council

#### RESOLVED

That the petition be noted, and that Full Council agrees to recommend to the Environment Committee that, at the next review of parking charges across the district, that the Committee not consider introducing charges for the Shrubbs Field car park for the remainder of the political cycle ie until May 2027”.

The Chair outlined that it would now be necessary to debate the issue of the installation of the ticket machines and restrictions.

Full Council - 9.05.24

Following advice from the Group Head of Law & Governance and Monitoring Officer, it was confirmed that following the motion just passed, the debate was ongoing as Members had not addressed the petition asking the Council not to install the ticket machines/parking restrictions. It was confirmed that a vote on this aspect of the petition and whether this should be accepted; or rejected; or referred elsewhere should take place.

Following further discussion, Councillor Walsh confirmed that he wished to propose “that the Council support the Environment Committee decision”. This was seconded by Councillor Nash.

As this new proposal caused considerable confusion amongst Councillors, the Chair explained that a decision had been made by the Environment Committee in November 2023, and the petition received was asking the Council to reconsider that decision. The motion just passed, addressed concerns raised about car parking charges being introduced. It had not addressed the issue of installing ticket machines or introducing car parking restrictions. If Members were wanting to agree with what the petition was requesting, they would need to vote against the motion just proposed by Councillor Walsh and seconded by Councillor Nash.

The Director of Growth and Joint Interim Chief Executive drew Members’ attention to the words contained within the motion just passed, as displayed at the meeting. This confirmed that the petition had been noted by the Council with the issue of ticket machines and parking restrictions being addressed as the Council had agreed to note the petition.

Following further debate and questions, the Chair, having taken advice, confirmed that as the Motion passed had noted the petition, Councillor Walsh had confirmed that he would be withdrawing his proposal. This meant that any Councillor who had voted against the motion carried, had voted in support of the petition.

The Chair applauded Councillor Haywood for her work on the petition.

*(During the course of the debate on this item, Councillor Bence declared a Personal Interest as a Member of West Sussex County Council).*

## 802. MINUTES

The minutes from the Meeting of the Council held on 13 March 2024 were approved by the Council as a correct record subject to Councillor Purser’s apologies being recorded and would be signed by the Chair at the end of the meeting.

803. CHAIR'S ANNOUNCEMENTS

The Chair confirmed that she had attended the following events:

- 27 March 2024, the Vice-Chair had attended the Bognor Regis Annual Town Meeting and celebration of awards;
- 10 April 2024, she had represented the Council at the funeral of Mr Keith Croft [Mr Wick] who had passed away in April;
- 16 April 2024 attended Warmere Court Nursing Home's long service awards in Yapton;
- 21 April 2024, the Arundel and Littlehampton District's St George's Day Service in Arundel with the theme of thanks being towards the RNLI;
- This week, the Chair had formally opened the Rustington Changing Places Facility, which would be the first of many across the district; and then Arundel's changing places facility.

804. URGENT MATTERS - LOCAL GOVERNMENT ACT 1972, SECTION 85(1) - APPROVAL OF ABSENCE

The Chair confirmed that there was one urgent item for the meeting to consider which had been circulated to Members and published to the Full Council web page earlier in the afternoon.

The Chair invited the Group Head of Law & Governance and Monitoring Officer to present the report. It was explained that the report sought Council approval to grant a leave of absence to Councillor Thomas Harty if he might not be able to attend next week's Annual Meeting of the Council.

Councillors were reminded that under Section 85(1) of the Local Government Act 1972, if a Councillor did not attend any relevant meeting for a period of six consecutive months, they automatically ceased to be a member of the Council, unless before the expiry date of that period, the authority had approved the reason for that absence.

The Council was being asked to approve a reason for the non-attendance of Councillor Tom Harty and that if Councillor Harty was not able to attend the Annual Meeting of the Council on 15 May 2024, approval be given to the absence for reason of ill-health of a family member for a period until and including 6 November 2024. The report had been submitted as an urgent item as it was not known at this time if Councillor Harty would be able to attend the meeting next week.

Councillor Stanley formally proposed the recommendation which was then seconded by Councillor Nash.

In discussing the report, the Council's support and best wishes were extended to Councillor Harty during this difficult time.

Full Council - 9.05.24

In considering this item, Councillor Turner confirmed that he wished to propose a slight amendment as he saw potential problems with the date for the Full Council meeting in November 2024. He proposed that the date of 6 November 2024, be changed to 26 September 2024 and in formally proposing this amendment he confirmed that this was being actioned with deep compassion but hoped that the Council would see this to be reasonable.

The amendment was seconded by Councillor Gunner.

Following short debate, Councillor Goodheart as Leader of the Arun Independent Group, thanked the Council for showing its sympathy and understanding.

On the amendment being put to the vote it was declared LOST.

The Chair then returned to the substantive recommendation and the Council,

RESOLVED

That in the event that Councillor Tom Harty is unable to attend a meeting of the authority before the Full Council meeting on 15 May 2024, approval is given to the absence for reason of ill-health of a family member for a period until and including 6 November 2024.

#### 805. APPOINTMENT TO THE POST OF CHIEF EXECUTIVE OFFICER

Before inviting the Leader of the Council, Councillor Stanley, to present the report, the Chair drew Members' attention to the supplement that had been emailed on 8 May 2024 providing two Exempt papers, which had been circulated to the meeting. The Exempt item provided an information paper about the candidate and the recommendations of the Chief Executive Recruitment and Selection Panel meeting held on 23 April 2024. Members were reminded that should there be the need to discuss or refer to these papers, it would be necessary to move into Exempt business.

Councillor Stanley then presented a report from the Group Head of Organisational Excellence which reminded Members that at Full Council in January 2024, the Council had resolved to proceed with external recruitment for a permanent Chief Executive. The Chief Executive's Recruitment and Selection Panel had delegated responsibility for this confidential process, which had been explained fully at Section 4 of the report. The appointment of the Chief Executive was a decision of Full Council based on a recommendation from the CEO Recruitment and Selection Panel.

Councillor Stanley reassured Members that the process undertaken had been robust and had included several stages including consultation with members of the Recruitment and Selection Panel at each of those stages. This was longlisting, shortlisting and a formal interview with the Panel on 23 April 2024.

The Chief Executive's Recruitment and Selection Panel then met formally on 23 April 2024 and made recommendations at 2.1 (i) and (ii) that Full Council confirms the appointment of their preferred candidate and that they are also appointed as the Council's Returning Officer and Electoral Registration Officer with effect from the start date of their employment with Arun District Council.

Due to the need to complete the final confidential stages of the recruitment process and be mindful of the candidate's current employer, members had received the minutes of the Recruitment and Selection Panel, along with a career summary for the preferred candidate, circulated to them as exempt items in advance of the meeting.

Councillor Stanley outlined that the candidate had a wide range of skills and experience working across a range of different councils and services and had worked in no overall control and committee environments. They had demonstrated energy, drive and integrity and an understanding of the issues that faced the Council. Councillor Stanley therefore formally proposed that the Council support the recommendations set out in 2.1 (i) and (ii) of the report. Councillor Birch then seconded the recommendations.

Finally, Councillor Stanley wished to have formally placed on record the Council's thanks to the Joint Interim Chief Executives, Karl Roberts and Philippa Dart for their sterling work over the past year.

The Council

RESOLVED – That

(1) It confirms the appointment of the preferred candidate as recommended by the Chief Executive's Recruitment and Selection Panel and set out in the Exempt appendices circulated separately to the agenda and at the meeting; and

(2) Appoints the Chief Executive's Recruitment and Selection Panel's preferred candidate as the Council's Returning Officer and Electoral Registration Officer with effect from the start date of their employment with Arun District Council.

Having confirmed the result of the vote, the Chair confirmed that the successful candidate was Dawn Hudd who was currently the Strategy Director of Place at Guildford and Waverley Council.

#### 806. CALENDAR OF MEETINGS - 2024/2025

The Group Head of Law & Governance and Monitoring Officer re-presented the Calendar of Meetings for 2024-2025 to Members for approval following the concerns raised at the last meeting of the Council held on 13 March 2024.

Full Council - 9.05.24

Councillor Nash formally proposed that the calendar of meetings for 2024/25 as represented to the Council be approved and this was seconded by Councillor Stanley.

The Council

RESOLVED – That

(1) In accordance with Council Procedure Rule 3.1 in the Council's Constitution, the Calendar of Meetings for 2024-25 be approved, as represented confirming:

- The dates for the Corporate Support Committee remain as 6 February and 25 March 2025;
- Licensing Sub-Committee is changed from 8 July to 12 July 2024;
- Full Council is changed from 7 to 6 November 2024; and
- Planning Committee is changed from 23 April to 8 May 2025.

807. CONSTITUTION WORKING PARTY - 15 APRIL 2024

The Chair, Councillor Yeates, presented recommendations following the meeting of the Constitution Working Party held on 15 April 2024.

Councillor Yeates referred Members to recommendations at Minute 20 [Sundry Debtors – Debt Management Write-Off Policy, Reporting Debt Write Offs and Delegation Limits] which she formally proposed. In the absence of the Vice-Chair of the Constitution Working Party, Councillor Jones, Councillor Butcher then seconded the recommendations.

The Council

REOLVED – That

(1) The Debt Management and Write-Off Policy be submitted to the Corporate Support Committee for future adoption as set out in Paragraph 4.3.1;

(2) The proposed changes to the delegation levels outlined in paragraph 4.3.2 to 4.3.4 and 4.3.6 be approved;

(3) The proposed changes to the constitution to transfer the responsibility of approving writing off of irrecoverable council tax and business rates debts over the limits set out in paragraphs 4.3.5 and 4.3.7 transfer from the Housing and Wellbeing Committee to the Corporate Support Committee; and

- (4) Delegated authority be given to the Corporate Support Committee to review and reset write off delegation levels in respect of irrecoverable sundry debts, council tax and business rate debts if and when required.

808. CORPORATE SUPPORT COMMITTEE - 30 APRIL 2024

*(Prior to the commencement of this item, Councillor Elkins confirmed that he would not take part in the voting of this item as he was a Member of the West Sussex Pensions Board).*

In the absence of the Chair of the Corporate Support Committee, Councillor Oppler, the Vice-Chair, Councillor Tandy presented the minutes from the meeting of the Corporate Support Committee held on 30 April 2024, which had been circulated separately to the agenda.

Councillor Tandy drew Members' attention to the first set of recommendations at Minute 792 [Electoral Review] which he formally proposed. The recommendation was then seconded by Councillor O'Neill.

The Council

RESOLVED – That

That the Local Government Boundary Commission for England be invited to by the Council to carry out a review; and:

- (a) The number of Councillors needed within Arun District, but with a specific focus on reducing members; and
- (b) The warding arrangements within the Arun District.

Councillor Tandy then alerted Members to the next recommendations at Minute 793 [Pensions Discretion Policy] which he formally proposed. The recommendations were then seconded by Councillor O'Neill.

The Council

RESOLVED – That

- (1) The updated policy on pensions discretions as shown as appendix A, be approved and formally updated; and
- (2) Delegated Authority be given to the Group Head of Organisational Excellence to make necessary changes to the pension discretions resulting from changes to employment legislation or Council policy.

Full Council - 9.05.24

809. MOTIONS

The Chair confirmed that no Motions had been submitted for this meeting.

810. QUESTIONS FROM MEMBERS

The Chair referred Councillors to the Questions from Members that had been submitted in line with Council Procedure Rule 14.3 and the schedule of questions that had been circulated to the meeting. This confirmed that eight questions had been received. All the questions had been submitted by Councillor Gunner.

The Chair invited Councillor Gunner to read out his questions which would be responded to by the appropriate Committee Chair. It was explained that the schedule of questions would be updated to include the responses provided, supplementary questions and responses and would be uploaded to the Council's web page within ten working days of the meeting, in line with the Council's Constitution.

The questions have been summarised below:

**Question (1) To the Chair of the Planning Committee – Councillor Hamilton** regarding “the price of democracy”.

**Question (2) to the Chair of the Planning Committee – Councillor Hamilton** regarding the number of approved applications since becoming Chair of the Planning Committee.

**Question (3) to the Chair of the Economy Committee – Councillor Nash** regarding the scrapping of community wardens.

**Question (4) to the Chair of the Economy Committee – Councillor Nash** regarding last year's Council Budget and increases in rent.

**Question (5) – to the Chair of the Economy Committee – Councillor Nash** regarding the Labour Election manifesto of last year.

**Question (6) to the Chair of the Policy & Finance Committee – Councillor Stanley** – regarding promises made to reduce council tax.

**Question (7) to the Chair of the Policy & Finance Committee – Councillor Stanley** regarding car parking charges.

**Question (8) - To the Chair of the Policy and Finance Committee:** It seems as if so many Liberal Democrat promises, along with Labour and Independent ones, have been completely broken – why do you think that's happened?

811. COMMITTEE MEMBERSHIPS

The Chair confirmed that there were no changes to Committee memberships to report to this meeting.



Subject to approval at the next Full Council meeting

627

Full Council - 9.05.24

812. REPRESENTATION ON OUTSIDE BODIES

The Chair confirmed that there were no changes to representations on Outside Bodies to report to this meeting.

(The meeting concluded at 7.54 pm)

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**ARUN DISTRICT COUNCIL  
APPOINTMENTS TO COMMITTEES FOR 2024/25**

<b>POLICY AND FINANCE COMMITTEE</b>	<b>CORPORATE SUPPORT</b>	<b>PLANNING POLICY</b>	<b>HOUSING AND WELLBEING</b>
<p><i>(Leader of the Council)</i> (Chair) LURY</p> <p><i>(Deputy Leader of the Council)</i> (Vice-Chair) NASH</p> <p>BIRCH BROOKS STANLEY 4 Cons Vacancies</p>	<p>OPPLER (Chair) TANDY (Vice-Chair)</p> <p>BROOKS JONES LAWRENCE O'NEILL WARR 4 Cons Vacancies</p>	<p>YEATES (Chair) LURY (Vice-Chair)</p> <p>GOODHEART HUNTLEY LONG MCAULIFFE TANDY 4 Cons Vacancies</p>	<p>BIRCH (Chair) BUTCHER (Vice-Chair)</p> <p>BATLEY BUTCHER HAYWOOD LONG WILTSHIRE YEATES 3 Cons Vacancies</p>

**ARUN DISTRICT COUNCIL  
APPOINTMENTS TO COMMITTEES FOR 2024/25**

<b>ENVIRONMENT</b>	<b>ECONOMY</b>	<b>AUDIT &amp; GOVERNANCE COMMITTEE</b>	<b>STAFF CONSULTATION PANEL</b>
<p>WALLSGROVE (Chair) MRS WORNE (Vice-Chair)</p> <p>BLANCHARD-COOPER HUNTLEY MAY WARR WILTSHIRE 4 Cons Vacancies</p>	<p>NASH (Chair) WOODMAN (Vice-Chair)</p> <p>LAWRENCE NORTHEAST OPPLER PENYCATE STANLEY 4 Cons Vacancies</p>	<p>STANLEY (Chair) O'NEILL (Vice-Chair)</p> <p>GOODHEART HAYWOOD JONES MAY OPPLER WALLSGROVE 3 Cons Vacancies</p>	<p><i>(Chair of Corporate Support Committee)</i> OPPLER</p> <p><i>(Vice-Chair Corporate Support Committee)</i> TANDY</p> <p><i>Chief Executive</i></p> <p><i>UNISON Branch Executive Members x 2</i></p>

**ARUN DISTRICT COUNCIL  
APPOINTMENTS TO COMMITTEES FOR 2024/25**

<b>PLANNING COMMITTEE</b>	<b>LICENSING COMMITTEE</b>	<b>HOUSING APPEALS PANEL</b>
<p>McDOUGALL (Chair) WALLSGROVE (Vice-Chair)</p> <p>BLANCHARD-COOPER HAMILTON LURY NORTHEAST WOODMAN 4 Cons Vacancies</p> <p><b>Named Substitute Members</b></p> <p>HAYWOOD PENYCATE O'NEILL MRS WORNE 3 Cons Vacancies</p>	<p>BLANCHARD-COOPER(Chair) HAYWOOD (Vice-Chair)</p> <p>GOODHEART McAULIFFE McDOUGALL NEEDS MRS WORNE 4 Cons Vacancies</p>	<p>BLANCHARD-COOPER (Chair)</p> <p>LONG McDOUGALL WALLSGROVE 3 Cons Vacancies 1 Independent Vacancy</p>

**ARUN DISTRICT COUNCIL  
APPOINTMENTS TO COMMITTEES FOR 2024/25**

Page 20

<b>STAFF APPEALS PANEL</b>	<b>CHIEF EXECUTIVE'S REMUNERATION COMMITTEE</b>	<b>STATUTORY OFFICERS' INVESTIGATORY AND DISCIPLINARY COMMITTEE</b>	<b>CHIEF EXECUTIVE'S APPRAISAL PANEL</b>
<p>BLANCHARD-COOPER (Chair)</p> <p>O'NEILL LONG WALLSGROVE 1 Independent Vacancy 3 Cons Vacancies</p>	<p>NORTHEAST (Chair) LURY (Vice-Chair)</p> <p>McAULIFFE 2 Cons Vacancies</p>	<p>TANDY (Chair) STANLEY (Vice-Chair)</p> <p>WALLSGROVE 2 Cons Vacancies</p>	<p><i>(Leader of the Council)</i> LURY</p> <p><i>(Deputy Leader of the Council)</i> NASH</p> <p><i>(Opposition Group Member)</i> TBC</p>

**ARUN DISTRICT COUNCIL  
APPOINTMENTS TO COMMITTEES FOR 2024/25**

<b>CHIEF EXECUTIVE'S RECRUITMENT AND SELECTION PANEL</b>	<b>CONSTITUTION WORKING PARTY</b>	<b>STANDARDS COMMITTEE</b>	<b>STANDARDS COMMITTEE ASSESSMENT PANEL</b>	<b>DISPENSATION PANEL</b>
<p>LURY (Chair) BIRCH (Vice-Chair)</p> <p>GUNNER NASH PENDLETON</p>	<p>YEATES (Chair) JONES (Vice-Chair)</p> <p>BUTCHER HAYWOOD PENYCATE 3 Cons Vacancies</p>	<p>HUNTLEY (Chair) MAY (Vice-Chair)</p> <p>AYLING BATLEY GOODHEART WOODMAN MISS WORNE 4 Cons Vacancies</p> <p><b>Persons:</b> JOHN THOMPSON SANDRA PRAIL JOHN COOKE</p>	<p>3 Members drawn from the Standards Committee, plus 1 Independent Person [as and when needed]</p>	<p>3 Members drawn from the Standards Committee [confirmed as and when needed]</p>

**ARUN DISTRICT COUNCIL  
APPOINTMENTS TO COMMITTEES FOR 2024/25**

**STAFF SAFETY  
PANEL**

*(Chair of Policy & Finance)*  
LURY

*(One other Councillor from the  
Majority Group)*

O'NEILL



## REPRESENTATION ON OUTSIDE BODIES – 2024-25

NO	BODY	CURRENT REP	TERM OF OFFICE	RELEVANT COMMITTEE	RELEVANT LEAD OFFICER
1	Littlehampton Harbour Board	Cllr Bicknell, Haywood and Walsh. Roger Spencer [already appointed – 17 March 2021]	4 year until 31 March 2025	Environment	Karl Roberts
1a	Littlehampton Harbour Board – Advisory Group	Butcher	19 May 21 – to May 2025	Environment	Karl Roberts
3	West Sussex Mediation Service	May	1 yr – to Sept 2025	Housing & Wellbeing	Mo Hussein
4	Court of the University of Sussex	Penycate	1 yr–to 31 July 2025	Policy & Finance	Chief Executive
5	Action in Rural Sussex	Nash	1 yr - to Oct 2025	Economy	Denise Vine
6	South-East Employers	Oppler and Warr (sub) Nash (sub) Lawrence	1 yr - to July 2025	Corporate Support	Jackie Follis
7	Tourism South East Sussex	Stanley	1 yr - to May 2025	Economy	Denise Vine
9	South Downs National Park Authority	McAuliffe	4 yrs – May 2019 to May 2024	Planning Policy	Neil Crowther
10	Conservation Area Advisory Committee	Yeates and Lury (sub) Huntley (sub) McAuliffe	1 yr - to May 2025	Planning Policy	Neil Crowther
11	Keystone Centre Management Committee	Northeast	1 yr - to May 2025	Housing & Wellbeing	Philippa Dart
12	St Mary's Community Centre, Felpham – Management Committee	Stainton	1 yr - to May 2025	Corporate Support	Antony Baden
13	Bognor Regis Regeneration Board and Bognor Regis Regeneration Steering Group	Stanley	1 yr - to May 2025	Economy	Denise Vine
14	Arun Wellbeing and Health Partnership	Birch and May	1 yr - to May 2025	Housing & Wellbeing	Philippa Dart
15	West Sussex Health and Adult Social Care Committee	Long	1 yr – to May 2025	Housing & Wellbeing	Philippa Dart

## REPRESENTATION ON OUTSIDE BODIES – 2024-25

16	LGA's Coastal Issues Special Interest Group – [Appointment made by the LGA]	Wiltshire	1yr to Sep 2025	Environment	Nat Slade
18	Coastal West Sussex Partnership Board (Formerly Coastal West Sussex Area Investment Framework Board)	Lury Sub - Nash	1 yr - to May 2025	Economy	Denise Vine
20	Police and Crime Panel	Birch Sub - Butcher	1 yr – to May 2025	Housing & Wellbeing	Philippa Dart
21	Rural West Sussex Partnership	Nash	1 yr – May 2025	Economy	Denise Vine
22	Safer Arun Partnership	Butcher Sub Cooper [Alison]	1 yr to May 2025	Housing & Wellbeing	Philippa Dart
23	Coastal West Sussex and Greater Brighton Strategic Planning Board	Yeates	1 yr to May 2025	Planning Policy	Karl Roberts
24	Coast to Capital Strategic Joint Committee	Leader of the Council Sub: Deputy Leader	1 yr to May 2025	Policy & Finance	Denise Vine
26	West Sussex Fire & Rescue Services Inter Authority Fire & Rescue Liaison Group	Yeates	t.b.c.	Housing & Wellbeing	Philippa Dart
28	Arun Hub Partnership Board [formally known as Integrated Prevention and Earliest Help (IPEH) Board]	Birch	1 year to May 2025	Residential and Wellbeing Services	Philippa Dart
30	Greater Brighton Economic Board	Leader of the Council – Sub: Deputy Leader –	1 year to May 2025	Policy & Finance	Denise Vine
31	Inter Authority Air Quality Group	Worne [Amanda]	1 year to May 2025	Environment	Nat Slade
32	South East Coastal Group Monitoring Meeting	This is an Officer Group to which the Councillor appointed is invited to attend once per year  Wallsgrove	1 year to May 2025	Environment	Nat Slade
33	A27 Arundel Improvements Consultation Group <b>NOTE: This group was disbanded and reformed at Council on 17 March 2021</b>	Leader of the Council plus 3 other Cllrs – Birch McAuliffe Wallsgrove	March 2021 to TBC	Policy & Finance – as a major partnership function	Jackie Follis

## REPRESENTATION ON OUTSIDE BODIES – 2024-25

34	Angmering Advisory Group	All Ward Members – Bicknell Cooper [Andy] - Chair Worne [Amelia]	1 year to May 2024	Planning Policy	Neil Crowther
35	North Littlehampton Advisory Group	May Northeast [Chair] Tandy	1 year to May 2024	Planning Policy	Neil Crowther
36	Yapton, Ford & Clymping Advisory Group	All Ward Members Jones - Chair Worne [Amanda]	1 year to May 2024	Planning Policy	Neil Crowther
37	Barnham, Eastergate and Westergate Advisory Group (BEWAG)	All Ward Members Ayling Lawrence Wallsgrove - Chair	1 year to May 2024	Planning Policy	Neil Crowther
38	Aldwick West & Pagham Advisory Group	Hamilton [Chair] Huntley Needs Purser	1 year to May 2024	Planning Policy	Neil Crowther
39	West Bersted Advisory Group	All Ward Members Greenway Lury Yeates - Chair	1 year to May 2024	Planning Policy	Neil Crowther
40	Civil Military Engagement Events Group and Military Champion for Arun District Council [through WSCC]	Turner	1 year to May 2024	Housing & Wellbeing	Philippa Dart
41	WSCC – Joint Climate Board	Wiltshire	1 year to May 2024	Policy & Finance	Philippa Dart
42	Arun Integrated Prevention & Earliest Help [IPEH] Hub Partnership Advisory Board	Birch	1 year to May 2024	Housing & Wellbeing	Joy Bradbury Ball
43	Parking and Traffic Regulations Outside London Adjudication Joint Committee	Warr	1 year to May 2024	Environment	Nat Slade/Lisa Emmens
44	Arun UK Shared Prosperity Fund – Partnership Group	Leader of the Council Deputy Leader of the Council	1 year to May 2024	Policy & Finance	
45	Bathing Water Quality Steering Group	Brooks Amanda Worne	1 year to May 2024	Environment	Joe Russell-Wells
46	East Arun Health Services Advisory Committee	Northeast Sub- Walsh	1 year to May 2025	Housing & Wellbeing	Philippa Dart

## REPRESENTATION ON OUTSIDE BODIES – 2024-25

47	Southern Water Local Authority Stakeholder Group	Wallsgrove	1 Year to May 2025	Environment	Karl Roberts
48	Voluntary Action Arun and Chichester	Yeates	1 year to May 2025	Housing & Wellbeing	Philippa Dart
49	Littlehampton Town Centre Action Group	Woodman [Vice-Chair of Economy] Wiltshire [River Ward Member]	1 year to May 2025	Economy	Karl Roberts
49	Sussex Bay	Wallsgrove	1 year to May 2025	Environment	Karl Roberts

## ARUN DISTRICT COUNCIL

### ANNUAL COUNCIL MEETING – 9 MAY 2024

#### APPOINTMENT OF GROUP LEADERS AND DEPUTY LEADERS – 2024-25

The Council is

**RECOMMENDED – To note the appointment of the other Group Leaders and their Deputies as follows:**

- (1) Leader of the Liberal Democrat Group – Councillor Martin Lury  
Deputy Leader of the Liberal Democrat Group – Councillor Matt Stanley
- (2) Leader of the Opposition and Conservative Group – To be reported verbally at the meeting  
Deputy Leader of the Opposition and Conservative Group - to be reported verbally at the meeting.
- (3) Leader of the Labour Group – Councillor Mike Northeast  
Deputy Leader of the Labour Group – Councillor Roger Nash
- (4) Leader of the Green Group – Councillor Sue Wallsgrove  
Deputy Leader of the Green Group – Councillor Stephen McAuliffe
- (5) Leader of the Independent Group – Councillor David Huntley  
Deputy Leader of the Independent Group – Councillor Jim Brooks
- (6) Leader of the Arun Independent Group – Councillor Steve Goodheart  
Deputy Leader of the Arun Independent Group – Councillor Thomas Harty

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