

This meeting will be live streamed – please use this link to access the Full Council web page to watch the meeting - [Arun District Council](#)

Tel: (01903 737500)
Fax: (01903) 730442
DX: 57406 Littlehampton
Minicom: 01903 732765

e-mail: committees@arun.gov.uk

30 April 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 **Thursday 9 May 2024 at 6.00 pm** in **The Council Chamber at The Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** to transact the business set out below:



Karl Roberts/Philippa Dart
Interim Joint Chief Executives

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email Committees@arun.gov.uk by **5.15 pm** on **Wednesday, 1 May 2024** in line with current Council Meeting Procedure Rules.

For further information on the items to be discussed, or about attending the meeting or how to find the webcast link, please contact Committees@arun.gov.uk

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda, and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and Officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial interest
- c) the nature of the interest
- d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question Time

3. PUBLIC QUESTION TIME

To receive questions from the public (for a period of up to 15 minutes)

4. QUESTIONS FROM MEMBERS WITH PECUNIARY/PREJUDICIAL INTERESTS

To receive questions from Members with pecuniary/prejudicial interests (for a period of up to 15 minutes)

5. PETITIONS (Pages 1 - 32)

To consider any petitions received from the public.

A Petition has been submitted asking the Council to not install ticket machines and/or parking restrictions in the Shrubbs Field car park in Middleton-on-Sea.

As the Petition contains over 1,500 signatures it requires a debate by Full Council.

The procedure in place in the Council's Constitution for such debates confirms:

- The petition organiser will be given 5 minutes (maximum) to present the petition at the meeting.
- The relevant Committee Chair will be given 5 minutes (maximum) for a right of reply.
- Following the presentation of the Petition, Members are invited to debate the Petition for thirty minutes with each Councillor being allowed to speak for a maximum of 3 minutes.

Attached is a report from the Director of Growth and Joint Interim Chief Executive for the Council to consider in holding this debate.

6. MINUTES (Pages 33 - 48)

To approve as a correct record the Minutes of the Meeting of the Council held on 13 March 2024, which are attached.

7. CHAIR'S ANNOUNCEMENTS

To receive such announcements as the Chair may desire to lay before the Council.

8. URGENT MATTERS

To deal with business not otherwise specified in the Council summons which, in the opinion of the Chairman of the Council (in consultation with the Chief Executive), is business of such urgency as to require immediate attention by the Council.

OFFICER REPORTS

9. APPOINTMENT TO THE POST OF CHIEF EXECUTIVE OFFICER (Pages 49 - 52)

The report informs members of the process followed by the Chief Executive's Recruitment and Selection Panel for the selection of a permanent Chief Executive and Head of Paid Service and recommends that Full Council confirms the appointment of the Panel's preferred candidate and appoints them as the Council's Returning Officer and its Electoral Registration Officer.

10. CALENDAR OF MEETINGS - 2024/2025 (Pages 53 - 56)

At the last meeting of Full Council, Members received the Calendar of Meetings for 2024/25 for approval.

In debating the calendar, a few concerns were raised regarding some of the dates proposed relating to the Environment and Corporate Support Committees. Subsequently, the dates for two meetings of the Environment Committee were changed from 12 to 19 September 2024 and 27 March to 2 April 2025. Two date changes were requested for the Corporate Support Committee from 6 February to 22 January 2025 and moving 25 March 2024 to a date later in April 2025.

The difficulties in moving these dates were summarised at the meeting and Officers were tasked to consider the requests made and re-present the meetings calendar to the next meeting of Full Council. The updated calendar is attached with changes highlighted.

Council is asked to approve that:

- (1) the dates for the Corporate Support Committee remain as 6 February and 25 March 2025.
- (2) three further changes as set out below are also approved:
 - 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

RECOMMENDATIONS FROM SERVICE COMMITTEES, REGULATORY AND STANDARDS COMMITTEES AND FROM WORKING PARTIES

11. CONSTITUTION WORKING PARTY - 15 APRIL 2024 (Pages 57 - 66)

The Chair of the Constitution Working Party, Councillor Yeates, will present recommendations from the meeting of the Constitution Working Party held on 15 April 2024.

The minutes from the meeting are attached. The recommendations for the Council to consider can be found at Minute 20 [Sundry Debtors – Debt Management and Write-Off Policy, Reporting Debt Write Offs and Delegation Limits]. The Officer's report is also attached.

12. CORPORATE SUPPORT COMMITTEE - 30 APRIL 2024

The Chair of the Corporate Support Committee, Councillor Oppler, will present recommendations from the meeting of the Corporate Support Committee held on 30 April 2024.

The minutes from this meeting confirming recommendations for Council to consider will be circulated separately to this agenda.

13. MOTIONS

To consider any Motions submitted in accordance with Council Procedure 15.

14. QUESTIONS FROM MEMBERS

To consider general questions from Members in accordance with Council Procedure Rule 14.3.

15. COMMITTEE MEMBERSHIPS

Any changes to Committee Memberships that need noting by the Council will be reported at the meeting.

16. REPRESENTATION ON OUTSIDE BODIES

The Council is asked to approve any changes to its representation on Outside Bodies.

Note : If Members have any detailed questions, they are reminded that they need to inform the Chair and relevant Director in advance of the meeting.

Note : Filming, Photography and Recording at Council Meetings – The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link [PART 8 - CP - Section 5 Filming Photographic Protocol.pdf \(arun.gov.uk\)](#).