



Members are reminded to bring their Agendas from the Cabinet Meetings held on 7 October 2019 with them to the meeting.
NOTE: This meeting will be webcast live

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30 October 2019

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 13 November 2019 at 6.30 pm** in the **Council Chamber, at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** to transact the business set out below:

Nigel Lynn
Chief Executive

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**

To consider any petitions received from the public.

6. **Minutes** (Pages 1 - 14)

Since the Minutes of the Council meeting held on 18 September 2019 were agreed as a correct record at the Special Meeting of the Council held on 10 October 2019, a clerical error has been identified in Minute 221 [Motions] and the resolution on Motion 3 [Membership of the Development Control Committee]. The amended Motion carried by the Council was for the number of Members that can also be Cabinet Members to be increased from 2 to 4. The decision is not reflected in Resolution (1). Therefore, the Council is asked to agree that the final sentence of Resolution (1) at Minute 221 should read “ and increase this figure from 2 to 4” so this will read:

Having voted on the amendment, it was declared CARRIED.

The Council

RESOLVED – That

(1) the following section of the Council's Constitution – Part 3 – Responsibility for Functions – Paragraph 4.2 – Development Control Committee be changed in terms of its stipulation that no more than 2 Members can also be Cabinet Members and increase this figure from 2 to 4”; and

(2) this will enable Cabinet Member Substitutes to replace a relevant Group Member on the Development Control Committee should they not be able to attend. It will also ensure that this vitally important Committee has full representation at each meeting, which will help deliver the best possible service to the community of Arun District.

To approve as a correct record the Minutes of the Special Council Meeting held on 10 October 2019, which are attached.

7. **Chairman's Announcements**

To receive such announcements as the Chairman 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.

REPORTS FROM CABINET, OVERVIEW SELECT, REGULATORY AND STANDARDS COMMITTEES, AND FROM WORKING PARTIES AND WORKING GROUPS

9. **Housing & Customer Services Working Group - 19 September 2019** (Pages 15 - 20)

The Chairman, Councillor Bennett, will present the Minutes from the meeting of the Housing & Customer Services Working Group held on 19 September 2019. There is a recommendation at:

- Minute 8 [Work Programme – 2019/20] – to view the Work Programme, please click on this link: [Work Programme](#)

10. **Licensing Committee - 20 September 2019** (Pages 21 - 22)

The Chairman, Councillor B Blanchard-Cooper, will present the Minutes from the meeting of the Licensing Committee held on 20 September 2019. There are two recommendations at:

- Minute 230 [Statement of Licensing Policy] – to view the Officer's report and Appendices, please click on this link - [Report](#) and [Appendix](#)

11. **Cabinet - 7 October 2019** (Pages 23 - 34)

The Chairman, Councillor Dr Walsh, will present the Minutes from the meeting of Cabinet held on 7 October 2019. There are no recommendations.

12. **Development Control Committee - 9 October 2019** (Pages 35 - 46)

The Chairman, Councillor Bennett, will present the Minutes from the Development Control Committee held on 9 October 2019. There are no recommendations.

13. **Planning Policy Sub-Committee - 15 October 2019** (Pages 47 - 54)

The Chairman, Councillor Mrs Yeates, will present the Minutes from the meeting of the Planning Policy Sub-Committee held on 15 October 2019. There are recommendations at:

- Minute 12 [Planning Policy and Climate Change Emergency] – to view the Officer's report – please click on this link – [Report and Appendix](#)
- Minute 13 [Provision of Accommodation Suitable for Older People and People with Disabilities] – to view the Officer's report – please click on this link – [Report](#)

- Minute 16 – [Housing Delivery Test – Action Plan] – to view the Officer's report and Appendix, please click on this link - [Report](#) and [Appendix](#)

14. Electoral Review Sub-Committee - 16 October 2019 (Pages 55 - 56)

The Vice-Chairman, Councillor Jones, will present the Minutes from the meeting of the Electoral Review Sub-Committee held on 16 October 2019. There are three recommendations at:

- Minute 8 [Review of Polling District, Polling Places and Polling Stations] – to view the Officer's report and three Appendices, please click on these links: [Report](#) and [Appendix 1](#); [Appendix 2](#); and [Appendix 3](#)

15. Governance Working Party - 21 October 2019 (Pages 57 - 62)

The Chairman, Councillor Oppler, will present the Minutes from the meeting of the Governance Working Party held on 21 October 2019. There are no recommendations.

16. Overview Select Committee - 22 October 2019 (Pages 63 - 68)

The Chairman, Councillor Coster, will present the Minutes from the meeting of the Overview Select Committee held on 22 October 2019. There are no recommendations.

17. Bognor Regis Regeneration Sub-Committee - 28 October 2019

The Chairman, Councillor Stanley, will present the Minutes from the meeting of the Bognor Regis Regeneration Sub-Committee held on 28 October 2019.

The Minutes from this meeting will be circulated separately and any recommendations will be reported to the meeting.

18. Motions

To consider any Motions submitted in accordance with Council Procedure Rule 14.

19. Questions from Members

To consider general questions from Members in accordance with Council Procedure Rule 13.3.

OFFICER REPORTS

20. Strategic Council Targets for the Period 2019/2023 (Pages 69 - 80)

Following the May 2019 elections, the formation of a new Council and a new administration, this report requests agreement for the Council's main strategic targets to try to achieve between 2019 and 2023.

21. **Code of Conduct for Employees** (Pages 81 - 98)

A revised Code of Conduct was approved at the formal Unison/Employer Consultation meeting on 25 September 2019. The Code of Conduct needs formal approval by Full Council before it can be adopted.

22. **Committee Memberships**

The following changes to Committee Memberships need to be noted by the Council as set out below:

- (1) Councillor Bennett has replaced Councillor Dr Walsh on the Governance Working Party;
- (2) Councillor Mrs Erskine has replaced Councillor Stanley on the Governance Working Party;
- (3) Councillors Mrs Gregory has replaced Councillor Purchase as the Chairman of the Chief Executive (CEO) Remuneration Committee;
- (4) Councillor Miss Needs has filled the Liberal Democrat vacancy on the Overview Select Committee;
- (5) Councillor Mrs Worne has filled the Liberal Democrat vacancy on the Standards Committee;
- (6) Councillor Oppler has filled the Liberal Democrat vacancy on the Development Control Site Inspection Panel; and
- (7) Councillors B Blanchard-Cooper, Lury and Tilbrook have filled the three Liberal Democrat vacancies on the Housing Appeals Panel.

23. **Representation on Outside Bodies**

The Council is asked to approve any changes to its representation on Outside Bodies. Any changes can be reported verbally to the meeting by the Leader of the Council.

The Council is also asked to note the report back itemised below in respect of the Council's membership of Greater Brighton Economic Board:

(1) Membership of Greater Brighton Economic Board

On 15 October 2019, it was confirmed that Arun District Council would formally join the Greater Brighton Economic Board. Arun joins six other local authorities, two universities, Gatwick Airport and the South Downs National Park as part of a powerful partnership aimed at increasing investment in the region, bringing in funding for major projects and helping to create jobs and prosperity.

- Members are reminded that if they have detailed questions, would they please inform the relevant Cabinet Member/Chairman and/or Director in advance of the meeting in accordance with the Council Procedure Rules
- Copies of the reports on the recommendations from the Cabinet Meetings have been previously circulated to Members and Members are asked to bring their copies with them to the meeting. Further copies are available from the Committee Manager.
- Copies of the reports on the recommendations from the other Committees are provided via an e-link, where appropriate.
- 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 – [Filming Policy](#)