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NOTE: This meeting will be a virtual meeting and will be webcast live

3 November 2020

COUNCIL MEETING

To all Members of the Council

You are summoned to attend a virtual meeting of the ARUN DISTRICT COUNCIL to be held on **Wednesday 11 November 2020** at **6.00 pm** to transact the business set out below:

A handwritten signature in black ink, appearing to read "N. V. Lynn".

Nigel Lynn
Chief Executive

PLEASE NOTE: *This meeting will be a 'virtual meeting' and any member of the press and public may listen-in and view the proceedings via a weblink which will be publicised on the Council website at least 24 hours before the meeting.*

Different meeting arrangements are in place for the period running from 4 April 2020 to 7 May 2021 from the provisions of the Coronavirus Act 2020 and the meeting regulations 2020, to allow formal 'virtual meetings'.

This Council's revised Rules of Procedures for 'virtual meetings' can be found by clicking on this link: <https://www.arun.gov.uk/constitution>

Any members of the public wishing to address the Full Council meeting during Public Question Time, will need to email Committees@arun.gov.uk by 5.15 pm on Thursday, 5 November 2020 on line with current Cabinet Procedure Rules. It will be at the Chief Executive's/Chairman's discretion if any questions received after this deadline are considered.

For further information on the items to be discussed, 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**

To consider any petitions received from the public.

6. **Minutes** (Pages 1 - 24)

To approve as a correct record the Minutes of the Meeting of the Council held on 16 September 2020, which are *attached*.

7. **Chairman's Announcements**

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

In view of the size of this agenda, the Chairman has confirmed that if it is necessary she will adjourn the meeting at a set time if there are still many items that have not been considered in line with Council Procedure Rule 15 [Motions without Notice] (i) to adjourn a meeting. All remaining items will be considered at a further Full Council meeting to be held on 18 November 2020 at 6.00 pm.

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.

9. **Motions**

The following Motions have been received in accordance with Council Procedure Rule 14.1 and 14.2, the details of which are set out below:

Motion 1

This is from the Independent Group.

Proposer – Councillor Dixon
Seconder – Councillor Coster

BOGNOR REGIS REGENERATION

This Council NOTES that:

Phase 1

a) Place St Maur refurbishment has been agreed and is awaiting only confirmation of external funding

b)Sunken Gardens proposals are being brought to Cabinet on 16 November 2020

It further RESOLVES THAT

Phase 2 will aim to

2(a) Deliver a hotel

2(b) Deliver a permanent multi-purpose entertainment centre

Site for 2(a): South east corner of the Regis Centre site (includes the old Fire Station)

Opportunity: Hotel (preferably with bar and restaurant)

Objective: Use the land in order to drive economic regeneration in the centre of Bognor Regis. Both the execution of the project and upon completion, will create employment in the area, create a destination for tourists and residents alike, and drive footfall both into the town centre and the seafront.

Potential Funding: Capital borrowing and/or joint project

Indicative Timescale: Proposals and operational models to be worked up and delivered to Cabinet for approval by February 2021.

Site for 2(b): Sunken Gardens children's play area – town centre site adjacent to Hothampton car park and Sunken Gardens

Opportunity: Permanent multi-purpose entertainment centre

Objective: Create a permanent multi-purpose indoor entertainment centre –complementary to, and not competing with, the Alexandra Theatre.

Potential Funding: Capital borrowing, capital receipts, revenue receipts, possible additional match funding from government or grants, potential for sponsorship.

Indicative Timescale:

- Commission design work and financial modelling immediately.
- Public Consultation – by close of 2021
- Commence build – target March 2023

This Council also notes that:

Phase 3

Other sites: Longer term opportunity, to be informed by the recently agreed process for gathering ideas.

Opportunity: Regeneration

Motion 2

This Motion is from the Conservative Group:

Proposer – Councillor Gunner

Seconder – Councillor Dendle

Motion of No Confidence

- A. That under Part 5, Section 1, Paragraph 15 (m) of the Constitution the procedure for voting in respect of the vote of no confidence set out in Part B of this motion shall be by Secret Ballot, and not subject to the right to seek a recorded vote, that is, each Member present shall record their vote confidentially for, against or abstaining.
- B. That this Council has no confidence in the current administration and calls for their immediate resignation.
- C. That this Council henceforth appoints Councillor Shaun Gunner as Leader of the Council to form a new unity administration.

Motion 3

This is from the Conservative Group.

Proposer – Councillor Edwards

Seconder – Councillor Mrs Pendleton

Many businesses, emergency services and local authorities have recognised the Hidden Disabilities Sunflower and I would like Arun District Council to embrace this too. Anyone with a hidden disability which does not have physical signs, including learning disabilities, lung conditions and chronic illnesses can opt to

wear a Hidden Disability Sunflower to show they may require additional help, understanding or extra time to carry out an action. This symbol allows us to give them the help and understanding they may need in their day-to-day lives. I am asking the Council to support the following commitments:

- To officially recognise the Hidden Disabilities Sunflower
- To officially promote what it stands for and its importance in breaking stigma
- To help promote Hidden Disabilities Sunflower to local businesses and encourage them to formally look at recognising it
- To promote that the Council offices are Hidden Disability friendly and promote the Sunflower on its buildings so people can identify the Council as Hidden Disability friendly
- To actively promote and encourage local Town and Parish Councils and West Sussex County Council to recognise the scheme

I bring this Motion to the Council as someone who has been aware of the Sunflower Lanyard since its inception. I worked at Gatwick Airport when it was developed and had some input into the scheme as a manager within Passenger Security. Dealing with people who presented as difficult, nervous, and aggressive was a common occurrence. It was only when we dealt with the situation and discovered that the person had a hidden disability that the reason for their behaviour became apparent. So, in 2016, the Hidden Disabilities Sunflower was designed and launched when London Gatwick Airport asked, "How can we identify that one of our passengers may have a non-obvious disability?". Led by Sara Marchant, a team created a simple sunflower design on a green background for a lanyard - a subtle but visible sign to enable airport staff to identify that the wearer (or someone with them) may require some extra help, time, or assistance when moving through the airport.

Wearing the Hidden Disabilities Sunflower discreetly indicates to people around the wearer including staff, colleagues, and health professionals that they need additional support, help or a little more time. Since its launch in 2016, it has now been adopted globally by major airports and venues and in the UK, by many supermarkets, railway and coach stations, leisure facilities, the NHS, a number of police, fire and ambulance services, and an increasing number of small and large businesses and organisations. Hidden disabilities can make people's lives particularly challenging, painful, or isolating. By wearing a sunflower lanyard, badge, or wristband someone is indicating they have a hidden disability and may find certain situations difficult or stressful, causing them to act differently.

Covid-19 has created a range of extra difficulties for people with hidden disabilities such as the wearing of face coverings in many public places. This can create complex issues for people with hidden disabilities and they may encounter stigma for not wearing a face covering despite being exempt under Government guidance.

The success of the Hidden Disabilities Sunflower and the positive response it has received has increased awareness of challenges adults and children with hidden disabilities can face. Hidden Disabilities Sunflower wearers now benefit more widely from help being offered to make their daily living a little easier.

Motion 4

This is a cross-party Motion.

Proposer – Councillor Bower [Conservative]

Seconder – Councillor Northeast [Labour]

Council agrees to amend the wording of the Council's Constitution at Part 6, Section 2, Scrutiny Rule 13.4 as follows with immediate effect:

13.4. If a request for a call-in is received by the Group Head of Policy within the period between the publication of the decision and the effective date, he/she shall call-in the decision for scrutiny by the Committee. For it to be valid, the request must be:

- in writing and identify the lead Member of the call-in,
- specify the relevant decision which is to be the subject of the call-in,
- satisfy at least one of the criteria set out in paragraph 13.8, and
- be supported by any five Members of the Council who do not have related pecuniary interests with regards to the subject of the call-in
- That the group submitting the call in request comprises EITHER members from more than one political group as defined by Section 8 of The Local Government (Committees and Political Groups) Regulations 1990 OR individual members from one or more political groups as defined along with independent members who are not part of any political party or group.

Motion 5

This Motion is from the Liberal Democrat Group.

Proposer – Councillor Blanchard-Cooper

Seconder – Councillor Purchase

Littlehampton Seafront

This Council hereby instructs officers to investigate the costs and potential delivery timescales associated with delivering the “2017 Littlehampton Regeneration – Seafront” and further instructs officers to prepare a report to Cabinet, outlining potential timescales for delivery and funding options.

Motion 6

This Motion is from the Liberal Democrat Group.

Proposer – Councillor Blanchard-Cooper

Secunder – Councillor Purchase

Regeneration and Tourism Offer

The Council instructs Officers to meet with relevant stakeholders and user groups of the Windmill Entertainment Centre to ascertain their requirements and key points for delivery of live theatre and cinema within the Littlehampton area. This information is then to be used as part of a public consultation for future changes to delivery of this service within the Town, including offering options of three potential sites for the future of the facility, one of which should be the current Windmill site and the Council will endeavour to maintain this provision for the interim period. Officers are to include funding options including grants or other ways we may be able to generate the funds required.

OFFICER REPORTS

10. Disciplinary Procedure (Pages 25 - 42)

A revised Disciplinary Procedure was approved at the Formal Unison/Employer Consultation Meeting on 23 September 2020. This procedure needs formal approval by Full Council before it can be adopted.

11. Calendar of Meetings for 2021/22 (Pages 43 - 50)

In accordance with Council Procedure Rule 3.0, the Council needs to agree a programme of dates for Council Meetings prior to the commencement of the new municipal year. This report therefore proposes the arrangements for the Calendar of Meetings for 2021/2022.

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

12. Constitution Working Party - 12 October 2020 (Pages 51 - 268)

The Chairman, Councillor Mrs Yeates, will present the Minutes from the meeting of the Constitution Working Party held on 12 October 2020. There are series of recommendations at:

- Minute 19 [Proposed Constitutional Changes – Update of Standing Orders Relating to Financial Procedures] – the relevant background papers are attached to the minutes.
- Minute 20 [Proposed Constitutional Update of Standing Orders Relating to Financial Procedures [- the relevant background papers are attached to the minutes
- Minute 22 [Draft Constitution – Parts 6, 7, 8 and 9] – the relevant background papers are attached to the minutes

- Minute 23 [Part 2 – Articles of the Constitution – Joint Area Committees] – the relevant background papers are attached to the minutes
- Minute 25 [Changes to Public Question time [for the Remainder of this Municipal Year] – the relevant background papers are attached to the minutes at Appendices 10 and 11
- Minute 26 [Limit on the Length of Council Meetings – Guillotine] – the relevant background papers are attached to the minutes as Appendices 8 and 9.

13. **Development Control Committee - 2 September 2020** (Pages 269 - 274)

The Chairman, Councillor Bennett, will present the Minutes from the meeting of the Development Control Committee held on 2 September 2020. There are no recommendations.

14. **Environment & Leisure Working Group - 3 September 2020** (Pages 275 - 278)

The Chairman, Councillor Mrs Warr, will present the Minutes from the meeting of the Environment & Leisure Working Group held on 3 September 2020. There is one recommendation at:

- Minute 27 [Work Programme – 2019/20] – to view the Work Programme – please click on this link - [Work Programme](#)

15. **Cabinet - 21 September 2020** (Pages 279 - 314)

The Chairman, Councillor Dr Walsh, will present the Minutes from the meeting of Cabinet held on 21 September 2020. There are a series of recommendations at:

- Minute 211 – [Financial Support to Leisure Operating Contract] – to view the Officer’s report please click on this link - [Report](#)
- Minute 214 [Options to Progress Webcast Improvement Project] – to view the Officer’s report please click on this link – [Report](#)

16. **Planning Policy Sub-Committee - 22 September 2020** (Pages 315 - 318)

The Chairman, Councillor Mrs Yeates, will present the Minutes from the meeting of the Planning Policy Sub-Committee held on 22 September 2020. There are recommendations at:

- Minute 14 [Arun District Council Infrastructure Funding Statement (IFS) 2019/20 – to view the Officer’s report, please click on this link – [Report](#)

17. **Standards Committee - 24 September 2020** (Pages 319 - 322)

The Chairman, Councillor Edwards, will present the Minutes from the meeting of the Standards Committee held on 24 September 2020. There are no recommendations.

18. **Development Control Committee - 30 September 2020** (Pages 323 - 330)

The Chairman, Councillor Bennett, will present the Minutes from the meeting of the Development Control Committee held on 30 September 2020. There are no recommendations.

19. **Overview Select Committee - 6 October 2020** (Pages 331 - 340)

The Chairman, Councillor Northeast, will present the Minutes from the meeting of the Overview Select Committee held on 6 October 2020. There are no recommendations.

20. **Littlehampton Regeneration Sub-Committee - 7 October 2020** (Pages 341 - 346)

The Chairman, Councillor Miss Seex, will present the Minutes from the meeting of the Littlehampton Regeneration Sub-Committee held on 7 October 2020. There are no recommendations.

21. **Cabinet - 19 October 2020** (Pages 347 - 376)

The Chairman, Councillor Dr Walsh, will present the Minutes from the meeting of Cabinet held on 19 October 2020. There is a recommendation at:

- Minute 257 – [Engineering Services Annual Review] – to view the Officer’s report and Appendices, please click on this link – [Report](#) and [Appendix 1](#) and [Appendix 2](#)
- Minute 260 -[Supplementary Estimate for the Procurement and Award of a New Housing Management IT System] – to view the Officer’s report, please click on this link - [Report](#)

22. **Bognor Regis Regeneration Sub-Committee - 21 October 2020** (Pages 377 - 382)

The Chairman, Councillor Stanley, will present the Minutes from the Bognor Regis Regeneration Sub-Committee held on 21 October 2020. There are no recommendations.

23. **Questions from Members**

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

24. **Committee Memberships**

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

25. **Representation on Outside Bodies**

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

- 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 Cabinet and 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](#)