



Committee Work Programme

UNLESS OTHERWISE SHOWN MEETINGS WILL BE HELD AT THE ARUN CIVIC CENTRE

Maltravers Road

Littlehampton

West Sussex

BN17 5LF

www.arun.gov.uk

Published 9 February 2023

For further detailed information regarding specific issues to be considered by the Committees, please contact the named officer for the item concerned.

The Council has chosen to publish a Committee Work Programme setting out matters which are anticipated to come before the Council and/or a Committee during the next 12 months. The programme will detail the decisions in the period listed, although not all decisions can be included because in some cases the need for a decision is not known at the time of publication. However, an updated version of the Programme will be published on a monthly basis. The exception being those issues which are dealt with under the urgency provisions.

For each decision included in the Committee Work Programme the following information is provided:

- ✓ The committee or body that is to make the decision and the date of the meeting
- ✓ The title of the report and decision to be considered
- ✓ A list of other appropriate documents
- ✓ The name and telephone number of the contact officer to whom any representations should be sent for each item

Meetings of the Council and Committees are open to the public (with the exception of discussion regarding reports which contain exempt/confidential information). Copies of agenda and reports for meetings are available on the website in advance of meetings. For further details on the time of meetings and general information about the Programme please contact Committees Services Team at Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex, BN17 5LF or telephone 01903 737611 or send an email to committees@arun.gov.uk.

How to make representations

Details on how to make representations at Committee meetings can be found on the Participating in Council meetings web page.

Background papers

A list of background papers is contained on the report for each item above.

Anticipated Decisions for February 2023

Economy Committee 2 Feb 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Application for funding to the Brownfield Land Fund in relation to the Bognor Regis Arcade	For Committee to consider the merits of applying for a grant from the BLF in support of a potential development.		Neil Taylor, Regeneration Officer Neil.Taylor@arun.gov.uk	Chief Executive

Economy Committee 2 Feb 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Tourism Hospitality & Visitor Economy Study	1.1. A Tourism Hospitality & Visitor Economy Study has been prepared with the objective of providing a review of the provision of tourism infrastructure across the Arun District planning area alongside an assessment of future demand. The study also identifies how the		Denise Vine, Group Head of Business & Economy denise.vine@arun.gov.uk	Director of Growth (Karl Roberts)

sector might grow, together with the spatial implications of this growth, to support emerging planning policy in the new Local Plan.

1.2. Whilst this study was originally commissioned for planning purposes, and it has already been endorsed by the Planning Policy Committee, its outputs are far-reaching and directly impact on the work of the Economy Team.

1.3. This committee report provides a summary of the study and identifies the recommendations that are relevant to the economy team. It also advises members of the next steps for the implementation of those recommendations, and asks for these to be supported.

Economy Committee 2 Feb 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Committee Revenue and Capital Budgets 2023/24 - Economy Committee	<p>The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2023/24 revenue budget, which will be submitted to the Policy and Finance Committee on 9 February 2023. The Policy and Finance Committee will consider the overall revenue budget for 2023/24 so that it can make recommendations to a Special Meeting of the Council on 1 March 2023 on the budget to be set and level of Council Tax for the District for 2023/24. In addition, Committees must consider and recommend their draft capital budget for inclusion in the overall capital programme,</p>		<p>Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk</p>	<p>Chief Executive</p>

	<p>which will be submitted to the Policy and Finance Committee on 9 February 2023. The Policy and Finance Committee will consider the overall capital programme to make a recommendation to a Special Meeting of the Council on 1 March 2023 on the overall capital programme to be set for 2023/24</p>			
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Economy Committee 2 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Disposal of London Road Car and Lorry Park, Bognor Regis.	<p>This report sets out the revised expressions of interest / offers received for the above Council site following the second and final round of bidding taking forward the options agreed by the Economy Committee on 29 March 2022. Further authority is sought to proceed with</p>	<p>Disposal of London Road Car and Lorry Park, Bognor Regis.</p> <ul style="list-style-type: none"> • Update report to Economic Committee October 2021. • Decision of Economy Committee 29 March 2022. 	<p>Nat Slade, Group Head of Technical Services nat.slade@arun.gov.uk</p>	<p>Director of Growth (Karl Roberts)</p>

	the disposal of this site in accordance with the recommendations of this report.			
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Planning Committee 8 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Planning Committee - Performance Report Quarter 3			Neil Crowther, Group Head of Planning & CPO neil.crowther@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Committee 8 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Fitzalan Link Road Acoustic Barrier	This report follows on from previous reports to Planning Committee in May 2021, December 2021 and May 2022. The outcome of these reports was that the Committee stated a preference to secure the reduction in height of the acoustic barrier to 2.5m. The Committee had resolved to seek expert		Neil Crowther, Group Head of Planning & CPO neil.crowther@arun.gov.uk	Director of Growth (Karl Roberts)

advice (to be reported back to Committee) on the likely costs associated with this. A brief for this work was prepared and issued but no fee proposals were received.

During this time, further discussions have taken place with West Sussex County Council as they have extensive experience of the project and many of the issues associated with the potential reduction in height of the barrier. From these discussions, it is clear that the overall costs and potential compensations costs would be significant and would be likely to far exceed £2mil. The Committee will consider whether the exposure to this level of costs is something that the Council should pursue or not.

Policy and Finance Committee 9 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Presentation /Update - Regeneration of the Regis Centre, Bognor Regis [Exempt]	The council's Regeneration Consultant will provide the Committee with a verbal update on how this regeneration project is progressing.		Neil Taylor, Regeneration Officer Neil.Taylor@arun.gov.uk	Chief Executive

Policy and Finance Committee 9 Feb 2023				
Full Council 15 Mar 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Anti-Slavery Pledge	The Committee is requested to endorse and approve the Arun District Council Anti-Slavery Pledge and to recommend to Full Council that the Pledge is adopted.		Georgina Bouette, Community Safety Manager, Jane Fulton, Committee Services Manager georgina.bouette@arun.gov.uk, jane.fulton@arun.gov.uk Tel: 01903 737611	Director of Environment & Communities (Philippa Dart) Director of Environment & Communities (Philippa Dart)

Policy and Finance Committee 9 Feb 2023				
Full Council 1 Mar 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
The Council's Revenue and Capital Budget 2023/24			Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive Chief Executive

Policy and Finance Committee 9 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Committee Revenue and Capital Budget 2023/24			Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

Policy and Finance Committee 9 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Palmer Road Sports Hub Project, Angmering	The report provides detail on the scope of the project to be undertaken at Palmer Road and seeks approval for the project proposal and to progress the project by entering into a funding		Joe Russell-Wells, Group Head of Environment & Climate Change joe.russell-wells@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

	agreement with the Football Foundation through the procurement of consultants. The report also seeks approval to procure professional services to support the delivery of the project and for the drawdown and expenditure of section 106 funding received and allocated to the project.			
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Policy and Finance Committee 9 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Budget Monitoring Report - Quarter 3			Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

Planning Policy Committee 21 Feb 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Housing Market Absorption Report	A report has been commissioned and prepared to consider whether there is evidence of housing market absorption in Arun District in order to determine whether it might be reasonable to make a case for a future Local Plan to set a reduced housing target on the basis that there is sufficient evidence to demonstrate that the market will never deliver at the higher required rates. A member briefing will take place on 6 February prior to the Committee.		Neil Crowther, Group Head of Planning & CPO neil.crowther@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 21 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Changes to the National Planning Policy Framework (NPPF) consultation and Levelling Up & Regeneration Bill Amendments	A consultation is taking place on these matters and the proposed response of the Council will be presented to be agreed at the Planning Policy Committee meeting.		Neil Crowther, Group Head of Planning & CPO neil.crowther@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 21 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Chichester Local Plan Regulation 19 (Publication of a Local Plan) Consultation	Chichester District Council (CDC) are preparing their Local Plan for the period 2021 to 2039 (18 years) which has now achieved Regulation 19 stage (Publication of a Local Plan) under the 'Town and Country Planning (Local Planning) (England) Regulations 2012'. This involves a public consultation on the Publication Local Plan (R19 PLP) prior to		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

	<p>submitting the plan to the secretary of state for examination. This stage invites representations that relate to only to legal and 'soundness' issues with the R19 PLP. The R19 PLP sets out a constrained strategy to deliver a level of housing growth that is less than the identified local need for the planning authority area - based on the Government's Standard Housing Methodology (SHM). The reason for this constrained approach is because the district is unable to support or deliver the necessary enabling and mitigation infrastructure to support this level of growth - particularly the capacity of the A27 and Waste Water treatment capacity.</p>			
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Standards Committee 23 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Monitoring Officer Report including monitoring the operation of the Code	This is a regular report to the Committee by the Monitoring Officer to give the Committee an overview of the work of the Monitoring Officer that falls within the scope of the functions for which the Committee is responsible.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge)

Standards Committee 23 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Member Learning & Development			Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge)

Standards Committee 23 Feb 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Review of Local Assessment Procedure and Assessment Panel Procedure	This report will bring forward a revised Local Assessment Procedure document for Councillors that updates the existing document in order to bring it up-to-date in light of lessons learned over the 12-month period since the Procedure was last reviewed, and which builds in any areas of best practice that benefit the process.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge)

Standards Committee 23 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Review of Social Media Guidance	This report will bring forward a revised Social Media Guidance document for Councillors that updates the existing document in order to bring it up-to-date with current social media trends and updated LGA Guidance.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge)

Standards Committee 23 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Register of Assessments of Complaints Against Councillors (Exempt)	This report updates the Committee on the complaints against Councillors received since the Monitoring Officer's last report. The Committee is responsible for promoting and maintaining high standards of conduct by Members of the		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge)

	District and Town & Parish Councils, for monitoring the operation of the Code of Conduct, and for considering the outcome of investigations in the event of breaches of the Code of Conduct.			
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Standards Committee 23 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Register of Assessments of Complaints Against Councillors (Public)	This report updates the Committee on the complaints against Councillors received since the Monitoring Officer's last report. The Committee is responsible for promoting and maintaining high standards of conduct by Members of the District and Town & Parish Councils, for monitoring the operation of the Code of Conduct, and for considering the outcome of investigations in the		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge)

	event of breaches of the Code of Conduct.			
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Environment Committee 27 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Beach Access Working Party Report			Joe Russell-Wells, Group Head of Environment & Climate Change joe.russell-wells@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Environment Committee 27 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Lawn Tennis Association Funded Improvement Project for Arun's Tennis Sites	This report provides detail on a new online booking platform, court gate access control and refurbishment project for Arun owned tennis courts, funded through grant funding provided by the Lawn Tennis Association.		Oliver Handson, Environmental Services & Strategy Manager, Greenspace & Emergency Planning oliver.handson@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Environment Committee 27 Feb 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Outdoor Sports Provision, Felpham	<p>This report concerns the provision of sports facilities in Felpham. The development at Blakes Mead in Felpham (formerly known as Site 6) has a S106 Agreement that is set to provide sports facilities on site. The policy for the provision of outdoor sports provision has been updated alongside other sporting bodies such as Sport England to improve existing facilities and develop them as hubs to benefit the wider community.</p> <p>The developer will instead provide an off-site sum for outdoor sports facilities in Felpham, will transfer the site as landscaped public open space to the council and provide a commuted sum for future maintenance. In addition, a sum will be</p>		Joe Russell-Wells, Group Head of Environment & Climate Change joe.russell-wells@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

	<p>provided for the project management of delivering those facilities.</p> <p>This report seeks approval to accept these proposals.</p>			
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Audit & Governance Committee 28 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Members' Allowances – Extension of Appointments for the Independent Remuneration Panel	This report seeks the Committee's approval to extend the terms of office for all five members of the Independent Remuneration Panel until 31 March 2024.		<p>Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer</p> <p>Daniel.Bainbridge@arun.gov.uk</p> <p>Tel: 01903 737607</p>	Chief Executive

Audit & Governance Committee 28 Feb 2023				
Full Council 15 Mar 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Treasury Management Strategy & Annual Investment Strategy 2023/24	The purpose of this report is to present the Treasury Management Strategy Statement and Annual Investment Strategy 2023/2024 and to enable the Audit and Governance Committee to scrutinise the report prior to making comment to Full Council		Sian Southerton, Senior Accountant sian.southerton@arun.gov.uk	Group Head of Finance & Section 151 Officer (Antony Baden) Group Head of Finance & Section 151 Officer (Antony Baden)

Audit & Governance Committee 28 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Progress Update on Housing Tenancy Fraud			Johanne Batty, Neighbourhood Services Manager johanne.batty@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Audit & Governance Committee 28 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Progress Against the Internal Audit Plan	Each year Internal Audit undertakes its work against an annual audit plan, as approved by the Audit & Governance Committee prior to the start of the financial year. The Committee is required to oversee the provision of an adequate and effective internal audit service.		Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

Audit & Governance Committee 28 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Annual Internal Audit Charter 2023/24	Each year Internal Audit is required to present an annual internal audit charter for the following financial year, for agreement by the Audit & Governance Committee. The Internal Audit Charter		Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

	establishes the terms of reference for the Internal Audit service and outlines how the service will be delivered and developed.			
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Audit & Governance Committee 28 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Annual Internal Audit Plan 2023/24	Each year Internal Audit is required to develop an annual audit plan for the following financial year, for agreement by the Audit & Governance Committee. This report presents the plan for 2023/24 for approval by the Committee		Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

Audit & Governance Committee 28 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Audit Results Report	Report is prepared and presented by Ernst and Young LLP		Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

Audit & Governance Committee 28 Feb 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Approval of Accounting Policies 2022/23	The report allows the Audit and Governance Committee to consider and approve the accounting policies that will be applied to the Statement of Accounts 2022/23 for approval by the Committee. At the time of writing this report the deadline for completion of the draft accounts is 31 July 2023 and approval of the final audited accounts 30 September 2023. Members will be updated if there are any changes to these dates.		Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

Audit & Governance Committee 28 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Final Annual Governance Statement 2021/22	To present the final Annual Governance Statement for 2021/22 to the Committee for approval.		Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

Audit & Governance Committee 28 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Annual Statement of Accounts 2021/22 and Letter of Representation	This report provides information about the audit of the Council's 2021/22 Statement of Accounts (accounts) and recommends the approval of the 2021/22 accounts and the Letter of Representation on behalf of the Council.		Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

Audit & Governance Committee 28 Feb 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Update on Appointment of External Auditor	This report sets out the current position regarding the appointment of an external auditor to the Council for the 5-year period from 2023/24 to 2027/28		Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

Anticipated Decisions for March 2023**Licensing Committee 3 Mar 2023**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Taxi Fare Setting			Nat Slade, Group Head of Technical Services nat.slade@arun.gov.uk	Director of Growth (Karl Roberts)

Licensing Committee 3 Mar 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Licensing Committee - Performance Report Quarter 3			Karl Roberts, Director of Growth karl.roberts@arun.gov.uk	Director of Growth (Karl Roberts)

Policy and Finance Committee 7 Mar 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Policy & Finance Committee - Performance Reporting Quarter 3	To receive the Quarter 3 performance report covering October to December 2022]		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Policy and Finance Committee 7 Mar 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Climate Change and Sustainability Action Plan	Update report		William Page, Climate Change and Sustainability Manager william.page@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Policy and Finance Committee 7 Mar 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Capital Strategy 2023/24 50 2027/28	The report will allow the Committee to consider and comment on the Council's Capital Strategy before adoption by Full Council on 15 March 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Policy and Finance Committee 7 Mar 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
The Regis Centre, Bognor Regis - Regeneration Update Report	The Committee will be provided with a verbal update from the Council's Regeneration Consultant in terms of how this project is progressing.		Neil Taylor, Regeneration Officer Neil.Taylor@arun.gov.uk	Chief Executive

Policy and Finance Committee 7 Mar 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Littlehampton Seafront Projects - Update Report	This will provide a further update to the Committee in terms of how this project is progressing.		Rachel Alderson, Principal Landscape Officer rachel.alderson@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Planning Committee 8 Mar 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Appeals Performance & Costs 2022	The report will outline the Council's performance at appeal during 2022 and outlines the costs associated with those appeals.		Neil Crowther, Group Head of Planning & CPO neil.crowther@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Committee 8 Mar 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Land at Sandfield Nursery - Possible service of a section 215 Notice (impact upon local amenity)	This report invites the Committee to determine whether the Council should serve a s215 notice in respect		Karl Roberts, Director of Growth karl.roberts@arun.gov.uk	Director of Growth (Karl Roberts)

	of land at Sandfield Nursery and, if so, considers any consequential actions.			
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Full Council 15 Mar 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Calendar of Meetings for 2023/24	The Council is asked to approve its Calendar of Meetings for 2023/24		Jane Fulton, Committee Services Manager jane.fulton@arun.gov.uk Tel: 01903 737611	Chief Executive