



Committee Work Programme

VERSION 1

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

Maltravers Road

Littlehampton

West Sussex

BN17 5LF

www.arun.gov.uk

Published 3 January 2024

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. [Public question time | Arun District Council](#)

Background papers

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

January 2024

Policy and Finance Committee 8 Jan 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Medium Term Financial Forecast 2024/25 to 2028/29	The Council's Medium-Term Financial Strategy (MTFS) covering the period up to 2028/29 previously rolls forward and updates the data and assumptions in the existing approved MTFS. The Strategy amends previous assumptions contained in it to reflect changes in the Council's circumstances and other issues that have a strategic bearing on the Council's financial prospects. This year's MTFS has once again been prepared against a backdrop of		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

	economic uncertainty, with rising interest rates and high levels of inflation all continuing to fuel the cost of living crisis.			
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Policy and Finance Committee 8 Jan 2024
Full Council 10 Jan 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Saving Strategy	<p>This report outlines the general approach proposed to achieve a balanced budget over the next four years alongside some of the proposed actions of the interim Joint Chief Executives to address the predicted net revenue budget shortfall.</p> <p>The savings strategy is based on undertaking a number of key tasks in each of the next four years and these are set out in more detail in</p>		<p>Philippa Dart, Director of Environment & Communities, Karl Roberts, Director of Growth philippa.dart@arun.gov.uk, karl.roberts@arun.gov.uk</p>	<p>Chief Executive Chief Executive</p>

	the report.		
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Full Council 10 Jan 2024				
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
To adopt a Local Development Order for the University of Chichester, Bognor Regis Campus	1.1 The report updates the Planning Committee on the completion of the Local Development Order (LDO) 28-day consultation and advertisement period to introduce an LDO covering the University of Chichester, Bognor Regis Campus, which would allow small scale development changes to take place, subject to conditions set out in the draft LDO. The notification and advertisement period commenced on 14 June 2023 and closed on 12 July 2023. Seven representations were received. These were from Bognor Regis Town Council, the Environment Agency, West Sussex		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

	<p>County Council, Environmental Health, Historic England, the Councils Conservation Officer and Natural England (See Appendix 1 – Representations received). The LDO has been amended to address representations received, and following the Planning Committees consideration and agreement the amended LDO will now be referred by the Group Head of Planning to Full Council for adoption.</p>			
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Full Council 10 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p>To adopt a Local Development Order for the Butlins Complex, Bognor Regis</p>	<p>1.1 The report updates the Planning Committee on the completion of the Local Development Order (LDO) 28-day consultation and advertisement period</p>		<p>Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk</p>	<p>Director of Growth (Karl Roberts)</p>

to introduce a revised LDO for the Butlins complex in Bognor Regis, which would allow small scale development changes to take place, subject to conditions set out in the draft LDO. The notification and advertisement period commenced on 14 June 2023 and closed on 12 July 2023. Six representations were received. These were from Bognor Regis Town Council, the Environment Agency, Historic England, West Sussex County Council, Environmental Health, and Natural England. (See Appendix 1 – Representations received). The LDO has been amended to address representations received, and following the Planning Committees consideration and agreement the amended LDO will now be referred by the Group Head of

	Planning to Full Council for adoption.			
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Full Council 10 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Review of Entitlement of Political Groups to Seats on Committees - Proportionality and Appointments to Committees	To update members on changes to the allocation of seats to political groups and appointments to committees for the remainder of the municipal year following the creation of the Arun Independent Group.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Director of Growth (Karl Roberts)

Full Council 10 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Statement of Community Involvement	The purpose of the report is to adopt the updated Statement of Community Involvement following a public consultation period.		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Full Council 10 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Recruitment to the Permanent Chief Executive Officer Position	The report informs members of, and asks approval for, the recommendations to Full Council of the Chief Executive Recruitment and Selection Panel and the Chief Executive Remuneration Committee.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Director of Growth (Karl Roberts)

Full Council 10 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Appointment of Returning Officer and Electoral Registration Officer	At its annual meeting on 31 May 2023, the Council jointly appointed Philippa Dart (Director of Environment and Communities) and Karl Roberts (Director of Growth) as Returning Officer and Electoral Registration Officer until such time as the Council agrees alternative interim		Philippa Dart, Director of Environment & Communities philippa.dart@arun.gov.uk	Director of Growth (Karl Roberts)

	<p>arrangements and/or a permanent replacement is in post. Both postholders have been operating in the role since 31 May 2023 but have agreed that for both practical and operational reasons it is in the Council's interests to have a single person in the two roles which would ensure effective and clear decision-making in the lead up to and on the day of elections.</p>			
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Planning Committee 17 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Rampion 2 Wind Farm Local Impact Report	To agree to contents of a Local Impact Report to submit to the examination into the Rampion 2 Wind Farm. This will comprise the conclusions of the Council on various technical and subjective matters. It will be preceded by a member briefing.		Neil Crowther, Group Head of Planning & CPO neil.crowther@arun.gov.uk	Director of Growth (Karl Roberts)

Standards Committee 18 Jan 2024				
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	Chief Executive

Standards Committee 18 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Register of Assessments of Complaints Against Councillors	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 &		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Chief Executive

	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 18 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Member Learning & Development	This report updates the Committee on the Member Induction Programme prepared by the Committee Services Manager and the Monitoring Officer. The programme has been implemented following the May 2023 local elections and covers the induction, learning and development for all Councillors across the full range of their responsibilities and Committee memberships.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Chief Executive

Standards Committee 18 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Review of Local Assessment Procedures	For the Standards Committee to review the wording and effectiveness of the Local Assessment Procedures and to make any proposals for changes to Full Council		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Director of Growth (Karl Roberts)

Environment Committee 23 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q3 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.	This report gives the Q3 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Environment Committee 23 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Quarter 3 Budget Monitoring Report	The budget monitoring report sets out the		Antony Baden, Group Head of Finance and Section 151 Officer	Chief Executive

	Revenue and Capital budget forecast as at the end of December 2023.		antony.baden@arun.gov.uk	
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Environment Committee 23 Jan 2024
Full Council 21 Feb 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Committee Revenue and Capital Budgets 2024/25 - Environment	The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2024/25 revenue budget, which will be submitted to the Policy and Finance Committee on 8 February 2024. The Policy and Finance Committee will consider the overall revenue budget for 2024/25 so that it can make recommendations to a Special Meeting of the Council on 21 February 2024 on the budget to be set and level of Council Tax for the		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive Chief Executive

	<p>District for 2024/25.</p> <p>In addition, Committees must consider and recommend their draft capital budget for inclusion in the overall capital programme, which will be submitted to the Policy and Finance Committee on 8 February 2024. The Policy and Finance Committee will consider the overall capital programme to make a recommendation to a Special Meeting of the Council on 21 February 2024 on the overall capital programme to be set for 2024/25.</p>			
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Environment Committee 23 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Bersted Brooks Park Project	The report provides an update on the Bersted Brooks Park project, including a summary of the		Rachel Alderson, Principal Landscape Officer rachel.alderson@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

	stakeholder engagement and public consultation, and outlines proposals to be taken forward.			
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Housing and Wellbeing Committee 25 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q3 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.	This report gives the Q3 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Housing and Wellbeing Committee 25 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Annual Update Housing Revenue Account Business Plan	The HRA Business Plan 2017-2047 was approved by Full Council in September 2017. The primary objectives of the plan are to: • Increase the housing		Richard Tomkinson, Group Head of Housing richard.tomkinson@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

	<p>stock.</p> <ul style="list-style-type: none"> • Ensure housing assets are fit for purpose. • Maximise income and make the best use of available resources. <p>This updated briefing highlights challenges for the Housing Revenue Account in the short to medium term.</p>			
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Housing and Wellbeing Committee 25 Jan 2024				
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
Pets Policy – Verbal Update	<p>A verbal update will be presented to the H&W committee regarding the ongoing review and potential update of Housing’s Pets Policy.</p> <p>This discussion will ensure that we receive input from elected members, to gather any insights that Members would like to put forward for consideration into the review of the policy.</p>		Richard Tomkinson, Group Head of Housing richard.tomkinson@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

	We intend to share our strategy as we work to review the policy that affects so many council tenants and leaseholders.			
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Housing and Wellbeing Committee 25 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Single Homelessness Accommodation Programme (SHAP) Update	<p>The SHAP update report will offer an overview of our decision not to submit a bid in the latest round of programme funding.</p> <p>The report will outline the rational behind this decision and will provide an insight into our ongoing efforts to address single homelessness within our community.</p>		<p>Jayne Knight, Housing Options Manager, Richard Tomkinson, Group Head of Housing jayne.knight@arun.gov.uk, richard.tomkinson@arun.gov.uk</p>	<p>Director of Environment & Communities (Philippa Dart)</p>

Housing and Wellbeing Committee 25 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director

<p>Housing Allocations Policy update - Housing & Wellbeing</p>	<p>This report will seek to gain approval to include a Rural Letting Plan. It seeks to optimise housing resources prioritising the local community, before being offered to wider interested applicants utilising our Housing Register.</p> <p>We will also provide Members with an update regarding the Allocations Policy implementation plan, to ensure that expectations are managed effectively.</p>		<p>Jayne Knight, Housing Options Manager, Richard Tomkinson, Group Head of Housing jayne.knight@arun.gov.uk, richard.tomkinson@arun.gov.uk</p>	<p>Director of Environment & Communities (Philippa Dart)</p>
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Housing and Wellbeing Committee 25 Jan 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p>Tenant Satisfaction Survey Results</p>	<p>To report to members the results of the tenant satisfaction survey carried out in July 2023 to comply with the Tenant Satisfaction Measures Standard set by the Regulator of Social Housing</p>		<p>Richard Tomkinson, Group Head of Housing richard.tomkinson@arun.gov.uk</p>	<p>Director of Environment & Communities (Philippa Dart)</p>

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Housing and Wellbeing Committee 25 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Quarter 3 Budget Monitoring Report	The budget monitoring report sets out the HRA, Revenue and Capital budget forecast as at the end of December 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Housing and Wellbeing Committee 25 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Housing Performance - Quarter 3	To provide members with the latest performance for housing services covering Q3 of 2023/24		Sasha Hawkins, Interim Business Improvement Manager sasha.hawkins@arun.gov.uk	Interim Group Head of Housing (Moh Hussein)

Housing and Wellbeing Committee 25 Jan 2024				
Full Council 21 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Committee Revenue	The purpose of the		Antony Baden, Group Head of	Chief Executive

**and Capital Budgets
2024/25 - Housing &
Wellbeing**

report is for this Committee to consider and recommend its revenue budget for inclusion in the 2024/25 revenue budget, which will be submitted to the Policy and Finance Committee on 8 February 2024. The Policy and Finance Committee will consider the overall revenue budget for 2024/25 so that it can make recommendations to a Special Meeting of the Council on 21 February 2024 on the budget to be set and level of Council Tax for the District for 2024/25.

In addition, Committees must consider and recommend their draft capital budget for inclusion in the overall capital programme, which will be submitted to the Policy and Finance Committee on 8 February 2024. The Policy and Finance Committee will

Finance and Section 151 Officer
antony.baden@arun.gov.uk

Chief Executive

	consider the overall capital programme to make a recommendation to a Special Meeting of the Council on 21 February 2024 on the overall capital programme to be set for 2024/25.			
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Housing and Wellbeing Committee 25 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Housing Ombudsman Complaint Handling Code Self-Assessment	To report to members the outcome of our annual self-assessment against the Housing Ombudsman Complaint Handling Code		Sasha Hawkins, Interim Business Improvement Manager sasha.hawkins@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Housing and Wellbeing Committee 25 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Consultation on Sussex Police Precept 2024 - 25	3.1. The Sussex Police and Crime Panel will meet on 27 January 2024 to discuss the		Carrie Reynolds, Community Wellbeing Manager Carrie.Reynolds@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

	<p>proposed precept for policing in Sussex for 2024-25. In taking the opportunity to discuss through this committee, Councillor Walsh will be afforded information with which to represent the Council during the panel's discussion.</p>			
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Housing and Wellbeing Committee 25 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Leisure Operating Contract Annual Report	This report will provide members of the Housing & Wellbeing Committee with an update in respect of the Council's Leisure Operating Contract over the past twelve months, and will include a presentation from the Council's Leisure Operator Freedom Leisure.		Oliver Handson, Environmental Services & Strategy Manager, Greenspace & Emergency Planning, Fraser Kidd, Community & Wellbeing Business Manager oliver.handson@arun.gov.uk, Fraser.Kidd@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Planning Policy Committee 30 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director

Arun Authority Monitoring Report (AMR)	This report updates the committee on the Authority Monitoring Report for the financial year 1st April 2011 to 31st March 2023.		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)
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Planning Policy Committee 30 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Direction of Travel Document	This report updates the Committee on the preparation of a draft Direction of Travel document that will be used to undertake a Regulation 18 Issues and Options public consultation in Spring 2024 in order to inform the Local Plan Update 2023 - 2041.		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 30 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun District Design Guide SPD Update	This report updates the Planning Policy Committee on the update to the Arun		Donna Moles, Principal Planning Officer donna.moles@arun.gov.uk	Director of Growth (Karl Roberts)

	<p>District Design Guide SPD, which will be subject to a public consultation in January 2024 and then subsequent adoption by Full Council. The Arun District Design Guide SPD was adopted in January 2021, since then, there has been an update of the Highway Code, which has made it imperative to update the Design Guide to reflect the Local Transport Note 120 (LTN 1/20) regarding cycling infrastructure and requirements for highway junction design. Therefore, a targeted update to a specific chapter is required to reflect this new guidance. Because of the status of the document, public consultation on these changes is required.</p>			
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Planning Policy Committee 30 Jan 2024

Reference	Report Details	Background	Lead Officer	Lead Director
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		Documents		
Revised National Planning Policy Framework December 2023	<p>he report will outline the main amendments to the revised National Planning Policy Framework (published 19 December 2023) and the implications for the work in Arun. The report will set out what has been taken forward from the consultation carried out in Feb - March 2023.</p> <p>Due to time constraints between publication and Committee deadlines, this report will not be published with the main agenda and will instead be published a week before the meeting.</p>		Neil Crowther, Group Head of Planning & CPO neil.crowther@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 30 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
New Development in Arun Residents Survey (Kingley Gate, Littlehampton)	The report outlines the contents of a survey carried out following completion of a recent development in Arun to		Neil Crowther, Group Head of Planning & CPO neil.crowther@arun.gov.uk	Director of Growth (Karl Roberts)

	understand some of the demographic, satisfaction and practical issues related to residents in new development that may inform future decisions on similar planning applications and/or Council planning policy or guidance.			
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Planning Policy Committee 30 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Brownfield Land Register	This report updates the committee on the Brownfield Land Register headline outputs for the monitoring year 2023.		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 30 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q3 Performance Report for the Key Performance Indicators (KPI's) which form part of	This report gives the Q3 Performance of the Key Performance Indicators which form part of the Council's		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

the Council's Vision 2022-2026.	Vision 2022-2026.			
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Planning Policy Committee 30 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Quarter 3 Budget Monitoring Report	The budget monitoring report sets out the Revenue and Capital budget forecast as at the end of December 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Planning Policy Committee 30 Jan 2024				
Full Council 21 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Committee Revenue and Capital Budgets 2024/25 - Planning Policy	The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2024/25 revenue budget, which will be submitted to the Policy and Finance Committee on 8 February 2024. The		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive Chief Executive

Policy and Finance Committee will consider the overall revenue budget for 2024/25 so that it can make recommendations to a Special Meeting of the Council on 21 February 2024 on the budget to be set and level of Council Tax for the District for 2024/25.

In addition, Committees must consider and recommend their draft capital budget for inclusion in the overall capital programme, which will be submitted to the Policy and Finance Committee on 8 February 2024. The Policy and Finance Committee will consider the overall capital programme to make a recommendation to a Special Meeting of the Council on 21 February 2024 on the overall capital programme to be set for 2024/25.

Corporate Support Committee 31 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Corporate Support Performance Report Quarter 2 & Quarter 3			Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Corporate Support Committee 31 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Committee Budget Report – Service specific – Budget 2024/25			Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Corporate Support Committee 31 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Pay Policy Statement 2023			Jackie Follis, Group Head of Organisational Excellence, Karen Pearce, HR Manager jackie.follis@arun.gov.uk, karen.pearce@arun.gov.uk	Chief Executive

Corporate Support Committee 31 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Microsoft Licence Renewal			Paul Symes paul.symes@arun.gov.uk	Chief Executive

Corporate Support Committee 31 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Quarter 3 Budget Monitoring Report	The budget monitoring report sets out the Revenue and Capital budget forecast as at the end of December 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Corporate Support Committee 31 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Local Government Boundary Review			Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Director of Growth (Karl Roberts)

February 2024

Economy Committee 1 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q2 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.	This report gives the Q2 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Economy Committee 1 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Waterloo Square Options - Update	An update on the resolution of Minute 66 from the meeting of the Economy Committee held on 13 June 2023		Sam Horwill, Property and Estates Manager sam.horwill@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 1 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Littlehampton Town Centre Improvements – Phase 1 (Terminus	The report summaries the works completed and detail around programme, budget		Denise Vine, Group Head of Business & Economy denise.vine@arun.gov.uk	Director of Growth (Karl Roberts)

Road)	and lessons learnt.			
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Economy Committee 1 Feb 2024				
Full Council 21 Feb 2024				

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Committee Revenue and Capital Budgets 2024/25 - Economy	<p>The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2024/25 revenue budget, which will be submitted to the Policy and Finance Committee on 8 February 2024. The Policy and Finance Committee will consider the overall revenue budget for 2024/25 so that it can make recommendations to a Special Meeting of the Council on 21 February 2024 on the budget to be set and level of Council Tax for the District for 2024/25.</p> <p>In addition,</p>		<p>Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk</p>	<p>Chief Executive</p> <p>Chief Executive</p>

	<p>Committees must consider and recommend their draft capital budget for inclusion in the overall capital programme, which will be submitted to the Policy and Finance Committee on 8 February 2024. The Policy and Finance Committee will consider the overall capital programme to make a recommendation to a Special Meeting of the Council on 21 February 2024 on the overall capital programme to be set for 2024/25.</p>			
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Economy Committee 1 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Approach to Public Consultation	To seek Members agreement to the approach to undertaking public consultation on matters within the remit of the Economy Committee.		Nat Slade, Group Head of Technical Services nat.slade@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 1 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Quarter 3 Budget Monitoring Report	The budget monitoring report sets out the Revenue and Capital budget forecast as at the end of December 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Economy Committee 1 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Seasonal Seafront Traders Strategy	To present to Members an option for a streamlined approach for identifying, selecting, and appointing seasonal seafront traders on and around the promenades at Bognor Regis and Littlehampton		Sam Horwill, Property and Estates Manager sam.horwill@arun.gov.uk	Director of Growth (Karl Roberts)

Policy and Finance Committee 8 Feb 2024				
Reference	Report Details	Background	Lead Officer	Lead Director

		Documents		
Revenue and Capital Outturn 2022 - 2023				

Policy and Finance Committee 8 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Council Scope 1, 2 and 3 emission updates for the 2022-2023 financial year	This report provides an update on the emissions (Scope 1, 2 and 3) of the Council for the 2022-2023 financial year. This is in line with the 2030 carbon neutral target and allows for the monitoring of emissions produced by the Council and its activities.		William Page, Climate Change and Sustainability Manager, Joe Russell-Wells, Group Head of Environment & Climate Change william.page@arun.gov.uk, joe.russell-wells@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Policy and Finance Committee 8 Feb 2024				
Full Council 21 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Committee Revenue and Capital Budget 2024/25	The purpose of the report is for this Committee to consider and recommend its		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk	Chief Executive Chief Executive

	<p>revenue budget for inclusion in the Council's 2024/25 revenue budget for 2024/25. These will be considered by this Committee later on this agenda. In addition, this Committee will consider the overall revenue and capital budgets for 2024/25 to make recommendations to the Special Meeting of the Council on 21 February 2024 on the General Fund budget to be set and level of Council Tax for the District for 2024/25.</p>		<p>Tel: 01903 737607</p>	
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Policy and Finance Committee 8 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p>Q2 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</p>	<p>This report gives the Q2 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.</p>		<p>Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk</p>	<p>Chief Executive</p>

Policy and Finance Committee 8 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
The Council's Revenue and Capital Budget 2024/25	<p>The purpose of the report is for this Committee to consider and recommend to the Special Council Meeting on 21 February 2024 the overall budget to be set, level of Council Tax for the District, Housing Revenue Account Budget and rent levels for 2024/25.</p> <p>In addition, the Policy and Finance Committee must consider the overall capital programme (HRA and General Fund) to be set for 2024/25.</p>		<p>Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk</p>	Chief Executive

Policy and Finance Committee 8 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Budget Monitoring Report to 31	The Budget Monitoring Report sets out the		<p>Antony Baden, Group Head of Finance and Section 151 Officer</p>	Chief Executive

December 2023	Capital, Housing Revenue and General Fund Revenue budget performance to the end of December 2023.		antony.baden@arun.gov.uk	
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Planning Committee 14 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q3 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.	This report gives the Q3 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Planning Committee 14 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Planning Appeals Performance and Costs	The report will outline the Council's performance at planning appeal during 2023 and outline the costs associated with those appeals.		Neil Crowther, Group Head of Planning & CPO neil.crowther@arun.gov.uk	Director of Growth (Karl Roberts)

Audit and Governance Committee 19 Feb 2024

Audit and Governance Committee 19 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Internal Audit Progress Report December 2023	The purpose of this report is to provide Members with an overview of internal audit activity against assurance work completed in accordance with the approved audit plan and to provide an overview of the status of 'live' reports.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Audit and Governance Committee 19 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Internal Audit Charter 2024/25	The Internal Audit Charter is a formal document that defines the internal audit activity's purpose, authority and responsibility consistent with the Definition of Internal Auditing, the Code of Ethics and the Standards. The Public Sector Internal Audit Standards require the		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

	charter to be reviewed and approved annually.			
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Audit and Governance Committee 19 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Internal Audit Annual Plan 2024/25	<p>The Internal Audit Plan provides the mechanism through which the Chief Internal Auditor can ensure most appropriate use of internal audit resources to provide a clear statement of assurance on risk management, internal control and governance arrangements.</p> <p>This report presents the plan for 2024/25 for approval by the Committee.</p>		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Audit and Governance Committee 19 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Internal Audit	The purpose of this		Antony Baden, Group Head of	Chief Executive

Progress Report December 2023	report is to provide Members with an overview of internal audit activity against assurance work completed in accordance with the approved audit plan and to provide an overview of the status of 'live' reports.		Finance and Section 151 Officer antony.baden@arun.gov.uk	
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Audit and Governance Committee 19 Feb 2024 Full Council 13 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Treasury Management Strategy & Annual Investment Strategy 2024/25	The purpose of this report is to present the Treasury Management Strategy Statement and Annual Investment Strategy 2024/2025 and to enable the Audit and Governance Committee to scrutinise the report prior to making recommendations to Full Council		Sian Southerton, Senior Accountant sian.southerton@arun.gov.uk	Chief Executive Chief Executive

Audit and Governance Committee 19 Feb 2024

Audit and Governance Committee 19 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Corporate Risk Register update	<p>The Corporate Risk Register is reviewed and updated in line with the requirements of the Council's Risk Management Framework.</p> <p>Quarterly updates reflecting revisions are reported to the Audit and Governance Committee, this report highlights the changes since the last update.</p>		<p>Vicky Ashmore, Finance and Risk Manager Vicky.Ashmore@arun.gov.uk</p>	Chief Executive

Audit and Governance Committee 19 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Annual Report on the Council's Use of Powers Under the Regulation of Investigatory Powers Act 2000 (RIPA)	<p>The Audit & Governance Committee is the designated body for oversight of the Council's use of powers under the Regulation of Investigatory Powers Act (RIPA) A report / update on any usage is</p>		<p>Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607</p>	Director of Growth (Karl Roberts)

	provided to the Audit & Governance Committee annually			
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Audit and Governance Committee 19 Feb 2024				
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
RIPA Policy and Guidance Update	To bring to the Audit & Governance Committee a report being the periodic review of the RIPA Policy and associated guidance following the Investigatory Powers Commissioner's 2023 inspection and recommendations.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Director of Growth (Karl Roberts)

Full Council 21 Feb 2024				
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
Council Revenue and Capital Budgets 2024/25	The purpose of this report is for this Committee to consider and recommend to Full Council on 21 February 2024, the overall budget to be set, level of Council Tax for the		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

	District, Housing Revenue Account budget and rent levels for 2023/24. In addition, Committees must consider and recommend the overall capital programme (HRA and General Fund) to be set for 2024/25.			
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Licensing Committee 23 Feb 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Taxi Fare Setting	The fares charged to customers using Hackney Carriages (Taxis) are reviewed and set each year by the Licensing Committee. This report provides information to be considered for the setting of fares for the period of 1st April 2024 to 31st March 2025.		Chris Arm, Principal Licensing Officer chris.arm@arun.gov.uk	Director of Growth (Karl Roberts)

Licensing Committee 23 Feb 2024

Reference	Report Details	Background	Lead Officer	Lead Director
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		Documents		
Licensing Fee Setting	The fees charged for licensing services that are not set nationally are reviewed and set each year by the Licensing Committee. This report provides information to be considered for the setting of fares for the period from 1st April 2024.		Chris Arm, Principal Licensing Officer chris.arm@arun.gov.uk	Director of Growth (Karl Roberts)

Licensing Committee 23 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q3 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.	This report gives the Q3 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

March 2024

Policy and Finance Committee 7 Mar 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Climate Action Work Plan update	This report provides an update on projects within the Action Plan and an overview of the Council's Scope 1, 2 and 3 emissions for the 2022-2023 financial year. This is in line with the 2030 carbon neutral target.		William Page, Climate Change and Sustainability Manager, Joe Russell-Wells, Group Head of Environment & Climate Change william.page@arun.gov.uk, joe.russell-wells@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Policy and Finance Committee 7 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Sundry Debts Write Off Policy	The sundry debts write off policy needs to be updated to ensure that the write off limits are applied consistently to all sundry debts and that the delegations are also consistent with the requirements of the Constitution. It is also a requirement of the Council's Constitution that the policy is updated and subsequently approved by Policy & Finance committee.		Antony Baden, Group Head of Finance and Section 151 Officer, Jane Fulton, Committee Services Manager antony.baden@arun.gov.uk, jane.fulton@arun.gov.uk Tel: 01903 737611	Director of Environment & Communities (Philippa Dart)

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Policy and Finance Committee 7 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Climate Action Work Plan - Update	This report provides an update on projects within the Action Plan and an overview of the Council's Scope 1, 2 and 3 emissions for the 2022-2023 financial year. This is in line with the 2030 carbon neutral target.		William Page, Climate Change and Sustainability Manager william.page@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Policy and Finance Committee 7 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q3 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.	This report gives the Q3 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Environment Committee 19 Mar 2024
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
Combined Cleansing Services Contract	The current contract expires on 31 January 2026. To procure a new contract within this timeframe, a committee decision is required to inform the strategic direction and scope of the new Combined Cleansing Services Contract		Oliver Handson, Environmental Services & Strategy Manager, Greenspace & Emergency Planning, Joe Russell-Wells, Group Head of Environment & Climate Change oliver.handson@arun.gov.uk, joe.russell-wells@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Environment Committee 19 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Contaminated Land Strategy	Local Authorities have specific responsibilities for contaminated land under Part IIA of the Environmental Protection Act 1990 and include having a published contaminated land strategy. The current strategy has been reviewed, in consultation with key stakeholders, and is presented to		Neil Williamson, Environmental Health Team Manager Neil.Williamson@arun.gov.uk	Director of Growth (Karl Roberts)

	committee for adoption.			
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Environment Committee 19 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Bathing Water Quality	This report provides an update on the bathing water classification for Bognor Regis (Aldwick) and the actions of the Bathing Water Quality Partnership Group, established to drive the improvement of the bathing water quality and provide assurance and commitment across the partnership organisations.		Neil Williamson, Environmental Health Team Manager Neil.Williamson@arun.gov.uk	Director of Growth (Karl Roberts)

Standards Committee 27 Mar 2024				
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		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Chief Executive

	Officer that falls within the scope of the functions for which the Committee is responsible.			
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Standards Committee 27 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Member Learning & Development	This report updates the Committee on the Member Induction Programme prepared by the Committee Services Manager and the Monitoring Officer. The programme has been implemented following the May 2023 local elections and covers the induction, learning and development for all Councillors across the full range of their responsibilities and Committee memberships.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Chief Executive

Standards Committee 27 Mar 2024				
Reference	Report Details	Background	Lead Officer	Lead Director

		Documents		
Register of Assessments of Complaints Against Councillors	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 event of breaches of the Code of Conduct.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Chief Executive

April 2024

Economy Committee 16 Apr 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun / WSCC Growth Deal Refresh	The Arun Growth Deal (2018 -2023) with		Denise Vine, Group Head of Business & Economy	Director of Environment & Communities (Philippa Dart), Director

	WSSC has been refreshed and updated to reflect current economic growth priorities and opportunities in Arun. This report is asking the Committee to approve the updated (2024 – 2029) version.		denise.vine@arun.gov.uk	of Growth (Karl Roberts)
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Economy Committee 16 Apr 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
UK Shared Prosperity Fund - Report	Arun District Council was allocated £1.1m and is reporting to the Economy Committee on progress of the projects supported. This will be an annual report and measure budget performance and RAG status of all projects.		Matt Gover, Economic Regeneration Project Officer, Denise Vine, Group Head of Business & Economy matt.gover@arun.gov.uk, denise.vine@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 16 Apr 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Additional Beach	To consider identified		Sam Horwill, Property and Estates	Director of Growth (Karl Roberts)

Huts	opportunities to introduce additional beach huts in the district.		Manager sam.horwill@arun.gov.uk	
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Economy Committee 16 Apr 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Fitzleet Multi-storey Car Park Option Update report	This report updates on investigations undertaken by officers on possible alternative ownership and maintenance approaches.		Sam Horwill, Property and Estates Manager sam.horwill@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 18 Apr 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Barham/Eastergate/Westergate Infrastructure Development Plan (BEWIDP)	This report seeks the agreement of Committee to publish the Barnham/Eastergate/Westergate Infrastructure Development Plan (BEWIDP) on the council's web site as material evidence		Kevin Owen, Planning Policy Team Leader, Amber Willard, Senior Planning Officer kevin.owen@arun.gov.uk, Amber.Willard@arun.gov.uk	Director of Growth (Karl Roberts)

	identifying the infrastructure supporting the delivery development uplift within the BEW Strategic Allocation.			
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Planning Policy Committee 18 Apr 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Consultation on Draft Conservation Area Character Appraisals for Bognor Regis: Hotham Park and Bognor Regis: Railway Station	To be able to fully preserve and enhance its Conservation Areas (CA), the council should prepare individual Conservation Area Character Appraisals that define what is worthy of protection or could be enhanced (this includes amending CA boundaries) for the purposes of assisting the determination of planning applications and evidence to inform plan making.		Neil Crowther, Group Head of Planning & CPO neil.crowther@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 18 Apr 2024				
Reference	Report Details	Background	Lead Officer	Lead Director

		Documents		
Revised Drainage Water Resource Management Plan (DWMP) Consultations	This report will update the Committee on the further focused consultations on Southern Water's DWMP since the previous consultations; including two schemes that may directly and indirectly affect Arun residents (in particular Havant Thicket Reservoir and the Ford recycling scheme) and suggested responses to the proposals.	Water Resource Management Plan consultations Item 9 (26 Jan 2023)	Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Corporate Support Committee 30 Apr 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Annual Report - Corporate Complaints	This report will provide members with an overview of the council's complaints management. It will cover the financial year 2023/24 and will include detailed statistics along with a breakdown of the responsible teams, as well as cases that were		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer, Lindsey Reeves, Information Governance Officer Daniel.Bainbridge@arun.gov.uk, lindsey.reeves@arun.gov.uk Tel: 01903 737607,	Director of Growth (Karl Roberts)

	escalated to relevant Ombudsmen.			
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