



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 1 March 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. ????

Background papers

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

March 2024

Planning Policy Committee 6 Mar 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)

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		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)

	the 2030 carbon neutral target.			
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Policy and Finance Committee 7 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
The Regeneration of The Regis Centre, Bognor Regis - Levelling-Up Fund - Project Update	The Council's Regeneration Consultant will provide a verbal update to the Committee		Neil Taylor, Regeneration Officer Neil.Taylor@arun.gov.uk	Director of Growth (Karl Roberts)

Policy and Finance Committee 7 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Littlehampton Seafront Project	To receive a further update on the progression of this project.		Rachel Alderson, Principal Landscape Officer rachel.alderson@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Policy and Finance Committee 7 Mar 2024				
Full Council 13 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Council Tax	The Levelling Up and		Antony Baden, Group Head of	Director of Environment &

Premium on Empty Properties and Second Homes

Regeneration Act 2023 has granted local authorities the discretion to implement changes to the charging of council tax on empty properties and second homes. As a result, this Committee is asked to consider reducing the length of time that a property can remain empty before council tax is charged from two years to one year. The Committee is also asked to implement a second homes premium council tax charge.

As reported to this Committee on 8 February 2024 and Full Council on 21 February 2024, the Group Head of Finance and Section 151 Officer, in consultation with the Leader of the Council, has approved a council tax base of 64,550 for 2024/2025. Therefore, any approved changes outlined in this report would be effective from 1 April 2025.

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

Communities (Philippa Dart)
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
Angmering Sports Hub Project	To provide an update on the Angmering Sports Hub project.		Rachel Alderson, Principal Landscape Officer rachel.alderson@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
The Webcasting of Meetings - Future Options	The Committee is asked to note the current update provided in relation to its webcasting equipment in the Council Chamber and is asked to approve Options 1, 2 and 6 set out within the report, with Options 1 and 2 being added to the Council's capital programme, if approved.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer, Jane Fulton, Committee Services Manager, James Saunders, ICT Operations Manager Daniel.Bainbridge@arun.gov.uk, jane.fulton@arun.gov.uk, james.saunders@arun.gov.uk Tel: 01903 737607, Tel: 01903 737611,	Director of Growth (Karl Roberts)

Policy and Finance Committee 7 Mar 2024
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
Electoral Review (Costs Assessment)	At its meeting on 9 November 2022 the Full Council received a motion asking Full Council to agree to invite the Local Government Boundary Commission for England to carry out a review of the number of councillors needed in Arun, and the warding arrangements within the district. This report begins that process is part of the preliminary stages of the process, with a costs assessment of the review being brought to members for consideration.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	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	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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Full Council 13 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Calendar of Meetings for 2024/25	In accordance with Council Procedure Rule 3.1 of Part 5 - Rules of Procedure (Meetings) - Section 1 - Council Procedure Rules, the Council is asked to approve its Calendar of Meetings for 2024/25.		Jane Fulton, Committee Services Manager jane.fulton@arun.gov.uk Tel: 01903 737611	Director of Growth (Karl Roberts)

Environment Committee 19 Mar 2024				
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		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)

	Services Contract		
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Environment Committee 19 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Contaminated Land Strategy	<p>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.</p> <p>The current strategy has been reviewed, in consultation with key stakeholders, and is presented to committee for adoption.</p>		<p>Neil Williamson, Environmental Health Team Manager Neil.Williamson@arun.gov.uk</p>	Director of Growth (Karl Roberts)

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		<p>Neil Williamson, Environmental Health Team Manager Neil.Williamson@arun.gov.uk</p>	Director of Growth (Karl Roberts)

	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.		
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Environment Committee 19 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Free Parking Scheme Review Working Party - 05 February 2024	The Chair of the Free Parking Scheme Review Working Party, Councillor Wallsgrove, will provide a brief update on the first meeting of the Working Party held on 05 February 2024.		Nat Slade, Group Head of Technical Services nat.slade@arun.gov.uk	Director of Growth (Karl Roberts)

Environment Committee 19 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Flood Forum – Inaugural meeting	As a result of recent flooding within the		Karl McLaughlin, Flooding and Coastal Engineering Manager, Joe	Director of Growth (Karl Roberts)

<p>update</p>	<p>District the Arun Flood Forum has been set up to investigate the contributing factors, impacts and possible solutions in a collaborative way. At the first meeting Southern Water (SW) made a presentation to the forum and a number of questions to SW and other forum members was asked. This report provides an update following this meeting of the forum.</p>		<p>Russell-Wells, Group Head of Environment & Climate Change karl.mclaughlin@arun.gov.uk, joe.russell-wells@arun.gov.uk</p>	
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Housing and Wellbeing Committee 26 Mar 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p>Swimming Pool Support Fund Phase 2 Grant</p>	<p>This report will provide members of the Housing and Wellbeing Committee an overview of the Swimming Pool Support Fund process and application work by officers, and representatives from Freedom Leisure and Arundel Lido to achieve the funding.</p>		<p>Oliver Handson, Environmental Services & Strategy Manager, Greenspace & Emergency Planning oliver.handson@arun.gov.uk</p>	<p>Director of Environment & Communities (Philippa Dart)</p>

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Housing and Wellbeing Committee 26 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Osborne Property Services Ltd Contract Update	To update the Housing & Wellbeing Committee regarding the contract for responsive repairs with Osborne Property Services Limited (OPSL)		Richard Tomkinson, Group Head of Housing richard.tomkinson@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Housing and Wellbeing Committee 26 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Complaints Performance and Determinations	To provide members with Q3 performance for housing complaints and any Housing Ombudsman determination for Q3 2023		Sasha Hawkins, Interim Business Improvement Manager sasha.hawkins@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Housing and Wellbeing Committee 26 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director

Results of Tenant Satisfaction Measures	<p>To present the improvement plan which has been developed based on the key findings and insights derived from the recent Tenant Satisfaction Measures (TSM). The TSM aimed to assess tenant perceptions, experiences, and satisfaction levels with our housing services, providing valuable data to develop strategic planning and continuous improvement initiatives.</p>		<p>Sasha Hawkins, Interim Business Improvement Manager sasha.hawkins@arun.gov.uk</p>	<p>Director of Environment & Communities (Philippa Dart)</p>
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Housing and Wellbeing Committee 26 Mar 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Housing Policy & Strategy Review	<p>Presenting a comprehensive review of the existing strategies and policies within the housing service. The aim is to ensure alignment with current best practices, legal and regulatory requirements, and</p>		<p>Richard Tomkinson, Group Head of Housing richard.tomkinson@arun.gov.uk</p>	<p>Director of Environment & Communities (Philippa Dart)</p>

	evolving community needs.			
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Housing and Wellbeing Committee 26 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Housing performance KPI's	To provide members with the latest performance for housing services covering Q3 of 2023/24		Katherine Davis katherine.davis@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

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

	<p>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.</p>			
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April 2024

Constitution Working Party 15 Apr 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		<p>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</p>	Director of Environment & Communities (Philippa Dart)

	that the policy is updated and subsequently approved by Policy & Finance committee.			
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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 WSCC 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, Group Head of Business & Economy denise.vine@arun.gov.uk	Director of Environment & Communities (Philippa Dart), Director of Growth (Karl Roberts)

Economy Committee 16 Apr 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Harbour Park Lease Negotiations	This report provides information regarding the terms of a lease and seeks approval for proposed negotiation		Nat Slade, Group Head of Technical Services nat.slade@arun.gov.uk	Director of Growth (Karl Roberts)

	parameters.			
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Economy Committee 16 Apr 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Bognor Regis Arcade - Update	The Committee will receive an update on the progress of the Bognor Regis Arcade project.		Neil Taylor, Regeneration Officer Neil.Taylor@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 16 Apr 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Refurbishment of the former Brewers Fayre Put into a new Royal Hall	This report is pursuant to the report to the Economy Committee in June 2023 and presents a specification and budget costs to establish the feasibility of the restoration of the former Royal Hall function space. The Royal Hall closed in 1996 and the space was refitted into the Brewers Fayre pub.		Neil Taylor, Regeneration Officer Neil.Taylor@arun.gov.uk	Director of Growth (Karl Roberts)

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 Huts	To consider identified opportunities to introduce additional beach huts in the district.		Sam Horwill, Property and Estates Manager sam.horwill@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 16 Apr 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director

Fitzleat 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)
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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 identifying the infrastructure supporting the delivery development uplift within the BEW Strategic Allocation.		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)

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

<p>Consultation on Draft Conservation Area Character Appraisals for Bognor Regis: Hotham Park and Bognor Regis: Railway Station</p>	<p>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.</p>		<p>Neil Crowther, Group Head of Planning & CPO neil.crowther@arun.gov.uk</p>	<p>Director of Growth (Karl Roberts)</p>
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Planning Policy Committee 18 Apr 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p>Revised Drainage Water Resource Management Plan (DWMP) Consultations</p>	<p>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</p>	<p>Water Resource Management Plan consultations Item 9 (26 Jan 2023)</p>	<p>Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk</p>	<p>Director of Growth (Karl Roberts)</p>

	Reservoir and the Ford recycling scheme) and suggested responses to the proposals.		
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Planning Policy Committee 18 Apr 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Parish Housing Apportionment	The report seeks Committee agreement to update the Parish (indicative) Housing Apportionment - to meet the needs in Arun based on the Governments' Standard Housing methodology. This is in order to ensure that paragraph 14 of the National Planning Policy Framework (20 December 2023) is addressed in that provided Neighbourhood Development Plans are up to date (adopted within 5 years of a planning decision) and meet their identified needs, then the presumption (paragraph 11d) does		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

	<p>not apply because of the likely adverse impacts are likely to outweigh the benefits.</p> <p>Paragraph 68 of the new NPPF requires 'indicative' figures' for neighbourhood areas to be provided. It is essential that a Neighbourhood Plan makes provision for its identified housing requirement in order for it to be afforded weight under paragraph 14 of the NPPF.</p>			
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Planning Policy Committee 18 Apr 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Gypsy & Traveller & Traveller Showperson Regulation 19 Publication DPD	This report updates the Committee on the outcome of the Regulation 19 consultation (13 December 2023 to 7 February 2024). The statement of representation outlines the comments received		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

during the consultation and the Council's response regarding the soundness and legal compliance and Duty to Cooperate.

The next stage would be to seek Council approval to submit the Plan for Examination. However, the Government announced on 19 December 2023 that the status of traveller households that had ceased to travel permanently, are now included in the definition of traveller households. The increase in need would be significant and would be a serious risk to the soundness of the G&T Local Plan. There was no government consultation on the changed definition prior to this, nor are there any transitional arrangements. The Council is, therefore, seeking guidance from the Planning Inspectorate on options whether to pause,

	submit or withdraw the G&T Local Plan and instead progress the work alongside a new Local Plan. An update will be provided at the meeting.			
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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 escalated to relevant Ombudsmen.		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)