

19th January 2018

You are hereby summoned to attend an **ORDINARY MEETING** of the **TOWN COUNCIL** to be held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 25th JANUARY 2018** at **6.30pm**

PETER HERBERT
Town Clerk

AGENDA

2017/2018

1. **EVACUATION PROCEDURES**
2. **FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES**
During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.
3. **APOLOGIES**
4. **DECLARATIONS OF INTEREST**
Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or

- (c) (i) whether it is a personal interest and the nature of the interest
(ii) whether it is also a prejudicial interest
(iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

It is recorded in the register of interests that:

- Dr Walsh KStJ is a Member of Arun District Council, West Sussex County Council and Littlehampton Harbour Board
- Mr Buckland is a Member of Arun District Council and West Sussex County Council
- Mr Purchase is a Member of Arun District Council and West Sussex County Council
- Mr Warren QVRM is a Member of Arun District Council
- Mrs Ayres is a Member of Arun District Council
- Mr Gammon is a Member of Arun District Council
- Mr Northeast is a Member of Arun District Council

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

5. MINUTES

To confirm the Minutes of the meeting held on 23rd November 2017, circulated herewith (pages 5 – 7).

6. TOWN MAYOR'S REPORT and URGENT ITEMS

7. PUBLIC FORUM

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this Council. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address Council should be given to the Clerk by noon of the day of the meeting.

8. CORRESPONDENCE OR ISSUES IN RESPECT OF THE DISTRICT OR COUNTY COUNCIL

9. REPORTS OF COMMITTEES – (NON-EXEMPT)

9.1 Recommendations from Committees – report attached (page 8).

9.2 Committee Minutes (Non-Exempt)

9.2.1 Policy and Finance

To receive the Minutes of the meeting held on **18 December 2017** – circulated herewith (pages 9 – 13) - at which the following items were discussed;

Minutes –

(44.1) Past Mayor Badges

(44.2) Future Liaison Arrangements with Arun District Council

(44.3) Town Centre Manager Report

- (44.4) Ward Budgets – Neighbourhood Fund
- (44.5) Welcome Signs
- (44.6) NHS Coastal West Sussex Clinical Commissioning Group Public Meeting
- (44.7) Council and Committee Dates 2018/19
- (45) Town Council's Priorities
- (46.1) Committee Budget Monitor 2017 – 2018
- (46.2) Committee Budget Report 2018 – 2021
- (46.3) Full Budget Report 2018 – 2021
- (47) Masterplan – North Littlehampton

9.2.2 Community Resources

To receive the Minutes of the meeting held on **7 December 2017** – circulated herewith (pages 14 – 18) - at which the following items were discussed;

Minutes –

- (47) Sports Forum
- (48.1) Arun Youth Projects
- (48.2) Museum Periodic Report
- (48.3) Events Periodic Report
- (48.4) Screen on the Green Outdoor Cinema
- (48.5) Visit Littlehampton What's On Guide
- (48.6) Small Arts Grants
- (48.7) Community Room Hire Charges Proposals 2018/19
- (49) Town Council's Priorities
- (50.1) Committee Finance Report 2017/18
- (50.2) Committee Budget Proposals 2018 – 2021
- (51) Masterplan – North Littlehampton

9.2.3 Planning and Transportation

To receive the Minutes of the meeting held on **11 December 2017** – circulated herewith (pages 19 – 26) - at which the following items were discussed;

Minutes –

- (87.1) Planning Applications – 46, 47, 48 and 49
- (87.2) Update on changes to the ADC Scheme of Delegation
- (88.1) Number 15 Bus Service
- (88.2) Littlehampton Bus Services Update
- (88.3) Bus Forum
- (89.1) Committee Monitoring Report for 2017/18 and Draft Budgets for 2018/19, 2019/20 and 2020/21
- (90) Masterplan – North Littlehampton
- (90.2) Enterprise Hub

9.2.4 Planning and Transportation

To receive the Minutes of the meeting held on **8 January 2017** – circulated herewith (pages 27 – 34) - at which the following items were discussed;

Minutes –

- (99.1) Planning Applications – 50, 51, 52 and 1

- (99.2) Assets of Community Value
- (100.1) Bus Service
- (101) Masterplan – North Littlehampton

9.2.5 Property and Personnel

To receive the Minutes of the meeting held on **4 December 2017** – circulated herewith (pages 35 – 38) - at which the following items were discussed;

Minutes –

- (33.1) Staff Sickness
- (33.2) Manor House Room Hire Fees and Car Park Charges Proposals 2018/19
- (33.3) Manor House External Redecoration
- (33.4) Proposed Change to 19th February Committee Meeting
- (34) Town Council's Priorities
- (35.1) Committee Finance Report 2017/18
- (35.2) Committee Budget Proposals 2018 – 2021

9.2.6 Governance and Audit

The next meeting for this committee is on the 6th February 2018.

10. OFFICERS REPORTS

- 10.1 Appointment of Committees and Representatives to Outside Bodies 2017–2018 Review** – attached (pages 39 – 43).
- 10.2 Council and Committee Dates 2018/19** – attached (pages 44 – 45).

11. TOWN COUNCIL'S PRIORITIES

- 11.1 Town Council Priorities** – report attached (pages 46 – 51).

12. ACCOUNTS

- 12.1 Full Budget Report 2018/2019 and Projected Budgets for 2019/2020 and 2020/2021** – report attached (pages 52 – 56).

13. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

Members are invited to report on any business relating to their attendance on an outside body as the elected representative of the Town Council.

14. MASTERPLAN – NORTH LITTLEHAMPTON

15. EXEMPT BUSINESS

It is **RECOMMENDED** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

MINUTES of the ORDINARY MEETING of the TOWN COUNCIL held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 23 NOVEMBER 2017 at 6.30pm

PRESENT: Cllrs B Blanchard-Cooper (Mayor), Ayres, Buckland, Calvert, Gammon, Northeast, Purchase, Rickeard, Tandy, Dr Walsh KStJ and Warren QVRM

2017/2018

44. EVACUATION PROCEDURES

The Chair and Clerk outlined the evacuation procedures.

45. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

46. APOLOGIES

There were apologies from Councillors C Blanchard-Cooper, Chester and Squires.

47. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and no further declarations were made.

48. MINUTES

The Minutes of the meeting held on 12 October 2017 (previously circulated) were confirmed as a true record and signed by the Mayor.

49. TOWN MAYOR'S REPORT and URGENT ITEMS

49.1 The Mayoral engagement list was circulated to Members and set out the range of functions attended since the last Council meeting.

49.2 Minutes Silence

The Council observed a minute's silence in remembrance of the passing of Roger Butterworth on the 6th November. The Town Mayor explained that Roger was a well-loved member of the community, who gave his time and selflessly volunteered to work with many local

organisations. He had also volunteered for 12 years at Littlehampton's museum and would be sadly missed.

50. PUBLIC FORUM

There was one member of the public present and no questions were raised.

51. CORRESPONDENCE OR ISSUES IN RESPECT OF THE DISTRICT OR COUNTY COUNCIL

There were none.

52. REPORTS OF COMMITTEES – (NON-EXEMPT)

52.1 Recommendations from Committees – There were none.

52.2 Committee Minutes (Non-Exempt)

52.2.1 Policy and Finance: 23rd October 2017

Regarding Minute 33.4 Healthwatch West Sussex, Members had before them the draft, unconfirmed minutes of the Public Meeting (previously circulated). The Chair of the Committee also presented a draft letter, which was proposed it be sent to the local MP following up on points raised at the public meeting. Commenting on the public meeting, disappointment was expressed at the lack lustre plans of the CCG for the area. Overall, Members remained sceptical about the CCG delivering any of the much-needed improvements to the health care facilities in the Town. Whilst it was clear that the hospital would not be re-built in Littlehampton, the proposals for improvements to existing facilities needed to be realised quickly. It was also not considered acceptable that additional housing be introduced without contributions adding to medical facilities in the Town to meet the increased population. The meeting had done nothing to overcome the feeling of distrust in the Health Service. In particular, the lack of a satisfactory explanation regarding the use of Section 106 monies did nothing to restore confidence in the NHS locally. It was therefore considered necessary that these issues be raised at ministerial level. It was therefore **RESOLVED** that:

The draft letter be strengthened to highlight the points raised in Minute 33.4 and signed by the Mayor.

52.2.2 Community Resources: 19th October 2017

Regarding Minute 36.1 Project 82 Periodic Group, the Chair of the Committee had recently attended a Youth Project event with the Mayor. He was pleased to report that the newly formed partnership with Arun Church was working well and the team were focusing on developing their "Outreach" work to support young people in the town.

52.2.3 Planning and Transportation

Council received the Minutes of the meetings held on 16 October and 13 November 2017 (previously circulated) with no matters arising.

52.2.4 Property and Personnel

The next Committee will be held on 4th December 2017.

52.2.5 Governance and Audit

The next Committee will be held on 6th February 2017.

53. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

53.1 As the Town Council's representative of the Arun Co-ordinated Community Transport (ACCT), Cllr Warren QVRM informed Members that he had attended a meeting of the Committee held 18th October. The merger with SAMMY Community Transport (SCT) was coming together and was expected to be completed on 31st March 2018. It was noted that the Board of Trustees was comprised of some very experienced individuals. The group was focused on addressing issues regarding a permanent site and sponsorship going forward. It was also pleasing to note that the group had recently benefitted from two legacies.

53.2 As Chairman of Littlehampton Shopmobility, Cllr Gammon reported that having lead the way in the introduction of the in-house scooter registration scheme the system had rapidly become established nationwide. He was pleased to report that, although small, the Littlehampton shop was nominated, alongside three other services, for a national award.

53.3 As a Member of the Littlehampton Bonfire Society, the Mayor was pleased to announce that the society had been awarded the 'Sussex by the Sea Tourism Award' by the Arun Business Partnership. It was also noted that this was one of several awards received by Littlehampton businesses and he congratulated them on their success.

54. CHRISTMAS LIGHT SWITCH ON 2017

The Mayor invited the Council and members of the public to join him at the Christmas light switch on in the High Street at 7:15pm on Friday 24th November 2017.

55. MASTERPLAN – NORTH LITTLEHAMPTON

It was noted that the next meeting on the North Littlehampton Steering Group would be held 5th December 2017.

56. EXEMPT BUSINESS

There was none.

The meeting closed at 7:00pm.

TOWN MAYOR

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Full Council
Date: 25th January 2018
Report of: The Town Clerk
Subject: Recommendations from Committee

1. Summary

The purpose of this report is to highlight to Members items arising from the last Committee cycle which entail recommendations to Council and therefore need Council approval to proceed. The other items included in the Minutes have been delegated for decision to Committees and therefore have already been agreed with the exception of the changes to the Town Council's Priorities and the 2018/19 Budget proposals which are the subject of separate reports elsewhere on this agenda. The item recommended to Council is:-

2. Property and Personnel Committee: 4th December 2017

2.1 Minute 35.2.2 Foundation Living Wage

The financing of this initiative is covered in the Budget papers later in the agenda. However, outside of the finance, approval is sought by the Committee to sign up to becoming a Foundation Living Wage Employer which will look to protect those on the lowest wages in the Council.

Full Council is therefore RECOMMENDED to:

Approve that the Town Council becoming a Foundation Living Wage Employer and that, consequently, adjustments be made to the increments of some staff on the lower scales, so that all staff earn at least the equivalent to the Foundation Living Wage from April 1st, 2018.

Peter Herbert
Town Clerk

MINUTES of the POLICY AND FINANCE COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 18 DECEMBER 2017 at 6.30PM

Present: Cllrs Dr Walsh KStJ (Chair),
Buckland, Chester, Gammon
and Purchase

2017/2018

- 36. EVACUATION PROCEDURES**
The evacuation procedures were noted.
- 37. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES**
The procedures were noted.
- 38. MOBILE PHONES**
Members and the public were reminded that the use of mobile phones (other than on silent) was prohibited at Town Council and Committee meetings.
- 39. APOLOGIES**
There were apologies from Councillor Northeast.
- 40. DECLARATIONS OF INTEREST**
Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and no further declarations were made.
- 41. MINUTES**
The Minutes of the meeting held on 23 October 2017 (previously circulated) were confirmed as a true record and signed by the Chair.
- 42. CHAIR'S REPORT AND URGENT ITEMS**
There were none.
- 43. PUBLIC FORUM**
There was one member of the public present.
- 43.1** Regarding the welcome signs proposals, Mr Terry Ellis sought

clarification on some of the features of the signage and asked that the Committee ensure that the Union Jack was correctly displayed. The Chair thanked Mr Ellis for his comments which were noted.

44. OFFICER'S REPORTS

44.1 Past Mayor Badges

The Committee received and considered a report (previously circulated) which sought approval for the design for past mayor badges. It was **RESOLVED** that:

- 1) **The design for the Past Mayor Badges be approved.**
- 2) **The materials and purchase of an initial supply at a maximum cost of £1,500.00 be approved and provision for the purchase be included in the draft 2018/19 budget.**

44.2 Future Liaison Arrangements with Arun District Council

The Committee had before it proposals from the District Council regarding future liaison arrangements with Town and Parish Councils (previously circulated). The Committee proceeded to discuss the proposals in some detail and the following points were noted. The Committee judged it important that the District Council remained Members of the Joint Area Committees (JACs) and considered that the voting rights on JACs should be revisited. Members also felt it would be beneficial to expand the areas covered by the JACs to include education and social care. Questioning the function of Place Plans and their status, Members were sceptical about the proposal that they be introduced. Overall it was considered that if the District Council decided to proceed, current arrangements for liaison meetings, in Littlehampton should continue. Members also held the view that the Town Council might also wish to revisit its membership of the Arun District Association of Local Councils (ADALC). It was therefore **RESOLVED** that:

The Committees' views as set out in minute 44.2 above be forwarded to the District Council.

44.3 Town Centre Manager Report

The Committee received a report (previously circulated) which had been prepared by the Littlehampton Town Centre Regeneration Officer and detailed Town Centre activity. The Committee welcomed this information and it was **RESOLVED** that:

The report be noted.

44.4 Ward Budgets - Neighbourhood Fund

The Committee received a report (previously circulated) which set out proposals for the re-introduction of ward budgets. The Committee proceeded to consider establishing a Neighbourhood Fund in more detail and it was noted that Members could ask for items to be included for consideration on a Committee agenda at any time. Whilst the debate had been useful it was judged that councillors had the ability to progress projects in their localities through the existing system. Members emphasised that funding would need to be made available to support Wick Initiatives once the S106 funding ceased. The Committee thanked the Governance and Audit Committee for raising this issue and **RESOLVED**:

Not to progress this matter further and that the budget provision for the Wick Initiatives be re-provided.

44.5 Welcome Signs

The Committee received a report (previously circulated) which contained proposals for changes to a number of welcome signs in and around the Town. A wide-ranging debate ensued and it was considered that the research carried out by the Working Group had been helpful in progressing this initiative. However, to properly assess the impact of these designs Members considered it would be beneficial to have prototypes produced. The importance of ensuring that the Union Jack was correctly displayed was also emphasised. The Committee thanked the Communications Manager for her work on this initiative and it was **RESOLVED** that:

- 1) **Prototypes of the silhouette signage with no colour and non-silhouette signage with colour be prepared for consideration at the next meeting on 12th March 2018.**
- 2) **Up to £1,000 be allocated from the Town Centre Initiatives budget to meet the cost of the prototypes.**
- 3) **The Working Group be discontinued, and the Branding proposals deferred.**

44.6 NHS Coastal West Sussex Clinical Commissioning Group Public Meeting

The Committee received and noted the minutes (previously circulated) from the public meeting held on 16 November 2017.

44.7 Council and Committee Dates 2018/19

The Committee received a draft calendar of dates (previously circulated) for the 2018/19 meeting cycle. Members were asked to make the Town Clerk aware of any potential clashes and it was **RESOLVED** that:

**The Draft Council and Committee dates for
2018/19 be RECOMMENDED to Council for
approval.**

45. TOWN COUNCIL'S PRIORITIES

45.1 The Committee received a report (previously circulated) which contained an update on progress with the Town Council's priorities as they related to the work of this Committee. The report also set out progress with a number of additional priorities that had been identified by the majority group. Two matters were considered in detail: -

a) Littlehampton Town Council Website

45.2 Regarding the Town Council's website, the Committee also received a confidential report (previously circulated to Members of the Committee only) which contained an update on the presentations given by potential contractors following completion of the tender process. The Committee was recommended to approve the appointment of Webcurl as the Town Council's contractor to deliver the new website within a hosting and support package. Noting the capability and capacity of the company to deliver websites for public sector organisations, the Committee supported this recommendation. Observing that there was potential for further savings if the contract was taken out over a three-year period, Officers also sought approval to continue negotiations with the preferred contractor on this basis. Members were content with this proposal and it was noted that if successful a further Supplementary Estimate of £500 would be required. It was therefore **RESOLVED** that:

- 1) **Webcurl be appointed as the Town Council's contractor to develop a new website.**
- 2) **Officers continue negotiations with the contractor to secure a three-year hosting and support package and that a Supplementary Estimate of £500 be approved.**

b) Public Conveniences

45.3 Turning to the ongoing trial of the seasonal opening of the public conveniences at Norfolk Gardens, it was noted that the District Council's Environment and Leisure Working Group were considering a report on the future of these facilities at a meeting the following day. Observing that the outcome of the seasonal closure of this facility was dependent upon the feedback from the District Council's contractor, it was considered prudent that Officers remain engaged in discussions with the District Council on this matter.

45.4 It was therefore **RESOLVED** that:

- 1) *1) The additional priorities identified for the Committee be endorsed and RECOMMENDED to Council.*
- 2) *2) The contents of the report be otherwise noted.*

46. ACCOUNTS

46.1 Committee Budget Monitor 2017 – 2018

The Committee considered the periodic Finance Report (previously circulated) highlighting any significant variances from budget in terms of income and expenditure relating to this Committee's Budget. It was **RESOLVED** that:

The report be noted.

46.2 Committee Budget Report 2018 – 2021

The Committee received a report (previously circulated) which set out a draft budget for 2018/19 and the projected budgets for 2019/20 and 2020/2021. In discussing the proposals, it was judged that the draft budgets reflected the number of projects that were proposed for progression in the forthcoming year. It was therefore **RESOLVED** that:

- 1) *1) Subject to the amendments as agreed on earlier in this meeting, the draft Committee budget for 2018/19 and the projected budgets for 2019/20 and 2020/21 be RECOMMENDED to Council for approval as part of the overall Council budget.*
- 2) *2) The Committees' earmarked reserves be noted.*

46.3 Full Budget Report 2018 – 2021

The Committee received and considered a report which set out a draft Council Budget for 2018/19 and Projected Budgets for 2019/20 and 2020/21 (previously circulated). The Committee received clarification on the impact of the implementation of the Foundation Living Wage policy on the staffing budget. It was **RESOLVED** that:

- 1) *1) Council be RECOMMENDED to approve the budget for 2018/19 setting a Precept of £1,132,449 for 2018/19.*
- 2) *2) Council be RECOMMENDED to set Band D Council Tax at £117.91 per annum for 2018/19, an increase of 1.9% / £2.19.*

47. MASTERPLAN – NORTH LITTLEHAMPTON

It was noted that the District Council proposed reforms to the constitution of the Steering Group which would see one of the District

Councillors from Littlehampton in the Chair. Referring to the last meeting of the Steering Group, it was observed that the Group had no Chairman. It was agreed that the Town Clerk contact the District Council to seek a resolution to this issue and it was **RESOLVED** that:

The update be noted.

48. EXEMPT BUSINESS

There was none.

The meeting closed at 7:30pm.

CHAIR

MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 7 DECEMBER 2017 at 6.30PM

Present: Cllrs Buckland (Chair),
Baker*, C Blanchard-
Cooper, Tandy, and
Warren QVRM.
Cllr Dr Walsh KStJ
substituted for Cllr
Purchase.

2017/2018

40. **EVACUATION PROCEDURES**
The evacuation procedures were noted.
41. **FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES**
The procedures were noted.
42. **APOLOGIES**
There were apologies from Councillor Purchase.
43. **DECLARATIONS OF INTEREST**
Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted.
Councillor Dr Walsh KStJ declared a personal interest across the agenda in matters relating to West Sussex and Arun District Councils as a County and District Councillor.
44. **MINUTES**
The Minutes of the meeting held on 19 October 2017 (previously circulated) were confirmed as a true record and signed by the Chair.
45. **CHAIR'S REPORT AND URGENT ITEMS**
There were none.
46. **PUBLIC FORUM**
There was one member of the public present.

- 46.1 Regarding the Christmas Lights Switch On, Mr Terry Ellis presented some suggestions to extend the event further in the Town and the positioning of the stage and audio equipment for consideration. He also highlighted the popularity of the snow machine with young children. He congratulated Councillors and staff on delivering a successful evening and shared a number of the positive comments about the event. The Chair thanked Mr Ellis for this and stated that his suggestions would be taken into consideration by Officers when planning future events.
- 46.2 In view of the increased popularity of the Screen on the Green Outdoor Cinema, Mr Ellis asked that consideration be given to widening the range of films offered. This was noted.

**Councillor Baker joined the meeting at 6:35pm*

47. **SPORTS FORUM**

The Committee received and noted (previously circulated) the minutes from the Sports Forum meeting held Monday 6 November 2017. Members were disappointed to hear that the fencing at the Howard Lawn Tennis Club had recently suffered vandalism. The Committee **RESOLVED** that:

The update be noted

48. **OFFICER'S REPORT**

48.1 **Arun Youth Projects**

The Committee received a monitoring report (previously circulated) which contained information regarding activity at Arun Youth Projects. It was noted that this information would be received on a monthly basis as part of the arrangements under the new partnership contract with Arun Church. In future the monthly monitoring reports would be forwarded to the Committee and Members were invited to provide feedback to the Assistant Town Clerk. A regular quarterly periodic report would be brought to Committee. Members were pleased to note the positive start with all sessions running as planned and welcomed the new reporting format. It was **RESOLVED** that:

The report be noted

48.2 **Museum Periodic Report**

The Committee received a report (previously circulated) that outlined the Museums events and exhibitions, social media statistics and visitor figures. Member's views were sought on a proposal to rename the Community Gallery in honour of the late Mr Roger Butterworth. This suggestion was unanimously supported by Members who wished to recognise Mr Butterworth's work in the Community and his time as a volunteer in the Museum. It was therefore **RESOLVED** that:

- 1) ***The Community Gallery be renamed to the 'Roger Butterworth Gallery'***
- 2) ***The report be noted***

48.3 Events Periodic Report

48.3.1 The Committee received a report (previously circulated) that summarised the outcome of Wick Week and the Christmas Lights Switch On. The report also sought Members' views on options to expand the Out and About sessions and a community event proposal from the Littlehampton Lions. The Committee commended Officers on the success of the Christmas Lights Switch On and highlighted the positive impact this had had on the High Street. It was observed that the elf theme had been very positively received and the Christmas lights themselves were considered very effective.

48.3.2 Regarding the Out and About sessions, the Events Manager presented a number of options to provide a third session in the Town. The Committee proceeded to consider the options in terms of attendance levels, the facilities at each site and their accessibility. Whilst Members favoured adding a third session to the event, it was considered that this would have to be carefully managed so as not to impact the existing programme. Acknowledging the growth to the north of the Town, Members also wished to ensure that in the future these residents were also able to access this event. Noting that a third session could be delivered by Freedom Leisure within the current service level agreement, it was considered prudent that they be asked to deliver this at Rosemead as part of a two-year trial of option four. Other options to the North of the Town would be examined in the future.

48.3.3 Turning to the proposal from the Littlehampton Lions to stage a charity street fayre next spring, Members considered this would strengthen relationships in the Town and expressed support for the plans. It was therefore **RESOLVED** that:

- 1) ***The Out and About event be expanded to deliver three sessions at Mewsbrook Park, Brookfield and Rosemead as per option 4 proposed in the report and re-visited after a one-year trial.***
- 2) ***The Littlehampton Lions Charity Street fayre proposal and financial support of £400 be approved.***
- 3) ***The financial implications and content of the report be otherwise noted.***

48.4 Screen on the Green Outdoor Cinema

The Committee received a report (previously circulated) that set out options for expanding the Screen on the Green Outdoor Cinema. Having considered the options before them, the Committee were supportive of a trial to expand the event with more showings over two days. Considering the types of screen available and the resources required, Members favoured two showings of two different films which would attract a broader audience. In this respect, the option of having an Airscreen on two consecutive days showing one film per day was

considered the best value for money. In view of the success of the public vote in attracting interest in the event and selecting the films, it was also agreed that this process be used again in 2018 to agree the films that would be screened. It therefore was **RESOLVED** that:

- 1) **The 2018 Screen on the Green event proceed as set out in minute 48.4 above and re-visited after a one-year trial**
- 2) **The financial implications be noted**

48.5 Visit Littlehampton What's On Guide

The Committee received a report (previously circulated) that set out a number of options for the future production of the Visit Littlehampton What's On Guide. The report explained the complexities surrounding the production of the guide and highlighted that any change to the current arrangements would involve a commitment of two years. In considering the options, it was noted that a large amount of publicity was also covered through the website and social media, which would be enhanced by the Town Council's new website when it was introduced. Overall it was considered that option two was both more flexible and offered a broader range of coverage. It was also noted that posters could be displayed in noticeboards to provide more publicity for last minute events. It was therefore **RESOLVED** that:

Option two be selected for the production of the Visit Littlehampton What's On Guide and reviewed after two years

48.6 Small Arts Grants

The Committee received and considered a grant application (previously circulated) from the newly formed Harbour Lights Poet Group who sought funding in the sum of £120 towards the costs of meeting room hire fees. It was **RESOLVED** that:

The Small Arts Grant of £120 to the Harbour Lights Poet Group be approved

48.7 Community Room Hire Charges Proposals 2018/19

The Committee received a report (previously circulated) which set out a review of room hire fees charged at the Southfields Jubilee Centre and Project 82. It was **RESOLVED** that:

The room hire fees at Southfields Jubilee Centre and Project 82 be increased by 2% in 2018/19

48.8 Keystone Centre

There was nothing further to report.

49. TOWN COUNCIL'S PRIORITIES

**Councillor Tandy declared a personnel interest as treasurer of the Keystone Centre Management Committee. *Councillors Buckland, Dr Walsh KStJ and Warren re-declared personnel interests as Arun District Council Members.*

49.1 The Committee received a report (previously circulated) which contained an update on progress with the Town Council's priorities as they related to the work of this Committee. The report also set out progress with additional priorities that had been proposed by the majority group. It was noted that in approving further work on some of the new priorities, the Town Council would be working in close partnership with the District Council. Members were pleased to note the progress that had already been made on some of the additional priorities. Based on the tone of conversations already taking place with the District Council on other matters, Members expressed their support in principle for the additional joint project to upgrade the skate park highlighted as a priority in the report. It was therefore **RESOLVED** that:

- 1) **The additional priorities identified for the Committee be endorsed and RECOMMENDED to Full Council**
- 2) **The updates be otherwise noted**

50. FINANCE

50.1 Committee Finance Report 2017/18

The Committee considered the periodic Finance Report (previously circulated) which highlighted any significant variances from budget in terms of income and expenditure relating to this Committee's Budget. It was **RESOLVED** that:

The report be noted

50.2 Committee Budget Proposals 2018 – 2021

The Committee received a report (previously circulated) which set out a draft budget for 2018/19 and the projected budgets for 2019/20 and 2020/2021. The Town Clerk briefly outlined the budget process and stated that the overall budget had been prepared to reflect a 1.9% increase in 2018/19 and 1% thereafter. The Town Clerk provided clarification on a number of points relating to the distribution of central service costs and updated Members on progress with the project to improve the gateway signage. It was noted that a fuller report on this matter would be presented to the Policy and Finance Committee for consideration at their meeting on the 18th December 2017. It was therefore **RESOLVED** that:

- 1) **The draft Committee budget for 2018/19 and**

the projected budgets for 2019/20 and 2020/21 be RECOMMENDED to the Policy and Finance Committee

2) The Committee's earmarked reserves be noted

51. MASTERPLAN – NORTH LITTLEHAMPTON

The Steering Group met on 5th December and it was noted that the timetable for delivery of the northern section of the Lyminster by pass had slipped. Whilst this was disappointing, it was not thought that it would impact the delivery of the scheme or the other highways infrastructure works planned for the area. The developers at Kingley Gate had also reported that having been unsuccessful in finding someone to take on the Dovecote at the rear of the site, it would be taken down. It was noted that the structure had been declared unsound and would be dismantled in a sensitive way with all details photographed and recorded. It was **RESOLVED** that:

The update be noted

52. EXEMPT BUSINESS

There was none.

The meeting closed at 7:45pm.

CHAIR

MINUTES of a MEETING of the PLANNING AND TRANSPORTATION COMMITTEE held in the MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 11 DECEMBER 2017 at 6.30PM

Present: Cllrs Chester (Chair),
Ayes, Blanchard-Cooper,
Buckland, Tandy, Warren
QVRM

2017/2018

80. EVACUATION PROCEDURES

The evacuation procedures were noted.

81. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

82. APOLOGIES

There were no apologies.

83. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and no further declarations were made.

84. MINUTES

The Minutes of the meeting held on 13 November 2017, (previously circulated), were confirmed as a true record and signed by the Chair.

85. CHAIR'S REPORT AND URGENT ITEMS

85.1 LITTLEHAMPTON HERITAGE GROUP

The Assistant Town Clerk was pleased to report that the Group had been successful in a bid for grant funding from The Heritage Lottery Fund. The funds would be used to provide training and secure the services of a part time Heritage Officer who would support the Group to develop a database and formulate supplementary planning guidance. The Chairman congratulated the Group in securing this funding and highlighting the support provided by Town Council Officers both past and present, he thanked them for their work.

86. PUBLIC FORUM

86.1 Mr Martinez of 3 Harebell Close addressed the Committee regarding planning application LU/369/17/HH. Observing that this was a resubmission of an earlier application and as the next-door neighbour, Mr Martinez stated that yet again, the planning notice was not displayed anywhere near the site. Mr Martinez went on to say that he had reported this to the District Council together with his objection to the proposed extension. Drawing the Committee's attention to the picture showing the boundary of the property and access area, he stated that in his view this was misleading as it implied that the area was available for parking. He explained that this area was intended to provide access for deliveries only and also contained a pathway which provided access to his property. Stating that the extension, even with an improved roof line, would still come very close to the boundary of his property, he therefore considered the proposal obtrusive and that it would block light coming into his garden.

86.2 The Chairman thanked Mr Martinez for his comments and stated that the Committee would take his views into consideration when it came to discuss the matter later in the meeting.

86.3 As Chairman of the Littlehampton Heritage Group, Mr Terry Ellis thanked the Town Council and its Officers for the support they had provided to the Group. He also reported that Historic England had agreed to host a two-day training course at the Town Council which was being planned for Spring 2018. The training session aimed to help the volunteers in the Group plan their work and he extended an invitation to Members of the Committee to join them.

87. PLANNING AND OTHER DISTRICT COUNCIL MATTERS

87.1 Planning Applications – Lists 46, 47, 48 and 49

It was **RESOLVED** that:

***The representations of the Council
(appended to these Minutes as Appendix
1) be forwarded to Arun District Council.***

87.2 Update on changes to the ADC Scheme of Delegation

The Committee received a report (previously circulated) that gave details on the changes to the Arun District Council Scheme of Delegation. The Committee **RESOLVED** that:

The update be noted

88. TRANSPORTATION AND WEST SUSSEX COUNTY COUNCIL MATTERS

88.1 Number 15 Bus Service

The Committee received figures of the number 15 bus service (previously circulated) that showed the total monthly passenger usage between April 2017 and October 2017. It was **RESOLVED** that:

The figures be noted

88.2 Littlehampton Bus Services Update

The Committee received a report (previously circulated) that provided an update to the bus services operating in Littlehampton. In addition, the Chair and Assistant Town Clerk updated Members on the progress of discussions that were being held with Rustington Parish Council to explore opportunities to develop local bus services. To date, these had been positive and a further meeting would be held on the 8 January 2018 and it was envisaged that draft proposals would be brought back to the Committee for consideration in February 2018. Members were therefore asked to endorse the work undertaken to date and indicate their support for the continuation of this work with Councillor Chester as Chair of the Committee representing the Town Council. The Committee was supportive of this proposal and it was therefore **RESOLVED** that:

- 1) **The continued discussions with Rustington Parish Council and West Sussex County Council to explore running a joint service which is more cost effective and user friendly be approved.**
- 2) **The Chair of the Planning and Transportation Committee, be appointed as the Town Council's representative at the above meetings.**
- 3) **The timetable options which should be explored with Compass buses including financial implications be noted**
- 4) **The remainder of the report be noted and to seek to introduce any changes agreed in Spring 2018.**

88.3 Bus Forum

The Committee received a copy of a letter (previously circulated) from West Sussex Cabinet Member for Highways and Transport which set out proposals for a new bus forum for Arun. The Committee welcomed the action that was being taken to investigate this further and it was **RESOLVED** that:

The update be noted

89. FINANCE

89.1 Committee Monitoring Report for 2017/18 and Draft Budget for 2018/19, 2019/20 and 2020/21

The Committee considered the periodic Finance Report (previously circulated) which highlighted any significant variances from budget in terms of income and expenditure relating to this Committee's Budget. The report also set out a draft budget for 2018/19, 2019/2020 and 2020/21. It was noted that earmarked reserves had been allocated in

2017/18 in support of the work of the Heritage Group and potentially updating the Neighbourhood Plan. It was **RESOLVED** that:

- 1) *The current year position be noted*
- 2) *The draft Planning & Transportation Committee budget for 2018/19 and the projected budgets for 2019/20 and 2020/21 be recommend to the Policy & Finance Committee.*

90. MASTERPLAN – NORTH LITTLEHAMPTON

90.1 The Committee had before it a copy of a letter (previously circulated) from the West Sussex Cabinet Member for Highways and Transport regarding the impact on the highways network of the ongoing development of North Littlehampton. The letter contained a clear and very comprehensive assessment of the progress with the work to improve the existing highways network in this area, particularly the impact on the residents in Mill Lane and Toddington Lane. Members considered it would be beneficial to publish this information with the Minutes. In addition, it was also proposed that the Town Council hosts a public meeting in Spring 2018 to provide residents in the area with an opportunity to hear how the development was progressing and to raise concerns directly with the developers and the appropriate local authorities. This was supported, and the Committee **RESOLVED** that:

- 1) *The letter from the West Sussex Cabinet Member for Highways and Transport be published with the Minutes of this meeting.*
- 2) *To hold a Public Meeting, involving the developers and relevant local authorities, to discuss progress with the North Littlehampton Development in Spring 2018, at a venue in the vicinity.*

90.2 Enterprise Hub

It was reported that the building adjacent to the Morrisons supermarket in Wick had been sold. It was understood that work had already started to create the Enterprise Hub at the site and that it was expected to open in July 2018. It was **RESOLVED** that:

The update be noted

91. EXEMPT BUSINESS

There was none.

The meeting closed at 7.20pm.

CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 11 December 2017
Representation on Lists 46, 47, 48 and 49

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Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
47	River	IB	LU/364/17/PL	Retention & conversion of former Public House building & the erection of two storey block to provide a total of 9 No. residential units with associated parking. Re-submission of planning application LU/117/17/PL	Formerly 'The Tap and Barrel' 2-13 Duke Street Littlehampton BN17 6EU	No Objection
48	River	IB	LU/385/17/HH	Single storey extension to rear & side	63 Beaconsfield Rd Littlehampton BN17 6LN	No Objection: The statutory notice was not on display at the site.
48	Brookfield	FT/MW	LU/369/17/HH	Part first floor & two storey side extension. Re-Submission following LU/235/17/HH	4 Harebell Close Littlehampton BN17 6WE	Objection: The Town Council's Planning and Transportation Committee considered this matter at its meeting held on Monday 11th December 2017 and objected to the application. Whilst it was noted that the proposal had been scaled back from the previous submission, the Committee was not supportive of this application because it would involve the loss of onsite parking currently provided by the garage. It was also the view of the Committee that the garage was designed as part of the original development and that if permitted this would be going against the original planning consent for the estate.

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LITTLEHAMPTON TOWN COUNCIL
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Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
48	Courtwick with Toddington	MA	LU/375/17/PL	Change of use of land for the stationing of 25No. mobile homes for permanent residential occupation	The Bungalow Southdown Nursery Old Mead Road Littlehampton BN17 7PU	<p>Objection: Regarding planning application LU/376/17/OUT, the Committee welcomed the inclusion of affordable housing in this proposal. However, being outside the current built up area boundary, this was viewed as another attempt to develop an area for which there was no formal development plan. The Committee therefore considered that no further development should be permitted in this area without the opportunity having been taken to draft a small sites development brief which would set out policies to manage the flooding, drainage and transport issues relevant to the area (between the Black Ditch and the Railway Line).</p> <p>Whilst the Committee was not opposed to the principal of development in this part of Littlehampton it was felt that this application demonstrated the clear need to develop a policy for growth in this area. The Committee emphasised that this should include plans to address:</p> <ol style="list-style-type: none"> 1) The access issues in Old Mead road (including consideration for the formal adoption of the highway) 2) Flood mitigation 3) Comprehensive proposals for drainage

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Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
48	Courtwick with Toddington	MA	LU/376/17/OUT	Outline application with all matters reserved for demolition of a bungalow & outbuildings & erection of up to 25No. dwellings of which 30% will be affordable, with associated open space	The Bungalow Southdown Nursery Old Mead Road Littlehampton BN17 7PU	Objection: In considering this application the Committee also had before it proposals on the same site for the development of 25 permanent dwellings. It was noted that both applications were located outside of the current and proposed Local Plan built up area boundary. Regarding planning application LU/375/17/PL, the Committee was not supportive of this application because it did nothing to address the impact of increased traffic generated by the proposed development or improve access on Old Mead Road which is an unadopted highway. Observing that the application was in a flood zone, it was also noted that the application contained no comprehensive proposals to deal with drainage and flooding issues. In addition, Members did not consider it acceptable that the affordable housing requirement be met offsite by means of a comparatively small amount of remuneration. The Committee therefore considered that no further development should be permitted in this area without the opportunity having been taken to draft a small sites development brief which would set out policies to manage the flooding, drainage and transport issues relevant to the area (between the Black Ditch and the Railway Line).

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LITTLEHAMPTON TOWN COUNCIL
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Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
49	Courtwick with Toddington	MA	LU/331/17/PL	Erection of 4 No. employment units for flexible use within use classes B1c/B2/B8 with associated areas for car parking, service yards & landscaping. This application is a Departure from the Development Plan.	Land at Lineside Industrial Estate Northwest of Unit 26 Eldon Way Littlehampton BN17 7HE	Support
49	River	IB	LU/378/17/PO	Application to modify a planning obligation dated 01/08/1986 under planning application LU/283/85 relating to age restriction	14 Madehurst Court Gloucester Road Littlehampton BN17 7BX	No Objection
49	River	IB	LU/377/17/PO	Application to modify a planning obligation dated 01/08/1986 under planning application LU/283/85 relating to age restriction	7 Madehurst Court Gloucester Road Littlehampton BN17 7BX	No Objection
49	River	IB	LU/395/17/HH	Two-storey rear extension	33 Gloucester Place Littlehampton BN17 7AL	No Objection: The statutory notice was not on display at the site.
49	River	IB	LU/372/17/CLE	Lawful development certificate for 2 No. existing flats.	Flats 1 & 2 28 New Road Littlehampton BN17 7QZ	Objection: The Committee objected to the proposals on the grounds that they represented the loss of a much-needed family home and that the plans did not meet the current space standards. It was also noted that this was a retrospective planning application and that an earlier application to convert this dwelling into flats had been withdrawn. The Committee therefore held the view that the planning authority should take action to restore the property to a family dwelling.

MINUTES of a MEETING of the PLANNING AND TRANSPORTATION COMMITTEE held in the MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 8th JANUARY 2018 at 6.30PM

Present: Cllrs Buckland (Vice
Chairman in the Chair),
Ayres, B Blanchard-
Cooper, Tandy

2017/2018

92. EVACUATION PROCEDURES

The evacuation procedures were noted.

93. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

94. APOLOGIES

There were apologies from Councillors Chester and Warren QVRM.

95. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. Councillor Buckland declared a personal interest as a West Sussex County and Arun District Councillor across the Agenda. Councillor Ayres declared a personal as an Arun District Councillor across the Agenda.

96. MINUTES

The Minutes of the meeting held on 11th December 2017, (previously circulated), were confirmed as a true record and signed by the Chair.

97. CHAIR'S REPORT AND URGENT ITEMS

97.1 Consultation on the Main Modifications to the Arun Local Plan (2011-2031)

The Committee were informed that a consultation on the main modifications would run between 12 January to 23 February. It was proposed that information regarding the consultation would be brought to the next meeting on 5 February. It was **RESOLVED** that:

The update be noted.

98. PUBLIC FORUM

There were 3 members of the public present.

- 98.1** Mr Martinez addressed the Committee on the future plans for the number 12 bus route. As a regular user of this bus service, he stated that there were very few passengers on the bus and having carried out his own survey he informed Members it had become clear that people were using their cars in preference to the bus. Stating that he didn't want to lose the service he asked that this be taken into consideration should the timetable be reviewed.
- 98.2** The Chairman thanked Mr Martinez for his observations. Confirming that they would be noted for future reference, he offered to keep Mr Martinez informed of any future changes.
- 98.3** Angela Tester addressed the Committee on a number of points:
- She advised the Committee that the Civic Society were willing to provide assistance including funding to support any work in connection with the Assets of Community Value.
 - Drawing the Committee's attention to the Woodland Trust tree planting guidance particularly in relation to flood zones, she asked for assistance in making developers aware of the initiative. Expressing disappointment to the loss of trees in the High Street area she asked if anything could be done to restore the situation.
 - Also, she congratulated the Town Council on last year's Christmas light display.
 - She asked the Committee if there was anything that could be done to assist the Windmill Entertainment Centre in providing new signage.
- 98.4** Responding to Mrs Tester's points the Chairman thanked her for her comments and stated that these had been noted. Regarding the Woodland Trust information, it was noted that this would be raised at the next North Littlehampton Steering Group. Regarding the trees in the High Street it was noted that these had been removed for various reasons. However, the Assistant Town Clerk stated that she would raise this with the Town Centre Manager. Although the signage for the Windmill Entertainment Centre was outside the remit of this Committee it was noted that this had been raised with the District Council.
- 98.5** Mr Terry Ellis congratulated the Mayor on his Christmas fundraising activities. As chairman of the Littlehampton Charter Group, he stated that the group had been instrumental in getting properties added to the District Council's register of Assets of Community Value. He stated that the group felt strongly that the areas that were under review should be re-nominated as they could still be viewed as being at risk for a number of reasons. In conclusion he stated that these designations had been fought for and he asked the Committee to take this into consideration when discussing the matter later on in the meeting.
- 98.6** Mr Ellis went on to express his frustration with what he viewed as West Sussex County Council's response to parking provision on planning applications. In particular he highlighted the West Sussex County Council did not seem to be working to current standards and sought the Town Council's support in pressing for a change to resolve in practice.

98.7 In response the Chairman thanked Mr Ellis thanked his comments on the Assets of Community Value and stated that these would be taken into consideration when the Committee came to discuss this matter later on in the meeting. Regarding parking provision and observing the ongoing issues in this respect, the Chairman observed that this was compounded by the limited number of traffic regulation orders available. It was noted that a traffic review was expected in the area at some point in the future. In the meantime, it was agreed that clarification on the current regulations regarding parking provision would be sought from the County Council.

99. PLANNING AND OTHER DISTRICT COUNCIL MATTERS

99.1 Planning Applications – Lists 50, 51, 52 and 1

It was **RESOLVED** that:

***The representations of the Council
(appended to these Minutes as Appendix
1) be forwarded to Arun District Council.***

99.2 Assets of Community Value

The Committee received a report (previously circulated) that outlined the Town Council's current nominations on the Assets of Community Value register. The Committee's views were sought on whether they wished to re-nominate any of the properties on the register and if so to identify the reasons and a way forward for progressing the nominations. Recalling the comments made during the public forum session earlier in the meeting, the Committee proceeded to review each of the properties listed in the report. It was noted that the municipal parks already benefited from a certain degree of protection as open spaces in both the Local Plan and the Littlehampton Neighbourhood Development Plan. Members also acknowledged the significant investment in ensuring that the Littlehampton Swimming and Sports Leisure Centre remained on its current seafront site. The significant resources that would be required to undertake the re-nomination process, were noted. The Windmill Entertainment Centre was considered a highly valued community asset and Members judged that efforts should be focused on ensuring that this facility remained on the register. It was therefore **RESOLVED** that:

***The Heritage Group be approached and
asked to explore the re-nomination of the
Windmill Entertainment Centre in
partnership with the Town Council.***

100. TRANSPORTATION AND WEST SUSSEX COUNTY COUNCIL MATTERS

100.1 Bus Service

The Assistant Town Clerk reported that a further meeting had been held with Rustington Parish Council earlier that day and that further route options were being explored. It was therefore anticipated that a

report would be brought to the next meeting on 5 February. It was **RESOLVED** that:

The update be noted.

101. MASTERPLAN – NORTH LITTLEHAMPTON

There was nothing further to report.

102. EXEMPT BUSINESS

There was none.

The meeting closed at 7:37pm.

CHAIR

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LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 8 January 2018
Representation on Lists 50, 51, 52 and 1

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Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
50	Courtwick with Toddington	MA	LU/396/17/HH	2 new dormers to East elevation, new pitched roof on existing dormer on East elevation & single storey extension to East elevation. This application may affect the setting of a listed building	Flint Acre Toddington Lane Littlehampton BN17 7PN	No Objection.
51	River	IB	LU/410/17/PO	Application to modify a planning obligation dated 01/08/1986 under planning application LU/283/85 relating to age restriction	10 Madehurst Court Gloucester Road Littlehampton BN17 7BX	No Objection.
51	River	IB	LU/407/17/PL	Rebuilding of existing rear extension	10 - 14 High Street Littlehampton BN17 5EE	No Objection.
52/1	River	IB	LU/367/17/PL	Readvertisement due to Substitutue Proposed Front Elevation. Change of use of first floor flat (C3 Dwelling House) to restaurant (A3 Food & Drink) & ground floor rear extension and alterations to front elevation	51 Pier Rd Littlehampton BN17 5LP	Objection: The Committee supported the comments from the Environmental Health and Engineering Services regarding drainage, the provision of toilet facilities and the need for further provision of these facilities and additional work to protect neighbours from noise and odour emanating from the site, particularly if the business was to expand into the first-floor accommodation. Members also sought confirmation that the facilities would be DDA compliant.

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Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
52	Courtwick with Toddington	MA	LU/408/17/PL	Variation of condition No.4 & 24 imposed under LU/355/10 relating to amended drawings & rewording condition to state "Details of the proposed bus route within the development shall be submitted to & approved in writing by the Local Authority. The bus route shall be carried out in accordance with the approved plan"	Land North of and South of Railway Courtwick Lane Littlehampton BN17 7FR	<p>Objection: It was noted that this planning application sought approval to reword condition 24 and that if implemented, would result in the loss of Courtwick Lane as a future bus link for the residents of the Kingley Gate development to the north east. It was observed that the access to / from the estate at this point was originally intended for buses, cyclists and emergency vehicles as well as the continued use by those parties requiring access from the privately-owned section of Courtwick Lane.</p> <p>Members were therefore disappointed as it was considered that the proposed route was not as envisaged in the original application. The applicant references a meeting with the Town Council in November and whilst it was understood from that meeting that the developer wished to alter the access arrangements at this point, details were not forthcoming until this application was received. Recognising that the purpose of the S106 funding was to help secure a permanent bus service serving the Courtwick residents, it was considered that the proposal failed to</p>

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LITTLEHAMPTON TOWN COUNCIL
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Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
						acknowledge the future need to access the employment opportunities adjacent to the estate and the retail amenities to the east and south. It was also considered that the applicants reasons for seeking this change could be overcome. The Committee therefore judged that the failure to retain access for buses at this point would hinder the long-term sustainability of a future bus service and objected to the application.
1	River	IB	LU/390/17/ PL	Demolition of existing building & erection of 1 No. retail unit & 3 No. flats above with associated external works & access. This application may affect the setting of Listed Buildings & the character & appearance of the Littlehampton (River Road) Conservation Area.	Former Littlehampton Covered Market 26-28 Surrey Street Littlehampton BN17 5BG	No Objection: Members questioned whether the planned layout of the ground floor was suitable for the envisaged retail use as it appeared limiting. Observing that vehicle access to Surrey Street would be across a pavement, the Committee had no objection to the proposals subject to the comments from West Sussex Highways as the Highways Authority.
1	Courtwick with Toddington	MA	LU/386/17/ PL	Change of use of land for the stationing of 14 No. mobile homes for permanent residential occupation. This application is a Departure from the Development Plan	Land to East of Torri House Old Mead Road Littlehampton BN17 7PU	Objection: It was noted that the application was located outside of the current and proposed Local Plan built up area boundary and was highlighted as an undevelopable site according to the District Council's current Housing and Economic Land Availability Assessment. The Committee was not

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Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
						supportive of this application because it did nothing to address the impact of increased traffic generated by the proposed development or improve access on Old Mead Road which is an unadopted highway. Observing that the application was in a flood zone, it was also noted that the application contained no comprehensive proposals to deal with drainage and flooding issues. In addition, Members had serious concerns about the reliance on existing services for mains drainage and the ability of the proposed septic tank to cope with the demands of the increased occupancy. Overall, the Committee considered that no further development should be permitted in this area without the opportunity having been taken to draft a small sites development brief which would set out policies to manage the flooding, drainage and transport issues relevant to the area (between the Black Ditch and the Railway Line).

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Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
1	River	IB	LU/404/17/ PL	Removal & replacement of single storey outbuilding in retail use, removal of substandard first floor extension to flat No. 1 & structural repairs to existing main pitched roof	2 - 6 Beach Road Littlehampton BN17 5HT	No Objection.
1	Beach	BBC	LU/405/17/ PL	Demolition of existing pavilion & erection of replacement pavilion	Littlehampton Croquet Club Littlehampton Sports Field St Flora's Road Littlehampton BN17 6BD	No Objection.

MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 4 DECEMBER 2017 at 6.30PM

Present: Cllrs Purchase (Chair),
Ayes, Baker*, C
Blanchard-Cooper,
Rickeard and Squires

2017/2018

26. EVACUATION PROCEDURES

The evacuation procedures were noted.

27. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

28. APOLOGIES

There were none.

29. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and no further declarations were made.

30. MINUTES

The Minutes of the meeting held on 4 September 2017 (previously circulated) were confirmed as a true record and signed by the Chair.

31. PUBLIC FORUM

There was one Member of the public present.

Regarding the Town Council Priorities, Mr Terry Ellis asked the Committee to consider sponsorship in relation to the Oyster Pond. The Town Clerk explained that proposals for the Pond were closely linked to the District Council's overall plans to enhance the riverside and seafront offer. He hoped to be able to report more fully on this to the next meeting and Mr Ellis' suggestion was noted.

Regarding the Committee budget report for 2017/18, Terry Ellis asked

about the income for the Southfields Jubilee Centre. The Town Clerk agreed to provide this information to Mr Ellis after the meeting.

32. CHAIR'S REPORT AND URGENT ITEMS

There were none.

33. OFFICERS REPORT

33.1 Staff Sickness

The Committee received the latest periodic report detailing staff sickness for the period up to and including the first two quarters of 2017/18 (previously circulated). It was **RESOLVED** that:

The report be noted.

**Councillor Baker joined the meeting at 6:35pm*

33.2 Manor House Room Hire Fees and Car Park Charges Proposals 2018/19

The Committee received a report (previously circulated) which contained a review of the Manor House room hire fees, tariffs for Weddings and Ceremonies and car park charges including proposals for changes to the fees for 2018/19. It was also recommended that an additional car parking space be released and let to generate additional income. The Committee considered it prudent that the fees be increased to meet inflation and it was therefore **RESOLVED** that:

- 1) ***The Manor House room hire fees be increased by 2% in 2018/19.***
- 2) ***The proposed change to the tariffs for Weddings and Ceremonies in 2018/19 be approved***
- 3) ***An additional car parking space be released for letting in 2018/19.***

33.3 Manor House External Redecoration

33.3.1 The Committee received a report (previously circulated) which contained an update on the progress with compiling the tender for the external redecoration of the Manor House. It was proposed that repairs to the roof, identified in a survey by the contractor who completed the structural works to the southern elevation of the building, be included in the tender for these works. The views of the Committee were also sought regarding the colour scheme for the building.

33.3.2 Members favoured retention of the current colour scheme which was considered a distinctive feature of the building and identified other aspects of the building that required attention. Observing the lettering was pale and faded Members asked that it be enhanced to overcome these issues. It was also considered that more could be done to improve the appearance of the ground floor of the southern elevation of the building where the windows were obscured to protect the Museum displays. It was therefore **RESOLVED** that:

- 1) ***The inclusion of the roof repairs within the specification for the tender for the external redecoration of the Manor House be approved.***
- 2) ***The current colour scheme in relation to the masonry panels in the Manor House be retained.***
- 3) ***The tender specification be updated including the comments set out in Minute 33.3.2 above and placed on the contractfinders website for the redecoration works, with a view to the contract commencing in March 2018.***

33.4 Proposed Change to 19th February 2018 Committee Meeting

Due to a large room booking in the Manor House during the last two weeks of February, it was proposed that this meeting be rescheduled to Monday 19th March 2018. It was **RESOLVED** that:

The change of date be approved and included the draft calendar of meetings for 2018/19 for approval by Full Council

33.5 Keystone Centre

There was nothing further to report.

34. TOWN CONCIL'S PRIORITIES

34.1 The Committee received a report (previously circulated) which contained an update on progress with the Town Council's priorities as they related to the work of this Committee. The report also set out progress with a number of additional priorities that had been identified by the majority group. When considering the future of the Project 82 building, it was noted that long term proposals had yet to be considered and any future arrangements would be regarded in the context of the new community facilities that were proposed as part of the North Littlehampton Development. Regarding the proposed replacement of the Amenity Team's transit van, it was considered practical that options including the availability of electric / hybrid vehicles be explored.

34.2 The Chair welcomed Rebekah Newsom who had recently joined the Council as Committee and Business Administration Support Apprentice. Embarking on the apprenticeship was new to the Council and it was hoped that in time the scheme could be developed. The apprenticeship together with the proposal that the Town Council become a real Living Wage employer, had been identified as additional priorities. Observing the benefits of becoming a real Living Wage employer, it was hoped that other local employers would follow suit and Members endorsed this proposal. It was therefore **RESOLVED** that:

- 1) ***The additional priorities identified for***

the Committee be endorsed and be RECOMMENDED to Full Council.

2) **The updates be otherwise noted.**

35. FINANCE

35.1 Committee Finance Report 2017/18

The Committee considered the periodic Finance Report (previously circulated) highlighting any significant variances from budget in terms of income and expenditure relating to this Committee's Budget. It was **RESOLVED** that:

The report be noted

35.2 Committee Budget Proposals 2018 – 2021

35.2.1 The Committee received a report (previously circulated) which set out a draft budget for 2018/19 and the projected budgets for 2019/20 and 2020/2021. The Town Clerk briefly outlined the budget process and stated that the overall budget had been prepared to reflect a 1.9% increase in 2018/19 and 1% thereafter. The draft Budget aimed to meet the Committee's priorities and build reserves to meet maintenance and capital requirements going forward. This included a proposal to renew the Wedding licence which was supported.

35.2.2 Examining the proposals in more detail, it was noted that upgrading the small number of street lights that the Town Council owned was not practical. It was reported that the Town Council would arrange for the War Memorial contractor to undertake restoration work on the Water Pump plaque at the entrance to the Church Street Car park on their next planned visit. It was observed that the repainted cladding on the Southfields Jubilee Centre appeared different to the original. The Town Clerk stated that he would investigate this and provide information on the work that had taken place to Members separately. It was also noted that the budget provision for salaries at 1.5% included the implementation of the real Living Wage for Town Council staff. It was therefore **RESOLVED** that:

1) **The draft Committee budget for 2018/19 and the projected budgets for 2019/20 and 2020/21 be recommended to the Policy and Finance Committee.**

2) **The renewal of the Wedding Licence for a further three years be approved.**

3) **Full Council be RECOMMENDED to approve the Town Council becoming a Foundation Living Wage Employer and that, consequently, adjustments be made to the increments of some staff on the lower scales so that all**

**staff earn at least the equivalent to
the Foundation Living Wage from
April 1st, 2018.**

36. MASTERPLAN – NORTH LITTLEHAMPTON

It was noted that the next Steering Group meeting would take place on 5 December 2017.

37. EXEMPT BUSINESS

There was none.

The meeting closed at 7:23pm

CHAIR

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential: Full Council

Date: 25th January 2018

Report by: Town Clerk

Subject: Appointment of Committees and Representatives to Outside Bodies

1. Summary

1.1 The by elections that were held in September 2017 produced a majority administration at the Town Council, moving from no overall control. A review of the Committee places and vacancies for outside bodies followed and Council agreed to apportion Committee places based on proportional party membership as set out in the table below. (The Mayor and Deputy Mayor remain ex-officio members of all Committees, Sub-Committees and Working Groups where they have not been appointed to them already.)

<u>Committee</u>	<u>No. of Seats</u>	<u>Liberal Democrats</u>	<u>Labour</u>	<u>Conservative</u>
Community Resources	6	4	1	1
Governance & Audit*	6	4	1	1
Property & Personnel	6	4	1	1
Policy & Finance	6	4	1	1
Planning & ** Transportation	6	4	1	1

*The Chair and Vice Chair must be from the minority groups

** Planning and Transportation – membership of this Committee is determined geographically, based on the four District Wards (i.e. Beach, Brookfield, Courtwick with Toddington and River) and two further places.

1.2 The Majority Group are proposing some changes to their representation on the Committees and Outside Bodies. The current membership arrangements are set out in appendices 1 and 2 attached to this report and revised nominations will be circulated to Members for consideration at the meeting.

2. Recommendations

Council is RECOMMENDED to:

- 1) Approve the changes to representation on the Committees in line with the proposals – revised appendix 1 to follow.
- 2) Approve the changes to Outside Body representation in line with the proposals – revised appendix 2 to follow.

3. Financial Implications

There are no financial implications arising from this report.

Peter Herbert
Town Clerk

Committee Membership 2017 - 2018

Committee

Policy & Finance Committee

Chair	Cllr Dr Walsh KStJ	Cllr Purchase	
Vice Chair	Cllr Gammon	Cllr Northeast	
	Cllr Buckland	Cllr C Blanchard-Cooper	

Community Resources Committee

Chair	Cllr Buckland	Cllr Baker	
Vice Chair	Cllr Tandy	Cllr Warren QVRM	
	Cllr Purchase	Cllr C Blanchard-Cooper	

Governance & Audit Committee

Chair	Cllr Northeast	Cllr Squires	Cllr Vacancy
Vice Chair	Cllr Warren QVRM	Cllr C Blanchard-Cooper	Cllr Purchase

Planning & Transportation Committee

Chair	Cllr C Blanchard-Cooper	Cllr Tandy (Brookfield)	Cllr Ayres (Courtwick with Toddington)
Vice Chair	Cllr Buckland (River)	Cllr B Blanchard-Cooper (Beach)	Cllr Warren QVRM (Brookfield)

Property & Personnel Committee

Chair	Cllr Purchase	Cllr Baker	
Vice Chair	Cllr Squires	Cllr Rickeard	
	Cllr Ayres	Cllr C Blanchard-Cooper	

Editorial Board

	Cllr Ayres	Cllr Dr Walsh KStJ	
	Cllr Northeast		

Allotments Working Group

Chair	Cllr Buckland	Cllr B Blanchard-Cooper	
Vice-Chair	Cllr Vacancy		
Co-opted Members	Messrs. Feist, Farquhar, Humphrey, Weights & Oliver		

North Littlehampton Members Steering Group

	Cllr Vacancy	Cllr Dr Walsh KStJ	
	Cllr Northeast		

DRAFT REPRESENTATIVES ON OUTSIDE BODIES 2017-2018 – Appendix 2

Organisation	Frequency	Time	Total No.of Reps.	Officer	Councillor	Nominations
50 Up Club	Quarterly	12.00 noon	1	X 1		Assistant Town Clerk
Littlehampton Health Service Advisory Group			5	X1	X4	Clr Ayres Clr Northeast Clr Walsh Clr Vacancy Plus ATC
Arun Co-ordinated Community Transport	Quarterly	3.30pm	1		X1	Clr Warren
VAAC (Voluntary Action Arun & Chichester) formerly CVS Arunwide	8 weekly Wednesdays Bognor or Littlehampton	12.30-2.00pm	1	X1		Assistant Town Clerk
Joint Eastern Arun Area Committee (JEAAC)	Quarterly	Evening	2	X1	1 main and 1 substitute Plus TC/ATC as required	Clr Vacancy Clr Squires (sub)
JEAAC - Highways & Transportation – Sub-Committee			1		1 main and 1 substitute	Clr Vacancy No substitute as such as Clr Purchase already sits on this body as a WSCC Clr
Keystone Centre	Monthly	6.00pm	1		X1 Clr	Assistant Town Clerk
Littlehampton Badminton & Squash Club			1	X1		Events Manager
Littlehampton Bonfire Society	Communications only	N/a	1	X1		Events Manager
Littlehampton Sportsfield Management Committee	6 weekly Mondays	7.30pm	1	X1		Chair of CRC
Littlehampton, Bognor Regis & Chichester CAB	Wednesdays Every other month	4.45pm	1		X 1 Officer	Assistant Town Clerk
Shopmobility	Monthly – early evening variable	5.45pm	2		X 2 Cllrs	Assistant Town Clerk

DRAFT REPRESENTATIVES ON OUTSIDE BODIES 2017-2018 – Appendix 2

Organisation	Frequency	Time	Total No.of Reps.	Officer	Councillor	Nominations
ADC/LTC Liaison	Quarterly	5.00pm	6	X1	To select x6 main & no substitute	Mayor - Cllr Blanchard-Cooper Cllr Vacancy Cllr Squires Cllr Ayres Cllr Buckland Cllr Walsh Town Clerk
North Littlehampton Members Steering Group	Monthly	PM	4	X1	X3	Cllr Northeast Cllr Vacancy Cllr Walsh Town Clerk
Sports Forum	Quarterly		1	1	X1	CRC Chair, Cllr Buckland Events Manager
Town Traders Forum	Twice a year		1	X1		Town Clerk / Communications Manager
NALC / SALC matters			1		X1	Cllr Vacancy
Wick Information Centre Management Committee	6 weekly Monday or Wednesday	4.30-6.00pm flexible	1		X1	Cllr Squires
Littlehampton Children and Family Centre	6 weekly	10am-12.30pm	1		X1	Assistant Town Clerk
Littlehampton Organisation of Contemporary Arts (LOCA)	AGM		1		X1	Events Manager / Assistant Town Clerk

Littlehampton Town Council: Committee Meetings 2018

January							February							March							April						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1
8	9*	10	11*	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15*	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
																					30						

May							June							July							August						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19*	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
														30	31												

September							October							November							December						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2	1	2	3	4	5	6	7				1	2	3	4						1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
																					31						

Full Council 6.30pm	Community Resources 6.30pm	Governance & Audit 6.30pm
Planning & Transportation 6.30pm	Policy and Finance 6.30pm	Progress Editorial Board Varying Times
Allotments 6.30pm	Annual Town Meeting 6.00pm	Reserved Dates *
Property & Personnel 6.30pm		

*Note to Members: dates marked * are reserved for meetings only if required.*

Littlehampton Town Council: Committee Meetings 2019

January							February							March							April						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6					1	2	3					1	2	3							
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14*	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	8	9	10	11	12	13	14
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	15	16	17	18	19	20	21
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	22	23	24	25	26	27	28
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May							June							July							August						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5						1	2											1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18*	19	20	21	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30	31	
														29	30	31											
September							October							November							December						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1		1	2	3	4	5	6					1	2	3							1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
30																					30	31					

Full Council 6.30pm	Community Resources 6.30pm	Governance & Audit 6.30pm
Planning & Transportation 6.30pm	Policy and Finance 6.30pm	Progress Editorial Board Varying Times
Allotments 6.30pm	Annual Town Meeting 6.00pm	Reserved Dates
Property & Personnel 6.30pm		

*Note to Members: dates marked * are reserved for meetings only if required.*

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Full Council
Date: 25th January 2018
Report of: The Town Clerk
Subject: Town Council Priorities

1. Summary

- 1.1 During Autumn 2015 Members identified a number of key objectives in addition to the Council's core functions for the 2015/19 Administration. These were prioritised and have formed the basis of work for the Town Council from that point. Progress has been periodically reported to the relevant Standing Committee since then.
- 1.2 Following two by elections in September 2017, a majority group emerged, and they identified a number of new / overlapping priorities that they would like to see progressed. The viability of these additional priorities has been assessed and reviewed by each Committee during the recent cycle of meetings.
- 1.3 The purpose of this report is to:
 - Update Members with progress on the existing and additional priorities
 - Seek Council's approval to the revised combined list of priorities as set out in Appendix 1 attached to this report.

2. Recommendations

- 2.1 To note the progress to date regarding the existing and additional priorities (Appendix 1).
- 2.2 Council is **RECOMMENDED** to approve its priorities for 2018 – 2019 as set out Appendix 1 and instruct the relevant Committees to take these forward.

Peter Herbert
Town Clerk

Appendix 1

Priority P&F Additional priorities	Current position	Committee Lead
Seafront/Riverside wi-fi – delivery of free to use public Wi-Fi connectivity	Following presentation of ideas to the Committee on 23/10/17, a survey has been commissioned and undertaken. The outcome is awaited and a final decision on whether to take the project forward will be made following further consultation. £25,000 from EMR has been included in the 2018/19 draft budget along with £5,000 towards the costs of the annual subscription fees.	P&F
Town Council Website	Contractor appointed in December. Work to start in January 2018. Progress will continue to be reported to P&F through the Committee cycle	P&F
Norfolk Gardens - investigate potential to retain winter opening. (Link to Mewsbrook Park Facilities)	Town Clerk and Assistant Town Clerk engaged in discussions with ADC on long term requirements. A trial of winter opening of facilities at Norfolk Gardens is underway this winter. Decision deferred pending outcome and review of the winter opening trial.	P&F lead, with P&P involvement
Oyster Pond (Helm)	improvements to the Oyster Pond remain an aspiration for the Town Council. However, further work to establish how this might be progressed has revealed constraints on what might be done which are being investigated. The need to review the position on this has also been highlighted as a proposed new priority and a report setting out the current position will be brought to the March 2018 Committee cycle.	P&F lead, with P&P and CRC involvement
Skate Ramps Investigate upgrade to existing facilities at the swimming centre site in partnership with ADC	Initial meeting with ADC. Provision made in the Budget to support a joint scheme (£50,000 from EMR)	P&F lead with CRC involvement
Town Centre Community Facilities (Manor House/ The Helm/ “Civic Island” (Full Council lead)	Report to Spring 2018 Committee cycle setting out plans (P&P lead).	P&F lead with CRC & P&P involvement
Town Centre Management	COMPLETED - Littlehampton Town Centre Regeneration Officer post secured until 31 st March 2019. Committee will receive half yearly reports.	P&F

Priority P&F continued	Current position	Committee Lead
Health – convene public meeting	COMPLETED - Town Council facilitated a public meeting on 16 th November 2017. Chair of CCG and team attended. Subsequently a letter has been sent to the local MP regarding S106 & monies for NHS estates. This has been acknowledged and a response is awaited.	P&F
Introduction of a Youth Mayor for the Town	Councillors Purchase and Tandy progressing	P&F
P&F existing Priorities	Current position	
Disc Parking	Sum included in 2018/19 draft budget.	P&F
Publicity/Promotion of the Town	Template for some new gateways signage agreed in December 2017 – progressing.	P&F
Town Centre River/sea Enhancements	The District Council are preparing to resubmit the Littlehampton Town Centre Design Scheme application for Round 5 of the Coastal Communities Fund in early 2018.	P&F (P&P lead)
CRC Additional Priorities	Current position	Committee Lead
Events – additional Screen on the Green event and explore additional events to commemorate the ending of WW1 (2018 only)	Additional SoG event agreed together with other changes to events programme in 2018. This will include events to commemorate the ending of WW1 as they come forward.	CRC
Floral contracts – maintain existing displays at gateways and inclusion of roundabouts and the Manor House grounds.	COMPLETED - Roundabouts and Manor House grounds included in new 3-year contract commencing in 2018.	CRC
Allotments – Kingley Gate (Courtwick) and Worthing Road	Land transfer in respect of the new allotments at Kingley Gate anticipated in January 2018. Additional allotments at Worthing Road to be delivered upon completion of works associated with the delivery of infrastructure relating to the North Littlehampton development.	CRC
CRC existing Priorities	Current position	
New youth service under the partnership agreement with Arun Church	COMPLETED - Three-year agreement implemented October 2017 – monitor through periodic reports to Committee	CRC

CRC existing Priorities continued	Current position	Committee Lead
Museum Documentation Project	Ongoing and progress reported periodically as part of the Museum periodic reports to Committee	CRC
North Littlehampton Community Centre	NLA S106 provision	CRC
Grant Funding	COMPLETED - The Committee reviewed the criteria in October 2017. In view of the popularity of the Scheme Officers the Grant budget has been increased to £20,000 for 2018/19 with a further £5,000 allocated for grants to support external events providers	CRC
Rosemead Play equipment	<ul style="list-style-type: none"> • £68,000 has been allocated “for the purpose of buying children’s play equipment” for use at Rosemead Park as part of the S106 Agreement for the Elm Grove housing development. Although consented (LU/55/15/OUT), development has yet to commence and the planned improvements cannot take place unless this funding is realised. It should be noted that external grant funding of £12,000 has been secured to help deliver this project and that £70,433 is also held in EMR. • In the meantime, an opportunity for Officers to gain experience running a project of this nature has arisen. At the Committee meeting held on 19th October 2017, a package of support, including a contribution of £10,000, was agreed for the re-provision of play equipment at the Southfields Recreation Ground play area. This will be delivered in partnership with Arun District Council who have refunded the Section 106 monies mentioned above for Rosemead, which will be passed directly to The Town Council. 	CRC
Christmas Lighting	COMPLETED - New three-year contract implemented December 2017. Updates will be reported to CRC through the Committee cycle	CRC
Littlehampton Ferry	COMPLETED - Support for the continuation of the Ferry service were approved by the Committee for a further two years and included in the 2018/19 Draft Budget. Monitoring to continue through this Committee.	CRC
Events Promotion	COMPLETED - Changes to production of Whats on Guide agreed – December 2017, review after two years.	CRC

P&P Additional Priorities	Current position	Committee
Living Wage – That the Town Council becomes a Living Wage Employer	Proposal included in Budget proposals to Committee (Dec.17)	P&P
Town Clerk to receive annual appraisal	To be completed by end of January 2018	P&P
Project 82 – Entrance approach from the street	Some work to be undertaken immediately. Report to follow regarding building repairs, if required	P&P
Apprenticeships: consider progressing Apprenticeship Scheme and developing with other employers	One apprentice appointed (Nov.17) This will be reviewed in due course and reported back to Committee	P&P
P&P Existing priorities	Current position	Committee
North Littlehampton Community Centre		P&P
Possible Manor House Reception reconfiguration / restyle / redecoration		P&P
Manor House Grounds – railings / gates to rear of former toilet block		P&P
*Keystone	The Town Council remains in discussion with the District Council to secure a way forward, including funding, for the development of a new centre. The timetable for delivery has been reviewed and subject to completion of its budget setting process, the District Council is hopefully looking to progress this project during 2019/20. A full report on the options and way forward will be brought to the March meeting of the Committee.	P&P lead with CRC involvement
Project 82* (link)	The Project 82 premises are now mainly used by the County Council to deliver their Finditout Service and by a local community group, the 50 Up Club. The building is however looking tired, and some basic repair work will be carried out in Spring 2018 when the weather is more clement. A fuller report on the backlog works will be brought back to Committee, where a view will need to be taken as to the value for money of possible significant works against the Town Council's longer-term plans for the building.	P&P
Manor House Extension	To be reviewed in conjunction with options for a large community facility in the Town Centre	P&P
Manor House	External redecoration to be undertaken Spring 2018	P&P

Priority P&P continued	Current position	Committee Lead
Equipment and premises for the Amenity Team	Negotiations to renew the lease on the Lineside premises will be concluded shortly. A new vehicle and IT system are being put in place this year.	P&P
P&T Existing Priorities	Current position	Committee
Bus Services	Continue to explore options for future local bus services numbers 12 and 15 – Sept.2018	P&T
Neighbourhood Plan	Possible revised Plan to be considered in due course.	
P&T Additional Priority	Current position	Committee
Bus Forum	To support the creation of a Forum comprised of neighbouring parishes and the County Council regarding bus service provision	P&T

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Council

Date: 25th January 2018

Report by: The Town Clerk and Deputy Town Clerk and Responsible Financial Officer

Subject: Full Council Budget 2018/19 & Projected Budgets for 2019/20 and 2020/21.

1. Summary

- 1.1 Attached as Appendix 1, for the Council's consideration, is a summary of the proposed Full Council budget for 2018/19 & Projected Budgets for 2019/20 and 2020/21.
- 1.2 Also attached as Appendices 2 (a) and (b), for the Council's information, are summaries of the Growth Areas in the budget (£1,000 or above), Income changes and the Reductions in budget (£1,000 or more).

2. Recommendation

The Council is **RECOMMENDED** to

- (1) Approve the budget for 2018/19 setting a Precept of £1,132,449.
- (2) Note the projected budgets for 2019/20 and 2020/21.
- (3) Approve the existing procedure, as per Standing Orders and Financial Regulations, of authorising of Council expenditure. (4.1)

3. Background

- 3.1 The budget that is presented has been considered by all Standing Committees. Each Committee recommends that the budget for that Committee is approved and presented to Council and these proposals have been incorporated.
- 3.2 The Policy and Finance Committee has considered the Full Council Budget for 2018/19 & Projected Budgets for 2019/20 and 2020/21 and recommends that these are presented to Council for approval.
- 3.3 The proposed Precept for 2018/19 is £1,132,449. The overall effect of all projected income and expenditure for 2018/19 is a **1.9% / £2.19 per annum** increase on Band D Council Tax. The proposed Band D Council Tax is £117.91 per annum, compared with £115.72 (1%) in 2017/18.
- 3.4 Band D Council tax is measured with reference to a Council Tax Base which is calculated every year by Arun District Council. The new calculation of the

Band D base has been given as 9,604 compared to 9,320 in 2017/18. This produces an increase in precept of £32,865 for 2018/19 for the equivalent amount of Band D Tax.

- 3.5 All known expenditure has been budgeted for. Earmarked Reserves (EMR) have been reviewed and if expenditure is to be funded from an EMR then it has been deducted from the total expenditure before calculating the Precept. The relevant Standing Committees have agreed to take these amounts from the appropriate EMRs. The budget has been set to take £168,076 from EMR (£8,476 – 2017/18, £2,000 – 2016/17). As at 1st January 2018, there was £2,321,494.73 in Earmarked Reserves, £303,296 of this is set aside to use for capital projects and £1,575,459.48 is from the sale of land at Worthing Road allotments, which must also be used for capital expenditure.
- 3.6 Where EMRs exist for specific budgets, budgets have been kept to a minimum with no contingency. Should additional funds be required, this can be met from EMR. This continues the approach agreed by the Council when agreeing the budget in 2016/17. Emphasis has been put on maintaining budgets where needed, planning for developments, delivering identified priorities, projected building maintenance costs and taking into consideration the balance of EMR.
- 3.6 As at 31st March 2017 the General Reserve stood at £175,923 plus £500,000 in a long-term investment (£666,975 – 2016). The level of reserve is adequate and as no significant spending from General Reserves is expected it does not require any significant adjustment by this budget.
- 3.7 The budget has been set to return £7,458 to General Reserves.

4. Payment Approval

- 4.1 In line with Financial Regulations and Standing Orders all Invoices will be authorised by the Deputy Town Clerk and Responsible Financial Officer, Town Clerk or Assistant Town Clerk and all cheques and direct debit mandates for payment will be signed by 2 authorised Member signatories.

Peter Herbert
Town Clerk

Laura Chrysostomou
Deputy Town Clerk and
Responsible Financial Officer

LITTLEHAMPTON TOWN COUNCIL				
SUMMARY BUDGETED EXPENDITURE				
	Budget	Draft Budget	Projected Budget	Projected Budget
SERVICES	2017/18	2018/19	2019/20	2020/2021
	£	£	£	£
Central Admin & Support Services (Recharged)	-	-	-	-
Democratic Representation & Management	181,275	202,255	208,874	207,092
Town Management	64,195	156,654	89,560	90,475
Community Grants & Partnership Initiatives	60,650	64,000	64,200	64,260
Amenity Team (Recharged)	-	-	-	-
Planning & Transportation	42,950	63,065	49,825	50,270
Manor House Room Hire	33,730	1,125	637	614
Corporate Management	105,265	161,465	171,035	173,114
Manor House (Recharged)	9,140	8,490	-	-
Street Lighting	1,207	1,315	1,330	1,340
Community	178,181	190,691	191,440	192,325
Southfields Jubilee Centre	52,563	52,509	53,821	53,451
Parks & Open Spaces	69,181	109,709	61,412	61,787
Project 82	82,608	68,451	69,564	69,909
Museum	161,430	164,236	150,453	151,470
Allotments	39,508	49,103	51,407	52,191
TOTAL NET EXPENDITURE	1,081,883	1,293,067	1,163,559	1,168,297
Funded from EMR				
Youth Mayor	-	(1,000)	-	-
Conference Expenses		(1,000)		
Town Centre Post		(17,376)		
Marketing		(5,000)		
Welcome Signs		(29,000)		
Public Conveniences		(6,000)	(6,500)	(3,000)
WiFi		(25,000)		
Neighbourhood Plan		(9,000)		
Heritage Lottery Match Funding		(5,000)		
Christmas Lights		(3,000)	(3,000)	(3,000)
SOTG			(6,000)	
SBTS Concerts/Promo		(200)	(200)	(200)
Beacon & WW1 Centenary Event		(8,000)		
Southfields Maintenance		(2,000)	(2,000)	
Skate Park		(50,000)		
Tree Planting	(1,500)	(1,500)	-	-
Ferry - Pontoon	(1,976)	-	-	-
CDO Museum	(5,000)	(5,000)		
Funded from General Reserves				
Funding Required	1,073,407	1,124,991	1,145,859	1,162,097
Other Funding (from) / to balances	5,063	7,458	(2,085)	(6,886)
DRAFT PRECEPT FOR YEAR	1,078,470	1,132,449	1,143,773	1,155,211
BAND D COUNCIL TAX	115.72	117.91	119.09	120.28
INCREASE IN BAND D COUNCIL TAX	1.00%	1.90%	1.00%	1.00%
Additional Information				
	£	£		
General Fund 01/04/2017	175,923	175,923		
Earmarked Reserves 01/04/17	£2,337,775			
Earmarked Reserves 01/1/18		£2,321,494		
Total useable Reserves	£2,513,698	£2,497,417		

Growth areas (Over £1,000)			
Budget	2017/18	2018/19	Reason
IT	14,180	15,945	The growth in this budget consists of: - Increased EMR for replacement server from £500 to £1,000 (required every 5 years and due in October 2022). - Additional £258 for Sage & RBS increases. - Domain renewal due in 2018 £300. - £809 for additional server monitoring and maintenance and back up provision. - Additional £150 for LogMeIn access.
Democratic Representation - Stationary	325	1,825	Additional £1,500 added for 'Past Mayor Badges'
Election Expenses	9,000	15,000	Increased costs of election expenses based on 2015 elections, low EMR and by-elections in 2017
Town Centre Initiatives	7,000	24,376	TCI remains at £7,000 with £3,800 committed towards Town Centre Regeneration Officer post. £17,376 from EMR added to budget for TCRO post.
Welcome Signs (estimated cost)	-	30,000	£9,720 from EMR Town Centre Initiatives £15,280 from EMR CRC Initiatives £3,000 from EMR SBTS £1,000 from EMR Seaweed Removal £1,000 from budget
WiFi Seafront (estimated cost)	-	30,000	£25,000 EMR Loan Capital £5,000 est budget for annual hosting costs
Public Conveniences	-	6,000	Potentially use EMR to fund keeping Norfolk Gardens toilets open over winter (subject to ADC trial)
General Grants	17,000	20,000	Additional £3,000 for general grants.
Heritage Lottery Match Funding		5,000	Match funding for HLF Heritage Project (from EMR)
Planning Initiatives	1,000	9,000	From EMR for possible work on Neighbourhood Plan
Manor House Room Hire Licences	350	2,400	Renewal of marriage licence due in 2018/19
Manor House Maintenance	9,000	10,500	Increased to build EMR
Community Events	£54,400	£66,600	The growth in this Budget consists of: - Additional £500 to cover costs of Armed Forces Day; - £2,600 Xmas light switch on; - Reduction of £500 for SBTS Concerts&Promotion; - £8,000 for additional SOTG event; - £5,000 for WWI centenary event from EMR; - £3,000 Beacon Lighting from EMR; - Reduction from £10,000(new event) to £5,000 for event support - (note: no budget for Easter Out & About in 2018/19 as expenditure happens March 2018 £1,400)
Grounds Maintenance/New Planting Contract	£12,500	£19,988	Grounds Maintenance Budget included £12,250 for planting roundabouts and Manor House. Cost of new planting contract for these is £19,738. Sponsorship of roundabouts achieved £3,500. A Team costs reduced but will increase in other areas (e.g. with new allotments).
Skate Park	£0	£50,000	Potential for new skate park to be funded from EMR
Project 82	£60,850	£62,645	Overall expenditure increase due to staff salary increments/salary awards on caretaker and related staff.
Staffing	£607,380	£612,280	Whilst the Town Council wanted to become a Foundation Living Wage (FLW) employer, the proposed salary changes to the NJC Scales means the Council meets the FLW for all staff, except for the current caretaker vacancy. This can be appointed to on the next increment in order to meet the FLW. The proposed changes to the NJC scales impact on the budget. Salaries are apportioned across all services. The apportionments have been revised for 2018/19 following changes to the structure.
Total	£792,985	£981,559	

Income Changes			
Budget	2017/18	2018/19	Reason
Room Hire- MH	12,240	12,485	Increased room hire charges (2%) and increased charges for weddings
Car Park Income	£4,050	£4,500	Increase in car parking rental and additional space to be offered for rent
Bank Interest	50,000	43,000	Based on interest in 2017/18 with lower interest rates, sale of land invested in Fixed Deposit not LAPF following advice, use of reserves will reduce sums that can be invested.
SJC Rental Income	25,500	26,010	Increase of venue hire charges by 2%
P82 Rental Income	1,900	2,040	Increase of venue hire charges by 1%
Total	£93,690	£88,035	
Budget reductions (over £1,000)			
Budget	2017/18	2018/19	Reason
Printing	3,000	2,000	Reduced based on previous years actuals
Insurance	11,500	8,000	Reduced as quotes for three year renewal in 2017 were lower
Arts Forum	2,000	-	Removed as no longer required and LOCA acts as a forum
A Team Vehicles/Equipment	8,000	5,000	EMR has been built up to a good level and with regular maintenance current vehicles should last longer. Will be increased in future years.
New Event	10,000	5,000	Changed to Event Support
Southfields Building Maintenance	5,000	3,000	Reduced as healthy EMR and minimal problems in 2017/18. £4,000 predicted underspend in 2017/18 to be put into budget for 2018/19 & 2019/20
Total	£36,500	£21,000	