



Thursday 22nd March 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 29 MARCH 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:

- Cllr Ayres is a Member of Arun District Council
- Cllr Buckland is a Member of Arun District Council and West Sussex County Council
- Cllr Gammon is a Member of Arun District Council
- Cllr Northeast is a Member of Arun District Council
- Cllr Purchase is a Member of Arun District Council and West Sussex County Council
- Cllr Dr Walsh KStJ is a Member of Arun District Council, West Sussex County Council and Littlehampton Harbour Board
- Cllr Warren QVRM 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 Thursday 25 January, circulated herewith (pages 6 – 12).

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 herewith (pages 13– 18).

The report brings together the Recommendations from Committees that need approval by Council.

9.2 Committee Minutes (Non-Exempt)

9.2.1 Policy and Finance

To receive the Minutes of the meeting held on **Monday 12 March 2018** – circulated herewith (pages 19 – 23) - at which the following items were discussed;

Minutes –

- (55.1) Procurement Policy
- (57.1) Town Centre Management
- (57.2) General Data Protection Regulations (GDPR)
- (57.3) Arun District Council Car Parking Charges
- (57.4) Welcome Signs
- (58.1) Annual Investment Strategy 2018/19
- (58.2) Committee Finance Report 2017/18

- (58.3) Internal Audit – Risk Management and Insurance
- (58.4) Earmarked Reserves Policy)
- (58) Masterplan – North Littlehampton)

9.2.2 Community Resources

To receive the Minutes of the meeting held on **Thursday 15 February 2018** – circulated herewith (pages 24 – 29) - at which the following items were discussed;

Minutes –

- (58.1) Voluntary Action Arun and Chichester
- (60) Allotment Working Group
- (60.2) Control of Foxes on Littlehampton Town Council Allotment Sites
- (61) Littlehampton Sports Forum
- (62.1) Standing Order – Urgent Action
- (62.2) Continuation of the “FindItOut” Service
- (62.3) Museum Periodic Report
- (62.4) Events and Tourism Report
- (62.5) Christmas Illuminations 2017
- (62.6) Keystone Centre
- (63) Masterplan – North Littlehampton

9.2.3 Community Resources

To receive the Minutes of the meeting held on **Thursday 15 March 2018** – circulated herewith (pages 30 – 36) - at which the following items were discussed;

Minutes –

- (70.1) Littlehampton Ferry
- (70.2) Complaints Panel Hearing – Outcome
- (70.3) Allotment Working Group Membership
- (72.1) Museum Periodic Report
- (72.2) Events Periodic Report
- (72.3) Sport and the Arts Community Event (SPACE) Grants 2017/18
- (72.4) Hen Coops on Allotments
- (72.5) Ways of Marketing the Centenary of the End of WW1
- (72.6) Keystone Centre
- (73.1) Committee Finance Report
- (74) Masterplan – North Littlehampton

Exempt Business

- (76.1) Merit Awards
- (76.2) Littlehampton Bonfire Society

9.2.4 Planning and Transportation

To receive the Minutes of the meeting held on **Monday 5 February 2018** – circulated herewith (pages 37 – 42) - at which the following items were discussed;

Minutes –

- (108.1) Planning Workshops
- (108.2) Footpath Diversion Orders
- (110.1) Planning Applications

- (110.2) Consultation on the Main Modifications to the Arun Local Plan (2011-2031)
- (111.1) Notification of Proposed Modifications to the Joint West Sussex Mineral Local Plan
- (111.2) Bus Services
- (112.) Masterplan – North Littlehampton

9.2.5 Planning and Transportation

To receive the Minutes of the meeting held on **Monday 5 March 2018** – circulated herewith (pages 43 – 46) - at which the following items were discussed;

Minutes –

- (121.1) Planning Applications
- (122.1) Bus Service
- (123) Masterplan – North Littlehampton

9.2.6 Property and Personnel

To receive the Minutes of the meeting held on **Monday 19 March 2018** – circulated herewith (pages 47 – 49) - at which the following items were discussed;

Minutes –

- (45.1) Staff Sickness
- (45.2) Local Government National Pay Settlement Update
- (45.3) Amenity Team Vehicle and IT System Update
- (45.4) Keystone Centre
- (46.1) Committee Finance Report
- (47) Masterplan – North Littlehampton

Exempt Business

- (49.1) Update on the repairs to and repainting of the Manor House

9.2.5 Governance and Audit

To receive the Minutes of the meeting held on **Tuesday 6 February 2018** – circulated herewith (pages 50 – 53) - at which the following items were discussed;

Minutes –

- (18.1) Standing Orders and Financial Regulations Review
- (18.2) Annual Governance Review: Code of Conduct
- (18.3) Internal Audit Report 2017/18
- (18.4) Annual Review of Internal Controls
- (18.5) Annual Review of Corporate Risk Register
- (18.6) Complaints and Compliments Review 2017
- (18.7) Draft Committee Work Plan 2018/19
- (19) Policy Review
- (20) Masterplan – North Littlehampton

10. OFFICERS REPORTS

11. 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.

12. **MASTERPLAN – NORTH LITTLEHAMPTON**

13. **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 25th JANUARY 2018 at 6.30pm

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

2017/2018

57. **EVACUATION PROCEDURES**
The Mayor outlined the evacuation procedures.
58. **FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES**
The procedures were noted.
59. **APOLOGIES**
There were apologies from Councillors Baker, Chester and Rickeard.
60. **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.
61. **MINUTES**
The Minutes of the meeting held on 23rd November 2017 (previously circulated) were confirmed as a true record and signed by the Mayor.
62. **TOWN MAYOR'S REPORT and URGENT ITEMS**
- 62.1 **Christmas Light Switch On**
The Mayor reported that he had received many compliments regarding the wonderful Christmas lights display. He praised all the staff that were involved in supporting the display and switch on event which he considered had been the best to date.

62.2 The Pancake Olympics

The Mayor reminded everyone that this year's event would be held on Saturday 10th February and he encouraged all Councillors to come along to the High Street and support the event.

62.3 Town Merit Awards

The Mayor invited Councillors to make nominations of groups and individuals for this year's Town Merit Awards. This was an opportunity to recognise those, who in the opinion of the Council, had made a significant contribution to the Town. It was noted the deadline for returning nomination forms was 28th February 2018.

62.4 Mayoral List

The Mayoral list was circulated to Member's (copy attached to the minutes) and set out the range of functions that the Mayor had attended since the last Full Council meeting. The Mayor was pleased to report that fundraising for his chosen charities was progressing well and he thanked the local community for the support given to the Friends of Mewsbrook Park which had helped them through a difficult period.

62.5 Local NHS Services

The Mayor reported that he had received correspondence from Nick Gibb MP in reply to the letter about local NHS services (copy attached to the minutes). A copy was circulated to Members at the meeting and as this response had only just been received, the Mayor proposed that Members take this information away with them and let the Town Clerk have their comments as soon as possible. It was proposed that these be collated and used to inform a response which would be prepared in consultation with himself and the Chair of the Policy and Finance Committee on behalf of the Town Council. It was **RESOLVED** that:

The correspondence be noted and that Members send their comments to the Town Clerk as soon as possible.

63. PUBLIC FORUM

There were 2 members of the public present.

63.1 Regarding the public conveniences in Norfolk Road, Mr Terry Ellis commented that the alternative arrangements were not clear. He also reported that additional signage containing directions to the facilities had been requested from the District Council.

63.2 Mr Ellis reported that Freedom Leisure would be undertaking repairs to the advertising panels at the Windmill theatre so that they could be used for the promotion of events held there.

63.3 Having briefly examined the correspondence from the Department of Health regarding local NHS services, Mr Ellis commented that there did not appear to be any gain for the Town. The Mayor thanked Mr Ellis for his comments which were noted.

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

There were none.

65. REPORTS OF COMMITTEES – (NON-EXEMPT)

65.1 Recommendations from Committees

Council considered a report (previously circulated) which drew together the recommendations from the last cycle of Committee meetings that needed to be approved by Council, of which there was one from the Property and Personnel Committee.

65.1.1 Property and Personnel Committee: 4th December 2017

Minute 35.2.2 Foundation Living Wage

The Committee recommended that the Town Council becomes a Foundation Living Wage Employer. It was noted that the financing of this initiative was covered in the Budget papers that would be considered by Council later in the meeting. Acknowledging that in becoming a Foundation Living Wage Employer, protection would be provided for those on the lowest wages in the Council, Members unanimously **RESOLVED** that:

The Town Council becomes 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.

65.2 Committee Minutes (Non-Exempt)

65.2.1 Policy and Finance

Council received the Minutes of the meeting held on 18 December 2017 (previously circulated). Regarding Minute 44.3, the report from the Town Centre Manager, concern was expressed regarding the increasing number of empty shops and vandalism that had occurred in the High Street over the Christmas period. It was observed that these were problems for many Town Centres in the Country and that the retail vacancy level in Littlehampton High Street was half that of neighbouring seaside Towns. The issue of vandalism had been raised with the Sussex Police and Crime Commissioner (PCC) during a recent meeting of the District Council's Overview Select Committee earlier that week. It was noted that Members who were also District Councillors and were present at that meeting had also taken this matter up with the PCC afterwards seeking better police coverage for the Town.

65.2.2 It was also reported that the owners of the former Waitrose car park, in Avon Road were planning to close the site to parking at the end of the month. This was a valuable resource for visitors and those with children at the River Beach Primary School and concern was expressed at the loss of this facility. The Town Clerk reported that the Town Centre Manager and the District Council were pressing the sites' owners to keep the car park open and it was understood that the District Council had offered to assume responsibility for operating it as

a car park. It was noted that the Town Council would continue to work with the District Council and the Town Centre Manager to bring about a resolution to this problem.

65.2.3 Regarding Minute 45.2, the Town Council's Website, the Town Clerk explained that work to upgrade and replace the existing platform had become a priority as the existing hosting arrangement with the District Council would be coming to an end this Summer. Research into alternative arrangements had shown that the original budget for this was insufficient and a Supplementary Estimate had been approved. It was noted that the tender had been let and that the new platform would be in place in the Spring. This was expected to deliver a much more advanced and user-friendly platform which would be easier to maintain. It was also noted that work to improve IT facilities for the Amenity Team at the Lineside depot was progressing.

65.2.4 Regarding Minute 45.3, the public conveniences at Norfolk Gardens, the Town Clerk explained that the District Council would be reviewing the position regarding the temporary closure of these facilities with its contractor. It was noted that the Town Council remained engaged in discussions with the aim of securing the permanent provision of public conveniences in this part of the Town in the future.

65.2.5 Community Resources

Council received the Minutes of the meeting held on 7 December 2017 (previously circulated). Regarding Minute, 48.2 the renaming of the Community Gallery, Members were pleased that the late Mr Butterworth's contribution to the Town had been recognised in this way. It was also noted that the late Mr Butterworth's family had donated a scooter to Littlehampton Shopmobility in his memory.

65.2.6 Regarding Minute 48.3.1, the Christmas Lights, Council congratulated staff on the quality of the last year's display. It was noted that not all the lampposts in Franciscan Way were fitted with the equipment required to facilitate Christmas Light displays. The Town Clerk agreed to supply further information on this after the meeting.

65.2.7 Planning and Transportation

Council received the Minutes of the meetings held on 11 December 2017 and 8 January 2018 (previously circulated). Regarding Minute 88.2, Littlehampton Bus Services, Members received an update on the progress with the discussions with Rustington Parish Council to develop local bus services. It was reported that Rustington Parish Council had recently confirmed their commitment to continue these discussions. Consequently, Council was asked to endorse the work undertaken to date and confirm its support for the continuation of these discussions. It was noted that the Chair of the Planning and Transportation Committee as appointed by Members later in the meeting would continue to be the Town Council's representative at these meetings. Council therefore **RESOLVED**:

**To endorse the work undertaken to date
and that discussions with Rustington**

**Parish Council and West Sussex County
Council to explore opportunities to
develop local bus services continue.**

65.2.8 Property and Personnel

Council received the Minutes of the meeting held on 4 December (previously circulated) with no matters arising.

65.2.9 Governance and Audit

It was noted that the next meeting would be held on 6th February 2018.

66. OFFICER'S REPORTS

66.1 Appointment of Committees and Representatives to Outside Bodies 2017-2018 Review

The Town Clerk explained that following Councillor Chester's decision to stand down from his roles on the Committees and as the Town Council's representative on several outside bodies. Changes were therefore proposed to the current arrangements with Councillor Chris Blanchard-Cooper becoming Chair of the Planning and Transportation Committee and also a member of the Policy and Finance Committee. In addition, Councillor Billy Blanchard-Cooper would replace Councillor Chester on the Following outside bodies; the North Littlehampton Steering Group, the Littlehampton Health Advisory Group and the Joint Eastern Arun Area Main Committee. These proposals were duly seconded, and it was **RESOLVED** that:

- 1) **The resignation of Councillor Chester from Committees and as a representative on outside bodies be noted.**
- 2) **Councillor Chris Blanchard-Cooper be appointed Chair of the Planning and Transportation Committee and a member of the Policy and Finance Committee.**
- 3) **Councillor Billy Blanchard-Cooper be appointed as the Town Council's nominated representative on the North Littlehampton Steering Group, the Littlehampton Health Advisory Group and the Joint Eastern Arun Area Main Committee**
- 4) **The outstanding appointments remain open should Members wish to put their names forward.**

66.2 Council and Committee Dates 2018/19

Council received and considered a draft calendar of dates (previously circulated) for the 2018/19 meeting cycle. Whilst every effort had been made to avoid clashes with District and County Council meeting dates,

Members were encouraged to let the Town Clerk know if this was not the case. It was therefore **RESOLVED** that:

The Draft Council and Committee dates for 2018/19 be approved.

67. TOWN COUNCIL PRIORITIES

- 67.1** The Council had before it a revised set of priorities (previously circulated) which identified a number of key objectives in addition to the Council's core functions for the 2015/19 Administration. These had been reviewed by each of the Standing Committees during the December meeting cycle and Council was asked to endorse the revised list as the basis of the work of the Town Council going forward.
- 67.2** Members proceeded to consider the objectives in more detail and a lengthy discussion ensued regarding the future of the community facilities in Wick. The need to adopt a holistic approach to the redevelopment of community facilities in the area that also took into consideration the growth of development in the north of the Town was emphasised. A number of points were noted from the debate which would be incorporated in the report on the options and way forward that would be brought to the March cycle of Committee meetings.
- 67.3** Members also commented on the projects to deliver Wi-Fi along the seafront, upgrading the skate ramps and events to commemorate the end of World War One (WW1). Regarding the Wi-Fi project, it was noted that a budgetary provision had been included in the proposed budget and a final decision on the project would be made following further consultation with potential partners. Members welcomed the proposed joint working with the District Council to deliver improvements to the skate park on the sea front and emphasised the importance of engaging with young people as plans were developed. Observing the importance of 2018, it was also suggested that the Council explore a permanent memorial in the Town to commemorate the end of WW1. This was noted for consideration by the Community Resources Committee. It was therefore **RESOLVED** that:

- 1. The progress to date regarding the existing and additional priorities (Appendix 1 attached to the report) be noted.**
- 2. The Priorities for 2018 – 2019 as set out in Appendix 1 be approved and that the relevant Standing Committees be instructed to take these forward.**

68. FINANCE REPORTS

68.1 Full Council Budget 2018/19

The Council had before it a report (previously circulated) which set out the proposed Council Budget for 2018/19 and Projected Budgets for 2019/20 and 2020/21 (previously circulated). The Chair of the Policy and Finance Committee was pleased to present the proposed Council

Budget for 2018/19 which aimed to deliver an ambitious programme of work for the forthcoming year. Referring to the previously agreed Priorities, he explained that the proposed Budget aimed to deliver long-term investment in the Town's infrastructure, improvements to the Town Council's events programme and services and increased funding for general grants to support community initiatives. The level of precept proposed for 2018/19 represented a 1.9% increase (£2.19 per annum) for Band D Council Tax payers, which he observed was the lowest of all the increases proposed by the local authorities in the area. Whilst these plans were ambitious, he was confident that with the careful use of earmarked reserves and controlled expenditure across the board, the Priorities could be achieved and see the Town Council become a Foundation Living Wage Employer.

68.4 In conclusion, he thanked the Town Clerk and Responsible Financial Officer for their assistance and fellow Councillors for their support throughout the process and commended the draft Full Council Budget for 2018/19 and Projected Budgets for 2019/20 and 2020/21 to Members for approval. It was unanimously **RESOLVED** that:

1. *The budget for 2018/19, setting a Precept of £1,132,449, be approved.*
2. *The projected budgets for 2019/20 and 2020/21 be noted.*
3. *The existing procedure, as per the Town Council's Standing Orders and Financial Regulations, of authorising of Council expenditure be approved.*

69. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

69.1 Littlehampton Shopmobility

As Chairman of Littlehampton Shopmobility, Councillor Gammon reported that after having introduced an in-house scooter registration scheme, the system had rapidly become established nationwide. It was also noted that Shopmobility remained in the top four shops nationally for the third year running and that this recognition had helped the organisation gain support.

69.2 Arun Business Awards

The Mayor congratulated all of the Littlehampton businesses that had been nominated and had won awards at the Arun Business Partnership Awards 2017.

70. MASTERPLAN – NORTH LITTLEHAMPTON

There was nothing further to report.

71. EXEMPT BUSINESS

It was **RESOLVED** that:

Members of the public and accredited representatives of the press be excluded under Section 100 Local Government Act

**1972 due to the confidential nature of the
business to be conducted.**

The meeting closed at 8:02pm.

TOWN MAYOR

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Full Council

Date: 29th March 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. The items recommended to Council are:-

2. Policy and Finance Committee: 12th March 2018

2.1 Minute 55.1 Procurement Policy

The Committee received a draft of the Town Council's Procurement Policy (previously circulated) which proposed a minor amendment to reflect the change to the title of 'Finance and Resources Manager' to Responsible Financial Officer. It was **RESOLVED** that:

The Procurement Policy be agreed and RECOMMENDED to Full Council for approval.

2.2 Minute 58.1 Annual Investment Strategy 2018/19

The Committee considered a report (previously circulated) that contained details of the investment activity from the previous year and proposals for the investment strategy for 2018/19. Members considered it would be prudent to investigate the potential to combine the Council's reserves with the Principal Authority to maximise investment returns. It was agreed that this option be investigated alongside the further work proposed in the report to explore the investment potential of the local authority property fund (LAPF). It was therefore **RESOLVED** that:

- 1) **The Annual Investment Strategy 2018/19 as set out in Appendix A attached to the report (previously circulated) be approved and RECOMMENDED to Full Council.**
- 2) **Further research be undertaken to explore the investment potential LAPF and pooling funds with the Principal Authority and the outcome be reported back to the Committee.**
- 3) **The contents of the report be otherwise noted.**

2.3 Minute 58.3 Internal Audit – Risk Management and Insurance

The Committee considered a report (previously circulated) that detailed the outcome of an assessment of the Town Council's insurance arrangements by the Internal Auditor. A review conducted by the Responsible Financial Officer included a risk assessment and set out the options available to Members. Members were of the view that additional insurance was not necessary and that this small risk could be reduced through further internal control measures. These included the introduction of three signatures for cheques of over £250,000. It was therefore **RESOLVED** that:

- 1) Full Council be RECOMMENDED to change the Town Council's bank mandate and that three authorised signatories be required to sign cheques over the value of £250,000 and that the weekly check of bank statements by senior officers other than the RFO as set out in paragraphs 3.8.1 and 3.8.2 of the report be initiated.
- 2) The Town Councils Standing Orders and Financial Regulations be amended accordingly.

2.4 Minute 58.4 Earmarked Reserves Policy

The Committee considered the draft policy for earmarked reserves (previously circulated) that outlined how the earmarked reserves could be spent and managed. There were no changes proposed. It was therefore **RESOLVED** that:

The Earmarked Reserves Policy be agreed and RECOMMENDED to Full Council for approval.

3. Governance and Audit Committee: 6th February 2018

3.1 Minute 18.4 Annual Review of Internal Controls

The Committee considered a report which set out details of the Town Council's Internal Controls (previously circulated). It was noted that the Internal Auditor assessed the effectiveness of the Town Council's Internal Controls as part of his inspection. The Committee was satisfied that the Annual Governance Statement was robust and had been complied with. It was therefore **RESOLVED** that:

1. The Councils Internal Control system be approved.
2. Council be RECOMMENDED to approve Statements 2, 5, 6 and 7 of the Annual Governance Statement and that they have been complied with (Appendix B).

3.2 Minute 18.5 Annual Review of Corporate Risk Register

18.5.1 The Committee considered a report which set out the outcome of the annual review of the Council's Risk Registers (previously circulated). It was noted that an internal review of the register had been completed by Senior Officers which had resulted in three key changes. Consequently, the Register had been updated to reflect the new partnership arrangement with Arun Community Church to deliver youth services, the introduction of control measures in respect of General Data Protection Regulation and the addition of a new risk area for events, called Entertainment and the Arts.

18.5.2 Acknowledging the comprehensive nature of the registers, Members commended the Officers on the meticulous review. The registers were judged to be a thorough and detailed assessment of the Town Council's activities and it was noted that Councillor Warren QVRM's review of the registers continued. It was therefore **RESOLVED** that:

1. **The Councils Corporate Risk Management Strategy and Procedure be approved.**
2. **The updated Risk Registers be approved and RECOMMENDED to Full Council for approval.**

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL
ANNUAL INVESTMENT STRATEGY 2018/19

1. The Council has had regard to the Department of Housing, Communities and Local Government's Guidance on Local Government Investments and CIPFA's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes.

2. This Annual Investment Strategy states which investments the Council may use for prudent management of its treasury balances during the financial year.

3. Investment Objectives

3.1 All investments will be in sterling.

3.2 The general public policy objective for this Council is the prudent investment of its treasury balances.

3.3 The Council's investment priorities are the security of reserves and liquidity of its investments.

3.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

3.5 The DCLG maintains that the borrowing of monies purely to invest or to lend and make a return is unlawful and this Council will not engage in such activity.

4. Investment Balances/Liquidity of Investments

4.1 Based on its cash flow forecasts, the Council anticipates its fund balances in the financial year 2018/19 will be up to £3,000,000 including the £1,500,000 capital receipt.

4.2 The Council has considered the current level of balances and estimated levels over the next 3 years coupled with the need for liquidity, its spend commitments and provision for contingencies. The Council has determined that should all expected funds be received then investments may be made for longer than 1 year but only in CCLAs Local Authorities Property Fund (LAPF) and only balances that will not be needed for at least 5 years.

4.3 In order to maintain sufficient security and liquidity the Council will manage any surplus funds mainly through their Lloyds Business Instant Access Savings Account and Lloyds Treasury Accounts which provide a secure rate of interest. At the discretion of the RFO, in consultation with the Town Clerk, deposits in CCLAs Public Sector Deposit Fund and other UK banks, with a minimum long term Moody's (or equivalent) credit rating of 'A', may be used if offering a higher rate of interest.

5. Investments defined as capital expenditure

The acquisition of share capital or loan capital in any body corporate is defined as capital expenditure under Section 16(2) of the Local Government Act 2003. Such investment will have to be funded out of capital or revenue resources and will be classified as “non specified investments”.

- 5.1 A loan or grant by this Council to another body for capital expenditure by that body is also deemed by regulation to be capital expenditure by this Council. It is therefore important for this Council to clearly identify if the loan has been made for policy reasons (e.g. to the registered social landlord for the construction/improvement of dwellings) or if it is an investment for treasury management purposes. The latter will be governed by the framework set by the Council for “specified” and “non-specified” investments.
- 5.2 It is not envisaged that any investments of a capital expenditure nature will be entered into during 2018/19. Investment in the LAPF is not classed as Capital Expenditure.

6. Provisions for credit related losses

- 6.1 If any of the Council’s investments appear at risk of loss due to default (i.e. a credit rated loss, and not one resulting from a fall in price due to movements in interest rates) the Council will make revenue provision of an appropriate amount.

7. Investment Strategy to be followed in house

- 7.1 To retain not less than one month’s average working capital requirement in current and instant access accounts giving immediate access.
- 7.2 Amounts representing the balance on Capital Receipts Reserve at the beginning of the financial year to be placed on deposit of up to one year’s duration depending on the prevailing interest rates.
- 7.3 Any other funds may be placed on deposit of up to one year’s duration, depending on the prevailing interest rates and forecast cash flow requirements.
- 7.4 Funds may be placed for more than one year in CCLA’s LAPF, depending on cash flow requirements, up to a maximum of £2,000,000.

8. End of year Investment Report

- 8.1 During the budget process the Responsible Financial Officer (RFO) will report on investment forecasts.
- 8.2 At the end of the financial year, the RFO will prepare a report on investment activity.

ANNUAL GOVERNANCE STATEMENT

Appendix B

Councils are expected to make a number of representations and assertions in eight statements of assurance, which together comprise the Annual Governance Statement, about the accountability of the Council. The following statements appertain to this report. This Committees review of the Internal Controls gives Council the assurance required to approve the Annual Governance Statement in June.

Statement	Explanatory note
<p>2. 'We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.'</p>	<p>This statement covers the Council's responsibility to ensure that its affairs are managed in accordance with proper standards of financial conduct and arrangements exist to prevent and detect fraud and corruption. The Council also asserts that it has tested those arrangements at least once in the year to make sure they are working in an adequate and effective way.</p>
<p>5. 'We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.'</p> <p>6. 'We maintained throughout the year an adequate and effective system of Internal Audit of the Council's accounting records and control systems.'</p> <p>7. 'We have taken appropriate action on all matters raised in reports from internal and external audit.'</p>	<p>These representations cover the Council's responsibility to develop, implement and regularly monitor the effectiveness of systems of internal control covering:</p> <ul style="list-style-type: none"> • the overall control environment, including internal audit; • the identification, evaluation and management of operational and financial risks; • budgetary control and monitoring arrangements; and • the documentation and application of control procedures.

MINUTES of the POLICY AND FINANCE COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 12th MARCH 2018 at 6.30PM

Present: Cllrs Dr Walsh KStJ (Chair),
C Blanchard-Cooper,
Buckland, Gammon and
Purchase

2017/2018

- 49. EVACUATION PROCEDURES**
The evacuation procedures were noted.
- 50. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES**
The procedures were noted.
- 51. 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.
- 52. APOLOGIES**
There were none.
- 53. 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. Councillors Dr Walsh KStJ, Buckland, Gammon and Purchase declared personal interests in agenda item 8.1, Town Centre Management and agenda item 8.3, Car Parking Charges, as Arun District Councillors.
- 54. MINUTES**
The Minutes of the meeting held on 18th December 2017 (previously circulated) were confirmed as a true record and signed by the Chair.
- 55. CHAIR'S REPORT AND URGENT ITEMS**
- 55.1 Procurement Policy**
The Committee received a draft of the Town Council's Procurement Policy (previously circulated) which proposed a minor amendment to

reflect the change to the title of 'Finance and Resources Manager' to Responsible Financial Officer. It was **RESOLVED** that:

**The Procurement Policy be agreed and
RECOMMENDED to Full Council for
approval.**

56. PUBLIC FORUM

There was one Member of the public present.

- 56.1** Regarding the new General Data Protection Regulations (GDPR), Mr Terry Ellis asked if the Information Commissioners Office guidance (ICO) was publicly available. The Town Clerk confirmed that the document was available for the public to view and could be found on the ICO website.
- 56.2** Regarding the District Council's proposed revisions to car parking charges, Mr Ellis stated that in his opinion, the proposed increases could be detrimental to the visitor economy. He also raised a few points and sought clarification on some of the features of the welcome signs. The Chair thanked Mr Terry Ellis for his comments and stated that they would be taken into consideration by the Committee when it came to consider these matters later in the meeting.

57. OFFICER'S REPORTS

57.1. Town Centre Management

57.1.1 The Committee received a presentation from the Town Centre Regeneration Officer. This gave a summary of the work that had recently been carried out and an overview for the upcoming projects that aimed to support local businesses. It was noted that the strength of online shopping was having an impact on the local economy in terms of retail confidence and business opportunities in the High Street. Observing that the Town was becoming a social hub, the Regeneration Officer highlighted the importance of the continued support of the Town and District Council in terms of supporting initiatives to tackle vandalism and antisocial behaviour in the Town Centre.

57.1.2 He thanked the Town Council for hosting public meetings with the Coastal

Commissioning Group and Police Crime Commissioner. The latter had highlighted the importance of reporting incidences of vandalism and anti-social behaviour as this provided important intelligence enabling the police to monitor the impact of this activity on the local community. Updating Members on initiatives to improve the appearance of the Town Centre, the Regeneration Officer reported that a scheme to improve the appearance of shop fronts would be implemented in the next few months. The need for improvements to the area surrounding the train station was observed and it was noted that the letter boxes in the Town Centre would shortly be repainted. The Regeneration Officer handed out information regarding the Littlehampton Traders Partnership AGM and Members were invited to attend.

57.1.3 It was **RESOLVED** that:

The Regeneration Officer be thanked for his presentation and that the progress be noted.

57.2 General Data Protection Regulations (GDPR)

57.2.1 The Committee considered a report (previously circulated) that highlighted the initial work being undertaken to ensure the Town Council complied with the Regulations. The Town Clerk Informed Members that good progress had already been made in terms of complying with the new regulations. This included plans to move to a new electronic based filing and archiving system for the future. It was noted that as a result of GDPR the Town Council's Data Retention Policy would need to be reviewed and amended in the forthcoming months. It was reported that the County Council would be producing a handbook of information on GDPR and it was agreed that a copy would be provided to the Town Clerk when it became available.

57.2.2 The Council would also need to appoint a Data Protection Officer from within the existing staff and this role would probably be delegated to the Town Clerk or Responsible Financial Officer. It was also proposed that for reasons of security Members be allocated Town Council email addresses to handle all Town Council related correspondence. This additional security measure would also support the introduction of electronic banking in the future. It was therefore proposed that provision be made in the budget in the amount of £10,000 to meet the costs of complying with the new Regulations. Acknowledging the extent of the Council's duties under the new Regulations, Members endorsed the work completed to date and the need to make a budget provision to ensure that the Town Council complied with the new Regulations. It was therefore **RESOLVED** that:

- 1) **The Town Clerk, in consultation with the Chair of the Committee, be delegated authority to make the required amendments to the Council's Retention and Disposal Policy and Procedures and the Data Protection Policy as a result of GDPR work.**
- 2) **A new budget not exceeding £10,000 be created for expenditure on GDPR matters funded by the overall underspend from 2017/18.**
- 3) **All Councillors be provided with a Littlehampton Town Council email to be used for all Council related correspondence.**
- 4) **The contents of the report be otherwise noted.**

57.3 Arun District Council Car Parking Charges

The Committee considered a report (previously circulated) that outlined Arun District Council's proposed changes to the car parking charges in Littlehampton. It was noted that comments could be made in relation to the variation of the charges before Tuesday 6th April 2018. Members proceeded to discuss the proposed changes and concerns were expressed that if implemented the changes would have a disproportionate impact on shorter stay visitors. It was also considered that the planned increases could potentially reverse the impact of the regeneration work in the High Street. The Committee therefore **RESOLVED** that:

A letter be sent to Arun District Council setting out the Committees' concerns.

57.4 Welcome Signs

Following the December Committee meeting, Members were invited to consider two prototype designs for the signage. Members proceeded to consider the signage in the context of the current signage and considered that the non-silhouette design with colour would deliver a significant improvement to the current welcome signs around the Town. It was noted that minor adjustments would still be needed regarding the font choice and colour scheme. It was therefore **RESOLVED** that:

- 1) The non-silhouette welcome sign with colour be approved.**
- 2) The Town Clerk, in consultation, Chair and Vice-Chair be delegated authority to approve the final design.**

58. FINANCE

58.1 Annual Investment Strategy 2018/19

The Committee considered a report (previously circulated) that contained details of the investment activity from the previous year and proposals for the investment strategy for 2018/19. Members considered it would be prudent to investigate the potential to combine the Council's reserves with the Principal Authority to maximise investment returns. It was agreed that this option be investigated alongside the further work proposed in the report to explore the investment potential of the local authority property fund (LAPF). It was therefore **RESOLVED** that:

- 1) The Annual Investment Strategy 2018/19 as set out in Appendix 1 attached to the report be approved and RECOMMENDED to Full Council.**
- 2) Further research be undertaken to explore the investment potential LAPF and pooling funds with the Principal**

Authority and the outcome be reported back to the Committee.

- 3) **The contents of the report be otherwise noted.**

58.2 Committee Finance Report 2017/18

The Committee considered a report (previously circulated) that highlighted the significant variances from the budget in Income and Expenditure relating to Policy and Finance Committee's budget for 2017/18. It was **RESOLVED** that:

- 1) **The proposed investment of the Capital receipt, as set out in paragraphs 3.5.6-3.5.8 of the report, be approved.**
- 2) **The Responsible Financial Officer be delegated authority to transfer funds to earmarked reserves when all current year expenditure was known.**
- 3) **The contents of the report be otherwise noted.**

58.3 Internal Audit – Risk Management and Insurance

The Committee considered a report (previously circulated) that detailed the outcome of an assessment of the Town Council's insurance arrangements by the Internal Auditor. A review conducted by the Responsible Financial Officer

Included a risk assessment and set out the options available to Members. Members were of the view that additional insurance was not necessary and that this small risk could be reduced through further internal control measures. These included the introduction of three signatures for cheques of over £250,000. It was therefore **RESOLVED** that:

- 1) **Full Council be RECOMMENDED to change the Town Council's bank mandate and that three authorised signatories be required to sign cheques over the value of £250,000 and that the weekly check of bank statements by senior officers other than the RFO as set out in paragraphs 3.8.1 and 3.8.2 of the report be initiated.**
- 2) **The Town Councils Standing Orders and Financial Regulations be amended accordingly.**

58.4 Earmarked Reserves Policy

The Committee considered the draft policy for earmarked reserves (previously circulated) that outlined how the earmarked reserves could

be spent and managed. There were no changes proposed. It was therefore **RESOLVED** that:

The Earmarked Reserves Policy be agreed and RECOMMENDED to Full Council for approval.

58. MASTERPLAN – NORTH LITTLEHAMPTON

It was noted that the public meeting about the North Littlehampton development would take place on Wednesday 21st March at 6:00pm at The Loft, The Body Shop, Watersmead Business Park, Littlehampton.

59. EXEMPT BUSINESS

There was none.

The meeting closed at 7:57pm.

CHAIR

MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 15th FEBRUARY 2018 at 6.30PM

Present: Cllrs Buckland (Chair),
Baker, C Blanchard-
Cooper, Tandy and
Warren QVRM
The Mayor and Deputy
Mayor attended Ex-
Officio.

2017/2018

53. EVACUATION PROCEDURES

The evacuation procedures were noted.

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

The procedures were noted.

55. APOLOGIES

There were apologies from Councillor Purchase.

56. 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.

In addition, Councillor Warren QVRM declared a personal interest in matters relating to the Town Council's allotments, as an allotment holder and Member of LALGA. He also declared a personal and prejudicial interest in the control of foxes and use of traps by plot holders on the Town Council's allotment sites as the local plot holder who provided this service free of charge was a personal friend.

57. MINUTES

Subject to the correction of a typographical error in the second to last line of Minute 48.3.2, the Minutes of the meeting held on 7th December 2017 (previously circulated) were confirmed as a true record and signed by the Chair.

58. CHAIR'S REPORT AND URGENT ITEMS

58.1 Voluntary Action Arun and Chichester

Following discussions with Voluntary Action Arun and Chichester (VAAC) the Assistant Town Clerk reported that the Town Council, in partnership with VAAC was arranging a forum to engage with volunteers and people interested in becoming volunteers and trustees. It was proposed that the Town Council host the event on the 20th June 2018. Members were very supportive of this proposal and it was therefore **RESOLVED** that:

The initiative be supported and that the Town Council's room hire fees be waived in respect of the partnership event.

59. PUBLIC FORUM

59.1 Mr Farquar, Chairman of LALGA addressed the Committee regarding the proposals for controlling foxes on the Town Councils allotment sites. Commenting that he hoped that the Committee would find common ground on this matter he observed that the Working Group discussion had not covered all aspects of the issues with foxes such as dealing with diseased animals and burrowing under sheds. Commenting on the efficiency of traps he observed that mole traps could be affective. He also stated that the LALGA representatives had not received copies of the Committee agendas as promised. The Assistant Town Clerk apologised for the oversight in not sending agendas when they had been published and Mr Farquar's comments were noted.

59.2 Councillor Squires addressed the Committee from the public gallery. Observing that the Christmas Illuminations in Wick were under a contract funded by the Town Council, he sought assurances that plans were in place for this to continue once the developer funding was exhausted. In response the Assistant Town Clerk confirmed that the Wick Traders had added to the scheme and invested further in the future of the scheme in 2017. She added that she was working closely with the Wick Information Centre and the Traders Partnership to facilitate the aspirations for the continuation of a Christmas lighting scheme for Wick.

59.3 The Committee then heard from Mr Simmons, a plot holder from the Worthing allotment site, who spoke of the damage by foxes to produce grown on his plot. Having reported this issue to the Town Council he asked why he had not received a response. He also reported that bits of stone had been deposited on the grass verge on the eastern side making it difficult to mow the site the site. It was agreed that Mr Simmons' complaint about the foxes would be investigated. The Assistant Town Clerk confirmed that the issue of site access had been noted at the last site inspection and that the matter was in hand.

59.4 Mr Mason addressed the Committee on the matter of foxes on allotment sites. He also reported that produce on his plot had been ruined by foxes and stated that urgent action was needed to resolve this issue.

- 59.5** Reverend Martin Seymore addressed the Committee in his capacity as Minister at the Littlehampton Baptist Church. Congratulating the Town Council on last year's Christmas light event, he stated that the Church had also participated in the event by organising a nativity, which had proved popular. The Church wished to build on this success and had presented proposals for a new concept which it would like to investigate further with the Town Council.
- Commenting that the Church's concept had proven successful elsewhere he stated that this approach could be beneficial in terms of bringing people into the Town. He therefore sought the support of the Committee for taking this further. The Chairman thanked Reverend Seymore for his comments and it was noted that the proposals would be investigated as part of the preparations for this year's event, the progress of which would be reported to the Committee.
- 59.6** Mr Martin, an allotment holder at Worthing Road, addressed the Committee and called for a resolution to current problems detailed in the report. He also highlighted the presence amphibians at the site. The Assistant Town Clerk acknowledged Mr Martin's request and explained that the matter to which Mr Martin referred was being dealt with through the Town Council's complaint procedure and that consequently it was not appropriate for this to be discussed further in this forum.
- 59.7** Mr Simmons questioned the rationale behind a policy of not trapping foxes when rat poison had been found on the allotments. He asked that someone be deployed to trap foxes. It was noted that rats are classed as vermin and were therefore dealt with under a different regime. Mr Simmons' comments were noted.

60. ALLOTMENT WORKING GROUP

60.1 Minutes of the Allotments Working Group held on 18th January 2018

The Committee received and noted the minutes of the meeting of the Allotments Working Group held on 18th January 2018 (previously circulated). In response to a question, the Assistant Town Clerk confirmed that fox traps had also been reported at Fort Road and Mill Lane as well as Trinidad. Regarding the site inspection at Trinidad on the 25 January 2018, the Assistant Town Clerk assured Members that the entire site had been inspected.

60.2 Control of Foxes on Littlehampton Town Council Allotment Sites

60.2.1 The Assistant Town Clerk presented a report (previously circulated) which set out the current position regarding the control of foxes on the Town Council's allotment sites. The one-year moratorium to stop removing foxes from the Town Council's sites had come to an end and the Committee was asked to consider the approach going forward. In addition, Members views were also sought on proposals to ban the use of traps and the storing and disposal of bird/animal carcasses on the Town Council's allotment sites.

60.2.2 The Committee proceeded to discuss whether the moratorium should be made permanent. It was noted that the LALGA representatives favoured controlling foxes because they were considered unhygienic

and caused disruption to crops. It was observed that little had changed during the period of the moratorium particularly in respect of the published advice and guidance that was available regarding controlling the fox population. Whilst it was acknowledged that urban foxes were more prevalent, it was evident that attempts to control the fox population were both difficult to implement and generally unsuccessful. It was also difficult to measure the extent of the problems caused by foxes as they rarely resulted in formal reports. Members were sympathetic to the problems faced by allotment holders, however the indiscriminate use of other methods to control them was not considered acceptable and allotment holders were encouraged to report incidents of this nature to the Assistant Town Clerk.

60.2.3 The Assistant Town Clerk confirmed that if the Committee agreed to make the moratorium permanent, traps would still be used by pest control officers to control rodents. Whilst one other authorised person could set traps on the Town Council's allotments it was noted that this was carried out in accordance with DEFRA guidelines. Regarding the disposal of bird and animal carcasses, the Assistant Town Clerk informed Members that having spoken with the Arun District Council Pest Control Officers, they advised against disposing of bird animal carcasses on allotments because of the risk of contamination. It was therefore **RESOLVED** that:

- 1) **The trapping, killing and/or removal of foxes from the allotment sites not be permitted.**
- 2) **The use or storage of traps by plot holders for the capturing on any mammal, reptile, or amphibian be prohibited.**
- 3) **The storage and disposal of bird and animal remains on the Town Council's allotment sites be prohibited.**
- 4) **Any plot holder found to be carrying out any of the above three activities shall have their plot tenancy terminated with immediate effect.**

61. LITTLEHAMPTON SPORTS FORUM

The Committee received and noted the minutes of the meeting of the Littlehampton Sports Forum meeting held on 22 January 2018 (previously circulated).

62. OFFICER'S REPORTS

62.1 Standing Orders – Urgent Action

The Committee received an Urgent Action approving extending the grant of £325 awarded to 1st Wick Brownies for the hire of a minibus to 2018/2019. It was **RESOLVED** that:

The urgent action be noted.

Councillor Dr Walsh KStJ declared a personal interest in the following matter as a County Councillor.

62.2 Continuation of the “FindItOut” Service

The Committee received a report (previously circulated) which set out a proposal for the continuation of the Partnership Agreement with West Sussex County Council. Members were supportive of the continuation of this agreement as it provided a much-needed support service for children and their families. The need for the service to be widely promoted was also emphasised. It was **RESOLVED** that:

A one-year Partnership Agreement with West Sussex County Council for the continuation of a FindItOut and YES (Youth Emotional Support) service provision at Project 82 be approved.

62.3 Museum Periodic Report

The Committee received a report (previously circulated) which outlined the Museums’ events and exhibitions and set out the social media statistics and visitor figures. Highlighting the popularity of the recent suffragette exhibition and talk, Members commended Officers on their work. The Committee was also pleased to see the variety of exhibitions and it was noted that this had been possible using artefacts uncovered during the backlog documentation project. Clarification was provided regarding the Twitter statistics and it was agreed that the numbers of people reached be included in the table in future. It was **RESOLVED** that:

The report be noted.

62.4 Events and Tourism Periodic Report

62.4.1 The Committee received a wide-ranging report (previously circulated) on progress with the 2018 events’ programme and plans for various tourism initiatives. Drawing Members attention to the additional Screen on the Green film showing, the Assistant Town Clerk sought Members views on the list of films that had been prepared for the public vote.

62.4.2 Further investigation of the film options available indicated that the selection could be improved to provide more recent film releases. Members supported this move and following a brief discussion of the films available it was agreed that ‘Labyrinth’ and ‘Jurassic Park’ be replaced by ‘The Greatest Showman’ and ‘Jumanji: Welcome to the Jungle’. It was also suggested that in future the list of films for the public vote be prepared earlier in the year so that they could be included in the Spring edition of the ‘Progress’ newsletter.

62.4.3 Regarding the Garden and Allotments competition it was noted that the tallest sunflower competition had been dropped as there hadn’t been an entry in recent years. The Assistant Town Clerk agreed to provide further clarification on the criteria for the best new allotment category to Members after the meeting. It was also noted that the next meeting of

the events forum would now take place on the Thursday 22 March 2018. Members wished to have more information about the Town Council's arrangements with Seaside Creative Ltd and it was agreed that this information be circulated to Members after the meeting.

62.4.4 Turning to the preparations for Armed Forces Day, the planned aircraft stunt display and motorcycle attractions were noted. Observing that much of the event activity would take place on the East Green, Members questioned the impact this would have on the overall display of military vehicles. The rationale for changing the set-up for this year's event was explained and it was agreed that the Events Manager would contact Members separately to discuss any concerns they may have. It was therefore **RESOLVED** that:

- 1) **The changes to the list of films prepared for the Screen on the Green public vote as set out in minute 62.4.2 above be approved.**
- 2) **The contents of the report be otherwise noted.**
- 3) **The financial implications as set out in paragraph 4 of the report be noted.**

62.5 Christmas Illuminations 2017

The Committee received a report (previously circulated) which contained a review of last year's Christmas Illuminations and options for this year's display. Members were asked to consider whether they would like to change the display theme or change the designs. It was noted that alterations to the images could be accommodated within the budget for the scheme. A number of options were discussed, and Members wished to build on the popularity of the 2017 event. It was therefore agreed that the elf theme be retained. Regarding the additional lamp column motif required for Franciscan Way, Members agreed that the Christmas Illuminations would be much improved if this could be achieved and the additional costs of doing so were also noted. It was therefore **RESOLVED** that:

- 1) **The elf theme be retained for the 2018 Christmas Illuminations.**
- 2) **Subject to obtaining consent from West Sussex County Council, the inclusion of an additional lamp column motif on Franciscan Way subject as set out in paragraph 4.2 of the report be approved.**
- 3) **Note the remainder of the report.**

62.6 Keystone Centre

It was noted that a report on options would be brought to Members during the March cycle of Committee meetings.

63. MASTERPLAN – NORTH LITTLEHAMPTON

There was nothing further to report.

64. EXEMPT BUSINESS

There was none.

The meeting closed at 7.40pm

CHAIR

MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 15 MARCH 2018 at 6.30PM

Present: Cllrs Buckland (Chair), Baker, C Blanchard-Cooper, Purchese and Tandy. The Mayor and Deputy Mayor attended Ex-Officio.

2017/2018

65. EVACUATION PROCEDURES

The evacuation procedures were noted.

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

The procedures were noted.

67. APOLOGIES

There were apologies from Councillor Warren QVRM.

68. 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.

In addition, Councillor Dr Walsh KStJ declared a personal and prejudicial interest as a member of the Littlehampton Harbour Board regarding the confidential report relating to the Littlehampton Ferry. He confirmed that he would leave the meeting should there be any discussion on sensitive matters relating to the commercial activities of the Harbour Board.

Councillors C Blanchard-Cooper and B Blanchard-Cooper declared disclosable pecuniary interests in matters regarding the Littlehampton Bonfire Society as members of the Society and confirmed that they would leave the meeting when the Committee came to consider this matter.

69. MINUTES

69.1 It was noted that there was an error in Minute 62.4.3 which referenced "the best new allotment" category. This was incorrect and was the best allotment category.



69.2 It was therefore **RESOLVED** that:

Subject to the removal of the word “new” in the second line of Minute 62.4.3, the minutes of the meeting held on Thursday 15 February 2018 (previously circulated) were confirmed as a true record and signed by the Chair.

70. CHAIR’S REPORT AND URGENT ITEMS

70.1 Littlehampton Ferry

70.1.1 The Committee had before it a confidential report (previously circulated to Members of the Council only) which contained an outline of proposals for the introduction of discretionary annual Charter Harbour Dues or Dues per passenger for ferries operating in the Harbour. These were to be considered by the Littlehampton Harbour Board at their forthcoming Board meeting on Monday 19th March 2018.

70.1.2 The Committee proceeded to consider these proposals in the context of the Town Council’s Service Level Agreement which provided support for the ferry service on the river. There was no indication of the rate that would be applied, only that annual Charter Harbour Dues or Dues per passenger may be introduced at the discretion of the Board and at a rate agreed in advance by the Board. Members were very disappointed that there had been no consultation with the Town Council or the ferry operator in connection with these proposals. Furthermore, it was observed that the rationale for introduction of these charges was not clear and Members considered that if implemented these proposals could have a detrimental impact on the long-term viability of the ferry service and implications for other river users. Overall Members judged that the impact on the river economy of the introduction of these fees had not been fully considered by the Board and that implementation should be paused to allow time for consultation with stakeholders. It was therefore **RESOLVED** that:

A letter be sent to the Board in advance of their Board Meeting expressing the Committee’s views as set out in Minute 70.1.2 above.

70.2 Complaints Panel Hearing – Outcome

The Committee received a report (previously circulated) which contained a summary of the Complaints Panel decision following a hearing conducted on Tuesday 13 March 2018. In reaching its decision the Panel had also recommended that a review of the Tenancy Agreement be undertaken to take into consideration the advice of the Pest Control Officer regarding the use of animal carcasses as part of the composting process and the use of bait on the Town Council’s Allotments. Observing that the Committee would be considering further recommendations regarding the Allotments later in the meeting, it was **RESOLVED** that:

- 1) *1) The Complaints Panel decision be noted.*
- 2) *2) The issues of the use of animal carcasses as part of the composting process and the use of bait on the Town Council's Allotments be included as part of the consultation with LALGA proposed elsewhere on the agenda.*

70.3 Allotment Working Group Membership

Members were informed that Councillor Tandy had indicated his willingness to fill the Member vacancy on the Working Group. This proposal was duly seconded, and it was therefore **RESOLVED** that:

Councillor Tandy be appointed as a Member representative on the Allotments Working Group.

71. PUBLIC FORUM

There was one member of the public present.

71.1 Mr Terry Ellis stated that he has been informed of the existence of the "Arun Song". This was noted.

71.2 Regarding the Bethlehem Bazaar proposal, Mr Ellis also expressed reservations regarding the use of biblical terms to brand food and beverages contained in the proposals. The Chair thanked Mr Ellis for his comments and stated that they would be taken into consideration by the Committee when it came to consider this matter later in the meeting.

72. OFFICER'S REPORTS

72.1 Museum Periodic Report

The Committee considered a report (previously circulated) which contained and outlined the museum's recent activities. It was pleasing to note that the "Vote! Littlehampton and the Suffragettes" exhibition had been well received by the community and that visitor figures had increased. It was also noted that one of the new display cases had been installed in the reception to display more of the Museums artefacts. An update on Museum staffing had recently been circulated to Members. The Assistant Town Clerk reported that interviews for the Archives and Exhibition Officer post would be held on 22nd March and that the Museum had recently provided a work experience placement to a Littlehampton Academy student. Members commended the Museum staff on the quality and popularity of the recent exhibitions and it was **RESOLVED** that:

The report be noted.

Councillor Purchase declared a personal interest in the following matter as an attendee of the Littlehampton Baptist Church.

72.2 Events Periodic Report

The Committee considered a report (previously circulated) which outlined outcome of the Charity Pancake Olympics Event and an update in the proposals for the Christmas Light Switch On. Although slightly over budget, this year's Pancake Olympics had proved popular and was well attended. Members proceeded to consider proposals from the Littlehampton Baptist Church for a themed Christmas event based on the Bethlehem Bazaar concept. Officers had reviewed the proposal in terms of the combining this concept with the existing switch on theme and the potential for two separate events. Mindful of previous decision of the Committee to retain the elf theme for this year's Christmas lights switch on, Members considered that combining the two events could cause confusion. Based on popularity of last year's Christmas lights switch on Members were also of the view that the two events, although very different, were equally capable of attracting large numbers of visitors to the town centre. Recalling the comments made earlier during the public forum session, Members also cautioned against the use of biblical terms to brand food and beverages. Acknowledging the additional financial provision in the 2018/19 Events Budget, the Committee considered that there was the scope to expand the range of Christmas events and it was therefore **RESOLVED** that:

- 1) **The outcome of the Charity Pancake Olympics as set out in paragraphs 3.1.1 to 3.1.4 in the report be noted.**
- 2) **The current position regarding the Christmas Light Switch On as set out in paragraphs 3.21. to 3.2.3 in the report be noted.**
- 3) **The further exploration of an additional new Christmas event with a Bethlehem theme in partnership with Littlehampton Churches Together and the Town Centre Regeneration Officer be endorsed.**

72.3 Sport and the Arts Community Event (SPACE) Grants 2017/18

The Assistant Town Clerk presented a report (previously circulated) which set out proposals for the allocations in respect of the SPACE grants programme for 2017/8. Members considered that the proposed allocations were well-judged, and it was therefore **RESOLVED** that:

The awards for activities to take place in the school holidays of 2018 as set out in Appendix A attached to the report be approved.

72.4 Hen Coops on Allotments

The Committee considered a report (previously circulated) which set information relating to a decision to refuse a recent request for an

additional hen coop on a plot on the one of the Town Council's allotment sites. The decision had highlighted aspects of the Allotment Agreement which required clarification. These related to the number of coops permissible, if the size of the plot should be a factor and the percentage of the plot used. Overall, Members considered that the primary purpose of the allotments was to provide an area for the cultivation of crops and that a five-rod plot was the minimum size to house a hen coop. It was **RESOLVED** that:

- 1) **The decision of the Town Clerk in refusing an application for an additional hen coop be endorsed.**
- 2) **LALGA be consulted regarding hen coops on the Town Council's Allotment sites and that the outcome, together with the Committee's views, be discussed at the next meeting of the Allotment Working Group with a view to making a recommendation for consideration by this Committee.**
- 3) **An interim position on hen coops per household of one and a minimum plot size of five rods for such facilities be implemented with immediate effect as an interim measure pending the outcome of the above-mentioned consultation.**

72.5 Ways of Marking the Centenary of the End of World War 1 (WW1)

72.5.1 The Assistant Town Clerk presented a broad outline of a number of options to commemorate the end of WW1 for Members' consideration. Members wished to ensure that the ideas reflected the national mood of thanks and reflection. Members proceeded to consider the options in terms of the potential to link in with other activities planned around the Town, the Town's Roll of Honour and utilising the Museum displays and records. Referencing the national campaign "There but Not There", it was noted that these displays were being used in a number of ways. Members considered that this could be replicated locally by placing a temporary commemorative structure chosen from the "There but Not There" catalogue. Regarding the War Memorial itself, Members cautioned against exploring options to improve the lighting as the timescales were very tight and costs unknown.

72.5.2 Members agreed to explore a temporary horticultural display of poppies and some new commemorative benches to replace others that were deteriorating in the area around the War Memorial. Members were supportive of the proposal to create a book inspired by the 1918 commemorations that would reveal something of Littlehampton's WW1 experience and the production of a supplement for inclusion in the Autumn edition of Progress. Regarding the book it was suggested that

the proceeds be donated to a forces charity. Proposals to deprovision the lighting in the WW1 Display cabinet in the Museum were also supported and Members favoured replacing them with an LED system. The creation of a commemorative theme for use on the Town Council's website at the appropriate time was also welcomed. It was therefore **RESOLVED** that:

The options to commemorate of the end of WW1 as set out above be explored further and progress be reported to the Committee at the next meeting.

72.6 Keystone Centre

An initial meeting with the Chairs of the relevant Committees had been held and it had been agreed that an informal Council meeting be arranged to brief Members on options for the future delivery of youth services in the area. It was proposed that this be held in April with a view a formal decision on the way forward being agreed by Full Council in May 2018. It was **RESOLVED** that:

The update be noted.

73. FINANCE

73.1 Committee Finance Report

The Committee considered a report (previously circulated) that highlighted significant variance in Income and Expenditure relating to the Community Resources Committee budget for 2017/18. Clarification was provided regarding the over spend on the allotments budget which had been due to the need for repairs to security gates at one of the sites. It was **RESOLVED** that:

The report be noted.

74. MASTERPLAN – NORTH LITTLEHAMPTON

It was noted that the public meeting about the North Littlehampton development would take place on Wednesday 21st March at 6:00pm at The Loft, Body Shop, Watersmead Business Park, Littlehampton.

75. EXEMPT BUSINESS

It was **RESOLVED** that:

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

The following item is confidential for Members of the Council only in accordance with Paragraph 3, Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to relating

to the financial or business affairs of any particular person (including the authority holding that information).

76. OFFICERS EXEMPT REPORTS

76.1 Merit Awards

The Assistant Town Clerk reported that the Panel had agreed awards for 2017 to two groups and three individuals. Clarification was provided on the process for agreeing the granting of the awards. It was **RESOLVED** that:

The update be noted.

Councillors C Blanchard-Cooper and B Blanchard-Cooper left the meeting at 7.45pm

76.2 Littlehampton Bonfire Society

The Committee considered a confidential report (previously circulated to Members of the Council only) which a summary of discussions between the Town Council and the Society regarding future support. The costs of staging the event were escalating and a review of options included promotional assistance to help with the search for volunteers and additional funding under the current service level agreement. Members were of the view that this would also require further work by the Society in terms of making budget savings and a gradual increase in the percentage of the street collection that was retained to build up reserves. Observing that the annual bonfire was a popular local event which raised significant funds for local good causes, Members wished to support the Society to secure its future. It was **RESOLVED** that:

- 1) ***Officers continue to explore the opportunities to provide promotional assistance, with the exception of sponsorship, to the Society.***
- 2) ***Additional funding as recommended in the report for the remaining two years of the Service Funding Agreement be agreed and that Officers continue discussions with the Society to secure a long term sustainable budget.***

The meeting closed at 8:00pm

CHAIR

MINUTES of a MEETING of the PLANNING AND TRANSPORTATION COMMITTEE held in the MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 5 FEBRUARY 2018 at 6.30PM

Present: Cllrs C Blanchard-Cooper
(Chair), Ayres, B
Blanchard-Cooper,
Buckland, Tandy, Warren
QVRM

2017/2018

103. EVACUATION PROCEDURES

The evacuation procedures were noted.

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

The procedures were noted.

105. APOLOGIES

There were no apologies.

106. 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.

107. MINUTES

The Minutes of the meeting held on 8 January 2018, (previously circulated), were confirmed as a true record and signed by the Chair.

108. CHAIR'S REPORT AND URGENT ITEMS

108.1 Planning Workshops

The Committee received information (copy attached to the minutes) about workshops that had been organised by Arun District Council regarding planning. Afternoon and evening sessions would be available on Thursday 3rd May 2018. Members were invited to attend the workshops and to inform the Democratic Manager accordingly.

108.2 Footpath Diversion Orders

The Committee received details of footpath diversions that were proposed in connection with the extension of Fitzalan Road (copy attached to the minutes). The deadline for commenting on the proposals was 8th March 2018 and Members agreed to forward details of any representation to the Democratic Services Manager. It was **RESOLVED** that:

The Footpath Diversion Orders be noted.

109. PUBLIC FORUM

There were three members of the public present.

109.1 Mr Terry Ellis asked the Committee if an update of adopted roads in the area could be placed on the Town Council's website. In view of the growing development in the north of the Town, Mr Ellis highlighted an example taken from Felpham Parish Council's website and suggested this would be useful information to make available to the public. The Chair thanked Mr Terry Ellis for his comment which was noted.

110. PLANNING AND OTHER DISTRICT COUNCIL MATTERS

110.1 Planning Applications – Lists 2, 3, 4 and 5

It was **RESOLVED** that:

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

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

The Committee received a report (previously circulated) which outlined the progress with the main modifications to the Arun Local Plan. Although concerns remained about the viability of the proposed development of the West Bank, it was observed that the main modifications were broadly in line with the Hearings that were held in September 2017. Members were therefore invited to forward details of any concerns to the Town Clerk. It was **RESOLVED** that:

**1) Members highlight any concerns to
the Town**

Clerk by Monday the 19 February 2018.

**2) The Town Clerk in consultation with
the**

**Chair of Planning and Transportation
Committee be delegated authority to
prepare a response to the Arun
District Council if required.**

111. TRANSPORTATION AND WEST SUSSEX COUNTY COUNCIL MATTERS

111.1 Notification of Proposed Modifications to the Joint West Sussex Mineral Local Plan

The Committee received an update (previously circulated) on the progress with the adoption of the Joint West Sussex Mineral Local Plan. It was **RESOLVED** that:

The update be noted.

111.2 Bus Services

The Assistant Town Clerk Informed Members that the Town Council remained engaged in discussions with Rustington Parish Council regarding improvements to the bus service. The next meeting would be held on 6th February 2018 and it was anticipated that options would be presented to the Committee at the next meeting. It was **RESOLVED** that:

The update be noted.

112. MASTERPLAN – NORTH LITTLEHAMPTON

It was reported that the road works in Toddington Lane were progressing improving the flow of traffic. Members also sought and update on the proposals to develop the Elm Grove Road site. It was noted that the next Steering Group meeting would take place on 7 February 2018 and it was agreed that this be raised at the Steering Group. It was **RESOLVED** that:

The update be noted.

113. EXEMPT BUSINESS

There was none.

The meeting closed at 7:02pm.

CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 6 February 2017
Representation on Lists 2, 3, 4 and 5

Page 1 of 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
2	River	IB	LU/377/16/PL	Conversion of existing 5 bed house into 3 self contained units	27 Bayford Road Littlehampton BN17 5HN	Objection on the grounds that the application would lead to the loss of much needed family accommodation in the area and that the parking provision was inadequate. The Committee therefore considered that the plans did not conform with the Neighbourhood Plan, Policy 22, which requires that development is able to "properly accommodate the forecast requirement for off-street and on street car parking".
3	Courtwick with Toddington		LU/372/16/PL	Re-roofing & cladding upper front elevation of existing former police houses, reduction in width & provision of Juliet Balcony railings	118 & 120 Wick Street Littlehampton BN17 7JT	Objection on the grounds that the proposals are out of character by virtue of the nature of the materials proposed.
3	River	IB	LU/5/17/HH	Installation of 4no. roof lights in pitched roof. This application affects the character and appearance of River Road Littlehampton Conservation Area	33 Mariners Quay Littlehampton BN17 5DA	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 6 February 2017
Representation on Lists 2, 3, 4 and 5

Page 2 of 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
3	Courtwick with Toddington		LU/182/15/PL	Variations of conditions 4,6,7,8,39 & 42 imposed under planning reference LU/47/11 relating to list of plans, illustrative masterplan, CHP plant building, Design Statement, bus stops & traffic improvements	Land North of Toddington Lane, Littlehampton, BN17 7PP	See meeting minutes.
4	Courtwick with Toddington		LU/16/17/PL	Demolition of lean to & erection of single storey rear extension.	141 Wick Street Littlehampton BN17 7JY	Supported.
4	Beach	DP	LU/19/17/PL	Demolition of existing pavilion & erection of replacement pavilion	Crouquet Pavilion St Floras Road Littlehampton BN17 6BB	Supported.
4	Brookfield	DC	LU/380/16/HH	Roof alterations & dormers to provide loft conversion, single storey rear extension & double garage to rear garden (resubmission following LU/244/16/HH).	Zealandia Worthing Road Littlehampton BN17 6JN	No objection.
4	River	IB	LU/8/17/PL	variation of condition imposed under LU/363/08 relating to condition 1 for access (original application LU/175/08)	Travis Perkins Builders Merchants Pier Road BN17 5BB	No objection.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 6 February 2017
Representation on Lists 2, 3, 4 and 5

Page 3 of 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
5	Courtwick with Toddington		LU/24/17/PL	Demolition of No 6 & No 7 Courtwick Park Cottages & associated outbuildings & erection of 8 No. dwellings with associated car parking/ports & access from the formerly approved junction off Benjamin Gray Drive (approved under application LU/355/10 & LU/44/14). This application is a Departure from the Development Plan.	6 & 7 Court Wick Park Cottages Courtwick Lane Littlehampton BN17 7PD	No objection.
5	Brookfield	FT	LU/23/17/HH	Loft conversion	88 Horsham Rd Littlehampton	No objection.
5	Brookfield	FT	LU/29/17/HH	Proposed change in pitch to rear lean-to roof approved under LU/137/16/HH & proposed new basement	25A Oakcroft Gdns Littlehampton BN17 6LT	No Objection
5	Brookfield	DC	LU/20/17/PL	Construction of new drive-thru unit (A5 Hot food takeaways) with associated external works.	Land adjacent to Shell Garage Worthing Rd Littlehampton BN17 6EL	No objection.

MINUTES of a MEETING of the PLANNING AND TRANSPORTATION COMMITTEE held in the MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 5 March 2018 at 6.30PM

Present: Cllrs Buckland (Vice-Chair in the Chair),
Tandy, Warren QVRM

2017/2018

114. EVACUATION PROCEDURES

The evacuation procedures were noted.

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

The procedures were noted.

116. APOLOGIES

There were apologies from Cllr Ayres, B Blanchard-Cooper and C Blanchard-Cooper.

117. 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.

118. MINUTES

The Minutes of the meeting held on Monday 5th February, (previously circulated), were confirmed as a true record and signed by the Chair.

119. CHAIR'S REPORT AND URGENT ITEMS

There were none.

120. PUBLIC FORUM

There were no members of the public present.

121. PLANNING AND OTHER DISTRICT COUNCIL MATTERS

121.1 Planning Applications – Lists 6, 7 and 8

It was **RESOLVED** that:

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

**122. TRANSPORTATION AND WEST SUSSEX COUNTY COUNCIL
MATTERS**

122.1 Bus Service

The Assistant Town Clerk reported that having considered options for a merged No.12 and No.15 bus service with Rustington Parish Council had decided to continue to fund the No.12 service as a standalone route for the foreseeable future. Discussing this further, Members judged that the potential options to combine the two routes had been exhausted. It was considered prudent that the Town Council's resources now be focussed on promotion of the No.15 bus service with a view to developing a viable bus service in the long term. It was therefore **RESOLVED** that:

- 1) **The Town Council continue discussions with the
County
Council and the service provider to develop the No.15
service as set out in Minute 122 above**
- 2) **The Committee be kept informed of progress**

123. MASTERPLAN – NORTH LITTLEHAMPTON

It was noted that the public meeting about the North Littlehampton development would take place on Wednesday 21st March at 6:00pm at The Loft, Body Shop, Watersmead Business Park.

124. EXEMPT BUSINESS

There was none.

The meeting closed at 07:12 pm.

CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 6 March 2017
Representation on Lists 6, 7, 8 and 9
Page 1 of 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
7	Brookfield	DC	LU/201/16/RES	Approval of reserved matters following outline consent LU/229/10/ for appearance, landscaping, layout & scale for 85 No. dwellings	Windroos Nursery Worthing Road Littlehampton BN17 6LY	Considering the reserved matters before them, the Committee observed that the drainage strategy was lacking. Noting that Southern Water had previously commented on the inadequate capacity in the local foul sewerage network to provide for sewerage disposal from the development, the Committee therefore had no objection to the proposals subject to appropriate conditions being added that cover submission of a full drainage strategy for the site.
8	Brookfield	FT	LU/44/17/HH	Conservatory to rear	35 Thorncroft Road Littlehampton BN17 6DD	No Objection
8	Courtwick with Toddington		LU/32/17/PL	Demolition of existing dwelling & garage & erection of 4 No. dwellings with on-site parking & landscaping.	Sunnymeade Courtwick Lane Littlehampton BN17 7PA	No objection
8	Beach	DP	LU/46/17/HH	First floor rear extension	11 Beaumont Park Littlehampton BN17 6PE	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 6 March 2017
Representation on Lists 6, 7, 8 and 9
Page 2 of 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
9	Courtwick with Toddington		LU/47/17/HH	New vehicular access with lych gate and sliding gates	Toddington House Toddington Lane Littlehampton BN17 6JX	No Objection
9	Courtwick with Toddington		LU/48/17/L	Application for Listed Building Consent for new vehicular access with lych gate and sliding gates	Toddington House Toddington Lane Littlehampton BN17 6JX	No Objection
9	Courtwick with Toddington		LU/40/17/PL	Variation of condition 28 imposed under LU/355/10/ relating to occupation	Kingley Gate Courtwick Lane Littlehampton	No objection
9	River	IB	LU/55/17/A	1 No. internally illuminated fascia sign & 1 No. internally illuminated projecting sign on front elevation	22 Beach Road Littlehampton	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 6 March 2017
Representation on Lists 6, 7, 8 and 9
Page 3 of 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
9	River	IB	LU/56/17/PL	Change of use of ground floor from retail shop (A1 Shops) to hot food takeaway (A5 Hot Food Takeaway) & associated works.	22 Beach Road & 3 Evans Gardens Littlehampton	<p>The Committee welcomed the investment in the Town however, there were serious reservations about the impact of the motor scooters on the residential amenity of the residents in Evans Gardens courtyard and the route that the mopeds undertaking deliveries would take on leaving the premises. Noting that the mopeds would be stored in a unit at the rear of the premises in the Courtyard, Members recalled that this was a well-used amenity space. Observing that the home delivery service would form a significant proportion of sales, Members considered that users' amenity would be disturbed by the constant coming and going of mopeds. It was therefore considered imperative that the mopeds be kept on the street in front of the premises in Beach Road during the hours of business. The Committee therefore objected to application on the grounds that it would have a detrimental impact on neighbouring amenity. Only if Members were satisfied on this point, which could be addressed by condition, would the Committee consider lifting its objection.</p> <p>It was also reported that a planning notice was not on display in Evans Gardens and Members considered that this should be rectified as residents here would be directly affected by the proposals.</p>

MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 19th MARCH 2018 at 6.30PM

Present: Cllrs Squires (Vice-Chair in the Chair), Ayres, Baker and C Blanchard-Cooper

2017/2018

38. **EVACUATION PROCEDURES**
The evacuation procedures were noted.
39. **FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES**
The procedures were noted.
40. **APOLOGIES**
There were apologies from Councillors Purchase and Rickeard.
41. **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. Councillor Ayres declared a personal interest as an Arun District Councillor in matters relating to the Keystone Centre.
42. **MINUTES**
The Minutes of the meeting held on 4th December 2017 (previously circulated) were confirmed as a true record and signed by the Chair.
43. **PUBLIC FORUM**
There was one member of the public present.
Mr Terry Ellis asked if there were any updates for the Oyster Pond regarding sponsorships. The Town Clerk said he would speak to Mr Ellis after the Committee meeting.
44. **CHAIR'S REPORT AND URGENT ITEMS**
There were none.

45.1 Staff sickness

The Committee considered a report (previously circulated) that contained the staff sickness records for the full years 2008/09 – 2016/17. Members were pleased to note a decrease in the level of sickness and it was **RESOLVED** that:

The report be noted.

45.2 Local Government National Pay Settlement Update

The Committee received a letter (previously circulated) that outlined the update to the pay negotiations for the 2018 local government pay settlement. Progress with the negotiations would continue to be reported to the Committee and it was **RESOLVED** that:

The update be noted.

45.3 Amenity Team Vehicle and IT System Update

The Committee considered a report (previously circulated) that set out details of the initial research into the possibility of replacing the Amenity Team Transit van with an electric vehicle and an electronic job tickets system. Members considered it was beneficial to replace the transit van with an electric van to promote environmentally friendly practices and that an electronic job tickets system would improve work efficiency. It was noted that the electric van would be leased to avoid depreciation costs and that, if required, a larger van could be hired. It was therefore **RESOLVED** that:

- 1) **The Transit van be replaced with an electric van.**
- 2) **The Town Clerk, in consultation with the Chair of the Committee, be delegated authority to acquire an electric van at a cost not exceeding £20,000 including livery etc (excluding VAT).**
- 3) **The report be otherwise noted.**

45.4 Keystone Centre

An initial meeting with the Chairs of the relevant Committees had been held and it had been agreed that an informal Council meeting be arranged to brief Members on options for the future delivery of youth services in the area, including the Project 82 premises. It was proposed that this be held in April with a view a formal decision on the way forward being agreed by Full Council in May 2018. It was **RESOLVED** that:

The update be noted.

46. FINANCE

46.1 Committee Finance Report

The Committee considered a report (previously circulated) that highlighted the significant variances from the budget in Income and Expenditure relating to Property and Personnel Committee's budget for 2017/18. It was noted that the increased costs to fix the automatic doors at the Southfields Jubilee Centre would be met from earmarked reserves. The Town Clerk also reported that Fentons Business IT Solutions had been reappointed as the Town Council's contractor for IT support services. It was **RESOLVED** that:

- 1) *1) The purchase of an orbital sander and extractor for the Amenity Team be approved.*
- 2) *2) The report be otherwise noted.*

47. MASTERPLAN – NORTH LITTLEHAMPTON

It was noted that the public meeting about the North Littlehampton development would take place on Wednesday 21st March at 6:00pm at The Loft, The Body Shop, Watersmead Business Park, Littlehampton.

48. EXEMPT BUSINESS

It was **RESOLVED** that:

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

The following item is confidential for Members of the Council only in accordance with Paragraph 3, Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to relating to the financial or business affairs of any particular person (including the authority holding that information).

49. OFFICERS EXEMPT REPORT

49.1 Update on the repairs to and repainting of the Manor House

The Committee considered a report (previously circulated) that contained a recommendation regarding awarding the contract for carrying out repairs to and the repainting on the Manor House. It was **RESOLVED** that:

- 1) *1) Structural Repairs and Specialist Services (STRESS) Ltd be appointed as the Town Council's contractor for the external redecoration of the Manor House.*
- 2) *2) That the contractor be asked to carry out the further work to the doors at the*

- front and ground floor windows as proposed in section 4.6 of the report.**
- 3) **The financial implications as set out in Section 6 of the report be noted.**

The meeting closed at 6:55pm.

CHAIR

MINUTES of a meeting of the **GOVERNANCE AND AUDIT COMMITTEE**
held in the **MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET,**
LITTLEHAMPTON on **TUESDAY 6th FEBRUARY** at **6.30PM**

Present: Cllrs Warren QVRM
(Vice Chair in the Chair), C
Blanchard-Cooper, Purchase*
and Squires.

2017/2018

- 11. EVACUATION PROCEDURES**
The evacuation procedures were noted.
 - 12. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES**
The procedures were noted.
 - 13. APOLOGIES**
There were apologies from Councillor Northeast.
 - 14. DECLARATION 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.
 - 15. MINUTES**
The Minutes of the meeting held on 11th July 2017 (previously circulated) were confirmed as a true record and signed by the Chair.
 - 16. PUBLIC FORUM**
There were no members of the public present.
 - 17. CHAIR'S REPORT AND URGENT ITEMS**
There were none.
- * Councillor Purchase joined the meeting.*
- 18. OFFICER'S REPORTS**
 - 18.1 Standing Orders and Financial Regulations Review**
The Democratic Services Manager explained that having recently

undertaken a review of them with the Town Clerk and the Deputy Town Clerk and Responsible Financial Officer, no changes were proposed. Further clarification had been provided regarding the Recording of Meetings and Rules of Debate. On the latter point, a request to review the requirement for Councillors to stand when addressing meetings had been noted. Members were satisfied that no significant changes were required to both documents and it was therefore **RESOLVED** that:

No further action be taken.

18.2 Annual Governance Review: Code of Conduct

18.2.1 The Committee considered a report (previously circulated) which contained an update on changes to the Local Assessment Procedure for dealing with Code of Conduct complaints that had recently been implemented by Arun District Council (ADC). As part of this review, ADC, as the Principal Authority, had also updated their Code of Conduct and were asking the local Town and Parish Councils in the District to adopt their new Code.

18.2.2 It was acknowledged that whilst the District Council's updated Code provided more specific direction and guidance to support Councillors in completing their Register of Interests, making declarations at meetings and dispensations, these provisions already formed part of the Town Council's existing Code. Members were satisfied that the Town Council's Code of Conduct, Register of Members Interests and Dispensation Scheme were robust and up to date and it was **RESOLVED** that:

- 1. The changes to the Local Assessment Procedure for dealing with Code of Conduct complaints by Arun District Council be noted and the Town Clerk's initial response to the District Council be endorsed.**
- 2. No further action be taken in respect of the Town Council's existing Governance arrangements in respect of the Members Code of Conduct, Declarations of Interests and Dispensation Scheme.**

18.3 Internal Audit Report 2017/18

18.3.1 The Committee considered a report (previously circulated) which set out details of the first Internal Audit Report and Action Plan for the financial year 2017/18. The report had been compiled following a visit in November 2017 and two minor recommendations regarding payment systems and ICT support recorded. The Deputy Town Clerk explained that the Town Council was due to review its ICT support contract in the Spring. The Council's procurement arrangements would also be reviewed in light of this recommendation. It was observed that the

research into electronic payments systems would begin in 2018/19 as agreed by the Committee in July 2017 and that this would also involve a review of the Financial Regulations.

- 18.3.2** In response to two other minor recommendations from the Internal Auditor, the Deputy Town Clerk also reported that she was in contact with the Council's insurers regarding the level of fidelity cover. She also explained the enhanced back up procedures for the Council's ICT systems that had recently been introduced and confirmed that work was underway to improve IT facilities for the Amenity Team at the Lineside depot. Commenting upon the work that was already underway to develop a new website, Members emphasised the need for improvements to the online versions of the Council minutes and agendas. It was **RESOLVED** that:

The interim Internal Audit report for the year ending 31st March 2018 and Action Plan be noted.

18.4 Annual Review of Internal Controls

The Committee considered a report which set out details of the Town Council's Internal Controls (previously circulated). It was noted that the Internal Auditor assessed the effectiveness of the Town Council's Internal Controls as part of his inspection. The Committee was satisfied that the Annual Governance Statement was robust and had been complied with. It was therefore **RESOLVED** that:

- 1. The Councils Internal Control system be approved.**
- 2. Council be RECOMMENDED to approve Statements 2, 5, 6 and 7 of the Annual Governance Statement and that they have been complied with.**

18.5 Annual Review of Corporate Risk Register

- 18.5.1** The Committee considered a report which set out the outcome of the annual review of the Council's Risk Registers (previously circulated). It was noted that an internal review of the register had been completed by Senior Officers which had resulted in three key changes. Consequently, the Register had been updated to reflect the new partnership arrangement with Arun Community Church to deliver youth services, the introduction of control measures in respect of General Data Protection Regulation and the addition of a new risk area for events, called Entertainment and the Arts.

- 18.5.2** Acknowledging the comprehensive nature of the registers, Members commended the Officers on the meticulous review. The registers were judged to be a thorough and detailed assessment of the Town Council's activities and it was noted that Councillor Warren QVRM's review of the registers continued. It was therefore **RESOLVED** that:

1. ***The Councils Corporate Risk Management Strategy and Procedure be approved.***
2. ***The updated Risk Registers be approved and RECOMMENDED to Full Council for approval.***

18.6 Complaints and Compliments Review 2017

The Committee received a summary of Complaints and Compliments for 2017 (previously circulated). Reviewing the summaries, it was observed that more material was being collated and it was noted that work continued to refine the reporting. It was therefore **RESOLVED** that:

The summary of complaints and compliments in 2017 be noted.

18.7 Draft Committee Work Plan 2018/19

The Committee had before it a draft Work Plan setting out a timetable and proposals for key areas of work (previously circulated). The Democratic Services Manager explained that the frequency of reviews was determined by a mixture of statutory requirements, best practice and the Council's Committee cycle. It was **RESOLVED** that:

The Work Plan be approved.

19. POLICY REVIEW

The Committee had before it revised versions of the Town Council's Anti-Fraud and Corruption Policy and Whistle Blowing Policy (previously circulated). It was noted that only minor amendments had been made to reflect the structural changes in the organisation and regulatory guidance. Members were satisfied with the proposed changes and it was therefore **RESOLVED** that:

The updated Anti-Fraud and Corruption Policy and Whistle Blowing Policy be approved.

20. MASTERPLAN – NORTH LITTLEHAMPTON

It was noted that the next Steering Group meeting would be held on Wednesday 7th February 2018.

21. EXEMPT BUSINESS

There was none.

The meeting closed at 7.12 pm.

CHAIR