
MINUTES of the ORDINARY MEETING of the TOWN COUNCIL held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 22 NOVEMBER 2018 at 6.30pm

PRESENT: Cllrs B Blanchard-Cooper
(Mayor), Ayres, Baker,
Buckland, Chester, Gammon,
Squires, Tandy, Dr Walsh
KStJ and Warren QVRM

2018/2019

48. EVACUATION PROCEDURES

The Chair and Clerk outlined the evacuation procedures.

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

The procedures were noted.

50. APOLOGIES

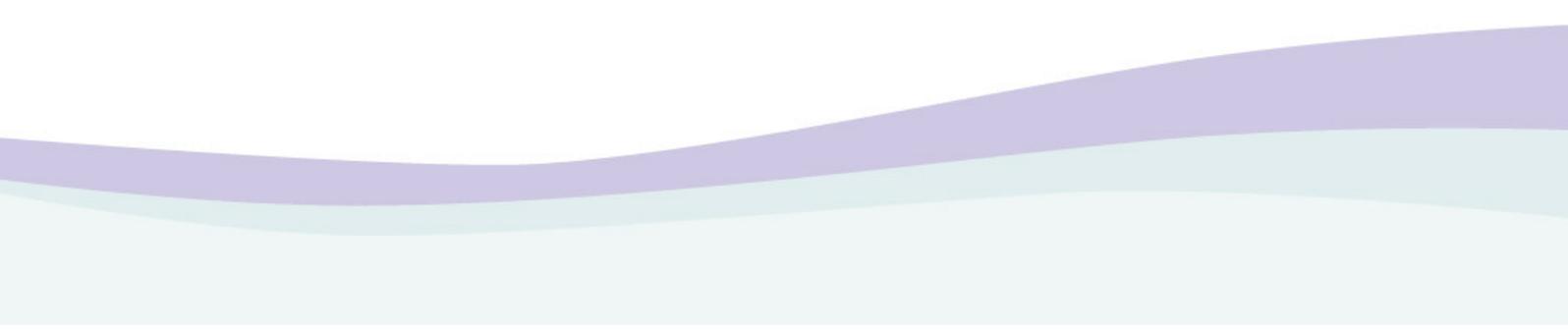
There were apologies from Councillors Rickeard and C Blanchard-Cooper.

51. 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.

52. MINUTES

Regarding Minute 41, Public Forum, it was noted there had been an Overview Select Committee on Tuesday 20th November 2018. Members on the Select Committee had been asked to make a decision on the call-in for the cabinet decision on the future use of the Look and Sea Centre and it was noted that the call-in had been rejected. Members had expressed concerns on how the voting was conducted. The update was noted, and the Minutes of the meeting held on Thursday 18th October 2018 (previously circulated) were confirmed as a true record and signed by the Mayor.



53. TOWN MAYOR'S REPORT and URGENT ITEMS

53.1 Mayoral Engagements

The Mayoral list was circulated to Members (copy attached to the minutes) and set out the range of functions that the Mayor had attended since the last Full Council meeting in October. The Mayor was pleased to invite the Council and Members of the public to join him at the upcoming Christmas Light Switch On event in the Hight Street at 7:30pm on Friday 30th November 2018. He continued by congratulating the Town Council's Events Team for being awarded the 'Sussex by the Sea Tourism Award' by the Arun Business Partnership and he thanked all of the staff at the Town Council for all of the hard work that goes into the events.

53.2 Healthcare Provision

Members noted correspondence from Nick Gibb (previously circulated to Members) that addressed the letter previously sent to the Secretary of State detailing the Council's concerns regarding the continuing deterioration of the health care provision for Littlehampton residents. It was **RESOLVED** that:

The correspondence be noted.

53.3 Vision and Strategy for Adult Social Care

Members received the draft Vision and Strategy for Adult Social Care (circulated at the meeting) that outlined the West Sussex County Council's collaboration with local residents and other partners across the county to support people to live healthy and independent lives and to keep the most vulnerable safe. It was noted that the consultation would end 14th December 2018. It was therefore **RESOLVED** that:

Members forward comments to the Town Clerk before the 14th December 2018.

54. PUBLIC FORUM

There were four members of the public present.

54.1 A former manager at the Visitor Information Centre, expressed her disappointment on the decision agreed at the District Council's Overview Select Committee and how the meeting was conducted. She explained that the Look and Sea Centre had been a well-used facility for educational visits and the café had been a social spot for older residents. It was noted that the Centre brought visitors into the Town and she asked what the Town Council's views were for the future of the Centre.

54.2 It was noted that a report regarding the future of the Look and Sea Centre would be circulated to the Community Resources Committee which would be on Thursday 6th December 2018.

54.3 Mr Terry Ellis asked if the Drill Hall had been considered to facilitate school trips and if information could be found on whether the Hall was planning to relocate. He also asked if information regarding how the new ATC bus service was operated and if the information could be presented on the Town Council's website.

54.4 The Town Clerk agreed that the information regarding the ATC bus service should be on the Town Council's website. The Drill Hall should be considered as a possible venue for Visitor Experience, should it continue.

55. **CORRESPONDENCE OR ISSUES IN RESPECT OF THE DISTRICT OR COUNTY COUNCIL**

55.1 **Notice of Written Question** – Pursuant to Section 8b of the Town Council's Standing Orders the following question was submitted by Councillor Chester: ***"This Town Council has repeatedly made representations on both the content of and the implementation of the County Council policy on parking standards for new development. I was dismayed to discover via an urgent item for the Arun Development Control Committee on 14 November that the revised policy was submitted to District Councils for comment on the 1st November 2018 with a deadline for comment of 9 November 2018. Has this Town Council or any Parish Council been consulted on this matter?"***

55.2 The Town Mayor responded that having examined the chain of correspondence with the Cabinet Member for Highways and Transport that took place during 2016.17, the Town Council did receive an assurance from the then Cabinet Member that Parish and Town Councils would be consulted as part of their review of their policy regarding parking provision in new developments. The matter would be referred to the Planning and Transportation Committee to take forward.

56. **REPORTS OF COMMITTEES – (NON-EXEMPT)**

56.1 **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.

56.1.1 **Property and Personnel Committee: 22nd October 2018**

Minute 31.2 - Financial Recognition for the CiLCA Qualification

Council was recommended to continue supporting staff in their studies by meeting the costs of fees and providing study leave when requested. It was therefore **RESOLVED** that:

Supporting staff in terms of reasonable requests to meet the costs of fees and study leave to gain the CiLCA qualification be continued.

56.2 Committee Minutes (Non-Exempt)

56.2.1 Policy and Finance

Council received the Minutes of the meeting held on Monday 29th October 2018 (previously circulated). Regarding Minute 42.2, Flintstone Centre, it was asked if the invitation could be extended to all Councillors. It was noted that the Committee agreed that the relevant Ward Members and the Chairs of the Community Resources and Policy and Finance Committee would take part in discussions with the Alternative College Provision and the timescale to extend that offer to additional Members was too short. It was noted that during discussions, an additional meeting open to all Councillors could be requested.

56.2.2 Regarding Minute 45.2, General Data Protection Regulations (GDPR) update, it was anticipated that the new arrangements would be brought in shortly after the elections.

56.2.3 Community Resources

Council received the Minutes of the meeting held on Thursday 25th October 2018 (previously circulated). Regarding Minute 35.8, Littlehampton Gardens & Allotments Competition Judging, it was noted that Members were pleased to see the inclusion of local schools to widen participation. It was asked if Cornfield School and Flintstone would be able to join the competition, it was noted that the competition was currently only open to primary schools but the option to include local schools who educated those with social, emotional and/or behavioural difficulties could be explored.

56.2.4 Regarding Minute 35.2, Events Periodic Report it was clarified that repairs would take place in the forthcoming months following the recent damage to the Beacon during the Remembrance Event.

56.2.5 Planning and Transportation

Council received the Minutes of the meeting held on Monday 15th October 2018 (previously circulated) with no matters arising.

56.2.6 Planning and Transportation

Council received the Minutes of the meeting held on Monday 12th November 2018 (previously circulated) and it was noted that matters relating to the Number 15 Bus would be addressed at report.

56.2.7 Property and Personnel

Council received the Minutes of the meeting held on Monday 22nd October 2018. Regarding Minute 31.1, Staffing Report, it was clarified that the increase to the hours for the Finance Assistant post would allow the Responsible Financial Officer to delegate additional work, relieving the pressure on her time.

56.2.8 Governance and Audit

The next meeting for this Committee would be held on Tuesday 5th February 2019.

57. OFFICER'S REPORT

57.1 Draft Asset Policy

Council considered a report (previously circulated) that proposed an Asset Policy as recommended by the Policy and Finance Committee. It was noted that this had been identified by the Internal Auditor and would include all assets, including those currently not in use. It was clarified that all inventories less than £1,000 would receive regular checks by managers. It was **RESOLVED** that:

The Asset Policy be approved.

57.2 Number 15 Bus

Council considered a report (previously circulated) that outlined the Planning and Transportation Committee's decision and consideration on how best to progress the matters and agreed that it be brought to Council to make the final decision. Members discussed the sustainability of the service and it was noted that due to the significantly low ridership figures that continuing to provide support for the service was not viable. It was noted that Members wished to retain funds to allow the Town Council to support transport initiatives next year. Regarding the Hampton Park development, Members wished to see transport provision explored with Stagecoach once it was completed and asked to hold discussions with Rustington Parish Council about the possibility of expanding the number 12 bus.

57.3 A recorded vote was asked for as set out below: -

**FOR: Councillors Ayres, Baker, B
Blanchard-Cooper, Buckland, Chester,
Tandy and Walsh KStJ.**

AGAINST: None

**ABSTAIN: Councillors Gammon, Squires
and Warren QVRM.**

57.4 It was therefore **RESOLVED** that:

- 1) The financial support for the
number 15 bus service be withdrawn
with effect from 1st April 2019.**
- 2) West Sussex County Council be
lobbied not to spend the S106 monies
on the current service, but to retain this
for a future transport initiative.**
- 3) £17,000 of the Earmarked Reserves for
inclusion in the 2019/20 Budget to**

support possible future transport initiatives for the Town be retained.

58. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

There was none.

59. EXEMPT BUSINESS

There was none.

The meeting closed at 7:48pm.

TOWN MAYOR

