

MINUTES of the POLICY AND FINANCE COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 29 OCTOBER 2018 at 6.30PM

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

2018/2019

36. EVACUATION PROCEDURES

The evacuation procedures were noted.

37. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

38. MOBILE PHONES

Members and the public were reminded that the use of mobile phones (other than on silent) was prohibited at Town Council and Committee meetings.

39. APOLOGIES

There were none.

40. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted. Councillors Buckland, Gammon and Walsh KStJ declared a personal interest in matters relating to agenda item 8.1, Town Centre Management update, and urgent item, Council Tax Reduction Scheme Consultation, as Arun District Councillors. Councillor Walsh KStJ also declared a personal interest in matters relating to agenda item 8.2, Publication of the Coastal West Sussex Commissioning Group's Local Estate Strategy, as Vice-Chairman of West Sussex County Council Health and Adult Social Care Select Committee.

41. MINUTES

The Minutes of the meeting held on Monday 10th September 2018 (previously circulated) were confirmed as a true record and signed by the Chair.

42. CHAIR'S REPORT AND URGENT ITEMS

42.1 Council Tax Reduction Scheme Consultation

The Committee received (previously circulated) information that outlined the proposed changes that Arun District Council were considering regarding Council Tax Reduction Scheme. It was noted that the consultation closed on Wednesday 14th November 2018 although it stated that the decision would be taken by Arun at its November Council meeting on Wednesday 7th November 2018. Members considered that further clarification was required regarding the proposed changes as some of the figures differed to what had been previously published. It was **RESOLVED** that:

Members forward any comments to the Town Clerk who would agree a response with the Chair.

42.2 Flintstone Centre

The Town Clerk provided Members with an update on correspondence with the West Sussex County Council Alternative Provision College (APC). It was noted that the APC had however offered Councillors the opportunity to visit the Centre and provide a briefing on their work at a meeting. Members welcomed the opportunity to have a further conversation with the APC with their work. It was therefore **RESOLVED** that:

The APC be contacted, and a meeting arranged involving the relevant Ward Councillors and the Chairs of the Community Resources and Policy and Finance Committee.

43. PUBLIC FORUM

There were two members of the public present.

43.1 Regarding the CCG's Local Estate Strategy, Mr Terry Ellis expressed his concern that yet more plans and budget promises had been made and not been delivered. He drew Members' attention to the project priority table in respect of the health care provision for the old hospital site and asked if clarification could be sought on whether the CCG were still exploring the use of the land around the library and the fire station as previously stated. Regarding the infrastructure development plan, Mr Ellis expressed further concerns on the assessment of current healthcare provision and the timescales for development and asked if the Town Council could do anything to ensure these would be met.

43.2 The Chairman thanked Mr Ellis for his comments and clarified that the CCG plans had shown that the land around the library, fire station, the old hospital site and potentially the Baptist Church could be used whilst creating an emergency services centre on the old police station land.

Mr Ellis' comments were noted and would be considered further when the Committee came to discuss this matter in the agenda.

43.3 Councillor Chester addressed the Committee from the public gallery regarding the NHS Estate Strategy and expressed several concerns. He also proposed action which he sought the support of the Committee in taking forward:

- He considered that The Secretary of State be contacted directly regarding the lack of provision for healthcare facilities and the demand for facilities not being met for the increasing number of residents in the area.
- Regarding the proposal to dispose of Zachary Merton Hospital in Rustington and remodel Arundel Hospital, he sought clarification on the overall impact on bed numbers.
- Regarding the delivery of a new Littlehampton Health Centre / Hub as a part of the One Public Estate, he sought clarity as to how the new Hub would handle capacity issue and the impact on existing GP practices.
- He also sought clarification regarding future provision for Ford, West Bank and North Littlehampton if no suitable provision was provided on the strategic housing site at Climping.
- In the absences of any budget information, clarity was also sought on how these plans would be funded.

43.4 The Chairman thanked Councillor Chester for his comments which would be considered by the Committee later in the meeting.

44. OFFICER'S REPORT

44.1 Town Centre Management

The Committee received a presentation from the Town Centre Regeneration Officer. This provided Members with an outline of work that had recently been carried out and sought Members views on priorities within the Town. It was noted that although there was an increase of online shopping, footfall in the High Street remained static. Recent work had been undertaken to promote Littlehampton through the use of social media which aimed to encourage more people in to the Town. He highlighted a new possible initiative which might see Town traders develop a new app to assist with banning individuals from certain premises.

44.2 Other initiatives that were being progressed included discussions with Southern Rail regarding proposals to introduce welcome signs to the station. Members proceeded to discuss priorities for the Town Centre the need to improve the situation regarding litter and maintenance to certain buildings in order to make the Town more inviting. Members also sought a wider variety of stalls on the Friday weekly market. Members emphasised the importance of the retention of the free two-hour parking in the centre and considered that any changes to this should only be undertaken with full consultation. The Chairman

thanked the Town Centre Regeneration Officer for the update and he left the meeting. It was therefore **RESOLVED** that:

The update be noted.

44.3 Coastal West Sussex Clinical Commissioning Group's (CCG) Local Estate Strategy

The Committee received the new Coastal West Sussex Local Estate Strategy (previously circulated) that outlined the CCG's prioritised programme of work based on detailed data modelling of the impact of the new development. Considering the CCG's proposals, Members expressed concerns about the growth in the number of new houses in the area and the further reduction in healthcare provision. This resulted in new residents experiencing great difficulty in accessing GP services. Members considered the current situation was unacceptable and acknowledging the comments made during the public forum agreed that this should be brought to the attention of the Secretary of State.

- 44.4** Overall Members had no confidence that the new strategy would meet the healthcare needs for the Town going forward and were not convinced regarding the proposal to close Zachary Merton Hospital. On this latter point, Members also sought publication of the business case for this proposal closure. It was therefore **RESOLVED** that:

1) A letter be sent to the Secretary of State outlining the concerns in Minute 44.3 - 44.4 and inviting him to discuss this with the Chair and other relevant Members.

45. POLICIES REVIEW

45.1 Asset Policy and Procedure

The Committee received the draft Asset Policy and Procedure (previously circulated) that would allow for the Town Council to manage assets effectively and ensure fixed assets are appropriately safeguarded. It was therefore **RESOLVED** that:

The Asset Policy and Procedure be endorsed and RECOMMENDED to Full Council for approval.

45.2 General Data Protection Regulations (GDPR) update.

The Committee received an update (previously circulated) that outlined the Town Council's ongoing work towards embedding the right processes and procedures to meet the new GDPR requirements. It was noted that registering individual Councillors with the ICO was being explored. It was also noted that the ICO position regarding the need for Town / Parish Councillors to be registered as individuals was slightly unclear and as a result Members agreed this not be pursued until the Council after May 2019. It was therefore **RESOLVED** that:

The Town Council look to provide ICO registration, Town Council emails and related data protection training as part of the induction process following the elections in May 2019, but not before.

46. EXEMPT BUSINESS

There was none.

The meeting closed at 7:46pm.

CHAIR