

**MINUTES of the ORDINARY MEETING of the TOWN COUNCIL held in THE MAIN HALL at RIVER BEACH PRIMARY SCHOOL, YORK ROAD, LITTLEHAMPTON, BN17 6EW on THURSDAY 18 OCTOBER 2018 at 6.30pm**

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

**2018/2019**

- 34. EVACUATION PROCEDURES**  
The Chair and Clerk outlined the evacuation procedures.
- 35. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES**  
The procedures were noted.
- 36. APOLOGIES**  
There were apologies from Councillor Rickeard.
- 37. 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.
- 38. MINUTES**  
The Minutes of the meeting held on Thursday 21<sup>st</sup> June 2018 (previously circulated) were confirmed as a true record and signed by the Mayor.
- 39. TOWN MAYOR'S REPORT and URGENT ITEMS**
- 39.1 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 June. The Mayor was pleased to share the extensive list of events with Members and was

amazed and the level of hard work from volunteers, groups and societies. He thanked River Beach Primary School for allowing the Town Council to use the venue and gave further thanks to the Events Team for their continued hard work on delivering events to the community, the Admin Team who have continued to support the Mayor during the interim of employing a new secretary and to the newly appointed Mayor's Secretary who had made a wonderful start.

**39.2** The range of events for the coming months were noted including the Bonfire Celebrations and the Christmas Light Switch On. The Mayor was pleased to announce that he would be challenging himself to purchasing Christmas gifts from the Highstreet and Wick and invited Members to join him. The Mayor reminded everyone that Remembrance Day was approaching, and he highlighted the Beacon Lighting to mark the 100<sup>th</sup> anniversary of the end of World War One later that evening.

#### **40. PRESENTATION OF SPORTS AWARDS**

The Mayor invited Councillor Buckland to join him in presenting two Sports Awards that were not given out at the presentation ceremony at the beginning of October.

**40.1** The first award was presented to Michelle Watkins who was nominated for the Littlehampton Sports Administrator of the Year. Michelle had been an outstanding ambassador for her sport in Littlehampton over the last twelve months and had organised another successful summer tournament. She had also excelled in refereeing for the County of Sussex and had been crucial in setting up the club's new women's football team.

**40.2** The next award was for the Littlehampton Sportsperson of the Year and was presented to Beth Kincaid who had trained at the Girl's Advanced Centre in Brighton and went on to represent the Centre against the Southampton's Girls' Team. Beth was a promising athlete who had trained with Lewes Ladies, a team that had also expressed their interest in signing her. Her coach fully expected her to make the Brighton Women's Development Squad in the next couple of seasons.

#### **41. PUBLIC FORUM**

There were twelve members of the public present. The Council received a number of representations from the public gallery regarding the recent closure of the Look and Sea Centre.

**41.1** Mr Saunders, a Littlehampton Resident, asked whether the Town Council had had time to discuss the recent closure of the Centre and form an opinion on how the business could move forward.

**41.2** Ms Johnson addressed the Council on the same matter and stated that up to its closure, the Tourist Information Centre had been one of the few manned operations of its kind in Arun. She added that it had been

a much-valued service for those who could not use information technology and also provided information about tourist attractions further afield.

- 41.3** Highlighting the valuable education service that had been provided to local schools and those outside the catchment, it was noted that alongside the educational benefits and additional facilities available for school children, a partnership had been made with the Royal National Lifeboat Institution to provide additional space for school trips. The closure of the Look and Sea Centre would be a great loss.
- 41.4** Speaking on the same subject, Mr Terry Ellis expressed his dissatisfaction at the lack of consultation by Arun District Council on their proposals for the centre.
- 41.5** The Town Clerk reported that a letter had been sent to the District Council regarding the future of both the Visitor Information Centre and Visitor Experience. Concern had also been expressed regarding the lack of consultation with the Town Council on their proposals. This had been acknowledged and it was noted that the Town Clerk would be meeting with the Director of Place the following week to explore how the Town Council could work with them in relation to the education offer. The outcome would be reported to Members during the Committee cycle.
- 41.6** It was also reported that a group of District Councillors were challenging the lack of consultation through the District Council's decision call in procedure. At the time of this meeting the outcome of that request was awaited.

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

There were none.

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

**43.1 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 were two, one from the Policy and Finance Committee and one from the Governance and Audit Committee.

**43.1.1 Policy and Finance Committee: 10<sup>th</sup> September 2018**

**Minute 20.3 - Town Council Website**

Council was recommended to approve the website policy (previously circulated) that would provide guidelines to Officers on managing website content. The Town Clerk provided clarification on the number of websites and social media pages. It was also noted that each website complimented specific services provided by the Town Council. The Visit Littlehampton website was subject to a separate review, the

outcome of which would reported to Members in the coming months and would provide an opportunity to examine use and activity. It was agreed that the Town Clerk would provide details of the costs of the new website separately to Members. Regarding the table of contents for the archival material, for clarity it was agreed that the type of content relating to Committees should include Minutes, Agendas and Reports. It was **RESOLVED** that:

**Subject to the amendment set out in Minute 43.1.1 above, the Website Policy be approved.**

*Councillor Warren QVRM declared a personal interest in the following matter as an allotment holder.*

**43.1.2 Governance and Audit Committee: 3<sup>rd</sup> July 2018**

**Minute 8.6 - Annual Review of the Corporate Risk Register**

Council was recommended to approve the Council's Corporate Risk Registers (previously circulated) which included changes to the allotment inspection regime and the assessment of the level of risk attributed to General Data Protection Regulation activities. Regarding the risk report for allotments, under "Hazards" it was agreed that for clarity the wording for the 'control of vandalism' be altered to read 'A Team to visit sites weekly'. It was therefore **RESOLVED** that:

**Subject to the amendment in minute 43.1.2 above, the Council's Corporate Risk Registers be approved.**

**44.2 Committee Minutes (Non-Exempt)**

**44.2.1 Policy and Finance**

**44.2.2**The Council received the Minutes of the meeting held on Monday 10<sup>th</sup> September 2018 (previously circulated). Regarding Minute 18.1, Look and Sea Centre, Councillor Northeast read out a statement setting out the history of the Centre, the corporate governance arrangements, and the development of the Visitor Information Centre and Visitor Experience. He explained in some detail the difficulties that had been faced by the Trustees, of which he was one, as they grappled with the challenges of maintaining the building and trading in this location. The last couple of years had been particularly difficult and the business had eventually reached a point where they could no longer continue to break even. Having taken advice from the Administrators, the Trustees had therefore reluctantly taken the decision to cease trading. Paying tribute to the efforts of all the employees and volunteers that had supported the Centre over the years, he stated that a valuable education and tourist facility had been lost and he hoped that these could be saved.

**44.2.3** Regarding Minute 20.7, Flintstone Centre, it was noted that to date the Town Council had not received a response to its enquires regarding

the recent changes at the centre. In this respect, it was noted that County Councillors would be raising the matter at the County Council's forthcoming meeting the following day.

**44.2.4** Regarding Minute 20.2, Communications Report, the Chair of the Committee provided clarification on the difficulties with setting up Wi-Fi on the seafront and the potential costs of the project. In view of the advances of technology and the escalating costs, it had been decided not to progress the project in the immediate future. It was noted that further information and costings had been received which would assist in a future evaluation of the project.

**44.2.5** Regarding Minute 20.8, The Household Waste Recycling Sites (HWRS) New Permit Scheme, the reason for the delay to imposing restrictions on the use of trailers remained unclear. It was noted that clarification from the County Council was awaited.

#### **44.2.6 Policy and Finance**

**44.2.7** The Council received the Minutes of the extraordinary meeting held on Monday 8<sup>th</sup> October 2018 (previously circulated). Regarding Minute 34, Skate Park Facilities, the Chair of the Committee provided clarification on the proposed scheme, how the existing ramps would be incorporated in the new facility and the arrangements for lighting. It was noted that the plans had not been published as the contract was still going through the tendering process. It was also noted that there had been no reports of noise disturbance from the existing facility and that lighting would be considered once the new skate park was in operation. A full public consultation was planned for early 2019.

**44.2.8** Regarding Minute 35, Littlehampton Town Centre Management, clarification was provided on how this project could continue to be funded through developer contributions. It was noted that the Town Centre Regeneration Officer post was a full-time role and that should the anticipated Section 106 funds not materialise, both the Town and District Council would need to consider alternative funding for further years.

#### **44.2.9 Community Resources**

**44.2.10** The Council received the Minutes of the meeting held on Thursday 6<sup>th</sup> September 2018 (previously circulated). Regarding Minute 24.5, Rosemead Youth Shelter, concerns were expressed about the continued misuse, vandalism and anti-social behaviour at the shelter. It was noted that the removal of the shelter was imminent. The ongoing anti-social behaviour in the vicinity remained a concern, particularly regarding the use of bikes. This issue had been reported to the police and would be escalated with the Police.

**44.2.11** Regarding Minute 24.6, Sammy Community Transport, the Chair of the Committee confirmed that efforts to establish a replacement service continued and that Members would be kept informed of progress. It

was noted that a claim had been submitted to the Insolvency Practitioner seeking proportional repayment of the funds under the Town Council's Service Funding Agreement. Members expressed their thanks to the drivers who voluntarily continued to provide a service to clients in the community.

#### **44.2.12 Planning and Transportation**

The Council received the Minutes of the meeting held on Monday 23<sup>rd</sup> July 2018 (previously circulated) with no matters arising.

#### **44.2.13 Planning and Transportation**

The Council received the Minutes of the meeting held on Monday 20<sup>th</sup> August 2018 (previously circulated) with no matters arising.

#### **44.2.14 Planning and Transportation**

The Council received the Minutes of the meeting held on Monday 17<sup>th</sup> September 2018 (previously circulated) with no matters arising.

#### **44.2.15 Property and Personnel**

**44.2.16** The Council received the Minutes of the meeting held on Monday 3<sup>rd</sup> September 2018 (previously circulated). Regarding Minute 19.3.4, Overnight Trespass, clarification was sought the location of motion sensors. It was noted that these were located in all entrance ways and the procedures for locking up the building had been tightened.

**44.2.17** Regarding Minute 19.3.3, Manor House Gardens, it was noted that should Members agree that options for these works be explored, provision would be included in the 2019/2020 budget setting with plans.

#### **44.2.18 Governance and Audit**

The Council received the Minutes of the meeting held on Tuesday 3<sup>rd</sup> July 2018 (previously circulated) with no matters arising.

### **45. OFFICERS REPORTS**

#### **45.1 External Audit 2017 / 2018**

Council received a report (previously circulated) which set out the outcome of the external audit of the Town Council's 2017/18 Accounts. Members were pleased to note that there were no matters arising from the External Auditor Report. It was therefore **RESOLVED** that:

***The External Auditor certificate and report for the 2017/18 accounts be noted.***

#### **45.2 Standing Orders Review**

The Council received a report (previously circulated) that proposed approval of a number of changes to the Town Council's Standing Orders following a review undertaken by the Governance and Audit Committee in July 2018. On behalf of the Council, the Mayor thanked the Responsible Financial Officer and the Major Projects and

Democratic Services Officer for their hard work in providing detailed and well executed reports. It was therefore **RESOLVED** that:

**The changes to the Standing Orders be approved and adopted.**

**45.3 Financial Regulations Review**

The Council received a report (previously circulated) that proposed approval of a number of changes to the Town Council's Financial Regulations following a review undertaken by the Governance and Audit Committee in July 2018. It was noted that the regulations would need to be reviewed as part of the introduction of electronic payments. It was therefore **RESOLVED** that:

**The changes to the Financial Regulations be approved and adopted.**

**45.4 Scheme of Delegation to Officers Review**

The Council received a report (previously circulated) that proposed approval of a number of changes to the Town Council's Scheme of Delegation to Officers following a review undertaken by the Governance and Audit Committee in July 2018. Further changes were also proposed to update the Scheme of Delegation to incorporate the requirements of the Website policy and to move the responsibility for the Museum Collection to the Town Clerk. It was therefore **RESOLVED** that:

**The changes to the Scheme of Delegation to Officers be approved and adopted.**

**45.5 Scheme of Delegation to Committees Review**

The Council received a report (previously circulated) that proposed a number of changes to the Town Council's Scheme of Delegation to Committees following a review undertaken by the Governance and Audit Committee in July 2018. It was **RESOLVED** that:

**The changes to the Scheme of Delegation to Committees be approved and adopted.**

**46. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES**

**46.1** As a Trustee of Littlehampton Shopmobility, Councillor Gammon updated Members on the work of the Group, which included the recent delivery of six new scooters donated by Morrisons. It was noted that Shopmobility had recently had their AGM and that their accounts were in a healthy position.

**47. MASTERPLAN – NORTH LITTLEHAMPTON**

The Council received a proposal (previously circulated) that looked at the removal of the standing item from all agendas except the agenda for the Planning and Transportation Committee. It was noted that

where matters relating to the development impinged on the business of other Committees, they would be appropriately reported. It was therefore **RESOLVED** that:

**The standing item 'Masterplan – North Littlehampton' be removed from all agendas except the Planning and Transportation Committee going forward.**

**47. EXEMPT BUSINESS**

There was none.

The meeting closed at 8:20pm.

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**TOWN MAYOR**