

MINUTES of the ORDINARY MEETING of the TOWN COUNCIL held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 21 JUNE 2018 at 6.30pm

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

2018/2019

20. STANDING ORDERS

In accordance with the Town Council's standing orders, Section 6 (U), the Mayor waved the requirements for those Councillors who were unable to stand to remain seated for the duration of the Council meeting.

21. EVACUATION PROCEDURES

The Chair and Clerk outlined the evacuation procedures.

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

The procedures were noted.

23. APOLOGIES

There apologies from Councillors Ayres, Gammon, Rickeard and Squires.

24. 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, Councillors Northeast and Tandy declared personal and prejudicial interests as Chairman and Treasurer respectively of the Keystone Centre Management Committee and asked that these be recorded on the list of standing declarations in the future.

25. MINUTES

The Minutes of the Annual meeting held on Thursday 17th May 2018 (previously circulated) were confirmed as a true record and signed by the Mayor.

26. TOWN MAYOR'S REPORT and URGENT ITEMS

26.1 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 being re-elected as Mayor in May 2018. Highlighting the Sussex Day celebrations, the Mayor congratulated the Chairman of Arun District Council on a successful day. He also thanked the Deputy Mayor for her support and for attending engagements when he was unable to. The Mayor was also pleased to share with Council the events that had been scheduled for his Mayoral year. The Mayor was also delighted to announce his chosen charity for the forthcoming year, Arun Youth Projects. He explained that the funds raised would be used to support the Littlehampton Creative Arts School and Social Clubs Bursary which complemented their Sports Bursary. In conclusion, the Mayor encouraged everyone to promote and support the many fantastic events in Littlehampton.

Councillors Buckland and Dr Walsh KStJ redeclared their personal interests in the following matter as a West Sussex County Councillors.

26.2 West Sussex County Council Community Initiative Fund (CIF)

Having attended a recent meeting of the Joint Eastern Arun Area Committee (JEAAC), the Mayor spoke of his concerns regarding the way in which the County Council's CIF was administered. JEAAC had been asked to consider a grant application which would be administered under the newly instigated Spacehive Crowdfunding platform. This required the applicant to raise an extra 10% to meet the Spacehive administration fees. Not only did this mean that applicants incurred additional costs in using this platform as a method of fundraising, it also placed a further administrative burden on groups applying for these funds. He therefore proposed that the Council write to West Sussex County Council to voice its concerns. Observing that the costs of applying for funds could act as a deterrent particularly to smaller groups with limited experience of applying for grant funding, there was widespread support for this proposal. In writing to the County Council Members also wished to highlight the additional administrative burden which it was considered could potentially dilute the impact of the scheme and to encourage other Parish and Town Council's to voice their concerns. It was therefore **RESOLVED** that:

A letter be sent to the County Council outlining the Town Council's concerns regarding the use of the Spacehive Crowdfunding platform and to seek a formal review the process after five years.

26.3 THE MAYOR'S PERSONAL ASSISTANT

The Mayor informed Members that his PA, Donna Gander, would soon be retiring. On behalf of the Council he thanked her for her support and wished her a very happy retirement.

26.4 THE LATE MR JEFF DOBBELAAR

Members were sad to hear of the passing of Jeff Dobbelaar on Tuesday 12th June 2018. Mr Dobbelaar was remembered as the first manager of the Littlehampton Swimming Centre and as a passionate supporter of the Town who would be sadly missed.

26.5 BIGGS BAKERY, WICK

It was reported that Biggs Bakery in Wick would be closing its doors on the 21st July 2018. Members were sad to see a well-loved local business that had been trading for over 80 years in the area close.

27. PUBLIC FORUM

There were two members of the public present.

- 27.1** Regarding the Mayor's future engagements, Mr Ellis asked that the list be publicised. In response, the Mayor stated that a copy of his engagements would be placed on his Facebook page and would also be circulated to Members.

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

There were none.

29. REPORTS OF COMMITTEES – (NON-EXEMPT)

29.1 Recommendations from Committees

There were none.

29.2 Committee Minutes (Non-Exempt)

29.2.1 Policy and Finance

The Committee received the Minutes of the meeting held on Monday 11th June 2018 (previously circulated). Regarding Minutes 8.6.1 and 8.6.2, the Town Clerk agreed to forward clarification regarding costs that had been incurred to date in relation to the wi-fi and gateways projects to Councillor Warren QVRM.

**Councillor Purchase joined the meeting at 6:52pm.*

- 29.2.2** Regarding Minute 8.7, Local Policing, concerns remained about anti-social behaviour particularly among teenagers. It was also reported that anti-social behaviour had escalated in Rosemead Park at the shelter. Observing the proposals to redevelop the seafront Skate Park, Members did not wish to see this spread. Whilst it was noted that the design for the Skate Park facilities would include measures to mitigate anti-social behaviour, Members considered it would be prudent to review the facilities at Rosemead Park. It was therefore **RESOLVED** that:

The Community Resources Committee be asked to review the recreational facilities at Rosemead Park at their next meeting.

29.2.3 Regarding Minute 10, Masterplan, North Littlehampton, it was observed that the street lighting that had been installed was not been working and that this, combined with the lack of pavements around the development compromised the safety of pedestrians. Noting the Town Clerk would be meeting with the developer shortly it was **RESOLVED** that:

These points be raised at that meeting and that Members be informed of the outcome.

29.2.4 Community Resources

Council received the Minutes of the meeting held on Thursday 7th June 2018 (previously circulated) with no matters arising.

29.2.5 Planning and Transportation

The Committee received the Minutes of the meeting held on Tuesday 29th May 2018 (previously circulated). Regarding Minute 10.1, the A27 Arundel Bypass, it was noted that the Preferred Route 5A had been slightly modified. It was also observed that the Town Council had supported the original route 5A. In view of the controversy surrounding the announcement of the preferred route option and the strategic importance of this project to the area, it was considered prudent that Town Council's decision to support the slightly modified preferred option route be recorded. The Council therefore **RESOLVED**:

To write in support of the Highways England preferred route option 5A for the A27 Arundel Bypass as modified in the announcement dated 11th May 2018.

29.2.6 Property and Personnel

Council received the Minutes of the meeting held on Monday 4th June 2018 (previously circulated) with no matters arising.

29.2.7 Governance and Audit

The next meeting for this Committee is on Tuesday 3rd July 2018.

30. OFFICER'S REPORTS

30.1 Annual Governance Statement for 2017/18 (Section 1 of the Annual Return)

Members had before them a report (previously circulated) seeking approval for the Annual Governance and Accountability Return. Members commended the Responsible Financial Officer and the Finance Team for their hard work and on the successful outcome of the internal audit. Council **RESOLVED** that:

1) *To the best of its knowledge and belief, with respect to the Annual Governance Statement for the year*

ended 31st March 2018, it has complied with all 8 items.

- 2) The Mayor, as Chairman of the Council, and the Clerk be authorised to sign Section 1 of the 2017/18 Annual Return on behalf of the Council.

30.2 Statement of Accounts - Annual Return 2017/18 (Section 2 of the Annual Return)

Council received a report (previously circulated) which sought approval of the 2017/18 Accounting Statement. Members considered that the Annual Statement of Accounts was an accurate reflection of the Town Council's finances and **RESOLVED** that:

- 1) The Annual Statement of Accounts for the year ended 31st March 2018 be approved.
- 2) The Mayor, as Chairman of the Council, be authorised to sign Section 2 of the 2017-18 Annual Governance and Accountability Return on behalf of the Council.

31. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

As a representative of the Arun Co-Ordinated Community Transport (ACCT), Councillor Warren QVRM reported on some recent staff changes. It was also noted that the Group had relocated their administrative offices to Tangmere and would continue to maintain an operational presence at Ford for the time being. The Group would be holding their Annual General Meeting on Friday 13th July 2018 and a further report would be made at the next Full Council meeting.

32. MASTERPLAN – NORTH LITTLEHAMPTON

It was noted that a meeting of the Littlehampton Health Advisory Group had been convened on the 26th July 2018. It was also reported that Arun District Council had recently agreed to commission consultants to prepare plans for a proposed cycle route from Littlehampton to Arundel along the River Arun. This was noted however, in view of the highways infrastructure deficit in the area, the veracity of this proposal was questioned. It was **RESOLVED** that:

The updates be noted.

33. EXEMPT BUSINESS

There was none.

The meeting closed at 7:14pm.

TOWN MAYOR