

**MINUTES of the ANNUAL MEETING of the TOWN COUNCIL held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 17 MAY 2018 at 6.30pm**

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

**2018/2019**

1. **EVACUATION PROCEDURES**  
The evacuation procedures were noted.
2. **FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES**  
The procedures were noted.
3. **APOLOGIES**  
Apologies were received from Councillors Purchase and Rickeard.
4. **DECLARATIONS OF INTEREST and URGENT ITEMS**  
Members and Officers were reminded to make any declarations of personal and/or prejudicial interests that they might have in relation to items on the Agenda. Councillors C Blanchard-Cooper and B Blanchard-Cooper declared pecuniary interests in matters regarding the Littlehampton Bonfire Society as members of the Society and confirmed that they would leave the meeting if there was any discussion regarding the Society. Councillors Tandy and Northeast declared personal and prejudicial interests in matters regarding the Keystone Centre as Treasurer and Chairman of the Keystone Centre Management Committee respectively and confirmed that they would leave the meeting when Council came to discuss this matter. Councillor Dr Walsh KStJ declared a personal interest in matters relating to the Littlehampton Ferry Service as a Member of the Littlehampton Harbour Board.
5. **PUBLIC FORUM**  
There were 27 members of public in the gallery.
  - 5.1 Mr Terry Ellis congratulated Councillor Gammon on his election as Chairman of Arun District Council for the forthcoming year. Acknowledging the contribution to the Town by those in receipt of Merit Awards, he asked if it was possible for these individuals to become

Mayor. In response the Town Clerk explained that Mayoralty was a civic function which was in most circumstances was carried out by an elected councillor and determined by a vote of councillors.

## **6. TOWN MAYOR'S VALEDICTORY STATEMENT and presentation of TOWN MERIT AWARDS**

**6.1** Council received the valedictory statement of the outgoing Town Mayor, Councillor B Blanchard-Cooper. The Mayor also congratulated Councillor Gammon on being elected as the new Chairman of the District Council and wished him success in the forthcoming year. Thanking all the groups, societies and individuals that he had met during his year in office for their welcome, the Mayor was also grateful for the insight he had gleaned about their work in the Town. He expressed his gratitude to the Littlehampton Gazette, The Littlehampton Times and the All About Littlehampton Magazines who allowed him to report on his activities. He gave his thanks to the Town Council for setting up his Facebook page, enabling him to make full use of social media. He also expressed his gratitude to family, friends, the team at the Town Council and fellow Councillors including the affectionately known "Chain Gang" and to his long-suffering husband, Councillor Chris Blanchard-Cooper and his Mother-in-Law.

**6.2** He also wished to acknowledge the fundraising efforts of the following organisations in support of his Mayoral charities, Biggs Bakery, the Flower Shop in Wick, the 50 Up Club, the Dolphin Public House, the New Inn Public House and the Littlehampton Bonfire Society. The Curtain Up production had not only been a tremendous success, it had also raised a substantial sum for his charities and he presented gifts to Joan Combes and Lynne Jones to thank them for their help in putting on the show. Tyndall Jones had also kindly provided transport along with others to help him get to events and the Mayor also presented a token of his thanks to Mr Jones.

**6.3** Speaking about the Civic Service, he stated that he had been pleased to share the event with, and celebrate, the work of the many groups and individuals that made Littlehampton great. Organising an event of this nature had not been possible without the guidance and support of his Personal Assistant. The Mayor expressed his thanks and appreciation for all she had done to support him in the past year and presented her with a gift.

### **Town Merit Awards**

**6.4** Moving on to the Town Merit Awards, the Mayor was pleased to present the final two awards to individuals. The first individual was Mr. Martin Tillman who had been a member of the Red Cross for 37 years and attended hundreds of events as a volunteer First Aider. Through becoming a qualified First Aid Trainer he had also been responsible for

training hundreds of people in First Aid. Mr Tilman also volunteered as an Events Volunteer for the Wick Information Centre and was a member of the Littlehampton Bonfire Society. Thanking Mr Tilman for his dedication to the Red Cross and for his longstanding support of groups in Littlehampton and he presented him with his award.

- 6.5** The Mayor then presented an Award to Mrs. Daphne Snowden. Mrs Snowden was a well-known figure in the Town who had received a certificate for Sixty-Five Years' Service from the Royal British Legion, had been presented with a Sixty-Year Service Bar and the Poppy Workers Merit Badge for all her hard work. She had held the Order of St John for fifteen years, was a member of the Civil Defence Association and was a Reserve Fire Control Operator for the London Fire Brigade. The Mayor presented Mrs Snowden with her Merit Award in recognition of more than sixty years of service to the Royal British Legion and for her support of many other charities.
- 6.6** The Mayor went on to present the cheques from the Mayors Discretionary Fund. Explaining that this was a fund that the Mayor had at his disposal and which was independent of the Town Council's other grants, he stated that in previous years his predecessors had used the fund to support small horticultural projects at local schools. These projects enabled the schools to create wonderful outside spaces for their pupils to nurture their horticultural skills and were a wonderful edition to their learning environments. He was therefore pleased to continue this tradition and he invited representatives from River Beach Primary School and White Meadows Primary School to collect cheques to support their gardening projects. Further cheques were also on their way to St Catherine's Catholic Primary School, Cornfield School, Lyminster Primary School together with the Littlehampton Social Club for the Blind, the Friends of Mewsbrook Park the Littlehampton Heritage Railway Association for similar projects.
- 6.7** Finally, the Mayor was delighted to reveal his Charity fundraising total for the year was £10,524.08 with the money being split equally between his two chosen charities: The Friends of Mewsbrook Park and The Littlehampton Heritage Railway Association. He was pleased to present representatives from both groups with their cheques.

## **7. COUNCIL'S RESPONSE**

- 7.1** Councillor Squires lead the Council's response to the Town Mayor's valediction. On behalf of the Council and residents, he stated that Councillor B Blanchard-Cooper had been a credit to the Town and he thanked him for actively supporting the community during his Mayoral year. These comments were echoed by Councillors Buckland, Gammon and Dr Walsh KStJ who agreed that Councillor B Blanchard-Cooper, through his enthusiasm and use of social media, was an inspiration for future Mayor's.

## **8. ELECTION OF TOWN MAYOR**

- 8.1 Councillor Dr Walsh KStJ addressed Council and stated that he would be undergoing orthopaedic surgery soon and had consequently taken the decision not to go forward as Town Mayor. He then proceeded to nominate Councillor B Blanchard-Cooper to continue as Mayor for a second term. The nomination was duly seconded by Councillor Squires and it was therefore **RESOLVED** that:

**Councillor B Blanchard-Cooper be elected Mayor for 2018/19.**

## **9. DECLARATION OF OFFICE AND WELCOME ADDRESS**

- 9.1 Councillor B Blanchard-Cooper read and duly signed his declaration of acceptance of office as Town Mayor. He expressed his gratitude for being re-elected as Mayor and hoped to have another excellent year supporting the Town. He explained that he was still deciding his chosen charities and would report his decision to Council at the next meeting on 21<sup>st</sup> June 2018.
- 9.2 The Mayor's Consort, Councillor Chris Blanchard-Cooper was also recognised and installed.

## **10. URGENT ITEMS**

### **10.1 Approval of Absence from meetings under Section 85, Local Government Act 1972**

Council considered a report from the Town Clerk (previously circulated) recommending that Councillor Rickeard be granted an exemption under S.85 of the Local Government Act 1972 to be absent from meetings of the Council up to and including Friday 23<sup>rd</sup> November 2018. It was noted that whilst Councillor Rickeard remained active as a Councillor she was unable to attend meetings due to the serious ill health of her husband. It was therefore **RESOLVED** that:

**An exemption be given under S.85 of the Local Government Act 1972 for Councillor Rickeard to be absent from meetings of the Council up to and including Friday 23<sup>rd</sup> November 2018.**

### **10.2 Standing Orders**

In accordance with the Town Council's Standing Orders, Section 6(u), the Mayor waived the requirement for those Councillors who, on account of infirmity, were unable to stand when speaking.

### **10.3 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 elected as Mayor in May 2017.

## **11. APPOINTMENT OF DEPUTY MAYOR**

- 11.1 There were two nominations for the role of Deputy Mayor, Councillors Baker and Tandy. The Mayor invited both candidates to say a few words about why they were seeking to take on the role. Council then heard from Councillor Buckland who spoke in support of Councillor Baker's nomination and Councillor Northeast who spoke in support of Councillor Tandy's nomination. Members elected to hold a secret ballot and it was **RESOLVED** that:

**Councillor Baker be elected Deputy Mayor  
and Mayor Elect for 2018/19.**

## **12. APPOINTMENT OF COMMITTEES AND REPRESENTATIVES ON OUTSIDE BODIES**

- 12.1 Council had before it Committee membership and Outside Body representation proposals (previously circulated). These had also been shared with Group Leaders prior to the dispatch of papers. Regarding the Committees slight changes were proposed to the membership of Planning and Transportation which would see Councillor Chester replace Councillor B Blanchard-Cooper. Councillor Chester had also indicated his willingness to fill the vacancy on the Governance and Audit Committee. Councillor Purchase would be stepping aside from the role of Chair of the Property and Personnel Committee and he was nominated and seconded as Vice Chair of that Committee. Councillor Baker was nominated and seconded as Chair of the Property and Personnel Committee. Councillor Squires was nominated and seconded as Chair or Vice Chair of the Property and Personnel Committee if his nomination as Chair was unsuccessful. Councillor Ayres was nominated and seconded as Vice Chair of the Property and Personnel Committee. It was noted that Members could nominate fellow Councillors to act as substitutes should they be unable to attend Committee meetings. Members proceeded to vote on these proposals and it was **RESOLVED** that:

- 1) **Councillor Baker be appointed as Chair of the Property and Personnel Committee for 2018/19**
- 2) **Councillor Purchase be appointed as Vice Chair of the Property and Personnel Committee for 2018/19**
- 3) **Councillor Chester be appointed to the Governance and Audit Committee**

**and to the Planning and Transportation Committee as proposed for 2018/19**

- 4) That the Committee memberships be otherwise approved as circulated**

**12.2** Members proceeded to consider the draft proposals (previously circulated) for representation on the Outside Bodies for the forthcoming year. Again, slight changes were proposed which would see Councillor Tandy replace Councillor Northeast as one of the Town Council's representatives on the North Littlehampton Steering Group. There were two vacancies remaining, one as the Town Council's representative on the Joint Eastern Arun Area Committee (JEAAC) Highways and Transport Sub Committee and the ADC/LTC Liaison Group. Councillors Chester and Baker respectively were nominated for these roles and there being no further nominations it was therefore **RESOLVED** that:

- 1) Councillor Tandy replace Councillor Northeast as one of the Town Council's representatives on the North Littlehampton Steering Group**
- 2) Councillor Chester be appointed as the Town Council's representative on the JEAAC Highways and Transport Sub Committee**
- 3) Councillor Baker be appointed as one of the Town Council's representatives on and the ADC/LTC Liaison Group**
- 4) That the remaining appointments to Outside Bodies be otherwise approved**

**13. MINUTES**

**13.1** Councillor Warren QVRM provided clarification regarding Minute 82.1. It was noted that options for the site of an operations centre were being explored and it was therefore proposed that the words "to a new unit in Tangmere" be removed. It was therefore **RESOLVED** that:

**Subject to this amendment, the minutes of the meeting held on Thursday 29<sup>th</sup> March 2018 (previously circulated) be confirmed as a true record and signed by the Mayor.**

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

**14.1 Recommendations from Committees - There were none.**

**14.2 Community Resources**

Council received the Minutes of the meeting held on Thursday 12<sup>th</sup> April 2018. Minute 82.2, Littlehampton Ferry, it was noted that the

early problems with the service had been resolved and the ferry was now operating a normal service.

#### **14.3 Planning and Transportation**

Council received the Minutes of the meetings held on Tuesday 3<sup>rd</sup> April and Monday 30<sup>th</sup> April 2018 (previously circulated) with no matters arising.

#### **15. OFFICER'S REPORTS – NON-EXEMPT**

##### **15.1 Authorised Signatories**

In accordance with the Town Council's Financial Regulations, Council was asked to confirm the named persons authorised to sign cheques and any changes that may be required to the Bank Mandate following confirmation of the Committee appointments for 2018/19. Having confirmed the Committee appointments for 2018/19, it was therefore **RESOLVED** that:

**The Mayor, the Chairs of the Policy and Finance, Community Resources, Property and Personnel and Planning and Transportation Committees be confirmed as authorised cheque signatories and that the Town Council's bank mandate be amended accordingly.**

##### **15.2 Littlehampton Bonfire Society**

At its meeting on the 15<sup>th</sup> March 2018 the Community Resources Committee agreed additional funding for the Society for the remaining two years of their Service Funding Agreement with the Town Council. However, the resolution of the Committee lacked clarity on how the additional support would be funded. Having considered the options, Council **RESOLVED** that:

**The additional £1,500 funding be approved as a Supplementary Estimate.**

#### **16. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES**

**16.1** As a representative of the Arun Co-Ordinated Community Transport (ACCT), Councillor Warren QVRM, informed Members that he hoped to provide Members with an update at the next Full Council meeting.

#### **17. MASTERPLAN – NORTH LITTLEHAMPTON**

**17.1** The Steering Group had met on 16<sup>th</sup> May and it was noted that the planned Lyminster bypass was now progressing. Observing that yet again the CCG had not sent a representative to this meeting, Members

again questioned the strength of the National Health Service's commitment to improving primary care services in the area. This was considered particularly important in view of the recent CQC report regarding the Fitzalan Medical Centre and that it had been some time since the Littlehampton Health Advisory Group had met. Whilst it was acknowledged that some of the problems were nationwide, Members were extremely concerned that the desperate need for improvements to primary care services in Littlehampton had been forgotten. The importance of communicating with the community and keeping residents informed of plans for the area with the CCG was emphasised. There was a strong view that it would add weight if the Town Council were to join the call for the CCG to take action and attend these forums. It was therefore **RESOLVED** that:

**A letter be sent to the CCG setting out the Town Council's concerns and seeking their attendance at these forums.**

**18. EXEMPT BUSINESS**

It was **RESOLVED** that:

**Members of 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.**

***The following item was 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).***

*7.55 pm \*Councillors Northeast and \*Tandy redeclared their personal and prejudicial interests as Chairman and Treasurer respectively of the Keystone Management Committee and left the meeting. In doing so, Councillor Northeast urged Members to ensure that whatever option was chosen, continuity of youth service provision in the area was preserved.*

**19. OFFICER'S REPORTS - EXEMPT**

**19.1 KEYSTONE YOUTH FACILITY**

**19.1.1** Council received a report (previously circulated to members of the Council only) which set out progress of exploratory discussions with the District Council and community groups to identify detailed proposals for a youth enterprise hub in Wick / North Littlehampton. Members were briefed on the progress of these discussions and some of the options that were being explored at an informal briefing session on 23<sup>rd</sup> April

2018. Following this informal meeting the Town Clerk had received assurances from the District Council regarding their aspirations for youth service provision in the future for the Wick area. The Town Clerk also confirmed the likely future use of the Keystone site.

**19.1.2** A way forward was therefore proposed which if agreed would see the Town Council preparing to deliver a new building providing facilities for young people in Wick in 2019/20. Whilst the Project 82 building was a factor, it was not central to these discussions at this stage. It was however considered important that the Keystone Centre remain open until any new facilities were ready. Providing that the District Council were able to confirm their support, Members also judged that extensive consultation would be essential in determining the concept for the future provision. It was therefore **RESOLVED** that:

- 1) **Subject to the retention of the Keystone Centre until a new building is provided, the action proposed in section 5 of the report (circulated to Members of the Council only) be approved as the way forward to progress this project.**
- 2) **That the funding implications be noted.**

The meeting closed at 8:15pm.

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**TOWN MAYOR**