



17th January 2020

You are hereby summoned to attend an **ORDINARY MEETING** of the **TOWN COUNCIL** to be held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 23 JANUARY 2020** at **6.30pm**

PETER HERBERT
Town Clerk

AGENDA

2019/2020

- 1. EVACUATION PROCEDURES**
- 2. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES**

During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

- 3. APOLOGIES**
- 4. DECLARATIONS OF INTEREST**

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

Members are reminded that under the Local Government Finance Act 1992, Section 106, any Member who has not paid an amount due in respect of their Council Tax for at least 2 months after it became payable is precluded from voting on any matters affecting the level of Council Tax or the arrangements for administering the Council Tax. (The member is, however, entitled to speak.) Any Members affected by Section 106 please note that any declarations to that effect should be made on the commencement of the meeting or immediately on arrival if this is later.

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- (c)
 - (i) whether it is a personal interest and the nature of the interest
 - (ii) whether it is also a prejudicial interest
 - (iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

It is recorded in the register of interests that:

- Cllr Baker is a Member of Arun District Council
- Cllr B Blanchard-Cooper is a Member of Arun District Council
- Cllr C Blanchard-Cooper is a Member of Arun District Council
- Cllr Buckland is a Member of Arun District Council and West Sussex County Council
- Cllr Northeast is a Member of Arun District Council and Chairman of the Keystone Centre Management Committee
- Cllr Rhodes is a Member of Arun District Council
- Cllr Seex is a Member of Arun District Council
- Cllr Walsh KStJ is a Member of Arun District Council, West Sussex County Council and Littlehampton Harbour Board

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

5. MINUTES

To confirm the Minutes of the meeting held on 21st November 2019, circulated herewith (pages 5 - 9). In accordance with the Town Councils' Standing Orders, Section 9 (a), Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. TOWN MAYOR'S REPORT and URGENT ITEMS

7. PUBLIC FORUM

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this Council. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address Council should be given to the Clerk by noon of the day of the meeting.

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

9. REPORTS OF COMMITTEES – (NON-EXEMPT)

9.1 Recommendations from Committees – report herewith (Pages 10 – 13)

The report brings together the Recommendations from Committees that need approval by Council.

9.2 Committee Minutes (Non-Exempt)

9.2.1 Policy and Finance

To receive the Minutes of the meeting held on **16th December 2019** – circulated herewith (Pages 14 - 18) - at which the following items were discussed; Minutes –

- (42.1) Council Communications
- (42.2) Strengthening Police Powers to Tackle Unauthorised Encampments
- (42.3) NALC Spring Conference 2020
- (42.4) Council and Committee Dates 2020/2021
- (43.1) Capital Programme Draft Funding 2020/21, 2021/22 and 2022/23
- (43.2) Finance Report
- (43.3) Policy & Finance Draft Budgets 2020/21, 2021/22 & 2022/23
- (43.4) Full Council Draft Budget 2020/21, 2021/22 & 2022/23

9.2.2 Community Resources

To receive the Minutes of the meeting held on **5th December 2019** – circulated herewith (Pages 19 - 23)- at which the following items were discussed; Minutes –

- (42.1) Wickmas Event and Littlehampton Ferry
- (43) Sports Forum
- (44.1) Urgent Action- Event to replace Wickmas Dickensian Event
- (44.2) Seafront Shelters
- (44.3) Museum Periodic Report
- (44.4) Events Periodic Report
- (44.5) Community Room Hire Charges Proposals 2020/21
- (44.6) Service Funding Agreements 2020-2023
- (44.7) Keystone Centre
- (45.1) Committee Finance Report 2019/20
- (45.2) Committee Budget Proposals 2020/2023

9.2.3 Planning and Transportation

To receive the Minutes of the meeting held on **9th December 2019** – circulated herewith (Pages 24 - 29)- at which the following items were discussed; Minutes –

- (86.1) CIL Structure and Charging Schedule
- (86.2) LU/249/19/PL 48 & 50 High Street, Littlehampton
- (87.1) Planning Application LU/323/19/HH
- (87.2) Planning Appeal on the Waitrose Site, LU/3/19/PL
- (88.1) Planning Applications- Lists 46, 47, 48 and 49
- (88.2) Notification of Planning Appeal on LU/3/19/PL: Empty Supermarket Premises (former Waitrose supermarket) Avon Road
- (88.3) Notification of Planning Appeal on LU/210/19/PL: Inglecroft, Toddington Lane, Littlehampton
- (89.1) Committee Monitoring Report for 2019/20 and Draft Budget for 2020/2023
- (91) Masterplan- North Littlehampton

9.2.4 Planning and Transportation

To receive the Minutes of the meeting held on **6th January 2019** – circulated herewith (Pages 30 - 35)- at which the following items were discussed; Minutes –

- (99.2) Planning Application LU/352/19/PL
- (100.1) Planning Applications- Lists 50, 51, 52 and 1

(101.1) River Beach Primary School Petition Re: The Creation of a School Safety Zone (SSZ) on Connaught Road, Littlehampton

9.2.5 Property and Personnel

To receive the Minutes of the meeting held on **2nd December 2019** – circulated herewith (Pages 36 - 38)- at which the following items were discussed; Minutes -

(29.1) Urgent Action- Additional CCTV Camera

(29.2) Staff Update

(29.3) Absence Monitoring Report

(29.4) Manor House Room Hire Fees and Car Park Charges Proposals 2020/21

(29.5) Keystone Centre

(30.1) Committee Finance Report 2019/20

(30.2) Committee Budget Proposals 2020-2023

10. OFFICERS REPORTS

10.1 Approval of Absence From Meetings Under Section 85, Local Government Act 1972 - Report attached (Page 39)

10.2 Merit Awards- Report attached (Pages 40 – 41)

11. FINANCE

11.1 Capital Programme Funding 2020/21 & Projected Funding 2021/22 and 2022/23- Report Attached (pages 42 – 47)

11.2 Full Council Budget Report 2020/21 & Projected Budgets 2021/22 and 2022/21– attached (pages 48 – 58)

12. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

Members are invited to report on any business relating to their attendance on an outside body as the elected representative of the Town Council.

13. EXEMPT BUSINESS

It is **RECOMMENDED** that:

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.

MINUTES of the ORDINARY MEETING of the TOWN COUNCIL held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 21 NOVEMBER 2019 at 6.30pm

PRESENT: Cllrs Baker (Mayor), B
Blanchard-Cooper, Buckland,
Chace, Long, Molloy,
Northeast, Price, Rhodes,
Tandy, Turner and Dr Walsh
KStJ

2019/2020

43. EVACUATION PROCEDURES

The Mayor outlined the evacuation procedures.

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

The procedures were noted.

45. APOLOGIES

There were apologies from Councillors C Blanchard-Cooper, Seex and Squires.

46. 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.

47. MINUTES

The Minutes of the meeting held on 17th October 2019 (previously circulated) were confirmed as a true record and signed by the Mayor.

48. TOWN MAYOR'S REPORT and URGENT ITEMS

Council received the Town Mayor's report (copy attached to the Minutes) in which she thanked everyone involved in this year's Remembrance Sunday. She also invited Members and the public to join her tomorrow for this year's Christmas Lights-Switch on event in the Town Centre. The Mayor reported that she had met with the winners of the Christmas Card competition in the Mayor's Parlour to present their prizes. She reminded Members of the Saturday Christmas Market and was looking forward to her sleep-out for Turning Tides at the weekend. Lastly, she congratulated Arun District Council for their partnership with Turning Tides which had secured funding from the

Ministry of Housing, Communities and Local Government to provide a night shelter for the homeless in the winter from December to March.

49. PUBLIC FORUM

There were 2 members of the public present.

- 49.1** Mr Ellis addressed the Committee regarding a matter he had taken to Arun District Council. He sought the support of the Town Council regarding adding more shelters along the Seafront to provide protection from the elements.

- 49.2** In response, Councillor Dr Walsh KStJ, as Leader of Arun District Council revealed that Arun had previously had shelters which were problematic. It was agreed that this matter was something that the Town Council should take a view upon and it was therefore **RESOLVED** that:

**Seafront Shelters be added to the
Community Resources Agenda for the 5th
December 2019 meeting.**

- 49.3** Mr Chester addressed the Committee on a number of points. Firstly, he expressed how impressed he was with the Littlehampton Regeneration Sub-Committee meeting at Arun District Council. He also appreciated the work put in by Officers to help secure a Service Level Agreement for the Wick Information Centre. He believed that dedicated paid hours were needed to help the volunteers and to ensure that the benefits of this investment were not lost. Lastly, after reading some history books about Littlehampton he thought the loss of the Beach Hotel had been significant for the Town and wanted to look into having an affordable hotel in the Town for families to stay in.

- 49.4** In response, Councillor Dr Walsh KStJ, as Leader of Arun District Council, supported this and had discussed this at Arun District Council, though the project was still in very early days.

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

- 50.1** **Arun District Council consultation on proposals regarding the arrangements for the conduct of elected councillors**
Council considered a report (previously circulated) which set out a review of the proposals, three recommendations and included proposed response to the consultation. It was **RESOLVED** that:

**The recommendations regarding
publicising the Gifts, Hospitality Register
and Code of Conduct Decision notices be
approved and that the response to the
consultation also be agreed and sent to
Arun District Council.**

51. REPORTS OF COMMITTEES – (NON-EXEMPT)

51.1 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. There were two recommendations from the Policy and Finance Committee.

51.1.1 Town Centre Public Realm

Council was asked to approve the capital sum of up to £200,000 for expenditure on the Beach Road Public Realm Enhancements and agree that the approval to release these monies be delegated to the Town Clerk in consultation with Councillors Chace and Long. The Chair of the Policy and Finance Committee proposed an amendment be added to the second recommendation, namely “and subject to Littlehampton Town Council having involvement in the design”. This was duly seconded and agreed and it was therefore **RESOLVED** that:

**The recommendations be approved with
the inclusion of the amendment.**

51.2 Committee Minutes (Non-Exempt)

51.2.1 Policy and Finance

Council received the Minutes of the meeting held on 28th October 2019 (previously circulated) with no matters arising.

51.2.2 Community Resources

Council received the Minutes of the meeting held on 24th October 2019 (previously circulated) and expressed disappointment over the news of the cancellation of Wickmas. Members were pleased to hear that the Town Council, All Saints Church and Morrisons were to provide a film showing to partially fill the gap. It was suggested that events often seemed to fail due to the lack of volunteers. To help this Councillor Northeast was keen to set up a site for people who wished to volunteer and could be available whenever needed. Members agreed this was a good idea and suggested that he liaise with VAAC as they already provided something similar. It was understood that the Littlehampton Gazette were interested in leading on this. It would also be raised with the Events Forum.

With reference to the 75th VE Day Celebrations, Members noted that the national guidance was to base this celebration around Street Parties. The Community Resources Committee had still to confirm their events programme and this would be open for discussion then. Members were asked to provide any ideas they had to mark this. Some suggestions made at the meeting included a poetry competition, marking both VE and VJ day at Armed Forces Day and a display to the Museum. It was therefore **RESOLVED** that:

**The Community Resources Committee
consider options to mark the 75th**

Anniversary of VE (and VJ) Day at its meeting in December.

51.2.3 Planning and Transportation

Council received the Minutes of the meeting held on 14th October and 11th November 2019 (previously circulated) with no matters arising.

52. OFFICER'S REPORT

52.1 Standing Orders / Urgent Actions

Council received and noted two urgent actions (previously circulated) relating to the approval of covering long term sickness in the Amenity Team and delegating authority to the Town Clerk to appoint Farsight Consulting as the preferred Internal Auditor. It was **RESOLVED** that:

The Urgent Actions be noted.

Councillor Tandy joined the meeting at 7:05pm.

52.2 Town Council Priorities 2019 - 2023

The Committee considered a report (previously circulated) which set out a list of those priorities, with a timeline, which had previously been considered by the Policy & Finance Committee on the 28th October 2019. It was therefore **RESOLVED** that:

The Priorities and their scheduling be approved and adopted by Council.

52.3 Photo Identity and Business Cards for Councillors

The Committee considered a report (previously circulated) which provided information and proposed guidance on photo identity and business cards for Littlehampton Town Councillors. Members felt that the identity card was overcomplicated and wanted to see a simpler design on the front to not overshadow the important details. The Town Clerk explained that the wording on the front of the card was to advise the public of the limitation of the card. This was so as to reduce the risk of misuse of the card. Members thought this unnecessary but did agree to include it on the reverse side. It was also felt unnecessary to have a QR code on the back, nor the validity dates shown as these could become wrong in the event of a byelection. Members agreed that the Business Cards would only be given to those who requested them so as to save waste. It was therefore **RESOLVED** that:

1. **Business Cards be given out upon request.**
2. **The front of the identity card include Councillors name, picture, ward, email address and the Town Council logo whilst the back has contact details and the clarification as to the role of the card.**

53. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

53.1 Sportsfield Management Committee

As the Town Council's representative on the Committee, Councillor B Blanchard-Cooper encouraged Members to visit the Sportsfield.

53.2 50 Up Club

As the Town Council's representative on the Committee, Councillor B Blanchard-Cooper informed Members it was going well. He had attended a meeting earlier that day and had answered any concerns they had.

53.3 Shopmobility

As the Town Council's representative on the Committee, Councillor Turner informed Members she had attended a meeting there and would answer any questions Council might have.

54. EXEMPT BUSINESS

There was none.

The meeting closed at 7:28pm

TOWN MAYOR

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Full Council

Date: 23rd January 2020

Report of: The Town Clerk

Subject: Recommendations from Committee

1. Summary

The purpose of this report is to highlight to Members items arising from the last Committee cycle which entail recommendations to Council and therefore need Council approval to proceed. The other items included in the Minutes have been delegated for decision to Committees and therefore have already been agreed. The items recommended to Council are:-

2. Policy and Finance Committee:

2.1 Minute 42.4 Council and Committee Dates 2020/2021 (Appendix 1)

The Committee considered a report (previously circulated) which sets out the provisional meeting dates for both 2020 and 2021. The Town Clerk outlined details and the reasoning behind the two new reserved dates in July. Should any potential clashes arise, Members were asked to contact the Town Clerk and it was **RESOLVED** that:

The Draft calendar of Committee and Council Meetings for 2020 and 2021 be RECOMMENDED to Full Council for Approval.

2.2 Minute 43.3.4 Mayors Discretionary Fund (Appendix 2)

Regarding the Mayor's Discretionary Grant Budget, Members supported changing the name to reflect that this was a fund and not a grant. The simplified criteria for the Mayor's Discretionary Fund was also approved subject to the correction of some minor typographical errors. All other matters within the Committees draft Budget were supported and subject to the inclusion of the rebalancing of the Mayoral Contingency budget, it was **RESOLVED** that:

Subject to the correction of minor typographical errors, the criteria for the Mayor's Discretionary Fund be endorsed and RECOMMENDED to Full Council for approval.

Peter Herbert
Town Clerk



Littlehampton Town Council: Committee Meetings 2020

January							February							March							April						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5						1	2							1			1	2	3	4	5
6	7*	8	9*	10	11	12	3	4	5	6	7	8	9	2	3	4	5	6	7	8	6	7	8	9	10	11	12
13*	14	15	16	17	18	19	10	11	12	13	14	15	16	9	10	11	12	13	14	15	13	14	15	16	17	18	19
20	21	22	23	24	25	26	17	18	19	20	21	22	23	16	17	18	19	20	21	22	20	21	22	23	24	25	26
27	28	29	30	31			24	25	26	27	28	29		23	24	25	26	27	28	29	27	28	29	30			
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May							June							July							August						
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				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13*	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23*	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30
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14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													
Full Council 6.30pm							Community Resources 6.30pm							Governance & Audit 6.30pm							Progress Editorial Board Varying Times						
Planning & Transportation 6.30pm							Policy and Finance 6.30pm							Annual Town Meeting 6.00pm							Reserved Dates						
Allotments 6.30pm																											
Property & Personnel 6.30pm																											
Note to Members: dates marked * are reserved for meetings only if required.																											

*Note to Members: dates marked * are reserved for meetings only if required.*

APPROVED BY FULL COUNCIL ON 24TH JANUARY 2019

Littlehampton Town Council: Committee Meetings 2021

January							February							March							April						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
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4	5*	6	7*	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11*	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30		
May							June							July							August						
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					1	2		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12*	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22*	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
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September							October							November							December						
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		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

Full Council 6.30pm

Planning & Transportation 6.30pm

Allotments 6.30pm

Property & Personnel 6.30pm

Community Resources 6.30pm

Policy and Finance 6.30pm

Annual Town Meeting 6.00pm

Governance & Audit 6.30pm

Progress Editorial Board Varying Times

Reserved Dates

*Note to Members: dates marked * are reserved for meetings only if required.*

APPROVED BY FULL COUNCIL ON

Mayor's Discretionary Fund Criteria - £1,000

- i) The purpose of the budget provided by Council is to meet those one-off initiatives that the Town Mayor might identify whilst out and about in the Community. It is not intended to provide another round of grant funding.
- ii) Cases for discretionary funding can be identified by the Town Mayor to assist clubs, societies or organisations that are based in Littlehampton or Wick.
- iii) No award will be considered for private or commercial organisations. "Closed" clubs, societies or organisations will need to demonstrate significant community involvement to qualify.
- iv) Funding will not exceed £200, unless by referral to The Policy and Finance Committee, and will only be made on one occasion per year to any recipient.
- v) The funding is not to be used as a form of top-up for any other grant that has previously been allocated via the Town Council's General Grant Fund. New initiatives from organisations already in receipt of a Grant will be considered.
- vi) Recipients of the funding shall acknowledge Littlehampton Town Council as funders on all correspondence or display the Town Council logo on any item purchased.
- vii) The funding will be approved by the Town Clerk on the recommendation of the Town Mayor and will be reported at the next Policy and Finance Meeting. The maximum amount the Mayor may allocate from the Discretionary Fund in one year will be allocated annually in the budget.
- viii) Funding can only be awarded from the beginning of the Mayoral year until 31st March the following year.

MINUTES of the POLICY AND FINANCE COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 16 DECEMBER 2019 at 6.30PM

Present: Cllrs Dr Walsh KStJ (Chair),
Long, Rhodes and Tandy
(substituting for Cllr Northeast)

2019/2020

34. EVACUATION PROCEDURES

The evacuation procedures were noted.

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

The procedures were noted.

36. 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.

37. APOLOGIES

There were apologies from Councillors B Blanchard-Cooper, C Blanchard-Cooper, Chace and Northeast.

38. 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 view of the many proposed and ongoing projects with Arun District Council, Councillors Dr Walsh KStJ and Rhodes declared their memberships of that Council.

39. MINUTES

The Minutes of the meeting held on 26th October 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

40. CHAIR'S REPORT AND URGENT ITEMS

There were none.

41. PUBLIC FORUM

There was two Members of the Public present and no questions were raised.

42. OFFICER'S REPORT

42.1 Council Communications

The Committee considered a report (previously circulated) that gave an overview of the Council's communications over the last 12 months, including Facebook and the website. The Town Clerk explained that this was an annual report and that the training for staff, referenced in the report, would be progressed. It was **RESOLVED** that:

The report be noted.

42.2 Strengthening Police Powers to Tackle Unauthorised Encampments

The Committee considered a report (previously circulated) which covered criminalising the act of trespassing and broadening the existing categories of criminal trespass and related to police. The Committee agreed to send responses and comments to the Town Clerk who would agree a response with the Chair. Members comments would be sought by email, with a reminder after Christmas. It was therefore **RESOLVED** that:

Members individual comments be sent to the Town Clerk to compile and agree a formal response in consultation with the Chair.

42.3 NALC Spring Conference 2020

The Committee considered a report (previously circulated) which outlined details of the NALC Spring Conference although the actual date had not been indicated with the papers. It was agreed that attendance should be agreed as an Approved Duty should either the Chair or Vice Chair wish to attend. It was therefore **RESOLVED** that:

The attendance of the Chair or Vice Chair at the NALC Spring Conference be agreed as an Approved Duty.

42.4 Council and Committee Dates 2020/2021

The Committee considered a report (previously circulated) which sets out the provisional meeting dates for both 2020 and 2021. The Town Clerk outlined details and the reasoning behind the two new reserved dates in July. Should any potential clashes arise, Members were asked to contact the Town Clerk and it was **RESOLVED** that:

The Draft calendar of Committee and Council Meetings for 2020 and 2021 be RECOMMENDED to Full Council for Approval.

43. FINANCE

43.1 Capital Programme Draft Funding 2020/21, 2021/22 and 2022/23

The Committee received a report (previously circulated) which explained the funding of the Capital Programme and the financial implications of the emerging priorities as part of the budget setting process for 2020/21, 2021/22 and 2022/23. The Town Clerk explained that the current focus was on the Keystone Centre and Rosemead Play Area. Members were pleased to approve this report and it was therefore **RESOLVED** that:

- 1. The draft Capital Programme for 2020/21 and the projection for 2021/22 and 2022/23 be RECOMMENDED to Council, as part of the overall Council Budget.**
- 2. Funding for the Skate Park be met from the Capital Receipts Reserve, instead of the Loan Capital EMR.**

43.2 Finance Report

The Committee considered the periodic finance report (previously circulated) highlighting any significant variances in terms of income and expenditure relating to this Committee's Budget. It was **RESOLVED** that:

The report be noted.

43.3 Policy & Finance Draft Budgets 2020/21, 2021/22 & 2022/23

Councillor Dr Walsh KStJ declared a personal interest as a Member of the Littlehampton Harbour Board with regard to the Ferry Service.

43.3.1 The Committee received a report (previously circulated) which set out this Committee's draft budget for 2020/21 and the projected budgets for 2021/22 and 2022/23. The Town Clerk explained that the main focus of the new elements of this Committee's budget was the Town Centre, aligned to the new Council priorities.

43.3.2 During the Community Resources Committee, questions were raised regarding the Ferry service which the Town Clerk had brought to the Policy & Finance Committee to consider. He outlined the history of the Ferry and how some concerns had been raised surrounding whether the service was value for money. It was clarified that the service wasn't opposed, but more information on such matters as passenger numbers during the season would be helpful. Members agreed to continue funding the service and looked forward to regular updates during the Summer. It was therefore **RESOLVED** that:

A further three years of support for the Ferry be committed through a Service Level Agreement and that monthly

updates and figures be circulated to Members.

43.3.3 The Chair and Town Clerk raised a matter that, if supported, would affect the 2020/21 Revenue Budget. They explained that the Deputy Mayor had attended a significant number of events, many at short notice. It was suggested that the Deputy Mayor's allowance be increased by £800 to meet the out-of-pocket expenses that he was incurring. This could be met from the Contingency Budget but would result in this being topped up to £2,000 in the 2020/21 Budget. Members supported this. Some concerns were expressed about the reasons why the Deputy Mayor was being asked to step in so often. This was discussed and Members would consider whether there was a need to discuss this at the Council meeting in January. It was **RESOLVED** that:

- 1. The Town Clerk be given delegated authority to approve an increase in the Deputy Mayor's allowance of up to £800 to meet immediate and projected out-of-pocket expenses.**
- 2. That this be met from the Mayoral contingency and that the implications of this for the 2020/21 Revenue Budget be agreed.**

43.3.4 Regarding the Mayor's Discretionary Grant Budget, Members supported changing the name to reflect that this was a fund and not a grant. The simplified criteria for the Mayor's Discretionary Fund was also approved subject to the correction of some minor typographical errors. All other matters within the Committees draft Budget were supported and subject to the inclusion of the rebalancing of the Mayoral Contingency budget, it was **RESOLVED** that:

- 1. Subject to the correction of minor typographical errors, the criteria for the Mayor's Discretionary Fund be endorsed and RECOMMENDED to Full Council for approval.**
- 2. The draft Committee Budget for 2020/21 and the projected budgets for 2021/22 and 2022/23 be RECOMMENDED to Full Council for approval as part of the overall Council Budget.**
- 3. The Committee's Earmarked Reserve position be noted.**

43.4 Full Council Draft Budget 2020/21, 2021/22 & 2022/23

The Committee received and considered a report which set out the draft Council Budget for 2020/21 and projected Budgets for 2021/22 and 2022/23 (previously circulated). Members noted the detail of the report and how it addressed the new priorities for the Council. It was **RESOLVED** that:

- 1. The draft Budget for 2020/21 and the projected Budgets for 2021/22, 2022/23 be RECOMMENDED for approval to Full Council.**
- 2. Council be RECOMMENDED to set a precept of £1,279,268 for 2020/21.**
- 3. Council be RECOMMENDED to set Band D Council Tax at £126.31 per annum for 2020/21, an increase of 4%, £4.86.**

44. EXEMPT BUSINESS

There was none.

The meeting closed at 7:14pm

CHAIR

MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the FLEMING ROOM, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 5 DECEMBER 2019 at 6.30PM

Present: Cllrs B Blanchard-Cooper
(Chair), C Blanchard-Cooper,
Seex, Tandy and Turner

2019/2020

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. APOLOGIES

There was apologies from Councillors Molloy and Squires.

39. 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 at this point.

40. MINUTES

The Minutes of the meeting held on 24th October 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

41. CHAIR'S REPORT AND URGENT ITEMS

There were none.

42. PUBLIC FORUM

There was 1 Member of the Public present.

42.1 Mr Chester expressed his gratitude to the Council for the "efforts with All Saints Church to provide an event in Wick following the loss of Wickmas". He believed that in future, the Council should seek to become closer involved with Traders in Wick. Regarding the Ferry, he asked whether this would need a Skipper or second Member of staff to run, following the issues the service had faced earlier in the year.

42.2 The Town Clerk responded, explaining that the Council currently had a Member on the Wick Information Centre Management Committee and would ask Council, in due course, to appoint a Member to be a

representative on the Traders Association also. Regarding the Ferry, he clarified that he wasn't aware of the outcome of the Licensing issue with the Ferry but would be speaking to the operators in the New Year. The decision as to whether to support the Ferry would be considered by the Policy and Finance Committee on 16th December 2019.

43. SPORTS FORUM

The Minutes of the meeting held on 4th November 2019 were noted and no questions were raised.

44. OFFICER'S REPORT

44.1 Standing Orders / Urgent Actions

The Committee received and noted an urgent action (previously circulated) relating to the Town Council providing support for an event to fill the gap following the cancellation of the Wick Village Traders 2019 Wickmas Dickensian Event. It was **RESOLVED** that:

The Urgent Action be noted

44.2 Seafront Shelters

The Committee received a report (previously circulated) relating to a question asked by a Member of the Public regarding the Town Council's stance regarding Seafront Shelters. The Committee supported the need for improved shelters. It was thought appropriate for the Town's District Councillors to take this matter forward, which would be monitored by the Town Council. It was therefore **RESOLVED** that:

Littlehampton Town Council support the need for improved shelters on the seafront and encourage the Town's District Councillors to address this.

44.3 Museum Periodic Report

The Committee received a report (previously circulated) that provided information on the visitor figures, an update on both the Museum and Museum website and a Project Update and Action Plan. The Committee proceeded to consider proposals regarding five items which had been donated by the general public and offered to the Museum.

Councillor B Blanchard-Cooper and C Blanchard-Cooper declared a personal interest in item 1 as they know the person who found it.

No questions were raised, and it was therefore **RESOLVED** that:

1. **The museum update and progress with the Collections Documentation Project be noted.**
2. **The updated Museum Action Plan be noted.**

3. ***The recommended acquisitions of items be approved.***
4. ***The report be otherwise noted.***

44.4. Events Periodic Report

44.4.1 The Committee received a report (previously circulated) which set out an update on both the 2020/21 Events Programme and the Charity Pancake Olympics as well as the outcomes of both Remembrance Sunday and the Christmas Lights Switch On. Members firstly thanked everyone who organised the Christmas Light Switch On before further exploring the expense of having an LED screen. It was agreed to focus on solving any sound issues and selecting the right film as a priority. The idea of having someone selling blankets at the event and having deck chairs which could be hired out was also suggested by Members to improve the event.

44.4.2 Regarding the VE/V-J Day Commemorations, Members supported the poem competition idea. The Chair noted that Littlehampton Gazette were also interested in publishing it which led to the questioning of who the competition would therefore be open to. The Committee decided to keep it only to Littlehampton residents or people who have a strong connection to the Town, such as students at the Town's schools. They also considered it appropriate to have three different age groups and possible judges, including local authors. Also, with regard to VE/V-J Day, the Member proposal to mark both VE and V-J Day at the Towns Armed Forces Event in 2020 be appropriate and that the arrangements for Street Parties also be publicised. It was agreed not to proceed with the Union Flags on lamp posts and an event for school children to meet with veterans. The latter was, as a result, of take-up to the Mayors tea party initiative earlier in the year. It was therefore **RESOLVED** that:

1. ***The recommendation for Screen on the Green voting be approved.***
2. ***A poem competition to mark VE and V-J Day with three separate age groups: 0-13, 13-18 and 18+ and other arrangements as set out in Minute 44.4.2 above be approved.***
3. ***The contents of the report and the financial implications be noted.***

44.5 Community Room Hire Charges Proposals 2020/21

The Committee received a report (previously circulated) which set out a review of room hire fees charged at the Southfields Jubilee Centre and Project 82. Following a review of the prices it was proposed that both prices remained the same and did not increase. It was **RESOLVED** that:

1. ***The current charges for the Southfields Jubilee Centre and Project 82 room hire fees be retained for 2020/21.***

2. **An incentive for regular hirers for 2020/21 not be offered.**
3. **Authority be delegated to the Town Clerk to apply a discount to long hours/multiple bookings.**

44.6 Service Funding Agreements 2020-2023

Councillor Tandy declared a personal and prejudicial interest as the Secretary and Treasurer of the Keystone Centre. He would leave the room if this item was discussed.

The Committee received a report (previously circulated) which summarised all of the Town Council's current Service Funding Agreements (SFAs) and incorporated proposals for the 2020/2023 budget recommendations. The Town Clerk clarified that the Ferry would not be discussed here as it was a matter for the Policy and Finance Committee and that the Wick Initiatives item was not an SFA but might emerge as one with the Wick Village Traders Association. It was therefore **RESOLVED** that:

1. **The proposals detailed in Appendix 1 be approved.**
2. **Authority be delegated to the Town Clerk to finalise details of the Service Funding Agreements for 2020-2023 with the providers.**
3. **The draft SFA Budget for 2020/2021, minus the Littlehampton Ferry, be agreed as well as the projected budgets for 2021-2022 and 2022-2023 for inclusion in the CRC budget proposals.**

44.7 Keystone Centre

It was reported that discussions were continuing with Arun District Council and that it was hoped to have the Feasibility Study ready for tender by the end of year and receive the results of this in Spring 2020. It was **RESOLVED** that:

The current position be noted.

45. FINANCE

45.1 Committee Finance Report 2019/20

The Committee considered the periodic Finance Report (previously circulated) highlighting any significant variances from budget in terms of income and expenditure relating to this Committee's Budget. It was agreed that the wording be changed in paragraph 3.2.2 to add "to run an alternative event". It was therefore **RESOLVED** that:

1. *The wording be altered as set out above.*
2. *The report be otherwise noted.*

45.2 Committee Budget Proposals 2020/2023

The Committee received a report (previously circulated) which set out a draft budget for 2020/21 and projected budgets for 2021/22 and 2022/23. The Town Clerk clarified the budget process to Members and highlighted a few areas in the report, including the Rosemead Playground and conifer replacements at the playground and the Museum, in particular the Collection Management budget. It was therefore **RESOLVED** that:

1. *The draft budget for 2020/21 and the projected Budgets for 2021/22 and 2022/23 be agreed and RECOMMENDED to the Policy and Finance Committee for consideration.*
2. *The Committee's Earmarked Reserve position be noted.*

46. EXEMPT BUSINESS

There was none.

The meeting closed at 7:33pm

CHAIR

MINUTES of a MEETING of the PLANNING AND TRANSPORTATION COMMITTEE held in the FLEMING ROOM, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 9 DECEMBER 2019 at 6.30PM

Present: Cllrs C Blanchard-Cooper
(Chair), Chace, Long and
Tandy

2019/2020

81. EVACUATION PROCEDURES

The evacuation procedures were noted.

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

The procedures were noted.

83. APOLOGIES

There were apologies from Councillor Molloy.

84. 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.

85. MINUTES

The Minutes of the meeting held on 11th November 2019 (previously circulated), were confirmed as a true record and signed by the Chair.

86. CHAIR'S REPORT AND URGENT ITEMS

86.1 CIL Structure and Charging Schedule

Arun District Council had published the Inspectors report and findings in respect of the CIL structure and charging schedule. It was noted that this update would be presented to their Planning Policy Sub Committee on 17 December 2019. It was anticipated that CIL would come into effect in Spring 2020. It was **RESOLVED** that:

The update be noted.

86.2 LU/249/19/PL 48 & 50 High Street, Littlehampton

It was reported that the change of use had been approved conditionally by Arun District Council. It was **RESOLVED** that:

The update be noted.

87. PUBLIC FORUM

- 87.1** Mr Wignall addressed the Committee regarding planning application LU/323/19/HH, Windward Close. Owning a neighbouring property, Mr Wignall strongly objected to the application for a number of reasons and informed Members he had written to Arun District Council regarding this. He explained how a similar application was made in 2010 and some of the history regarding the site. It was noted that a similar application had initially been refused on design grounds. He also considered that implementing the proposal would require the removal of trees on his boundary which would result in the loss of screening. He therefore sought the support of the Committee in opposing these plans. The Chairman thanked Mr Wignall for his comments which would be taken into consideration later on in the meeting.
- 87.2** Mr Ellis addressed the Committee as Chair of the Heritage Group regarding the Planning Appeal on the Waitrose Site, LU/3/19/PL. He informed Members that the Heritage Group had objected to this application and that they would like to see the appeal handled as a Public Enquiry as the application highlighted the District Councils' lack of a 5-year land supply. The Chairman thanked Mr Ellis for his comments which were noted.

88. PLANNING AND OTHER DISTRICT COUNCIL MATTERS

88.1 Planning Applications – Lists 46, 47, 48 and 49

It was **RESOLVED** that:

**The representations of the Council
(appended to these Minutes as Appendix
1) be forwarded to Arun District Council.**

- 88.2 Notification of Planning Appeal on LU/3/19/PL: Empty Supermarket Premises (former Waitrose supermarket) Avon Road**
The Committee received details of a planning appeal (previously circulated) relating to the empty supermarket site. It was noted that all representations regarding the proposal would be automatically forwarded to the Planning Inspectorate. It was **RESOLVED** that:

The appeal be noted.

88.3 Notification of Planning Appeal on LU/210/19/PL: Inglecroft, Toddington Lane, Littlehampton

The Committee received details of the planning appeal (previously circulated) relating to the site of Inglecroft. It was noted that all representations regarding the proposal would be automatically forwarded to the Planning Inspectorate. It was **RESOLVED** that:

The appeal be noted.

89. FINANCE

89.1 Committee Monitoring Report for 2019/20 and Draft Budget for 2020/2023

The Committee received a report (previously circulated) which set out a draft budget for 2020/21 and projected budgets for 2021/22 and 2022/23. The Assistant Town Clerk explained the main points in the budget and how they related to the Council's current priorities. It was therefore **RESOLVED** that:

The draft budget for 2020/21 and the projected Budgets for 2021/22 and 2022/23 be agreed and RECOMMENDED to the Policy and Finance Committee for consideration.

90. TRANSPORTATION AND WEST SUSSEX COUNTY COUNCIL MATTERS

There was none.

91. MASTERPLAN – NORTH LITTLEHAMPTON

The Assistant Town Clerk reported that the Steering Group had met on 25th November and received a presentation of the Hampton Quay outline proposal. The Group had also received updates on various aspects of the North Littlehampton development including the revised planning application submission regarding parcels A2 & B6 which had previously been considered by the Committee. Work was due to start on the construction of the Fitzalan Link Road southern section of the Lyminster bypass in January 2020. In this respect the developer had created a website to relay important information relating to these works (<https://www.lyminsterbypass.co.uk/>) and had delivered letters and information to nearby residents which included a freephone number to deal with enquires. It was reported that the revised timetable for the major highways schemes was being confirmed and would be circulated to Members when available. It was **RESOLVED** that:

The update be noted.

92. EXEMPT BUSINESS

There was none.

The meeting closed at 7:21pm.

CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 9th December 2019
Representation on Lists 46, 47, 48

Page 1 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
46	Brookfield	DC	LU/331/19/A	5 X Fascia Sign, 1 x totem sign, 1 x entrance sign, 3 x pile mounted car park sign	Yeomans Seat Garage 52 Horsham Road Littlehampton BN17 6DN	No Objection
46	Brookfield	DC	LU/334/19/HH	Ground floor side and rear extension, first floor rear extension	Parkfield Worthing Road Littlehampton BN17 6JN	No Objection
46	Brookfield	DC	LU/323/19/HH	Construction of detached single garage	25 Windward Close Littlehampton BN17 6QX	Objection: On the grounds that the proposed garage was visually intrusive by virtue of the concrete material that was considered incompatible with the surrounding buildings and that if agreed could result in the loss of trees that currently provide screening.
46	Wickbourne		LU/332/19/HH	Single storey rear extension	1 Swanwick Walk Manning Road Littlehampton BN17 7FF	No Objection
46	Wickbourne		LU/313/19/PL	Re-clad the building with a pre-finished steel cladding system, add 4 No. new roller shutter doors & 4 No. new personnel doors to the front face of the building.	Metcraft Ltd Harwood Road Littlehampton BN17 7BB	Support application

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 9th December 2019
Representation on Lists 46, 47, 48

Page 2 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
47	Courtwick with Toddington	JL/FT	LU/305/19/RES	Application for Reserved Matters following outline permission LU/47/11 for 46 dwellings - This application may affect the setting of a Listed Building - This is a resubmission of LU/379/18/RES	Parcel A2/B6 Hampton Park Toddington Lane Littlehampton BN17 7PL	The Committee considered the revised plans for these parcels much improved. However, Members sought confirmation that the roads were wide enough to accommodate emergency and refuse vehicles. The Committee therefore had no objection to the application subject to confirmation from the Highways Authority (WSCC) that this was the case. In addition, Members would also like to see the plans for the estate include charging points for electric vehicles.
48	Courtwick with Toddington	JL/FT	LU/346/19/PL	Extension to existing unit to provide covered storage	Unit 10 Martello Enterprise Centre Courtwick Lane Littlehampton BN17 7PA	Support application
48	River	MM	LU/328/19/PL	Variation of condition 2 imposed under LU/154/19/PL relating to approved plans.	52 High Street Littlehampton BN17 5SY	Objection: Observing the reservations expressed by the Environment Agency in connection with the proposed change in accommodation, the Committee supported their objection.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 9th December 2019
Representation on Lists 49

Page 1 of 1

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
49	Beach	BBC/CBC	LU/341/19/PL	Combining two adjoining flats & alteration to glazing	37 & 43 Beach Crescent Littlehampton BN17 5NT	No Objection

MINUTES of a MEETING of the PLANNING AND TRANSPORTATION COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 6 JANUARY 2020 at 6.30PM

Present: Cllrs C Blanchard-Cooper
(Chair), Chace, Long and
Tandy

2019/2020

93. EVACUATION PROCEDURES

The evacuation procedures were noted.

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

The procedures were noted.

95. APOLOGIES

There were apologies from Councillor Molloy.

96. 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 Councillor C Blanchard-Cooper declared a personal and prejudicial interest in planning application LU/297/19/PL, 141 Wick Street. This was due to the neighbouring property being close, personal acquaintances who had strongly objected to the application. He confirmed he would leave the meeting when this was discussed.

97. MINUTES

The Minutes of the meeting held on 9th December 2019, (previously circulated), were confirmed as a true record and signed by the Chair.

98. CHAIR'S REPORT AND URGENT ITEMS

There were none.

99. PUBLIC FORUM

There was one Member of the Public present.

- 99.1** Mr Ellis firstly addressed the Committee regarding the River Beach School Petition seeking the creation of a School Safety Zone on Connaught Road. He stated that the introduction of and additional restrictions in Connaught Road, whilst desirable would displace parking, exacerbating on street parking nearby. He suggested that parents and carers should be encouraged to consider car sharing to

help eliminate the problem. It was noted that initiatives such as this often formed part of School travel plans.

- 99.2** Regarding planning application LU/352/19/PL, 56-57 Pier Road, Mr Ellis noted that the plans didn't appear to include disabled toilets or any provision for disabled access for the entrances to the retail premises. Commenting on the state of some of the properties in Pier Road, Mr Ellis lamented the lack of progress with several other approved developments in the vicinity. The Chairman thanked Mr Ellis for his comments which were noted and would be considered later on in the meeting.

100. PLANNING AND OTHER DISTRICT COUNCIL MATTERS

100.1 Planning Applications – Lists 50, 51, 52 and 1

Cllr C Blanchard-Cooper redeclared his interest in planning application LU/297/19/PL and left the meeting at 6:52pm whilst the Committee considered this matter. He re-joined the meeting at 6:58pm.

It was **RESOLVED** that:

**The representations of the Council
(appended to these Minutes as Appendix
1) be forwarded to Arun District Council.**

101. TRANSPORTATION AND WEST SUSSEX COUNTY COUNCIL MATTERS

101.1 River Beach Primary School Petition Re: The Creation of a School Safety Zone (SSZ) on Connaught Road, Littlehampton

The Committee received a petition (previously circulated) from River Beach Primary School which sought the creation of a SSZ on Connaught Road. Members were supportive of the principle of safer access to the school. However, the scope of the zoning and its positioning was unclear. Members wanted to have a better understanding of the plans and initiatives that were already in place to support safer access to the school. Members also highlighted the existing road markings denoting SSZ in other local schools were faded and considered that this also needed to be addressed. It was **RESOLVED** that:

- 1. More detailed information regarding the planned SSZ be sought from the school and brought back to the Committee to review.**
- 2. The County Council be requested to renew SSZ road markings at local schools.**

102. MASTERPLAN – NORTH LITTLEHAMPTON

There was nothing further to report.

103. EXEMPT BUSINESS

There was none.

The meeting closed at 7:10pm.

CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 6th January 2020
Representation on Lists 50, 51

Page 1 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
51	Beach	CBC	LU/357/19/HH	Single storey front extension.	16 Esher Drive Littlehampton BN17 6AA	No Objection
51	Beach	CBC	LU/368/19/HH	Proposed 2-storey front extension	3 Meadow Way Littlehampton BN17 6BW	No Objection
51	Brookfield	DC	LU/356/19/HH	Install of two front steps with handrail	30 Carvel Way Littlehampton BN17 6RJ	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 6th January 2020
Representation on Lists 50, 51

Page 1 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
51	River	MM	LU/352/19/PL	Extensions, alterations & new fire escape staircase to enable change of use from 1no.restaurant in to 2no. restaurants (A3 - Restaurants & Cafes) & conversion of 1no. 5 bed flat into 2no. 3 bed flats.	56-57 Pier Road Littlehampton BN17 5LP	Objection: Regarding the ground floor retail premises proposals, it was observed that alterations to the Pier Road frontage would see the floor level raised by 50cm. The Plans however lacked clarity regarding this change or any detail on provisions that would allow accessibility for those with impaired mobility. Similarly, there appeared to be no disabled toilet provision. Members considered the lack of these facilities went against the Arun's Local Plan strategic objectives for design (Section 13) and the emerging Design Guide which sought to promote development providing "opportunities for ease of movement for pedestrians" and buildings that were of a "good design which will contribute positively to making places better for people".
51	Wick/ Wickbourne		LU/297/19/PL	1 No. new dwelling (resubmission following LU/84/19/PL). Notification of alterations to scheme. The application is not being re-advertised however it is proposed to replace two front floor windows in the Western elevation with Velux windows.	Land to rear of 141 Wick Street Littlehampton BN17 7JY	Objection: Maintained its previous objection to the proposed development on the grounds that it was out of character in terms of its appearance compared with existing development in the vicinity and did not adequately address the concerns raised during the previous application.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 6th January 2020
Representation on Lists 52,1

Page 1 of 1

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
52	Beach	CBC	LU/371/19/HH	Singe storey rear extension to create Kitchen Family Room. Single storey extension to rear of existing garage.	Windlesham 7 St Winefrides Road Littlehampton BN17 5NL	No Objection
52	Beach	BBC/CBC	LU/322/19/HH	removing tiles to existing outside front and left side of bungalow and replacing with cladding	12 White Horses Way Littlehampton BN17 6NH	No Objection

MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 2 DECEMBER 2019 at 6.30PM

Present: Cllrs Chace (Chair), C
Blanchard-Cooper,
Price and Rhodes

2019/2020

22. EVACUATION PROCEDURES

The evacuation procedures were noted.

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

The procedures were noted.

24. APOLOGIES

There were apologies from Councillors Baker and Squires.

25. 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.

26. MINUTES

The Minutes of the meeting held on 2nd September 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

27. PUBLIC FORUM

There was one member of the public present and no questions were raised.

28. CHAIR'S REPORT AND URGENT ITEMS

There were none.

29. OFFICERS REPORT

29.1 Standing Orders / Urgent Actions

The Committee received and noted an urgent action (previously circulated) relating to an additional CCTV camera on the outside of the Manor House and the re-positioning of another at the rear car park. It was **RESOLVED** that:

The Urgent Action be noted.

29.2 Staff Update

The Committee received a report (previously circulated) updating Members on staff changes since the last meeting of the Committee. It was noted that interviews were taking place this week to fill the vacancy of a Collections Documentation Officer on a fixed term contract. It was **RESOLVED** that:

The update be noted.

29.3 Absence Monitoring Report

The Committee received the latest periodic report (previously circulated) detailing staff sickness covering the quarter 2 2019 – 2020. Members were pleased to note the continued low level of self-certified sickness and it was **RESOLVED** that:

The report be noted.

29.4 Manor House Room Hire Fees and Car Park Charges Proposals 2020/21

The Committee received a report (previously circulated) which reviewed the Manor House room hire fees, tariffs for Weddings and Ceremonies and car park charges. These included a small increase in the charges for weddings and ceremonies. Councillors commented on the low amount of bookings this year. The Town Clerk reported that these numbers fluctuated, but that cost was not thought to be a deterrent. It was important that the Council's costs were covered. It was therefore **RESOLVED** that:

The report be noted.

29.5 Keystone Centre

It was reported that discussions were continuing with Arun District Council and they hoped to have the Feasibility Study ready for tender by the end of year and receive the results of this in Spring 2020. It was **RESOLVED** that:

The current position be noted.

30. FINANCE

30.1 Committee Finance Report 2019/20

The Committee considered the periodic Finance Report (previously circulated) highlighting any significant variances from budget in terms of income and expenditure relating to this Committee's Budget. It was reported that the CCTV at Lineside Unit needed an upgrade and it was therefore **RESOLVED** that:

- 1. The CCTV at the Lineside Unit be replaced as set out in the report.**
- 2. The report be otherwise noted.**

30.2 Committee Budget Proposals 2020 - 2023

The Committee received a report (previously circulated) which set out a draft budget for 2020/21 and projected budgets for 2021/22 and 2022/23. The Town Clerk briefly outlined the budget process and highlighted a few areas in the report, including the Waste Disposal budget, the Manor House Maintenance and that the loan finished for the Southfields Jubilee Centre in 2021/22. As well as this, it was noted that a 2% pay increase had been budgeted for but that proposals under the manifestos for the General Election could impact this. It was therefore **RESOLVED** that:

The draft budget for 2020/21 and the projected Budgets for 2021/22 and 2022/23 be agreed and RECOMMENDED to the Policy and Finance Committee for consideration.

31. **EXEMPT BUSINESS**

There was none.

The meeting closed at 6:50pm

CHAIR

LITTLEHAMPTON TOWN COUNCIL

Non- Confidential

Committees: Full Council

Date: 23rd January 2020

Report by: Town Clerk

Subject: Approval of Absence From Meetings Under Section 85, Local Government Act 1972

1. BACKGROUND AND SUMMARY

- 1.1 Owing to serious ill health, Councillor Squires has been unable to attend meetings of the Council. He been receiving treatment in hospital but otherwise remains active as a Councillor within these constraints.
- 1.2 He last attended a meeting of Council or its Committees on 5th September 2019 (Community Resources Committee).
- 1.3 Section 85 of the Local Government Act 1972 provides that: -

If a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meetings of the Authority he shall, unless the failure was due to some reason approved by the Authority before the expiry of that period cease to be a member of that authority.

- 1.4 Should Councillor Squires be unable to attend meetings during the Spring and Summer; Council will need to look again at this. Therefore, to align with Council meetings and when the current six-month period expires, 5th March 2020, it is proposed that an exemption be given until the day after Full Council in June 2020, (i.e. 26th June 2020).

2. RECOMMENDATION

- 2.1 Council is **RECOMMENDED** to approve that:

An exemption be given under S.85 of the Local Government Act 1972 for Councillor Tony Squires to be absent from meetings of the Council up to and including 26th June 2020.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non- Confidential

Committees: Full Council

Date: 23rd January 2020

Report by: Town Clerk

Subject: Town Merit Awards

1. Summary

- 1.1** This report sets out options to enable the public to make nominations for the Town Merit Awards as proposed in the Council's new priorities.

2. Recommendations

Council is RECOMMENDED to:

1. Agree a way forward from the two options set out in paragraph 3.3 below.
2. Agree a revised arrangement to decide on the awards as set out in paragraphs 3.5 – 3.7

3. Background

- 3.1** Council has agreed, as one of its priorities, to involve the public in the nomination process for the Town Merit Awards. To date Councillors have been the only people who could make nominations, although how they have sought suggestions has been up to them. Town Merit Awards are presented at the Annual Town Meeting. There are no exclusions to the Award being made to the same individual or group more than once or whether a person is salaried.

- 3.2** Council has previously agreed the following criteria for nominating individuals or groups:

Nominations of individuals or groups who, in the opinion of the Council, have made a significant contribution to the town and the townsfolk. This could be through a combination of a number of factors, improving the promotion of the town, enhancing its reputation, initiatives to improve quality of life for residents or a sustained contribution to a particular issue which has wide reaching benefits for Littlehampton.

- 3.3** Council needs to consider the options available to involve the public and is asked to adopt one of the following: -

Option 1:

In addition to Councillors nominations, the Councils communications team use all resources (Progress, Facebook, Website, Press Release, Notice Boards etc) to seek public nominations, which should be sent to the Town Clerk by hand, email or online.

Option 2:

Councillors use their own networks to seek public nominations and forward these to the Town Clerk. This has the added advantage of bringing Members closer to their constituents.

3.4 It will need to be clearly stated that: -

- a) This is not a referendum and that the number of nominations for any individual will not have a bearing in the judgment of the nomination and decision.
- b) Nominations must be from Councillors or current residents of the Town.
- c) Full contact details of nominators must be available.
- d) There will be no feedback on the success or otherwise of the nomination. It would be very unfair on any individual to have the reasons for an unsuccessful nomination shared in the public arena.
- e) The decision is not appealable in any form.
- f) The Council will not comment in any way on the nominations other than making the presentation to the award winner and linked publicity.

3.5 Currently a Panel comprising the Town Mayor and the Chairs of the Policy & Finance and Community Resources Committees make recommendations to the Community Resources Committee. This is a little clumsy as it is seen as vitally important that the successful nominees names do not surface in the public arena before the award.

3.6 It is therefore suggested that the Panel be given delegated authority by Council to agree who might or might not receive a Town Merit Award, with the minutes of that meeting being received by Council once the presentations have been made.

3.7 Council needs to agree the Membership of the Panel, which might be the Town Mayor, Deputy Town Mayor and the Chairs of Community Resources and Policy & Finance Committees. One other Member could be appointed by Council, which would ensure that at least one minority group is represented. The quorum would be three and substitute Members would only be acceptable for the Chairs of the Committees and in those cases, only the Vice-Chairs.

3. Financial Implications

There are none.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non- Confidential

Committee: Full Council

Date: 23rd January 2020

Report by: The Town Clerk and Deputy Town Clerk and Responsible Financial Officer

Subject: Capital Programme Funding 2020/21 & Projected Funding 2021/22 and 2022/23

1. Summary

- 1.1 Over the Summer of 2019, the Council has progressed the creation of a list of priorities. These range from major capital projects to small location-specific initiatives.
- 1.2 These priorities were considered by the Policy & Finance Committee on the 28th October 2019, and Full Council on 21st November 2019 where they were approved and adopted by Council, together with a projected timeline for delivery.
- 1.3 The funding of the Capital Programme was considered by the Policy & Finance Committee on the 16th December 2019 who recommended it be presented to Council for approval as part of the overall Council Budget.
- 1.4 This report seeks to explain the funding of the Capital Programme and the financial implications of the emerging priorities as part of the budget setting process for 2020/21, 2021/22 and 2022/23.

Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992.

In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).

2. Recommendations

The Council is RECOMMENDED to:

- 1) Approve the Capital Programme Funding for 2020/21 and the projected funding for 2021/22, 2022/23.

3. Background

- 3.1 The budget is looking to create a strategic approach with the flexibility to deliver the Council's aspirations, new developments, proposed projects and initiatives to uplift the Town. The budget also aims to build ongoing items into the revenue budget, rather than fund from earmarked reserves (EMR), and to build reserves and revenue budgets for new buildings. These are commented upon below and to support Members understanding of the budgets the Council's EMRs are included as Appendix 1.
- 3.2 The Council's EMRs include a 'Capital Receipts Reserve' of £1,418,034 (Reserve Code 345). This includes the money received from the sale of land at Worthing Road allotments connected to the construction of the North Littlehampton development. Capital Receipts can only be spent on capital expenditure (fixed assets, which are expected to be productive assets for a long period of time, for example a new building) and not on revenue items (costs that are related to specific revenue transactions or operating periods, such as utility bills or repairs and maintenance expenses).
- 3.3 In addition, the EMRs include Capital Receipts of £379,296 (Reserve Code 321) that have been converted into EMRs that can be spent on either revenue or capital, following capital expenditure (from Stage-by-the-Sea and payments on Capital Loans) being met from Capital Receipts Reserve rather than the revenue budget. It is from this budget that many of the uplift initiatives can be funded (such as the Town Centre Match Funding for Events).
- 3.4 At the end of the 2019/20 financial year a further £30,000 will be converted from Capital Receipts Reserve to Converted Capital Receipt following capital expenditure on Southfields Loan rather than the revenue budget.
- 3.5 Converted Capital Receipt (£379,296 plus £30,000 = £409,296)
- 3.5.1 An estimated total of £45,000 of Converted Capital Receipt to support a two-year pilot scheme of Community Wardens in partnership with ADC. £22,500 is shown as being spent from EMR in 2020/21 and a further £22,500 in 2021/22. The budget for Community Wardens is £45,000 per annum for two years (a total of £90,000), half of which will be funded from Loan Capital and half will be met by the revenue budget.
- 3.5.2 £20,000 of Converted Capital Receipt in 2020/21 and £10,000 in 2021/22 for Town Centre Match Funding, to support the proposed town centre events initiative to 'innovate our high streets' in partnership with ADC. A further £10,000 is projected to be spent from EMR Town Centre Initiatives in 2021/22. The required budget is £25,000 per annum, and so £5,000 will be met by the revenue budget in 2020/21, £5,000 in the revenue budget 2021/22 and £25,000 in the revenue budget in 2022/23, should the initiative continue.
- 3.5.3 An estimated £30,000 for the removal and replacement of the conifers at Rosemead Park to be met from Converted Capital Receipt.

3.5.4 Other initiatives identified in the priorities that could be funded from the Converted Capital Receipt include: Water Refill Stations; Recycling Scheme; Outdoor Leisure (e.g. Boules/Petanque at Mewsbrook Park, Splash Pads, Rickshaws); an Organic Allotment Site and a possible Supplementary Planning Document.

3.6 Capital Receipts Reserve (£1,418,034 less £30,000= £1,388,034)

3.6.1 As agreed through the emerging priorities, a refocus of New Major Capital Projects from a Town Centre Community Centre to: High Street Public Realm; Rosemead Playground; Keystone & North Littlehampton Community Centres; the Windmill and St Martins Car Park.

- Beach Road Public Realm Enhancements – As agreed by Full Council, a capital sum of up to £200,000 for expenditure on this, in partnership with ADC.
- Rosemead Playground
 - There is £70,819 in EMR for the replacement of Rosemead Playground as well as the Anesco Grant EMR of £12,000. It is estimated that a further £4,000 could be earmarked at the end of 2019/20 from the 2019/20 budget.
 - The planning application to develop the land south of the Littlehampton Academy at Elm Grove Road includes provision under a Section 106 developer agreement for a contribution of £68,000 towards improvements to this area. This replacement playground has been identified as a priority for the new Council and if this S106 funding does not come forward it is proposed that additional capital funding be made available from the Capital Receipts Reserve to give a total budget available of up to £150,000.
- New Keystone Community Centre
 - An initial feasibility study has indicated the new Keystone Centre could cost c.£1.2 million. The Town Council currently expects this to be funded as follows: £97,487 for Keystone from Section 106 funds held by the Council (Morrisons) + £77,000 from Loan Capital (the remaining sum from the sale of the Dairy) + £250,000 from ADC Youth Facility Contribution + £200,000 from the Kingley Gate Section 106 and potentially up to £600,000 from the Council's Capital Receipts Reserve.
 - There is also £1,492.60 remaining from the 'Community Rights Programme' Grant received in 2015 that can be used on Keystone consultation
- There are currently no estimates for the new North Littlehampton Centre, the Windmill and St Martin's Car Park. The former should be met from the Section 106 Agreement for that development.

3.7 Building revenue and reserve budget for new Centres

- 3.7.1 As indicated earlier in this report this budget aims to build revenue and reserve budgets for new facilities. To this end revenue budgets have been introduced for both the new Keystone Centre and new North Littlehampton Centre. These will be earmarked and used to support the revenue budgets when the new centres open.
- 3.7.2 It is hoped that the new Keystone Centre will open in summer/autumn 2021. £10,000 will be taken from General Reserves this financial year (2019/20) and earmarked as agreed in the previous budget setting process. £20,000 has been added to the Revenue Budget for new Keystone Centre in 2020/21 and will be earmarked. There is a £30,000 budget in 2021/22 when the Centre should open. As it is unlikely to have tenants generating income when it first opens, the money in earmarked reserves will support revenue costs to begin with. Figures are very much an estimate and are based on the running costs of Southfields Community Centre (c.£30,000 per year excluding the loan) and exclude an 'anchor' tenant and possible café.
- 3.7.3 The new North Littlehampton Centre may open in 2023. This will be a large community centre, with a possible anchor tenant. Similarly, revenue costs that can be earmarked have been introduced to the budget, with £20,000 in 2021/22, £40,000 in 2022/23 with a view to reaching £60,000 in 2023/24. As above, these figures are very much an estimate.

Peter Herbert
Town Clerk

Laura Chrysostomou
**Deputy Town Clerk and
Responsible Financial Officer**

Earmarked Reserves 2019/20							
Reserve	Res code	Opening Balance 01/04/19 £	Expenditure to 31/3/20 £	Additions 31/3/20	Closing Balance 31/3/20 £	Committed £	Available balance £
Allotments	320	2,849.00			2,849.00		2,849.00
Allotment Accesibility Grant	320	5,819.63			5,819.63		5,819.63
Arcade enhancements	320	385.00			385.00		385.00
A Team Ticket System	320	2,429.60	40.30		2,389.30		2,389.30
Bus Expenditure	320	17,000.00			17,000.00		17,000.00
CRC initiatives	320	18,153.18			18,153.18		18,153.18
Community Event	320	16,248.71	20.00		16,228.71	16,000.00	228.71
Christmas Lights	320	8,784.62			8,784.62	6,000.00	2,784.62
Election Expenses	320	19,402.20			19,402.20		19,402.20
Events	320	2,650.00			2,650.00		2,650.00
GDPR	320	7,380.00			7,380.00	1,368.00	6,012.00
General Grants	320	2,357.04	500.00		1,857.04	1,500.00	357.04
Heritage Lottery Grant 2017/18	320	16,946.00	81.84		16,864.16		16,864.16
Keystone Centre	320	7,800.00			7,800.00		7,800.00
Legal Expenses	320	6,269.00			6,269.00		6,269.00
Lineside industrial Unit Rent	320	6,499.52			6,499.52	6,000.00	499.52
Manor House Advertising	320	489.00			489.00		489.00
Marketing	320	5,000.00			5,000.00	5,000.00	0.00
Mayors Allowance - Contingency	320	2,000.00	156.17		1,843.83		1,843.83
Mayors Allowance - Chain	320	1,000.00			1,000.00		1,000.00
Members Training	320	4,160.00	1,000.00		3,160.00		3,160.00
Minute Binding	320	2,204.00	690.00		1,514.00		1,514.00
Neighbourhood Plan	320	9,956.34			9,956.34	9,000.00	956.34
Notice Boards	320	512.00			512.00		512.00
Parks & open spaces	320	1,096.59			1,096.59	45.60	1,050.99
SE in Bloom	320	319.55			319.55		319.55
PC Refurb	320	10,000.00			10,000.00		10,000.00
Recruitment	320	3,041.50			3,041.50		3,041.50
Rosemead	320	70,819.06			70,819.06		70,819.06
Rosemead- Anesco Grant	320	12,000.00			12,000.00		12,000.00
SJC Furniture & Equip	320	2,227.48			2,227.48		2,227.48
Sports Forum	320	421.90			421.90		421.90
SBTS	320	3,017.80			3,017.80	500.00	2,517.80
SBTS concerts	320	600.00			600.00	600.00	0.00
Small Arts Grants	320	800.00	225.00		575.00		575.00
Street Scene	320	4,979.04			4,979.04		4,979.04
Town Centre Initiatives	320	29,144.25	12,811.33		16,332.92	10,000.00	6,332.92
Tourism	320	3,914.05			3,914.05		3,914.05
Training	320	5,707.48			5,707.48		5,707.48
Tree Planting	320	3,129.37	74.33		3,055.04	1,425.67	1,629.37
Vehicles & Equipment	320	40,248.94	2,399.94		37,849.00	9,431.88	28,417.12
Visit Littlehampton	320	3,043.51			3,043.51		3,043.51
Welcome pack	320	35,297.60			35,297.60		35,297.60
Wick Village Traders Gateway	320	500.00			500.00		500.00
Wick Initiatives	320	1,880.00			1,880.00		1,880.00
Wick Week	320	662.00	105.00		557.00		557.00
Youth Mayor	320				0.00		0.00
		399,144.96	18,103.91	0.00	381,041.05		314,169.90

Earmarked Reserves 2019/20							
Reserve	Res code	Opening Balance 01/04/19 £	Expenditure to 31/3/20 £	Additions 31/3/20	Closing Balance 31/3/20 £	Committed £	Available balance £
From SBTS	321	143,396.00			143,396.00		143,396.00
From Church Street	321	7,900.00			7,900.00		7,900.00
From Loan Capital	321	228,000.00			228,000.00	182000	46,000.00
		379,296.00	0.00	0.00	379,296.00		197,296.00
Capital Receipts Reserve	345	1,499,459.48	81,425.00		1,418,034.48		
					1,418,034.48		
RALP Assets	325	2,000.00			2,000.00		2,000.00
IT	325	4,080.88			4,080.88		4,080.88
		6,080.88	0.00	0.00	6,080.88		6,080.88
WSCC Skate Park Grant	326	2,561.00			2,561.00		2,561.00
Music project- YOF	326	929.60			929.60		929.60
Escape Project	326	2,243.00			2,243.00		2,243.00
Outreach	326	1,200.36			1,200.36		1,200.36
Subs P82	326	3,251.09			3,251.09		3,251.09
Volunteers & offsite Activities	326	804.00			804.00		804.00
		10,989.05	0.00	0.00	10,989.05		10,989.05
Building maintenance MH	327	16,618.96	2,170.08		14,448.88		14,448.88
Building maintenance SJC	327	47,278.03			47,278.03	2,000.00	45,278.03
Building maintenance LIU	327	2,320.66			2,320.66		2,320.66
Building maintenance P82	327	5,158.00			5,158.00		5,158.00
Clock maintenance	327	335.10			335.10	250.00	85.10
Memorial maintenance	327	0.00			0.00		0.00
		71,710.75	2,170.08	0.00	69,540.67		67,290.67
Museum Collection Mgmt	328	0.00			0.00		0.00
Museum Storage	328	470.76			470.76		470.76
Museum Events	328	150.35			150.35		150.35
Museum Archaeological deposits	328	284.90			284.90		284.90
Museum Volunteers	328	130.00			130.00		130.00
Museum donations	328	2,173.57			2,173.57		2,173.57
Places of Science Grant	328	875.00	74.00		801.00		801.00
Museum WIDMB reprint	328	258.50			258.50		258.50
		4,343.08	74.00	0.00	4,269.08		4,269.08
Totals		871,564.72	20,347.99	0.00	851,216.73	251,121.15	600,095.58

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Full Council

Date: 23rd January 2020

Report by: The Town Clerk and Deputy Town Clerk and Responsible Financial Officer

Subject: Full Council Budget 2020/21 & Projected Budgets for 2021/22 and 2022/23.

1. Summary

- 1.1 Attached as Appendix 1, for the Council's consideration, is a summary of the proposed Full Council budget for 2020/21 & Projected Budgets for 2021/22 and 2022/23.
- 1.2 Also attached as Appendices 2 (a), (b) and (c) respectively and for the Council's information, are summaries of the Growth Areas in the budget (£1,000 or above), Income changes and the Reductions in budget (£1,000 or more).
- 1.3 The full Council Budget has been prepared to reflect a 4% increase in Band D for 2020/21 and currently project a 2% increase for 2021/22 and 2022/23 (the figures for 2021/22 and 2022/23 do not reflect any increase in the Council Tax base).
- 1.4 The Budget has been prepared to include the new priorities of the Council that principally aim to deliver a significant uplift to the Town.

Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992.

In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).

2. Recommendations

The Council is **RECOMMENDED** to

- (1) Approve the budget for 2020/21 setting a Precept of £1,279,268.
- (2) Note the projected budgets for 2021/22 and 2022/23.
- (3) Approve the level of the General Reserves (3.10, 3.11).
- (4) Approve the existing procedure, as per Standing Orders and Financial Regulations, of authorising of Council expenditure. (4.1)

- (5) Approve the current list of Direct Debits, attached as Appendix 3, as per Financial Regulations (4.2)
- (6) Approve the existing procedure, as per Financial Regulations, of authorising expenditure to a value not exceeding £200 on the Imprest Account (4.3).
- (7) Delegate authority to the Town Clerk to spend Earmarked Reserves (EMR) up to the amounts included in the approved EMRs, subject to the requirements of the Standing Orders, Financial Regulations and Scheme of Delegation (4.4).
- (8) Delegate to the Town Clerk authority to spend external Grant monies as outlined in the grant application (4.5).

3. Background

- 3.1 The budget is looking to create a strategic approach to managing the Council's Budget whilst providing the flexibility within the budget to deliver improvements to services, the Council's aspirations, proposed projects and initiatives to uplift the Town.
- 3.2 Emphasis has been put on maintaining budgets where needed, aiming to build ongoing items into revenue budgets and building revenue and reserve budgets for new developments, proposed projects and activities. The budgets also take into consideration the balance of EMR.
- 3.3 The budget that is presented has been considered by all Standing Committees. Each Committee recommends that the budget for that Committee is approved and presented to Council and these proposals have been incorporated.
- 3.4 The Policy and Finance Committee at its meeting on 16th December 2019 considered the Full Council Budget and the Capital Programme Funding for 2020/21 & Projected Budgets for 2021/22 and 2022/23 and recommends that these are presented to Council for approval.
- 3.5 The proposed Precept for 2020/21 is £1,279,268. The overall effect of all projected income and expenditure for 2020/21 is a **4% / £4.86 per annum** (0.09p per week) increase on Band D Council Tax. The proposed Band D Council Tax is £126.31 per annum, compared with £121.45 in 2019/20.
- 3.6 Band D Council tax is measured with reference to a Council Tax Base which is calculated every year by Arun District Council. The new calculation of the Band D base has been given as 10,128 compared to 9,857 in 2019/20. This produces an increase in precept of £34,230 for 2020/21 for the equivalent amount of Band D Tax.
- 3.7 All known expenditure has been budgeted for. Earmarked Reserves have been reviewed and if expenditure is to be funded from an EMR then it has been deducted from the total expenditure before calculating the Precept. The relevant Standing Committees have agreed to take these amounts from the

appropriate EMRs. The budget has been set to take £251,359 from EMR (£57,309 – 2019/20, £169,826 – 2018/19).

- 3.8 As at 19th December 2019, there was £2,269,352 in Earmarked Reserves. This comprises a Capital Receipt of £1,418,034, which includes the money received from the sale of land at Worthing Road allotments connected to the construction of the North Littlehampton development. Capital Receipts can only be spent on capital expenditure.

In addition, the EMRs include 'Converted Capital Receipts' of £379,296 that have been converted into EMRs that can be spent on either revenue or capital following capital expenditure (from Stage-by-the-Sea and payments on Capital Loans) being met from Capital Receipts Reserve rather than the revenue budget. It is from this budget that many of the uplift initiatives can be funded.

- 3.9 Where EMRs exist for specific budgets, those budgets have been kept to a minimum with no contingency, other than EMRs.
- 3.10 The General Reserve as at 1 April 2019 was £204,741 (£201,302 – 2018). £10,000 will be taken from General Reserves this financial year (2019/20) and earmarked for the new Keystone Centre as agreed in the previous budget setting process. The Council also has a long-term investment, purchased from the General Reserve, the bid market value of which was £506,759 as of 30th September 2019.
- 3.11 The level of the General Reserve is barely adequate and no significant spending from General Reserves is expected. However, in future years the Town Council would be relying on its ability to draw on General Reserves to respond to future challenges and to support areas of growth. Therefore, the budget has been set to return £14,992 to General Reserves.

4. Payment Approval

- 4.1 In line with Financial Regulations and Standing Orders all Invoices will be authorised by the Deputy Town Clerk and Responsible Financial Officer, Town Clerk or Assistant Town Clerk; all direct debit mandates for payment will be signed by 2 authorised Member signatories; all cheques up to a value of £249,999 shall be signed by two authorised Member signatories and cheques over £250,000 shall be signed by three authorised Member signatories and all online transactions up to a value of £50,000 shall be approved by the Town Clerk and one authorised Member signatory.
- 4.2 In line with Financial Regulations, payments can be made by Direct Debit, including by variable Direct Debit for utility supplies and rates. The current list of Direct Debits is attached at Appendix 3.
- 4.3 In line with Financial Regulations, the Town Clerk or in his/her absence, the RFO, is authorised to sign cheques on the Imprest Account to a value not exceeding £200.

- 4.4 The Town Clerk or in his absence the RFO, is authorised to spend Earmarked Reserves up to the amounts included in the approved EMRs in line with the Financial Regulations, Standing Orders and Scheme of Delegation.
- 4.5 The Town Clerk or in his/her absence the RFO, is authorised to spend Grants as outlined in the grant application in line with the Financial Regulations, Standing Orders and Scheme of Delegation, notwithstanding the need to report to Committee grant applications.

Peter Herbert
Town Clerk

Laura Chrysostomou
**Deputy Town Clerk and
Responsible Financial Officer**

LITTLEHAMPTON TOWN COUNCIL				
SUMMARY BUDGETED EXPENDITURE				
	Actual Budget 2019/20	Draft Budget 2020/21	Projected Budget 2021/22	Projected Budget 2022/23
SERVICES	£	£	£	£
Central Admin & Support Services (Recharged)	-	-	-	-
Democratic Representation & Management	215,439	215,872	222,060	226,355
Town Management	100,589	168,385	149,164	104,870
Community Grants & Partnership Initiatives	67,815	66,358	66,652	66,961
Amenity Team (Recharged)	-	-	-	-
Planning & Transportation	27,810	24,155	15,566	16,011
Manor House Room Hire	2,262	1,699	2,146	2,356
Corporate Management	182,887	182,887	194,385	199,177
Manor House (Recharged)	-	-	-	-
Street Lighting	1,350	1,405	1,420	1,435
Community	194,959	213,077	215,395	218,161
Southfields Jubilee Centre	57,328	61,125	61,644	31,947
Parks & Open Spaces	79,248	257,680	80,701	77,588
Project 82 & Youth Services	70,592	89,850	125,437	145,984
Museum	176,729	170,062	158,873	160,377
Allotments	57,402	63,079	62,447	64,181
TOTAL NET EXPENDITURE	1,234,410	1,515,634	1,355,890	1,315,402
Funded from EMR				
GDPR	(1,284)	(684)	(684)	(684)
Youth Mayor	(1,000)	-	-	-
Marketing	(5,000)	(4,750)		
Community Wardens		(22,500)	(22,500)	
Town Centre Events Match Funding		(20,000)	(10,000)	-
Town Management Initiatives (Wardens, Events)			(10,000)	
General Grants		(500)	(500)	(500)
Community Transport Infrastructure				
Neighbourhood Plan	(9,000)	(9,000)		
Rosemead Park Playground		(150,000)		
Rosemead Park Trees		(30,000)		
Lineside Rent	(4,000)	(3,000)	(3,000)	
Vehicle Hire	(3,725)	(3,725)	(3,725)	(3,725)
Christmas Lights	(3,000)	(3,000)		
SOTG	(6,000)			
SBTS Concerts/Promo	(200)	(200)		
Event Support	(4,600)	(4,000)	(5,000)	(1,000)
Southfields Maintenance	(2,000)			
Skate Park	(16,000)			
Tree Planting	(1,500)	-	-	-
Funded from General Reserves	(6,000)			
Funding Required	1,171,101	1,264,275	1,300,481	1,309,493
Other Funding (from) / to balances	26,049	14,992	765	17,777
DRAFT PRECEPT FOR YEAR	1,197,150	1,279,268	1,301,246	1,327,271
BAND D COUNCIL TAX	121.45	126.31	128.84	131.41
INCREASE IN BAND D COUNCIL TAX	3.00%	4.00%	2.00%	2.00%
Additional Information	£	£		
General Fund 01/04/2019	201,302	204,741		
Earmarked Reserves 01/04/19	2,371,024			
Earmarked Reserves 19/12/19		2,269,352		
Total useable Reserves	£2,572,326	£2,474,093		

Growth Areas in the budget (£1,000 or above)

Budget	2019/20	2020/21	Reason
IT	£15,900	£18,710	Increased costs of software, increase in number of Microsoft Licences, additional £2,000 for replacement PCs in order to ensure the Town Council meets a recommended PC replacement programme of every 4 years.
Waste Disposal	£1,775	£2,790	Includes an estimated increase of £1,000 for recycling waste.
Community Wardens	£0	£45,000	Funding for Community Wardens for a two-year pilot in partnership with ADC. Half of this (£22,500) to be funded from EMR (Converted Capital Receipt).
Town Centre Events Match Funding	£0	£25,000	To support the proposed town centre events initiative to 'innovate our high streets' in partnership with ADC. £20,000 to be funded from EMR (Converted Capital Receipt).
LOCA	£1,500	£2,500	£1,000 to be moved from Community Services (Cost Centre 302) to the LOCA SFA to deliver a programme for Stage by the Sea.
General Grants	£20,000	£21,000	General Grants has been increased by merging the Small Arts Grants (£500) and using £500 from General Grants EMR.
Wick Initiatives and Wick Week	£750	£4,000	In the 2019/20 budget setting process, £2,000 was merged from the Wick Week budget (under Community Services) with the Wick Information Centre SFA. In 2020/21 the Wick Week budget of £2,000 has been moved from the WIC SFA and merged with the Wick Initiatives budget. Furthermore, an additional £1,250 has been added to the Wick Initiatives budget (which was £750 in 2019/20), making this a total of £4,000 for Wick Initiatives and Wick Week.
Vehicles and Equipment	£5,000	£8,000	The Vehicle/Equipment budget which is put into EMR for future replacement of vehicles was kept at £5,000 in 2019/20 and has been increased to £8,000 for 2020/21 and thereafter.
Planning Initiatives	£9,000	£10,000	A proposed budget of £10,000 has been allocated to Planning Initiatives. £9,000 of this is to be met from EMR and was in the 2019/20 budget for Neighbourhood Plan but was not spent. This may be used for a Town Centre plan as part of the Arun District Council initiative for the Town Centre (Policy & Finance).

Christmas Illuminations	£23,750	£25,000	The budget for Christmas Illuminations is £23,750 and includes the Wick illuminations. £3,000 will be met from EMR for 2020/21. An additional £1,250 has been added as the contract is due for renewal in 2020 and will be subject to a tender process.
Town Show	£17,000	£18,000	The budget has been increased by £1,000 to cover the increased costs of marquees.
Event Support	£5,000	£7,000	Increased by £2,000 to allow external organisations to develop events.
Tree Planting Scheme	£0	£4,000	Created for a Tree Planting Scheme on the new road between the Academy and North Littlehampton, reflecting the Council's emerging priorities.
Rosemead Park Playground	£0	£150,000	For the replacement playground. This will be met from EMR, of which there is £70,819 Rosemead Maintenance EMR (with further underspends to be added at the end of 2019/20) and £12,000 Solar Farm Grant from Anesco. The remainder will come from the Capital Receipts Reserve, depending on final costs. Additional funds are expected from S106 for the Elm Grove development, but it is unknown when these will be available.
Rosemead Park Trees	£0	£30,000	Estimated for the removal and replacement of the conifers at Rosemead Park. This will be met from the Converted Capital Receipt in EMR.
New Keystone Centre	£0	£20,000	It is hoped that the new Keystone Centre will open in summer/autumn 2021. £10,000 will be taken from General Reserves this financial year (2019/20) and earmarked as agreed in the previous budget setting process. £20,000 has been added to the revenue budget for new Keystone in 2020/21 and will be earmarked. There is a £30,000 budget in 2021/22 when the centre should open. As it is unlikely to have tenants generating income when it first opens, the money in earmarked reserves will support revenue costs to begin with. Figures are very much an estimate and are based on the running costs of Southfields Community Centre (£30,000 per year excluding the loan) and exclude an 'anchor' tenant and possible café.

Staffing	£639,300	£664,465	<p>Overall the salaries budget has increased by £25,165 in 2020/21 (3.94%). Factors included and affecting the salary budget include:</p> <ul style="list-style-type: none"> •A 2% pay increase has been budgeted for in 2020/21. Confirmation of the pay increase to NJC salary scales has yet to be announced (this announcement can sometimes be as late as June). •The employer's contribution to the Local Government Pension Scheme has been reduced from 21.7% to 20.7% in 2020/21 as a result of the Actuarial Valuation (which takes place every three years). •The inclusion of the Collection Documentation Officer post until 31st March 2021 for 30 hours per week •The inclusion of the new Communications and Events structure and the new Democratic and Community Services structure •An additional 4.5 hours per week for the Finance Assistant to deal with: increased expenditure; additional work that results from electronic banking and BACs payments; the complex nature of the Town Council's budget; providing capacity to monitor cash flow, EMR and income deposits which will be critical as the Council spends EMR; to undertake work relating to utilities and to keep up to date with routine tasks such as processing payments, monthly bank reconciliations. •As well as the agreed pay rise detailed above, several staff also move up one SCP as part of their incremental increase. •New staff have joined the pension scheme. •Salaries allocated to individual services have fluctuated significantly due to reallocation of staff time to reflect changes in the staffing structure. •The Town Council remains a Foundation Living Wage employer.
Total	£738,975	£1,055,465	

Income changes

Budget	2019/20	2020/21	Reason
Room Hire- MH	£12,610	£12,610	No increase to Room Hire charges based on competitor review and the Gladden Room no longer being available. Wedding charges increased based on costs and competitor review.
Catering income	£1,700	£1,000	Decreased catering income based on income received.
Car Park Income	£4,500	£4,500	Car parking charges to remain the same
Bank Interest	£43,000	£40,000	Bank interest has reduced by £3,000 to reflect the low interest rates from the Public Sector Deposit Fund and because the interest from the sale of Land at North Littlehampton earns less in a Fixed Term Deposit (as opposed to the Local Authorities Property Fund). In addition, as EMR is being spent on new developments and proposed projects and initiatives, the amount that can be placed in a fixed term deposit will be reduced, thereby reducing interest received.
SJC Rental Income	£26,270	£26,270	No increase to hire charges based on competitor review.
P82 Rental Income	£2,040	£2,040	No change
Museum Income	£1,025	£1,025	No change
Total	£91,145	£87,445	

Reductions in budget (£1,000 or more)

Budget	2019/20	2020/21	Reason
Training	£6,250	£4,250	In 2019/20 an additional £2,000 was added to the Training Budget to cover planned staff development for that year. In 2020/21 the Training budget returns to £4,250.
Youth Mayor	£1,000	£0	The Youth Mayor Budget was introduced in 2017/18 but has been unspent. It will be returned to the General Reserve.
Arun Community Transport	£4,500	£2,000	In 2019/20 £4,500 was allocated for Community Transport. This was adjusted to £3,200 during the financial year due to changes and the newly formed Arun Community Transport. £2,000 has been allocated for Community Transport in 2020/21. Potentially some of the Bus EMR could be used to fund infrastructure support should Members agree this at a future date.
Shopmobility	£2,000	£0	Following a review of the SFAs it was recommended the Council do not enter an SFA with Shopmobility.
Equipment Maintenance	£7,725	£1,750	2019/20 included an additional £6,000 for the replacement PA system in the Millennium Chamber.
Licences	£1,150	£150	2019/20 included an additional £1,000 for building surveys.
Security	£8,000	£4,000	2019/20 included an additional £4,000 for CCTV replacement at Manor House.
Stage by the Sea	£1,000	£0	This has been merged with the LOCA SFA
Skate Park	£16,000	£0	This is now complete.
Collection Management	£10,000	£5,000	2019/20 the budget was increased from £600 to £10,000 to support the Documentation Project. £5,000 has been budgeted for 2020/21.
Total	£57,625	£17,150	

Current List of Direct Debits

NAME	SERVICE	AMOUNT
ADOBE	InDesign and Acrobat Pro DC	£77.52 per month
Arun District Council	Business Rates Project 82	Variable
	Business Rates Southfields	Variable
	Business Rates Manor House	Variable
	Business Rates Unit 6F, Lineside	Variable
Arun District Council	Pest Control	£100 per month
British Gas	Electric Supply: MH	Variable
British Gas	Electric Supply: P82	Variable
British Gas	Electric Supply: SJC	Variable
British Gas	Electric Supply: Unit 6F	Variable
British Gas	Electric Supply: PA Supply Beach Road	Variable
Business Stream	Water to all sites	Variable
Century 21	MH Car Park Barrier	£47.19 per month
CNG Power Up	Gas Supply: P82	Variable
CNG Power Up	Gas Supply: SJC	Variable
Extech	IT Support & Microsoft Licences	£918.96 per month
Giff Gaff	Mobile Phones	£32 per month
Grundon	Waste	Variable
Henry Howard Finance	Telephone Handset Hire	£298.08 per quarter
Information Commissioners Office (ICO)	Data Protection Registration	£55 per annum
Initial Washroom Hygiene	Sanitary MH, SJC	£726.29 per quarter
Kent County Council	Photocopier Lease	£344.35 per quarter
Neopost LTD	Franking Postage	£200 per month
PLWB	Loan for SJC	£15,000 twice a year plus variable interest
SAGE	Payroll	£160.80 per month
Schindlers Lifts	MH Lift	£874.92 per quarter
SCS	Telephone/Internet Lines	Variable
SSE Southern Electric	Gas: Manor House	Variable
SWALEC SSE	Unmetered Supplies	Variable
The above list represents the Town Council's Direct Debits as at: 15th January 2020		
Approved annually at Full Council in January along with Budget		Minute Reference: