



29th May 2020

You are hereby summoned to attend an **EXTRAORDINARY MEETING** of the **TOWN COUNCIL** on **THURSDAY 4<sup>TH</sup> JUNE 2020** at **6.30PM**

**All Town Councillors**

**PETER HERBERT**  
Town Clerk

### **AGENDA**

**2020/2021**

#### **VIRTUAL MEETING PROTOCOL**

The provisions of the Coronavirus Act 2020 allow local authorities to put in place different meeting arrangements for the period from 4 April 2020 to 7 May 2021. This meeting will be a 'virtual meeting' and any member of the press and public may listen-in and view the proceedings via a weblink which will be publicised on the Town Council website at least 24 hours before the meeting.

***The Town Council's Protocol and Procedures for 'virtual meetings' can be viewed at <https://www.littlehampton-tc.gov.uk/committee-meetings>***

Any members of the public wishing to address the Council or any of its Committees during the Public Forum or seeking further information on the items to be discussed, will need to email [ltc@littlehampton-tc.gov.uk](mailto:ltc@littlehampton-tc.gov.uk) one clear working day before the meeting and provide details of their question.

#### **1. MOBILE PHONES**

Members are requested to switch their mobile devices to silent for the duration of the meeting and are asked to note the previously approved protocol for remote meetings which is in place for the duration of this meeting.

#### **2. APOLOGIES**

### 3. **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. 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 Blanchard-Cooper is a Member of Arun District Council
- Cllr Buckland a Member of Arun District Council and West Sussex County Council
- Cllr Northeast is a Member of Arun District Council
- 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 and West Sussex County Council

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

### 4. **PUBLIC FORUM**

Any members of the public wishing to address the Council or any of its Committees during remote meetings should email [lrc@littlehampton-tc.gov.uk](mailto:lrc@littlehampton-tc.gov.uk) one clear working day before the meeting with their submission. These will be read out by the Chair or a supporting officer at the meeting. During this period, and to enable the Council to answer as many questions as possible at the meeting, the submission should not exceed 200 words. The Clerk, in consultation with the Chair of the meeting, reserves the right to summarise written questions. All written questions and responses will be made available on the Town Council web site alongside the meeting minutes.

### 5. **TOWN MAYOR'S REPORT AND URGENT ITEMS**

#### 6. **OFFICER'S REPORTS**

- 6.1 **TOWN CENTRE PUBLIC REALM** – To receive a presentation from Arun District Council's Group Head of Economy and consider the attached report (pages 3 - 10)

#### 7. **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.***

# LITTLEHAMPTON TOWN COUNCIL

## Non- Confidential

**Committee:** Full Council  
**Date:** 4th June 2020  
**Report by:** Town Clerk  
**Subject:** Town Centre Public Realm

### 1. Summary

- 1.1 This report brings forward the recommendations of the Extraordinary meeting of the Policy and Finance Committee held on 12<sup>th</sup> May 2020, the unconfirmed minutes of which are attached as an appendix.
- 1.2 Council will also receive a presentation from Denise Vine, Arun District Council's Group Head of Economy, which will provide an overview of the proposals and will illustrate the key areas for discussion.
- 1.3 The two decisions within the proposals requiring Town Council authority relate to the Town Clock and the future of the outgoing street furniture. There are clear recommendations from the Committee to retain the Town Clock as it is and in the same location. The Committee has also recommended that the Town Council retain the existing benches for use elsewhere in the Town, such as Caffyn's Field (which is District Council owned).
- 1.4 The remaining recommendations, if approved, will be included in a letter to the District Council as comments.

### 2. Recommendations

Council is RECOMMENDED to:

- (1) Support the retention of the Town Clock as part of the Public Realm Scheme and that it be maintained and protected during the works.
- (2) Support Option Two as the style of preferred seating, for consideration by the District Council.
- (3) Retain the existing street furniture for future use at other sites.
- (4) Support the retention of residual funding for use to extend the scope of the Public Realm Improvement Scheme to Surrey Street and the River Walkway as a proposal for consideration by the District Council.
- (5) Support postponing the start of the works until January 2021 as a proposal for consideration by the District Council.

### **3. Financial Implications**

- 3.1 The Town Council has previously agreed to provide up to £200,000 to allow the public realm enhancements to include Beach Road.
- 3.2 In the short term the benches coming out of the High Street will be stored at the A Team unit. Should no locations be found for these, consideration will need to be given to selling these, firstly to local residents/organisations or, as a last resort, for scrappage. These benches will deteriorate if stored in the yard for a long period and there is also insufficient space to do so. This, therefore, could generate a small, but uncostered income.

Peter Herbert  
**Town Clerk**

**MINUTES of the EXTRAORDINARY POLICY AND FINANCE COMMITTEE**  
held on **TUESDAY 12<sup>TH</sup> MAY 2020 at 6.30PM**

**Present:** Cllrs Dr Walsh KStJ (Chair),  
Blanchard-Cooper, Chace,  
Long and Northeast

**2019/2020**

This meeting is available to view on <https://youtu.be/OHREAAQ78ig>

**1. VIRTUAL MEETING PROTOCOL AND USE OF MOBILE DEVICES**

The Chairman welcomed Members, the press, officers, and members of the public to this first virtual meeting held by the Town Council. He proceeded to explain how the meeting would be conducted and the protocol that would be followed, including how any break in the proceedings due to technical difficulties would be managed.

**2. APOLOGIES**

There were none.

**3. 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 Blanchard-Cooper also declared a personal interest as the Vice Chair of Littlehampton Regeneration Committee at Arun District Council.

**4. CHAIR'S REPORT AND URGENT ITEMS**

The Chairman reported with great sadness that there had been a loss of three outstanding individuals who had served the Town Council over many years. These were Rosemary Orpin, former Mayor and Town Councillor and more recently Councillors Tony Squires and Chris Blanchard-Cooper. The Town Council would hear a tribute to them on Thursday at the Annual meeting and he offered deep condolences to their families on behalf of the Committee.

**5.1** In accordance with the Remote Meetings Protocol introduced by the Town Council, members of the public who wished to address the Council or any of its Committees during a remote meeting should have emailed their representations one clear working day before the meeting.

**5.2** The Chairman reported that four questions had been received from residents which he dealt with in turn:

**Sarah Tyrrell asked:** *What measures will be put in place for the safety of pedestrians at the radically new layout of the junction of East Street, High Street and Beach Road?*

*In particular, what signage will be provided for the blind, partially sighted and other disabled pedestrians?*

*Will there be reduced speed limits for road traffic at this junction? The current speed limit of 30mph is far too high.*

*Are the 2016 pictures for this proposal out of date?*

*Similar changes have already been made at the junction of London Road with the High Street in Bognor where the lack of difference in levels has been found to be quite disconcerting and dangerous for pedestrians.*

The Chair responded, stating that he was sympathetic to the requests about controlling the speed of traffic. He asked Ms Vine to pick this up during her presentation along with other related highway matters. He also asked her to cover the points about the use of the 2016 pictures and the use of levels in the Bognor Regis scheme.

**Janet Crosley asked:** *Why does the seating and other ironwork have to be changed?*

*The new designs do not relate to 'seaside and heritage', as proposed.*

*Expensive to maintain, wood costs more than metal.*

*Some appear to have problems cleaning underneath.*

*Why single chairs?*

*Boring.*

*If they have to be replaced, use them elsewhere, or sell them to us the public, not to contractors to make a profit.*

*Other iron work, namely colourful planters and hanging baskets, are very popular with the public. They fulfil the brief of attracting more pollinators and beautifying the environment, in a way tamarisk trees do not.*

*I think this is an unnecessary waste of money, a vanity project, we do not have 'modern buildings' to go with this vaguely 'modern design'.*

*A grant should not be wasted, that's immoral.*

*As it is 4 yrs. since the 'final proposal' longer since the public consultation. Much has changed, mostly in the last 3 mths, this has to be looked at again, please.*

The Chair responded stating that it was important to note that the grant which had been secured for this project could not be spent on any other scheme and if it were not used would have to be returned. He

added that the Members' Group had asked officers to explore other options that better reflected the seaside heritage of the Town. He asked Ms Vine to pick up on the points on the design during her presentation.

**Susan Penn, on behalf of the Littlehampton Society asked:** *Is it really necessary to change Littlehampton High Street paving?*

*The paving design reflects the link with the town's maritime heritage and has specific foundations enabling vehicular access without causing damage. With quality repair and cleaning the paving could be rejuvenated. This paving is very similar to that of the walkway along the East Bank proceeding north from the Littlehampton Harbour Office to its termination, thereby linking the town centre to the river. The planned paving is unimaginative and bland and if similar to Bognor very difficult to keep clean.*

*Littlehampton - Public Realm final report June 2016, states, 'The existing street furniture intends to portray the town as having a unique coastal, seafaring heritage of which the community is inherently proud'. Total agreement.*

*Then, 'Unfortunately, this off-the-shelf style can be found in many coastal towns and cities and does not offer a distinctive identity'. Total disagreement.*

*What will be the cost of unnecessary and expensive 'new high-quality materials and furniture'?*

*Please, please, rethink the planned changes to our High Street, in these unprecedented times funds could be spent more wisely on a town centre Community Hub.*

The Chair responded stating that this question was very similar to the previous one and reiterated his previous response that the Members Group have asked officers to explore other options that better reflected the seaside heritage of the Town and that unfortunately the grant could not be spent on a different project. He asked Ms Vine to address the other points within her presentation.

**Danny Surridge asked:** *Regarding the recommendation to replace the Town Clock. I would suggest that it is not the Clock, but the edifice on which it is sited that must be replaced; too tall, too wide, indeed "an impediment to sight lines".*

*The present Town Clock is the Town Clock of the town of Littlehampton, weathervane, and all. There are town clocks of similar appearance in many towns and in both modern and traditional settings, on a variety of designs of plinth, pillar, etc.*

*One of the functions of consultants is too accommodate that which their client wishes to retain and to do this in a manner which does not jar with their overall scheme. Did they not offer any designs for a new supporting structure?*

*May I offer you, and them, the following, which should satisfy the modernising brief:*

*Retain the clock on the present site and set it on a single pillar-like support sympathetic to the approved street furniture designs, then set Option 4 tree seats around it.*

*I am of the belief that our Town Clock would fit perfectly well into such a modern scheme.*

The Chair thanked Mr Surridge for his suggestion and hoped Members would bear these ideas in mind when they came to consider the proposals later in the meeting.

Bringing the public forum to a close the Chair stated that this method of hearing public questions and views was a temporary arrangement and the Town Council looked forward to returning to meetings, with the public physically attending, when the circumstances allowed. He thanked the public for their questions and proceeded to the next item on the agenda.

## **6. OFFICER'S REPORTS**

### **6.1 Town Centre Public Realm**

The Chair welcomed Denise Vine, Arun District Council's Group Head of Economy who gave a presentation setting out proposals for improvements to the Public Realm in Littlehampton Town Centre. She explained that the current Scheme was part of a phased approach to delivering improvements in the Town Centre area leading from the railway station through the High Street and Beach Road, including Clifton Road and East Street. The Scheme aimed to support tourism and economic growth and was funded in the main through Government grants specifically for a public realm regeneration scheme which could not re-purposed to another project. The current timetable envisaged major work commencing in December 2020.

**6.2** Ms Vine proceeded to explain the concept in more detail. The Scheme had been designed to intuitively link footfall through the town and towards the riverside and seafront. There would be new paving, lighting, street furniture and trees with the focus on creating pedestrian priority. Roads would become narrower and traffic slower with changes to the colour and height of road surfaces, making junctions easier to cross for pedestrians. The Scheme would require changes to the existing Traffic Regulation Orders, and the District Council and its consultants would be working with WSCC to develop a new regime for approval. It was noted that the highways design changes would be subject to Road Safety Audits to ensure they were safe and accessible for everyone. The slides that supported the presentation are attached as an appendix to the report.

**6.3** Members comments regarding the scheme were invited particularly in respect of the options for seating and the Town Clock. There was considerable criticism of the designs to replace the Clock and the strong view expressed that the designs were too contemporary and

detracted from the unique design and history of the Clock. There were also concerns that if the Clock remained in its present position, the proposed design would provide a shelter for groups to congregate and encourage antisocial behaviour. A review of other potential sites for the Clock demonstrated that moving it was not a viable option. On balance, the preference of the Committee was therefore that the Clock remain in its current form and position and if possible be enhanced.

*The meeting adjourned at 7:42pm due to technical issues and resumed at 7:52pm.*

- 6.4** Turing to the general layout of the scheme and the proposed use of street furniture, Members discussed the styles and materials at length. In terms of comfort and design, option two was favoured and Members also wished to investigate whether the Town Progress emblem could be added. Regarding the existing street furniture, the Committee considered that due to its good condition, it could be upcycled and reused in other areas. It was suggested that any savings achieved through initiatives such as not proceeding with a new Town Clock should be used to extend the scope of the current phase of the scheme potentially into Surrey Street, and onwards to the river walkway.
- 6.5** The rationale for repaving the Town Centre was also questioned and it was suggested that the current paving could be revived and treated to bring it up to the required standard. This view was not accepted by the Committee. It was thought that the new paving was an integral part of the scheme providing continuity and visual impact to lift the area. A recorded vote on whether the new paving should be the Town Council's preferred option of street treatment was requested:

**For:**

Councillor Blanchard-Cooper  
Councillor Chace  
Councillor Long  
Councillor Dr Walsh KStJ

**Against:**

Councillor Northeast

The proposition to accept the new style of paving was therefore agreed.

- 6.6** Finally, observing that December was a key trading period for businesses, it was strongly recommended that the District Council be urged to postpone the start date for the works until January 2021. Overall, the consensus was that the scheme was considered to be vital to regeneration of the Town Centre and would encourage the growth and diversity necessary to encourage visitors and lift the area. The Committee proceeded to consider the recommendations before it and it was **RESOLVED that Council be RECOMMENDED to:**

**1) Support the retention of the Town**

**Clock as part of the Public Realm Scheme and that it be maintained and protected during the works.**

- 2) **Support Option Two as the style of preferred seating, for consideration by the District Council.**
- 3) **Retain the existing street furniture for future use at other sites.**
- 4) **Support the retention of residual funding for use to extend the scope of the Public Realm Improvement Scheme to Surrey Street and the River Walkway as a proposal for consideration by the District Council.**
- 5) **Support postponing the start of the works until January 2021 as a proposal for consideration by the District Council.**

7. **EXEMPT BUSINESS**

There was none.

The meeting closed at 8.28 pm.

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CHAIR