



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: ltc@littlehampton-tc.gov.uk

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk

Minutes of the Ordinary Meeting of the Town Council held on Thursday 15th October 2020 at 6.30pm

Present:

Councillor Chace (Mayor)
Councillor Blanchard-Cooper
Councillor Buckland
Councillor Long
Councillor Northeast
Councillor Seex
Councillor Tandy
Councillor Dr Walsh KStJ

2020/2021

This meeting is available to view using the following link:

<https://www.youtube.com/watch?v=1tMOnKkMpK4&feature=youtu.be>

39. Virtual Meeting Protocol and Use of Mobile Devices

The Mayor welcomed Members, the press, officers, and members of the public to the meeting and explained how the meeting would be conducted.

40. Apologies

There were apologies from Councillors Molloy, Price and Turner.

41. 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.

42. Minutes

The Minutes of the meeting held on 18th June and 25th June 2020 (previously circulated) were confirmed as a true record and it was noted that arrangements would be made for these to be signed at a later date.

43. Town Mayor's Report and Urgent Items

43.1. Town Mayor's Report

Council received the Town Mayor's report (copy attached to the Minutes). The Mayor was pleased to report that he had continued to keep busy supporting and visiting, as safely as possible, local businesses. It had been an interesting first few months as Mayor, but the support and feeling in the community had been very satisfying.

43.2. Highways England - A27 Arundel Bypass Preferred Route Announcement

Councillor Dr Walsh KStJ declared a personal interest in the following matter as the Leader of Arun District Council and also as a member of West Sussex County Council.

Councillor Buckland also declared a personal interest in the following matter as a member of West Sussex County Council.

The Council had received details of the announcement by Highways England of the preferred route for the A27 Arundel Bypass. The new preferred route, the grey option 5BV1, was put forward at last year's further consultation and was considered the least obtrusive of the options proposed. Detailed information regarding the decision and public forum events to explain the route were available at <https://highwaysengland.co.uk/our-work/south-east/a27-arundel-bypass/>

The next stage of work would involve detailed plans being developed with a final consultation on the preliminary design before the application for a Development Consent Order was submitted. The timescales for this were not yet known and progress would be monitored by the Planning and Transportation Committee. It was **Resolved** that:

The update be noted.

44. Public Forum

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. There were none.

45. Correspondence or Issues in Respect of the District or County Council

There were none.

46. Reports of Committees- (Non-Exempt)

46.1. 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 five recommendations from various Committees.

46.1.1. Website Accessibility

Council was asked to approve the Website Accessibility Statement (previously circulated) which had been created following a review of the Town Councils website and the need to comply with the regulations regarding the accessibility of website material. It was **Resolved** that:

The Website Accessibility Statement be approved.

46.1.2. Surrey and Sussex (SSALC) and West Sussex Association of Local Councils (WSALC) Reviews

Council was asked to endorse the action taken to preserve the Town Council's position whilst these reviews were progressing. This action was supported and Council therefore **Resolved**:

To endorse the Urgent Action taken by the Town Clerk in consultation with the Mayor to submit the Town Council's intention to leave WSALC/ SSALC/ NALC on 31st March 2021 but reserve the right to withdraw this should the situation so dictate.

46.1.3. New Youth Centre in Wick (Tenure)

Council was asked to approve a proposal regarding the tenure of the new Centre to replace the Keystone Centre in Wick. The Council was progressing this project and working with the District Council who owned the land in Eldon Way where the new building would be built. It was **Resolved** that:

Council enter a full repairing, insuring lease with Arun District Council for the footprint of the site of the new youth centre in Eldon Way, Wick at a peppercorn rent for a period of 50 years.

46.1.4. Amendments to the Financial Regulations

Council was asked to approve revised Financial Regulations (previously circulated) which had been updated following publication of the updated NALC Model and a review by the Deputy Town Clerk and Responsible Financial Officer. The Regulations also now included amendments to facilitate the Town Council's move to online banking. It was Resolved that:

The revised Financial Regulations be approved.

46.1.5. Review of Delegations

Council was asked to approve the outcome of a review of the Scheme of Delegations to Officers and Committees. It was noted that The Scheme of Delegation to Officers had been amended to reflect minor changes to the staff structure (previously circulated) and it was **Resolved** that:

- 1. The outcome of the review of the Scheme of Delegation to Committee be noted.**
- 2. The revised Scheme of Delegation to Officers be approved.**

46.2. Committee Minutes (Non-Exempt)

46.2.1 Policy and Finance

Council received the Minutes of the meeting held on 22nd September 2020 (previously circulated). Regarding Minute 16.3, Town Centre Events Initiatives, the Deputy Town Clerk explained the budget allocated to the development of the Augmented Reality App. and the partnership funding agreement with the District Council. Observing that this type of technology could quickly become out of date or obsolete, Members emphasised the need to ensure that if the project progressed, it was adequately resourced. This was noted.

46.2.2 Community Resources

Council received and noted the Minutes of the meetings held on 23rd July and 10th September 2020 (previously circulated) with no matters arising. Councillor Blanchard-Cooper thanked Councillor Tandy for stepping in and chairing the Committee in his absence.

46.2.3 Planning and Transportation

Council received and noted the Minutes of the meetings held 22nd June, 20th July, 17th August and 14th September 2020 (previously circulated) with no matters arising.

46.2.4 Property and Personnel

Council received and noted the Minutes of the meeting held on 7th September 2020 (previously circulated). Regarding Minute 14.1, Memorial to the Late Tony Squires, Councillor Northeast reported that he had approached the District Council for assistance in arranging a plaque sited as part of the bridge over the railway at the Lyminster Crossing. Remembering the Late Councillor Squires long standing association with the railways, Members agreed this would be appropriate.

46.2.5 Governance and Audit

Council received the Minutes of the meeting held on 7th July 2020 (previously circulated). Regarding Minute 17.2, the Code of Conduct for Members, the need to provide support and training for Councillors in using social media was emphasised. It was noted that the District Council had been researching this and the Assistant Town Clerk confirmed that this would be monitored by the Governance and Audit Committee.

47. Officer's Reports

47.1. Standing Orders / Urgent Actions

Council received and noted two urgent actions (previously circulated) relating to waiving the Financial Regulations to allow tests of the online banking and approval to submit 6 months' notice of intention to leave WSALC / SSALC/ NALC as of 1st April 2021. It was therefore **Resolved** that:

The Urgent Actions be noted.

47.2. Project 82 Building

47.2.1 Council had before it a report (previously circulated) and recommendation from the Property and Personnel Committee that the premises at 82 Wick Street, be declared surplus to requirements. Setting out the background and the Council's current policy in respect of the building, the Deputy Town Clerk explained that the building was now empty and that the site would require significant investment and probably demolition, to make it viable for housing or to bring it back into use as a community facility. It was noted that the Council's clear policy was that with the new youth centre in Eldon Way underway, 82 Wick Street should be maintained to a safe standard only until it could be disposed of. Following subsequent discussions at the Policy and Finance Committee, the report also included a brief explanation of how Town and Parish Councils might look to provide housing and that a presentation on these options was being arranged for Members.

47.2.2 Members proceeded to consider the recommendation and reservations were expressed regarding the move to declare the building surplus to requirements. Whilst it was entirely sensible to obtain a valuation, it was suggested that declaring the building surplus to requirements was a definitive step and urged members to consider the buildings' potential. Referring to the history of the building it was stated that the premises still had a role to play in the community and had the potential, if managed well, to facilitate a variety of community activities. There could also be community groups emerging who might be interested in utilising or taking the building on. The building had for many years provided a safe space for young people to socialise outside of the more structured youth support activities and it was thought that this type of facility was still needed. A comprehensive assessment of the costs of bringing the building back into use, the current market value and how any capital receipt could be utilised was therefore sought and it was proposed that a full report with options for the building be prepared. This was supported and observing the prominent position of the building and its close association with the community, Members were also asked to consider that community need could be greater post COVID19, especially for community housing.

47.2.3 Opposing this proposal The Council's policy in respect of the building was restated and the link with the Council's current focus on future provision for community facilities planned in the area emphasised. The new youth centre in Eldon Way and the proposed community centre facility in the North Littlehampton Development were being progressed by the Town Council as priorities and would support the growing demand for additional facilities for young people and flexible community spaces. Members were therefore urged to maintain the current policy of disposal and to support the recommendation so that this could proceed as soon as practicable. It was commented that it was important that the Town Council maintain a holistic approach to youth and community provision for the whole of parish. The building was also no longer suitable for hiring and it was observed that there were many other community facilities in close proximity to 82 Wick Street which housed support services. A recorded vote on whether a valuation and further options regarding the use of the of 82 Wick Street should be explored before the property was declared surplus to requirements was requested:

For: Councillor Buckland, Councillor Chace, Councillor Northeast, Councillor Tandy

Against: Councillor Blanchard-Cooper, Councillor Long, Councillor Seex, Councillor Dr Walsh KStJ

The vote being tied, the Mayor as Chair of the meeting exercised the casting vote supporting the proposition and it was therefore **Resolved** that:

Valuations be sought and further options regarding the use of 82 Wick Street be explored and that a report be presented to Members before action is taken to declare the property surplus to requirements.

48. Reports of Representatives on Outside Bodies

There were none.

49. Exempt Minute

Council received the exempt Minutes of the Community Resources meetings held on 23rd July 2020 (previously circulated) with no matters arising.

50. Exempt Business

There was none.

The meeting closed at 7:32pm.

TOWN MAYOR

Mayoral Events attended between to 26th June – 15 Oct 2020

	Date	Organisation	Activities at Event	Venue
3	26 June 2020	Mayoral Charity	Live Auction	Mayors Home
4	2 July 2020	Open of the Edge	Open of the Edge with ADC chairman	The Edge Cafe
5	5 & 6 July 2020	Mayoral Charity	3 Peakes Challenge Charity Walk	Mewsbrook Park
6	8 July 2020	ADC/LTC	Video of High Street reopening with John Edjvert	High Street
7	7 July 2020	LTC	Video Vlog Crafters Corner	Crafters Corner
8	17 th July 2020	LTC	Video Vlog Bad Saint	Bad Saint
9	24 th July 2020	LTC	Video Vlog Portuguese Café	Portuguese Café
10	25 July 2020	Mayoral Charity	Charity Raffle cake sale	Mewsbrook Park
11	31 July 2020	LTC	Video Vlog Café 72 & Littlehampton Armed Forces and Veterans Breakfast Club	Café 72
12	2 August 2020	Sands	Charity Football Match	Football Club Littlehampton
14	4 August 2020	St Barnabas	Visit to charity shop	St Barnabas Charity Shop Wick
15	14 th August 2020	LTC/ADC	Walk around High Street with Arun Chairman and local Councillors and speak to Traders	High Street
16	16 August 2020	LTC	Wreath laying VJ Day with Chairman of ADC & Leader	War Memorial
17	16 August 2020	Littlehampton Armed Forces and Veterans Breakfast Club	Breakfast with the Vets VJ Day	Harvester

18	16 August 2020	Littlehampton Armed Forces and Veterans Breakfast Club	Street Party – VJ Day	Café 72
19	22 August 2020	Mayoral Charities	Car drive around the UK	UK
20	01 September 2020	ADC/LTC	Love Local Draw	LTC
21	09 September 2020	Mayoral Charities	Sleep out	Norfolk Gardens
22	29 September 2020	ADC/LTC	Love Local Draw	LTC
23	10 October 2020	Mayoral Charities	Pier to Pier Walk	Seafront

** Deputy Mayor Attended Event

***** Mayor & Deputy Mayor Attended Event