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Minutes of the Policy and Finance Committee held in the New Millennium Chamber, Manor House, Church Street, Littlehampton on Monday 9th March 2020 at 6.30pm

Present:

Councillor Dr Walsh KStJ (Chair)
Councillor B Blanchard-Cooper
Councillor Chace
Councillor Long
Councillor Molloy
Councillor Tandy

2019/2020

(Councillor Long (Vice-Chair) in the Chair.)

45. Evacuation Procedures

The evacuation procedures were noted.

46. Filming of Council Meetings, Use of Social Media and Mobile Phones

The procedures were noted.

47. 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.

48. Apologies

There were apologies from Councillors C Blanchard-Cooper and Northeast with Councillors Molloy and Tandy acting as substitute respectively.

49. 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.

50. Minutes

The Minutes of the meeting held on 16th December 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

51. Chair's Report and Urgent Items

51.1. Proposed Energy Recovery Facility at Ford

The Town Clerk reported that Grundon Waste Management and Viridor were launching a public consultation, starting on the 10th March, to develop an energy recovery facility and waste sorting and transfer facility at Ford Circular Technology Park, between Ford and Yapton. It was **Resolved** that:

The update be noted.

52. Public Forum

There were two Members of the public present.

- 52.1** Mr Chester addressed the Committee on a number of points. Firstly, commenting on Wick, he expressed shock at how quickly the community had declined since the loss of the Wick Information Centre manager. Regarding the Centre, he expressed concerns with the location of this as it was difficult to access and commented that the Project 82 building was empty at the moment. He referred to the long-standing issue of the broken doors to the clock tower in Wick due to water damage. He suggested talking to the Planning Officer to resolve this. Regarding the closure of the newsagents in Wick, Mr Chester spoke of the difficulty to get cash with the loss of the ATM machine. The only way now was through the post office, but this limited people to the opening hours, drawing visitors away from many shops who didn't have card machines. He felt that the Wick Village Traders should meet to discuss this. Lastly, regarding the Community Infrastructure Levy (CIL), he felt it was a good opportunity to do things such as developing a footpath along Toddington Lane.
- 52.2** The Town Clerk thanked Mr Chester for his comments and regarding the Wick Village Traders, noted it was difficult to find a suitable meeting time due to the varied opening hours of their shops. He agreed that the cash machine was an urgent issue which the Traders should discuss. The access issues with the

Wick Information Centre were being considered by the Church. The door to the clocktower had been reported to the owners, with a contractor assigned to do this but nothing has since happened. The point about CIL was noted and would be considered by the Planning and Transportation Committee when considering their priorities. However, it was noted that the sums raised by CIL were likely to be small.

- 52.3** Mr Ellis asked what was happening with the P82 building.
- 52.4** The Town Clerk clarified that the Town Council's policy was to dispose of the building and that the formal process of declaring it surplus to requirements would be considered by the Property and Personnel Committee and Full Council in due course.
- 52.5** Mr Ellis suggested using the building for Arun District Councils starter unit's idea by keeping the building and turning it into smaller units. Regarding the Pier Road Pedestrianisation, Mr Ellis also suggested this be made a one-way road going North and widen the pavements. This would benefit the shops as plinths or stools could be put out to extend them whereas closing the road to put tables and chairs out would only be beneficial in good weather and would require storage for the rest of the year. The Town Clerk thanked Mr Ellis for his comments which were noted.

(Councillor Dr Walsh KStJ joined the meeting at 6:43pm and took to the Chair)

53. Officer's Reports

53.1. Policies Aims and Objectives

The Committee received a document (previously circulated) which was in line with the Council Priorities as a revised document which had firstly been reviewed by the Governance and Audit Committee Members. Once approved, this document would only need monitoring unless a significant change was required. It would also act as an important backdrop to the Priorities. It was therefore **Resolved** that:

**The Policies Aims and Objectives be
RECOMMENDED to Full Council for approval.**

53.2. Public Spaces Protection Order (PSPO)

The Committee received papers from a recent Arun District Council meeting (previously circulated) which outlined plans to move forward with the PSPO. The Town Clerk explained that since the decision, he had received a lot of negative feedback on this. The biggest concern was that street drinking had been an ongoing problem for decades and this decision also ignored the

public consultation. It was noted that the police had strong concerns with Option 2 and there was also great concern that this problem would continue. It was also disappointing as it could have been a key role for the proposed Community Wardens. It was noted that the order could be revisited and changed after 6 months. The Chair reported that the Police had said there would be more rapid responses to Traders following a new system surrounding enforcement. It was agreed to see what happened first before lobbying the District Council and it was noted that the Local Action Team would continue to monitor and take a lead in addressing this issue. It was **Resolved** that:

The approach be noted, monitored and reviewed when necessary.

53.3. Pier Road Pedestrianisation

Councillor Dr Walsh KStJ declared a personal interest in the following matter as a West Sussex County Councillor and Chair of the Highways and Transport JEACC Sub-group.

The Committee received a report (previously circulated) which outlined plans for the Town Council to re-examine the options to maximize the benefits of the East Bank works. The Town Clerk explained that the next steps needed to be discussed and he felt a coherent consultation strategy would be beneficial, including traders, visitors, councillors and experts. Following this a report could be created including everyone's views and given to the County Council to agree a way forward. Members supported this and it was suggested that the tables and chair charges could be overlooked as part of a one-year agreement to help such a scheme establish itself. It was therefore **Resolved** that:

Authority be delegated to the Town Clerk, in consultation with the Chair and Vice Chair of this Committee to progress this work in discussion with the Ward Members, ADC and WSCC.

53.4. Community Infrastructure Levy

The Committee received a report (previously circulated) which outlined what the Levy was and how it would be applied. The Town Clerk explained that he would be asking Committees to identify their priorities. However, due to limited funds, pruning would be done before going to Full Council with a

recommendation. It was noted that joint work could be done with other Councils if an opportunity arose. It was **Resolved** that:

The Town Council's Committees consider and bring their recommendations on priorities back to the Policy and Finance Committee for consideration.

53.5. Parish Online

The Committee received a report (previously circulated) which explained that Parish Online was a digital mapping tool built using Ordnance Survey mapping that was specifically used by local councils to store and retrieve data about their local area. It was a subscription service, for which until February this year, the County Council had secured licences for all the parishes in its area free of charge which had now expired. It was **Resolved** that:

A Supplementary Estimate to renew the Town Council subscription for Parish Online for 2019/20 and 2020/21 and that the changes be included in future to budgets be approved.

53.6. Recycling Scheme

The Town Clerk reported to Members that after investigating Recycle Lancing, a lot of new information had been gathered. This was a volunteer lead initiative focusing on their local area and was unable to support the development of a similar scheme in Littlehampton at this time. Officers would however be researching other options and would be reported back to Committee. It was therefore **Resolved** that:

The update be noted.

53.7. Website Accessibility

The Committee received a report (previously circulated) which outlined the new Regulations that had come into force requiring every public sector website and app met specific accessibility standards. The Town Clerk explained that the website was becoming a more important resource and that many people used a reader which could correct format issues. The website contents would be reviewed but the cost was currently unknown. One assessment had already been completed. Members asked whether this would

include investigating colours and catering for dyslexia. This would be looked into. It was **Resolved** that:

1. **The requirement to become compliant by 23 September 2020 be noted.**
2. **Authority be delegated to the Town Clerk to progress the initial assessment in consultation with the Chair of this Committee.**

54. Finance

54.1. Committee Finance Report 2019/20

The Committee received a report (previously circulated) which highlighted significant variances from budget in Income and Expenditure relating to this Committee's budget for 2019/20. The Town Clerk highlighted a few points within this report, including the election fees and the Mayors Allowance which needed topping up. It was noted that the General Grants needed to be removed from the list of Earmarked Reserves. It was therefore **Resolved** that:

1. **Underspends in the Democratic Representation and Management Cost Centre be used to keep the Mayors Allowance Contingency EMR at £2,000.**
2. **The proposed investment of the Capital Receipt be approved.**
3. **The potential transfers to Earmarked Reserves, delegating authority to the RFO to make the final transfers when all current year expenditure is known, be approved.**
4. **The report be otherwise noted.**

54.2. Annual Investment Strategy 2020/21

The Committee received a report (previously circulated) which outlined the annual review of the strategy 2020/21. It was **Resolved** that:

Council be RECOMMENDED to approve the Annual Investment Strategy 2020/21.

55. Exempt Business

There was none.

The meeting closed at 7:28pm.

CHAIR