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### **Minutes of the Ordinary Meeting of the Town Council held in the New Millennium Chamber, Manor House, Church Street, Littlehampton on Thursday 21<sup>st</sup> November 2019 at 6.30pm**

#### **Present:**

Councillor Baker (Mayor)  
Councillor B Blanchard-Cooper  
Councillor Buckland  
Councillor Chace  
Councillor Long  
Councillor Molloy  
Councillor Northeast  
Councillor Price  
Councillor Rhodes  
Councillor Tandy  
Councillor Turner  
Councillor 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 at this point.

##### **47. Minutes**

The Minutes of the meeting held on 17<sup>th</sup> 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.
- 49.5.** 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.

- 49.6. 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 28<sup>th</sup> October 2019 (previously circulated) with no matters arising.

### **51.2.2. Community Resources**

Council received the Minutes of the meeting held on 24<sup>th</sup> 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 75<sup>th</sup> 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 75<sup>th</sup> 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 14<sup>th</sup> October and 11<sup>th</sup> November 2019 (previously circulated) with no matters arising.

## **52. Officer's Reports**

### **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 to 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 28<sup>th</sup> 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

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**TOWN MAYOR**