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10th May 2019

Notice is hereby given that there will be an **Annual Meeting** of the:

Town Council

Place: **New Millennium Chamber, Manor House, Church Street, Littlehampton**

Date: **Thursday 16th May 2019**

Time: **6:30pm**

Peter Herbert, Town Clerk

Agenda

2019/20

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.

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:

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

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

5. 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.

6. Town Mayor's Valedictory Statement

To receive the valedictory statement of the outgoing Town Mayor, Councillor B Blanchard-Cooper

7. Council's Response

Members of the Council to respond to the Town Mayor's valediction.

8. Installation of Town Mayor

To install the Deputy Mayor, Councillor Baker, as Town Mayor and Chair of the Council.

9. Declaration of Office and Welcome Address

To receive the Town Mayor's declaration of acceptance of office.

9.1. To recognise and install the Mayors' Consort

10. Appointment of Deputy Mayor

To elect and appoint a Deputy Mayor who will also be Vice-Chair of the Council and Town Mayor elect.

11. Appointment of Committees and Representatives on Outside Bodies– report herewith (pages 5 – 10).

12. Minutes

To confirm and sign the Minutes of an Ordinary Meeting of the Town Council held on 28th March 2019 (pages 11 - 20) and an Extraordinary Meeting of the Town Council held on 30th April 2019 (pages 21 - 23).

13. Reports of Committees

13.1. Recommendations from Committees

There are no recommendations from Committees that need approval by Council.

13.2. Committee Minutes

13.2.1. Planning and Transportation

To receive the Minutes of the meeting held on 1st April 2019 – circulated herewith (pages 24 - 33) – at which the following items were discussed;

Minutes –

(174.1) Planning application LU/91/19/PL, The Promenade, Littlehampton

(174.2) Planning application LU//81/19/PL, Lovelong House, 18-22 East Street, Littlehampton

(175) Sussex Police Safety Camera Team

(176.1) Planning Applications – Lists 10,11,12 and 13.

(176.2) Planning Application LU/47/19/RES - Kingley Gate, Courtwick Lane, Littlehampton

(176.3) Draft Charging Schedule and Community Infrastructure Levy

(177.1) A27 Arundel Bypass Scheme

(178) Masterplan – North Littlehampton

13.2.2. Planning and Transportation

To receive the Minutes of the meeting held on 29th April 2019 – circulated herewith (pages 34 - 38) – at which the following items were discussed;

Minutes -

(186.2) Planning application LU/324/18/PL – The Nelson Public House

(186.3) Planning application LU/102/19/HH – 11 Maltravers Drive, Littlehampton

(187.1) Planning Applications – Lists 14,15,16 and 17.

(189) Masterplan – North Littlehampton

14. Officer's Reports

14.1. Authorised Signatories

In accordance with the Town Council's Financial Regulations Council is asked to confirm the named persons authorised to sign cheques and any changes that may be required to the Bank Mandate following confirmation of the Committee appointments for 2019/20. (The Town Mayor and Chair of Community Resources, Planning and Transportation, Policy and Finance and Property and Personnel).

14.2. Eastern Arun Parish Group

Council is asked to consider whether it wishes to be represented at this forum and if so, to confirm representation (Invitation attached at page 39).

Membership is limited to a maximum of two representatives and the first meeting is scheduled to take place on Tuesday 21st May at 10am in Rustington and the agenda attached for information (page 40).

15. 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.

16. 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: Annual Council

Date: 16 May 2019

Report by: Town Clerk

Subject: Appointment of Committees and Representatives to Outside Bodies

1. Summary

- 1.1 The Town Council appoints its Committees (including Chairs and Vice-Chairs) and representatives on outside bodies at its Annual Council meeting. This report sets out the proposed breakdown of Committee places and vacancies for outside bodies. It is anticipated that the Group Leaders and Councillors will provide the Town Clerk with their proposals prior to the Council meeting and a draft of the detailed proposals will be circulated either before or at the Council meeting.

2. Recommendations

Council is Recommended to:

1. Appoint representatives to the Committees as set out in Appendix 1 attached to the report.
2. Appoint Chairs and Vice-Chairs to these Committees.
3. Appoint representatives to outside bodies as set out in Appendix 2 attached to this report.

3. Background

- 3.1 Council appoints its Committees and representatives on outside bodies at its Annual meeting. The Chairs and Vice-Chairs of its Committees are also appointed at this time.
- 3.2 In the past, Council has used the rules of proportionality as a guide for filling seats on Committees. Although desirable, this is not a binding rule and furthermore, the Planning and Transportation Committee has specific criteria for membership.

3.3 The Planning and Transportation Committee

Membership of this Committee is not included in proportionality as representation is determined geographically, based on the four District Wards (i.e. Beach, Brookfield, Courtwick with Toddington and River) with two other places, rather than the six Town Council Wards, as set out in the following table:

<u>District Wards</u>	<u>LTC Wards</u>	<u>No. of Councillors</u>
Beach	Beach	1
Brookfield	Brookfield	1
Courtwick with Toddington	Courtwick with Toddington & Wickbourne	1
River	River & Wick	1
Other	N/A	2

3.4 Proportionality

The guidelines for proportionality are as follows. It is suggested that there should be 7 Members on the Policy and Finance and Community Resources Committees and 6 on Governance and Audit and the Property and Personnel Committees. This makes a total of 26 Committee spaces. If the Committees (excluding Planning and Transportation) are the following sizes, it allows each Member two seats on Committees (excluding the Mayor and Deputy Mayor). A theoretical breakdown for proportional party membership is set out in the table below. (This excludes the Planning and Transportation Committee as explained in paragraph 3.3 above).

Party	Conservative	Labour	Lib Dem
No. of Councillors (15)	3	3	9
% of Council	20%	20%	60%
No. of Committee seats (26)	5	5	16

Allocation of seats across Committees

Committee	Total	Conservative	Labour	Lib Dem
Policy & Finance**	7	1*	1*	4 (3 x Chairs / Vice Chairs of P&P, CRC & P&T)
Community Resources	7	1*	1*	4
Property & Personnel	6	1	1	4
Governance & Audit ***	6	1	1	4
Total	26	4	4	16

* Plus 1 Lab / Con. The two parties would probably want to discuss where to place the unallocated spaces they each have across the two Committees that do not have full membership.

** Policy and Finance must include the Chair or Vice Chair of the 4 other Committees including Planning and Transportation.

*** Governance and Audit the Chair and Vice-Chair must be from a minority political group.

- 3.5 The Progress Editorial Board is appointed through the Groups, with each Group nominating one person and a deputy. Sub-Committees and Working Groups are appointed by their parent Committee.
- 3.6 The Mayor and Deputy Mayor are ex-officio Members of all Committees and Sub-Committees and do not impact on the proportionality. They would do if there was a strict proportionality regime in operation, but this is not a legal requirement for parish and town councils.
- 3.7 Council also needs to appoint Chairs and Vice Chairs of its Committees.
- 3.8 A list of nominees for representatives on outside bodies is attached as Appendix 2. Should more Members wish to fill a position than provision has been made, the Town Clerk will investigate whether this is possible. However, Council will need to agree a first preference in these circumstances.

4. Financial Implications

There are no financial implications arising from this report.

Peter Herbert
Town Clerk

Appendix 1 Committee Membership Nominations						
Committee	Member Nominated		Category	Party	Chair	Vice Chair
Policy & Finance	Cllr		Chair or Vice-Chair of CRC			
	Cllr		Chair or Vice-Chair of P&P			
	Cllr		Chair or Vice-Chair of G&A			
	Cllr		Chair or Vice-Chair of P&T			
	Cllr					
	Cllr					
	Cllr					
Member/Group Nominations						
Community Resources	Cllr					
	Cllr					
	Cllr					
	Cllr					
	Cllr					
	Cllr					
	Cllr					
Member/Group Nominations						
Governance & Audit	Cllr					
	Cllr					
	Cllr					
	Cllr					
	Cllr					
	Cllr					
Appendix 1 Substitute Member/Group Nominations						
Planning & Transportation	Cllr		Beach District Ward			
	Cllr		Courtwick with Toddington District Ward			
	Cllr		Brookfield District Ward			
	Cllr		River District Ward			
	Cllr		and others			
	Cllr					
Member/Group Nominations						
Property & Personnel	Cllr					
	Cllr					
	Cllr					
	Cllr					
	Cllr					
	Cllr					

NOMINATIONS REPRESENTATIVES ON OUTSIDE BODIES 2019/20

Organisation	Frequency	Time	Total No.of Reps	Officer	Councillor	Name of Representatives
50 Up Club	Quarterly	12.00 noon	1	X 1		Cllr B Blanchard-Cooper
East Arun (formally Littlehampton) Health Services Advisory Group			5	X1 ATC	X4	Cllr Dr Walsh KStJ Cllr B Blanchard-Cooper Cllr Northeast Cllr Long
VAAC (Voluntary Action Arun & Chichester) formerly CVS Arunwide	8 weekly Wednesdays Bognor or Littlehampton	12.30-2.00pm	1	X1		Assistant Town Clerk / CRO
Joint Eastern Arun Area Committee (JEAAC)	Quarterly	Evening	2	X1	1 main and 1 substitute Plus TC/ATC as required	Cllr Molloy Cllr Baker (sub)
JEAAC - Highways & Transportation – Sub-Committee			1		1 main and 1 substitute	Cllr C Blanchard-Cooper Cllr Baker (sub)
Keystone Centre	Monthly	6.00pm	1		X 1 Cllr	Assistant Town Clerk / CRO
Littlehampton Badminton & Squash Club			1	X1		Events Officer
Littlehampton Bonfire Society	Communications only	N/a	1	X1		Events Officer
Littlehampton Sportsfield Management Committee	6 weekly Mondays	7.30pm	1	X1		Chair CRC (Cllr Chace)
Littlehampton, Bognor Regis & Chichester CAB	Wednesdays Every other month	4.45pm	1		X 1 Cllr	Cllr Turner
Shopmobility	Monthly – early evening variable	5.45pm	2		X 2 Cllrs	Cllr Turner Assistant Town Clerk
ADC/LTC Liaison	Three times a year	3-5 pm	6	X1	To select x6 main & no substitute	Mayor, Cllr Baker Cllr Buckland Cllr B Blanchard-Cooper Cllr Squires Cllr Long
NALC / SALC matters			1		X1	Town Clerk

NOMINATIONS REPRESENTATIVES ON OUTSIDE BODIES 2019/20

Organisation	Frequency	Time	Total No.of Reprs	Officer	Councillor	Nominations
North Littlehampton Members Steering Group	Periodic	AM	4	X1 Town Clerk	X3 <i>four places sought – TBC with NLSG</i>	Cllr Baker Cllr C Blanchard-Cooper Cllr Rhodes Cllr Tandy
Sports Forum	Quarterly		1	1	X1	Chair CRC (Cllr Chace) Events Officer
Town Traders Forum	Twice a year		1	X1		Cllr Seex Town Clerk / Communications & Marketing Manager
Wick Information Centre Management Committee	6 weekly Monday or Wednesday	4.30- 6.00pm flexible	1		X1 <i>Two places sought – TBC with WIC.</i>	Cllr Long and / or Squires
Littlehampton Children and Family Centre	6 weekly	10am- 12.30p m	1		X1	Assistant Town Clerk / CRO
Littlehampton Organisation of Contemporary Arts (LOCA)	AGM		1		X1	Events Officer / Assistant Town Clerk / CRO



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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 28th March 2019 at 6.30pm

Present:

Councillor B Blanchard-Cooper (Mayor)
Councillor Ayres
Councillor Baker
Councillor Buckland
Councillor Chester
Councillor Northeast
Councillor Purchase
Councillor Squires
Councillor Tandy
Councillor Dr Walsh KStJ
Councillor Warren QVRM

2018/2019

76. Evacuation Procedures

The Mayor outlined the evacuation procedures.

77. Filming of Council Meetings Use of Social Media and Mobile Phones

The procedures were noted.

78. Apologies

There were apologies from Councillors C Blanchard-Cooper and Gammon.

79. 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 the following further declarations made. Councillors Tandy and Northeast declared personal interests in matters regarding the Keystone Centre as Treasurer and Chairman of the Keystone Centre Management Committee respectively.

80. Minutes

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

81. Town Mayor's Report and Urgent Items

The Mayoral list was circulated to Member's (copy attached to the minutes) and set out the range of functions that the Mayor had attended since the last Full Council meeting. Acknowledging the forthcoming local elections, the Mayor expressed his thanks to Councillors Ayres and Buckland as past Mayors for their guidance and his fellow Councillors and staff for their contribution to the work of the Council.

81.2. Merit Award Presentation

The Mayor presented an individual Merit Award to Mrs Betty Beaton in recognition of her longstanding commitment to the Scout Movement. Mrs Beaton had been involved with the 5th Littlehampton Scouts since 1960 and after many years had gone on to become secretary for the Scout Fellowship, a role that she was still doing today at the age of 86. The Mayor acknowledged not only the years of dedicated service that Mrs Beaton had devoted to the Scout Movement but also her fundraising. Paying tribute to Mrs Beaton, he described her as an amazing lady, and he was very pleased to present her with the award.

82. Public Forum

There were six members of the public present.

- 82.1** Announcing that she would not be seeking re-election to the Town Council, Councillor Ayres expressed her thanks to the Mayor for his hard work over two terms in representing the Town. She also thanked her fellow Councillors for their support over the years and wished them well in their future endeavours.
- 82.2** Mr Ellis addressed the Council on matters regarding the recent announcement of the award of central government grant funding towards the regeneration of the Town Centre. He welcomed the opportunity that this would bring to deliver improvements to the public realm. He considered it would be beneficial if more information about the grant was published and sought the assistance of the Town Council in achieving this. He requested that details of the bid submitted and the letter from Government awarding the funding be published, confirmation on how the plans would be taken forward particularly in relation to community engagement and the role of the Town Council. Referring to the press release from Government announcing the award there

was reference to a 'youth build project' and he asked for clarification regarding the project to which this was related.

- 82.3** It was noted that the bid had been prepared and submitted by the District Council. Having received confirmation of the success of the bid, they would begin by revisiting the original designs in the context of the grant award. The Town Clerk confirmed that Mr Ellis' question had been forwarded to the District Council who were preparing a full response. Regarding the "youth build" element it was understood that this referred to engagement with young people in delivering the project and that clarification on this point would be provided by the District Council. In terms of consultation, the District Council had confirmed that they intended to carry out further engagement with the both the public, traders and the Town Council on future plans for the Town Centre public realm improvements.
- 82.4** The opportunity to deliver improvements to the Town Centre was welcomed and it was noted that the District Council had confirmed that the Town Clock would be retained as a feature. Acknowledging that any future plans would be a matter for the new Council, Members emphasised the importance that any future designs created a vibrant and safe environment. It was agreed that the District Council's response to Mr Ellis' questions be shared with Members for information.

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

83.1. Notice of Written Question

Pursuant to Section 8b of the Town Council's Standing Orders the following question had been submitted to Council by Councillor Chester who asked: 'In my view the fact that Councillors or prospective candidates were prevented from speaking at the Town electors meeting due to 'Purdah' resulted in residents being unable to be given full and accurate answers to the questions they asked. It was also not applied consistently, nor could it be as it is not possible to know who a candidate is until the candidates list is published. LGA guidance suggests that purdah could have started as late as 26 March 2019. Further my reading of it suggests it would have been appropriate for members of the Council with specific knowledge to answer questions, and appropriate for members of the public who have declared candidacy to be able to ask questions as residents of the town. Can the new Town Council review the application of Purdah in regard to the annual electors meeting as soon as possible?

- 83.2** It was observed that the prudah period was determined by the Principal Authority, Arun District Council and related to activities of local authorities, not councillors. It was also noted that the period for calling the Annual Parish Meeting was restricted to any date between the 1st March and 1st June. It was therefore **Resolved** that:

The New Council be asked to review the date of the Annual Parish Meeting and associated arrangements for the purdah period.

84. Reports of Committees- (Non-Exempt)

84.1. 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 from the Policy and Finance Committee and four from the Governance and Committee.

84.1.1. Policy and Finance Committee: Monday 11th March 2019

Minute 66.4 - Policy and Procedure for the Management of Policies

Council was recommended to approve the draft Policy and Procedure for the Management of Policies (previously circulated) which provided a framework for the development of policies and procedures. It was **Resolved** that:

The Policy and Procedure for the Management of Policies be approved.

84.1.2. Minute 67.2 - Annual Investment Strategy 2019/20

Council was recommended to approve the Investment Strategy for the financial year 2019/20 (previously circulated). It was **Resolved** that:

The Annual Investment Strategy 2019/20 be approved.

84.1.3. Governance and Audit Committee: Tuesday 5th February 2019

Minute 18.1 - Internal Audit Report 2018/19

Council was recommended to approve a draft procedure for internal audit provision to assist with the review and appointment of the Town Council's independent internal auditor (previously circulated). It was **Resolved** that:

The Internal Audit Provision Procedure be approved.

84.1.4. Minute 18.5 - Annual Review of Internal Controls

It was **Resolved** that:

Statements 2, 5, 6 and 7 of the Annual Governance Statement be approved.

84.1.5. Minute 18.6 - Annual Review of Corporate Risk Register

Council was recommended to approve the Town Council's Risk Registers (previously circulated). These had been updated following an internal review of the register by Senior Officers. It was **Resolved** that:

- 1) The Council's Corporate Risk Management Strategy and Procedures be approved.**
- 2) The Risk Registers be approved.**

84.2. Committee Minutes (Non-Exempt)

84.2.1. Policy and Finance

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

84.2.2. Community Resources

Council received the Minutes of the meeting held on 14th February (previously circulated) with no matters arising.

84.2.3. Community Resources

Council received the Minutes of the meeting held on 14th March 2019 (previously circulated). Regarding Minute 68.6.1, the Christmas lights display in Wick, it was suggested that consideration be given to using wall mounted motifs in the same way that they had been successfully used in Littlehampton High Street. This would be examined.

84.2.4. Planning and Transportation

Council received the Minutes of the meeting held on 4th February (previously circulated). Regarding Minute 153.2, planning application LU/3/1/19/PL, the former Waitrose supermarket site, it was noted that the District Council's Economic Regeneration Team had been contacted regarding their response to the application and a reply was awaited.

84.2.5. Planning and Transportation

Council received the Minutes of the meeting held on 4th March 2019 (previously circulated) with no matters arising.

84.2.6. Property and Personnel

Council received the Minutes of the meeting held on 18th February 2019 (previously circulated) with no matters arising. In view of the sparse attendance, Members were reminded of the need for Committees to be quorate.

84.2.6. Property and Personnel

Council received the Minutes of the extraordinary meeting held on 19th March 2019 (previously circulated) with no matters arising.

84.2.7. Governance and Audit

Council received the Minutes of the meeting held on 5th February 2019 (previously circulated) with no matters arising.

85. Officers Reports

85.1. Financial Regulations Review

Council considered a report (previously circulated) which contained details of the recent review of the Regulations and proposed changes which aimed to facilitate the implementation of electronic banking. It was **Resolved** that:

- 1) The proposed amendments to the Financial Regulations as set out in Appendix 1 attached to the report be approved.**
- 2) The Scheme of Delegation to Officers, Section 3.26, be updated as set out in paragraph 3.12 (ii) of the report.**

85.2. Continuation of the “FindItOut” service from the Project 82 building

Council received a report (previously circulated) regarding the continuation of the Partnership Agreement with West Sussex County Council, for the delivery of the FindItOut (FIO) universal drop-in provision for 13-25-year olds at Project 82 building. It was proposed that the existing lease be renewed for a further six months while the County Council carried out a review of the Integrated Prevention and Earliest Help (IPEH) service. Members considered that the FIO service was vital for Littlehampton and were concerned that the IPEH review might result in reductions to the service. Whilst Members were content to renew the lease for a further six months, it was considered imperative that the Town Council be fully engaged in the IPEH consultation and that the Council should oppose any further reductions to this provision. It was therefore **Resolved** that:

- 1) A 6-month interim Partnership Agreement be entered into with West Sussex County Council for the continuation of a FindItOut and YES (Youth Emotional Support) service provision at Project 82.**
- 2) The Town Council seek to be consulted, as a stakeholder, with regard to the review of the Integrated Prevention and Earliest Help (IPEH)**

and that any proposals that would result in a reduction in provision be opposed.

85.3. Keystone Centre Project – Next Steps

Council received a report (previously circulated) summarising the feedback from the recent community engagement exercise regarding the proposed re-siting of the youth centre opposite the existing facility on Eldon Way. The feedback although limited, was largely positive and it was noted that the current Keystone Centre Management Committee also supported the project and welcomed the investment in a new facility. Members were supportive of the project progressing to the next stage and in commissioning a feasibility study asked that where possible the new building to be both sustainable and incorporate fibre optic cabling. It was therefore **Resolved** that:

- 1) Authority be delegated to the Town Clerk, in consultation with the Chair of the Property and Personnel Committee to agree the final scope and commission a feasibility study for the building of a new youth centre opposite the existing facility on Eldon Way.**
- 2) The financial implications as set out in section 6 of the report be noted.**

85.4. Marking the Death of a Senior National Figure

85.4.1 Council received a report (previously circulated) that outlined the need to have in place procedures to mourn the death of a Senior National Figure. Based on guidance that was being developed nationally, an Action Plan had been drafted which had also been considered by the Policy and Finance Committee at its meeting on 11th March. The Action Plan had been updated to reflect the comments made by that Committee and it was proposed that the Action Plan be approved, and authority delegated to the Town Clerk, in consultation with the Town Mayor, to adapt the Plan to meet the mood of the Nation and Town.

85.4.2 In view of the time that had elapsed since such arrangements had had to be used, it was considered important that the Council had an approved way forward in place and that the plan was flexible and could be tailored to meet the mood of residents. Members also judged it prudent to develop a similar plan for use in the event of a national disaster. It was therefore **Resolved** that:

- 1) The Town Clerk progress the initial work programme set out in paragraph 3.2 of the report.**
- 2) The Action Plan as set out in paragraph 3.4 of the report be approved, subject to giving the Town Clerk, in consultation with the Town Mayor, delegated authority to adapt this to meet the mood of the Nation and Town, so as**

to enable flexibility to deliver what would be expected as the Town Council.

- 3) Authority be delegated to the Town Clerk, in consultation with the Town Mayor, to adapt this protocol so as to enable the Town to mark the death of a senior national figure, such as other Royals; the current or former Prime Minister, or a significant local figure.
- 4) The costs be met from the Community Resources Initiatives Budget.
- 5) Authority be delegated to the Town Clerk in consultation with the Town Mayor, to undertake the appropriate action in the event of a significant disaster, and that a full report be brought back Council for consideration during the next cycle of meetings.

Councillor Purchase redeclared a personal interest in the following matter as a District Councillor.

85.5. Members Allowances Review

85.5.1 Council received a report (previously circulated) which set out the outcome of the District Council review of Members Allowances. Town and Parish Councils could adopt a Parish Scheme that allowed their elected Councillors to receive a basic allowance equating to 10% of the District Council's Basic Allowance. The Panel recommended that the level of Members' Allowance paid to District Councillors should continue to be index linked to the annual staff pay settlement (an increase of 2% with effect from 1st April 2019).

85.5.2 The level of allowance paid to Littlehampton Town Councillors had remained unchanged since 2015 and the report set out several options for consideration. Members preceded to consider the options in more detail, and it was noted that the District Council had deferred making a decision on the Panel's recommendations until after the local elections. During the ensuing discussion, it was proposed that the level of allowance paid to Littlehampton Town Councillors be increased in line with the Panel's recommendations. This proposal and a subsequent proposal that the level of allowance should not be increased were both defeated. It was therefore **Resolved** that:

The existing allowance be retained until the matter could be considered by Councillors in the new Council, thereby deferring any increase possibly until 1st July 2019.

86. Reports of Representatives on Outside Bodies

There were none.

87. Vote of Thanks

Noting that Councillors Ayres, Calvert, Chester and Purchase would not be seeking re-election to the Town Council, those members present acknowledged their contribution and thanked them for their service.

88. Exempt Business

It was **Resolved** 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.

The following items are confidential for Members of the Council only in accordance with Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, or office holders under, the authority.

89. Exempt Officer's Report

89.1. Events Manager

89.1.1 Council received a report (circulated to Members only) which set out proposals to fill the Events Manager post following the departure of the current post holder. The proposals had been informally considered by the Property Personnel Committee and included restructuring the Events Team, bringing it under the management of the Communications Manager. It was also proposed that the Events Assistant post be upgraded to Events Officer and that two full time apprenticeships be created, one of which would focus on Events with the other providing general support to the Corporate Team as well as the Events Team. It was also proposed that the Gladden Room be used to accommodate the new Events Team. The Town Clerk also sought approval for a further meeting of Council should an urgent decision be required in the run up to the forthcoming local elections. In view of the subject matter and limited agenda, it was also agreed that should this meeting go ahead, the Public Forum be suspended. It was therefore **Resolved** that:

- 1) **The following new structure to deliver events and related activities be approved:**
 - i. **A Communications and Events Manager (23 hours per week).**
 - ii. **An Events Officer (37 hours per week).**
 - iii. **2 x Apprentices (37 hours per week).**

- iv. **A 50 hours p.a. “bank” for additional hours by the Communications and Events Manager, if required.**
- 2) These changes could be delivered from within the existing budget be noted.**
- 3) The Events Team be relocated in the Gladden Room and their current office be released for use by the Members and Officers as set out in the report.**
- 4) Authority be delegated to the Town Clerk, in consultation with the Chair of Property & Personnel Committee, to agree new job description and person specifications for these posts.**
- 5) A provisional date for a further meeting of Full Council, if required, be set for Tuesday 30th April 2019 at 6pm and that Standing Order 1c, Public Question Time, be suspended for this meeting.**

The meeting closed at 7:55pm

TOWN MAYOR



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 Extraordinary Meeting of the Town Council held in the New Millennium Chamber, Manor House, Church Street, Littlehampton on Tuesday 30th April 2019 at 6.00pm

Present:

Councillor B Blanchard-Cooper (Mayor)
Councillor Ayres
Councillor Baker
Councillor C Blanchard-Cooper
Councillor Buckland
Councillor Chester
Councillor Northeast
Councillor Purchase
Councillor Squires
Councillor Tandy
Councillor Dr Walsh KStJ
Councillor Warren QVRM

2018/2019

90. Evacuation Procedures

The Mayor outlined the evacuation procedures.

91. Filming of Council Meetings Use of Social Media and Mobile Phones

The procedures were noted.

92. Apologies

There were apologies from Councillor Gammon.

93. 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.

94. Exempt Business

It was **Resolved** 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.

The following items are confidential for Members of the Council only in accordance with Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, or office holders under, the authority.

95. Exempt Officer's Report

95.1. Staffing Update

- 95.1.1 Council considered a report (previously circulated to Members of the Council only) that explained that following the Assistant Town Clerk's success at a recent interview at a neighbouring Council, the Town Clerk had looked at whether there was a better way to structure the senior management of the Council. Whilst the option of simply advertising and filling the vacancy was perfectly valid, an alternative, whereby the posts of Assistant Town Clerk and Major Projects and Democratic Services Manager were merged, supported by a Community Resources Officer was put to Council for their consideration.
- 95.1.2 Responding to a Point of Order, The Town Clerk explained that the Agenda for the meeting had met the necessary period of notice, but that the report had, by necessity, only been circulated the previous day. The reasons for this were noted.
(Cllr. Northeast joined the meeting at 6.15pm)
- 95.1.3 The two options were discussed in detail and the recommendations closely scrutinised. Members agreed to support the alternative way forward, noting how successful the post of Community Resources Officer had been previously at the Town Council. However, Members wished to review this in the new Council to check whether any fine-tuning was required to facilitate these roles and the Property and Personnel Committee was asked to take this forward.
- 95.1.4 Members wished to thank Rosie Costan for her tremendous service to the Town and Town Council and wished her every success in the future.
- 95.1.5 Members were pleased to hear of the successful appointment of Charlotte Burford as the Interim Collections Documentation Project Manager and Museum Curator and looked forward to meeting her.
- 95.1.6 The Town Clerk also sought the approval of Council to change a recently agreed post title. The Communications and Events Manager's title had been found to confuse some people regarding the daily oversight of Events, given that this was the responsibility of the Events Officer. Therefore, a change of

title to Communications and Marketing Manager was approved. It was **Resolved** that:

1. **The Recommendations 1-5 from the report, merging the posts of Assistant Town Clerk and Major Projects and Democratic Services Manager, supported by a Community Resources Officer, be approved.**
2. **This be reviewed in 6 months by the Property and Personnel Committee, including feedback from the post holder, to assess whether any finetuning is required.**
3. **That the update regarding the appointment of Interim Collections Documentation Project Manager and Museum Curator be noted**
4. **That the post of Communications and Events Manager be retitled Communications and Marketing Manager.**

The meeting closed at 7.10pm

TOWN MAYOR

Minutes of a Meeting of the Planning and Transportation Committee held in the New Millennium Chamber, Manor House, Church Street, Littlehampton on Monday 1st April 2019 at 6.30pm

Present:

Councillor C Blanchard-Cooper (Chair)
Councillor Ayres
Councillor Buckland
Councillor Chester
Councillor Tandy
Councillor Warren QVRM

2018/2019

168. Evacuation Procedures

The evacuation procedures were noted.

169. Filming of Council Meetings Use of Social Media and Mobile Phones

The procedures were noted.

170. Apologies

There were none.

171. 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 addition, Councillors Ayres, Buckland and Warren QVRM declared interests in agenda item 9.3, Community Infrastructure Levy as District Councillors. The Major Projects and Democratic Services Manager declared a personal interest in planning application LU/52/19/PL, the Look and Sea Centre as a resident whose property was adjacent to the premises.

172. Minutes

The Minutes of the meeting held on Monday 4th March 2019 (previously circulated), were confirmed as a true record and signed by the Chair.

173. Chair's Report and Urgent Items

There were none.

174. Public Forum

There were two members of the public present.

174.1 Mr Ellis addressed the Committee on matters. Regarding planning application LU/91/19/PL, The Promenade, he urged the Committee to exercise caution in considering the application because it could lead to the creation of permanent structures on the sea front. Referring to the Banjo Road element of the application, he also stated that in his view this could restrict the availability of coach parking which, without alternative arrangements in place, could have a detrimental impact on the roads in the vicinity.

174.2 Mr Ellis addressed the Committee in his capacity as Chairman of the Littlehampton Heritage Group, regarding planning application LU//81/19/PL, Lovelong House, 18-22 East Street. He stated that the signage proposals were overbearing and out of character for a building in a conservation area. Drawing Members attention to the local planning authority's rules regarding advertising notices in sensitive areas, he stated that "halo" lighting was not permitted. He declared that in his view the proposal was both unnecessary and ugly and should be resisted. He added that any fixings should be appropriate for a flint wall. He also sought the Town Council's assistance in establishing whether the existing aluminium and glass porch had planning consent.

174.3 The Chair thanked Mr Ellis for his comments which were noted and would be taken into account when the Committee came to consider the applications. Officers would also investigate the position regarding the porch at 18-22 East Street and advise Mr Ellis of their findings. For the record, Councillors Buckland and Chester declared personal interests in this planning application as members of the Littlehampton Heritage Group. They stated that they had an open mind regarding the matter and would reach their decision on the application based on merit and not bias.

175. Sussex Police Safety Camera Team

175.1 The Committee received a presentation from Mr Preece, the Manager of the Safety Camera Team, regarding the enforcement of Road Traffic Offences and the rules relating to the use of speed cameras. He began with the background to the initiative and explained the composition of partnership and its aims. He then proceeded to explain how sites were prioritised for action

and the criteria for the installation of speed cameras. A scoring system based on vehicle collision data was used to determine the location of speed cameras and this method of analysis was also used to judge the location of temporary measures such as Community Speed Watch (CSW) which aimed to address local anti social driving behaviour.

- 175.2** It was noted that a combination of data, police intelligence and public concerns formed part of the overall analysis of sites that might be appropriate for intervention. Even if a site did not meet the criteria, based on Home Office guidance, there was the potential for “on the ground” work, subject to the availability of resources. This work could include engineering solutions e.g. pedestrian islands or redesigning a sharp bend.
- 175.3** Referring to the earlier incident in the year at Floyds Corner, Mr Preece went on to explain how the CSW initiative worked. This was a nationwide initiative which provided residents, with the support of the Police, the opportunity to monitor vehicle speeds using speed detection devices. Sussex Police through the County Speed Watch Coordinator, assessed sites to determine whether they were suitable for monitoring to take place and provided training for volunteers. Once trained, community groups could borrow or purchase monitoring equipment and through the Operation Crackdown initiative, begin collating and reporting data. Letters were then issued to the registered keepers of vehicles identified through the monitoring.
- 175.4** It was noted that following an analysis of Police data, Floyds Corner had not been identified as a site requiring intervention and that the layout of the highway was not conducive to the effective deployment of a mobile speed camera unit. It was also noted that parish councils had stepped in to support CSW groups in their areas which often took the form of grant support to purchase / hire cameras. He emphasised that the equipment needed to be a Home Office approved device and the need for all volunteers to receive the appropriate training. He agreed to provide further information regarding the costs of cameras and contact details for the CSW Co-Ordinator for circulation to the Committee after the meeting. The Chairman thanked Mr Preece for his presentation and he left the meeting.

176. Planning and Other District Council Matters

176.1. Planning Applications – Lists 10, 11, 12 and 13

It was **Resolved** that:

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

176.2. Planning Application LU/47/19/RES - Kingley Gate, Courtwick Lane

The Committee had before it proposals regarding the boundary treatment and emergency access arrangements on the Kingley Gate development at Courtwick Lane (previously circulated). It proposed that bunds and emergency access gates be introduced to control access at this point. It was noted that WSCC Highways had provided technical guidance and that the proposals were considered workable in terms of access to the facilities on this part of the development. The Committee therefore **Resolved**:

Not to object to the proposals.

176.3. Draft Charging Schedule and Community Infrastructure Levy (CIL)

176.3.1 The Committee received details of a consultation by the District Council which contained the proposed charging schedule for the Community Infrastructure Levy (CIL), (previously circulated). Members were disappointed that despite previous representations, it was still intended that development within the Town Centre would be extremely unlikely to attract CIL. The Town Council had consistently questioned the rationale behind this aspect of the proposals. Recalling the recent application to develop the former Waitrose supermarket site in Avon Road, Members considered that this demonstrated clearly the deficiencies in the District Council's logic.

176.3.2 The Committee had strongly opposed the plans to re-develop the former supermarket site on the grounds that it would do nothing to enhance the Town Centre because it lacked appropriate infrastructure to manage / deter antisocial behaviour, improve public car parking and reverse the decline in the retail sector. In view of the change of use from retail to residential that had become a feature of the evolution of the Town Centre environment in Littlehampton, Members considered that this point remained pertinent. It was therefore **Resolved** that:

**The Committee's views as set out above,
be forwarded to the District Council.**

177. Transportation and West Sussex County Council Matters

177.1. A27 Arundel Bypass Scheme

The Committee received an update from Highways England regarding plans to hold a further non-statutory consultation for the A27 Arundel Bypass scheme in late summer 2019 (previously circulated). It was **Resolved** that:

The update be noted.

178. Masterplan – North Littlehampton

The norther section of the Lyminster Bypass had been approved by the County Council's Planning Committee on 26th March 2019. A provisional date for the next Steering Group meeting had been scheduled for Wednesday 29th May 2019. It was **Resolved** that:

The update be noted.

179. Exempt Business

There was none.

The meeting closed at 8:20pm.

CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 1st April 2019
Representation on Lists 10, 11 and 12

Page 1 of 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
10	Brookfield	DC/FT/MW	LU/59/19/PL	Installation of 5 No. 'vehicle-to-ground' lifts, HVAC plant units, a canopy cover over the associated service yard area for a temporary period of five years, installation of 3 No. level access doors, minor alterations to internal access road including widening works, creation of a new spur, provision of a pedestrian footbridge & associated lighting & drainage infrastructure provision.	Land at Watersmead Business Park Worthing Road Littlehampton BN17 6LS	No Objection
10	River	IB	LU/65/19/CLP	Lawful development certificate for a proposed replacement kitchen & bathroom single storey extension.	24 Sussex Street Littlehampton BN17 6JD	No Objection
10	Courtwick with Toddington	MA	LU/70/19/HH	Two storey side extension	20 Holly Drive Littlehampton BN17 6LB	No Objection
10	Courtwick with Toddington	MA	LU/68/19/HH	Demolition of existing garage & erection of a two storey side & rear extension.	1 Northway Road Littlehampton BN17 7JX	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 1st April 2019
Representation on Lists 10, 11 and 12

Page 2 of 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
11	River	IB	LU/52/19/PL	Application under Regulation 3 of the Town & Country Planning General Regulations 1992 for a change of use (except Youth Hostel) to A3 (Food & Drink). This application may affect the setting of a listed building & may affect the character & appearance of the Littlehampton (River Road) Conservation Area.	The Look And Sea Centre Surrey Street Littlehampton BN17 5AW	No objection.
11	River	IB	LU/76/19/PL	Replacement shopfront. This application may affect the setting of listed building & may affect the character & appearance of the Littlehampton (River Road) Conservation Area.	3B Pier Road Littlehampton BN17 5BA	No objection.
11	Brookfield	FT/MW	LU/10/19/HH	First floor side extension	2 Horsham Road West Littlehampton BN17 6DL	No objection
11	Ham	MA	LU/75/19/HH	Rear extension and raised patio	38 Clun Road Wick Littlehampton BN17 7DY	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 1st April 2019
Representation on Lists 10, 11 and 12

Page 3 of 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
12	River	IB	LU/81/19/A	1 No. illuminated logo sign with halo lit lettering fixed to wall on front elevation.	Lovelong House 18-22 East Street Littlehampton BN17 6AW	Objection: On the grounds that the proposals would have an adverse effect on the character and appearance of the East Street Conservation Area by virtue of their size, design and the materials proposed. The illuminated "Halo" signage was also in conflict with the local Planning Authority Supplementary Guidance regarding Advertisements and the guidelines for advertising in Conservation Areas.
12	Courtwick with Toddington	MA	LU78/19/PL	Alterations to roof to form new rooms and division into two dwellings	32 Griffin Crescent Littlehampton BN17 7LJ	Objection: On the grounds that the proposals will result in the creation of dwellings that are deficient in terms of external and internal space provision and do not therefore meet the current space standards.
12	Beach		LU/82/19/HH	Proposed single storey front extension with roof terrace	38 St Winefrides Rd Littlehampton BN17 5HA	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 1st April 2019
Representation on Lists 13

Page 1 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
13	Courtwick with Toddington	MA	LU/84/19/PL	1 New dwelling on land rear of 141 Wick Street	Land to rear of 141 Wick Street Littlehampton BN17 7JY	No Objection
13	Brookfield	FT/MW	LU/86/19/HH	Proposed Conservatory	161 Timberleys Littlehampton BN17 6QD	No Objection
13	Brookfield	FT/MW	LU/96/19/CLP	Lawful development certificate for a proposed single storey rear extension.	8 Solent Close Littlehampton BN17 6SQ	No Objection
13	Courtwick with Toddington	MA	LU/85/19/HH	Proposed Loft Conversion	Hunters Lodge Lymminster Road Wick Littlehampton BN17 7PS	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 1st April 2019
Representation on Lists 13
Page 2 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
13	River	IB	LU/91/19/PL	Change of use of parts of seafront for temporary food & drink outlets & other seaside uses together with associated temporary/portable structures & equipment for use by businesses associated with those outlets.	Various Sites Along The Promenade Littlehampton BN17 5LF	<p>Objection: It was noted that the application was seeking approval for the use of temporary structures within the individual locations specified. A number of concerns were raised about the potential impact of the proposals which caused Members to question the plans.</p> <p>Regarding, Banjo Road, the application lacked detail regarding how the resultant displacement of coaches would be accommodated. Members therefore had serious concerns about the impact that the unavailability of this area for coach parking would have on the surrounding roads.</p> <p>Regarding the sea front and promenade areas, there was also concern that the definition of potential uses was in conflict with the existing businesses in these areas.</p> <p>Observing that the nature of any future units would be through vetting and licensing procedures, Members also sought clarification on the following points:</p> <p>The application lacked detail regarding the process for agreeing the licensing of these activities, what consultation would be undertaken and whether Ward Members would be involved.</p> <p>Whilst the temporary use of the areas specified in the application was unlikely to constitute development that would require planning permission, further clarification was also sought regarding the basis for marketing the sites and how planning would be monitored/ controlled.</p>

Minutes of a Meeting of the Planning and Transportation Committee held in the New Millennium Chamber, Manor House, Church Street, Littlehampton on Monday 29th April 2019 at 6.30pm

Present:

Councillor C Blanchard-Cooper (Chair)
Councillor Buckland
Councillor Chester
Councillor Tandy
Councillor Warren QVRM

2018/2019

180. Evacuation Procedures

The evacuation procedures were noted.

181. Filming of Council Meetings Use of Social Media and Mobile Phones

The procedures were noted.

182. Apologies

There were apologies from Councillor Ayres.

183. 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.

184. Minutes

The Minutes of the meeting held on Monday 1st April 2019 (previously circulated), were confirmed as a true record and signed by the Chair.

185. Chair's Report and Urgent Items

There were none.

186. Public Forum

There were three members of the public present.

186.1 Mr Ellis addressed the Committee on matters relating to the following planning applications.

186.2 LU/324/18/PL – The Nelson Public House, Mr Ellis commented that whilst he personally questioned the proposed use of blue materials on the top storey, the revised plans represented a better design. In view of the fact that the hotel was positioned on a blind corner, he sought an assurance that the entrances on to Pier Road could be safely used by patrons but otherwise he considered that the hotel was a welcome addition to the Town.

186.3 LU/102/19/HH – 11 Maltravers Drive, Mr Ellis welcomed the use of flint in the design of the new wall. The Chairman thanked Mr Ellis for his comments which were noted.

187. Planning and Other District Council Matters

187.1. Planning Applications – Lists 14, 15, 16 and 17

It was **Resolved** that:

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

188. Transportation and West Sussex County Council Matters

There were none.

189. Masterplan – North Littlehampton

189.1 The provisional date for the next Steering Group meeting had been changed to Monday 17th June 2019. It was **Resolved** that:

The update be noted.

190. Exempt Business

There was none.

The meeting closed at 6:56 pm.

CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 29th April 2019
Representation on Lists 14, 15, 16 &17

Page 1 of 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
15	Beach		LU/83/19/CLP	Lawful development certificate for the proposed use of existing dwellings as 2 No. separate dwelling	41 Western Rd Littlehampton BN17 5PG	No objection
15	River	IB	LU/324/18/PL	Demolition of existing hotel & replacement with new 14 bedroom hotel with ancillary restaurant & function rooms	The Nelson Hotel 61 Pier Road Littlehampton BN17 5LP	Supported.
15	Brookfield	DC/FT/MW	LU/59/19/PL	Installation of 5 No. 'vehicle-to-ground' lifts, HVAC plant units, a canopy cover over the associated service yard area for a temporary period of five years, installation of 3 No. level access doors, minor alterations to internal access road including widening works, creation of a new spur, provision of a pedestrian footbridge & associated lighting & drainage infrastructure provision.	Land at Watersmead Business Park Worthing Road Littlehampton BN17 6LS	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 29th April 2019
Representation on Lists 14, 15, 16 & 17

Page 2 of 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
15	River	IB	LU/110/19/CLP	Lawful development certificate for a proposed rear single storey extension.	23 St Catherines Rd Littlehampton	No Objection
15	Beach		LU/99/19/CLP	Lawful development certificate for the proposed infill of internal courtyard with insulated roof to create new waiting are	The Park Surgery St Floras Road Littlehampton	No Objection.
16	Brookfield	FT/MW	LU/111/19/HH	Single storey rear extension to form a bedroom and shower room (option 1)	81 Timberleys Littlehampton BN17 6QA	No Objection
16	Brookfield	FT/MW	LU/112/19/HH	Single storey rear extension to form a bedroom and shower room (Option 2)	81 Timberleys Littlehampton BN17 6QA	No Objection
16	River	IB	LU/102/19/HH	Boundary wall to front	11 Maltravers Drive Littlehampton BN17 5EX	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 29th April 2019
Representation on Lists 14, 15, 16 & 17

Page 3 of 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
17	River	IB	LU/114/19/HH	Two storey front extension, porch to side and single storey outbuilding to rear to be used as a storage room	61 Linden Road Littlehampton BN17 7BP	It was observed that the proposed outbuilding was on the boundary of the Town Council's allotments. Whilst the Committee had no objection to the proposed development, they sought the inclusion of a gap sufficient to allow maintenance of the boundary fence as per the other properties with similar outbuildings in the area.
17	Courtwick with Toddington	MA	LU/121/19/HH	Proposed single storey rear extension	3 Granary Way Littlehampton BN17 7QY	No Objection. The Committee also wished to draw attention to the proposed installation of a roller shutter at the front of the property and questioned why it was not specified in the description of the application.

Subject: Resurrection of Eastern Arun Parishes Group Meetings

Dear Clerks

Following informal discussions between a number of the Chairmen of the Eastern Arun Parishes, it has been agreed that the Eastern Arun Parishes Group should be resurrected. Accordingly, a date, time and venue for the first Meeting has been set for Tuesday 21 May 2019 at 10.00 am in the Roger Montgomeri Room at The Woodlands Centre (Please use the Council Offices entrance at 34 Woodlands Avenue, Rustington, BN16 3HB).

It is hoped that each of the Eastern Arun Town and Parish Councils will be happy to, once again, be active Members of this Group, and will be able to send a maximum of two representatives to the above and future Meetings.

Please, therefore, accept this email as an invitation for your Council to send two representatives to the above mentioned Meeting which, it is hoped, will prove to be of benefit to all of the Eastern Parishes for the foreseeable future.

If there are any items which your Council would like to be added to the Agenda, I would be grateful if you could let me have them by 26 April 2019, to ensure inclusion on the Agenda. I will email the Agenda to you all at the beginning of May 2019.

Kind Regards

Carole Ward (Mrs)
Clerk of the Council
Rustington Parish Council

3 May 2019

Dear Councillor/Clerk

ARUN EASTERN PARISHES GROUP - JOINT MEETING

Your attendance is requested at a Meeting of the above Group to be held on **Tuesday 21 May 2019** in the **Roger Montgomeri Room** at The Woodlands Centre, Woodlands Avenue, Rustington, commencing at **10.00 am**. (Please use the Council Offices' entrance at 34 Woodlands Avenue).

Yours sincerely

Clerk of the Council

To: Representatives of the Angmering, East Preston, Ferring, Kingston and Rustington Parish Councils and Littlehampton Town Council

A G E N D A

1. Apologies for Absence
2. Appointment of Chairman
3. Welcome by the Chairman
4. Youth Provision
5. Highways and Transport
6. Housing and Development
7. Planning – Small sites and appropriate infrastructure
8. Policing and Crime
9. Local Services
10. Joint Eastern Arun Area Committee (JEAAC)
10. Date of Next Meeting – 24 September 2019 at 10.00 am