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

11th October 2019

Notice is hereby given that there will be an **ordinary meeting** of the:

Town Council

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

Date: **Thursday 17th October 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. Minutes

To confirm the Minutes of the meeting held on 20th June 2019, circulated herewith (pages 7 - 11). In accordance with the Town Councils' Standing Orders, Section 9 (a), Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. Town Mayors Report and Urgent Items

7. 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.

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

8.1. Charges on Businesses for Tables and Chairs in the Town Centre To note the letter sent to the Leader of West Sussex County Council and response received, attached (pages 12 - 15).

8.2. Public Spaces Protection Order (PSPO) Consultation

To receive and consider proposals from Arun District Council to make changes to PSPO's. The consultation is available at https://www.arun.gov.uk/news-

archive/tackling-antisocial-behaviour-join-the-debate-1978/ and attached (pages 16 - 21).

8.3. West Sussex County Council Mobile Library Service Update
To note the information which has been received from WSCC regarding the future of the Mobile Library Service. Attached (pages 22 - 26).

9. Reports of Committees- (Non-Exempt)

9.1. Recommendations from Committees – report herewith (Pages 27 – 30)
The report brings together the Recommendations from Committees that need approval by Council.

9.2. Committee Minutes (Non-Exempt)

9.2.1. Policy and Finance
To receive the Minutes of the meeting held on **9th September 2019** – circulated herewith (pages 31 – 37) - at which the following items were discussed;
Minutes -
(17.1) Harbour Revision Order (HRO)
(17.2) Environment Policy
(18.1) Charge for Tables and Chairs on the Highway
(18,6) Tree Planting
(18.8) Cyclists on Footpaths
(19.1) Town Centre Update
(19.2) Progress Report
(19.3) Members Training Plan
(19.4) Equality Flag
(19.5) A Vision for the Arun Valley
(20) Town Council Priorities
(22) Committee Finance Report
(23.1) Local Action Team (LAT)

9.2.2. Community Resources
To receive the Minutes of the meeting held on **5th September 2019** –circulated herewith (pages 38 – 47) - at which the following items were discussed;
Minutes –
(19.1) Creative Heart Grant Request

(20) Sports Forum
(21) Allotments Working Group
(22.1) Urgent Action- Christmas Reindeer
(22.2) Youth Service Annual Report
(22.3) Museum Periodic Report
(22.4) Museum Accreditation Report
(22.5) Tree Planting
(22.6) Events Periodic Report
(22.6.4) Christmas Lights Switch On
(22.7) Grants Update

(22.8) Rosemead Park
(22.9) Metal Detecting
(22.10) Visitor Information Points
(22.11) Keystone Centre
(23) Town Council Priorities
(24) Committee Finance Report

9.2.3.1. Planning and Transportation

To receive the Minutes of the meeting held on **24th June 2019** – circulated herewith (pages 48 – 54) - at which the following items were discussed;

Minutes –

(17.1) A284 Lyminster Bypass
(19.1) Planning Applications- Lists 22, 23, 24 and 25
(19.2) Member Training- Planning Matters
(21) Masterplan- North Littlehampton

9.2.3.2. Planning and Transportation

To receive the Minutes of the meeting held on **22nd July 2019** – circulated herewith (pages 55 – 61) - at which the following items were discussed;

Minutes –

(28.1) Community Infrastructure Levy Statement of Modifications
(28.2) Notice of Application for a Premises License Under the Gaming Act 2005- 50 High Street
(30.1) Planning Applications- Lists 26, 27, 28 and 29.
(30.2) Arun District Council Consultation on 'Public Open Space'
(30.3) Arun District Council Consultation on 'Arun Parking Standards'
(31) Littlehampton Heritage Group
(33) Masterplan- North Littlehampton

9.2.3.3. Planning and Transportation

To receive the Minutes of the meeting held on **19th August 2019** – circulated herewith (pages 62 – 71) - at which the following items were discussed;

Minutes –

(39.1) A27 Arundel Bypass further Consultation
(39.2) Planning Application LU/3/19/PL- Empty Supermarket Premises Avon Road (Former Waitrose Site)
(40.4) Gaming License Application, Former Bunces Premises
(41.1) Planning Applications- Lists 30, 31, 32 and 33
(41.2) Arun District Council Consultation on the 'Gypsy, Traveller and Travelling Show people Accommodation'
(42.3) Arun District Council Statement of Licensing Policy
(44) Masterplan- North Littlehampton

9.2.3.4. Planning and Transportation

To receive the Minutes of the meeting held on **16th September 2019** – circulated herewith (pages 72 – 79) - at which the following items were discussed;

Minutes –

(51.1) Hampton Quay
(52.1) North Littlehampton Landscaping
(52.2) Evening Bus Services
(52.4) Planning Application LU/249/19/PL, 50-52 the High street
(53.1) Planning Applications- Lists 34, 35, 36 and 37
(54.1) A27 Arundel Bypass Update

(54.2) A27 Arundel Bypass Elected Representatives' Forum (ERF)
(54.3) Application for a Definitive Map Modification Order
(54.4) Electric Vehicle Strategy Consultation
(54.5) A Vision for the Arun Valley
(55) Town Council Priorities
(56) Masterplan- North Littlehampton

9.2.4. Property and Personnel

To receive the Minutes of the meeting held on **2nd September 2019** – circulated herewith (pages 80 – 84) - at which the following items were discussed;

Minutes –

(18.1) Urgent Actions- Amenity Team Staffing and Name Addition to the War Memorial
(18.2) Staff Sickness Report
(18.3) Staffing Update
(18.4) Annual Staff Training Plan
(18.5) Manor House
18.6) Audio and Presentation Equipment
(18.7) Volunteer Policy
(18.8) Project 82 Building
(18.9) Keystone Centre
(19) Town Council Priorities
(20) Committee Finance Report

9.2.5. Governance and Audit

To receive the Minutes of the meeting held on **2nd July 2019** – circulated herewith (pages 85 – 88) - at which the following items were discussed;

Minutes –

(7.1) Code of Conduct
(9.1) Internal Audit Report 2018/19
(9.2) Annual Review of the Corporate Risk Register
(9.3) Draft Committee Work Plan

10. Officers Reports

10.1. External Audit 2018 to 2019 – report attached (pages 89 - 97)

10.2. Environment Policy- to consider and approve the attached Policy (pages 98 – 99)

11. 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.

12. 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.

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.

13. Exempt Officer's Report

13.1. Staffing Update – report for Members of the Council only.

Littlehampton Town Council

How to contact us

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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 20th June 2019** at **6.30pm**

Present:

Councillor Baker (Mayor)
Councillor B Blanchard-Cooper
Councillor Chace
Councillor Long
Councillor Molloy
Councillor Seex
Councillor Tandy
Councillor Turner
Councillor Dr Walsh KStJ

2019/2020

17. Evacuation Procedures

The Mayor outlined the evacuation procedures.

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

The procedures were noted.

19. Apologies

Apologies were received from Councillors C Blanchard-Cooper, Buckland, Northeast, Price, Rhodes, and Squires.

20. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted and Councillor B Blanchard-Cooper declared a personal interest as a member of Arun District Council across the agenda.

21. Minutes

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

22. Town Mayor's Report and Urgent Items

Council received the Town Mayor's, report (copy attached to the Minutes) in which she thanked the Deputy Mayor, Councillor Chace and her secretary Nadia Shannon for their support. Commenting on the many groups that she had already visited; the Mayor expressed her thanks to them for the support they provided locally. She was however sad to report that Mrs Smart, the founder of the 50 up club had recently suffered a fall. Acknowledging the support and help that Mrs Smart had provided to the community in Wick over many years, on behalf of the council she wished Mrs Smart a speedy recovery.

23. Public Forum

There were 6 members of the public present.

23.1 Mr Ellis addressed the council regarding Armed Forces Day. Referring to the publicity about the day in nearby seaside towns he asked for details of how the Town council was publishing and promoting the Littlehampton event. In response the Town Clerk confirmed that the Town Council was actively promoting the event and confirmed that he would come back to Mr Ellis with details of the publicity arrangements.

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

There were none.

25. Reports of Committees- (Non-Exempt)

25.1. 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 three from the Policy and Finance Committee.

25.1.1. Safer Arun Partnership Joint Action Group (JAG)

Council was asked to confirm that the Mayor be the Town Council's representative on the JAG. The Town Clerk provided clarity regarding the aims and objectives of the JAG and the structure of the meetings. It was noted that the Policy and Finance Committee would receive updates on the JAG's activities. It was **Resolved** that:

The Mayor be appointed as the Town Council's representative on the Safer Arun Partnership JAG.

25.1.2. Members Allowances Review

Council considered a recommendation from the Policy and Finance Committee regarding the level of allowances for Town Councillors. It was proposed that the level of allowances be set at a rate of 10% of the District Council rate with affect from 1st June 2019. This was considered reasonable and it was therefore **Resolved** that:

> **The Town Council's Members Allowances be set at 10% of the District Council rate with effect from 1st June 2019, subject to the District Council rate continuing to be linked to further staff pay rises.**

25.1.3. Armed Forces Covenant

The Council wholeheartedly supported the principles and aims of the Covenant and it was therefore **Resolved** that:

> **Council sign the Armed Forces Covenant.**

25.2. Committee Minutes (Non-Exempt)

25.2.1. Policy and Finance

Council received the Minutes of the meeting held on 10th June 2019 (previously circulated). Members were pleased to note that the Harbour Lights Café had reopened that day.

25.2.2. Community Resources

Council received the Minutes of the meeting held on 6th June 2019 (previously circulated) with no matters arising.

25.2.3. Planning and Transportation

Council received the Minutes of the meeting held on 28th May 2019 (previously circulated) with no matters arising.

25.2.4. Property and Personnel

Council received the Minutes of the meeting held on 3rd June 2019 (previously circulated) with no matters arising.

25.2.5. Governance and Audit

The next meeting of this Committee would be held on 2nd July 2019.

26. Appointment of Committees and Representatives on Outside Bodies

26.1. Council received a report (previously circulated) which set out proposed changes to the membership of Planning and Transportation Committee and revisions to the outside body list and representation. The changes to the Town Council's representation on the North Littlehampton Steering Group were noted and Councillor Long was nominated as the Town Council's substitute member. Regarding the Safer Arun Partnership Joint Action Group (SAPJAG), Councillor Chace was nominated as the Town Council's substitute member. These nominations were duly seconded, and it was therefore **Resolved** that:

1) **Councillor Long be appointed as the Town Council's substitute member on the North Littlehampton's Steering Group**
2) **Councillor Chace be appointed as the Town Council's substitute member on the SAPJAG**

26.2. It was noted that in future Ward Councillors would be invited to attend the Town Trader's Forum. It was also reported that the East Arun Health Services Advisory Group was unlikely to continue in its current format and would be replaced by two new groups focusing on the One Public Estates Project and primary care provision in Littlehampton. It was therefore considered prudent not to make any changes to the Town Council's representation at this time. It was therefore **Resolved** that:

The Town Council's representation in this respect remain unchanged.

26.3. Regarding the Planning and Transportation Committee it was proposed that Councillor's B Blanchard-Cooper and Price be replaced by Councillor's Buckland and Chace, respectively. After some discussion, Councillor Chace was proposed and duly seconded as Vice Chair of the Planning and Transportation Committee. It was therefore **Resolved** that:

1) **Councillor's Buckland and Chace be appointed to the Planning and Transportation Committee**
2) **Councillor Chace be appointed as Vice Chair of the Planning and Transportation Committee**

27. Audit and Annual Return 2018 to 2019 (attached)

27.1. Annual Governance Statement for 2018/19 (Section 1 of the Annual Return)

Members had before them a report (previously circulated) seeking approval for the Annual Governance and Accountability Return. Council **Resolved** that:

1) **To the best of its knowledge and belief, with respect to the Annual Governance Statement for the year ended 31st March 2019, it has complied with all 8 items.**
2) **The Mayor, as Chairman of the Council, and the Clerk be authorised to sign Section 1 of the 2018/19 Annual Return on behalf of the Council.**

27.2. Statement of Accounts - Annual Return 2018/19 (Section 2 of the Annual Return)

Council received a report (previously circulated) which sought approval of the 2018/19 Accounting Statement. Members commended the Responsible Financial Officer and the Finance Team for their hard work. Members considered that the Annual Statement of Accounts was an accurate reflection of the Town Council's finances and **Resolved** that:

1) **The Annual Statement of Accounts for the year ended 31st March 2019 be approved.**
2) **The Mayor, as Chairman of the Council, be authorised to sign Section 2 of the 2018/19 Annual Governance and Accountability Return on behalf of the Council.**

28. Reports of Representatives on Outside Bodies

28.1. As the Town Council's representative on the Littlehampton Sportsfield Management Committee, Councillor B Blanchard-Cooper reported that he was liaising with the manager of the Littlehampton Sportsfield to arrange a date for Councillors to view the facilities. Members were encouraged to accept this invitation.

29. Exempt Business

There was none.

The meeting closed at 6:56pm

_____

TOWN MAYOR

Littlehampton Town Council

Manor House · Church Street, · Littlehampton, · West Sussex BN17 5EW
Telephone: **01903 732063** · Facsimile: **01903 731690**
ltc@littlehampton-tc.gov.uk · www.littlehampton-tc.gov.uk

Town Clerk - **Peter Herbert**

Councillor Louise Goldsmith
Leader
West Sussex County Council
Cabinet Office
County Hall
Chichester
West Sussex
PO19 1RQ

18th September 2019

Dear Councillor Goldsmith

Charges on businesses for outdoor tables and chairs in the town centre

I am writing regarding the County Council's policy regarding the above-mentioned charges.

The Town Council has received a number of representations on this matter and you will be aware of the strong opposition that there is among local traders to these fees. Whilst we acknowledge that it is a legal requirement for businesses to have a licence for tables and chairs to be positioned on the highway, these are challenging times for the retail sector. This is particularly true for small town centres such as Littlehampton which are undergoing significant change as well as struggling to meet the demands of the national trend in retail culture.

The imposition of a blanket fee of £520 could have a significant impact on the viability of many businesses in the Town Centre. Not only does it represent a substantial increase on previous years (26%), it is an annual fee which will be a significant additional financial burden for businesses. Also, it is unclear if the fee applies where the retailer owns the pavement at the front of their premises. At the very least, we would suggest that it would be fairer if the charge was implemented on a sliding scale basis.

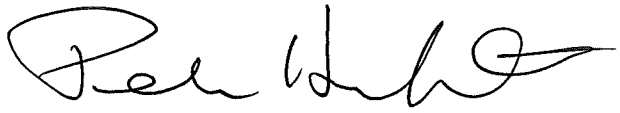
We are also extremely concerned that at a time when considerable investment is to be made to enhance the High Street, the County Council appears to be seeking to undermine the commercial viability of the Town. Littlehampton, perhaps more than other towns, is heavily dependent on small independent shops. There are being threatened by your actions.

We would also ask that the needs and circumstances each town centre are considered Sometimes a "fair" system for all is not the most appropriate way forward Furthermore, Littlehampton Town Centre has to compete with the likes of Rustington, where the café frontages not within the auspices of the County Council

A sensible, reasonably priced licensing regime is welcomed However, the current arrangements threaten the very viability of our High Street

We understand that the County Council plans to review this policy and in light of this we would therefore urge you to take these views into consideration and reconsider this decision

Yours sincerely



Peter Herbert
Town Clerk

Copy to
Councillor Roger Elkins, Cabinet Member for Highways and Infrastructure
West Sussex County Council

From: Clare Tivey <clare.tivey@westsussex.gov.uk> **On Behalf Of** Louise Goldsmith
Sent: 19 September 2019 10:37
To: Juliet Harris <jharris@littlehampton-tc.gov.uk>
Subject: RE: Littlehampton Town Council re: Town Centre Charges on tables and Chairs

Dear Ms Harris

Thank you for your letter, and I do understand the concerns you have raised regarding this issue.

This particular issue is a difficult and delicate balancing act; supporting the creation of a vibrant high street whilst ensuring pedestrians have safe passage. It also does have to be recognised that in many instances businesses are increasing their covers and offer by utilisation of highway space which generates extra income.

It has been a legal requirement for businesses to have a licence for tables and chairs to be positioned on the highway for many years (a requirement under the Highways Act 1980). We have always had a standard flat fee in place and we do have some businesses that have been proactive and previously applied for licences. Until recently the County Council has not historically enforced this requirement, hence a large number of businesses have benefited from the use of additional floor space at no cost for many years. The increasing numbers of tables and chairs now on the highway has led to a rise in the number of complaints and the potential risk in the event of an accident. We have had a meeting with the RNIB who have raised the issue of street clutter and the impact it can have not only for those with visual impairment but other physical impairments. Taking into account all these issues, intervention is now required in order to provide a fair and consistent approach across the county.

With regards to the level of fee, we did review what other authorities charge, including Horsham District as well as other Counties and Unitary Authorities. There are lots of examples of different charging mechanisms for tables and chairs with many authorities choosing to apply a flat fee as this is simpler to administer. A fee of £520 (or £10 per week) was agreed as being reasonable taking other evidence into account and also the amount of resource to manage the scheme. It's also important to recognise that the licensing administration costs do not alter dependent on the number of tables or chairs or the floor space being utilised. The cost of the process to the county council as it stands is the same for one or ten tables and chairs, and in the current financial climate it is imperative that all costs are recovered.

I can confirm that we will be reviewing our charging mechanism for next year shortly, and please be assured that we will consider all feedback from traders and stakeholders at that time. An important part of that review will be assessing the specifics of all current licences in place to help shape any future process, and therefore it's essential that those businesses that want to position tables and chairs on the highway have a valid licence in place and which will provide useful information for the review.

Yours sincerely
Louise Goldsmith

Leader, West Sussex County Council
Chichester West Division

From: Juliet Harris <jharris@littlehampton-tc.gov.uk>
Sent: 18 September 2019 15:06
To: Louise Goldsmith <louise.goldsmith@westsussex.gov.uk>
Cc: Roger Elkins <Roger.Elkins@westsussex.gov.uk>; Cllr James Walsh <cllr.james.walsh@littlehampton-tc.gov.uk>; Peter Herbert <pherbert@littlehampton-tc.gov.uk>
Subject: Littlehampton Town Council re: Town Centre Charges on tables and Chairs
Importance: High

Dear Councillor Goldsmith

On behalf of Littlehampton Town Council , please the attached letter in connection with the above.

Juliet Harris
Assistant Town Clerk
Littlehampton Town Council
01903 732063

Web: www.littlehampton-tc.gov.uk
Facebook: www.facebook.com/littlehamptontc
What's on: visitlittlehampton.co.uk
Sign up for the Visit Littlehampton e-Newsletter

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DX: 57406 Littlehampton
Minicom: 01903 732765

e-mail: robin.wickham@arun.gov.uk

RECEIVED
27 SEP 2019

The Town Clerk
Littlehampton Town Council
The Manor House
Church Street
Littlehampton
West Sussex
BN17 5EW

24 September 2019

Please ask for:
Robin Wickham
Group Head of Community Wellbeing
Ext: 37835

Dear Peter,

Public Spaces Protection Order Consultation

Arun District Council's current PSPO is due to expire at the end of March 2020. Therefore, the Council is undertaking public consultation to assess the need for a new Order. This consultation period commences on Tuesday 24 September 2019 and will run until midday on Thursday 24 October 2019.

As a statutory partner, I would like to formally invite you to participate in this process by providing your comments regarding the proposed PSPO locations and conditions. Principally, the proposals relate to the town centres of both Littlehampton and Bognor Regis and aim to address behaviour which has a detrimental impact on residents, businesses, and visitors.

A second PSPO is being considered for some of the Council's parks and open spaces.

Please find enclosed details of the proposals and accompanying maps. Your comments can be made by emailing community.safety@arun.gov.uk or in writing to the Community Safety Team at the address at the top of this letter. I would kindly ask that all comments are received no later than the closing date of midday on Thursday 24 October 2019.

Yours sincerely,

Robin Wickham
Group Head of Community Wellbeing

ARUN DISTRICT COUNCIL

Public Spaces Protection Order (PSPO)

Public Consultation – Proposed Conditions

The Council is considering a PSPO to address the issues of anti-social behaviour, including alcohol related disorder, verbal and physical altercations, and the general perception of safety in both Littlehampton and Bognor Regis town centres. To do so, the conditions being proposed are as follows:-

The following proposals apply to the bounded areas shown in red on the attached maps (Appendix 1):-

- To have a complete ban on the consumption of alcohol and confiscation of any open containers containing, or believed to contain, alcohol. In effect, a 'No Alcohol Area'.
- Prohibit behaviour which causes or is likely to cause harassment, alarm or distress to a member or members of the public, including shouting and/or swearing.
- Discretionary power for authorised officers to move on any persons congregating who are engaged in anti-social behaviour or who authorised officers reasonably believe may be likely to cause public nuisance.
- Prohibit cycling within specified parts of the Restricted Areas (edged in blue).

A second PSPO is also being considered within Arun in relation to the listed Council owned parks and open spaces, with the following conditions:-

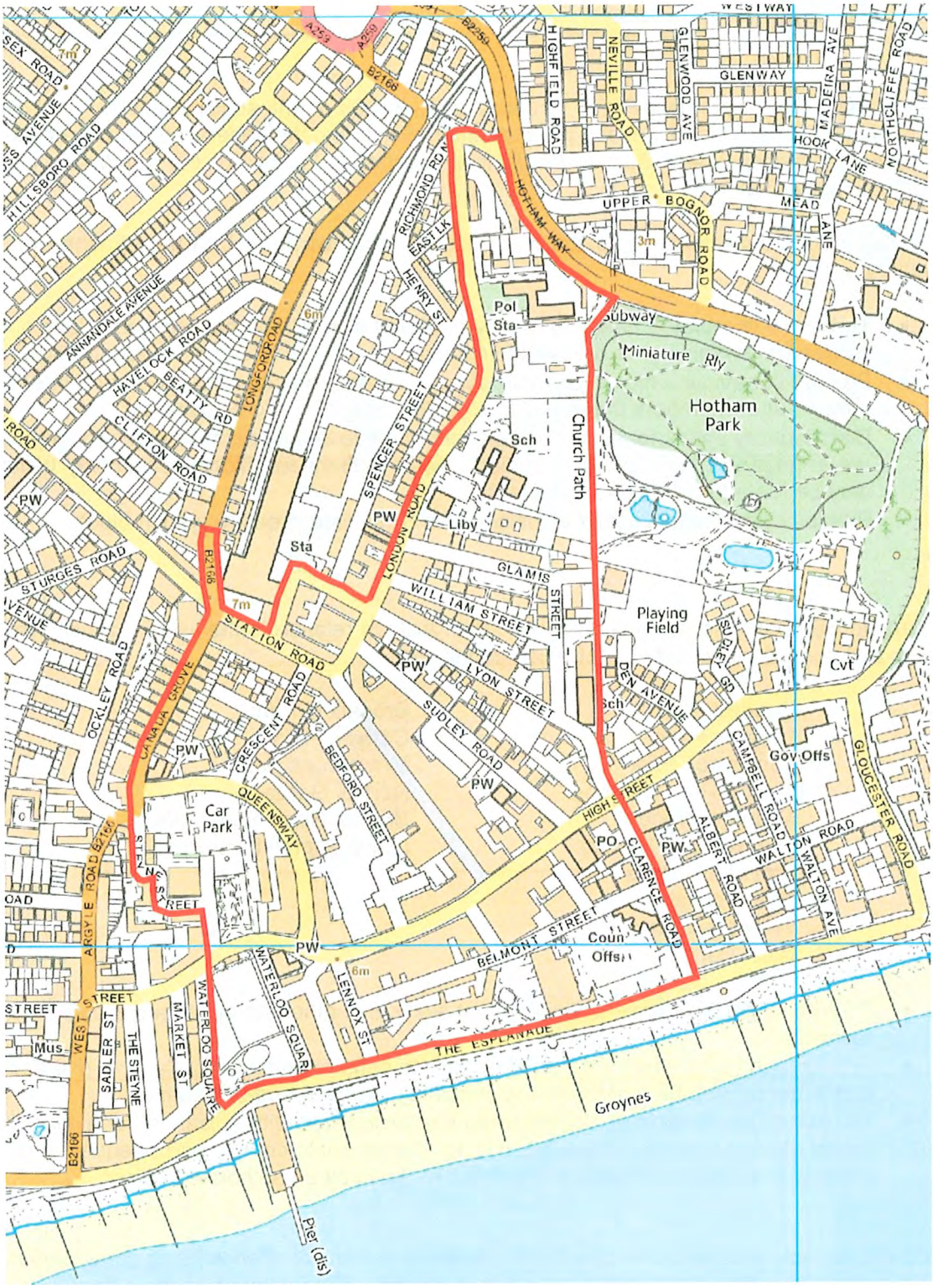
Bersted Park
Hotham Park
Longbrook Park
Marine Park Gardens
Millberry Wood
Old Rectory Gardens
Steyne Gardens
The Brooks
Waterloo Gardens
West Park
Brookfield Park
Caffyns Field
Mewsbrook Park
Norfolk Gardens
Bognor Regis Foreshore
Littlehampton Foreshore

- To prohibit people from occupying a tent, vehicle or other structure for the purposes of camping.
- Prohibit behaviour which causes or is likely to cause harassment, alarm or distress to a member or members of the public, including shouting and/or swearing.
- To restrict the drinking of alcohol when it is associated with nuisance behaviour; it is not an offence to drink alcohol, but it is an offence not to comply with a request to stop drinking or surrender alcohol if requested to do so by an authorised officer.

Failure to comply with the terms of a PSPO results in a criminal offence being committed and a fixed penalty notice or a level 3 fine being issued. Enforcement of the Order can be undertaken by a number of organisations, including the Police and authorised local authority officers.

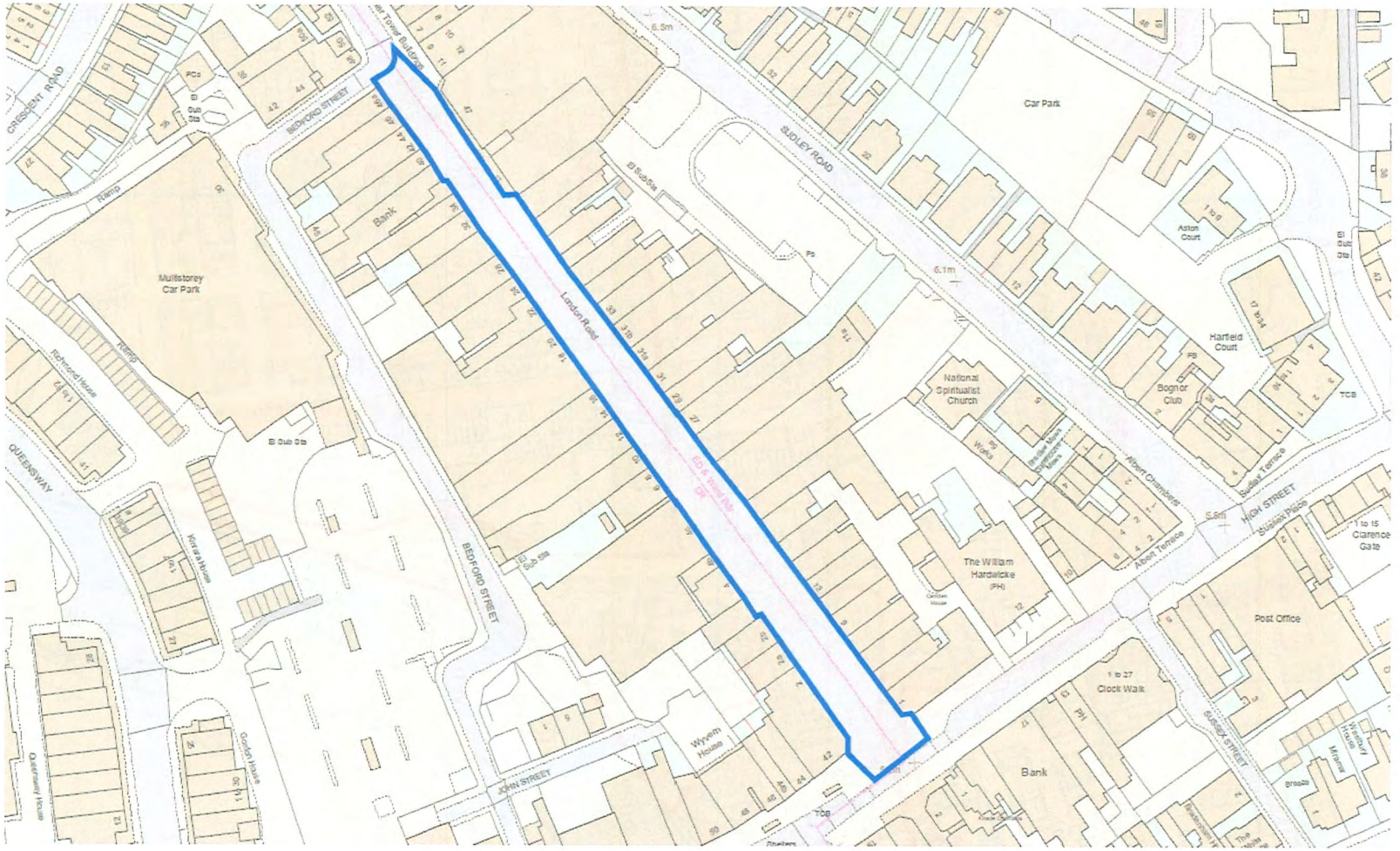
Appendix 1

Bognor Regis Town Centre Restricted Area



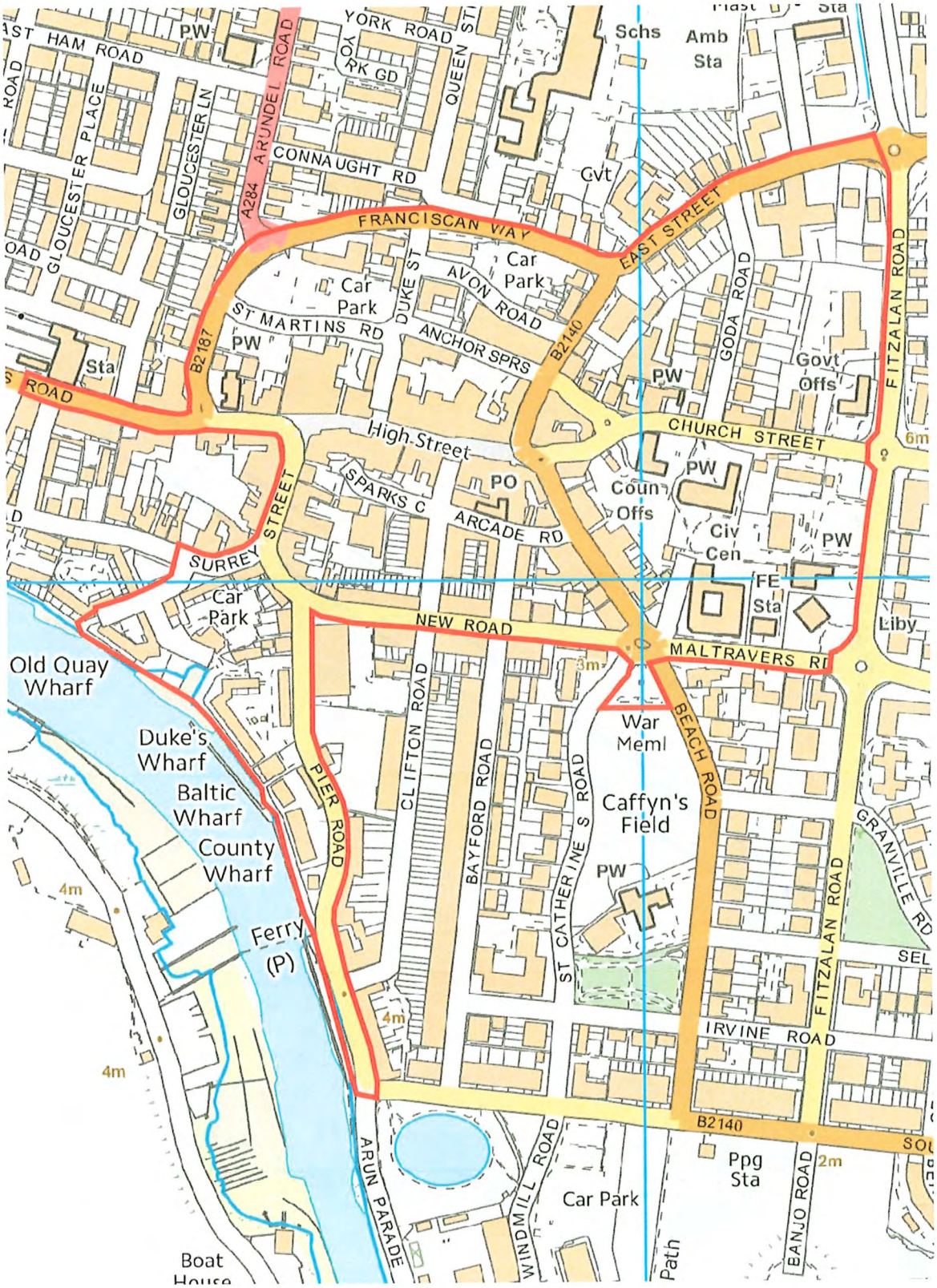
Appendix 1

Bognor Regis Town Centre No Cycling Area



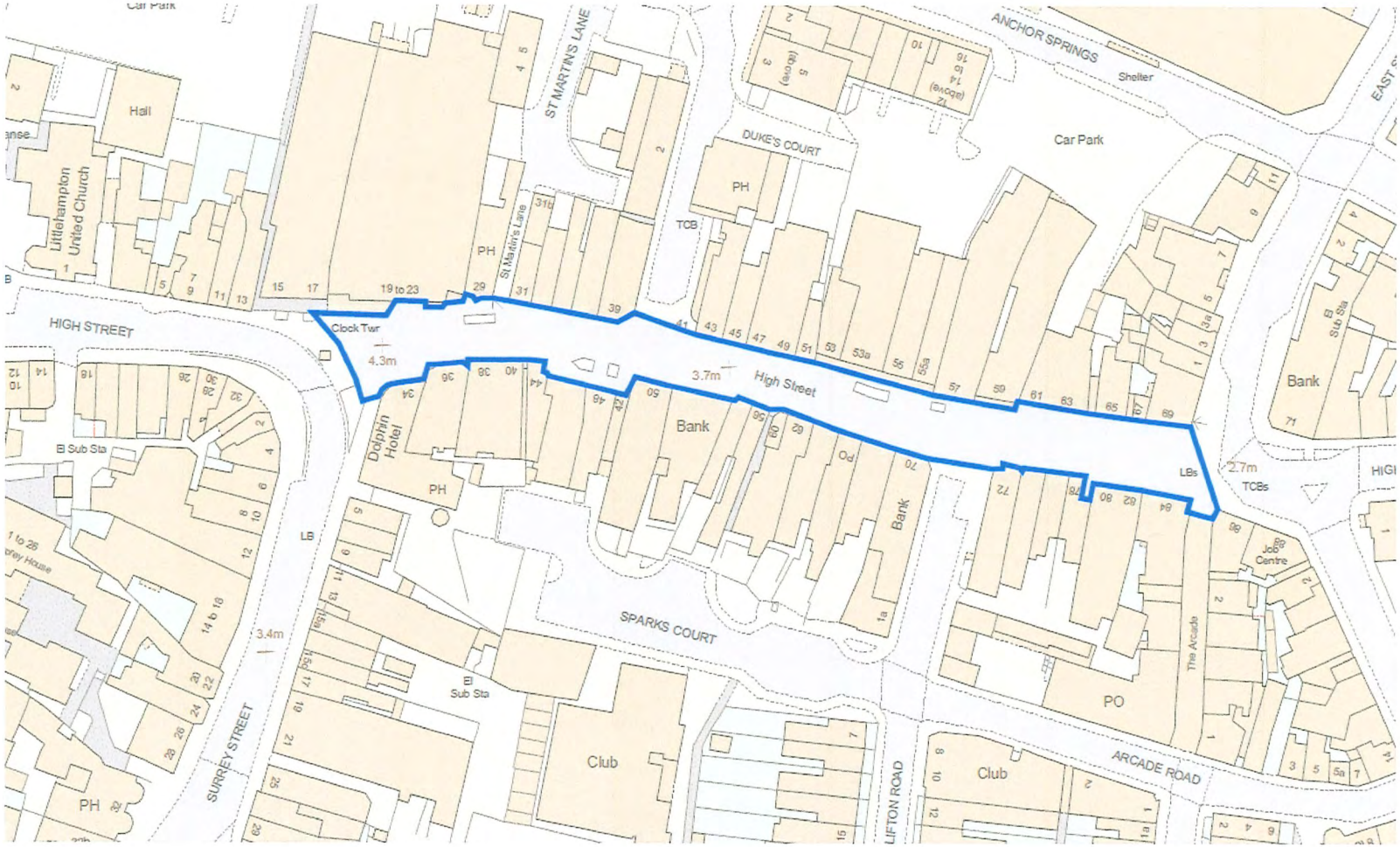
Appendix 1

Littlehampton Town Centre Restricted Area



Appendix 1

Littlehampton Town Centre No Cycling Area



Lesley Sim
Head of Libraries, Heritage & Registration
03302 224786 (Direct)
01243 816752 (Fax)
lesley.sim@westsussex.gov.uk
www.westsussex.gov.uk

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CHICHESTER
West Sussex
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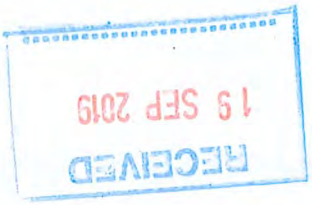
west sussex county council

12 September, 2019

Littlehampton Town Council
Mr A P Herbert, The Town Clerk
Manor House
Church Street
Littlehampton
West Sussex
BN17 5EW



Dear Mr A P Herbert

As you may already know, in June our Mobile Library vehicle that serves parishes in Littlehampton was deemed to no longer be roadworthy. We reached this decision following advice from our colleagues in West Sussex County Council Transport Services, who have overall responsibility for assessing the roadworthiness of the council's fleet of vehicles.

In July, we hired a smaller Vauxhall Combo Maxi which has continued to fulfil the timetable which runs until the end of September. Although it has a very limited stock and is a service that relies heavily on good weather, our borrowers have been appreciative that we have been able to offer something.

As the council is in a position where it needs to make savings of £75.5 million over the next four years one of the options being discussed is the Mobile Library Service. Regrettably, we need to consider significant savings but it is important to stress that no decisions have been made and won't be until at least November.

We have engaged with customers at each stop over the past few weeks with the aim of finding an alternative solution. Many of your more vulnerable residents have had our Home Library Direct service (visit the *Library access for all* page on our website) promoted to them. In your area, 10 residents use the service with 7 also using a static library.

Home Library Direct has been run for a number of years and is overseen by the library service but dependent on the goodwill of volunteers who deliver it. We have written to your parish councils about this.

Yours sincerely,

Head of Libraries, Heritage & Registration

www.westsussex.gov.uk/libraries

West Sussex Mobile Library

Wednesdays 3 Community Mobile 1 - route/dates/stops from April 2019 to September 2019

	Time	April 2019	May	June	July	August	September
West Worthing Brooklyn Avenue	10.00-10.30	10 24	8 22	** 19	3 17 31	14 28	11 25
Findon Pond Green	10.45-11.15	10 24	8 22	** 19	3 17 31	14 28	11 25
Clapham Church Close	11.25-12.00	10 24	8 22	** 19	3 17 31	14 28	11 25
Crossbush Poor Clares Convent	13.30-14.00	10 24	8 22	** 19	3 17 31	14 28	11 25
Lyminster Thornlea Park	14.15-14.55	10 24	8 22	** 19	3 17 31	14 28	11 25
Wick Shopping Parade	15.05-15.45	10 24	8 22	** 19	3 17 31	14 28	11 25
Climping Climping Park	16.00-16.20	10 24	8 22	** 19	3 17 31	14 28	11 25

Key: ** MOT – 5 June 2019

west sussex county council

For further information please contact

01243 382470

WS268 1.18

Last updated:
2 September 2019

west sussex county council

Library access for all

How people with specific needs can access library services.

Home Library Direct

If you cannot visit a library because of age, illness, disability, mobility problems or caring responsibilities, a volunteer can bring you books and audiobooks free of charge.

You can also access our online services such as reserving books and accessing our eBooks, eAudiobooks and eMagazines.

Home library direct application form (/libraries/using-library-services/library-access-for-all/home-library-direct-service/)

Digital Library Plus home visits

This free service helps older and isolated people to use tablets at home.

If you would like gentle, tailored support to build your digital skills and find out the benefits of being online but are unable to access your library, we can visit you at home to offer help and support.

If you don't own a tablet and would like to learn more, we can lend you a device free of charge.

Digital Library Plus application form (/libraries/using-library-services/library-access-for-all/digital-library-plus-home-visits/)

Service for community locations

Our Select and Collect service enables community locations such as Care Homes, day care settings, village halls and other groups to borrow a maximum of 50 items for up to 10 weeks. There is no charge for this service.

Please ask your local library (/libraries/find-a-library/) for more information.

Services for visually impaired people

If you have a problem with your sight we offer:

- large print books in all libraries, available on request free of charge
- audiobooks in cassette, CD and MP3 format, available on request free of charge
- giant print and braille books for parents or children with visual impairment
- a selection of DVDs with audio description, for which there is a weekly hire charge (/libraries/using-library-services/library-charges-and-loan-periods/)

- books in braille through our inter-library loan service - the RNIB National Library Service (http://www.rnib.org.uk/services-we-offer-reading-services-rnib-national-library-service/choosing-books) also provides braille books free of charge to visually impaired people.

Find out more about our services for visually impaired people (https://arena.westsussex.gov.uk/web/arena/visualimpairment?p_p_id=56_INSTANCE_YON2sGEt2WYg&p_p_lifecycle=0&p_p_state=normal&p_p_mode=view&p_p_col_id=column-1&p_p_col_count=4&_15_historyKey=_15_content).

You can also obtain audiobooks from:

- RNIB talking book service (http://www.rnib.org.uk/services-we-offer/reading-choices)
- Calibre audio library (http://www.calibre.org.uk/)

Services for deaf and hearing-impaired people

If you have a problem with your hearing we offer:

- books, DVDs and information on sign language and lip-reading
- hearing loops at most libraries
- DVDs in all libraries, most of which have subtitles - these can be requested free of charge but there is a small weekly hire charge (/libraries/using-library-services/library-charges-and-loan-periods/).

Other organisations that can also help are:

- Action on Hearing Loss (http://www.actiononhearingloss.org.uk/)
- Action for Deafness in West Sussex (http://www.actionfordeafness.org.uk/)

If you would like more information please contact your local library (/find-my-nearest/library/)

Littlehampton Town Council

Non-Confidential

Committee: Full Council

Date: 17th October 2019

Report of: The Town Clerk

Subject: Recommendations from Committee

1. Summary

The purpose of this report is to highlight to Members items arising from the last Committee cycle which entail recommendations to Council and therefore need Council approval to proceed. The other items included in the Minutes have been delegated for decision to Committees and therefore have already been agreed. The items recommended to Council are:-

2. Policy and Finance Committee: 9th September 2019

2.1. Minute 19.4 Equality Flag

The Committee received a report (previously circulated) which sought Members views on a proposal to fly the Equality Flag. Members were supportive of this request and noting that there was no specific date to fly the flag, it was considered that it would be appropriate to coordinate the flying of the flag with the dates used by the County and District Councils. It was therefore **Resolved** that:

> **Full Council be recommended to include the Equality Flag in the list of flags flown by the Town Council.**

3. Governance and Audit Committee: 2nd July 2019

3.1. Minute 9.2.1 Annual review of the Corporate Risk Register

The Committee considered a report which set out the outcome of the review by the RFO of the section of the Register that dealt with the Employment of Staff (previously circulated). The RFO explained that she was the only officer with the knowledge to process the Council's payroll. The Internal Auditor had therefore recommended that contingency arrangements be considered, and a risk report added to the Register. The Register already identified the "Loss of key staff" as a risk and set out the measures in place to mitigate the risk. These had been updated and referenced the documentation of the payroll procedures, access to the Town Council's electronic payment system and contingency arrangements to contract personnel to cover key functions. Acknowledging the sensitive nature of the data used to process the payroll it

was agreed that the word “only” be added to the text at the end of the section relating to the accessibility of data accessed by appropriate staff.

9.2.2 It was noted that where staff needed to have knowledge of key policies, they were required to sign declarations confirming that they had read and understood the relevant policies and procedures. The Town Council’s policies were reviewed and managed in accordance with an overarching Policy which would be circulated to the Committee. It was therefore **Resolved** that:

> **The wording of the Risk Report relating to the Employment of Staff, as set out in Appendix 1 attached to the report, be updated as set out in Minute 9.2.1 above, endorsed and RECOMMENDED to Full Council for approval.**

Peter Herbert
Town Clerk

LCRS 5. Risks report

Employment of Staff

Littlehampton Town Council

Assessment for year 2019 To 2020

Your Duty = **Duty to Appoint**

Requirement = **To ensure that the council fulfills it's responsibilities.**

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
364	Administration/ Legal	Failure to comply with Employment Law	Issue contracts of employment to all employees. Awareness of new legislation. Subscribe to appropriate organisations for regular updates and Training.	As and When	Low	Medium	2	
352	Professional	Attacks on Personnel	Ensure that an effective security sytem is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Instruct out of office hours staff to refuse admittance to the Council Offices to people unknown to them. Lone working policy issued to lone workers.	Monthly	Low	Medium	2	
363	Professional	Lack of Employee motivation/efficiency	Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	Annually	Low	Medium	2	
362	Professional	Lack of Training	Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc. Encourage staff to network with other Clerks in the area. Maintain appropriate training records.	Annually	Low	Low	1	
358	Professional	Loss of key staff	Ensure procedures for covering key functions are documented. Ensure files (electronic and paper), databases and software can be accessed by appropriate staff ONLY. Consider and check contingency arrangements, such as contracting personnel to undertake/cover key functions.	Annually	Low	Medium	2	
38	Professional	Inability to retain and recruit staff	Review salary and staff structures regularly. Regular Staff Appraisals. Complete exit questionnaire.	Annually	Low	Medium	2	

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LCRS 5. Risks report

Employment of Staff

Littlehampton Town Council

Assessment for year 2019 To 2020

Your Duty = **Duty to Appoint**

Requirement = **To minimize risk arising from high turnover of staff.**

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)

Completed by: ***Date:*** ***Position:***

No of risks scored 6 ***Average score:*** 1.8

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Littlehampton Town Council

How to contact us

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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 September 2019** at **6.30pm**

Present:

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

2019/2020

11. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

13. 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.

14. Apologies

There were apologies from Councillor C Blanchard-Cooper.

15. 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.

16. Minutes

The Minutes of the meeting held on 10th June 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

17. Chair's Report and Urgent Items

17.1. Harbour Revision Order (HRO)

Councillor Dr Walsh KStJ declared a personal interest in the following matter as a member of the Littlehampton Harbour Board.

The Committee received information regarding the next steps in the consultation phase of the Littlehampton HRO. It was noted that a further public consultation exercise would take place on 24th September 2019 at the Arun Yacht Club from 5:30 until 7:30pm to which Councillors were invited. It was **Resolved** that:

The update be noted.

17.2. Environment Policy

The need for the policy had been highlighted during the Member led exercise to formulate the Strategic Policies for the New Council. A draft had therefore been prepared and Members were asked to consider the aims and objectives behind the broad policy. A final draft would be presented to the Committee for consideration and to Full Council for adoption later in October. It was therefore **Resolved** that:

The draft Policy be circulated to Members and comments forwarded to the Town Clerk by 4th October 2019.

18. Public Forum

There were eight members of the public present.

18.1 Mr Amrose addressed the Committee on behalf of Café 72 regarding the County Council's Charging Policy for table and chairs on the public highway. Mr Ambrose stated that in his view the blanket policy for charging was unfair as local cafes were an important and popular aspect of a vibrant local economy. These comments were supported by others in the Public Gallery.

18.2 Redeclaring his interest as a West Sussex County Councillor, the Chairman acknowledged the strength of feeling on this issue. It was noted that the County Council were likely to review this policy in the Autumn.

18.3 Mr Page addressed the Committee on a number of points.

18.4 Expressing his concerns about anti-social behaviour, Mr Page sought the Town Council's support to make a temporary closure order on a local property permanent. This was not within the remit of the Town Council. However, it was noted that a multi-agency group, including stakeholders and the Town Council, had been formed by the District Council to formulate a plan to tackle anti-social behaviour issues in the Town.

18.5 Regarding the regeneration proposals for the Town Centre, Mr Page suggested that the Arcade be renamed for the suffragette Mary Neil in 2022 to commemorate the centenary of her coming to the Town in 1922. This was noted and it was also observed that events were planned to commemorate the Littlehampton Suffragettes including a possible exhibition in the Museum.

18.6 Mr Page sought the Town Council's support in negotiations with developers to create a Charitable Trust to oversee tree planting in the new development in North Littlehampton. It was noted that landscaping in relation to the new development had already been agreed as part of the planning process. However, the Town Council was looking to progress a planting scheme that would enhance the link road as a gateway to the Town.

18.7 Commenting on the County Council's charges for tables and chairs, Mr Chester stated that in view of the changes in the dynamics of the Town Centre , there should be more positive moves to welcome a diversity of leisure activities . Mr Chester went on to question why the Town Council Priorities had not been published with the agenda papers. It was noted that these proposals were embryonic and were evolving as the Town Council's Committee cycle progressed. The next stage would see proposals prioritised and evaluated for approval by the Council later in the year at which point they would be published in full.

18.8 Mrs Tyrell addressed the Committee regarding the growing problem of cyclists on footpaths. This was particularly an issue on narrow paths such as River Road where, despite having made numerous reports to the Police, no action had been taken. The frustration of the public regarding enforcement in this respect was acknowledged and Members reported that it had been raised with the Police in forums that they attended. Members would continue to raise it with the Police and the public were also encouraged to continue reporting these incidents.

18.9 Mr Ellis addressed the Committee on a number of matters.

18.10 Regarding the Littlehampton HRO, Mr Ellis urged Members to carefully consider the proposed changes which, in his view could have far reaching implications. This was noted.

18.12 Regarding Town Centre Regeneration, Mr Ellis sought clarification on the changes that were planned for the Town Centre and suggested that more could be done to engage the public more widely regarding the plans.

18.13 Regarding the Committee Finance Report, he observed the current high level of reserves and asked what plans the Town Council had for a Capital Project.

18.14 It was noted the current regeneration proposals for the Town Centre were illustrative at this stage and that Arun District Council had yet to appoint a designer. It was thought that further public engagement was planned as the project progressed and that this could include a walkthrough of the plans. Regarding the Town Council's reserves, these had been earmarked to support the delivery of a Town Centre Community Facility, the nature of which would be discussed as part of the emerging priorities for the New Council.

19. Officer's Reports

19.1. Town Centre Update

19.1.1 The Committee received a report (previously circulated) which updated Members on progress with initiatives to promote the Town Centre, address anti-social behaviour and the Town Centre Regeneration Project. The Committee proceeded to consider the report in more detail and discussion focused on Town Centre Regeneration. Members wished to see changes to the public realm that would deliver benefits in terms of revitalising the Town and improving the visitor experience. It was conceded that initially infrastructure changes could impact local businesses and it considered important that the proposals were widely communicated with both public and traders, and consensus reached. Regarding the Clock Tower, it was acknowledged that this was an important landmark which may need to be re-sited. Acknowledging the strength of feeling regarding the County Council's policy of charging for tables and chairs on the highway, a representation was being made to the County Council asking that they reconsider the charges. It was therefore **Resolved** that:

1. **The representation to West Sussex County Council regarding the policy of charging for tables and chairs on the pavement be strengthened and endorsed.**
2. **The District Council be urged to widely consult and publicise details of the proposed changes to the Town Centre public realm .**
3. **The contents of the report be otherwise noted.**

19.2. Progress Report

The Committee received a report (previously circulated) which set out proposals for the introduction of the Town Council's Progress newsletter in a digital format. An email edition of the newsletter was proposed at the beginning of October, and the digital version would also be included in the Town Council's Event Sponsorship Package for a trial period of six months. The Committee was supportive of the proposals which would enable the Town

Council to communicate with a wider audience using the benefits of social media. It was **Resolved** that:

1. **The Principles and Guidelines set out in Appendix 1 (attached to the report) be approved.**
2. **The email newsletter be launched on 1st October 2019 and included in event sponsorship packages.**
3. **A review of the impact of the trial be brought back to the Committee in March 2020.**

19.3. Members Training Plan

The Committee received a report (previously circulated) which outlined the Town Council's Member Training Plan. It was **Resolved** that:

The report be noted.

19.4. Equality Flag

The Committee received a report (previously circulated) which sought Members views on a proposal to fly the Equality Flag. Members were supportive of this request and noting that there was no specific date to fly the flag, it was considered that it would be appropriate to coordinate the flying of the flag with the dates used by the County and District Councils. It was therefore **Resolved** that:

1. **Full Council be recommended to include the Equality Flag in the list of flags flown by the Town Council.**
2. **If approved, the purchase of the Equality flag be endorsed and a date for flying the flag be aligned to the dates used by the County and District Councils.**

19.5. A Vision for the Arun Valley

A summary of the work of the Arun Valley Vision Group had been circulated to the Committee. In view of the implications for future planning, it was suggested that the report be presented to the Planning and Transportation Committee. It was **Resolved** that:

The report be noted and presented to the next Planning and Transportation Committee for consideration.

Councillor B Blanchard-Cooper left the meeting at 7:14pm.

20. Town Council Priorities

20.1 The Town Clerk presented a table which contained feedback from the member led exercise and subsequent discussions by the Committees to identify priorities for the Council. The Committee proceeded to review the priorities in the context of the current policies of the Council and consider further refinements.

20.2 There was support to pursue significant improvements to the landscaping proposed on the Fitzalan Link Road at the entry point to the Town , and to explore initiatives to enhance 'policing' in and around the Town Centre. In view of the pace of change in technology, it was also considered sensible that initiatives such as Charging Points for Electric Vehicles were not rushed. Whilst there was some support for putting the Town Council's Awards to a public vote combining them was not considered an immediate priority. Initiatives designed to encourage visitors into the area such as Parking Disks were also supported alongside work identified to create facilities for young people and promote well planned social housing. It was noted that further detailed work, including discussions with the District Council, would be undertaken to determine the level of resources and delivery time scales for consideration by Full Council in November. It was therefore **Resolved** that:

> **Officers be authorised to progress detailed work in line with the comments set out in Minute 20.2 above and that final proposals be presented for approval to Full Council in November 2019.**

Councillor Dr Walsh KStJ left the meeting at 7:45pm.

21. Finance

Dr Walsh KStJ re-joined the meeting at 7:47pm.

The Committee received a report (previously circulated) highlighting significant variances from Budget in terms of income and expenditure relating to this Committee's Budget. It was **Resolved** that:

> ***The report be noted.***

22. Exempt Business

It was **Resolved** that:

Members of the public and accredited representatives of the press be excluded under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted, being Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime under the Local Government Act 1972, schedule 12A, part 1 (7).

23. Officers Reports Exempt

23.1. Local Action Team (LAT)

The Committee received a report (circulated to Members of the Council only) which set out the Terms of Reference of the LAT and details of the and Action Plan that was being developed to tackle Town Centre issues. It was **Resolved** that:

The report be noted.

The meeting closed at 8:07pm.

_____

CHAIR

Littlehampton Town Council

How to contact us

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Minutes of the **Community Resources Committee** held in the **New Millennium Chamber, Manor House, Church Street, Littlehampton** on **Thursday 5th September 2019** at **6.30pm**

Present:

Councillor B Blanchard-Cooper (Chair)
Councillor Chace
Councillor Molloy
Councillor Seex
Councillor Squires
Councillor Long
Councillor Tandy

2019/20

13. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

15. Apologies

There were apologies from Councillors C Blanchard-Cooper and Turner with Councillors Chace and Long attending as substitute.

16. 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. No further declarations were made at this point.

17. Minutes

The Minutes of the meeting held on 6th June 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

18. Chair's Report and Urgent Items

There were none.

19. Public Forum

There were four Members of the public present.

19.1 Ms Jay addressed the Committee and spoke in support of the request by Creative Heart CIC to redirect grant funding. Ms Jay reported that the Group had recently received a donation of a changing bed and hoist to equip the accessible bathroom as part of the new facilities at the Tamarisk Centre. On behalf of the Group, she expressed their gratitude to the Town Council for their generous grant award and explained that, if agreed, the Town Council's grant funding would be used to complete the final fittings for the accessible bathroom. She explained that this was a much-needed facility and sought the support of the Committee for a change of use. The Chairman thanked Ms Jay for her comments which were noted.

19.2 Mr Ellis addressed Members on the following matters.

19.3 Regarding the tree planting, Mr Ellis sought clarification as to the definition of a 'Mature Tree' and suggested that sponsorship be considered as part of any future tree planting scheme. It was noted that the definition of a mature tree was subjective but was considered to be a young tree capable of surviving on its own. The sponsorship suggestion was noted for consideration later in the meeting.

19.4 Regarding metal detecting, Mr Ellis also suggested that the procedure include provision/guidance to "make good". This also was noted.

20. Sports Forum

The Minutes of the meeting held on 5th August 2019 were noted. The Assistant Town Clerk Informed Members of the Sports Award Ceremony would be held on Monday 7th October 2019 at The Littlehampton Academy. It was **Resolved** that:

The update be noted.

21. Allotment Working Group

21.1 The Committee received the notes of the meeting held on 27th June 2019 and 22nd August 2019 (previously circulated) and considered recommendations from the Working Group regarding taps on the Allotment sites, changes to the Tenancy Agreement and the Allotment Fees for 2021.

21.2 The Working Group had proposed that a tap be retained on each site as a part of the Town Councils new programme to roll out water troughs on its Allotments. Site Representatives considered that there was a risk of

contamination due to the addition of pesticides to watering cans. The Committee proceeded to debate this issue and it was acknowledged that this would be difficult to control. It was however considered practical that signage warning against the risk of contamination be added to the troughs similar to that which was in place at the Kingley Gate site. It was therefore **Resolved** that:

Taps be removed from the Town Council's Allotment sites as part of the rolling programme to introduce troughs on its allotment's sites.

21.3 The Committee had before it a revised Tenancy Agreement which had been updated with feedback from the Working Group (previously circulated). The Assistant Town Clerk explained that further amendments had been made to provide clarity on a number of matters. In addition, the Committee was also asked to consider a suggestion from the Working Group who were seeking permission to trap vermin and permit the use of barbeques and incinerators. A lengthy discussion ensued, and it was acknowledged there was little consensus on the effectiveness of any of the pest control methods. Regarding barbeques and incinerators, whilst it was considered that the majority of allotment holders were responsible, the consensus was that they could pose a significant safety risk if left unattended. In view of the difficulties in controlling this type of activity, it was therefore not considered safe to reintroduce either of these on the Allotment sites. It was therefore **Resolved** that:

The requests to make further changes to the agreement be refused and that the revised Tenancy Agreement attached to the report be adopted with effect from January 2020.

21.4 The Committee considered a proposal from the Working Group to increase the plot rental fees for 2021 to 2%. It was therefore **Resolved** that:

The plot rental fees for 2021 be increased from £7.25 to £7.40 per rod.

21.5 Regarding the Mill Lane Allotments, it was noted that the developer would be reinstating the boundary fencing shortly. It was **Resolved** that:

The update be noted.

22. Officer's Reports

22.1. Standing Order / Urgent Action

The Committee received and noted an urgent action (previously circulated) relating to the approval of reindeer for the Christmas Lights Switch On event on Friday 22nd November 2019. It was **Resolved** that:

The Urgent Action be noted.

22.2. Youth Service Annual Report

22.2.1 The Committee received a report (previously circulated) and presentation from Arun Youth Projects (AYP) regarding the delivery of Youth Services in Littlehampton under the contract with the Town Council. The Chairman welcomed Mr Jon Jolly to the meeting, and he proceeded to update members on the service throughout the year and plans for the future. Mr Jolly thanked the Town Council for their support over the past two years and commented that his Team enjoyed working with the Council. Focusing on their work in Littlehampton, AYP had recently started Detached Youth Work in the area, supported by the Arun Community Safety Partnership and Sussex Police. This was already showing results in terms of making contacts and interaction with young people. It was noted that AYP also operated in partnership with East Preston and Rustington Parish Council's and Littlehampton had become their biggest partnership.

22.2.2 Looking forward, Mr Jolly explained how AYP would be refocusing the Youth Sessions and targeting specific age ranges. They had also launched a mentoring project for volunteers which involved working with schools one lesson a week to support students. Mr Jolly reported that the Young Leaders trip to Romania had provided a unique opportunity for those on the programme to work with young people overseas. Other bursaries that AYP were now offering aimed to support young people by providing opportunities to experience sport and the creative arts. Members were supportive of the inclusion of intergenerational activities as part of the programme of work for the forth coming year. It was noted that the current three-year contract expired in September 2020. It was therefore **Resolved** that:

The report and update be noted.

22.3. Museum Periodic Report

22.3.1 The Committee received a report (previously circulated) which contained a museum update, information on upcoming exhibitions and events and an update on various projects. The Committee was also asked to consider a number of recommendations arising from the ongoing work relating to the Collections Documentation Project (CDP), suggestions for the 2019/20 Exhibitions Programme and acquisitions proposals.

22.3.2 The Committee was pleased to note the positive comments from the Reginal Museum Development Officer regarding the focus on the CDP. Regarding the planned exhibitions and events, Members welcomed the introduction of talks in the Programme. The Museum Team continued to update displays and the acquisitions of the Ockenden's artefacts had been added to the Reception display. The museum had also been approached regarding the potential of setting up a "Friend's Group". This was an aspiration that had been highlighted by the Working Group during the previous Council and would be explored as the CDP progressed.

22.3.3 Reviewing the Museum Action Plan and CDP Progress Report, it was noted that the team planned a relaunch of the Exhibitions Programme to coincide with the completion of the project in Spring 2021. Members were supportive of this proposal which would focus on the hard work involved and would provide an opportunity to display some of the photographic collections. It was proposed that the team progress an Arts Council Grant for this purpose. The Committee was supportive of this proposal.

Councillor Squires declared a personal interest in the following matter as he donated some of the items contained in the report.

22.3.4 The Committee proceeded to consider proposals regarding 12 items which had been donated by the general public and offered to the Museum. Members approved the recommendations as stated in the report and highlighted the use of social media to promote some of the documentation when it was put on display. It was therefore **Resolved** that:

1. **A Friends Group be explored as set out in point 3.1.5 in the report.**
2. **The Events and Exhibition Programme for 2019/20 (appendix A) be approved.**
3. **The Exhibition relaunch and opportunity for Arts Council funding be planned and progressed alongside the Collection Document Project as set out in point 3.2.5 of the report.**
4. **The Collection Document Project update be noted**
5. **The recommended acquisitions as set out in appendix D, attached to the report, be approved.**
6. **The contents of the report be otherwise noted.**

22.4. Museum Accreditation Report

The Curator presented a report (previously circulated) which explained the Museum Accreditation and the process of re-accreditation. The Museum was required to submit a return for Accreditation by the 31st October 2019. Consequently, the Museum's plans and policies had been updated to reflect current practice regarding collections care and management. Acknowledging the importance of the Accreditation and the benefits for the Museum, it was therefore **Resolved** that:

1. **The Forward Plan (Appendix B) be approved**
2. **The Collections Development Policy (Appendix C) be approved**
3. **The Documentation Policy (Appendix D) be approved**
4. **The Access Policy (Appendix E) be approved**
5. **The Care and Conservation Policy (Appendix F) be approved**

22.5. Tree Planting

22.5.1 The Committee received and considered a report (previously circulated) regarding Tree Planting and options for future Schemes. It was noted that a good quality Planting Scheme would require significant investment to initiate and maintain and would have to be investigated with the Highways Authority. In considering a Scheme for planting along the Fitzalan Road extension, it was noted that landscaping proposals had already been approved as part of the planning process. The new road was however a gateway into the Town and Members considered that any future planting needed to have a good visual impact. It was observed that grant funding could be available for schemes of a significant size and should also be explored alongside sponsorship.

22.5.2 Members were supportive of pursuing opportunities for planting as part of the infrastructure programme to develop the Fitzalan Link Road/ Lyminster Bypass. Whilst the Town Council would continue to maintain its existing stock, no new planting schemes would be taken forward. It was **Resolved** that:

1. **Options for a major Tree Planting Scheme be investigated.**
2. **No new tree planting schemes be progressed and the Town Council continue with the maintenance programme for its stock of trees.**

22.6. Events Periodic Report

22.6.1 The Committee received a report (previously circulated) which set out feedback regarding the Summer Events Programme and proposals for this years Christmas Lights Switch on Event. Reviewing the feedback, Members made a number of suggestions for consideration as part of next years Events Programme.

22.6.2 Regarding the use of the grassed area adjacent to the Harvester car park as an overflow used during Armed Forces Day, it was suggested that parking controls be explored. Members wished to have a better understanding of the impact of the Events Programme and asked officers to explore ways of measuring this. Further suggestions to promote events, including a ‘check-in’ facility and incentive to attract visitors were noted. Whilst every effort was made to avoid clashes, it was suggested that when making pre-event checks, the dates of other events were spread out and the calendar of events was widely promoted. In terms of suggesting alternative events, it was noted that a draft 2020 Events Programme would be presented to the Committee at the October meeting and Members were requested to email Officers with any event ideas.

22.6.3 The Sandcastle Competition had been well attended again this year and Members asked that accessibility to the beach for wheelchair users be investigated. Regarding Screen on the Green, officers were also asked to re-examine the timing of the pre-screening entertainment and whether the film selection could be delayed giving more scope to use new film releases. It was therefore **Resolved** that:

1) **The outcome of the Summer Events Programme be noted**
2) **The points set out in Minutes 22.6.2 and 22.6.3 be explored as part of the preparations for the 2020 Events Programme.**

22.6.4. Christmas Lights Switch On

The Committee proceeded to consider proposals for this year's Christmas Lights Switch on and Late-Night Shopping Event in the Town Centre. Members were supportive of the planned Reindeer Treasure Hunt and Name the Elf concepts. Observing that Spirit FM continued to support and meet the requirements of promoting this event, it was therefore **Resolved** that:

Spirit FM be booked to assist with promoting the Christmas Lights Switch on Event and that the other activities, as set out in paragraph 3.4 of the report, be approved.

22.7. Grants Update

22.7.1 Members received a report (previously circulated) which outlined the process for reviewing the current Service Level Agreements and the re-evaluation of the Grant Aid criteria. In addition, the Committee was also asked to consider requests from two community groups who had been awarded Grants as part of the 2019/20 Grant Aid Programme and were seeking to change their use.

22.7.2 Feedback from the Member led exercise to identify priorities for this Council indicated that Members wished to review the focus of the Annual Grants Programme. It was therefore proposed that Officers work with a small group of Members to take this forward and present proposals to the Committee at the October meeting. Councillors Seex and Long indicated their willingness to support this work and it was therefore **Resolved** that:

The review of the Annual Grants Programme be progressed as set out above and a report

containing options be presented at the October meeting.

22.7.3 The Committee proceeded to consider a request from Creative Heart CIC to redirect their grant award. Having benefited from donations of a changing bed and hoist, the Group wished to use their grant to cover the costs of installing the hoist and to complete work on the accessible bathroom project which formed part of their original grant request. It was therefore **Resolved** that:

The request to redirect the grant awarded to Creative Heart Littlehampton CIC be approved.

22.7.4 The Committee considered a request from the Maritime Volunteer Service who wished to redirect their grant award towards the costs of training Boat Handlers to Power Boat level 2. Whilst the Committee was supportive of the project, they wished to have a better understanding of the benefits of this type of training. It was therefore **Resolved** that:

1. **The Maritime Volunteer Service be requested to provide additional information regarding the Power Boat training.**
2. **A decision on this request be deferred for consideration by the Committee at the next meeting.**

22.8. Rosemead Park

The Committee received a report (previously circulated) which outlined plans for Rosemead Park. Members sought an ambitious project to consider potentially equipment designed for those with learning or physical difficulties, re-siting the play area within the park as well as the removal of the Trees on the western boundary. The Assistant Town Clerk outlined the timetable for community engagement and preparing options for consideration. It was therefore **Resolved** that:

The replacement of the existing play equipment at Rosemead Park be approved.

22.9. Metal Detecting Procedure

The Committee had before it (previously circulated) a draft procedure to deal with requests seeking permission to carry out metal detecting on land owned, leased or managed by the Town Council. It was noted that only Rosemead

Park was appropriate for this type of activity and that metal detecting was not covered by the current bylaw. Regarding the distribution of treasure, it was considered appropriate that this be on a 50/50 basis as this would encourage good practice. It was also agreed that the procedure be updated to reference the Federation of Independent Detectorists as a recognised authority. It was therefore **Resolved** that:

Subject to the inclusion of the comments above, the draft procedure be approved.

22.10. Visitor Information Points

The Committee received a report (previously circulated) which set out proposals for an agreement with Arun District Council for hosting a Visitor Information Point in the Manor House. Members were supportive of this proposal and it was suggested that the facility be appropriately sign posted for tourists. It was therefore **Resolved** that:

The Town Clerk be delegated authority to sign the Agreement on behalf of the Town Council.

22.11. Keystone Centre

A revised specification for the feasibility study had been completed over the summer and was awaiting the comments of the District Council. This would lead to tenders being sought for the feasibility study to take the project forward. It was **Resolved** that:

The update be noted.

23. Town Council Priorities

The Town Clerk presented a table which contained feedback from the member led exercise to identify priorities for the Council. The Committee proceeded to review the priorities that were within their remit and the Town Clerk provided clarification on a number of points. Members were broadly content with the priorities and it was noted that further detailed work would be undertaken to determine the level of resources and delivery time scales for consideration by Full Council in November. It was therefore **Resolved** that:

The priorities identified within the remit of the Committee be endorsed and recommended to

the Policy and Finance Committee for progression.

24. Finance

The Committee received a report (previously circulated) highlighting significant variances from Budget in terms of income and expenditure relating to this Committee's Budget. It was **Resolved** that:

The report be noted.

25. Exempt Business

There were none.

The meeting closed at 8:50pm

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CHAIR

Littlehampton Town Council

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Minutes of a **Meeting** of the **Planning and Transportation Committee** held in the **New Millennium Chamber, Manor House, Church Street, Littlehampton** on **Monday 24th June 2019** at **6.30pm**

Present:

Councillor C Blanchard-Cooper (Chair)
Councillor Buckland
Councillor Chace
Councillor Long
Councillor Molloy
Councillor Tandy

2019/2020

12. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

14. Apologies

There were no apologies.

15. 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.

16. Minutes

The Minutes of the meeting held on 28th May 2019 (previously circulated), were confirmed as a true record and signed by the Chair.

17. Chair's Report and Urgent Items

17.1. A284 Lyminster Bypass - letter of support

A request had been received from the County Council seeking a letter of support for a bid that they had submitted to Transport for South East for funding regarding the construction of the northern section Bypass. The Town Council had long supported the need for a bypass at Lyminster as part of the strategic development of the North Littlehampton area. It was therefore **Resolved** that:

A letter of support be sent to the County Council.

18. Public Forum

There was one member of the public present and no issues were raised.

19. Planning and Other District Council Matters

* Councillor Buckland joined the meeting at 6.37pm.

19.1. Planning Applications – Lists 22, 23, 24 and 25

It was **Resolved** that:

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

19.2. Member Training – Planning Matters

It was noted that the training session would take place on Thursday 4th July 2019 at 6pm in the Fleming Room.

20. Transportation and West Sussex County Council Matters

There were none.

21. Masterplan – North Littlehampton

It was reported that the Steering Group had met earlier that day and received updates the Hampton Park and Kingley Gate developments. The Group had received an updated timetable regarding the delivery of the highway's improvements on the A259, the Fitzalan Link Road and the Lyminster Bypass and it was noted that Compulsory Purchase Order process had commenced. Regarding the new sports pitches at Kingley Gate, the pitches were under

cultivation and were expected to be ready for use in 2020. The urgent need to start work on the construction of the additional allotments on the Church Land at Worthing was emphasised. It was **Resolved** that:

The update be noted.

22. Exempt Business

There was none.

The meeting closed at 7:09pm.

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CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 24th June 2019
Representation on Lists 22, 23, 24 and 25

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
22	Brookfield	JP	LU/144/19/HH	Replacement of tiles with fibre board cladding	62 Westlands Littlehampton	No Objection
22	Courtwick with Toddington	JL/FT	LU/165/19/HH	Rear ground floor extension and porch to front	70 Linnet Close Littlehampton BN17 7GW	No Objection
22	Wickbourne		LU/171/19/PL	Variation of condition 4 imposed under LU/2/19/PL relating to hours of operation	1 Lineside Way Littlehampton BN17 7EH	**Objection:** In the absence of any proposals to mitigate the impact that the longer hours of operation would have on the surrounding residential properties and an assessment of the impact by Environmental Health , the Committee was concerned that the longer operational hours would have an adverse impact on the residential amenity of the neighbouring dwellings by virtue of increased traffic and fumes generated.
23	Beach	BBC/CBC	LU/174/19/PL	Demolition of existing building & erection of 1 No. 3 bed town house (resubmission following LU/164/16/PL). This application affects the character & appearance of the Littlehampton Seafront Conservation Area & may affect the setting of a listed building.	2A Norfolk Road Littlehampton BN17 5PL	No objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 24th June 2019
Representation on Lists 22, 23, 24 and 25

Page 2 of 4

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
23	Beach	BBC/CBC	LU/131/19/PL	External repairs to the fabric of the building. Updrading of internal elements and relocation of boiler flue. This application affects the character or appearance of Littlehampton Sea Front Conservation Area.	20 Western Road Littlehampton BN17 5PG	No objection
23	Wickbourne		LU/170/19/HH	Rear Extension	11 Clarence Avenue Littlehampton BN17 7NQ	No objection
24	Brookfield	FT/MW	LU/87/19/HH	Single storey log cabin with habitable roof space to rear for ancillary use as granny annexe	7 Thorncroft Road Littlehampton BN17 6DD	**Objection**: To the proposals on the grounds that the cabin by virtue of its height and mass constituted an overdevelopment of the site and would have an adverse impact on the residential amenity of the neighbouring residents.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 24th June 2019
Representation on Lists 22, 23, 24 and 25

Page 3 of 4

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
24	Beach	BBC/CBC	LU/149/19/L	Application for Listed Building Consent to install boiler in the kitchen. Install shower room adjoining the cloakroom. Close wall opening between the lounge & dining room & replace front outdoor light fitting with new - This application may affect the character and appearance of Littlehampton Sea Front Conservation Area.	41 Western Road Littlehampton BN17 5PG	No objection
24	Courtwick with Toddington	JL/FT	LU/139/19/PL	Kingpost retaining wall	Rear of 16 & 17 Granary Way Toddington Lane Littlehampton BN17 7QY	No objection
24	River	MM	LU/172/19/PL	Replacement of 5 No. windows (1 No. with double glazed door).	2 Oaklands Court Fitzalan Road Littlehampton BN17 5JD	No Objection
24	Wickbourne	MN/TS	LU/188/19/HH	Single storey front extension, single storey rear extension, single storey side extension and porch to front	79 Belloc Road Littlehampton BN17 7EZ	No objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 24th June 2019
Representation on Lists 22, 23, 24 and 25

Page 4 of 4

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
25	Beach	BBC/CBC	LU/184/19/HH	Single storey rear extension, single-storey front porch extension, and front- facing dormer roof extension and retrospective single storey detached outbuilding for use as studio/gym	14 Esher Drive Littlehampton BN17 6AA	No objection: Subject to confirmation that the use of the outbuilding was non-commercial.
25	Courtwick with Toddington	JL/FT	LU/187/19/CLE	Application for a lawful development certificate following grant of planning permission LU/131/18/PL for an existing development - confirmation that permission has been lawfully commenced	Castleview Castleview Storage, Old Mead Road Littlehampton BN17 7PU	No objection

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Minutes of a **Meeting** of the **Planning and Transportation Committee** held in the **New Millennium Chamber, Manor House, Church Street, Littlehampton** on **Monday 22nd July 2019** at **6.30pm**

Present:

Councillor C Blanchard-Cooper (Chair)
Councillor Chace
Councillor Long

2019/2020

23. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

25. Apologies

There were apologies from Councillors Molloy and Tandy.

26. 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.

27. Minutes

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

28. Chair's Report and Urgent Items

28.1. Community Infrastructure Levy (CIL) Statement of Modifications

As part of the process of setting the CIL charging schedule, the Town Council had received confirmation of the next stage in the examination process. Observing the concerns that had been raised about the charging structure

previously, particularly in relation to town centre development, members considered it important that the Town Council be represented at the Hearings. Consultees were required to submit a request to be heard in writing to the Arun Planning Policy and Conservation Team between 31 July 2019 and 28 August 2019. It was therefore **Resolved** that:

These concerns be re-submitted and a request to be heard at the Public Examination be lodged on behalf of the Town Council.

28.2. Notice of Application for a Premises Licence Under the Gaming Act 2005 – 50 High Street

A notice had been placed in in the window of the former Bunces premises in the High Street advising that an application for a premises licence under the Gaming Act 2005 by Cassino Book Makers had been made. It was understood that Cassino were looking to move from their existing operation (a gaming machine operation) to this site. Whilst it was acknowledged that this would be a larger operation, more prominently placed in the High Street, the application was consistent with the District Councils statement of gaming licensing principles. The public were therefore encouraged to send comments to the District Council licensing Team. The Committee **Resolved** that:

The application be noted.

29. Public Forum

There were 2 members of the public present.

29.1 Mr Ellis addressed the Committee on the following matters.

29.2 Commenting on the Gaming License application, Mr Ellis stated that in his view it was vital that the council make an objection because of the impact that a larger operation might have on young people. He also considered that an operation of this nature being more prominently placed in the High Street could deter any future investment in the town. It was thought that a change of use would be required if the gaming facility moved into the new premises. The committee therefore noted the points from Mr Ellis for consideration should a planning application come forward in the future.

29.3 Regarding the District Council Open Space consultation, Mr Ellis emphasised the need for this type of provision to be properly considered when development proposals come forward.

29.4 Mr Ellis made a number of points regarding the District Council's consultation concerning Parking Standards. Firstly, he suggested that the standard should recognise the need to accommodate larger vehicles when looking at parking bay sizes. The Standards needed to better reflect the area where parking provision is made to take into consideration the close proximity of education

facilities and transport hubs as these often generated additional parking needs in their own right. Lastly, standards to recognise the growing trend for dropped curbs to allow off-street parking and the subsequent reduction in the availability of on-street parking with space being required to support this. The Chairman thanked Mr Ellis for his comments which were noted for consideration by the committee later in the meeting.

30. Planning and Other District Council Matters

30.1. Planning Applications – Lists 26, 27, 28 and 29

It was **Resolved** that:

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

30.2. Arun District Council Consultation on 'Public Open Space'

The Committee received details of this consultation which contained draft guidance on the District Councils requirements for the provision of open space, including outdoor playing pitches, indoor and built sports facilities within new developments. It was **Resolved** that:

The consultation be noted.

30.3. Arun District Council Consultation on 'Arun Parking Standards'

The committee received details of this consultation which contained draft guidance on parking standards for the District. This was derived from guidance and data used by the Highways Authority (WSCC) and was designed to meet the requirements of National Planning Policy Framework and changes in transport such as increased use of electric vehicles. The draft guidance included tables setting out requirements for cycles as well as cars, recognising the needs of both residential and non-residential flats and houses, including visitor and staff parking. It was acknowledged that the guidance was complex however, the committee endorsed the views expressed during the public forum session and it was therefore **Resolved** that:

The points set out in minutes 29.4 be forwarded to the District Council.

31. Littlehampton Heritage Group

31.1 The Committee received a report (previously circulated) which contained an update on the work of the Group and proposals for future support. Heritage Lottery Grant funding had enabled the Group to become formally constituted in its own right and develop a skills and a sound knowledge base to underpin its work. The core work of the Group focussed on collating, updating and storing information about Littlehampton's built heritage and the Group aimed to become a recognised consultee in the planning process. Future work would focus on maintaining the database that had been created to store this information and contributing to the development of a Design Guidance Statement which was being drafted by the District Council as part of the Arun Local Plan.

31.2 The Committee acknowledged the relevance and importance of the work of the Group particularly in terms how the Group worked alongside the Conservation Officer to ensure that there was a permanent record of the heritage of the Town. Noting the future projects that were being explored, it was also considered that there might be opportunities to engage with the Museum. Recognising that the Group was volunteer led, there would be limited resources to continue its work. It was therefore considered that a Service Funding Agreement could provide the stability that would enable the Group to meet its long-term objectives. It was therefore **Resolved** that:

1) **The Community Resources Committee be recommended to consider a Service Funding Agreement with the Littlehampton Heritage Group based on a clearly defined work plan.**
2) **The achievements of the Littlehampton Heritage Group be otherwise noted.**

32. Transportation and West Sussex County Council Matters

There were none.

33. Masterplan – North Littlehampton

There were none.

34. Exempt Business

There was none.

The meeting closed at 7:30pm.

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CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 22nd July 2019
Representation on Lists 26, 27 and 28

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
26	River	MM	LU/198/19/HH	Demolition of existing conservatory and construction of new single storey side extension. Construction of single storey extension behind garage.	5 Rayden Close Littlehampton BN17 5QF	No Objection
26	River	MM	LU/191/19/PD	Notification for Prior Approval for a Change of Use from Financial and Professional Services (Class A2) to Restaurant (Class A3) and alterations to High Street shopfront, provision of extract duct & formation of bin store.	52 High Street Littlehampton BN17 5SY	No Objection
27	River/ Wick	MM	LU/152/19/HH	Two storey side extension and single storey rear extension and loft conversion (Amendment to LU/255/18/HH)	64 Cornwall Road Littlehampton BN17 6EQ	No Objection
27	River	MM	LU/200/19/PL	Variation of condition 2 imposed under LU/98/17/PL relating to approved plans for minor fenestration alterations & use of zinc instead of concrete tiles & render	Hm Coastguard Lookout Station The Promenade Littlehampton BN17 5LH	No Objection.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 22nd July 2019
Representation on Lists 26, 27 and 28

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Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
27	River	MM	LU/203/19/CLP	Certificate of Lawfulness for replacement of two existing white PVC windows to the top floor one-bedroom apartment by new PVCu windows of a similar appearance	Flat 7 3 Fitzalan Road Littlehampton	No Objection
28	Brookfield	JP	LU/206/19/HH	Demolition of existing detached prefabricated garage and construction of replacement detached prefabricated garage following subsidence related damage	46 Kendal Close Littlehampton	No Objection
28	Courtwick with Toddington	JL/FT	LU/209/19/HH	Demolish existing brick store. New two storey side extension and front porch	12 Griffin Crescent Littlehampton BN17 7LJ	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 22nd July 2019
Representation on Lists 29

Page 1 of 1

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
29	Courtwick with Toddington	JL/FT	LU/219/19/PL	Application for the variation of condition 35 on LU/355/10 in relation to Barn Owl tower.	Courtwick Lane Littlehampton	No objection
29	River	MM	LU/214/19/PL	Erection of 2no. outbuildings to the rear of 18-22 East Street to provide communal/multi-functional space & therapy rooms ancillary to the lawful use of the site as a Private Detox & Rehabilitation Clinic (C2 Residential Institutions)	18-22 East Street Littlehampton BN17 6AW	No objection
29	Courtwick with Toddington	JL/FT	LU/210/19/PL	Demolition of the existing vacant dwelling and workshop and the erection of 10 detached dwellings (9 dwellings net) - Resubmission of LU/133/19/PL	Inglecroft Toddington Lane Littlehampton BN17 6JU	**Objection**: On the grounds that the development will have an adverse impact on highways safety because of the increased usage and the visibility when turning off and on to Toddington Lane.
29	Beach	BBC/CBC	LU/132/19/L	Application for Listed Building Consent for external repairs to fabric of building, upgrading of internal elements, relocation of boiler flue & repainting rear render white from yellow - This application may affect the character and appearance of the Littlehampton Seafront Conservation Area	20 Western Road Littlehampton BN17 5PG	No objection

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Minutes of a **Meeting** of the **Planning and Transportation Committee** held in the **New Millennium Chamber, Manor House, Church Street, Littlehampton** on **Monday 19th August 2019** at **6.30pm**

Present:

Councillor Chace (Chair)
Councillor Long
Councillor Tandy

2019/2020

35. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

37. Apologies

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

38. 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.

39. Minutes

The Minutes of the meeting held on 22nd July 2019 (previously circulated), were confirmed as a true record and signed by the Chair.

40. Chair's Report and Urgent Items

40.1. A27 Arundel Bypass Further Consultation

The Committee received (copy attached to the minutes) notification from Highways England regarding the A27 Arundel Bypass. Further consultation would be held between Friday 30th August until Thursday 24th October 2019. It

was noted that a public exhibition event would be held at Manor house on Tuesday 1st October. It was **Resolved** that:

The update be noted.

40.2. Planning Application LU/3/19/PL- Empty Supermarket Premises Avon Road (Former Waitrose Site)

It was reported that this planning application had been refused by Arun District Council. The Local Planning Authority had also indicated its wiliness to work with the applicant in respect of any future proposals. In view of the local interest in the site, this would be monitored. It was therefore **Resolved** that:

The decision be noted.

41. Public Forum

There were two members of the public present.

41.1 Mr Ellis addressed the Committee on the following matters.

41.2 Commenting on the decision regarding the Waitrose application, and in his role as chairman of the Littlehampton Heritage Group, Mr Ellis stated that the Group would also be closely monitoring any future plans that may come forward to develop the site.

41.3 Regarding the Arun District Council Statement of Licensing Policy, Mr Ellis made the following points. Firstly, he was concerned that the licensing charge imposed by West Sussex County Council of £520 for placing tables and chairs outside premises was too high, particularly for new businesses in local town centres. He stated that this activity made the high street a nicer place and suggested that it might be fairer if the charge was implemented on a sliding scale basis. He therefore urged the Committee to consider writing to the County Council on this matter. He also sought clarification regarding charges if the retailer owned part of the pavement at the front of their premises. In addition, regarding section 7 of the draft policy relating to employment characteristics, Mr Ellis suggested that employment within the care home sector should also be recognised.

41.4 Regarding the Gaming License application at the former Bunces premises in the high street, he suggested that the Licensing Policy section 21.2 regarding licensing objectives could be a reason to object. The chairman thanked Mr Ellis for his comments which were noted should a planning application come forward in the future.

41.5 Regarding the matters raised by Mr Ellis in connection with the District Councils draft statement on their Licensing Policy, it was noted that the placing of table and chairs outside retail premises was not a licensable activity and it was agreed that clarification be sought from the County Council on the matter of these charges. His comments regarding the draft policy were

otherwise noted by the Committee and would be considered later in the meeting. It was therefore **Resolved** that:

Clarification be sought from the County Council regarding the pavement licensing charges queries

42. Planning and Other District Council Matters

42.1. Planning Applications – Lists 30, 31, 32 and 33

It was **Resolved** that:

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

42.2. Arun District Council Consultation on the 'Gypsy, Traveller and Travelling Showpeople Accommodation'

The Committee received details of this consultation which contained draft guidance on the District Councils' requirements to meet the accommodation needs for these communities. It was **Resolved** that:

The consultation be noted.

42.3. Arun District Council Statement of Licensing Policy

The Committee received details of a draft policy which contained draft guidance regarding the District Councils licensing requirements. The committee endorsed the views expressed during the public forum session and it was **Resolved** that:

The points set out in minutes 40.3 be forwarded to Arun District Council

43. Transportation and West Sussex County Council Matters

There were none.

44. Masterplan – North Littlehampton

There were none.

45. Exempt Business

There was none.

The meeting closed at 7:09pm.

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CHAIR

From: A27 Arundel Bypass <A27ArundelBypass@highwaysengland.co.uk>
Sent: 16 August 2019 15:48
Subject: A27 Arundel public consultation event update (elected reps preview)

Dear Sir/Madam,

A27 Arundel Bypass further consultation: Have your say

As you may know, we are holding the further public consultation about the A27 Arundel Bypass scheme between **Friday 30 August and 11.59pm on Thursday 24 October 2019.**

I would like to invite you to a special exhibition preview of the consultation materials on **Friday 30 August** to explain the proposals before we open the exhibition to other stakeholders and the general public.

I hope you will be able to join us on Friday 30 August at the Cathedral Centre in Arundel, between 11.30am and 1pm.

We announced a preferred route known as Option 5Av3 last year, following public consultation in autumn 2017. We then began further developing the design as part of our work towards submitting a formal planning application. We discovered new information during the course of this work and, given the significant environmental sensitivities in the area, even relatively minor changes can have an important impact on overall route assessments. We therefore want to understand your views on the revised options for the scheme based on the latest available information, which we are presenting through this further consultation.

If you are unable to attend, we hope you can visit one of the other public consultation events. Letters about the further consultation will be going out to residents from Monday 19 August.

Public consultation event details:

Date	Location	Address	Time
Friday 30 August	Cathedral Centre	London Road, Arundel, BN18 9BA	5.30pm-8pm
Tuesday 10 September	The White Swan	Chichester Road, Arundel, BN18 0AD	3.30pm - 8pm
Wednesday 11 September	Whiteways car park, South Downs National Park (our consultation van will be on-site)	Bury Hill, Houghton, BN18 9FD	11am-1pm
Wednesday 11 September	Impulse Leisure Centre car park, Storrington (our consultation van will be on-site)	Spierbridge Road, Storrington, Pulborough, RH20 4PG	3pm-6pm
Saturday 14 September	Fontwell Park Racecourse	Arundel Road, Fontwell, Arundel, BN18 0SY	10.30am-2.30pm
Thursday 19 September	Coronation Hall, Slindon	Reynold's Lane, Slindon, West Sussex, BN18 0QT	2pm-8pm
Saturday 28 September	Walberton Village Hall	The Street, Walberton, Arundel, BN18 0PJ	10am-5pm
Tuesday 1 October	Littlehampton Town Council – Manor House, Littlehampton	Manor House, Church Street, Littlehampton, BN17 5EW	2pm-8pm
Tuesday 8 October	Mill Road car park, Arundel (our consultation van will be on-site)	Mill Road, Arundel, BN18 9PA	11am-2pm

Date	Location	Address	Time
Saturday 12 October	Arundel Town Hall	Maltravers Street, Arundel, BN18 9AP	10.30am-4pm

In addition, we will be running four unstaffed exhibitions where people will be able to view some of the exhibition materials, and printed copies of the brochure and consultation response form:

Date	Location	Address	Time
Monday 16 & Tuesday 17 September	Bognor Regis Town Hall	Clarence Road, Bognor Regis, PO21 1LD	During usual opening hours
Wednesday 25 September	Storrington Library	Ryecroft Lane, Storrington, Pulborough, RH20 4PA	9.30pm-5.30pm
Wednesday 9 October	Yapton Village Hall	Main Road, Yapton, BN18 0ET	10am-5.30pm
Monday 14 – Friday 18 October	Arun Civic Centre, Littlehampton	Maltravers Road, Littlehampton, BN17 5LF	During usual opening hours

Printed copies of the brochure and consultation response form will be available during the consultation period from:

Location	Address
Angmering Library	Arundel Road, Angmering, Littlehampton, BN16 4JS
Arundel Town Hall	Maltravers Street, Arundel, BN18 9AP
Arundel Library	Surrey Street, Arundel, BN18 9DT
Bognor Regis Library	69 London Road, Bognor Regis, PO21 1DE
East Preston Library	The Street, East Preston, Littlehampton, BN16 1JJ
Littlehampton Library	Maltravers Road, Littlehampton, BN17 5NA
Rustington Library	Claigmar Road, Rustington, Littlehampton, BN16 2NL

Online
From 30 August, key information about the proposals, including the consultation brochure, consultation response form and supporting information will also be available on the project website: www.highwaysengland.co.uk/a27arundel

How to respond
You can complete the consultation response form and:

- Submit it online at: www.highwaysengland.co.uk/a27arundel
- Post it to **Freepost A27 ARUNDEL** free of charge
- Return it to us at one of the consultation events

If you have any questions in advance of the preview exhibition, please don't hesitate to **contact us on 0300 123 5000 or email:**A27ArundelBypass@highwaysengland.co.uk

We hope to see you at the exhibition preview and hear from you via the consultation response form.

Yours faithfully,

Sophie Hartfield
Project Manager, A27 Arundel Bypass
07590 629271
Highways England | Bridge House | 1 Walnut Tree Close | Guildford | Surrey | GU1 4LZ
Web: http://www.highwaysengland.co.uk

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 19th August 2019
Representation on Lists 30, 31 and 32

Page 1 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
30	River	MM	LU/222/19/L	Remedial works to install a new supporting beam at 1st floor level supported on a new vertical post from basement. The application may affect the character and appearance of the Littlehampton Conservation Area	12 River Road Littlehampton BN17 5BN	No Objection
31	Brookfield	DC	LU/234/19/HH	Ground floor side and rear extension, first floor rear extension	Parkfield Worthing Road Littlehampton BN17 6JN	No Objection
31	Brookfield	DC	LU/232/19/HH	Single storey rear extension to form a bedroom and shower room	81 Timberleys Littlehampton BN17 6QA	No Objection
31	River	MM	LU/211/19/PL	Replacement of two front windows with vertical sash double glazed PVCu units	Flat B 47 Arundel Road Littlehampton BN17 7BY	No Objection
31	Courtwick with Toddington	JL/FT	LU/221/19/PL	A temporary workshop building to be located on car park of main site.	The Bodyshop Norway Lane Wick Littlehampton BN17 6LS	No Objection
31	Wickbourne	TS	LU/236/19/HH	Single storey rear and side extension	15 North Ham Road Littlehampton BN17 7AR	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 19th August 2019
Representation on Lists 30, 31 and 32

Page 2 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
32	Courtwick with Toddington	JL/FT	LU/241/19/HH	Increased proposed depth of rear extension as approved under LU/121/19/HH	3 Granary Way Littlehampton BN17 7QY	No Objection
32	Wick/ Wickbourne	TS	LU/240/19/PL	Change of use of part of car park to a beer garden.	Littlehampton Trades & Labour Club Wick Street Littlehampton BN17 7JH	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 19th August 2019
Representation on Lists 33

Page 1 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
33	Beach	BBC/CBC	LU/242/19/HH	Single storey front extension, porch to front, single storey rear extension. Change of external finishes and addition of 2x balcony's to first floor.	5 Reef Close Littlehampton BN17 6QG	No Objection
33	River	MM	LU/245/19/L	Listed building consent for the replacement of single sash window to east elevation.	Friends Meeting House 23 Church Street Littlehampton BN17 5EL	No Objection
33	Brookfield	JP	LU/252/19/PL	Removal of existing low level brick wall, existing forecourt wall to be reduced in height & graded back into the site, part of forecourt & parking areas to be overlaid with a DBM Wearing Course, parking spaces to be delinated with white thermoplastic paint & site frontage to be secured with bollards.	Yeomans Honda Horsham Road Littlehampton West Sussex BN17 6DN	No Objection
33	Brookfield	JP	LU/251/19/HH	Removal of old conservatory and construction of new single storey side and rear extensions.	13 Peregrine Road Littlehampton BN17 6DT	No Objection
33	Beach	BBC/CBC	LU/250/19/HH	Single storey rear extension and two storey side extension	40 Parkside Littlehampton BN17 6BQ	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 19th August 2019
Representation on Lists 33

Page 2 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
33	Wickbourne	TS	LU/255/19/HH	Construction of two storey side extension and associated works	33 Potters Mead Littlehampton BN17 7HY	No Objection

Littlehampton Town Council

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Littlehampton, West Sussex, BN17 5EW
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Find us online: www.littlehampton-tc.gov.uk

Minutes of a **Meeting** of the **Planning and Transportation Committee** held in the **New Millennium Chamber, Manor House, Church Street, Littlehampton** on **Monday 16th September 2019** at **6.30pm**

Present:

Councillor Chace (Chair)
Councillor Buckland
Councillor Long
Councillor Molloy
Councillor Tandy

2019/2020

46. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

48. Apologies

There were apologies from Councillor C Blanchard-Cooper and Councillor Buckland acted as substitute.

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 Councillor Buckland declared a personal in interest in matters relating to West Sussex County Council and a County Councillor.

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50. Minutes

The Minutes of the meeting held on 19th August 2019 (previously circulated), were confirmed as a true record and signed by the Chair.

51. Chair's Report and Urgent Items

51.1. Hampton Quay

A request had been received to address the Committee on ideas for the potential future development of moorings on the East Bank of the River Arun at a site immediately north of the A259 road bridge. This was welcomed and it was therefore **Resolved** that:

This be added to the agenda for the next meeting.

52. Public Forum

There were 3 members of the public present.

52.1 Mr Paige addressed the Committee regarding the greening proposals included in the North Littlehampton Development. He stated that in his view, there was still an opportunity to improve on the tree planting proposals and incorporate a scheme to recognise the contribution of local suffragettes. He also advised the Committee that he continued to pursue this objective and a road naming initiative with the District Council's Parks Officer and the developer. The Chairman thanked Mr Paige for his comments which were noted.

52.2 Mr Paige also expressed concerns at what he considered was a chronic lack of evening buses and sought support for improvements to this aspect of the local bus service. This was noted however it was also observed that the operation of bus services was not within the remit of the Town Council.

52.3 Regarding the footpath modification order, Mr Ellis asked for clarification on the route and extent of the proposed changes. It was noted that this would be explained further when the committee came to consider the Order later in the meeting.

52.4 Mr Ellis addressed the Committee as Chairman of the Littlehampton Heritage Group regarding Planning Application LU/249/19/PL, 50 & 52 High Street, Littlehampton. Drawing the Committee's attention to the Heritage Group's objection to the proposals, he suggested that Members consider their response using the planning policies set out in the Arun Local Plan. The Chairman thanked Mr Ellis for his comments which were noted.

53. Planning and Other District Council Matters

53.1. Planning Applications – Lists 34, 35, 36 and 37

It was **Resolved** that:

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

54. Transportation and West Sussex County Council Matters

54.1. A27 Arundel Bypass Update

The Committee had before it the Highways England brochure which contained the updated consultation proposals (previously circulated). Regarding the public consultation plans, it was noted that a public exhibition would be held in the New Millennium Chamber on 1st October. The Committee would be considering a response to the proposals at the next meeting.

54.2. A27 Arundel Bypass Elected Representatives' Forum (ERF)

The ERF had been formed by Highways England as a mechanism to engage with communities local to A27 Arundel Bypass Scheme. Town Council had been invited to send a representative to the next meeting of the Forum which would be held on 26 September. Initally, the Chair of the Committee and / or the Assistant Town Clerk would be attending and a proposals for formal representation would be considered later by the Council if appropriate. It was **Resolved** that:

The consultation and update regarding the Elected Representatives Forum be noted.

54.3. Application for a Definitive Map Modification Order

The Committee received an application (previously circulated) made by the British Horse Society to upgrade lengths of Footpaths 829 and 174 in Climping, on the border with Littlehampton Parish. If approved, this would see lengths of these footpaths opened for use by the public on horseback, horse drawn vehicles and cycle. The Committee welcomed the opening up of these footpaths for wider use and it was **Resolved** that:

The application be supported.

54.4. Electric Vehicle Strategy Consultation

The Committee was asked to comment upon a draft strategy prepared by the County Council which aimed to support electric vehicle take up in the county (previously circulated). Members had reservations that the current state of the

technology, coupled with concerns regarding the security and surety of future supply, were such that it was not appropriate to rush into implementing a policy. It was the view of the Committee that the County Council be urged to give further thought to the longer-term implications of this technology, particularly the safe use of electric vehicles, and improve understanding before putting a policy in place. It was therefore **Resolved** that:

The Committee's views as set out in Minute 54.4 be forwarded to the County Council.

54.5. A Vision for the Arun Valley

The Committee received a summary (previously circulated) of the work of the Arun Valley Vision Group regarding the future management of the River Arun. This initiative was welcomed and the engagement with local landowners and strategic authorities noted. It was however considered to be something that the District and County Councils should be engaged with in their roles as planning authorities It was therefore **Resolved** that:

The report be noted.

55. Town Council Priorities 2019 to 2023

The Committee received a table which contained feedback from the member led exercise to identify priorities for the Council (previously circulated). The Committee proceeded to review the priorities that were within their remit and the Assistant Town Clerk provided clarification on several points. It was observed that funds had been earmarked to investigate community transport initiatives to address severance issues for those residents moving into the new developments north of the Town. The Committee considered that this should remain a priority for the new Council. Members were otherwise broadly content with the priorities and it was noted that further detailed work would be undertaken to determine the level of resources and delivery time scales for consideration by Full Council in November. It was therefore **Resolved** that:

Community Transport be added to the list of priorities identified within the remit of the Committee and that they be endorsed and recommended to the Policy and Finance Committee for progression.

56. Masterplan – North Littlehampton

The next meeting of the Steering Group would be held on 17th September 2019. It was **Resolved** that:

The update be noted.

57. Exempt Business

There was none.

The meeting closed at 7:28pm.

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CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 16th September 2019
Representation on Lists 34, 35 and 36

Page 1 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
34	Beach	BBC/CBC	LU/231/19/HH	Drop Kerb and install driveway to front of property.	88 Southfields Road Littlehampton BN17 6PD	No objection subject to comments from West Sussex County Council.
35	River	MM	LU/249/19/PL	Change of use of No 48 from Licenced Betting Office & Adult Gaming Centre (Sui Generis) to Retail (A1 Shops) & No 50 from Retail (A1 Shops) to Licenced Betting Office & Adult Gaming Centre (Sui Generis).	48 & 50 High Street Littlehampton BN17 5ED	**OBJECTION:** The premises at 50 High Street are designated as a building of special character under the Littlehampton Neighbourhood Plan, Policy 17. The application makes no reference to this designation or acknowledges its status which under the Arun Local Plan 2011/31, Policy HER DM2 (Locally Listed Buildings or Structures of Character) requires that 'proposals for alteration or extension will be expected to relate sensitively to the building or structure and its setting and respect its architectural, landscape or historic interest'. In this respect the relationship with the neighbouring property, number 52, also a building of special character, should be considered. The Arun Local Plan 2011/31, Policy RET DM1 (Retail Policy) Section 2b states that 'provision should be made for a window display, appropriate to a shop front, which is in keeping with the character of the shopping area'. The plans are limited in terms of information and in particular lack details of the design of the front of the building making it impossible to judge the impact of the proposals.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 16th September 2019
Representation on Lists 34, 35 and 36

Page 2 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
36	Wickbourne	TS	LU/265/19/PL	Application for Variation of Conditions imposed on planning application LU/331/17/PL relating to condition no. 2 - Plans - Amendment to intermal layout, car parking layout, loading bay doors, external canopies & height of eaves at gable ends	Land at Lineside Industrial Estate Northwest of Unit 26 Eldon Way Littlehampton BN17 5LF	Support
36	Beach	BBC/CBC	LU/184/19/HH	Single storey rear extension, single-storey front porch extension and retrospective single storey detached outbuilding for use as studio/gym	14 Esher Drive Littlehampton BN17 6AA	No Objection
36	Beach	BBC/CBC	LU/273/19/HH	Singe storey rear extension to create Kitchen Family Room. Single storey extension to rear of existing garage.	Windlesham 7 St Winefrides Road Littlehampton BN17 5NL	No Objection
36	Courtwick with Toddington	JL/FT	LU/268/19/HH	Garage conversion to habitable area.	3A Butts Mead Littlehampton BN17 6GP	No Objection
36	Brookfield	JP	LU/228/19/CLE	Lawful development certificate for the existing repavement of driveway.	24 Gosden Road Littlehampton BN17 6DX	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 16th September 2019
Representation on Lists 37

Page 1 of 1

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
37	River	MM	LU/274/19/HH	Conversion of roofspace to habitable use to include 2 front and 2 rear rooflights	7 Mariners Quay Littlehampton BN17 5DA	No Objection

Littlehampton Town Council

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Minutes of a **meeting** of the **Property and Personnel Committee** held in the **New Millennium Chamber, Manor House, Church Street, Littlehampton** on **Monday 2nd September 2019** at **6.30pm**

Present:

Councillor Chace (Chair)
Councillor B Blanchard-Cooper
Councillor Price
Councillor Rhodes
Councillor Squires

2019/2020

11. Evacuation Procedures

The evacuation procedures were noted.

12. Filming of Council meetings, use of Social Media and Mobile Phones

The procedures were noted.

13. Apologies

There were apologies from Councillor C Blanchard-Cooper.

14. 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. Cllr B Blanchard-Cooper declared a personal interest as a member of Arun District Council.

15. Minutes

The Minutes of the meeting held on 3rd June 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

16. Public Forum

There were two members of the public and no questions were raised.

17. Chair's Report and Urgent Items

There were none.

18. Officer's Reports

18.1. Standing Orders/ Urgent Actions

The Committee received and noted urgent actions (previously circulated) relating to temporary Amenity Team staffing arrangements and the addition of a name to the War Memorial Roll of Honour. It was **Resolved** that:

The Urgent Actions be noted.

18.2. Staff Sickness Report (quarterly)

The Committee received the latest periodic report (previously circulated) detailing staff sickness covering the full years 2010/11 – 2018/19 and Quarter 1 of 2019/20. It was **Resolved** that:

The report be noted.

18.3. Staffing Update

The Committee received a report (previously circulated) updating Members on staff changes since the last meeting of the committee. It was noted that following interviews held on 30th August 2019, an offer had been made in respect of the vacancy for a part time Receptionist/ Clerical Assistant. The Town Clerk would circulate an updated list of staff names to all Members after the meeting. It was **Resolved** that:

The report and update be noted.

18.4. Annual Staff Training Plan

The Committee received a report (previously circulated) which set out the Town Councils staff training plan for 2019. It was **Resolved** that:

The report be noted.

18.5. Manor House

18.5.1 The Committee received a report (previously circulated) which provided an update on recent maintenance work in respect of the heating system and lift in the building. In addition, the Committee was asked to consider proposals to replace the CCTV system and undertake repairs to the garden wall at the front of the Manor House.

18.5.2 Regarding replacing the CCTV, three quotations had been obtained. Reflecting on the quotes, the Committee considered the quality of the images produced by a high definition (HD) system as opposed to non-HD and whether more then one member of staff needed to be trained on the new equipment once fitted. It was observed that the quality of the images provided by the existing system were poor and would be significantly improved with a non-HD system. It was also noted that providing one member of staff received appropriate training they could roll out training to others in the organisation. It was therefore **Resolved** that:

> **Arundel Security be awarded the contract to replace the CCTV for the Manor House**.

18.5.3 Regarding the garden wall it was noted that it might not now be possible to carry out this work in house and it was proposed that further quotes be obtained with a view of taking this forward. This was considered a sensible way forward It was **Resolved** that:

> **Further quotes be obtained to repair the garden wall and a supplier appointed in accordance with Financial Regulations.**

18.6. Audio and Presentation Equipment

The Committee received a report (previously circulated) which set out the research which had been undertaken to upgrade the audio and presentation equipment in the New Millennium Chamber. It was noted that the existing equipment was quite old and was not always compatible with the needs of hirers. A variety of options had been researched and it was recommended that the PA system in the Chamber be upgraded to include Bluetooth connectivity and that the speakers be replaced to support the hearing loop system. Three companies had been approached for quotations which provided an indication of the estimated costs. Whilst it was noted that the costs could be met from within the allocated budget, one of the quotes was

incomplete. The Committee considered this a priority and it was therefore **Resolved** that:

> **Authority be delegated to the Town Clerk, in consultation with the Chair of the Committee, to progress these works.**

18.7. Volunteer Policy

18.7.1 The Committee had before it (previously circulated) a draft volunteering policy and procedure which aimed to provide procedural guidance to staff on the recruitment of volunteers undertaking work for and on behalf of the Town Council. This aimed to formalise the existing procedures for the recruitment of volunteers and ensure that the volunteers themselves were treated in the same way as paid staff.

18.7.2 The Committee proceeded to examine the policy in more detail. The benefits of volunteering were acknowledged, and it was noted that expenses would be paid to volunteers in the course of carrying out their role for the Town Council. Members also wished to ensure that volunteers were aware of their position if they were in receipt of state benefits. It was agreed that further clarification on this point be added to the policy. It was therefore **Resolved** that:

> **Subject to the comments set out in Minute 18.7.2 above, the Volunteering Policy be adopted.**

18.8. Project 82 Building

The Town Clerk updated Members following a recent meeting regarding the continuation of the "FindItOut" (FIO) service from the Project 82 building. The County Council was currently carrying out a review of all aspects of their children support services and a decision on how FIO would be delivered in the future was currently on hold. To assist the County Council in managing the changeover with service arrangements delivered from P82 building, it was proposed that the current lease be extended for three months to 31st December 2019. The Town Council continued to monitor the position and a further meeting was scheduled in October when an update on progress with the County Council's review was expected. It was therefore **Resolved** that:

> **Authority be delegated to the Town Clerk to extend the lease agreement with the Find It Out service to the 31st December 2019.**

18.9. Keystone Centre

A revised specification for the feasibility study had been completed over the summer and was awaiting the comments of the District Council. This would lead to tenders being sought for the feasibility study to take the project forward. It was **Resolved** that:

The update be noted.

19. Town Council Priorities (2019-2023)

The Town Clerk presented a table which contained feedback from the member led exercise to identify priorities for the Council. The Committee proceeded to review the priorities that were within their remit and the Town Clerk provided clarification on a number of points. Members were broadly content with the priorities and it was noted that further detailed work would be undertaken to determine the level of resources and delivery time scales for consideration by Full Council in November. It was therefore **Resolved** that:

The priorities identified within the remit of the Committee be endorsed and recommended to the Policy and Finance Committee for progression.

20. Finance

The Committee received a report (previously circulated) highlighting significant variances from Budget in terms of income and expenditure relating to this Committee's Budget. It was **Resolved** that:

The report be noted.

21. Exempt Business

There was none.

The meeting closed at 7:13pm.

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CHAIR

Littlehampton Town Council

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Minutes of a **meeting** of the **Governance and Audit Committee** held in the **New Millennium Chamber, Manor House, Church Street, Littlehampton** on **Tuesday 2nd July 2019** at **6.30pm**

Present:

Councillor Northeast (Chair)
Councillor B Blanchard-Cooper
Councillor Long
Councillor Price
Councillor Seex

2019/2020

1. Chairman's Welcome and Introduction

The Chairman welcomed everyone to the meeting. Acknowledging the number of newly appointed Councillors on the Committee he explained that the workload of the Committee would require them to absorb a significant amount of material. He therefore urged them to use the time between meetings to read and raise questions with Officers. It was also agreed that further training on the matters delegated to this Committee be arranged.

2. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

4. Apologies

There were apologies from Councillor Dr Walsh KStJ.

5. 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.

6. Minutes

The Minutes of the meeting held on 5th February 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

7. Public Forum

There was one member of the public present.

7.1. Mr Chester addressed the Committee regarding what he considered were gaps in the governance framework in relation to the work of councillors, particularly relating to guidance for councillors on how to engage safely and appropriately with constituents. He asked at what point the Council considered it should be raised if a member had been challenged or reprimanded regarding their past conduct.

7.2. The Chair thanked Mr Chester for raising this important matter. It was noted that the standards by which councillors carried out their role were set out in the Code of Conduct which was monitored by the District Council. It was also noted that following a recent parliamentary inquiry, a number of recommendations to improve the current regime had been presented to the Government for consideration. This was being monitored by the National Association of Local Councils who would be coordinating future engagement with local councils in this respect. Members considered that further training on the Code of Conduct and safeguarding was essential to support them in carrying out their role as Councillors. They also thought it appropriate that Councillors be issued with some form of identification in respect of their role and confirmed their willingness to undergo DBS checks if required. This was noted and it was agreed that options in terms of additional training and ID be investigated further.

8. Chair's Report and Urgent Items

There was none.

9. Officer's Reports

9.1. Internal Audit Report 2018 to 2019

9.1.1. The Responsible Financial Officer (RFO) presented a report (previously circulated) which set out details of the final Internal Audit Report for the financial year 2018/19. The RFO explained the local authority audit regime, the internal audit programme and the areas that it covered. It was noted that work outside the scope of the current internal audit programme could be requested but would incur additional costs.

9.1.2. The Internal Audit had been compiled following interim visits by the Internal Auditor which took place in November 2018 and June 2019. There were no issues arising warranting formal comment and the Internal Auditor had made

two recommendations regarding Transparency and Risk Management. These related to improvements to the disclosure of expenditure information regarding the Town Council's contracts and updating the Risk Register with contingency arrangements to ensure the accurate and timely processing of the Councils' payroll. It was noted that the latter was the subject of a separate report. Regarding the former it was noted that the RFO was developing a section on the Town Council's website to provide procurement information on 'tenders for contracts' and 'contracts, commissioned activity and agreements' with a value that exceeds £5,000. The Chair commended the RFO on the pleasing outcome of the Internal Audit and it was **Resolved** that:

(1) The proposed enhancement to the publication of expenditure in respect of contracts on the Town Council's website as set out in point 3.3.2 of the report be noted.
(2) The contents of the Internal Audit report for the year ending 31st March 2019 be otherwise noted.

9.2. Annual Review of the Corporate Risk Register

9.2.1. The Committee considered a report which set out the outcome of the review by the RFO of the section of the Register that dealt with the Employment of Staff (previously circulated). The RFO explained that she was the only officer with the knowledge to process the Council's payroll. The Internal Auditor had therefore recommended that contingency arrangements be considered, and a risk report added to the Register. The Register already identified the "Loss of key staff" as a risk and set out the measures in place to mitigate the risk. These had been updated and referenced the documentation of the payroll procedures, access to the Town Council's electronic payment system and contingency arrangements to contract personnel to cover key functions. Acknowledging the sensitive nature of the data used to process the payroll it was agreed that the word "only" be added to the text at the end of the section relating to the accessibility of data accessed by appropriate staff.

9.2.2. It was noted that where staff needed to have knowledge of key policies, they were required to sign declarations confirming that they had read and understood the relevant policies and procedures. The Town Council's policies were reviewed and managed in accordance with an overarching Policy which would be circulated to the Committee. It was therefore **Resolved** that:

The wording of the Risk Report relating to the Employment of Staff, as set out in Appendix 1 attached to the report, be updated as set out in

Minute 9.2.1 above, endorsed and
RECOMMENDED to Full Council for approval.

9.3. Draft Committee Work Plan

The Committee had before it a draft Work Plan setting out a timetable and proposals for key areas of work (previously circulated). The Assistant Town Clerk explained that the frequency of reviews was determined by a mixture of statutory requirements, best practice and the Council's Committee cycle. It was therefore **Resolved** that:

The Work Plan be approved.

10. Exempt Business

There was none.

The meeting closed at 7:04pm.

_____

CHAIR

Littlehampton Town Council

Non-Confidential

Committee: Full Council

Date: 17th October 2019

Report of: The Town Clerk and Responsible Financial Officer

Subject: External Auditor certificate and report 2018 to 2019

1. Summary & Background

1.1 Attached is the External Auditor's certificate and report for the 2018 to 2019 accounts as well as the covering letter from the External Auditor.

1.2 The external auditor did note in their report that Box 11 of Section 2 was not completed (this box relates to whether the Council is responsible for Trust funds). The form was returned by email to the Council, completed and sent back.

1.3 The External Auditor did note in their covering letter that the 2018 figures in Section 2 did not correspond to the previous years audited 2018 figures. This was due to a rounding error that occurs within the accounting software which produces the figures for the Annual Accounting Statement. This will be checked when the accounts are completed next year.

1.4 The conclusion of the Audit has been advertised in the Council's noticeboards and on the website and copies of the complete Annual Return made available for purchase.

1.5 The outcome of the External Audit will also be reported to the Governance and Audit Committee at their next meeting in February 2020.

2. Recommendation

The Council is Recommended to note the External Auditor certificate and report for the 2018/19 accounts.

Peter Herbert
Town Clerk

Laura Chrysostomou
Responsible Financial Officer

MOORE

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough PE2 6PZ

T 01733 397300

www.moore.co.uk

Your Ref:

Our Ref: CAR/hd/SAAA

25 September 2019

Mr A Herbert
LITTLEHAMPTON TOWN COUNCIL
Manor House
Church Street
Littlehampton
BN17 5EW

Dear Mr Herbert

LITTLEHAMPTON TOWN COUNCIL
Annual Governance and Accountability Return for the Year ended 31 March 2019

Please find enclosed your Annual Governance and Accountability Return for the year ended 31 March 2019.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption
Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

(a) The Statement of Accounts and Annual Governance Statement
(b) The auditor's certificate and opinion
(c) Any public interest report or other recommendation of the auditor.
(d) A form of Notice of Conclusion of Annual Audit

Points noted from our review for you attention which were not significant enough to report on the AGAR. The 2018 figures entered in Section 2 of the AGAR do not correspond to the audited 2018 figures. The Council should ensure the numbers included on the Return correspond to the previous year's audited return.

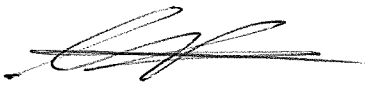
We recommend the Council state the initial date of announcement for the Public Rights Notice Period on the announcement as best practice.

A Notice of Conclusion of Audit form is available, if required, on our website using the link here http://bit.ly/SmallerAuthorities .

Partners: Andy Hancock FCCA, Richard Thurlow FCCA, Geoff Norman FCCA, Carolyn Rossiter, FCA, Mohamed Mavani FCA, Nick Bairstow FCA, Peter Simons FCA CTA, Andy Page FCA, April Foster FCCA. Associates: Michelle Watson FCCA, Paul Nash FCCA, Matthew Grief CTA TEP, Robert Pluck FCCA, Simon Reid FCA, John Harvey FCCA, Tim Woodgates CTA ACCA, Jen Arber ACCA MAAT. Registered to carry on audit work in the UK and Ireland and regulated for a range of investment business activities by the Institute of Chartered Accountants in England and Wales. An independent member firm of Moore Global Network Limited – members in principal cities throughout the world. This firm is not a partner or agent for any other Moore firm and is a separate partnership with offices in Corby, Peterborough and Northampton.

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely



Carolyn Rossiter
carolyn.rossiter@moore.co.uk

Enc.

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **annual internal audit report** is completed by the authority's internal auditor.
   - **Sections 1 and 2** are to be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2019
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	Has the bank reconciliation as at **31 March 2019** been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		

Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2018/19

Littlehampton Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. *("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)*			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓

	Yes	No	Not applicable
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

12/11/2018 03/06/2019

Name of person who carried out the internal audit

mark Mulberry BA (HONS) FCCA CTA

Signature of person who carried out the internal audit M Mulberry

Date 04/06/2019

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Littlehampton Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A — *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20/06/19

and recorded as minute reference:

27.1

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.littlehampton-tc.gov.uk

Section 2 – Accounting Statements 2018/19 for

Littlehampton Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	2,513,699	2,620,040	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	1,078,470	1,132,449	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	182,596	132,666	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	603,466	622,789	*Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.*
5. (-) Loan interest/capital repayments	42,230	40,929	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	509,030	645,672	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	2,620,040	2,575,765	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	2,712,644	2,659,208	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	3,101,911	3,095,313	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	128,000	90,000	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
		✓	*N.B. The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 070619

I confirm that these Accounting Statements were approved by this authority on this date:

200619

as recorded in minute reference:

MINUTE REFERENCE 27-2

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 - External Auditor Report and Certificate 2018/19

In respect of | LITTLEHAMPTON TOWN COUNCIL

1. Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares as Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in the accordance with guidance issued by the National Audit Office (NAO) on behalf of the Controller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with the International Standards on Auditing (UK and Ireland) and **does not** provide the same level of assurance that such an audit would do.

2. External auditor report 2018/19

~~(Except for the matter reported below)~~* on the basis of our review of Sections 1 and 2 of the Annual Government and Accountability Return. In our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(*delete as appropriate)

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

Box 11 of Section 2 had not been completed and so the form was returned to Council. The box has now been appropriately completed.

(continue on a separate sheet if required)

3. External auditor certificate 2018/19

We certify/ ~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

~~*We do not certify completion because :~~

External Auditor Name **MOORE**

External Auditor Signature Moore Date 22/09/2019

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

ENVIRONMENT POLICY

Date please insert date of adoption

Document Number Added centrally if a new policy/procedure, otherwise please copy from previous edition

Edition Number V1

Replaces N/a

Policy Maker Juliet Harris, Assistant Town Clerk

Responsibility Policy and Finance

Resolution Number please insert resolution number from minutes

Review Cycle Every three years

This information pack contains:

please insert document title
Draft Policy – version 1

Littlehampton Town Council Environment Policy Draft

Littlehampton Town Council (LTC) aims to help residents be a healthier, happier community now and in the future by reducing the town's impact on the environment. In order to achieve this LTC is committed to enhancing the principles of best environmental practice by adopting more environmentally friendly methods of conducting its business.

Aim

The aim of this Policy is to maintain the commitment of the Town Council, it's members and officers to the principles of environmental sustainability as a framework for the maintenance of Council properties and the provision of its services and activities.

Objectives

1. We endeavour to cut waste by getting around the town as environmentally friendly and fuel efficient as possible, making Littlehampton a cleaner, greener and healthier place to live by reducing vehicle emissions generated by our business activities.

2. Safeguard heritage, habitats and promote biodiversity in the town through protecting and enhancing existing natural habitats and supporting the creation of new spaces for wildlife.

3. Prevent unnecessary consumption of energy and water by tackling local water pollution, use water more efficiently in buildings and on land to create a town where communities are involved in growing local produce (Allotments)

4. Ensure that local economic growth is sustainable. Make Littlehampton fairer, creating an inclusive town where residents feel empowered to take part and take pride in their community. (Local Traders' Partnership)

5. Protect, conserve and support use of sustainable resources and enhance the properties in the ownership of the Town Council.

6. Prevent pollution from its properties.

7. The Town Council aims to comply with all environmental legislation and requirements and improve its environmental performance year on year.

8. Develop and raise an awareness and understanding with our employees, partners, other stakeholders and within the town.

9. Reduce the waste that we create, reusing where possible, and ultimately sending zero waste to landfill. Eventually we want to eliminate the concept of waste by creating a culture where everything is reusable and recyclable.