



22 February 2023

Notice is hereby given that the Annual Town Meeting will be held on Thursday 9 March 2023 at 6.00 PM in the Main Hall, Southfields Jubilee Centre, Southfields Road, Littlehampton

2022 to 2023

Agenda

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 proceedings only from the front of the public gallery, providing it does not disrupt the meeting. If another member of the public objects to being recorded, the person or persons 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

To receive any apologies for absence from Members of the Town Council or other organisations.

4. Minutes of the Previous Meeting

To confirm the Minutes of the meeting held on 21 April 2022, circulated herewith, pages 3 to 9. In accordance with the Town Council's Standing Orders, Section 9a, Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

5. Town Mayor's Report and Presentation of Town Merit Awards

6. Community Wardens

To meet the Wardens and hear about their work in the community.

7. To Hear Questions From The Public of which Notice Has Been Previously Given

8. To Hear Questions From The Public of which Notice Has Not Been Given

9. Report From Representatives of Local Organisations

Note: The Local Government Act 1972 provides that a Town Meeting shall assemble annually between 1 March and 1 June in every year. It is a meeting of Local Government Electors of the town for the purpose of discussing the town's affairs. The Town Mayor presides at the meeting and the Council's Standing Orders apply. Each elector has one vote.

Electors attending are requested to enter their names and addresses in the attendance register provided.

Councillor Long
Town Mayor



Minutes of The Annual Town Meeting Held In The New Millennium Chamber, Manor House, Church Street, Littlehampton on Thursday 21 April 2022 at 6.00 PM

Present:

47 members of the public including Councillor Molloy – Mayor, Councillors Buckland, Butcher, Chace, Long, Price, Rhodes, Tandy, Turner, Dr Walsh KStJ

2021 to 2022

1. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted, and in a change to the published agenda, as young people were expected to be in attendance the Mayor asked everyone to not take pictures.

3. Apologies

There were apologies from Councillors Blanchard-Cooper, Northeast, Tilbrook and Woodman and from Father Boniface Akpoigbe.

4. Minutes of the Previous Meeting

The Minutes of the Annual Town Meeting held on 21 March 2019 were confirmed and signed as a true record.

5. Town Mayor's Report and Presentation of Town Merit Awards

- 5.1. The Mayor welcomed everyone to the meeting and explained the format for the evening. She emphasised that this was a meeting for residents of Littlehampton and not a meeting of the Town Council. The meeting was therefore intended to provide an opportunity for residents to raise and discuss matters of local interest and therefore for politicians to just listen to the debate.
- 5.2. The Mayor began by reflecting on a difficult period and paused to remember those affected by the pandemic. She recognised the effects of instability in the workplace, rising prices and global conflict and felt that through all of this, the sense of community had shone through and the absolute best side of people came to the fore. The emergency services, particularly the NHS went the extra mile, as had all public services, businesses and community groups. On behalf of the Town the Mayor thanked everyone who had helped through these testing times.

In keeping with the Town motto, there had also been significant progress across the town, including new housing and roads in the north of the town and a new public realm emerging in the town centre. A new youth facility had gained planning permission in Wick and a new community centre would not be far behind that in north Littlehampton.

The Town Council's events continued to be the envy of bigger towns and it was fantastic to welcome back the bonfire last year. This was one of the Town's crown jewels and the Mayor thanked everyone who was involved for a great evening.

The sports clubs had also kept going through the pandemic and the Mayor thanked everyone involved. Commenting that sport was vital to a strong community, she stated that no one exemplified this more than Hugh Milner who had recently retired as General Manager at the Sportsfield after 31 years. In this time Hugh, as manager was tremendously successful in obtaining grant aid from numerous bodies, and had raised significant sums for the Sportsfield, much of which had been invested in upgrading the grounds and replacing machinery. Phil Tozer was welcomed as the new manager. As a former player and Chairman of the Sportsman Club for a number of years his experience would be invaluable especially as he would have the difficult task of taking over from Hugh. The Mayor wished Hugh well and thanked him for his contribution to sport in Littlehampton hoping he would enjoy his retirement. Commenting on Littlehampton Football Club's brilliant success in reaching the FA Vase final, she wished them good luck against Newport Pagnell.

Arts in the town had continued to thrive with LOCA at the forefront, together with the Musical Comedy Society, the Star Ignited Performance Academy, the Edwin James Choir and many others. The town centre events had been nominated for an award and would continue throughout 2022 and beyond. Like sport, the arts remained an integral part of the fabric of the town.

The charities that the Mayor had chosen to support during her Mayoral year were West Sussex Mind, Arun Youth Projects and the Arun Veterans and Armed Forces Club and the amount raised would be announced at the Council's Annual meeting on 12 May.

5.3. Town Merit Awards

Turning to the Town Merit Awards, the Mayor explained that public nominations had been sought for those who deserved recognition for their contribution to the Town. The Awards again highlighted the commitment that many individuals and groups had to the Town over the last three years since the last Town Meeting.

- 5.3.1. The first individual Merit Award was presented to Di Brown in recognition of her services to Littlehampton voluntary community groups.
- 5.3.2. The second individual award was presented to Helen Bradshaw in recognition of services Littlehampton voluntary community groups.
- 5.3.3. The third individual award was presented to Jolene Yule in recognition of services to Littlehampton residents during the pandemic.

- 5.3.4. The fourth individual award was presented to Tyndall Jones in recognition of services to Littlehampton on behalf of the Town Council.
- 5.3.5. The fifth individual award was for Ann McCaulay in recognition for services to Girlguiding in Littlehampton. Unfortunately, Miss Macaulay was unable to attend so arrangements would be made for her to receive her award later.
- 5.3.6. The Mayor then presented the first group Merit Award to Littlehampton & District Food bank in recognition for service to Littlehampton tackling food poverty and providing an essential community hub. Trustee Teresa Cash accepted the award on behalf of the food bank.
- 5.3.7. The second group award was presented to Sea Cadets in recognition of providing vital skills to young people in Littlehampton and was accepted by Brian P Osborne Lt (SCC) RNR on behalf of the Sea Cadets.
- 5.3.8. The third group award was presented to Littlehampton Armed Forces Veterans Breakfast Club in recognition of services to veterans and their families in Littlehampton and was accepted by Ian Neville on behalf of the club.
- 5.3.9. The fourth group award was presented to The Littlehampton Lions Club in recognition of services to Littlehampton residents and organisations. David Bishop and colleagues accepted the award on behalf of the club.
- 5.3.10. The fifth group award was presented to The Littlehampton Academy COVID Community Team in recognition of services to Littlehampton residents during the pandemic. Freddie Tandy collected the award on behalf of the team.
- 5.3.11. The sixth group award was presented to the RNLI in recognition of the lifeboat service provided for Littlehampton. A representative accepted the award on behalf of the institute.
- 5.3.12. The seventh group award was to Community Fridge in recognition of services to Littlehampton tackling food waste and providing an essential community hub. There was no representative in attendance so the award would be presented later.
- 5.3.13. The eighth group award was to Home Start Arun, Worthing and Adur in recognition of support to families with young children in Littlehampton. There was no representative in attendance so the award would be presented later.
- 5.3.14. The ninth group award was to Littlehampton Heritage Railway Association in recognition of providing a heritage railway service to Littlehampton. There was no representative in attendance so the award would be presented later.

6. To Hear Questions From The Public of Which Notice Had Been Previously Given

There was one written question from Mr Simmons who addressed the meeting and asked a number of questions regarding the Town Council's Worthing Road Allotment site as follows:

1. How many plots were vandalised.

2. How many vandals were found & seen by the police.
3. Are they being named publicly and being charged with criminal damage?
4. What is happening about the fence that was installed nearly 2 years ago alongside Mr Mason's plot – he wanted it removed.
5. Who was responsible for the lack of fencing between the allotments & the recreation ground. When was something going to be done about it?
6. Plot holders were complaining about the grass being left uncut one person had fallen over and was thinking about suing if he tripped and broke something. We the plot holders have to keep our paths cut and tidy, why were the council not doing the same?

6.2. In response: The Town Clerk thanked Mr Simmons for his representation. The questions in part related to a spate of vandalism which occurred in March this year. Whilst only five plot holders had reported directly to the Town Council that their plots had been damaged; it was understood that many more had reported the vandalism directly to the Police. The reports were collated by the Police and managed as one incident. The young people involved had been spoken to and would be monitored by the Police through their Early Intervention Youth Programme.

Regarding the fencing issues, temporary fencing was installed by contractors to protect plots when they had to bring large machinery into the area as part of the construction of the southern section of the Lyminster bypass. The Town Council planned to move it in June. Regarding the western boundary adjacent to the recreation ground, this had been raised with Arun District Council who owned the recreation ground to determine the boundary ownership and responsibilities. Once the Town Council had confirmation on these points, it would consider options.

Regarding grass cutting, the Town Council recognised that plot holders took great pride in their plots and apologised that the maintenance regime had fallen behind. The Town Council's Amenity Team had recently recruited two new members of staff and aimed to get back to the regular maintenance regime in the coming weeks.

- 6.3. Mr Simmons added that plots had been wrecked with damage costing thousands and that the fence needed to be higher. He asked if the Town Council had considered prosecuting and naming the offenders. Regarding the two new staff he wondered if they had driving licences, as if not, it would be a strain on resources. He also highlighted that the uncut grass was in his view a Health and Safety issue.
- 6.4. The Town Clerk responded that the damage was a Police matter and was being dealt with by them. He also gave an assurance that the grass cutting at the site would be addressed.

7. To Hear Questions From The Public of Which Notice Has Not Been Given

- 7.1. Edna Faria of the Rope Walk Residents Group highlighted that the road markings at the top of Ferry Road near Rope Walk had faded which could

cause a serious accident. She requested that the white lines be reinstated. She also reported that vehicles had been parked in Ferry Road for months and blighted the area. The Town Clerk undertook to report these to West Sussex County Council as the local highways authority.

- 7.2. Ian Neville, representing Littlehampton Armed Forces Veterans Breakfast Club advised that the Club had been told by Environmental Health that they could not put their flags out at events. This was essential as it gave the Group much needed visibility, and he requested the Town Council's help to enable the flags to be used by the Club.

The Town Clerk agreed to contact the District Council and investigate a suitable alternative that would be acceptable to Environmental Health.

- 7.3. Janet Crossley asked the Town Council to press Arun District Council for a better more meaningful consultation regarding the plans for the regeneration of the sea front. This was noted.
- 7.4. Di Brown, a representative of the Baptist Church asked for clarification regarding booking the Stage by the Sea venue as she had been advised it was restricted. The Town Clerk responded that he was unaware of any restrictions and undertook to investigate this.
- 7.5. David Bishop from the District Lions Club had been disappointed to learn that the group would not be invited to provide refreshments this year at Armed Forces Day and the Town Show. The Town Clerk undertook to investigate this and go back to Mr Bishop.
- 7.6. Sarah Tyrrell, a resident of River Road, sought action to address problems with buggies being parked on the raised pavement in Surrey Street outside The George and littering caused by cigarette butts. It was suggested that receptacles be installed and enforcement to control littering be investigated.

The Town Clerk advised that enforcement was a matter for Arun District Council and undertook to contact them and raise these points.

- 7.7. Terry Ellis of North Ham Road stated that in his view not enough people were aware of the Rampion 2 Scheme and the potential impact of the development. He highlighted a number of different aspects of the proposals that he wished people to be aware of including the potential impact on the seabed, the coastal ecology including birds, fish, insects and the marine environment. This view was echoed by a number of people in the room who also raised concerns about the impact on land as part of the infrastructure work that would be required to support the scheme. Mr Ellis went on to ask if people would be allowed to make representations to the Town Council.

It was noted that the next step in the National planning process for this scheme would see a formal planning application that would come with its own consultation process. The Town Clerk added that residents had the opportunity to express their views during the public forum session at the Town Council's Planning and Transportation Committee meeting.

- 7.8. A resident of Clun Road reported problems with cars racing at speed in the area around the Wickbourne Centre. This was a popular family orientated centre, and he was fearful that it was dangerous and that there might be accident. The issue of speeding traffic was also reported in Maxwell Road, but residents reported feeling powerless to do anything about it despite having reported it to the authorities. The Town Council's assistance was sought to raise the profile of this problem and get some action.

In responding the Town Clerk stated that there were reporting mechanisms in place which aimed to gather evidence so that the Police could take action such as Operation Crackdown. He undertook to raise this issue with the Police and encouraged residents to continue reporting incidents.

- 7.9. Councillor Turner reported the problem of cars being hit by flying stones whilst the verges were being mown and requested that operatives be made aware of the need for caution.

The Town Clerk explained that West Sussex County Council was responsible for mowing verges and that he would raise it with them.

- 7.10. Terry Ellis, as a member of Arun Access for the Disabled raised the issue of parking in the Town Centre. His concern was the accessibility of parking in the Town Centre which forced people to park on corners and ramps making access difficult and dangerous especially for wheelchair and mobility vehicle users. He was also concerned that emergency and large vehicles might not be able to get through or round corners. He asked if something could be done, and it was also suggested that the policy regarding controlled parking zones be revisited.

The Town Clerk requested evidence of specific instances and photographs pinpointing hotspots to share with both the District and County Council, so that action regarding dangerous parking could be enforced. It was noted that obstruction of junctions and access points was an offence and should be reported to the Police.

- 7.11. There were positive comments from the audience regarding the Easter Eggstravaganza event which was viewed as a great success highlighting the Town. There were many in the audience who called for more of this type of activity with many commenting that the Easter trail had taken them to the museum after not visiting for some time and getting children involved, with schools decorating eggs.

The Town Clerk was pleased to note that the Easter event had been well received and confirmed that museum visitor numbers had benefitted, and that the event had helped generate business for the town's retailers. Following a similar pattern LOCA had plans in place for this year's Arts Trail in July which would cover 25 locations with over 150 artists and for all ages. LOCA had also decorated the egg in the museum. This remained on display and residents were encouraged to visit.

The Mayor added that the Town Council had lots of lovely event plans in the pipeline for the future including Christmas.

- 7.12. Lamenting the lack of use of the supermarket site, Di Brown asked what was happening and could something be done to bring the site back into use. It was noted that the site had planning permission for residential and retail development which had yet to be implemented.

8. Report From Representatives of Local Organisations

- 8.1. Mr Tyndall Jones, representing the Littlehampton Bonfire Society gave a report on the activities of the Society. Despite the problems caused by the pandemic the Society were determined to provide a fun evening after the loss and heartbreak of the last two years. Many of the Society's Committee were new to their roles but had managed in a very short time to deliver a display last year. Many similar events had been unable to run even last year and as ever, the Bonfire Society was extremely grateful to the Town Council for their continuing support. The pandemic had had a devastating effect on finances, with one year of fundraising completely lost and last year's badly affected. Following a review, the Society had conducted extensive cost cutting, but it would still cost £30,000 to stage the event. To stabilise finances for the future of the event the difficult decision had been taken that for this year only to retain the street collection although donations would still be made to local groups that helped on the night. This year was the Bonfire Society's 70th anniversary. On behalf of the Society Mr Jones thanked all the sponsors and helpers during the year and on the night without whom the event would not happen. He invited all to come to the May Fair and Plant Sale on Saturday 7 May, at the Guiding Centre in Duke Street between 11 am and 2.30 pm. The society looked forward to seeing everyone on Bonfire Night on Saturday 29 October.
- 8.2. David Chace, Chair of Arun Community Transport reported that since the pandemic they had started operating again, with 431 Littlehampton clients on their books who they supported by transporting them to essential medical appointments. In April alone they had made just under 2,000 journeys. He thanked the Town Council for their support.
- 8.3. The Mayor thanked everyone for their support, congratulated the recipients of the Merit Awards and brought the meeting to a close.

The meeting concluded at 7:25 pm.

Chair