

6 October 2023

You are hereby summoned to attend an ordinary meeting of the Town Council

**Venue: The New Millennium Chamber, The Manor House, Church Street,
Littlehampton BN17 5EW**

Date: Thursday 12 October 2023

Time: 6.30 pm

Laura Chrysostomou, Town Clerk

Agenda 2023 to 2024

- 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 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. Presentation of the Sports Excellence Grants Awards**
- 4. Apologies**
- 5. 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:

- Councillors Blanchard-Cooper, Butcher, Long, May, O'Neill, Tandy, Wiltshire, Woodman and Worne, are Members of Arun District Council.
- Councillor Northeast is a Member of Arun District Council and Chairman of the Keystone Centre Management Committee.
- Councillor Dr Walsh KStJ is a Member of Arun District Council, West Sussex County Council, and the Littlehampton Harbour Board.

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

6. Minutes

To confirm the Minutes of the Ordinary Meeting held on 22 June 2023, pages 6 to 12 and the Extraordinary Meeting held on 21 August 2023, pages 13 to 17, circulated herewith. 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.

7. Town Mayor Report and Urgent Items

8. Public Forum

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

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

10. Reports from Committees – Non-Exempt

10.1. Recommendations from Committees

Report attached. Pages 18 to 33.

10.2. Committee Minutes – Non-Exempt

10.2.1. Planning and Transportation

To receive the minutes of the meeting held on 19 June 2023 circulated herewith, pages 34 to 42 at which the following items were discussed:

Minutes:

- 20.1. Public Consultation: Houses of Multiple Occupation (HMO) Licensing Scheme
- 22.1. Planning Application LU/299/22/PL Amendment - Land North of Littlehampton Academy
- 22.2. Planning Applications, Lists 21, 22, 23 and 24
- 22.3. License Application, Sweet Dreams and Bubbles, 86 High Street, Littlehampton, BN17 5DX
- 23.1. 20 mph Speed Limit for Littlehampton
- 24. Rampion 2 Windfarm
- 25. Coastal Erosion – The West Bank
- 26. Masterplan, North Littlehampton
- 27.1. Committee Budget Monitor

10.2.2. Planning and Transportation

To receive the minutes of the meeting held on 17 July 2023 circulated herewith, pages 43 to 50 at which the following items were discussed:

Minutes:

- 36.1. Planning Applications, Lists 25, 26, 27 and 28
- 36.2. Public Consultation: Houses of Multiple Occupation (HMO) Licensing Scheme
- 36.3. Arun District Council Call for Sites 2023
- 37.1. Electric Vehicle Charging Points
- 38. Coastal Erosion – The West Bank
- 39. Masterplan, North Littlehampton

10.2.3. Planning and Transportation

To receive the minutes of the meeting held on 14 August 2023 circulated herewith, pages 51 to 59 at which the following items were discussed:

Minutes:

- 46.1. Coastal Erosion - The West Bank
- 46.2. A259 Bognor Regis to Littlehampton Corridor Enhancement Scheme
- 46.3. Southern Rail - Proposed Timetable Changes
- 46.4. Rampion 2
- 47.1. Pavement Closure – Arundel Road / Franciscan Way Junction
- 48.1. Planning Applications, Lists 29,30,31 and 32
- 48.2. Notification of Appeal Hearings for LU/347/22/PL, LU/350/22/PL, 27 Clifton Road Littlehampton BN17 5TE
- 49.1. Minerals and Waste Planning Policy

10.2.4. Planning and Transportation

To receive the minutes of the meeting held on 11 September 2023 circulated herewith, pages 60 to 66 at which the following items were discussed:

Minutes:

- 57.1. Rampion 2 Offshore Wind Farm
- 57.2. Southern Rail - Proposed Timetable Changes
- 57.3. Licence Consultation 118567
- 58.1. Speed Limit A259 - Fitzalan roundabout and the Morrisons roundabout
- 59.1. Planning Applications, Lists 33, 34, 35 and 36
- 59.2. Planning Application, LU/182/23/PL, Wellesley Court, Fitzalan Road
- 62. Town Council Business Plan 2023 to 2027

10.2.5. Community Resources

To receive the minutes of the meeting held on 7 September 2023, circulated herewith, pages 67 to 75 at which the following items were discussed:

Minutes:

- 19.1. Sports Forum Notes
- 19.2. Allotments Working Group
- 20.1. Events Periodic Report
- 20.2. Museum Periodic Report
- 20.3. Museum Heritage Lottery Project Report
- 20.4. Community Resources Officer Periodic Report
- 20.5. Town Council Business Plan 2023 to 2027
- 21.1. Committee Budget Monitor

10.2.6. Governance and Audit

To receive the minutes of the meeting held on 4 July 2023, circulated herewith, pages 76 to 80 at which the following items were discussed:

Minutes:

- 8.1. Internal Audit Report 2022 to 2023
- 8.2. Debt Recovery Update
- 8.3. Civility and Respect Pledge
- 8.4. Work Plan 2023 to 2024

10.2.7. Community Centres Sub Committee

To receive the minutes of the meeting held on 21 August 2023, circulated herewith, pages 81 to 84 at which the following items were discussed:

Minutes:

- 8. K2 Car Park
- 10. North Littlehampton Community Centre

10.2.8. Policy and Finance

To receive the minutes of the meeting held on 18 September 2023, circulated herewith, pages 85 to 93 at which the following items were discussed:

Minutes:

- 18.1. Arun District Council Liaison
- 18.2. Chair's Briefings
- 20.1. Town Centre Update
- 20.2. Town Council Business Plan 2023 to 2027
- 21.1. Committee Budget Monitor

10.2.9. Property and Personnel

To receive the minutes of the meeting held on 2 October 2023, circulated herewith, pages 94 to 100 at which the following items were discussed:
Minutes:

- 8.1. Absence Monitoring
- 8.2. Staffing Update
- 8.3. Equipment, Facilities, and Property Update
- 8.4. Amenity Team Equipment Update
- 8.5. Manor House Building Survey
- 8.6. Town Council Business Plan 2023 to 2027
- 9.1. Committee Budget Monitor

11. Officer's Reports

11.1 Rampion 2

Report attached, pages 101 to 102

11.2 Proposal for Town Centre Parking Disc Scheme

Report attached, pages 103 to 106

11.3 External Auditor Certificate and Report 2022 to 2023

Report / Certificate attached, pages 107 to 108

11.4 North Littlehampton Community Centre

Report attached, pages 109 to 113

12. Reports of Representatives on Outside Bodies

13. 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.

Minutes of the Ordinary Meeting of the Town Council held in the New Millennium Chamber, Manor House, Church Street, Littlehampton, BN17 5EW on Thursday 22 June 2023 at 6.30pm

Present:

Councillor Tandy – Chair
Councillor Billy Blanchard-Cooper
Councillor Alan Butcher
Councillor Jeffrey Daws
Councillor Maralyn May
Councillor Mike Northeast
Councillor George O'Neill
Councillor Dr James Walsh KStJ*
Councillor Christine Wiltshire
Councillor Amelia Worne

2023 to 2024

18. Evacuation Procedures

The procedures were noted.

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

The procedures were noted.

20. Apologies

There were apologies from Councillors Lee and Tilbrook who were away, and Councillors Long and Woodman who had other commitments.

21. 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.

22. Minutes

The Minutes of the ordinary meeting of the Council held on 18 May 2023, previously circulated, were confirmed as a true record and signed by the Mayor.

*Councillor Dr Walsh KStJ joined the meeting at 6.35pm.

23. Town Mayor Report and Urgent Items

The Mayor's engagements report, copy attached to the Minutes, had been circulated to Members before the meeting for information. The Mayor was pleased to report that his schedule had been busy. He also reminded Members that Armed Forces Day was on 24 June, and he looked forward to seeing everyone there.

24. Public Forum

There were two members of the public present.

24.1. Public Consultation: Houses of Multiple Occupation (HMO) Licensing Scheme

A member of the public addressed Council on the matter of the above-mentioned consultation which had been launched by Arun District Council. Speaking of numerous issues with a block of flats in the parish, they urged the Council to come to the aid of residents who had had to put up with poor accommodation for many years and highlight the need for regular Council inspections to ensure the safety of residents.

The Mayor thanked them for their representation and empathised with their situation. He also observed that the Town Council's Planning and Transportation Committee would be considering a response to this consultation at its meeting in July.

It was therefore resolved that:

The representation be noted and considered for inclusion by the Planning and Transportation Committee in its response to the consultation.

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

There was none.

26. Reports from Committees – Non-Exempt

26.1. Recommendations from Committees

There were none.

26.2. Committee Minutes – Non-Exempt

26.2.1. Planning and Transportation

Councillors Blanchard-Cooper, Northeast and Tandy declared personal interests in the following matter, as members of Arun District Council's Planning Committee. They confirmed that when considering the planning applications for Littlehampton, they would do so without predetermination, taking into account the papers that were at the meeting.

Council received and noted the Minutes of the meeting held on 22 May 2023, previously circulated. Regarding minute reference 6.5., Road Markings, it was thought that Littlehampton had suffered more than most through a failure to maintain road markings. The quality of the road markings and the many potholes was a prominent issue for residents and it was acknowledged that Highways maintenance was the responsibility of West Sussex County Council. Members wished to explore how this might be addressed locally.

It was therefore resolved that:

West Sussex County Council be approached to take this matter forward.

- 26.2.3. Regarding Minute reference 6.4., Planning Application LU/299/22/PL, Land North of Littlehampton Academy, it was reported that residents remained concerned about these proposals. In particular, local residents sought a commitment to protecting the remaining green space and confirmation that the planned sewage pumping station would not emit odours or noise. In response the Mayor stated that at a presentation made to the June meeting of the Planning and Transportation Committee by the developer, assurances had been given regarding the impact of the sewage pumping station. Acknowledging the concerns about protecting the remaining green space, he undertook to raise this at the District Council's Planning Committee the following week and to also seek confirmation regarding how the sewage pumping station would work.

Councillor Worne left the meeting at 6.53 pm.

26.2.2. Community Resources

Council received and noted the Minutes of the meeting held on 8 June 2023, previously circulated. Members were again invited to attend the Armed Forces Day event on 24 June and encouraged to help with the questionnaire that was being used to collate feedback about the event.

26.2.3. Policy and Finance

Council received and noted the Minutes of the meeting held on 12 June 2023, previously circulated. Regarding minute 8.2.2., the Public Realm, the Town Clerk reported that quotes for repairs to the clocktower were being sourced and that she was liaising with the District Council to take forward the necessary work.

Councillor Worne rejoined the meeting at 6.58pm.

27. Officer's Reports

27.1 Audit and Annual Return 2022 to 2023

27.1.1. Annual Governance Statement 2022 to 2023 - Section 1 of the Annual Return

Council received a report, previously circulated, seeking approval of the 2022 to 2023 Annual Governance and Accountability Return which was the Statutory Statement of Accounts for the Council. The Town Clerk explained that in doing so, the Council was firstly required to formally confirm that it was satisfied its business had been conducted in accordance with the law, regulations, and proper practices. This was evidenced by the Council responding positively to the eight assertions that formed the Annual Governance Statement. These assertions were supported by evidence which was tested by the Internal Auditor whose end of year report would also be published with the Annual Return.

Regarding the Internal Audit recommendations, it was noted that progress was being made to recover the outstanding debtors and that this was monitored by the Policy and Finance Committee. Regarding the level of money cover insurance, it was noted that the Council had instigated a system of additional checks to mitigate against the risk highlighted by the Auditor without the need to increase the level of insurance cover. Members were satisfied with the effectiveness of the system of internal control and commended the Responsible Financial Officer for his stewardship of the Council's finances.

Council therefore unanimously resolved that:

- 1. To the best of its knowledge and belief, with respect to the Annual Governance Statement for the year ended 31 March 2023, it has complied with all eight statements.**
- 2. The Mayor, as Chairman of the Council, and the Clerk be authorised to sign Section 1 of the 2022 to 2023 Annual Return on behalf of the Council.**

27.1.2. Statement of Accounts 2022 to 2023 - Section 2 of the Annual Return

Council received a report, previously circulated, which sought approval of the 2022 to 2023 Accounting Statement. The Town Clerk explained that this contained a summary of the of the Council's financial transactions during the year to 31 March 2023. The Internal Auditor had highlighted that the prior year value of fixed assets had been incorrectly stated on the 2021 to 2022 Return. This was because an incorrect value was used to reduce

the fixed assets following the disposal of the premises at 82 Wick Street. It was noted that this had been corrected and the value of Box 9 on the 2022 to 2023 Accounting Statement for the year ending 31 March 2022 re-stated as £3,029,666. Members considered that the Annual Statement of Accounts was an accurate reflection of the Town Council's finances.

Council therefore resolved that:

- 1. The Annual Statement of Accounts for the year ended 31 March 2023 be approved.**
- 2. The Mayor, as Chairman of the Council, be authorised to sign Section 2 of the 2022 to 2023 Annual Governance and Accountability Return on behalf of the Council.**

28. Reports of Representatives on Outside Bodies

- 28.1.** As a member of the Littlehampton Bonfire Society, Councillor Blanchard-Cooper reported that the Society had opened a temporary shop in the High Street to encourage donations and help with their fund-raising efforts. The shop was run by volunteers and the Society also continued to look for other avenues through which to raise funds.
- 28.2.** As the Town Council's representative on the Rampion 2 Community Liaison Group, Councillor Wiltshire updated members on the progress of the windfarm project. She reported that a development consent order for a scheme with a reduced number of turbines was expected to be submitted this Summer. If successful, the application process for a Development Consent Order would commence including a full public consultation. A decision was expected by the end of next year with construction set to commence in 2026 and an estimated completion date of 2029. Outlining some of the key changes to the scheme it was noted that whilst the number of turbines was reduced, their size had yet to be confirmed. This and the potential impact on the West Beach remained a concern and there would be much to consider when the Development Consent Order process got underway. This would also allow an assessment to be made of the implications for the operation of the A259 and to ensure that residents in the development area were not cut off. In this respect it was also suggested that Stagecoach be approached to see if there was potential to introduce another route like those recently brought into operation in a trial between Barnham and Chichester. It was considered sensible that this be raised with the Town Council's Planning and Transportation Committee.

It was therefore resolved that:

The Planning and Transportation Committee be requested to consider taking forward a request for additional bus services serving Littlehampton.

29. Exempt Business

There was none.

The meeting closed at 7.11pm.

Chair

UNAPPROVED

#	Attendee	Date	Organisation	Event	Activities at event	Venue
1	M	19 May 2023	Littlehampton District Lions Club	Charter Dinner Celebration	Attend	The Boathouse at Littlehampton Marina
2	M	20 May 2023	Tori Productions	Frozen the musical	Attend	The Windmill Theatre - Littlehampton
3	M	31 May 2023	Ryan Patterson	Police Engagement Meeting	Attend	The Manor House
4	M	01 June 2023	WSCC Lieutenancy	WSCC Lieutenancy Briefing Meeting	Attend	Edes House, County Hall, Chichester
5	M	11 June 2023	Nautical Training Corps	79th Founder's Day Parade and Celebrations 2023	Attend	West Green - Littlehampton
6	M	14 June 2023	ADC	ADC Chairman Reception	Attend	ADC Building, Littlehampton
7	DM	19 June 2023	Littlehampton Shop Mobility	25th Anniversary of Shop Mobility in Littlehampton	Attend	1-5 St Martins Lane, Littlehampton, BN17 6BS

Minutes of the Extraordinary Meeting of the Town Council held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on Monday 21 August 2023 at 6.30 pm.

Present:

Councillor Tandy – Chair
Councillor Billy Blanchard-Cooper
Councillor Alan Butcher
Councillor Jeffrey Daws
Councillor Sean Lee
Councillor Jill Long
Councillor Maralyn May
Councillor Mike Northeast
Councillor Christine Wiltshire
Councillor Bob Woodman

2023 to 2024

30. Evacuation Procedures

The procedures were noted.

31. Filming of Council Meetings, Use of social media and Mobile Phones

The procedures were noted.

32. Apologies

There were apologies from Councillors Tilbrook, Richards, O'Neill, Walsh, Worne.

33. 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.

34. Urgent Items

There were none.

35. Public Forum

There were no members of the public present.

No representations were made.

36. Officers Reports – Non-Exempt

36.1. K2 Car Park

36.1.1. Members had before them a report, previously circulated, and recommendation from the Community Centre Sub-Committee regarding the future operation and management of the car park at the new Centre. The Assistant Town Clerk explained that whilst parking provision was an objective of the Project, the method had not been defined. It was only very recently that the District Council had presented proposals which included the possibility of it becoming a public car park if they retained ownership. The other option was for the Town Council to take it on through a lease agreement. Following a thorough review of the options and robust discussion, the Sub-Committee was recommending that the District Council retain ownership of the car park.

36.1.2. Council proceeded to consider the recommendation and the ensuing debate saw some Members express surprise at the move and reservations about operating a Pay and Display system in the car park on the grounds that it was neither economically or socially supportable. A priority for Members was that hirers would be able to access parking bays for the duration of their booking. It was also noted that whilst taking ownership of the car park was desirable, the discussion at the Sub-Committee had highlighted that this option was not feasible at this time.

36.1.3. Councillor Butcher proposed an amendment to the recommendation, seconded by Councillor Northeast, opposing the introduction of a Pay and Display system in the car park. This was challenged because it was considered that it did not respond appropriately to the options. Members did however wish to make it clear that they did not believe that a Pay and Display system was a viable option for the site. It was therefore further proposed that the recommendation be amended to reflect this. This was carried. Members also held the view that if the District Council insisted on using this system, then a Pay and Display machine was preferable and more accessible than an app-based system.

Council therefore resolved:

1. Not to take a lease on the car park at the K2 site and that Arun District Council retain ownership of the land and the operational control and management of parking at the site.
2. To make clear its view that the car park at the K2 site was not viable as a Pay and Display facility but if the District Council wished to pursue this option, then its preference was that users of the K2 Centre were able to obtain the free parking period by entering their vehicle registration number plate on a machine.
3. That authority be delegated to the Town Clerk in consultation with the Mayor as Chair of the Council and the Sub-Committee, and the Chair of the Property and Personal Committee to agree the operational arrangements taking into consideration the needs of the users of the Centre.

36.2. Consultation on proposals for Town Centre Parking Disc Scheme

- 36.2.1. Members had before them a report, previously circulated, regarding the Town Centre Parking Disc Scheme. The Town Clerk explained that the District Council was seeking informal feedback from the Town Council on the proposals to replace the current two-hour free parking disc scheme in the town centre carparks. This scheme was due to expire at the end of the year and as part of the review process it was also proposed that a working group comprised of representatives from Bognor Regis and Littlehampton be formed to advise on the transition arrangements.
- 36.2.2. The District Council proposed the phased introduction of a virtual permit via an app-based system under a two-year agreement commencing 1 January 2024. This would still deliver two hours free parking and would require users to register via the MiPermit app. Council proceeded to review the proposal in more detail and were disappointed that number plate recognition technology had not been considered. This was viewed as a missed opportunity particularly when there was evidence that this system had been successfully introduced in neighbouring parishes and could deliver longer free parking periods. Acknowledging the changes in the High Street, particularly the move towards service-oriented businesses, Members also believed any changes should recognise that a longer free parking period would be beneficial, although it was appreciated this may impact on capacity, it should be considered.
- 36.2.3. Further points to be included in the feedback included ease of use, making sure that any future changes were well advertised to residents and visitors and supported the growth of the High Street economy. There was a concern that in introducing another parking payment system, it would deter visitors to

the detriment of the local economy. It was felt that one year was too short a period for the cross over between paper discs and an app-based system.

36.2.4. In discussing the working group proposal it was noted that there are significant differences between the two town centres but that benefits could come from sharing ideas. On this latter point, Members concluded that it would be prudent that the Town Council attend the first meeting in order to judge future involvement.

It was resolved that:

1. Authority be delegated to the Town Clerk, in consultation with the Mayor and Chair of the Policy and Finance Committee, to finalise the Town Council's response to the informal consultation as set out in Minute 36.2. above.
2. That the Mayor and Chair of the Policy and Finance Committee represent the Town Council at the first meeting of the Working Group and feedback be reported to the Policy and Finance Committee.

36.3. Town Centre Update

36.3.1. The Town Clerk reported that further discussions regarding the Christmas market had highlighted that it would not be practical to stage the German style Christmas Market this year. Although disappointing, it had become apparent that this would require a significant amount of planning and would need to meet licencing regulations which were hoped to be reviewed in the near future. This also came at a time when the Town Centre Action Group (TCAG) was looking to establish itself and formulate an action plan for future work, and the consultant using the funding secured from the UK Shared Prosperity Fund would begin working with both the TCAG and local businesses. Options that maximise impact and benefit can then be developed and taken forward to the Policy and Finance Committee.

36.3.2. The Town Centre Action Group would hold its inaugural meeting 5 September 2023. Partners included both District and County Councils, Sussex Police and local business representatives. In the meantime, a ribbon cutting event would be held on 21 October to celebrate the completion of the public realm improvement works in the High Street, which would include launching the Love Local prize draw and street entertainment. In response to a question about cleaning the paving in the High Street, the Town Clerk advised that she would be meeting with the cleansing contractor to discuss future arrangements.

It was resolved that:

The update be noted.

37. Exempt Business

It was resolved that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

This item was confidential for Members of the Council only in accordance with Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person.

38. Officers Reports – Exempt

38.1. North Littlehampton Community Centre

38.1.1. Council received an update from the Town Clerk regarding the proposed way forward to progress the plans for the community centre. Referencing the recommendation from the Sub-Committee she highlighted the need to move quickly and the importance of consultation to help develop the plans and engage with the growing community in Hampton Park.

38.1.2. In supporting the way forward, Members emphasised the importance of communication to reassure the public that the Town Council remained committed to delivering a community centre and importantly one that would support the needs of the growing population on the estate into the future. Recognising the growing population, it would also be important to ensure that all the planned community facilities were delivered concurrently. This was noted and would be raised at the next Advisory Group meeting.

Council therefore resolved to:

To note the update and endorse the action taken to date including that feasibility work would be undertaken by the Sub-Committee to inform the business case and the resources needed to deliver the Centre, incorporating any public borrowing, with a view to making recommendations on the way forward to Full Council on 23 November 2023.

The meeting closed at 7:36 pm.

Mayor

Littlehampton Town Council

Non-Confidential

Committee: Full Council

Date: 12 October 2023

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 item recommended to Council is:-

2. Governance and Audit Committee – 4 July 2023

Minute 8.3. Civility and Respect Pledge (Attached, Appendix A)

8.3.1. The Town Clerk presented a report, previously circulated, which outlined the local government Civility and Respect Project. She explained that Town and Parish Councils across the country were being encouraged by the National Association of Local Councils (NALC) and Society of Local Council Clerks to support this project by signing a Pledge. The Pledge, backed up by each council's policies, aimed to promote public confidence, trust in local democracy, and inspire engagement in local government issues.

8.3.2. In terms of the policies required to support the Pledge, the Council met the criteria. However, the recently held new councillor induction sessions and a review by the Town Clerk had shown that several policies needed updating. Officers will investigate the most efficient way to take this work forward, and whether external support was required as some of the policies, particularly those relating to personnel, might need specialist input. This review would also encompass other governance documents that formed a large part of the Committee's work programme. It was noted that these would be reviewed using the NALC Models to ensure they reflected the most up to date regulations and best practice.

8.3.3. Observing that a considerable number of councils had already signed the

Pledge, Members acknowledged it as a valuable tool that would demonstrate the Council's commitment to the high standards of conduct required of Councillors and staff. Members did also consider that it highlighted again the weakness of the Standards regime, particularly relating to sanctions for inappropriate conduct. Discussing the matter further, Members concluded that the need for a tougher regime needed to be raised at a higher level. Noting

that an Early Day Motion had been tabled in Parliament calling on the Government to revisit its decision not to implement in full the recommendations of the Committee on Standards in Public Life, Members unanimously supported the call for local MPs to back it.

It was therefore resolved that:

Council be recommended to sign The Civility and Respect Pledge.

Laura Chrysostomou
Town Clerk



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

Civility and Respect Pledge suggested agenda item:

‘To pass a resolution to sign up to the civility and respect pledge’

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to training councillors and staff.	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Civility & Respect Project

<https://www.slcc.co.uk/news-publications/civility-respect-project/>

Throughout the sector, there are growing concerns about the impact bullying, harassment and intimidation is having on councils, councillors and staff and the resulting effectiveness of local councils. In response, the Civility and Respect Project has been founded by the Civility and Respect Working Group and is supported by representatives from across the sector including SLCC, National Association of Local Councils (NALC) councils, County Associations and One Voice Wales (OVW).

Mission Statement

The Civility and Respect Project Working Group set out a mission statement summarising the core aims and values for securing permanent change in the sector:

‘Civility and respect should be at the heart of public life and good governance is fundamental to ensuring an effective and well-functioning democracy at all levels.

The intimidation, abuse, bullying and harassment of councillors, professional officers, and staff, in person or online, is totally unacceptable, whether that is by councillors, professional officers, staff or members of the public.

This can prevent councils from functioning effectively, councillors from representing local people, discourage people from getting involved including standing for election, and undermine public confidence and trust in local democracy.

National Association of Local Councils (NALC), county associations of local councils and One Voice Wales (OVW), as the membership organisations representing the first tier of local government in England and Wales, and Society of Local Council Clerks (SLCC) as the professional body for clerks, are committed to working together to promote civility and respect in public life, good governance, positive debate and supporting the well-being of councillors, professional officers and staff.

To that end the Group will be working to deliver tangible resources, actions, and interventions in four main areas: providing councils with the tools to support good governance; lobbying to strengthen the standards regime and encourage more people to get involved; training; and processes to intervene to provide support to struggling councils.’

Resources

Roles and Responsibilities Guidance

Councillors and officers have different but complementary roles. Councillors, as the democratically elected representatives of their areas, are there to set the budget and strategic direction of the council and ensure that the community’s priorities are

identified and delivered. The responsibility of officers is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. The council is responsible for decisions and officers take instructions from the council as a body, they are not answerable to any individual councillor – not even the chair.

The Roles and Responsibilities document expands on the guidance given in the councillor-officer protocol, gives practical examples and explains some of the 'grey' areas. It should be read alongside 'The Good Councillors Guide' and the Good Councillors series of publications published by NALC and Model Councillor Officer Protocol.

[Roles and Responsibilities Guide](#)

Social Media Guide

Social media is a simple, quick, and effective way of communicating. It allows a user to reach whole communities at the click of a button, perfect for community engagement. Councils and councillors can constructively engage with communities rather than simply broadcasting information. But unfortunately, in a small number of cases councillors and councils can experience online abuse. Social media can become a place where individuals resort to abusive behaviour, such as, aggressive language, threats, trolling and bullying. Building up your following on social media is harder if there is a small number of angry voices which dominate.

We have worked in collaboration with Breakthrough Communications to develop a new guide to social media for councils, officers, and councillors to actively address the issues of civility and respect on social media. It is designed to guide you through the challenges of social media for local councils from handling trolling to legitimate challenge and scrutiny, from smear campaigns to politics. The guide will help you to use positive language to tone to shape engagement and the conversation, to find common ground and engage with a variety of views.

There is also help on escalating issues, deleting, and moderating comments, blocking abusive users, reporting online abuse and legal matters to the police or social media platform, and deciding when it is time to get off of social media.

[Respectful Social Media Guide](#)

Model Councillor-Officer Protocol

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

“Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority’s policy framework, ensure that services and policies are delivered and scrutinise local authority services.

[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer’s impartiality and professional expertise. In turn officers should respect a councillor’s democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships.”

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer.
- Relationships between councillors and officers.
- Where/who a councillor or an officer should go to if they have concerns.
- Who is responsible for making decisions.

Model Councillor-Officer Protocol

Councillors Responsibilities as Employers – Podcasts

One of the key areas which challenges relationships between councillors and clerks is the council's responsibility as employer for the clerk. Councils which support and value their staff are better able to deliver their objectives and adapt to changing needs or priorities. Whether the council employs a single member of staff for a few hours a week, or a large and varied team of individuals, good employment practice from recruitment through to support and development is key to achieving the best outcomes for your communities.

The Civility and Respect Project team have worked in partnership with Chris Moses, Managing Director of Personnel Advice and Solutions Ltd, to deliver a series of podcasts explaining council's responsibilities as employers.

Podcast 1 – Building effective personnel committee.

In this first podcast Chris Moses explains the importance of ensuring local councils have an effective personnel committee, what the responsibilities of the committee are and gives an overview of the key issues including:

- Who is best suited to be on the committee?
- Effective Terms of Reference.
- Having the right contacts
- Statutory requirements for effective line management.

[Click here to watch the podcast](#)

Podcast 2 – Recruitment

In this second podcast Chris Moses covers the key considerations for councils in relation to recruitment including:

- Deciding who in the Council is responsible for recruitment.
- Drafting the person specification
- Designing the job advert around the needs of the Council.
- Objective/non-discriminatory selection criteria.
- Asking the right questions, in the right place at the right time.
- Using objective and measurable methods to select the right person
- Entitlement to work in the UK and Inductions.

[Click here to watch the podcast](#)

Podcast 3 – Handling grievances

In this podcast Chris Moses covers the key considerations for councils in relation to handling grievances. This is an introduction to the subject and should be viewed alongside current grievance policies. In any grievance process it is so important that the review panel is made up of impartial and independent councillors, and sometimes it is necessary to seek additional advice or to outsource the case to a HR service provider with specialist local council knowledge:

- Who do Employees complain to, and who has the authority to deal with these situations?
- Investigating complaints informally.

- Deciding whether the Council can resolve the complaint.
- Code of Conduct complaints against Councillors
- Conducting a Formal Grievance and Appeal Hearing

[Click here to watch the podcast](#)

Podcast 4 – Handling disciplinary situations

In this podcast Chris Moses covers some of the key considerations for councils in relation to handling disciplinary situations.

- Who has the right within the Council to discipline staff?
- Conducting informal investigatory meetings.
- Deciding how to support and encourage an Employee to improve and overcome their conduct / performance issues in a fair and reasonable manner.
- What if they don't improve – Formal Disciplinary action?
- Getting the formal process and the paperwork right, including dismissals.

This is an introduction to the subject and should be viewed alongside current disciplinary policies. In any disciplinary process it is important that the review panel is made up of impartial and independent councillors, and sometimes it is necessary to seek additional advice or to outsource the case to a HR service provider with specialist local council knowledge.

[Click here to watch the podcast](#)

Podcast 5 – Appraisals

In this podcast Chris Moses covers some of the key considerations for councils in relation to appraisals.

- The purpose of appraisals
- Picking the right appraisal form for your council
- How to prepare for the appraisal
- Asking the right questions, in the right place and the right time
- Action plans following appraisals
- Confidentiality

This is an introduction to the subject. More information and training may be available from your county association and sometimes it is necessary to seek additional advice from a HR service provider with specialist local council knowledge.

[Click here to watch the podcast](#)

Podcast 6 – Councils as employers – Sickness and Absence

In this podcast Chris Moses covers some of the key considerations for councils in relation to sickness and absence management.

- Understanding the legal position
- Objectively measuring absences.
- Conducting reasonable investigations into chronic health issues

- Formal procedures to address the absences.
- Making reasonable adjustments to accommodate people with disabilities at work.
- Terminating employment through the Capability procedure.

This is an introduction to the subject. More information and training may be available from your county association and sometimes it is necessary to seek additional advice from a HR service provider with specialist local council knowledge.

[Click here to watch the podcast](#)

Dignity At Work Policy

One of the project objectives is to strengthen the governance arrangements across our sector to better support councils.

The Dignity at Work Policy is the first of a series of new or revised governance documents which are being developed by the project team.

The documents have been reviewed by a focus group made up of clerks, councillors, monitoring officers, and county associations, and approved by NALC and SLCC for use.

The Dignity at Work policy will replace any previous Bullying and Harassment Policy. It encompasses behaviours beyond bullying and harassment, and zero tolerance, with the aim of dealing with concerns before they escalate.

It has been produced with supporting guidance because it is so important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the Civility and Respect Pledge.

Councils who have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. Click to take the pledge: [SLCC](#) | [NALC](#).

[Dignity At Work Policy](#)

Statement Poster

As a first step in the promotion of civility and respect, you may wish to add the following statement poster to your council website stating that bullying, harassment, and intimidation will not be tolerated.

BULLYING AND HARASSMENT STATEMENT

We treat everyone with courtesy and respect and ask for the same in return. We ask that you treat your councillors

and council staff courteously without violence, abuse, or harassment.

Councillors and council staff have the right to carry out their civic duties and work without fear of being attacked or abused. Any behaviour whether that be verbal, physical or in writing, which causes either councillors or council staff to feel uncomfortable, embarrassed, or threatened, is totally unacceptable.

The zero-tolerance policy includes abuse, aggression or threats made in person, over the telephone or in written communication, including on social media. The council considers threatening behaviour to be:

Attempted or actual aggressive, or physical actions made towards any councillor or member of staff.

The use of aggressive, or abusive language, (including raising of the voice, swearing, shouting or in writing) which threatens or intimidates councillors or council staff".

This policy applies throughout all Council Meetings, but it also applies to any Councillor or Council Staff away from Council Meetings



STOP BULLYING



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS



Code of Conduct

One of the critical issues already identified by the project is that the Code of Conduct produced by the Local Government Association (LGA) in 2021 has not been widely adopted. The Civility and Respect project has endorsed the LGA model Code of Conduct, and the guidance notes aimed to help understanding and consistency of approach towards the code.

The code is a template for councils to adopt in whole and or with amendments to take into account local circumstances.

The code and guidance have been designed to protect our democratic role, encourage good conduct, and safeguard the public's trust and confidence in the role of councillor in local government.

While it sets out the minimum standards of behaviour expected, together with the guidance, it is designed to encourage councillors to model the high standards expected, to be mutually respectful even if they have personal or political differences, to provide a personal check and balance, and to set out the type of conduct that could lead to complaints being made of behaviour falling below the standards expected of councillors and in breach of the code. It is also to protect councillors, the public, local authority officers and the reputation of the local government.

[Download the model code of conduct.](#)



The Civility and Respect Project team has worked with Hoey Ainscough Associates Ltd to revise the Local Government Association (LGA) Code of Conduct guidance to reflect the needs of our sector better. The revised guidance has been approved for use by NALC and the SLCC and endorsed by LGA.

The LGA produced a revised code of conduct in December 2020, supported by a guidance document they first circulated in July 2021. The supporting guidance was a beneficial document but not tailored to the nuances of local (parish and town) councils. With the support of the LGA, the project team has revised the guidance to precisely reflect the needs of and situations relevant to local councils.

The guidance covers the following:

- The general principles of councillor conduct
- Application of the model councillors' code of conduct

General obligations under the code include:

- Respect
- Bullying
- Harassment
- Discrimination
- Impartiality
- Misuse of position

Protecting the reputation of the council, including:

- Declarations of interest
- Bias and pre-determination

[Download the supporting guidance](#)

Early Day Motion

Following the expiry of the first early day motion (EDM), Dr Julian Lewis, MP for New Forest East, has tabled another EDM calling on the Government to re-visit its response to the Committee on Standards in Public Life report on local government ethical standards including the introduction of tougher sanctions to deal with poor behaviour in local councils.

Members are urged to contact their local MPs and encourage them to sign this EDM.

[Click here to read the EDM.](#)

What are EDMs?

EDMs are motions submitted for debate in the House of Commons for which no day has been fixed. Whilst few are debated, many attract a great deal of public interest and media coverage.

They are used to put on record the views of individual MPs or to draw attention to specific events or campaigns. By attracting the signatures of other MPs, they can be

used to demonstrate the level of parliamentary support for a particular cause or point of view.

What can you do?

The more MP's who support this EDM, the more likely it is to get discussed in parliament. Please either table an agenda item to pass a resolution for your council to write to the local MP asking that they back this motion and have it discussed in parliament or write to your MP as an individual.

We've designed template letters which you can use to contact your MP on this issue. You may like to amend or personalise it with an introduction and sign off and if appropriate, the inclusion of any personal experiences will help to add context and influence.

[Click here to view the template letter for clerks to MP.](#)

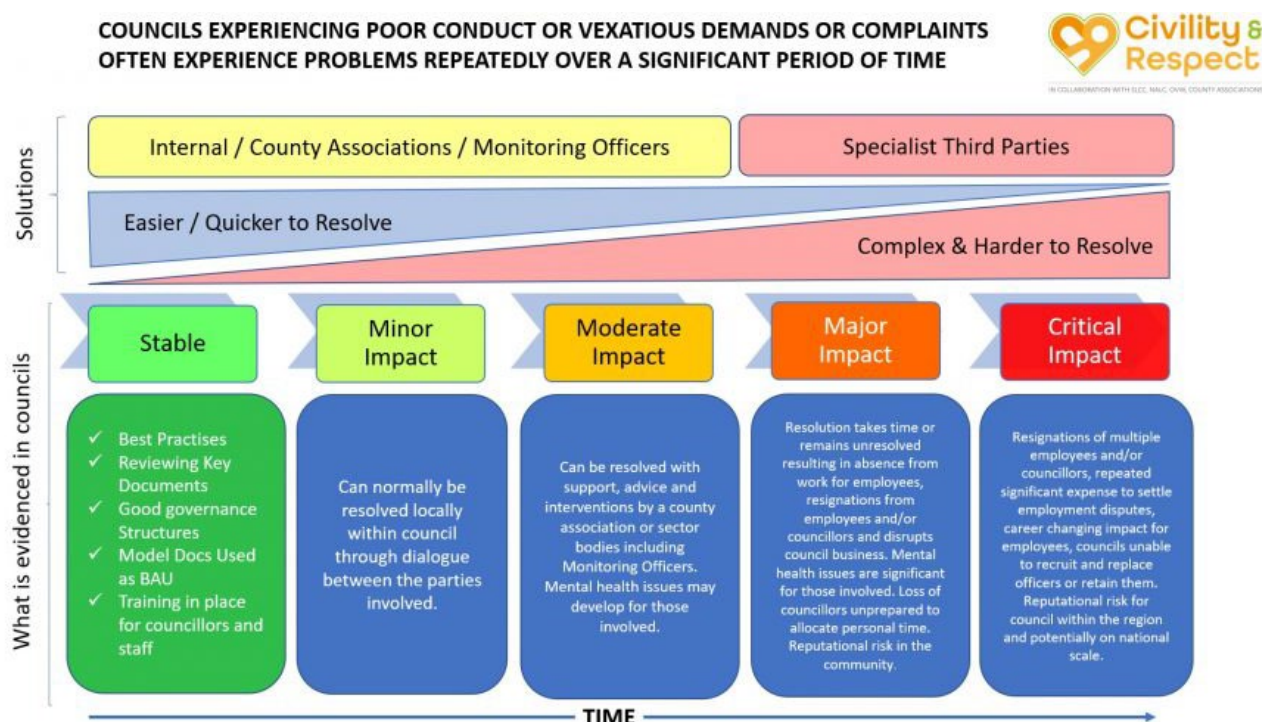
[Click here to view the template letter for councils to MP.](#)

Please take the time to support us with this very important and worthwhile campaign so that we can start to make a change.

Civility and Respect Continuum

The Civility and Respect 'continuum' illustrates how issues escalate over time. Our research has indicated that councils experiencing poor conduct or vexatious demands/complaints often experience problems repeatedly over a significant period of time. The longer an issue is permitted to continue, unaddressed, the more complex, time consuming, and expensive the resolution becomes.

The illustration below shows this continuum.



Project Workstreams

The group has identified a significant number of changes and improvements considered vital to provide support to help reduce and manage the issues related to bullying and harassment in the sector. These factors have been organised into six project workstreams that will deliver on the mission statement.

1. Training

A key step in creating a safe and inclusive environment for local councils is making all councillors, clerks and council staff aware of the issues, what is — and what is not — acceptable. Knowing how to recognise and address bullying, harassment, discrimination, and inclusion is an important step in its prevention.

Training ensures that councils demonstrate that they do not tolerate these types of behaviour and provide the tools to intervene immediately, consistently, equitably, and appropriately when bullying occurs.

4. Legislative

The Committee on Standards in Public Life (CSPL) undertook a review of Local Government Ethical Standards and, in January 2019, **produced a report comprising 26 recommendations for legislative changes**. The resulting recommendations included:

- The ability for the principal authority to impose sanctions on a parish councillor following a review.
- The ability for a local authority to suspend councillors.
- Mandatory training for clerks.

The lobbying of the government to implement these, and other recommendations, is ongoing within NALC and SLCC. The project will highlight the ongoing action taken to progress these and other legislative changes.

6. Enabling

The enabling workstream makes bullying and harassment information and supports accessible to clerks and councils.

2. Governance

Bullying can have a detrimental effect on officers and is corrosive to leadership. It could lead to decision-making that is not in the public interest and a failure of standards and governance.

Good governance is one of the building blocks of anti-bullying and harassment and is fundamental to ensuring an effective and well-functioning democracy at all levels.

3. Intervention

Sometimes relations in a council deteriorate beyond the ability to be repaired by the implementation of, and adherence to, good governance and comprehensive training of staff and councillors.

The council may have recognised that it cannot restore effective leadership, functionality and civility without some support.

The project team is working on some strategies to support struggling councils.

5. Collaboration

The project team is working closely with the Local Government Association (LGA), Lawyers in Local Government (LLG) and other associations navigating their way through similar sector issues.



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

**Minutes of a Meeting of the Planning and Transportation Committee held in
The New Millennium Chamber, The Manor House, Church Street, Littlehampton
BN17 5EW on Monday 19 June 2023 at 6.30 pm.**

Present:

Councillor Tandy – Chair
Councillor Blanchard-Cooper
Councillor Daws
Councillor Long
Councillor Wiltshire

2023 to 2024

15. Evacuation Procedures

The procedures were noted.

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

The procedures were noted.

17. Apologies

There were apologies from Councillor Woodman who had another commitment and Councillor Blanchard-Cooper attended as her substitute.

18. 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.

Councillor Long declared a personal interest across the agenda in Planning Applications and other District Council matters, as a Member of Arun District Council's Planning and Planning Policy Committee. She confirmed that when considering the planning applications for Littlehampton, she would do so without predetermination, taking into account the papers that were at the meeting.

Councillor Blanchard-Cooper declared a personal interest across the agenda in Planning Applications and other District Council matters, as Chair of Arun District Council's Licensing Committee. In relation to the agenda item 8.3., the License Application for 86, The High Street, he confirmed that he would not participate in the discussion and that when considering applications for Littlehampton, he would do so without predetermination, taking into account the papers that were at the meeting.

These were noted for future agendas.

19. Minutes

The Minutes of the meeting held on 22 May 2023, previously circulated, were confirmed as a true record and signed by the Chair.

20. Chair's Report and Urgent Items

20.1. Public Consultation: Houses of Multiple Occupation (HMO) Licensing Scheme

The District Council had launched a public consultation, copy attached to the Minutes, seeking views on their plans to introduce a Licensing Scheme to control this type of accommodation. The deadline for responses was 20 August and it was agreed that details would be circulated and that an item be placed on the agenda for consideration by the Committee at the next meeting.

It was Resolved that:

The update be noted, and the consultation be placed on the agenda for consideration by the Committee at the next meeting.

21. Public Forum

There were four members of the public present.

21.1. There were three written representations. The first was in connection with the District Council's HMO Licensing consultation. The representation invited the Town Council to support these proposals and suggested that the length of time between inspections should be more frequent than when the license was renewed if it was to be effective. This was noted by the Committee.

21.2. There were two further representations from residents regarding planning application LU/299/22/PL, development of the land North of The Littlehampton Academy. Both expressed their opposition to the revised plans on the grounds they now included a sewage pumping station. In their view not only would this take more land away from the green space, but it was also intrusive and would generate noise and smells that would impact the neighbouring residential area.

There was also concern about increased heavy traffic through Oakcroft Gardens generated by maintenance vehicles and that there may be difficulties if the system became inundated. They therefore called upon the Committee to oppose the proposals. The Committee also received a representation from a member of the public who reiterated these concerns and requested that the Committee oppose the application.

The Chair thanked residents for their representations which were noted.

22. Planning and other Arun District Council Matters

Councillor Tandy declared a personal interest in the following matters as a member of the District Council's Planning Policy Committee. He confirmed that when considering the planning applications for Littlehampton, he would do so without predetermination, taking into account the papers that were at the meeting.

22.1. Planning Application LU/299/22/PL Amendment - Land North of Littlehampton Academy

- 22.1.1. The Chair welcomed a representative from the developer to the meeting and the Committee received a presentation from them setting out the revised proposals for the above-mentioned site. The representative began with a recap on the history of the development and the relevant local planning policies. It was noted that the County Council and Lovell's had formed joint venture partnership to take this project forward. She explained that further discussions with the local planning authority had prompted a review of the original plans and a revised scheme was proposed that would see a reduction in the number of dwellings from 117 to 101 with associated car and cycle parking and landscaping.
- 22.1.2. Highlighting the key revisions, the developer had endeavoured to address the concerns raised by consultees, specifically those of the nearby school and the Town Council. In terms of the proximity of the development to Cornfield School it was noted that the properties closest to the boundary with the school would be replaced with chalet bungalows and the boundary fencing enhanced with buffer landscaping. It was also noted that the development would deliver a funding contribution to the provision of education the amount of which would be calculated by the County Council and included in a future Section 106 Funding Agreement. Although not linked to a bus route, the estate was well served with a cycle route.
- 22.1.3. The developer had taken the previous comments from the Council on board and the design now included brickwork, rooflines, and porches similar to those used locally. In addition, instead of garages the properties were served by car ports. Trees had been spared, where they were healthy, and new stock planned to replace those which were deemed to be in poor condition in the

arboricultural assessment. Future tree maintenance would fall to the Estate and a maintenance plan formed part of the application. The tenure of the properties had been distributed more evenly throughout the estate. The junction from Fitzalan Road could not be altered however as it needed to conform to Highways standards. Regarding sustainability it was noted that the houses would be built to a good standard in accordance with the Planning Authority's Energy Policy and that whilst neither grey water harvesting or solar panels featured in the designs, the gardens would have water butts and hard surfaces were permeable. The fencing around the estate would be made of wood and close-boarded in design and not of the same magnitude as the acoustic fencing in the area.

- 22.1.4. Turning to the planned introduction of the sewage pumping facility, the developer pointed out that this was a pumping station not a treatment facility. It was also noted that this would be formed of an underground tank, sunk in the ground, heavily fenced with railings and landscaped. The facility would not generate noise or smells but would need to be accessible to large vehicles in emergencies only which it was hoped would be rare. It was also noted that the remaining green space on the site would remain accessible through a safety gate leading to Oakcroft Gardens.

Overall Members were content that the revised application was much improved and **Resolved** not to object to the application.

22.2. Planning Applications, Lists 21, 22, 23 and 24

It was Resolved that:

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

22.3. License Application, Sweet Dreams and Bubbles, 86 High Street, Littlehampton, BN17 5DX

The Committee had before it a license application, previously circulated, for the above-mentioned premises. Members were pleased to see these premises trading again.

The Committee Resolved to:

Support the license application.

23. Transportation and other West Sussex County Council Matters

23.1. 20 mph Speed Limit for Littlehampton

The Committee had before them a proposal which sought to support the introduction of a 20-mph speed limit in Littlehampton, previously circulated.

This had been formally received at the previous Committee meeting alongside a representation made by an advocate of the '20's Plenty for Us' group. Referring the growth of development, Members sympathised with the proposal, but also acknowledged that it would need further work in terms of mapping and enforcement. It was also observed that the Council would shortly be undertaking a detailed exercise to establish its priorities for the next four years.

It was Resolved that:

The proposal be endorsed in principle and referred to Council for consideration as part of the exercise to determine the priorities for the next four years.

24. Rampion 2 Windfarm

24.1.1 The Committee received an oral update from Councillor Wiltshire following the Project Liaison Group meeting held on 14 June 2023. She reported that a development consent order for a scheme with a reduced number of turbines was expected to be submitted this, Summer. If successful, the application process for a Development Consent Order would commence including a full public consultation. A decision was expected by the end of next year with construction set to commence in 2026 and an estimated completion date of 2029.

24.1.2. It was noted that there had been many changes to the cable route and reductions in the turbine area to the east and west with the maximum number of turbines reduced from 116 to 90. The size and exact placement of the turbines would be determined closer to the start of construction in line with the available technology and the outcome of bore hole tests. The need to ensure that Clymping remained accessible from the A259 once work commenced had also been emphasised.

24.1.3. Finally, regarding the unstable condition of erosion around Clymping beach and the impact of drilling, whilst it was not yet known how deep they would need to drill, the priority was to minimise disruption to the beach. It was noted that the District Council had previously decided to conduct a Local Impact Assessment and Members awaited the outcome of this report with interest.

It was Resolved that:

The update be noted.

25. Coastal Erosion – The West Bank

25.1. The Committee received a report, previously circulated, which contained an update on the progress of the correspondence initiated on behalf of Council on this matter.

It was Resolved that:

The correspondence be noted.

26. Masterplan, North Littlehampton

- 26.1. It was noted that a meeting of the Steering Group was scheduled for 13 July 2023.

It was Resolved that:

The update be noted.

27. Finance

27.1. Committee Budget Monitor

The Committee received a report, previously circulated, which highlighted significant variances from budget in income and expenditure related to the Committee budget for 2022 to 2023.

It was therefore Resolved that:

The report be noted.

28. Exempt Business

There was none.

The meeting closed at 8:36 pm.

Chair

21	Brookfield	JL	LU/125/23/CLP	Lawful development certificate for the proposed upgrade of existing conservatory to a full extension.	4 Lupin Close Littlehampton	No Objection
21	River	JD	LU/117/23/PL	Retrospective change of use from C2 residential institution to an HMO (Sui Generis). This application may affect the character and appearance of the East Street, Littlehampton Conservation area.	18-22 East Street Littlehampton	Withdrawn
22	Beach	BW	LU/120/23/HH	Ground floor and first floor side extensions.	11 Parkside Avenue Littlehampton	No Objection
22	Beach	BW	LU/128/23/HH	Single storey rear and side extensions.	1 Reef Close Littlehampton	No Objection
22	Brookfield	JL	LU/118/23/HH	Part single, part two storey rear extension, front porch extension, alterations to fenestration and associated works, following the demolition of existing rear extension and outbuildings.	17 Townsend Crescent Littlehampton	No Objection
22	Wickbourne	DR	LU/126/23/HH	Installation of ASHP (Air Source Heat Pump) unit in addition to outdoor air conditioning unit.	34 Blackbourne Chase Littlehampton	No Objection
23	Beach	BW	LU/135/23/HH	Demolition of single-storey rear conservatory, side garage flat roof and front flat roof. Erection of a single-storey rear kitchen and dining extension with flat roof and roof lights. Erection of a single-storey side Studio extension with gable pitched roof (Conversion of Garage into Study), erection of a single-storey front porch and Bicycle store extension with flat and lean-to pitched roof. Alterations to internal ground and first storey layout and addition of rooflight to front pitched roof.	7 West Head Littlehampton	No Objection
23	River	JD	LU/123/23/CLE	Readvertisement due to Amended description. Lawful development certificate for existing use as a 6 person HMO.	5 Queen Street Littlehampton	Objection - On the grounds that the description of the application was

						invalid. The re-advertised description referenced a 6 person HMO when in fact it was a 6-bedroom HMO for 8 people.
23	River	JD	LU/134/23/CLP	Lawful development certificate for the proposed use as a nail bar (Class E).	40 High Street Littlehampton	Support
23	Courtwick with Toddington	DR	LU/133/23/PL	Erection of four new commercial units (Use Class E(g), B2 or B8), amended access & associated car parking. This application is in CIL Zone 2 (zero rated) as other development. (Resubmission of previously approved LU/300/19/PL).	Minster Court Courtwick Lane Littlehampton	Support
23	Wickbourne	DR	LU/132/23/HH	Rise of roof ridge, loft conversion incorporating rear and front hip to gable extension, side dormers, rooflights and associated works.	3 Merton Drive Littlehampton	No Objection

24	River	JD	LU/143/23/PL	Retrospective application for external air conditioning units. This application is in CIL Zone 4 (zero rated) as other development.	Old Customs House Wharf Road Littlehampton BN17 5DD	No Objection
24	River	JD	LU/139/23/PD	Prior approval under Schedule 2 Part 3 Class MA for the conversion of existing restaurant into 2 No. 1 bed apartments.	56-57 Pier Road Littlehampton BN17 5LP	Objection - On the grounds that the loss of retail provision in a prime tourist location was unacceptable and contrary to Arun Local Plan Policy RET DM1 which sought to preserve "active" frontages in primary locations

**Minutes of a Meeting of the Planning and Transportation Committee held in
The New Millennium Chamber, The Manor House, Church Street, Littlehampton
BN17 5EW on Monday 17 July 2023 at 6.30 pm.**

Present:

Councillor Tandy – Chair
Councillor Daws
Councillor Long
Councillor Wiltshire
Councillor Woodman

2023 to 2024

29. Evacuation Procedures

The procedures were noted.

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

The procedures were noted.

31. Apologies

There were none.

32. 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.

Councillor Long declared a personal interest across the agenda in Planning Applications and other District Council matters, as a Member of Arun District Council's Planning and Planning Policy Committee. She confirmed that when considering the planning applications for Littlehampton, she would do so without predetermination, taking into account the papers that were at the meeting.

Councillor Tandy declared a personal interest in Agenda item 8.3. Arun District Council Call for Sites 2023, as a member of the District Council's Planning Policy Committee. He confirmed that when considering this matter, he would do so without predetermination, taking into account the papers that were at the meeting.

Councillor Woodman declared a personal interest in Agenda item 8., Planning Applications, as a Member of Arun District Council's Planning Committee. She confirmed that when considering the planning applications for Littlehampton, she would do so without predetermination, taking into account the papers that were at the meeting.

33. Minutes

The Minutes of the meeting held on 19 June 2023, previously circulated, were confirmed as a true record and signed by the Chair.

34. Chair's Report and Urgent Items

There were none.

35. Public Forum

There were no members of the public present.

- 35.1. There was one written representation from a resident regarding agenda item 9.1, Electric Vehicle Charging Points, copy attached to the minutes. Expressing concerns regarding the proposed second phase of the rollout of the scheme in Littlehampton, the resident questioned the rationale for the continued rollout especially in areas where there clearly not yet any demand and sites that were not close to the main visitor areas, namely the seafront. The resident was particularly concerned about the recent installation in Fitzalan Road which was in their view at odds with the character of the area properties. In their view the sites had been selected purely using a desk top exercise and they urged the applicant to visit sites before selecting them.

The Chair thanked the resident for their representation which was noted and would be considered by the Committee later in the meeting.

36. Planning and other Arun District Council Matters

36.1. Planning Applications, Lists 25, 26, 27 and 28

It was resolved that:

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

36.2. Public Consultation: Houses of Multiple Occupation (HMO) Licensing Scheme

36.2.1 The Committee received details of a consultation by the District Council which proposed the introduction of additional HMO licensing in the River Ward in Littlehampton. The District Council were keen to understand if there were aspects of the proposed new regime that required further consideration, particularly as it aimed to cover smaller HMOs that were not covered by existing legislation. Members also had before them a summary of the representation that was made at the Council meeting in June 2023 on this subject, copy attached to the Minutes.

36.2.2. Members welcomed the move to capture accommodation which otherwise escaped the legislation and regulations for this type of housing that were currently in place. The majority of private landlords were considered responsible. However, it was clear from both the representation and reports that Members received from constituents, that the new regime and the proposed system of reporting, would provide a much need mechanism for raising these issues and seeking redress.

It was therefore resolved that:

The proposed introduction of additional HMO licensing as proposed in the new Scheme be supported.

36.3. Arun District Council Call for Sites 2023

36.3.1. The Committee received and noted the call for sites recently launched by the District Council. The purpose of this exercise was to gain intelligence about land availability and assess its suitability for a range of future development and infrastructure needs. It was noted that the District Council had adopted the current Local Plan in July 2018 and that work to update it had been paused since 2020. Arun's Council were due to consider recommencing this work at a meeting on 19 July and information gained from this exercise would inform plan-making should it resume.

36.3.2. It was also noted that the District Council were looking for sites with potential for a greater range of uses other than housing and employment including gypsy and traveller sites, self-build housing, leisure and tourism and sites that could support green infrastructure, for example, rewilding, natural flood mitigation, and renewable energy. It was acknowledged that should work on updating the Local Plan resume, this could prompt the need for a review the Neighbourhood Plan. It was also recognised that this was a lengthy process and that reviewing the Neighbourhood Plan would be a matter for Council to consider when it came to assessing its priorities later in the year.

It was therefore resolved that:

The updated be noted.

37. Transportation and other West Sussex County Council Matters

37.1. Electric Vehicle Charging Points

37.1.1. The Committee had before them details of the proposals for the second phase of electric vehicle charging points in Littlehampton, previously circulated. Members had always supported the principle of increasing the provision of electric vehicle charging points and they proceeded to review the proposals in more detail also taking into consideration the representation received during the public forum. Recalling the concerns that had been raised during the first phase, it was considered that this phase had been more thoughtfully prepared, particularly with reference to the potential displacement of residents parking. In this respect Members noted that a proportion of the parking bays allocated at the new locations would now be available for all residents to use.

37.1.2. Overall, it was considered that the Scheme was a key component of the preparations for the ban on the sale of new petrol and diesel vehicles which was planned from 2030. The Committee also believed that the Scheme was progressing in a more positive way and Members were pleased to note that work was now also underway to increase the number of charging points in local public car parks.

It was resolved that:

The proposals for the second phase of electric vehicle charging points in Littlehampton be noted.

38. Coastal Erosion – The West Bank

38.1. The Committee received a letter from the Environment Agency, previously circulated, which set out the strategy for the management of the West Bank coastline the responsibilities of the relevant authorities. It was also noted that the Agency hoped to arrange a meeting with members of the community in this part of the parish to discuss the ongoing management of the coast at this point.

It was resolved that:

The correspondence and update be noted.

39. Masterplan, North Littlehampton

- 39.1. The Steering Group had met on 13 July 2023. Subsequently, Officers were seeking a further meeting with the developer to understand the timeframe for the delivery of the Holly Drive allotments and the Community Centre.

It was resolved that:

The update be noted.

40. Exempt Business

There was none.

The meeting closed at 7.41 pm.

Chair

Representation from a resident Re: Agenda Item 9.1. Electric Vehicle Charging Points

My concerns for phase 2 are as per my previous heartfelt if rambling emails.
Lack of strategic thought in locating the charging points.

Pressure on parking for residents - in addition to annual tourist parking

Zero consideration for residents parking needs. We live here. We haul our shopping, load our kids in the car. We need to use our cars in rain and wind.

Are the sites appropriate? The Fitzalan site is normally empty but when in use is only attracting 'wealthy' users to the chargers. I witnessed 2 cars using charging on 14.7.2023 a Tesla 2022 plate and brand-new BMW.

Location is too far out to attract the charger users to the town centre to boost local economy.

The demographic do not have electric vehicles.

Phase 2 The project manager needs to set clear objectives when selecting the sites. Identify who are the stakeholders. At Fitzalan it appears that there was not any meaningful planning or research when selecting the site, the chargers were just plonked pin the tail on the donkey style.

Un fulfilled objectives.

If the intention was to attract tourists using sustainable transport, then why was the location chosen in a residential area. It's not just a feeder road it's our street where our homes are.

If the intention was to make electric cars attractive, why would you place the first tranche of chargers in the area where people have least resource. We will have to catch up but how is having empty spaces helping with sustainability?

DO NOT DESTROY THE STREET SCENE

Fitzalan Road is a road with properties of historic interest. Take into account the impact of visual infrastructure.

The line marking is vandalism. This road is where we live. And knowing there is no consideration for the residents it also looks naff for visitors.

The lack of thought into this project is outrageous. WSCC needs to work with its partners to mitigate this detriment to the residents and prevent it reoccurring.

A fantastic opportunity has been lost. Limited resource has been spent in a way that has bought negative unintended consequences which outlay the benefits for residents.

Unsolicited Advice- Get away from the desk top survey, bring in passionate experience and go to site and ask questions?

25	River	JD	LU/153/23/PL	Replace roof covering with powder coated sheet roof. This application is in CIL Zoned 4 (Zero Rated) as other development.	Riverside Industrial Estate, Unit N8 Bridge Road Littlehampton	No Objection
25	Courtwick with Toddington	DR	LU/141/23/PL	Proposed single storey extension. This application is in CIL Zone 2 (zero rated) as other development.	Martello Enterprise Centre, Unit 10 Courtwick Lane Littlehampton	No Objection
27	River	JD	LU/112/23/PL	Ice cream parlour and bin storage made from shipping containers. This application is in CIL Zone 5 (zero rated) as other development.	Kiosk West Beach Rope Walk Littlehampton BN17 5DL	Deferred for consideration at the Committee meeting scheduled for 14 August 2023
27	Beach	BW	LU/166/23/PL	Provision of 2 No roof lights in rear elevation roof. This application may affect the setting of listed building and affects the character and appearance of the Littlehampton Seafront Conservation Area.	Maisonette 5 22 South Terrace Littlehampton BN17 5PA	Subject to the comments of the Conservation Area Officer, no objection
27	Beach	BW	LU/167/23/L	Listed building consent for the provision of 2 No roof lights in rear elevation roof.	Maisonette 5 22 South Terrace Littlehampton BN17 5PA	Subject to the comments of the Conservation Area Officer, no objection
27	Wickbourne	DR	LU/165/23/CLP	Lawful development certificate for a proposed single storey rear extension.	60 Colebrook Road Littlehampton	No Objection

28	Beach	BW	LU/170/23/HH	Proposed internal and external alterations, including chimney removal and replacement single-storey extensions to the east elevation. (This application may affect the character and appearance of the Littlehampton, Sea Front Conservation Area and a listed building.)	6 Norfolk Place Littlehampton BN17 5PD	Subject to the positive comments of the Conservation Area Officer, no objection
28	Beach	BW	LU/171/23/L	Listed building consent for proposed internal and external alterations, including chimney removal and replacement single-storey extensions to the east elevation. (This application may affect the character and appearance of the Littlehampton, Sea Front Conservation Area).	6 Norfolk Place Littlehampton BN17 5PD	Subject to the positive comments of the Conservation Area Officer, no objection
28	Wickbourne	DR	LU/172/23/HH	Erection of a single-storey, ground floor extension and alterations to windows at first floor on south elevation.	1 Fort Road Littlehampton BN17 7FW	No Objection
28	Wickbourne	DR	LU/174/23/HH	Dropped kerb to enter driveway.	31 Potters Mead Littlehampton BN17 7HY	Subject to the comments of West Sussex County Council as the Highways Authority, no objection

**Minutes of a meeting of the Planning and Transportation Committee held in
The New Millennium Chamber, The Manor House, Church Street, Littlehampton
BN17 5EW on Monday 14 August 2023 at 6.30 pm.**

Present:

Councillor Tandy – Chair
Councillor Butcher
Councillor Daws
Councillor Long
Councillor May
Councillor Woodman

2023 to 2024

41. Evacuation Procedures

The procedures were noted.

42. Filming of Council Meetings, Use of Social Media and Mobile Phones The
procedures were noted.

43. Apologies

There were apologies from Councillors Richards and Wiltshire. Councillors
Butcher and May respectively attended as substitutes.

44. Declarations of interest

Members and Officers were reminded to make any declaration of disclosable
pecuniary or personal and/or prejudicial interests that they may have in relation
to items on the Agenda. The standing declarations were noted and no further
declarations were made.

45. Minutes

The Minutes of the meeting held on 17 July 2023, previously circulated, were
confirmed as a true record and signed by the Chair.

46. Chair's Report and Urgent Items

46.1. Coastal Erosion - The West Bank

The Assistant Town Clerk reported that the Environment Agency had approached residents and business in the Rope Walk area offering to arrange a Community Meeting to discuss maintenance and flood risk issues. Ward Councillors had also been advised and a date was awaited.

It was resolved that:

The update be noted.

46.2. A259 Bognor Regis to Littlehampton Corridor Enhancement Scheme

Notification had been received from the County Council confirming that the package of proposals relating to this Scheme had been approved and that work was underway preparing the Outline Business Case. This would be submitted to the Department for Transport for approval with the aim of work starting in 2025. It was agreed that the revised proposals be circulated to the Committee.

It was resolved that:

The update be noted.

46.3. Southern Rail - Proposed Timetable Changes

It was reported that a public consultation had been launched by Southern Rail regarding changes to the West Coastway service. This had implications for the rail services in and out of Littlehampton. It was therefore agreed that the consultation be circulated to Members and an item placed on the agenda for the next meeting of the Committee.

It was resolved that:

The consultation be noted and placed on the agenda for the next meeting.

46.4. Rampion 2

The Assistant Town Clerk reported that formal notification that an application for the above Scheme had been submitted to the Planning Inspectorate had been received. It was noted that the application was now being reviewed to determine whether it would progress. This decision was expected no later than 7 September 2023 and would be followed by confirmation and an invitation to register as an Interested Party.

It was Resolved that:

The update be noted.

47. Public Forum

There were no members of the public present. The Committee received the

following written representation from a resident.

47.1. Pavement Closure – Arundel Road / Franciscan Way Junction

The Committee received a representation from a resident who was concerned that this action presented a risk to pedestrians as it was heavily relied upon as a thoroughfare to the Town Centre. The Town Council's assistance was sought to obtain better signage and protection for pedestrians and / or the provision a safer alternative route. Members shared these concerns.

It was resolved that:

The County Council be contacted urgently and requested to review the situation.

48. Planning and other Arun District Council Matters

48.1. Planning Applications, Lists 29,30,31 and 32 if available.

It was resolved that:

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

48.2. Notification of Appeal Hearings for LU/347/22/PL, LU/350/22/PL, 27 Clifton Road Littlehampton BN17 5TE

The Committee received notification that Hearings were scheduled in respect of the decisions relating to the above-mentioned planning applications, previously circulated. It was noted that the Committee's comments would automatically be shared with the Planning Inspector as part of the Appeal process.

It was resolved that:

The update be noted.

49. Transportation and other West Sussex County Council Matters

49.1. Minerals and Waste Planning Policy

The Committee received, previously circulated, formal notification from the County Council regarding the review of the above-mentioned Policy. It was noted that no substantive changes to the Policy were proposed.

It was resolved that:

The update be noted.

50. Masterplan, North Littlehampton

There was nothing further to report.

51. Exempt Business

There was none.

The meeting closed at 7.16 pm.

Chair

29	River	JD	LU/112/23/PL	Ice cream parlour and bin storage made from shipping containers. This application is in CIL Zone 5 (zero rated) as other development.	Kiosk West Beach Rope Walk Littlehampton BN17 5DL	No Objection.
29	Courtwick with Toddington	DR	LU/176/23/PL	Erection of 1 No detached dwelling with open carport (resubmission following LU/33/23/PL). This application affects the setting of a listed building and is in CIL Zone 2 and is CIL Liable as a new dwelling.	Flint Acre Toddington Lane Littlehampton BN17 7PN	No Objection.
30	Brookfield	JL	LU/187/23/PL	Remove chimney and extend second floor to create additional living space.	49 Horsham Road Littlehampton	This application was considered by the Town Council's Planning and Transportation Committee at its meeting on Monday 14 August 2023 and the Committee objected to the proposals on the grounds that the proposals were an overdevelopment of the site and were considered to be overbearing by virtue of the scale and mass of the design. Also noting the lack of amenity space, the Committee considered the plans were therefore contrary to Arun Local Plan, Policy DDM1, relating to Design Quality.

30	Brookfield	JL	LU/192/23/HH	Dormer to first floor loft conversion.	4 Iris Close Littlehampton	No Objection.
30	River	JD	LU/182/23/PL	Subdivision of three existing flats into six flats, with the associated installation of two windows. The application is in CIL Zone 4 (zero rated) as flats and may affect the character and appearance of the Littlehampton Sea Front Conservation area.(Resubmission of LU/77/23/PL)	Wellesley Court Fitzalan Road Littlehampton BN17 5JW	This application was considered by the Town Council's Planning and Transportation Committee at its meeting on Monday 14 August 2023. The Committee objected to the proposals on the grounds that they represented an over development of the site. In particular it was considered that the room sizes, although compliant, were very small suggesting that facilities were cramped and failed to recognise the amenity of residents.
30	River	JD	LU/184/23/PL	Retrospective change of use from C2 residential institution to an HMO (Sui Generis). (Resubmission of LU/117/23/PL). This application may affect the character and appearance of the East Street, Littlehampton Conservation area.	18-22 East Street Littlehampton	This application was considered by the Town Council's Planning and Transportation Committee at its meeting on Monday 14 August 2023. The Committee objected to the proposals on the grounds that if approved

						the premises which were as yet unlicensed, were contrary to Arun Local Plan, Policy H DM1, regarding Housing and the mix of dwelling types. It was also considered that the Kitchen and communal areas were too small for the number of potential residents suggesting that facilities were cramped and failed to recognise the amenity of residents.
30	River	JD	LU/181/23/PL	Change of use from dwelling to 4 bed HMO.	1A Bayford Road Littlehampton	This application was considered by the Town Council's Planning and Transportation Committee at its meeting on Monday 14 August 2023. The Committee objected to the proposals on the grounds that if approved, they would add to an over concentration of HMOs in the River Ward area and were therefore contrary to Arun Local Plan, Policy H DM1,

						regarding Housing and the mix of dwelling types.
30	Courtwick with Toddington	DR	LU/188/23/HH	New external staircase to 1st floor flat to be accessed from the front of site and new separate access formed with new fencing.	86A Lyminster Road Littlehampton	No Objection.
31	Courtwick with Toddington	DR	LU/194/23/HH	Retrospective application for outbuilding for use as hobbies room with WC.	10 Sandfield Avenue Littlehampton	No Objection.

32	River	JD	LU/193/23/PL	Erection of an 'Independent self-contained HMO unit for disabled use.	23 New Road Littlehampton BN17 5AX	This application was considered by the Town Council's Planning and Transportation Committee at its meeting on Monday 14 August 2023. The Committee objected to the proposals on the grounds that they represented an unacceptable over development of the site by virtue of the loss of garden space and residential amenity which was contrary to Arun Local Plan, Policy DDM1, relating to Design Quality.
32	Courtwick with Toddington	DR	LU/157/23/PL	Residential development for 4 No. dwellings and associated landscape. This application affects the setting of a Listed Building and is in CIL Zone 2 and CIL Liable as new dwellings.	Court Wick Park Courtwick Lane Littlehampton	This application was considered by the Town Council's Planning and Transportation Committee at its meeting on Monday 14 August 2023 and the Committee had no objection to the proposals subject to a satisfactory comment from the ecology officer.

**Minutes of a meeting of the Planning and Transportation Committee held in
The New Millennium Chamber, The Manor House, Church Street, Littlehampton
BN17 5EW on Monday 11 September 2023 at 6.30 pm.**

Present:

Councillor Tandy – Chair
Councillor Daws
Councillor Long
Councillor Richards*
Councillor Wiltshire
Councillor Woodman

2023 to 2024

52. Evacuation Procedures

The procedures were noted.

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

The procedures were noted.

54. Apologies

There were no apologies.

55. Declarations of Interest

Members and Officers were 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. The standing declarations were noted, and no further declarations were made.

56. Minutes

Regarding the Declarations of Interest, it was proposed that the minutes be updated to reflect that the standing declarations had also been noted and that no further declarations were made. This was agreed.

It was therefore resolved that:

Subject to the amendment, the Minutes of the meeting held on 14 August 2023, previously circulated, be confirmed as a true record and signed by the Chair.

57. Chair's Report and Urgent Items

57.1. Rampion 2 Offshore Wind Farm

The Assistant Town Clerk reported that confirmation had been received from the Planning Inspectorate that the Development Consent Order application had been accepted for examination. The next step would see the Town Council formally register its interest and then to come to a view on the proposals. The Committee would be kept informed of progress as the planning application progressed.

It was resolved that:

The update be noted.

* Councillor Richards joined the meeting at 6.35pm.

57.2. Southern Rail - Proposed Timetable Changes

The deadline for responses to the public consultation by Southern Rail regarding changes to the West Coastway service was 27 September. To allow Members time to review the impact for rail services in and out of Littlehampton it was agreed that comments be sent to the Assistant Town Clerk who would collate them and agree a response with the Chair of the Committee.

It was therefore resolved that:

Members send their comments to the Assistant Town Clerk by close of business on 20 September and that authority be delegated to the Town Clerk in Consultation with the Chair of Committee to respond to the consultation.

57.3. Licence Consultation 118567

Notice of this licence application had been previously circulated to Members. This contained proposals for the sale alcohol from 7am to 7pm, Monday to Saturday alongside the existing services at the Littlehampton Post Office premises, 66 High Street. The timeframe for the consultation was such that it was too late for the September Committee and following the comments received, an objection had been lodged based on concerns about the introduction of a further outlet selling alcohol on the High Street. The Committee was therefore asked to note the Urgent Action decision which had been agreed with the Chair.

It was resolved that:

The Urgent Action be noted.

58. Public Forum

There were no members of the public present. There was one representation:

58.1. Speed Limit A259 - Fitzalan roundabout and the Morrisons roundabout

The Assistant Town Clerk read out a request from Councillor O'Neill regarding the above section of the A259. She reported that a resident had contacted Councillor O'Neill seeking the support of the Town Council to reduce the speed limit on this section of the A259 from 40 to 30 mph. It was understood that this request also had the support of the local County Councillor which would be integral to the necessary Traffic Regulation Order process being initiated. Members were sympathetic to this request and reported that they had received complaints about excessive speeding on this section of the A259. This was considered dangerous particularly for pedestrians who wished to cross the road to use the Worthing Road recreation ground.

The Committee therefore resolved:

To support the request for a Traffic Regulation Order to reduce the speed limit on this section of the A259 from 40 to 30 mph and that this be relayed to West Sussex County Council.

59. Planning and other Arun District Council Matters

59.1. Planning Applications, Lists 33, 34, 35 and 36 if available.

It was resolved that:

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

59.2. Planning Application, LU/182/23/PL, Wellesley Court, Fitzalan Road

The Committee was invited to re-consider its position regarding the revised application. This was based on further information received from the Planning Officer, previously circulated, which if approved would see the maximum occupancy reduced from eight to six due to the reconfiguration of the space. The Committee proceeded to review the proposals again and considered that even with this level of occupancy the accommodation was crammed in.

The Committee therefore resolved:

To maintain its objection to the application and that the District Council be informed.

60. Transportation and other West Sussex County Council Matters

There were none.

61. Masterplan, North Littlehampton

There was nothing further to report.

62. Town Council Business Plan 2023 to 2027

- 62.1.** The Committee received a report which contained feedback from the business planning workshops to identify priorities for inclusion in the Town Council's proposed Business Plan for 2023 to 2027. The Assistant Town Clerk explained the process for finalising the Business Plan and that following feedback from the Community Resources Committee the overarching strategy statements were being reviewed. It was also 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.
- 62.2.** The Committee proceeded to review the priorities that were within their remit. It was considered that investigating community transport initiatives should remain a priority for the new Council. It was also observed that there was Section 106 funding available and could be an opportunity. The need to explore a bus service that could serve those residents moving into the new developments and bring them into the Town was also emphasised.
- 62.3.** Recalling the update earlier in the meeting regarding the progress of the Rampion 2 Windfarm application, the Committee considered that this should be included within the plan as the Council would be looking closely at the potential impact of the development locally and considering its response to the application. In addition, Members considered that speeding remained a concern for residents. Although outside the remit of the Town Council, Members recalled the 20's Plenty initiative and considered that there was value in having an item in the Business Plan to review speed limits in and around the Town Centre should the opportunity come forward.

It was therefore resolved that:

1. The emerging Town Council Strategic Business Plan as set out in Appendix A be noted.
2. Rampion 2 and a review of speed limits be added to the list of priorities identified within the remit of the Committee, Appendix B and that they be endorsed and recommended to the Policy and Finance Committee for progression.
3. The contents of the report be otherwise noted.

63. Exempt Business

There was none.

The meeting closed at 7:03 pm.

Chair

33	Beach	BW	LU/202/23/L	Listed building consent for replacement of 2 No. sash windows with timber double-glazed sash windows of the same design as the originals on a true like for like basis. The sash windows will be the slimmer, heritage style units. A chamfered bead will be used on the outside to replicate the look of putty. The new windows will match the current glazing bar configuration. The double glazing will be the slimmer option of 2x4mm panes with an 8mm Argon gas filled cavity between them.	Second Floor Flat 5 South Terrace Littlehampton BN17 5NZ	Withdrawn.
34	Brookfield	JL	LU/215/23/HH	Upgrade existing conservatory to full extension.	4 Lupin Close Littlehampton	No Objection.
34	River	JD	LU/211/23/HH	Replacement of existing front and rear elevation windows with new Slimlite double glazed timber casement side hung windows, and replacement of existing rear garden door with a new timber door, all to match existing sizes. This application may affect the setting of listed buildings and affects the character and appearance of the Littlehampton (River Road) Conservation Area	4 Floyds Cottages Pier Road Littlehampton BN17 5BA	No Objection.
34	River	JD	LU/208/23/HH	Replacement of existing front and rear elevation windows with new Slimlite double glazed timber casement side hung windows and replacement of existing rear garden door with a new timber door, all to match existing sizes. This application may affect the setting of listed buildings and may affect the character and appearance of the Littlehampton (River Road) conservation Area.	1 Floyds Cottages Pier Road Littlehampton BN17 5BA	No Objection.
34	River	JD	LU/213/23/HH	Replacement of existing 3 No. front elevation windows with new Slimlite double glazed timber casement side hung windows to match existing sizes. This application may affect the setting of listed buildings and affects the character and appearance of the Littlehampton (River Road) Conservation Area.	2 Floyds Cottages Pier Road Littlehampton BN17 5BA	No Objection.
34	River	JD	LU/212/23/HH	Replacement of existing front and rear elevation windows with new Slimlite double glazed timber casement side hung windows, and replacement of existing rear garden door with	5 Floyds Cottages Pier Road Littlehampton BN17	No Objection.

				a new timber door, all to match existing sizes. This application may affect the setting of listed buildings and affects the character and appearance of the Littlehampton (River Road) Conservation Area.	5BA	
34	River	JD	LU/209/23/HH	Replacement of existing front and rear elevation windows with new Slimlite double glazed timber casement side hung windows, and replacement of existing rear garden door with a new timber door, all to match existing sizes. This application may affect the setting of listed buildings and affects the character and appearance of the Littlehampton (River Road) Conservation Area.	3 Floyds Cottages Pier Road Littlehampton BN17 5BA	No Objection.
35	River	JD	LU/217/23/PD	Prior approval under Schedule 2 Part 3 Class G to turn first and second floors into residential accommodation while leaving ground floor as commercial (Class E).	73 High Street Littlehampton	Objection - Endorsed the comments made by the Environment Agency and the District Council's Private Sector Housing and Public Health Team, particularly in relation to the inadequate sizes of the facilities.

36	Wickbourne	DR	LU/223/23/HH	Single storey rear extension.	5 Elspring Mead Littlehampton	No Objection.
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Minutes of a Meeting of the **Community Resources Committee** held in **The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW** on **Thursday 7 September 2023** at **6.30 pm**.

Present:

Councillor Lee – Chair
Councillor Butcher
Councillor Daws
Councillor Long
Councillor May
Councillor Tandy
Councillor Woodman

In attendance:

Felix Gillett - Community Resources Officer
Julia Edge - Museum Curator
Kieran Gibbins - Events and Town Centre Strategy Manager
Laura Chrysostomou - Town Clerk
Juliet Harris - Assistant Town Clerk

2023 to 2024

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 apologies from Councillors Blanchard-Cooper, O'Neill and Wiltshire who had other commitments. Councillors Woodman, Tandy and Butcher respectively attended in their place.

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.

In addition, Councillors Woodman, Tandy, and Butcher declared personal interests across the agenda as members of Arun District Council.

16. Minutes

The minutes of the previous meeting incorrectly stated that Councillor Blanchard-Cooper had declared an interest as a volunteer with the Turning Tides charity. This was an error, and it was agreed that it be removed.

It was therefore Resolved that:

Subject to this amendment, the Minutes of the meeting held on 8 June 2023, previously circulated, be confirmed as a true record and signed by the Chair.

17. Chair's Report and Urgent Items

There were none.

18. Public Forum

There were no members of the public present, and no representations were made.

19. Working Groups - Notes

19.1. Sports Forum Notes

The Committee received the notes of the meeting, previously circulated, held on 31 July 2023, with no matters arising.

It was Resolved that:

The notes of the Sports Forum meeting held on 31 July 2023 be noted.

19.2. Allotments Working Group

19.2.1. The Committee received the notes of the meeting, previously circulated, held on 17 August 2023. The Assistant Town Clerk explained that the Working Group was comprised of Councillors, and representatives from the allotment sites including the Littlehampton Allotment and Leisure Gardens Association. Its main objective was to discuss ideas to improve the sites, advise and report on matters relating to the operation of the sites and make recommendations

to the Community Resources Committee based on its discussions. There were two recommendations arising from the August Working Group meeting regarding the level of allotment fee increase for 2025 and the Town Council's pest control policy.

19.2.2. The Committee proceeded to consider the recommendations individually.

The Assistant Town Clerk explained that Allotment legislation required annual fees to be set a year in advance. Understanding that the Allotment Strategy stated that the fees should be increased at a minimum of the rate of inflation, the site representatives had therefore proposed that they be increased by 8% for 2025. Acknowledging that the final decision would be made by this Committee, the proposal formed the first recommendation from the Working Group. Discussion of the proposal focussed on the ongoing maintenance issues, the rate of inflation and the Town Council's strategic objective to reduce the level of subsidy. This led to a brief discussion of the Town Council's Allotment Strategy which had also been debated by the Working Group who felt that the document needed further work. This was acknowledged by the Committee and the engagement with the site representatives in this respect was welcomed. However, conscious of the ongoing pressure on the Town Council's budget, the Committee considered that the rate of increase in fees should be maintained at 10% for a further year. It was therefore proposed that the fees for 2025 increase at 10%. This proposal was duly seconded.

It was therefore Resolved that:

The plot rental fees for 2025 be increased by 10% from £8.56p to £9.42p per rod.

19.2.3. The Committee then went on to consider the second recommendation from the Working Group who wished to see the Town Council embark on a complete review of the Council's policy and approach to managing pests and vermin, including the policy regarding the ban on killing foxes and the use or storage of traps by plot holders. The Assistant Town Clerk explained that this arose from the reported increase in pest issues at the Worthing Road site following the completion of the new road. Although sympathetic to the problems faced by Allotment holders, Members could not support the re-introduction of killing foxes as a means of controlling them. However, observing that the Town Council's current policy and approach to managing pests and vermin on the allotment sites had not been examined since 2018, the Committee did consider that this should be reviewed.

It was therefore Resolved that:

1. The Council's policy and approach to managing pests and vermin be reviewed and the outcome be reported to the October meeting of the Committee.
2. The notes of the Working Group meeting held on 17 August 2023 be noted.

20. Officers Reports

20.1. Events Periodic Report

The Committee received a report, previously circulated, which provided feedback on the Summer 2023 events programme and updates on the preparations for the Town Show and Family Fun Day and the Remembrance Sunday event. Regarding the Screen on the Green event, it was noted that a follow up meeting was being arranged to review event security and options for staging the event in future. Looking ahead at the plans to mark Remembrance Sunday, it was noted that the second parade had been removed following feedback from the uniformed groups. This was considered sensible as the membership of these groups was relatively young.

It was Resolved that:

1. The outcome of the Summer 2023 events programme be noted.
2. The progress on the preparations for the Town Show and Remembrance Sunday events be noted.
3. The contents of the report be otherwise noted.

20.2. Museum Periodic Report

The Committee received a report, previously circulated, which contained an update on Museum activities, engagement, and proposals for acquisitions.

It was Resolved that:

1. The acquisition of the items detailed in Appendix A, attached to the report be approved.
2. The contents of the report be otherwise noted.

20.3. Museum Heritage Lottery Project Report

The Committee received a report, previously circulated, which set out the background to the Project, the aims, and objectives together with the work plan and budget. The Curator explained how the Museum Team would work with community partners to develop audience engagement using a range of communication channels including talks and focus groups. Members were also asked to note the Urgent Action that authorised the acceptance of the National Grant funding. The Assistant Town Clerk explained the Heritage Lottery Grant process and the need to demonstrate the Town Council's

contribution in terms of resources including the allocation of earmarked reserves and staff and volunteer time. It was noted that going forward, project progress would be included in the service periodic report.

It was therefore resolved that:

1. The Urgent Action authorising the acceptance of the National Grant funding of £37,468 be noted.
2. The aims, work plan and budget of Project Time Machine be noted.

Councillor Tandy declared a personal interest in the following item as the secretary and treasurer for the Keystone Centre Management Committee which has a Service Funding agreement with the Council.

20.4. Community Resources Officer Periodic Report

20.4.1. Members received a report, previously circulated, which highlighted work being undertaken by the Community Resources Officer to progress the projects and initiatives within the remit of this Committee. The report comprised updates on the allotments, service funding agreements, and community engagement. In addition, the Committee was asked to consider appointing a Task and Finish Group to carry out a review of the Grant Aid Criteria. This had been highlighted as a priority for the new Council and, following a meeting with the Chair of the Committee, terms of reference had been drafted and were tabled (copy attached to the Minutes) for Members consideration.

20.4.2. The Chair explained that the main objectives of the Group would be to explore alternatives to the current criteria and application procedure with a view to simplifying the whole process. Examples had been researched to help guide this work which it was hoped would deliver a mechanism for groups to develop community initiatives more aligned to need and the Town Council's objectives. It was proposed that the Chair lead the Task and Finish Group which would formulate proposals for the Committee to consider in October. Members were supportive of this way forward and alongside the Chair, Councillors Butcher and Long expressed an interest in participating in the Group. It was also thought that Councillor Blanchard-Cooper wished to be involved.

It was therefore Resolved that:

1. Councillor Lee be appointed as Chair of the Grant Aid Task and Finish Group, alongside Councillors Butcher and Long and Councillor Blanchard-Cooper if he wishes.
2. The Draft Terms of Reference be endorsed, and recommendations be brought back to the Committee for consideration in October 2023.

20.4.3. Turning to the remainder of the report, Members noted that the Sports Forum was going through an intense period of change. The annual Sports Awards would in future be aligned to the Sports Excellence Grants which was considered practical and it was suggested that the Southfields Jubilee Centre would be an ideal venue to host the event. This was noted and Members also hoped to see a wider range of sports represented on the forum in the future.

It was Resolved that:

1. The Assistant Town Clerk add a question to the survey being undertaken at the Town Show regarding the sports forum.
2. The contents of the report be noted.

20.5. Town Council Business Plan 2023 to 2027

20.5.1. The Committee received a report which contained feedback from the business planning workshops to identify priorities for inclusion in the Town Council's proposed Business Plan for 2023 to 2027. The Town Clerk explained the process for finalising the Business Plan. It was also 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. Feedback received to date had highlighted that the overarching strategy statements could be more clearly defined, and that presentation be orientated towards the public.

20.5.2. The Committee proceeded to discuss the emerging proposals in more detail and agreed that further work could be done to make the document more accessible. They highlighted the need to replace some of the terminology with plain English, making a clearer distinction between aspirations and procedure and focussing on developing key priority statements. Members also considered that a summary of the objectives would help to support their engagement with residents, generating a sense of involvement which would encourage them to interact more with the Council. These observations were noted and would be taken forward as part of the ongoing work to develop the final Business Plan. The Committee was otherwise content that the list of goals identified as being within the remit of the Committee were accurate. It was noted that it is useful to have the whole Action Plan for reference.

It was therefore Resolved that:

1. The Committee's comments regarding improvements to the Strategy be noted and taken forward as part of the ongoing work to develop the final Business Plan.
2. The list of goals in the Action Plan identified as being within the remit of the Committee, Appendix B be endorsed and recommended to the Policy and Finance Committee for progression.
3. The contents of the report be otherwise noted.

21. Finance

21.1. Committee Budget Monitor

21.1.1. The Committee received a report, previously circulated, which highlighted significant variances from budget in income and expenditure related to the Community Resources Committee budget for 2022 to 2023. The Town Clerk and Assistant Town Clerk provided clarification on a number of points relating to the allotments and museum budgets and outlined some of the factors which impacted the level of income from room hire at the Southfields Jubilee Centre. It was noted that the figures contained in the budget monitor sometimes differed to those stated in the financial implications of the periodic service reports which aimed to show the anticipated final position regarding a particular event or service. Overall Members welcomed the detail that the new style of presentation provided and thanked the Finance Team for delivering this in the report.

It was therefore Resolved that:

The report be noted.

22. Exempt Business

There was none.

The meeting closed at 7:50 pm.

CHAIR

Task & Finish Group: DRAFT Terms of Reference

Name of Group	Grant Aid Criteria Review Task & Finish Group (T&FG) – Sept 2023
Decision making body to whom it will report	Community Resources Committee (CRC)
Remit/Purpose	<p>To review the grant aid criteria, application and review process and make recommendations based on its findings to CRC in October 2023.</p> <p>To give Members the opportunity to undertake a more detailed piece of work to explore alternatives and review other practices, enabling a tangible input into the decision-making process required at CRC.</p> <p>The group itself will not make decisions; these will always be made by the Community Resources Committee.</p>
Structure	The Standing Orders of Council will generally apply but at the discretion of the Chair, greater latitude will be permitted to allow members to fully discuss issues in a less formal or prescriptive manner.
Objectives (and how group will work to achieve them)	<ul style="list-style-type: none"> • Define the purpose for Grant Aid: Improving Littlehampton, strengthening and empowering the community • Consider the criteria and application process and explore alternatives: e.g. whether to implement different categories and what these might be (e.g. Sports, Community, Arts + 1 other); a very simplified process with the total sum available divided equally among all applicants; a tiered process with a basic criteria and different levels of award within that e.g. capped at a minor sum (£500/£1,000), a second level that has a medium sum, a CRC Champion major award for that year and the rest gets split simply amongst 4 categories. Points based scoring? • Explore how we can broaden the applications received: Including how the criteria is defined to encourage wider participation. • Define how they will be monitored, evaluated, and actively encouraged to promote the partnership: E.g., presentations at meetings?

	<ul style="list-style-type: none"> • Consider the link between Grant Aid and the Service Funding Agreements
Reporting to	This Task and Finish Group will function as an advisory group reporting to the Community Resources Committee.
Key timescales and duration	This is an ad hoc group established for a limited time, which is proposed to complete its work by the October 2023 CRC.
Group Membership	<p>4 Members to be part of the group.</p> <p>Membership of the T&FG shall consist of four councillors from the Community Resources Committee. Substitutes for the above members of the group may attend as and when required.</p>
Group Chair	Chair to be selected by CRC
Meeting dates	The timing and number of meetings will be dictated by the volume of business for the T&FG. The group could arrange thematic meetings to ensure that it addresses all relevant issues in a focused and manageable way.
Scope of work (detail work areas in and out of scope)	<ul style="list-style-type: none"> • Scope is in line with the remit of the Community Resources Committee when considering Grant Aid. • Scope of work will explore criteria, application, and review processes. • Setting a budget is outside the scope of this group. • Scope of work includes considering the link to Service Funding Agreements but excludes reviewing the SFAs as this will come towards the end of the current SFA three-year agreements.
Resources	Time and commitment from Councillors Research and policy checking by Officers.
Lead officer(s)	The Community Resources Officer is appointed to support the group
Key stakeholders / interested parties and engagement process	N/A

Minutes of a Meeting of the **Governance and Audit Committee** held in **The Fleming Room, The Manor House, Church Street, Littlehampton BN17 5EW** on **Tuesday 4 July 2023 at 6.30 pm.**

Present:

Councillor Woodman – Chair
Councillor Lee
Councillor May
Councillor Tilbrook
Councillor Daws

2023 to 2024

1. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

3. Apologies

There were apologies from Councillor Northeast as he had a prior commitment and apologies from Councillor Richards due to illness. Councillor Daws attended as a substitute for Councillor Richards.

4. 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.

There were no further declarations.

5. Minutes

The Minutes of the meeting held on 7 February 2023, previously circulated, were confirmed as a true record and signed by the Chair.

6. Chair's Report and Urgent Items

There was none.

7. Public Forum

There was one member of the public present.

There were no representations.

8. Officer's Reports

8.1. Internal Audit Report 2022 to 2023

- 8.1.1. The Responsible Financial Officer (RFO) presented a report, previously circulated, which set out the Final Internal Audit for the town council for the financial year 2022 to 2023. He explained the internal audit process and highlighted the recommendations made by the internal auditor and the action that was being taken to address these. It was noted that progress regarding the recovery of historic debt was the subject of a separate report on the Agenda.
- 8.1.2. Regarding the auditor's recommendation on the level of money cover, it was noted that a conversation between the RFO the Council's insurers had shown that the Council's policies and procedures were sufficient to negate the need for an increase the level of cover at this time. It was however also noted that this aspect of the Town Council's insurance arrangements would be revisited when the insurance cover was reviewed and re-tendered later in the year.
- 8.1.3. The auditor had recommended that the Council review how it collected income, advising that payment in advance should be the default position for hire charges. In recognising the sense of this advice, Members discussed the changes that would be required to facilitate this. The complexities of some room hire arrangements in terms of frequency, equipment and duration highlighted that this would require a full review of the current terms and conditions including deposits and administration fees. Further research would therefore take place so that options could be prepared for consideration as part of the annual review of fees charges by the Property and Personnel and Community Resources Committees later in the year.
- 8.1.4. The auditor had also suggested that the Council consider moving over to direct debits, particularly in respect of allotment rentals, with a view to ceasing to accept cash. Observing that preparations for the annual allotment's renewals would start in September, discussion turned to how this process could be streamlined, prompting questions about the progress with the implementation of automated payments. It was recognised that the ability to accept cash was still needed to ensure no one was disadvantaged and that

changes were being made in other ways that would help reduce the Council's reliance on cash. A large number of allotment payments were already made through electronic bank transfers and the Committee was pleased to note that a new pay by link service had recently been introduced to increase the choice of payment options. Improvements such as this were viewed as a welcome move in the evolution of the Council's payment systems which was ongoing and progress with these initiatives would continue to be reported to the Committee.

- 8.1.5. In conclusion the auditor had also suggested that the Council investigate options within its accounting system that could improve fixed asset reporting and accounting. It was noted that these were being explored.

It was therefore resolved that:

The Internal Auditor Final report for the 2022 to 2023 accounts and the action to implement the Auditor's recommendations as set out in Minutes 8.1.2. to 8.1.5. above be noted.

8.2. Debt Recovery Update

- 8.2.1. Members received a report, previously circulated, setting out the progress to date on debt recovery. The Responsible Financial Officer (RFO) reported that the Finance Team had made good progress with recovering bad debts and that writing off debt would only be considered where there were no realistic avenues to chase. Work to reduce the debtors had been helped by the introduction of a bad debt policy in 2022 which included a mechanism for following up unpaid invoices more promptly and additional support for the Finance Team. The balance outstanding whilst high reflected historic debt dating back to the pandemic, and it was noted that repayment of a significant amount was imminent.
- 8.2.2. The RFO provided more detail on the debt over 60 days which prompted Members to reflect on the auditor's recommendation regarding moving towards a system of advance payments. Members held the view that this highlighted the need to review the Council's terms and conditions of hire thoroughly. Members also wished to have a better understanding of the nature and age of the debt, and the level when measured against income. It was noted that the effectiveness of the debt recovery policy was overseen by the Policy and Finance Committee and that this would be included in future reporting. Members welcomed the progress that was now being made in this area and thanked the Finance Team for their work.

It was Resolved that:

The position regarding the recovery of outstanding debt be noted.

8.3. Civility and Respect Pledge

- 8.3.1. The Town Clerk presented a report, previously circulated, which outlined the local government Civility and Respect Project. She explained that Town and Parish Councils across the country were being encouraged by the National Association of Local Councils (NALC) and Society of Local Council Clerks to support this project by signing a Pledge. The Pledge, backed up by each council's policies, aimed to promote public confidence, trust in local democracy, and inspire engagement in local government issues.
- 8.3.2. In terms of the policies required to support the Pledge, the Council met the criteria. However, the recently held new councillor induction sessions and a review by the Town Clerk had shown that several policies needed updating. Officers will investigate the most efficient way to take this work forward, and whether external support was required as some of the policies, particularly those relating to personnel, might need specialist input. This review would also encompass other governance documents that formed a large part of the Committee's work programme. It was noted that these would be reviewed using the NALC Models to ensure they reflected the most up to date regulations and best practice.
- 8.3.3. Observing that a considerable number of councils had already signed the Pledge, Members acknowledged it as a valuable tool that would demonstrate the Council's commitment to the high standards of conduct required of Councillors and staff. Members did also consider that it highlighted again the weakness of the Standards regime, particularly relating to sanctions for inappropriate conduct. Discussing the matter further, Members concluded that the need for a tougher regime needed to be raised at a higher level. Noting that an Early Day Motion had been tabled in Parliament calling on the Government to revisit its decision not to implement in full the recommendations of the Committee on Standards in Public Life, Members unanimously supported the call for local MPs to back it.

It was therefore resolved that:

1. Council be recommended to sign The Civility and Respect Pledge.
2. The Mayor, on behalf of the Council, write to the local MP urging him to support the Early Day Motion.

8.4. Work Plan 2023 to 2024

The Committee received the 2023 to 2024 workplan, previously circulated. The Town Clerk explained that the Work Plan was drafted taking into consideration the governance requirements of the local authority audit regulations and review dates timed in accordance with the regulatory regime and best practice. Recalling the conversation earlier in the meeting regarding

the need for a holistic policy review. Taking into consideration that the new council was still settling in, the Town Clerk added that the proposed workplan was indicative and likely to change. Members indicated a willingness to help with the review process, particularly proof reading. This was welcomed and the Town Clerk confirmed that any significant changes and associated resource implications would be reported to the Council once the requirements were known.

It was therefore resolved that:

The Committee Workplan 2023 to 2024 be approved.

9. Exempt Business

There was none.

The meeting closed at 7:21 pm.

Chair

Minutes of the Community Centre Sub-Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on 21 August 2023 at 3 pm

Present:

Councillor Tandy - Chair
Councillor Blanchard-Cooper
Councillor May
Councillor Long
Councillor Wiltshire

2023 to 2024

1. Evacuation Procedures

The procedures were noted.

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

The procedures were noted.

3. Apologies

There were no apologies.

4. 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.

5. Chair's Report and Urgent Items

There were none.

6. Minutes

The Minutes of the meeting held on 14 March 2023, previously circulated, were confirmed as a true record and signed by the chair.

7. Public Forum

There were no members of the public present.

No representations were made.

8. K2 Car Park

Councillor Tandy declared a personal interest in the following discussion as Treasurer and Secretary of the Keystone Centre Management Committee.

- 8.1. Members of the sub-committee had before them a report, previously circulated, which set out options for the future operation and management of the car park for new Centre. The Assistant Town Clerk updated Members on the progress with the construction of the new Centre including the background regarding parking provision. She explained that parking provision had always been an objective of the Project to compensate for the provision that would be lost when the existing centre was decommissioned. However, how this was achieved was outside the scope of the Project. It was not until recently that it had been proposed by the District Council that it could become a public car park.
- 8.2. The Sub Committee was therefore asked to consider two options regarding the future operation of the car park; that the Town Council take it on by way of a lease or that the District Council retain it and run it as a paid for public car park. It was also proposed that any agreement regarding the operation of the car park would be for a two-year period, with a review towards the end of the agreement.
- 8.3. Members proceeded to review the options in more detail and discussion focussed on the implications of the Town Council leasing the car park, particularly in view of the requirement to ensure that it remained free to members of the public, whilst serving hirers. In addition, should the Town Council take on responsibility for the car park, it would also be responsible for providing EV charging points, dealing with unauthorised parking and future maintenance.
- 8.4. Observing that the car park at the existing site was little used and the availability of on street parking, Members questioned the need for controls. Members queried the rationale for a pay and display car park especially as it would be in a disadvantaged area. It was also recognised that any further delay could impact the delivery of the Project.

- 8.5. The consensus was that the Town Council was not yet able to make an informed decision about taking on the operation and management of the car park particularly when usage was unknown. However, it was also observed that if the District Council retained the car park, the proposed pay and display system would provide usage data alongside an extended free parking period for hirers of the new Centre. Since any agreement would be subject to review after two years, Members considered the pragmatic way to deal with this matter was for the District Council to retain and operate the car park for the initial two-year period. In making this recommendation to Council, it was also requested that the EV charging point be accessible to all users.

It was therefore resolved that Council be recommended:

1. Not to take a lease on the car park at the K2 site and that Arun District Council retain ownership of the land and the operational control and management of parking at the site through the implementation of a Pay and Display machine which visitors to the Centre could use to obtain their free parking period.
2. Authority be delegated to the Town Clerk in consultation with the Mayor as Chair of the Council and the Sub-Committee, and the Chair of the Property and Personal Committee to agree the operational arrangements taking into consideration the needs of the users of the Centre.

9. Exempt Business

It was resolved that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

This item was confidential for Members of the Council only in accordance with Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person.

10. North Littlehampton Community Centre

- 10.1. The Town Clerk reported that following the Advisory Group meeting in July, Officers had met with the developer to discuss progressing the plans for the Community Centre. The decision by the Department for Education to postpone the delivery of the primary school indefinitely had prompted a review which could also afford the new Council an opportunity to re-examine the draft plans for the community centre. If supported, this work would have to be completed this autumn and with the continued cooperation of the developer because of the timeframe for submission of the planning application.

- 10.2. It was therefore proposed that a feasibility study be undertaken by the Sub-Committee to review the draft plans taking into consideration the recent developments and the new Council's aspirations for the community centre. A public consultation exercise would form part of the feasibility which would provide invaluable evidence to support the business case for additional borrowing should this be required. This was also an opportunity to engage with the growing community that had moved into Hampton Park and understand their needs.
- 10.3. This course of action was considered sensible and supported by the Sub-Committee. Noting the tight timeframe, it was also considered important that this work start immediately, and that the outcome be presented to Council no later than 23 November 2023.

It was therefore resolved that Council be recommended:

1. To endorse the action taken to date including that feasibility work would be undertaken by the Sub-Committee to inform the business case and the resources needed to deliver the Centre, incorporating any public borrowing, with a view to making recommendations on the way forward to Full Council on 23 November 2023.
2. The update be noted.

The meeting closed at 4.30 pm.

Chair

Minutes of a Meeting of the Policy and Finance Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on Monday 18 September 2023 at 6.30 pm.

Present:

Councillor Butcher – Chair
Councillor Dr Walsh KStJ
Councillor Daws
Councillor Lee
Councillor Tandy
Councillor Woodman

2023 to 2024

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 O'Neill and Northeast. Councillor Daws attended as his substitute for Councillor O'Neill.

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. The standing declarations were noted, and no further declarations were made at this point.

17. Minutes

The Minutes of the meeting held on 12 June 2023, previously circulated, were confirmed as a true record and signed by the Chair.

18. Chair's Report and Urgent Items

18.1. Arun District Council Liaison

18.1.1. Arun District Council had invited the Mayors and Town Clerks of the three main towns in the district to a joint liaison meeting. An initial meeting was set for 4 October and each Town Council had been invited to put forward strategic items for the agenda. The Town Clerk explained that liaison with other local authorities and outside bodies fell within the remit of the Committee and that it was unclear whether the existing bilateral Liaison forum would continue. Members proceeded to consider this proposal and matters for the agenda.

18.1.2. Initial reaction to this proposal was mixed. Whilst it was thought that the three-way meeting could develop into a useful forum to share ideas, it was also acknowledged that the towns were very different and had their own unique priorities. Discussion of matters that the Town Council might want to see on the agenda also highlighted that there would still be a need for a forum where more day-to-day operational issues that relied on existing joint working arrangements could be discussed. The following items were highlighted for the agenda:

- Windmill Theatre – In view of the current closure of the theatre as both a prominent local cinema and performance space, it was considered that the lack of a timeframe for re-opening the facility was a concern and that this should be addressed as a matter of urgency including the strategic future of it.
- The Civic Block – The lack of progress with plans for the further development of the land in the civic triangle and the creation of a blue light hub particularly to upgrade the fire station facilities. Observing that a considerable amount of time had lapsed since One Public Estate had taken the lead on this work, a progress report was considered long overdue.
- Coastal Erosion – The deterioration of the harbour infrastructure, the impact of climate change, the ongoing issue of the discharge of pollution into the sea, and concerns for the future of the River were considered to be matters that the authorities had in common and needed a coordinated plan to address.

18.1.3. In relaying these points to the District Council it was noted that the Town Clerk would also be contacting those Councillors not on the Committee but

who were members of the existing ADC/LTC Liaison Forum for their suggestions regarding agenda items.

It was therefore resolved that:

The Committee's views and suggested agenda items be forwarded to the District Council and that feedback from the meeting and proposals for future liaison meetings be brought to the next meeting of the Committee.

18.2. Chair's Briefings

18.2.1. The Town Clerk sought Members views on the role of the Committee Chairs in the committee cycle. The combination of substantial changes in the membership of the council, ongoing project commitments and unforeseen issues had proved challenging for the new Council. It was also clear that Members wished to be involved at an early stage as agendas were being prepared for meetings. There was a consensus that pre-agenda meetings would be beneficial and help to ensure that Members priorities were reflected in Committee agendas. The Town Clerk explained the legal publication deadlines and it was noted that certain reports would need to come forward at specified times. Officers would however review these and the preparation timelines to accommodate pre-agenda briefings with Committee Chairs going forward.

18.2.2. The Town Clerk also highlighted the provision in the Town Councils' Standing Orders for Chairs' Meetings. This was noted as a useful mechanism for agreeing an appropriate way through the Committee cycle for strategic issues and matters that affected more than one Committee. She confirmed that this would likely happen as part of the budget setting process to enable the Chairs to gain an understanding of the wider pressures on other Committees budgets when trying to set the precept.

It was therefore resolved that:

Pre-agenda briefings with Committee Chairs be scheduled as part of the Committee Cycle going forward.

19. Public Forum

There were no members of the public present, and no representations were made.

20. Officers Reports

20.1. Town Centre Update

20.1.1. The Committee had before it a report, previously circulated, which contained updates on the Town Centre work, including feedback on the summer

programme of High Street events and the notes of the inaugural meeting of the Town Centre Action Group (TCAG). The first meeting of the Action Group had been positive and Members proceeded to review report and the notes of that meeting in more detail. The following points were noted :

- “Operation Taxi” – Since the meeting, confirmation had been received from Sussex Police that the action they would be taking would be in a different format to that stated in the notes.
- Pedestrianisation of Pier Road – Although not part of the Town Centre Action Plan, it was clarified that a road closure required the support of the County Councillor for the Division of Littlehampton Town. It was also noted that the Town Council’s preference for a seasonal closure of the road was not permitted under the current road closure legislation.
- UK Shared Prosperity Fund Consultant – Following an evaluation of the expressions of interest, three applicants had been selected for interview. These would be held at the end of September. There had been a good level of interest and the applications considered robust in terms of their response to the key elements of the Town Centre Strategy.
- Public Realm Ribbon Cutting Event – 21 October 2023 - It was anticipated that formal invitations would be issued by the District Council by the end of the week.

20.1.2. Members were pleased to see the success of the summer high street events programme and how positively it had been received by the town. Observing the variety of attractions that had been delivered as part of programme, the promotion using the arts theme was questioned. This reflected the funding partnership behind the events themselves and the need for a more appropriate badging of future events was noted.

20.1.3. The Committee proceeded to consider a request from the TCAG to change the membership and add two Councillors, one from each of the Council’s and a High Street landlord. Reflecting on the first meeting, it was considered valuable that the views of wider membership had been heard and this boded well for the more strategic discussions that would take place in the future. Encouraging the engagement of landlords as well as traders was welcomed and the addition of a landlord representative supported. Whilst the engagement of Councillors was welcomed, it was considered important that the Group remained focussed and following a lengthy discussion the addition of more Councillors was not supported. It was noted that the Councillor representation from Arun District Council would be a matter for consideration by their Economy Committee and that if approved a nomination would be made by the Leader at their November Council meeting.

It was Resolved that:

1. The outcome of the Love Local Arts Summer programme be noted.

2. The update on the Town Centre Strategy and Town Centre Action Group and the notes of the Town Centre Action Group meeting held on 5 September 2023 be noted.
3. A landlord representative be specified within the business / landlord representation of the Town Centre Action Group membership.
4. Subject to discussion of the matter by the Arun District Council Economy Committee, the Councillor representation on the Town Centre Action Group remains unchanged.
5. The contents of the report be otherwise noted.

20.2. Town Council Business Plan 2023 to 2027

20.2.1. The Committee had before it a report, previously circulated, which contained feedback from the business planning workshops to identify priorities for inclusion in the Town Council's proposed Business Plan for 2023 to 2027. Alongside this Councillors Butcher and Lee tabled a revised Business Plan document, copy attached to the Minutes, which they proposed replace the current draft. Councillor Lee explained that the updated document had been drafted in response to the discussion at the Community Resources Committee and aimed to highlight the main priorities of the Council, more clearly define the mission statement and engage the public.

20.2.2. Discussion focussed on the revised Business Plan. The introduction of the five 'P's', Place, People, Provision, Partners, and Progress was considered to be more engaging and public facing. Further improvements were suggested that the document should reference local voluntary / community groups as the Town Council's partners and that the values section should reference the Nolan Principles. Councillor Lee stated his willingness to continue working on the document with Officers as part of the Business Plan process and these observations were noted. Work on developing the Business Plan message would be progressed through the Chairs Meeting discussed earlier. The Committee was otherwise content that the list of goals identified as being within the remit of the Committee were accurate.

It was therefore Resolved that:

1. The Committee's comments regarding improvements to the Strategy be noted and taken forward as part of the ongoing work to develop the final Business Plan.
2. The list of goals in the Action Plan identified as being within the remit of the Committee, Appendix B be endorsed and recommended to Full Council for progression.
3. The contents of the report be otherwise noted.

21. Finance

21.1. Committee Budget Monitor

Members received a report, previously circulated, which highlighted significant variances from budget in Income and Expenditure relating to this Committee budget for 2023 to 2024. Regarding the Town Centre Events match funding, whilst it was noted that the agreement dated back to 2019, Members were none the less disappointed that the District Council had not budgeted match funding for 2023 to 2024. Regarding the audit fees, it was noted that the audit fees were paid in arrears.

It was therefore Resolved that:

1. The position regarding the lack of Town Centre events match funding from the District Council for 2023 to 2024 be noted.
2. The contents of the report be otherwise noted.

22. Exempt Business

There was none.

The meeting closed at 7:41 pm.

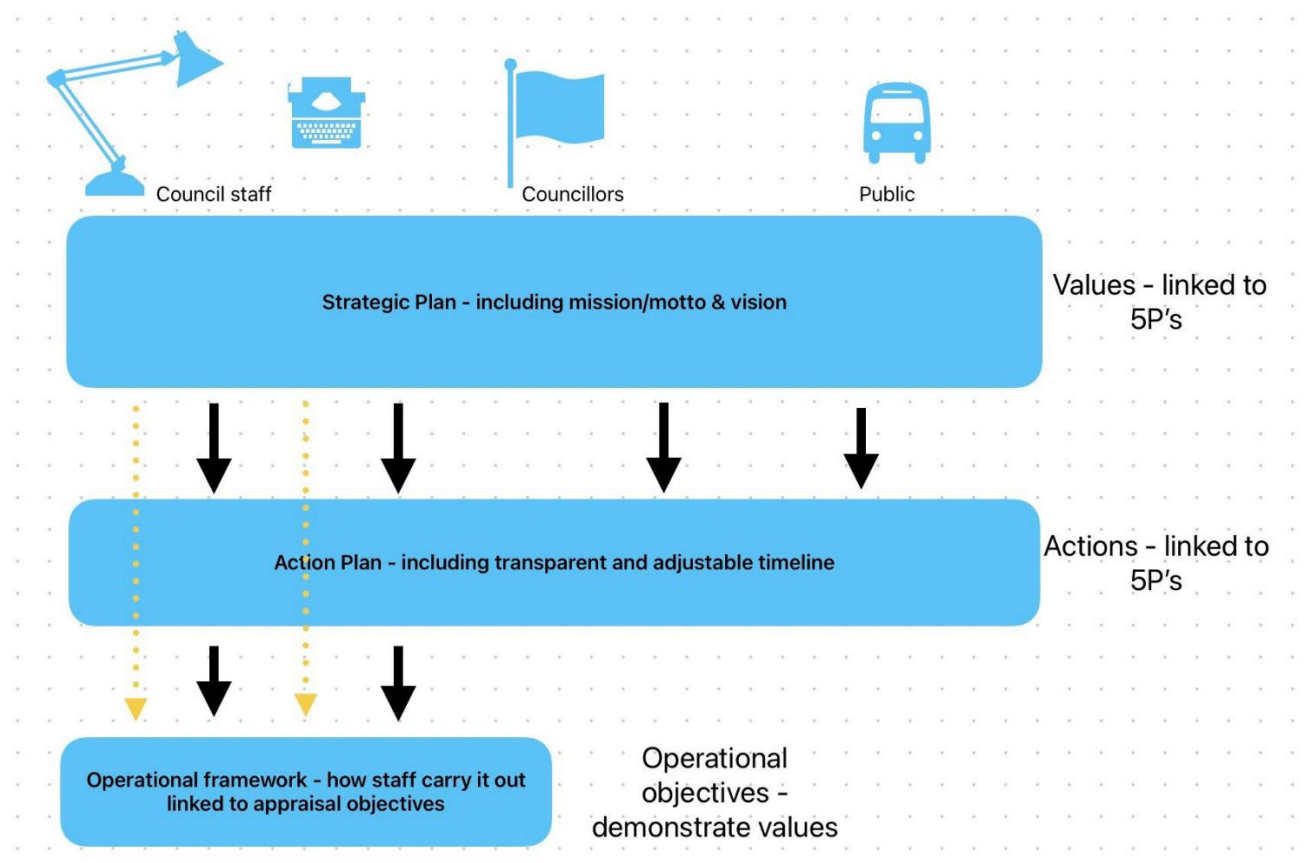
CHAIR

Appendix A

Littlehampton Town Council **Strategic Plan**

Our four-year **Strategic** plan sets out the direction for Littlehampton Town Council between 2023 to 2027. It helps us to understand where we want to be in the future, as set out in our Strategy, and the steps we will take to get there, as set out in our Action Plan.

LTC Strategic Plan Overview



The **Strategic** Plan **provides a structure** to inform the development of annual work plans and budgets while being flexible enough to seize new opportunities as they arise. This is a living document which will be reviewed and developed through the four years.

Our Mission (sets out what we do and how we get it done.)

“ Listen , represent and lead the town by actively encouraging engagement, community and tourism”

Our Vision (sets out our future aspirations and the impact we aim to make for the benefit of the community):

A collaborative and reliable council that is publicly accountable; utilises existing resources; and seeks out additional external funding opportunities whilst providing cost effective facilities and services to enhance people’s lives.

Our strategic priorities

(Removed the “the”)

Place

A multi centred **sustainable** town with safe vibrant places for people to come together.

People

An engaged community which supports and helps everyone.

Provision

Accessible **environmentally friendly** services reaching the broadest spectrum of people.

Partners

Working with public and professional organisations to ensure better outcomes for all.

Progress

Clear evidence of aspirational transformative actions being taken to improve the town and the quality of life for residents

Our Values (set out how we operate and how we interact)

This section needs to be reformatted to orientate towards the 5P's i.e. 5 sub headings

- efficiency, effectiveness, and value for money.
- continuous improvement.
- listening and communicating
- compliance with our statutory and regulatory responsibilities
- valuable productive partnerships
- positivity
- empowerment

Our Motto

Progress

Minutes of a meeting of the Property and Personnel Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Monday 2 October 2023 at 6.30pm.

Present:

Councillor Dr Walsh KStJ – Chair
Councillor Northeast
Councillor Butcher
Councillor Tilbrook
Councillor Worne

2023 to 2024

1. Evacuation Procedures

The procedures were noted.

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

The procedures were noted.

3. Apologies

There were apologies from Councillor O'Neill who was away.

4. 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.

Councillor Northeast declared a personal interest as Chair of the North Littlehampton Steering Group and Chair of the Keystone Management Committee.

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

5. Minutes

The Minutes of the meeting held on 6 March 2023, previously circulated, were confirmed as a true record and signed by the Chair.

6. Public Forum

There were no members of the public present, and no representations were made.

7. Chair's Report and Urgent Items

There were none.

8. Officers Reports

8.1. Absence Monitoring

Members had before them a report, previously circulated, which provided them the staff absence records for the full years 2017 to 2018 to 2022 to 2023 and quarter 1 for 2023 to 2024.

It was resolved that:

The report be noted.

8.2. Staffing Update

Members received a report, previously circulated, which provided an update on staffing and the current staff structure. The significant number of changes to the staffing establishment over the last year were noted.

Members discussed the staff structure of the Town Council. Recognising that some committee Members were new to the committee it was suggested that an informal meeting be arranged with committee members and other councillors to discuss the staff structure, roles, and job descriptions.

Regarding the apprenticeship roles, Members wanted to know what qualification the apprenticeship provided and who oversees and accredits the qualification. The Deputy Town Clerk explained that the apprenticeship provider was SIGTA, and the qualification provided was a Level Three Business Administration qualification. Confirmation of who accredited the qualifications would be circulated.

It was resolved that:

1. The Urgent Actions regarding the additional apprenticeship posts in the Democratic Services and Administration teams be noted.
2. An informal meeting be arranged to discuss the Town Council's staff structure.
3. The report be otherwise noted.

8.3. Equipment, Facilities, and Property Update

Members received a report, previously circulated, which provided an update on the assets, existing and proposed, under the remit of the Property and Personnel Committee. It was noted that an update regarding the Manor House was the subject of a separate report to be discussed later in the meeting.

- 8.3.1. The Town Clerk gave members an update on the status of the Holly Drive allotments.

Members mentioned that residents near the site were tired of seeing the overgrown site and wondered if anything could be done to alleviate this frustration whilst waiting for the planning permission to be approved. The Town Clerk explained that the developers for the project were responsible for all work done on the site, including the preparation work. Officers agreed to ask the developers if any work could be done on the site prior to obtaining planning permission. Members will raise the concern with County Council.

- 8.3.2. Members received an update on the K2 Community Centre project.

Good progress had been made with the K2 development. Various trades were working on the electrical installations and internal finishes. There was a delay with the plasterers, the impact this had on the schedule was unknown, but the progress on the site was otherwise good.

Members were pleased to hear that progress had been made. There were questions regarding the boundary of the site and whether a boundary fence was to be installed. Councillor Northeast suggested that the recently installed fence from the Keystone centre be repurposed for the K2 boundary. The Town Clerk explained that Arun District Council owned the site and Littlehampton Town Council are leasing only the footprint of the building from them, therefore boundary matters are the responsibility of Arun District Council who were not installing any boundary fencing.

- 8.3.3. Members received an update on the North Littlehampton Community Centre project.

The Town Clerk informed Members that progress had been made with BAQUS to take on a feasibility study and engagement activity for the proposed Community Centre. The Council needs to consider whether Section 106 funding can deliver the project and if it is not able to, the Council needs to consider what other options it can pursue.

Recommendations from the Community Centre's Sub-Committee on the way forward will be considered at Full Council on 23 November 2023.

- 8.3.4. Members were updated on the street furniture that was being stored at the Amenity Team's Unit. Arun District Council confirmed that they were happy to take the benches that were in good condition and repurpose them for the Garden of Reflection project in Wick. Members sought clarification about previously agreed provision of a bench for Wick, the miniature railway, and The Body Shop roundabout. Members highlighted that any remaining furniture in good condition could be installed on the New Fitzalan Road subject to relevant permissions being obtained, as it was a long stretch of road with no street furniture, which posed issues for the elderly and those with mobility issues.

Members agreed that the remaining street furniture that is beyond repair should be disposed of.

- 8.3.5. Members were given an update from the Responsible Financial Officer on the rent review for the Amenity Team Unit, 6F at the Lineside Industrial Estate. The unit was leased for a period of ten years with a five-year rent review, this review has been confirmed for the remaining five-year term at a price of £32,850 per annum which was an increase of £6,222 on the previously agreed annual fee. Members agreed that although it was a significant increase in price, the Amenity Team unit was essential for many of the Town Council's responsibilities and the space that it provided was ideal. Members also considered that rent prices were constantly increasing, and the rent had been fixed for the last five years.

It was resolved that:

1. The progress with the planning application to deliver the Allotments at Holly Drive be noted.
2. The Urgent Action to commission consultants to undertake the feasibility work for the North Littlehampton Community Centre Project be noted.
3. The progress with the projects to deliver the new community facilities in Wick and North Littlehampton and the financial implications be noted.
4. Subject to The Garden of Reflection or a suitable alternative community project proceeding, any remaining street furniture that is beyond repair and cannot be reused be destroyed.
5. The Unit 6F rent review and financial implications be noted.

8.4. Amenity Team Equipment Update

Members received a report, previously circulated, regarding an update on the Amenity Team's equipment.

The towed cutting deck that was used to cut grass at various locations, but mainly Rosemead Park, needed repair. Officers have been advised it would not be cost effective to repair the cutting deck and opted instead to request the purchase of a new Ride on Mower. Members asked if an electric Ride on Mower had been considered, the Responsible Financial Officer agreed that an electric Ride on Mower would be ideal compared to the petrol option, but the price difference was prohibitive, with the petrol mower costing in the region of £5,000 and the electric mower estimated at circa £28,000.

It was resolved that:

The purchase of a new Ride on Mower and the relevant expenditure from earmarked reserves be approved.

8.5. Manor House Building Survey

Members had before them a report, previously circulated, which set out the building survey undertaken of the Manor House. The purpose of this survey was to establish the condition of the Manor House, to identify areas that required immediate attention and enable a long-term preventative maintenance programme to be planned and budgeted for.

8.5.1 Members were informed that there were several areas that required immediate attention and further investigation. Members were also reminded that because the Manor House was a grade two listed building, all work needed to be approved by the Conservation Officer at Arun District Council. Members discussed the state of the windows in the Manor House, which were the focus of the repairs, specifically the matter of double glazing. Members agreed that given our commitment to the principles of best environmental practice, energy efficient window designs should be pursued, noting the Conservation Officers input and agreement would be required. There were also queries around the presence of asbestos and Members wished to know what had been done in terms of asbestos removal. Officers agreed to circulate the last asbestos report to Members.

8.5.2 Members had concerns about the state of the Manor House and believed that regular maintenance would prove beneficial and would deter the need for such significant repair bills in future years. Members did take into consideration that the Amenity Team does take on regular maintenance work for the Manor House and other Town Council properties, it was agreed that alternative solutions to regular maintenance could be considered as part of the Committee's budget setting. Members also discussed whether the cost of these repairs could be funded not purely through Town Council revenue but by a loan or perhaps a combination of the two.

It was resolved that:

1. The report be noted.
2. The asbestos management report be circulated to Members.
3. The report findings be considered as part of the forthcoming budget cycle process.

8.6. Town Council Business Plan 2023 to 2027

The Committee had before it a report, previously circulated, which contained feedback from the business planning workshops to identify priorities for inclusion in the Town Council's proposed Business Plan for 2023 to 2027. Alongside this Councillor Butcher tabled a revision to the Values set out in the Strategy, copy attached to the Minutes, which he proposed replace the current draft. Members agreed that these were useful amendments but decided to remove the word 'valuable' from one of the points as it could be perceived differently and was not necessary.

Members discussed an item on the Action Plan relating to rewilding an area of land that was developed by Persimmons. They were concerned with the overwhelming number of weeds on the site as they detracted from the aesthetic of what a wildflower area should look like. Officers agreed to contact Persimmons about the site.

Members also wished to include in the Action Plan a goal to develop a policy memorial benches in Littlehampton. They agreed this would be a positive and beneficial policy to include however the logistics of implementing this policy would need to be discussed thoroughly before anything is done. It was agreed the timescale for this policy would be beyond 2025.

Recognising the significant quantity of work currently being undertaken, Members also asked that the timescales for the policy review in the Action Plan be revised by officers before the Business Plan went to the Policy and Finance Committee.

It was resolved that:

1. Members comments and amendments to the emerging Strategic Plan be taken into consideration before submission to the Policy and Finance Committee.
2. The comments and amendments to the Action Plan be taken into consideration in readiness for submission to the Policy and Finance Committee.
3. The report be otherwise noted.

9. Finance

9.1. Committee Budget Monitor

Members received a report, previously circulated, which highlighted the significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee.

Members thanked the Responsible Financial Officer for the new formatting of this report, it made the report much more accessible and comprehensive. In an effort to further improve the format of this report, Members recommended that the Income table within the report include a 'Year To Date' budget column as this would provide useful context to the figures given in the report. The Responsible Financial Officer agreed that this would be useful and would include a 'Year To Date' budget column in future Committee Budget Monitor reports, this would be included across Committees where applicable.

It was also highlighted that the Cost Centre report in the appendix listed K2 as the Keystone Centre, this was noted and would be amended for future reports.

It was resolved that:

1. Future Committee Budget Monitor reports would include a 'Year To Date' budget column in the Income table, included across committees where applicable.
2. The accounting system be updated to amend the naming error for K2.
3. The report be otherwise noted.

10. Exempt Business

There was none.

The meeting closed at 7:32pm.

Chair

Appendix A - Our Values

Our Values incorporate all the Nolan Principles in public life and more. They set out how we operate and how we interact

- Leadership and empowerment
- Integrity, honesty and accountability
- Efficiency, effectiveness, and value for money
- Openness, listening and communicating
- Selflessness, objectivity, and positivity
- Productive partnerships
- Continuous improvement

Littlehampton Town Council

Non-Confidential

Committee: Council

Date: 12 October 2023

Report by: Town Clerk

Subject: Rampion 2 Wind Farm

1. Background and Summary

- 1.1. Rampion Extension Development Limited (REDL) is proposing to expand the existing offshore wind farm off the Sussex coast at Shoreham. The Project will involve the construction and operation of an additional 90 wind turbines west of the existing wind farm with supporting onshore infrastructure reaching landfall at Climping. Connections will be made between the wind farm and the existing electricity grid by way of offshore and onshore cabling, to a new substation at Oakendene, 2km west of Cowfold, West Sussex and then to the existing Baine National Grid Substation, at Twineham, Mid Sussex.
- 1.2. A summary of the proposals is set out in the Notice attached in Appendix 1. Detailed information about the plans can be found online here: [Rampion 2 Offshore Wind Farm | National Infrastructure Planning \(planninginspectorate.gov.uk\)](https://planninginspectorate.gov.uk/rampion-2-offshore-wind-farm/).
- 1.3. Now that the Development Consent Order (DCO) application has been accepted for examination by the Planning Inspectorate, formal representations can be made to the Planning Inspectorate. The Examination process is expected to take six months, and a final decision on whether consent will be granted will be made by the Secretary of State for the Department of Energy Security and Net Zero by early 2025.
- 1.4. Also attached for information is a copy of the Town Council's earlier response to the initial plans, Appendix B which identified the following matters relating to the proposed Rampion 2 Wind Farm:
 - Impact of the construction and operation of the wind farm on the local fishing fleet and the operation of the Harbour generally.
 - Onshore impact locally during the construction phase and where the infrastructure supporting the farm would make landfall.
 - Impact of the proposed development on the existing sea and flood defences and how it might impact arrangements for their management in the future.
 - The inclusion of an analysis of Phase 1 to sit alongside the Phase 2 work and cross referenced at all stages throughout the project.
- 1.5. Council is therefore invited to consider its response to the current consultation. The period for submitting relevant representations commenced on

Wednesday 20 September 2023 and will end at 11.59pm on Monday 6 November 2023.

- 1.6. The Planning and Transportation Committee will be considering the current consultation at its meeting on 9 October 2023 and comments from that Committee will be reported verbally to Council for consideration.

2. Recommendations

- 2.1. Council is recommended to:

Agree comments for inclusion in the response to the current consultation and delegate authority to the Town Clerk in consultation with the Mayor to agree a final response.

3. Financial Implications

- 3.1. There are none relating to this report.

Laura Chrysostomou

Town Clerk

Littlehampton Town Council

Non Confidential

Committee: Full Council

Date: 12 October 2023

Report by: Town Clerk

Subject: Proposal for Town Centre Parking Disc Scheme from 1 January 2024 to 31 December 2025

1. Summary

- 1.1. Arun District Council operate a two-hour free parking disc scheme in Littlehampton for the purpose of supporting town centre footfall. The current scheme is partnership funded by the Town Council and the Littlehampton Traders Partnership and is due to expire in December 2023.
- 1.2. The District Council's Environment Committee resolved on 7 September 2023 to continue to support footfall in Littlehampton town centre through provision of two free hours parking. Under this new scheme a revised cardboard disc will operate alongside a virtual permit over a two-year transition period.
- 1.3. Council is asked to consider the proposal for continuing to partnership fund the Town Centre Parking Disc Scheme from 1 January 2024 for two years at a reduced cost of £21,000.

2. Recommendations

- 2.1. Council is recommended to:
 1. Consider the proposal by Arun District Council to continue to partnership fund the Town Centre Parking Disc Scheme from 1 January 2024 for two years, at the reduced sum of £21,000 per annum and, if agreed, delegate authority to the Town Clerk, in consultation with the Mayor and Chair of the Policy and Finance Committee, to enter and implement any further agreement with Arun District Council.

3. Background

- 3.1. The District Council currently operate a two-hour free parking disc scheme in the Littlehampton Town Centre car parks which has historically been partnership funded by the Town Council, who contributed £28,250 per annum and the Littlehampton Traders Partnership, who had contributed £6,600 per annum. Implemented in 1997, the Scheme was administered by the Traders Partnership who produced cardboard discs, the design of which has remained unchanged since it began.

- 3.2. The scheme encompasses three District Council owned and operated car parks at The Manor House, Anchor Springs and St Martins covering a total of 349 eligible pay and display spaces, allowing customers to park for two hours free of charge. Disc holders display the cardboard disc showing the time of their arrival allowing them to stay for a maximum of two hours, with a no return restriction within one hour. The current Littlehampton parking disc is valid continuously at no cost to consumers, with no expiry date. It also serves as a promotional tool carrying business details.
- 3.3. A similar scheme is operated in Bognor Regis across three car parks, a total of 605 spaces. Bognor Regis Town Council contributed £21,000 per annum and the Bognor Regis Business Improvement District (BID) contributed £5,000. The discs were sold for £2 each.
- 3.4. The cardboard disc scheme provided the District Council with no data on use of the scheme. This meant there was no data on how much these schemes cost to operate. The District Council reports that if each disc obtained by a driver each year was used for just 1 hour on one occasion, taking account of the contributions from partners, the schemes cost Arun District Council £28,000 per annum. If each disc was used on average once per month for 1 hour, the schemes cost Arun District Council £935,500 every year.
- 3.5. The current schemes are due to come to an end in December 2023. The District Council discussed and agreed proposals to continue the schemes at their Environment Committee on 7 September 2023, details of which can be found in the report and minutes available on their website here: <https://democracy.arun.gov.uk/ieListDocuments.aspx?CId=351&MId=1792&Ver=4>.

Arun would operate these schemes by moving to a virtual permit using software and the MiPermit app. There would also be a telephone number for people to call for support in obtaining the virtual permit. A revised cardboard disc scheme will operate alongside the virtual permit over a two-year transition period.

4. Proposal

- 4.1. Council is asked to consider the proposal from Arun District Council to continue to partnership fund the Town Centre Parking Disc Scheme from 1 January 2024 for two years, at the reduced sum of £21,000 per annum. The contribution goes towards the revenue the District Council loses from its car parks as a consequence of offering the two-hour free parking scheme. The new scheme does not rely upon any contributions from the Littlehampton Traders Partnership Limited.
- 4.2. The scheme will include virtual permits alongside a cardboard disc scheme with the same parameters as that operating in Bognor Regis.
- 4.3. The following parameters for the basis of the agreement between Littlehampton Town Council and Arun District Council have been set out by the District Council:
- Arun District Council will sell virtual permits for £2.

- Cardboard discs will be produced by the District Council with a new design to the discs in circulation currently.
- Cardboard discs will be available from 1st January – 31st December for 2024. A new disc will be produced for the same period in 2025. A fee of either £2 if partnership funded, or £3 if not partnership funded will be charged for each year.
- Cardboard discs to be sold from the District Council's offices, the Civic Centre in Littlehampton and Bognor Regis Town Hall. The possibility of them being sold from Littlehampton Town Council's Manor House, subject to separate agreement will be explored.
- All previous cardboard discs will become null and void from 1st January 2024.
- The cardboard discs, along with the virtual permit, can only be used once per calendar day for a period of two hours.
- Terms and conditions for the cardboard disc and virtual permit will be the same.
- The scheme will allow drivers with a virtual permit or a cardboard disc to park free of charge for a period of up to two hours a day at Manor House, Anchor Springs or St Martins car parks. If customers are found to be using both to obtain more than the permitted period of up to two hours free parking per day, the virtual permit will be cancelled, and no refunds issued.
- Any data gathered regarding usage of the participating car parks will be shared with Littlehampton Town Council within 30 days of the end of the calendar year. This term is dependent upon Littlehampton Town Council entering into an agreement with Arun District Council and paying the reduced sum of £21,000 per annum in financial contribution.

- 4.4. It should be noted that the proposals still include the District Council establishing a working party to comprehensively review the free parking scheme and report its recommendations to its Environment Committee as soon as possible, with membership made up of the Chair and Vice Chair of the District's Environment Committee plus three other committee members who would have voting rights.

The working party would also include two named representatives from each of Bognor Regis and Littlehampton Town Councils, a named representative of the Bognor Regis Business Improvement District and a named representative of Littlehampton Traders. This Council agreed at its last meeting that the Mayor and the Chair of its Policy and Finance Committee would represent the Town Council and feed back to the Policy and Finance Committee.

- 4.5. Continuation of the Scheme supports the ambitions of the emerging Town Centre Strategy which aims to deliver "positive change that places the Town Centre both at the heart of the Town and as a retail and leisure hub for the

Eastern Arun area” by creating an accessible, appealing space that will attract people all year round. The Strategy calls for a Town Centre that is accessible, supports all modes of transport and meets the needs of all users and includes an action to review the Car Parking Disc Scheme. The data which this proposed scheme will produce will help to inform ongoing reviews of car parking.

5. Financial Implications

- 5.1. The 2023 to 2024 budget for this scheme is £28,250 per annum and is currently projected forward with no change for 2024 to 2025 and 2025 to 2026.

Laura Chrysostomou
Town Clerk

Littlehampton Town Council

Non- Confidential

Committee: Full Council

Date: 12 October 2023

Report by: Town Clerk and Deputy Town Clerk and Responsible Financial Officer

Subject: External Auditor certificate and report 2022 to 2023

1. Summary

- 1.1 Attached is the External Auditor's Certificate and report for the 2022 to 2023 accounts.
- 1.2 The conclusion of the Audit has been advertised in the Councils noticeboards and on the website and copies of the complete Annual Return made available for purchase.
- 1.3 The outcome of the External Audit will also be reported to the Governance and Audit Committee at their next meeting in February 2024.
- 1.4 With regards to the 'Other Matters' section of the auditors certificate, information regarding the variance was provided with the initial return. Subsequently the external auditor requested further information which was duly provided.

2. Recommendations

- 2.1 The Council is recommended to:
 - 1. Note the External Auditor certificate and report for the 2022 to 2023 accounts.

Laura Chrysostomou

Town Clerk

Jon Short

Deputy Town Clerk and Responsible Financial Officer

Section 3 - External Auditor Report and Certificate 2022/23

In respect of

Littlehampton Town Council

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance 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.

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

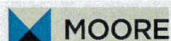
Additional variance information needed to be requested. The parish council should in future ensure that all the necessary supporting information is provided with their initial annual submission.

3 External auditor certificate 2022/23

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 2023.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

A handwritten signature in dark ink that reads 'Moore'.

Date

28/09/2023

Littlehampton Town Council

Non-Confidential

Committee: Council

Date: 12 October 2023

Report by: Town Clerk

Subject: North Littlehampton Community Centre

1. Background and Summary

- 1.1. The Town Council is looking to invest Section 106 funding secured from the North Littlehampton – Hampton Park – development to help deliver a Community Centre within the development. The S106 funding is estimated with indexation to be £1.7 million including provision for youth services.
- 1.2. At a meeting of Council on 21 July 2022, the effect that using a significant portion of the Town Council's remaining Capital Receipts Reserve to meet the budget shortfall for the K2 Community Centre would have on the Council's ability to deliver the North Littlehampton Community Centre was noted. Officers were therefore requested to explore other avenues of funding, including flexibility within the Section 106 Agreement. It was however acknowledged that borrowing, although the last resort, might be the only way that Council could achieve its ambitions for the Community Centre in North Littlehampton. Council resolved that unless additional funds become available, the preferred way forward to deliver the North Littlehampton Community Centre would be to borrow and that budgetary provision be made to include this if required.
- 1.3. Following the decision by Council at the Extraordinary meeting on 21 August 2023 for feasibility work to be undertaken to inform the business case and resources needed to deliver the Centre, consultants have been commissioned to review the current design proposal. In view of the tight timeframe for this work and the specialist knowledge formed during the K2 Project, BAQUS have been appointed through the Urgent Action Procedure, Appendix A, to deliver a feasibility study.
- 1.4. Working with the Community Centre's Sub-Committee recommendations on the way forward will be presented to Full Council on 23 November 2023. This will include a needs assessment considering the land uses, revised design proposals and a community engagement exercise to inform the design and support a request for public borrowing should that be an option Council wish to pursue.
- 1.5. Officers have sought initial advice from the Chief Executive of the West Sussex Association of Local Councils in relation to public borrowing options. Should that be an option that Council wishes to pursue a robust and specific public consultation will be required, particularly as this could impact upon the Precept and early engagement is recommended.

- 1.6. By involving the local community and stakeholders at the earliest opportunity a greater understanding of local requirements and different options for funding can be gained and used to develop and deliver a facility that benefits a wide range of end-users.
- 1.7. An initial scoping exercise by BAQUS has indicated that to deliver a Community Centre of approximately 400m² would cost in the region of £2.5million, including professional fees, although this would depend significantly on how much preparation was required to the actual site. By comparison, Southfields Jubilee Centre is approximately 335m² and K2 332m².

2. Recommendations

2.1. Council is recommended to:

1. Note the Urgent Action, Appendix A, to commission consultants to undertake the feasibility work for the North Littlehampton Community Centre Project.
2. Agree that the remaining £10,000 revenue budget for 2023 to 2024 along with £10,000 in earmarked reserves allocated to support revenue costs for the new community centre be repurposed to support and deliver the ongoing feasibility and community engagement exercise to inform design and cost options and a request for public borrowing should that be an option Council wish to pursue.
3. Otherwise note the report.

3. Financial Implications

- 3.1. There is £20,000 in the 2023 to 2024 revenue budget and £54,969 in earmarked reserves allocated to support revenue costs for the new community centre. £10,000 of the revenue budget has been committed for the feasibility and community engagement work to be undertaken by BAQUS, as set out in the Urgent Action, Appendix A.
- 3.2. There is £336,474 of Converted Capital Receipt in earmarked Reserves. There is £261,545 Capital Receipt in earmarked reserves.

Laura Chrysostomou

Town Clerk

Standing Order 36 – Urgent Action

Standing Order 36 states that **“Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17”** – which provide for calling extraordinary meetings of Council or Committees – **or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.”**

When completing the checklist below, the following issues must be borne in mind:

- Standing orders and financial regulations remain in force and must be complied with.
- In the absence of the Town Clerk, the Deputy Town Clerk or the Assistant Town Clerk shall progress urgent actions. No other officers may commence or undertake an urgent decision procedure.

1	What decision is required?	<ol style="list-style-type: none"> 1. Waive standing orders and appoint BAQUS Construction & Property Consultancy to carry out a feasibility study, community engagement and review the design for the project to deliver a community centre as part of the North Littlehampton Approved Development planning application LU/47/11. 2. To repurpose part of the revenue budget that was allocated to support revenue costs for the new community centre and use it to cover the costs of the feasibility study.
2	Why is this decision urgent? <ul style="list-style-type: none"> • Why should it not wait until the next programmed meeting of council or committee? • Why should it not wait until an extraordinary meeting of council or committee is called? 	<p>The trigger for the submission of the community centre planning application has been passed and an extension to allow this work to be completed has been informally agreed until March 2024 latest.</p> <p>Resolution of Extraordinary Full Council 21 August 2023, Minute 38.1. that feasibility work would be undertaken by the Sub-Committee to inform the business case and the resources needed to deliver the Centre, incorporating any public borrowing, with a view to making recommendations on the way forward to Full Council on 23 November 2023.</p>
3a	What are the financial implications?	Estimated costs £5K to 10K maximum

3b	Has a budget been approved?	No. See 3c below.
3c	Which budget are you recommending the expenditure to come from? Please check that sufficient funds are available.	£20,000 Revenue Budget in 2023 to 2024 for the purpose of earmarking to support revenue costs when building first opens. Earmarked Reserve for the Community Centre has a current balance of £54,000
3d	Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision	N/A
3e	If any of the following apply: 1. A supplementary estimate 2. The use of earmarked reserves 3. Expenditure over £500* Approval of the Responsible Financial Officer is required. In the absence of the Responsible Financial Officer the town clerk is the deputy Responsible Financial Officer. *For this point only, in the absence of the Responsible Financial Officer and Town Clerk, the Assistant Town Clerk can give approval.	(3) applies
4	Is the decision consistent with Council policies?	Yes
5a 5b 5c	Committee decisions only Is this decision a matter delegated solely to one Committee? If not, which other Committees have been or will be consulted? Was this, or will this be through the urgent action procedure? Please detail	No, Full Council. Mayor as Chair of Council and Chair of the Community Centres Sub-Committee consulted and Chair of P&F.
6	Has the matter been discussed with agreed consultees – ward councillors, other local authorities etc? If not, is the matter so urgent that this is impractical? If so, why?	N/A.
7	What alternative options have been considered – both practical and financial?	BAQUS are known to LTC as they have been working on the K2 project in capacity as Employers Agent, have all the in-house expertise and can

		complete the work within the limited timeframe.
8	Has the procurement strategy been followed, where expenditure is involved?	For the reasons explained in (7) above, this decision aims to deliver value for money and has therefore not been tendered in accordance with Financial Regulation 15.8
9	Briefly outline any implications relating to: <ul style="list-style-type: none"> • Crime and disorder • Disability discrimination • Human rights act • Freedom of information • Data protection • Environmental impact 	None.
10	Have appropriate risk assessments been undertaken?	N/A.
11	Date of consultation with Mayor as Chair of Council and CC Sub Committee and Chair of P&F	11 & 14 September 2023
12	Signatures of Mayor & and Chair of P&F	18 September 2023
13	Date of decision	14 September 2023
14	Signature of Town Clerk	14 September 2023
15	Signature of Responsible Financial Officer – if required under 3e	14 September 2023
16	Date reported to Council or Committee	P&P 2 October & Full Council 12 October 2023