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Town Clerk – Laura Chrysostomou

8 November 2023

In accordance with Standing Order 17c of the Town Council's Standing Orders, notice is hereby given that there will be a meeting of the:

Community Centre Sub-Committee

Venue: The Fleming Room, Manor House, Church Street, Littlehampton
BN17 5EW

Date: 14 November 2023

Time: 4 pm

Committee:

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

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. Apologies**

4. Declarations of interest

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and or prejudicial interests that they may have in relation to items on this Agenda. You should declare your interest by stating:

- a. the item you have the interest in
- b. whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- c.
 - i. whether it is a personal interest and the nature of the interest
 - ii. whether it is also a prejudicial interest
 - iii. If it is a prejudicial interest, whether you will be exercising your right to speak under Public Forum

It is recorded in the register of interests that Councillors Blanchard-Cooper, Long, May, Tandy and Wiltshire are Members of Arun District Council.

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

5. Chair's Report and Urgent Items

6. Minutes

To confirm the Minutes of the meeting held on 21 August 2023, circulated herewith, pages 3 to 6. In accordance with the Town Councils' 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. 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.

8. 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. This item is a confidential report 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.

9. North Littlehampton Community Centre Design Review

To receive a confidential report, circulated to Members of the Sub-Committee only, and an update from the Town Council's consultants. To follow.

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