

**Non-Exempt Minutes of an ordinary meeting of the Town Council held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on 23 November 2023 at 6.30 pm**

**Present:**

Councillor Tandy - Chair  
Councillor Blanchard-Cooper  
Councillor Butcher  
Councillor Daws  
Councillor Lee  
Councillor May  
Councillor Northeast  
Councillor O'Neill  
Councillor Richards  
Councillor Tilbrook  
Councillor Dr Walsh KStJ\*

**2023 to 2024**

**52. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**54. Apologies**

There were apologies from Councillors Long, Wiltshire, Woodman, and Worne. It was also noted that Councillor Dr Walsh KStJ had been delayed and would join the meeting as soon as he was able.

**55. 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.

## **56. Minutes**

The Minutes of the Ordinary Meeting of the Council held on 12 October 2023, previously circulated, were confirmed as a true record and signed by the Mayor.

## **57. Town Mayor's Report and Urgent Items**

\*Councillor Dr Walsh KStJ joined the meeting at 6:33pm.

- 57.1. The Mayor reflected on the success of the Christmas Lights Switch On event and thanked everyone involved in making it such a success. The Events Team had gone above and beyond, as had the lighting contractor who had delivered an exceptional display. The Mayor and all Councillors involved with the event were delighted with how positively the event was received and congratulated all those involved.

Councillor Tilbrook declared a personal interest in the following report as a volunteer at the Windmill Cinema.

- 57.2. Members also noted that the Windmill Cinema had hired the New Millenium Chamber for screenings on the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> of December and were planning further screenings at the Manor House in January. It was reported that half of the tickets had already been sold.

## **58. Public Forum**

There were no members of the public present and one written representation.

- 58.1. Members received a written representation, copy attached to the minutes, from the Littlehampton Bonfire Society regarding the recent cancellation of their event and the implications for future bonfire events and the Society itself. This was noted and would be discussed further at the Community Resources Committee meeting on the 7 December when Members would be reviewing the Society's Service Funding Agreement with the Town Council.

## **59. Correspondence or Issues in Respect of the District or County Council**

There were none.

## **60. Reports from Committees – Non-Exempt**

### **60.1. Recommendations from Committees**

It was noted that there was one recommendation from the Policy and Finance Committee which was the subject of a separate report on the agenda.

## **60.2. Committee Minutes – Non-Exempt**

### **60.2.1. Planning and Transportation**

Council received the minutes of the of the Planning and Transportation Committee meetings held on 9 October and 6 November 2023.

Regarding minute 73., Rampion 2 offshore wind farm, Members endorsed the stance taken by the Committee regarding community support. There was a strong view that should the development happen, the Town had much to offer as a visitor destination for those interested in the wind farm with vantage points at the Look and Sea viewing tower and boat trips as potential opportunities. Members highlighted the importance of emphasising these points with the developer and seeking sponsorship should the plans be approved.

### **60.2.2. Community Resources**

Council received the minutes of the of the Community Resources Committee meeting held on 19 October 2023, with no matters arising.

### **60.2.3. Policy and Finance**

Council received the minutes of the of the Policy and Finance Committee meeting held on 23 October 2023.


Regarding minute 28.1, the Town Centre, the lack of sufficient fully accessible toilet facilities was raised. It was observed that this was a necessary step if the Town wished to be seen as a place that was open to everyone. Acknowledging that a Changing Places facility was planned as part of the seafront regeneration, Members also wished to see the same provision introduced in the Town Centre. This was noted for progression through the Town Centre Action Group.

Regarding minute 28.3, Debtors, it was noted that an update would be given at the next Policy and Finance Committee meeting.

## **61. Officers Reports**

### **61.1. Town Council Business Plan 2023 to 2027**

61.1.1. Council had before it a report, previously circulated, which set out the Town Council's Business Plan for the next four years including an Action Plan for achieving the goals. The Town Clerk explained that the Plan had been drafted following consultation with Members, the Senior Management Team and each Committee. The Policy and Finance Committee had reviewed the final draft and having suggested a strengthening of the wording around the strategic objective of partnership working, the final draft was recommended to Full Council for approval.



61.1.2. Members proceeded to review the Plan and it was noted that costs would become more clearly defined as work progressed and budgets were agreed. The Plan would be reviewed annually by Council and each Committee would receive periodic updates throughout the meeting cycle enabling them to monitor progress. It was also observed that the Business Plan was a living document, which would evolve as projects progressed and opportunities came forward particularly in relation to funding and partnership working.

**It was therefore resolved that:**

The Town Council Business Plan for 2023 to 2027 be approved.

**61.2. Rampion 2 Offshore Wind Farm**

Council received a copy, previously circulated, of the Town Council's initial response to the pre-examination phase of the public consultation on the Wind Farm proposals. It was noted that the proposals were at the very beginning of the application process and the response aimed to ensure that the Town Council had formally registered its interest in the consultation process. The Planning and Transportation Committee would continue to monitor the application as it progressed including the completion by the District Council of the local impact assessment which was expected to be published in the new year.

**It was resolved that:**

The update be noted.

**61.3. Committee Meeting Dates 2024**

Council had before them a report, previously circulated, which proposed some changes to the previously agreed Calendar of meetings. The Town Clerk explained that with many Councillors being Members of both Town and District Council, officers had reviewed the Committee meeting dates in conjunction with the known meeting dates set by the District Council. This had highlighted a need to change the date of the January Full Council meeting which clashed with a significant meeting at the District Council and was particularly important as the precept for 2024 to 2025 had to be set at this meeting. The other changes were minor and working groups would be able to review their meeting dates once the calendar was approved. It was noted that officers were liaising with the District Council regarding calendars and members were encouraged to let the Town Clerk know of any potential clashes as soon as they became aware of them.

**It was resolved that:**

The revised calendar of meetings for 2024 be approved.



The meeting date for the Allotments Working Group in May be reviewed at their next meeting in January 2024

## **62. Reports of Representatives on Outside Bodies**

- 62.1. On behalf of the Bonfire Society, Councillor Blanchard-Cooper reported that following the cancellation of this year's event, it was more important than ever that support for the Society continued. He highlighted the availability of gifts on the Society's website and, suggesting they would make excellent Christmas gifts, encouraged people to continue to support their fund-raising efforts.

## **63. 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.

Council adjourned at 6.58pm.

### **Summary of Confidential Matters Discussed in Exempt Business**

Council reconvened at 7pm.

## **64. North Littlehampton Community Centre**

Council received an update from the Town Clerk regarding the recent site visit and meeting of the Community Centres Sub-Committee. Initial findings from the feasibility work and the ongoing community engagement had identified the need for further detailed work including more specialised advice in certain areas. The deadline for this work was 30<sup>th</sup> November and it was expected that the Sub Committee would need to reconvene to consider the next steps. In the meantime, it was noted that a meeting of the North Littlehampton Advisory Group had been called and would be held on 5 December 2023. The Town Clerk would therefore be arranging a briefing for Town Councillors which sat on the Group to bring them up to date.

### **Council resolved to:**

Note the update and endorse the continuation of the feasibility work.

The meeting closed at 7.11 pm.