



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: lrc@littlehampton-tc.gov.uk

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk

Town Clerk – Laura Chrysostomou

23 January 2024

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: 29 January 2024

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. 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, 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.

5. Non-Exempt Minutes

To confirm the Non-Exempt Minutes of the meeting held on 23 November 2023, circulated herewith, pages 6 to 10. 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.

6. Town Mayor Report and Urgent Items

7. Public Forum

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this 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. Correspondence or Issues in Respect of the District or County Council

9. Reports from Committees – Non-Exempt

9.1. Recommendations from Committees

There are none.

9.2. Committee Minutes – Non-Exempt

9.2.1. Planning and Transportation

To receive the Minutes of the meeting held on 4 December 2023, circulated herewith, pages 11 to 17, at which the following items were discussed.

92.1. Littlehampton Seafront Regeneration Planning Application LU/246/23/PL

92.3. Arun Local Plan Development Plan and Policies Reviews

- 94.1. Planning Applications, Lists 45, 46, 47 and 48
- 94.2. Review of Planning Local Validation Requirements Lists
- 94.3. Pre-application Consultation on East Street Telecom Installation
- 96.1. Committee Draft Budgets 2024 to 2025, 2025 to 2026 and 2026 to 2027

9.2.2. Planning and Transportation

To receive the Minutes of the meeting held on 9 January 2024, circulated herewith, pages 18 to 27, at which the following items were discussed.

- 104.1. "School Street" Drop In Session at River Beach Primary School
- 104.2. Parish Training Session: Updates to the National Planning Policy Framework
- 105.2. Land North of Littlehampton Academy Littlehampton, Planning Application LU/299/22/PL, and the loss of trees on the verge of the Fitzalan Link Road
- 106.1. Licence Consultation 119120
- 107.1. Planning Application LU/305/23/PL Antonia Court, Terminus Road, Littlehampton
- 107.2. Planning Applications, Lists 49, 50, 51 and 52
- 107.3. Arun Local Plan - Gypsy and Traveller Development Plan
- 107.4. Arun Local Plan – Design Guide, Supplementary Planning Documents
- 108. Rampion 2 Wind Farm – Draft Examination Timetable
- 110. Masterplan, North Littlehampton

9.2.3. Community Resources

To receive the Minutes of the meeting held on 7 December 2023, circulated herewith, pages 28 to 38, at which the following items were discussed.

- 40. Sports Forum
- 41.1. Arun Youth Projects Annual Report and Presentation
- 41.2. Events Periodic Report and Town Council Events Programme 2024 to 2025
- 41.3. Service Funding Agreements Annual Review
- 41.4. Grant Aid Review
- 41.5. Museum Periodic Report
- 41.6. Hire Terms and Conditions Review and Fee Charge Proposals 2024-2025
- 42.1. Committee Budget Monitor
- 42.2. Committee Budget Proposals 2024 to 2025 and Projections for 2025 to 2026 and 2026 to 2027

9.2.4. Property and Personnel

To receive the Minutes of the meeting held on 12 December 2023, circulated herewith, pages 39 to 43, at which the following items were discussed.

- 18.1. Absence Monitoring Report
- 18.2. Manor House Venue Hire Terms and Conditions Review and Fee Charge Proposals 2024-2025
- 18.3. Upgrade to web content management system
- 19.1. Committee Budget Monitor
- 19.2. Committee Budget Proposals 2024 to 2025 and Projections for 2025 to 2026 and 2026 to 2027

9.2.5. Policy and Finance

To receive the Minutes of the meeting held on 18 December 2023, circulated herewith, pages 44 to 53, at which the following items were discussed.

- 39.1. Town Centre Strategy and Action Plan Update
- 39.2. Town Centre Events Periodic Report and 2024 to 2025 Programme
- 39.2.4. Christmas Market
- 39.3. Proposals to improve support for businesses in reducing business crime and anti-social behaviour
- 39.4. Members' Allowances Scheme Review
- 40.1. Debtors Review Update
- 40.2. Committee Budget Monitor
- 40.3. Committee Draft Budgets 2024 to 2025, 2025 to 2026 and 2026 to 2027
- 40.4. Capital Programme Draft Funding 2024 to 2025, and projected funding 2025 to 2026 and 2026 to 2027
- 40.5. Full Council Draft Budget 2024 to 2025, and projected funding 2025 to 2026 and 2026 to 2027

9.2.6. Community Centres Sub-Committee

To receive the Minutes of the meeting held on 14 November 2023, circulated herewith, pages 54 to 55, at which the following items were discussed.

- 19. North Littlehampton Community Centre Design Review

10. Officer's Reports

11. Finance

11.1. Capital Programme Draft Funding 2024 to 2025

Report attached, pages 56 to 58.

11.2. Full Council Budget Proposals 2024 to 2025, 2025 to 2026 and 2026 to 2027.

Report attached, pages 59 to 68.

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. 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.

14. Exempt Minutes

14.1. Town Council

To confirm the Exempt Minutes of the meeting held on 23 November 2023, circulated to Members of the Council only. 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.

14.2. Community Centres Sub Committee

To receive the Exempt Minutes of the meeting held on 14 November 2023, circulated to Members of the Council only.

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 2nd, 3rd, and 4th 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 30th 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.

Minutes of a meeting of the Planning and Transportation Committee held in The Fleming Room, The Manor House, Church Street, Littlehampton BN17 5EW on 4 December 2023 at 6.30 pm

Present:

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

2023 to 2024

87. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

89. Apologies

There were apologies from Councillor Woodman and Councillor Blanchard-Cooper attended as her substitute.

90. 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 the following declarations made.

Councillor Blanchard-Cooper declared a prejudicial interest in planning application LU/278/23/HH as the applicant was a close personal friend. He confirmed that he would leave the meeting when the Committee came to consider this matter.

He also declared a personal interest across the agenda in Planning Applications, and other District Council matters, as a Member of Arun District

Council's Planning Committee. He confirmed that when considering the planning applications for Littlehampton, he would do so without predetermination, taking into account the papers that were before him at that meeting.

Councillor Long also declared a personal interest across the agenda in Planning Applications, and other District Council matters, as she would be substituting on Arun District Council's Planning Committee on 13 December 2023. She therefore confirmed that when considering the planning applications for Littlehampton, she would do so without predetermination, taking into account the papers that were before her at that meeting.

91. Minutes

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

92. Chair's Report and Urgent Items

There were three urgent items.

92.1. Littlehampton Seafront Regeneration Planning Application LU/246/23/PL

It was noted that the application would be considered by Arun District Council's Planning Committee on 13 December 2023.

92.2. Arun Local Plan Review

The Assistant Town Clerk reported that the District Council was holding a stakeholder workshop on 5 December 2023 to launch the Local Plan Review. A Direction of Travel document had been issued setting out the District Council's priorities for the review and this event would be followed by an online workshop in January 2024.

92.3. Arun Local Plan Development Plan and Policies Reviews

It was noted that the District Council had begun reviews of many of their design guide policies. This was aligned to the overall review of the Local Plan that had been previously noted. The first of these had been received and related to new guidance on design standards for cycling infrastructure and the requirements for highway and junction design. This would be circulated to the Committee separately and placed on the agenda for consideration at the January meeting.

It was resolved that:

The updates be noted.

93. Public Forum

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

94. Planning and other Arun District Council Matters

94.1. Planning Applications, Lists 45, 46, 47 and 48

94.1.1 Regarding Planning Application LU/289/23/A, The Six Bells Inn, Lyminster Road, Wick. Councillors Tandy and Blanchard-Cooper wished to have it recorded in the minutes that they supported these proposals.

It was resolved that:

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

94.2. Review of Planning Local Validation Requirements Lists

The Committee received notification that the District Council was reviewing the minimum requirements for planning applications to be accepted as valid. The review was subject to a consultation which sought feedback on the Validation Requirements List. The following observations were noted from the ensuing discussion.

Members believed that the descriptions attributed to planning applications should be limited to factual material. They also believed that many applications lacked adequate detail which had made commenting difficult and considered that plans should be held to a higher standard of quality and include a photo of the site where work was to take place or at the very least a link to a Google Streetview image. It was felt that this would help add much needed context to applications.

Members were also pleased to see that the requirements list had referred to biodiversity net gain statements, which was viewed as a positive move and a beneficial addition to the local planning requirements.

It was resolved that:

The Committee's comments as set out in Minute 94.2 above be forwarded to the District Council.

94.3. Pre-application Consultation on East Street Telecom Installation

Members had before them a pre-application consultation from Clarke Telecom for a telecom installation on East Street. Members highlighted that this was a pre-existing installation, and that this work would be improving the already existing infrastructure. Members had no objection to the proposals, however,

observing that the area had been identified as a Housing Site in the Littlehampton Neighbourhood Plan (Policy 4), Members wished to ensure that this information was highlighted to the Telecoms Company, as well as the importance of this infrastructure being highlighted to any future developer.

It was resolved that:

The Committee's comments as set out in Minute 94.3 above be forwarded to the applicant.

95. Transportation and other West Sussex County Council Matters

There were none.

96. Finance

96.1. Planning and Transportation Committee - Draft Budgets 2024 to 2025, 2025 to 2026 and 2026 to 2027

The Committee received a report, previously circulated, which set out the draft Planning and Transportation Committee Budget for the three years covering 2024 to 2027 as well as the Earmarked Reserves that related to this Committee. The Assistant Town Clerk explained that the Committee budget had been set at £1,000 to allow for any initiatives that might come forward. It was noted that any unspent monies would be added to the Neighbourhood Plan Earmarked Reserve to support a review in the future. Acknowledging that the District Council's Local Plan review could lead to a review of the Neighbourhood Plan, this was considered prudent. It was also noted that the Bus Earmarked Reserve was held with the long-term objective of a community transport initiative especially with the growth of development in North Littlehampton.

It was Resolved that:

1. The draft Committee budget for 2024 to 2025 and the projected budgets for 2025 to 2026 and 2026 to 2027 be recommended to the Policy and Finance Committee.
2. The Committee's Earmarked Reserve position be noted.

97. Masterplan, North Littlehampton

It was noted that a meeting of the North Littlehampton Advisory Group would be held on the 5 December 2023.

98. Exempt Business

There was none.

The meeting closed at 7:46pm.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 4 December 2023 Representation on Lists 45, 46 and 47

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|---------------|------------|-----------------|---------------|---|---|---|
| 45 | Beach | BW | LU/266/23/PL | Replacement of fenestration. (This application may affect the character and appearance of the Littlehampton Sea Front Conservation Area). | Westfield Court Flat 35 Norfolk Road Littlehampton BN17 5AQ | No Objection. |
| 46 | River | JD | LU/242/23/PL | Bedroom window changed from wooden to UVPC. Change wooden lounge window to UVPC patio doors. | St Catherines Court, Flat 15 Irvine Road Littlehampton BN17 5HP | No Objection. |
| 46 | Wickbourne | DR | LU/268/23/PL | Demolition of existing outbuilding and erection of 1 No 2 Storey, 3 Bedroom dwelling in the garden of existing semi-detached with a new vehicular access to 100 Clun Road. This application is in CIL Zone 4 and is CIL liable as a new dwelling. | 100 Clun Road Littlehampton BN17 7EB | No Objection. |
| 46 | Brookfield | JL | LU/276/23/CLP | Lawful development certificate for a proposed dormer roof extension adjoining rear and side facing room slopes with 2 No. front facing roof windows. | Arun House 49 Horsham Road Littlehampton | Objection – On the grounds that it is an overdevelopment of the site that would result in an adverse impact on the residential amenity of the occupants. |
| 47 | River | JD | LU/256/23/PL | Change from room associated with residential use to self-contained flat with its own access (resubmission following LU/44/23/PL). This application is in CIL Zone 4 (Zero Rated) as flat. | 36 Beach Road Littlehampton BN17 5HT | Objection – On the grounds that it is an overdevelopment of the site that would result in an adverse impact on the residential amenity of the occupants. Observing that the area also fell short of the minimum space |

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 4 December 2023 Representation on Lists 45, 46 and 47

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|---------------|------------|-----------------|--------------|-------------------------------|---|---|
| | | | | | | standards, the proposal was also considered contrary to the Arun Local Plan Policy D DM2. |
| 47 | Brookfield | JL | LU/278/23/HH | Single storey rear extension. | 19 Davits Drive Littlehampton BN17 6RU | No Objection. |

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 4 December 2023 Planning Applications on List 48

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|---------------|---------------------------|-----------------|---------------|---|---|---|
| 48 | Courtwick with Toddington | DR | LU/281/23/HH | Double storey side extension. | 53 Linnet Close Littlehampton BN17 7GW | Objection – Observing that the application lacked an arboricultural assessment and a biodiversity net gain statement, which is contrary to the National Planning Policy Planning Framework, the Committee object to the planning application on the grounds that the loss of two mature trees would create an adverse impact on biodiversity and the residential amenity in the area. |
| 48 | Courtwick with Toddington | DR | LU/289/23/A | Installation of 2 No. externally illuminated projecting sign, 2 No. externally illuminated fascia signs, 2 No. poster cases, 2 No. amenity boards and 1 No. freestanding sign. (This application may affect the setting of a listed building) | The Six Bells Inn Lyminster Road Wick Littlehampton | Objection – On the grounds that the signage and lighting would be visually dominating and impact the character of the listed building. |
| 48 | Wickbourne | DR | LU/286/23/CLP | Lawful development certificate for a proposed hip to gable roof extension, loft conversion and construction of a rear dormer. | 10 Clun Road Littlehampton | 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 9 January 2024 at 6.30 pm.

Present:

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

2023 to 2024

99. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

101. Apologies

There were apologies from Councillor Woodman who was unwell.

102. 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 at this point.

103. Minutes

The Minutes of the meeting held on 4 December 2023 were confirmed as a true record and signed by the Chair.

104. Chair's Report and Urgent Items

104.1. "School Street" Drop In Session at River Beach Primary School

The County Council's Schools Streets Team had notified the Town Council that a drop-in session was planned at River Beach School. This aimed to promote the introduction of the School Street initiative and would be held between 4pm and 6.30pm on Wednesday 10 January 2024. It was hoped that this would ease congestion at drop off and pick up times. The session would be open to the wider community, provide a chance to see the proposal and ask questions. The Town Council would also share the information on its social media.

104.2. Parish Training Session: Updates to the National Planning Policy Framework

The Assistant Town Clerk reminded Members that this session was being hosted by Angmering Parish Council on Wednesday 24 January 2024 from 7 to 9pm. It was noted that the session would also include information about the Levelling Up and Regeneration Act and provide an opportunity for Members to expand their knowledge on these topics. Members were requested to contact to the Assistant Town Clerk if they were able to attend.

It was resolved that:

The updates be noted.

105. Public Forum

There were eight members of the public present, and the following representations were made.

105.1. Rampion 2 Wind Farm

The Committee received a written representation, previously circulated, from Protect Coastal Sussex who wished to share their concerns regarding Rampion 2. This included two detailed reports outlining their thoughts on the proposals including the potential impact of the development on local communities and the seascape. The contents were duly noted.

105.2. Land North of Littlehampton Academy Littlehampton, Planning Application LU/299/22/PL, and the loss of trees on the verge of the Fitzalan Link Road

The Committee heard representations from a number of residents who were very concerned about the recent activity at the development site and also along this stretch of the Fitzalan Link Road.

105.2.1. Firstly, following the replanting of a number of trees on the verge of the Fitzalan Link Road, residents expressed concerns about the future maintenance arrangements for the newly planted trees. Observing that this section of the highway was due to be adopted by the local Highways Authority, West Sussex County Council, residents sought the assistance of the Town Council in obtaining assurances that a maintenance plan was in place to maintain the trees in the future.

105.2.2. Turning to the development of the land north of the Academy, residents raised concerns about the addition of hoarding around the site restricting access to the green space. In the absence of a decision notice and construction site management plan, there was considerable concern that the remaining green space was vulnerable. Residents therefore wanted assurances that the remaining green space at the site would be accessible in perpetuity. This had led to additional concerns being raised about the development itself and confusion over how it might progress. These ranged from how the builders would access and be accommodated on the site, particularly the parking arrangements, destruction of the ecology, to the capacity of the pumping station and whether it could cope with the additional housing. The overall consensus of those present in the gallery was that these questions needed to be answered and that a formal means of communication with the existing residents surrounding the site, especially those in Oakcroft Gardens, was needed. Regarding the latter point, it was reported that residents had been recommended to make representations to the Town Council on these matters and its help sought to raise residents' concerns with the developer and appropriate authorities to get answers.

The Committee sympathised with residents and recognising the level of concern and need for clarity agreed to take this forward with the appropriate authorities. It was also recommended that residents share their concerns regarding the pumping station arrangements directly with Southern Water.

It was therefore Resolved that:

A letter be sent to West Sussex County Council, Arun District Council, Southern Water and the developer seeking intervention and engagement on the issues raised.

105.3. Planning Application LU/305/23/PL Antonia Court, Terminus Road, Littlehampton.

The Committee then heard from the Agent acting on behalf the applicant who spoke in support of this application. She proceeded deliver an overview of the proposal and explained that by extending the existing flats upwards two additional floors a further nine flats would be provided. Following consultation with both the Local Planning Authority and various specialists, the development aimed to deliver a smarter and visually interesting design by the

current mansard roof would be removed to make way for the additional floors and a “Green Roof” added. This latter element alongside solar panels aimed to meet the net biodiversity gain requirement that all planning applications in the district had to demonstrate. The additional floors would be accessible via a lift and the flats whilst small, all met the minimum space standards. Although higher than most other nearby buildings the design was thought to add to the existing varied street scene. Being opposite the railway station and with bus stops nearby it was thought the development would attract a diverse range of occupants who were less reliant on cars. Therefore, no additional parking provision was proposed as the location was considered sustainable. It was confirmed that if approved, the applicant would engage with existing residents and keep them informed of progress. The Agent was later joined by the architect who confirmed that lifts were not included in the plans.

The Chair thanked the Agent for her representation which was noted.

106. Standing Orders/Urgent Action

106.1. Licence Consultation 119120

Notice of this licence application had been previously circulated to Members. This contained proposals to renew the existing licence for tables and chairs at the Corn Store on the High Street. The timeframe for the consultation was such that it was too late for the January Committee and following the comments received, no objection was raised provided that adequate provisions for accessibility were made. 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.

107. Planning and other Arun District Council Matters

107.1. Planning Application LU/305/23/PL Antonia Court, Terminus Road, Littlehampton.

The Committee proceeded to consider this application in more detail taking into consideration the representation made during the public forum session and comments on the planning portal. Discussion focussed on the residential amenity and there were concerns that additional parking provision was not included. Members felt that even though the area was classed as a sustainable location it was unrealistic to expect that residents would not have cars. This was considered to detract from the amenity of the development as did the proposal that the existing bin store would be sufficient to meet the needs of the additional occupants.

Members were also disappointed that the plans did not include lifts. Again, this was considered essential if the development were to attract the range of occupants that was envisaged.

The Committee therefore resolved to:

Object to the application on the grounds that it was an overdevelopment of the site that would reduce residential amenity and lacked parking provision.

107.2. Planning Applications, Lists 49, 50, 51 and 52

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

Councillors Tandy and Long redeclared their interests in the following matters as members of Arun District Council's Planning Policy Committee.

107.3. Arun Local Plan - Gypsy and Traveller Development Plan

Members received a report, previously circulated, regarding Arun District Council's Gypsy and Traveller Development Plan and had no further comments regarding the Plan.

It was resolved that:

The report and update be noted.

107.4. Arun Local Plan – Design Guide, Supplementary Planning Documents

Members had before them a report, previously circulated, which set out proposed changes to the Design Guide relating to standards for cycling infrastructure highways and junction design. Members had no further comments on the proposed changes.

It was resolved that:

The report and update be noted.

108. Rampion 2 Wind Farm – Draft Examination Timetable

Members received a report, previously circulated, which set out the Draft Examination Timetable and details of the preliminary hearings on the examination proposals. Members had no comments on this aspect of the process and in noting this also considered that it was appropriate for a standing item to be added to the Committee agenda to formally monitor progress with the application. The next step for the Town Council would be to review the District Council's Local Impact Assessment, publication of which was imminent. In this respect Officers would evaluate the Assessment

alongside the Town Council's current stance and report the findings to the Committee for review.

It was resolved that:

1. The report and update be noted.
2. Rampion 2 be made a standing item on future Committee agendas.

109. Transportation and other West Sussex County Council Matters

There were none.

110. Masterplan, North Littlehampton

The Assistant Town Clerk Informed Members that the North Littlehampton Advisory Group met in December. It was noted that the Holly Drive allotment planning application had been approved.

It was resolved that:

The update be noted.

111. Exempt Business

There was none.

The meeting closed at 8:15pm.

Chair

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 9 January 2024 Representation on Lists 49, 50 and 51

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|---------------|------------|-----------------|---------------|--|---|--|
| 49 | River | JD | LU/294/23/PD | Prior approval under Schedule 2, Part 3, Class G for a change of use of upper floors from retail to 2 No flats. | 73 High Street Littlehampton BN17 | No Objection. |
| 49 | Wickbourne | DR | LU/295/23/CLP | Lawful development certificate for a proposed rear dormer and hip to gable extension and erection of front porch. | 57 Grand Avenue Littlehampton | No Objection. |
| 49 | Wick | DR | LU/284/23/HH | Proposed porch extension to front, alterations to fenestration and 1 No. addition of rooflight. | 3 Blakehurst Way Littlehampton BN17 6HA | No Objection. |
| 50 | Brookfield | JL | LU/273/23/HH | Replacement of conservatory to rear (part retrospective). | 46 Thorncroft Road Littlehampton BN17 6DD | No Objection. |
| 50 | River | JD | LU/305/23/PL | Erection of an upward extension to the existing three storey residential building to provide two additional floors comprising 9 No flats along with associated external alterations to the existing building. This application may affect the setting of listed buildings, may affect the Littlehampton River Road Conservation Area and is in CIL Zone 4 (Zero Rated) as flats. | Antonia Court Terminus Road Littlehampton BN17 5BS | Objection - on the grounds that it was an overdevelopment of the site that would reduce residential amenity and lacked parking provision. |
| 50 | River | JD | LU/285/23/PL | Erect a two storey side and front extension. | 2 Queen Street Littlehampton BN17 6EP | Objection - on the grounds that it is an overdevelopment of the site in an area which already struggles with a concentration of HMOs as well as parking. It was also considered to be obstructing light from neighbouring properties which would have an |

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 9 January 2024 Representation on Lists 49, 50 and 51

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|---------------|---------------------------|-----------------|---------------|--|--|--|
| | | | | | | adverse impact on residential amenity. |
| 50 | Courtwick with Toddington | DR | LU/296/23/HH | Resubmission of LU/194/23/HH with reduction in height to maximum allowance allowable as permitted development and replacement of window to a door to the west. | 10 Sandfield Avenue Littlehampton BN17 7LL | No Objection. |
| 50 | Wick | DR | LU/288/23/CLP | Lawful development certificate for a proposed replacement garage in the same location. | 3 Blakehurst Way Littlehampton | No Objection - Whilst the Committee had no objection to the proposals in principle, it was suggested that if the local planning authority were minded to approve the plans, consideration should be given to including a condition that the development cannot be used for commercial purposes in keeping with area. |
| 51 | River | JD | LU/298/23/CLP | Lawful development certificate for a proposed rear / side driveway. | 41 The Cottage Gloucester Road Littlehampton | Objection - on the grounds that it would adversely affect highway safety and would result in a loss of necessary on street parking provision. |

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 9 January 2024
Representation on Lists 49, 50 and 51

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|----------------------|---------------------------|------------------------|---------------------|---|----------------------------------|--|
| 51 | Courtwick with Toddington | DR | LU/275/23/HH | Readvertisement due to Amended location plan and ownership certificate. Installation of a dropped kerb. | 5 Sandfield Avenue Littlehampton | Objection - on the grounds that they fail to meet West Sussex County Council vehicle crossover licence requirements. |

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 9 January 2024 Planning Applications on List 52/1

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|---------------|------------|-----------------|--------------|--|--|---|
| 52 | River | Daws | LU/311/23/PL | Change the use of first and second floors (internal alterations only) from business to 2 No residential flats. This application may affect the setting of listed buildings and is in CIL Zone 4 (Zero Rated) as flats. | 69A High Street Littlehampton BN17 5EJ | No Objection. |
| 52 | River | Daws | LU/312/23/L | Listed building consent for the change the use of first and second floors (internal alterations only) from business to 2 No residential flats. | 69A High Street Littlehampton BN17 5EJ | No Objection - subject to the comments of the Conservation Area Officer |
| 52 | Wickbourne | Tandy | LU/300/23/PL | Construction of extension to industrial unit. This application is in CIL Zone 4 (Zero Rated) as other development. | Land at 1 Fort Road Littlehampton BN17 7QU | Support. |
| 52 | Wickbourne | Tandy | LU/303/23/HH | First floor extension over existing ground floor extension and replacement of rear window to door. | 10 Clun Road BN17 7DY | No Objection. |

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 December 2023 at 6.30pm

Present:

Councillor Lee – Chair
Councillor Blanchard-Cooper
Councillor Daws
Councillor Long
Councillor May
Councillor O'Neill
Councillor Wiltshire

In attendance:

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

2023 to 2024

33. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

35. Apologies

There were no apologies.

36. 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 the following additional declarations were recorded.

Councillor Blanchard-Cooper declared a personal and prejudicial interest in the Annual Service Funding Agreement Review as he had close family ties with the Bonfire Society and confirmed that he would leave the meeting if there was any discussion on this item. He also declared a personal interest in the Museum Periodic Report, as he had donated the brass plaques proposed for acquisition.

37. Minutes

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

38. Chair's Report and Urgent Items

Councillor Lee wished to pay his respects to the British poet, the late Benjamin Zephaniah who had passed away the same day. The Committee paused for a moments reflection and a poem was read out.

39. Public Forum

There were seven members of the public present.

39.1. There were two written representations. The Assistant Town Clerk read out the submissions which related to the Grant Aid Review.

39.1.1. The first was from a resident who asked:

“Having read the papers for this meeting with regards to Grant Aid Review, I object wholeheartedly to this evening’s proposal.

It is not clear what the system would be, in fact it is no clearer than a glass of cloudy lemonade. I do not understand the process or the tiers. It seems very long winded and certainly needs further explanation and clarification. It should go back to the working party to simplify it and make it much more understandable. Thursday’s meeting of CRC should return the issue to the working party for their next meeting. This seems to be rushed to get this done at this meeting instead of working through it properly and then presented to the full CRC. There should then be a recorded vote by the members of the committee. Approval should not take place at Thursdays meeting. It has not been thought through properly.”

In response:

The resident was thanked for their comments which were noted and would be considered by the Committee when it came to discuss the matter later in the meeting. The report setting out the proposals for the operation of the new

system included an overarching policy, details of the process and application forms for the Committee to consider. It was noted that if a proposal for a recorded vote on the matter was made and seconded it would be recorded in the minutes.

39.1.2. The second written representation was by a Trustee of the Littlehampton Miniature Railway who asked.

“I see that there is a meeting to discuss the procedure for applying for a grant. Why on earth would have to pre-register for a grant? What’s wrong with the current procedure which funny enough works so why try and fix something that is not broken? The process at present is you apply for a grant putting in the relevant information and you may be successful or successful but not for the full amount or you get rejected. I do not support your proposal to change unless you can give me good reasons for the change.”

In response:

The representative was thanked for their comments which were noted and would be considered by the Committee when it came to discuss the matter later in the meeting. The Town Council’s main Grant Scheme was always oversubscribed, and the new Council identified the review of the current criteria as a priority. The aim was to find a better and more simplified way to develop community initiatives which were more aligned to the new Council’s objectives. If agreed, the new scheme would see the application process split into two parts, pre-registration followed by an application. The intention was that once registered, only updates on a groups’ status would be needed to qualify for a grant in the future. This would allow a relationship between the Town Council and community groups to develop where the objectives of both were aligned. The Council would be supporting local community groups to navigate the new system, should the scheme be approved.

39.2. Turning to the public gallery, the Chair invited members of the public to address the Committee.

39.2.1. The Committee heard from the Secretary of the Littlehampton Bonfire Society who also passed on apologies from the Chairman of the Society who had been unable to attend the Committee meeting. Thanking the Town Council for its support in the past, she stated that the last-minute cancellation of this year’s event, had been unavoidable and that consequently they had returned this year’s grant in full. Whilst the Society had honoured the Service Funding Agreement, this had left their resources depleted as they had also been liable for costs incurred in setting up the event of at least £10,000. This severely impacted the Society’s ability to stage the annual event in the future and they really needed help going forward. Highlighting the importance of the Society as both part of the

Town's heritage and as a visitor attraction, she hoped that the tradition could continue and that the Town Council would maintain its support.

For the record, Councillor Blanchard-Cooper redeclared his personal and prejudicial interest in the Littlehampton Bonfire Society Service Funding Agreement Review but remained in the room as there was no further discussion on the matter.

The Chair thanked the Society for their representation which was noted and would be taken into consideration when the Committee came to review the Service Funding Agreement later in the meeting.

40. Sports Forum

The Committee received the notes of the meeting, previously circulated, held on 13 November 2023. Regarding the facilities at the Academy, it was noted that it was the cost of hiring their facilities that was placing them out of the reach of local clubs.

It was resolved that:

The notes of the Sports Forum meeting held on 13 November 2023 be noted.

41. Officers Reports

41.1. Arun Youth Projects Annual Report and Presentation

41.1.1 Members received a report, previously circulated, and presentation from Arun Youth Projects regarding the delivery of Youth Services in Littlehampton under the contract with the Town Council. The Chair welcomed the Service Manager Matt Pollard and a Youth Leader to the meeting, and they proceeded to update Members on the Service throughout the year.

41.1.2 Matt introduced himself and explained that he had recently taken over the role of Youth Service Manager from Emma Biffi. He outlined his experience and explained that he had been employed in different roles all focussed on supporting young people for several years and was also a volunteer at Arun Church. He shared his excitement for the completion of the K2 Centre and looked forward to seeing how this new centre could further the important work that Arun Youth Projects (AYP) were doing in the area.

41.2.3. He proceeded to explain in more detail how AYP operate in the area and outlined the targeted work they do in Littlehampton and the neighbouring parishes. This included regular youth group sessions as well as detached youth work to reach young people who did not attend organised sessions with the aim of offering support outside of the formal youth session environment. The Service was always looking at ways of adapting and with successful

lottery funding, was hoping to set up a hub in the High Street where they could connect with more young people, especially those who only engaged with the Service through detached work. They were also hoping to start utilising VR (Virtual Reality) technology in youth sessions to educate young people about the dangers and consequences of knife crime.

- 41.1.3 .The Committee then heard from a Youth Leader who shared their experience of the Service and how it had helped them. They highlighted how important it was for young people to have a space of their own, where they could be heard and understood. They explained that they had attended sessions since they were eleven years old and had progressed into Youth Leadership with Arun Youth Projects, whilst attending college and working.

Members thanked the Youth Leader for sharing their experience and remarked on how beneficial it was to have a first-hand account of the positive and important work that is being done in the area.

- 41.1.4.Matt took questions on various aspects of the Service. Commenting on the pandemic and impact of the prolonged lock downs on young people, this had been difficult and most noticeable in terms of changes in behaviour. He explained that the Service had changed by undertaking more targeted detached work and supporting their workforce as it adapted to the changing patterns of behaviour. More recently in 2022 there had been a drop in attendance at the Southfields session which was due to anti-social behaviour. Having implemented some of the techniques learnt during the pandemic and targeted intervention, attendance at this session was returning to a healthy number. The Service monitored this with the aim of keeping young people on track. The Service also aimed to attract young people of all abilities by ensuring that sessions were held in accessible venues, providing social interaction and being inclusive.

- 41.1.5. Matt continued his report by talking about the detached youth work the Service provided. Youth workers were always looking at different ways to engage with young people and this was a great way of achieving it. He explained that whilst the Service focussed its work on the areas of the parish identified as high need predominantly River, Wick, Courtwick. and Brookfield, detached work helped the Service connect with groups of young people that would not typically attend the regular sessions. Highlighting that the detached work was not limited to known areas of high activity, this could include areas where there was currently no interaction, for example Beach Ward. The Service also had a presence in the neighbouring parishes which accounted for the out of town attendance figures in the statistics.

- 41.1.5. The Chair thanked Matt and the Young Leader for attending the meeting. The Committee also wished to put on record their thanks to Emma Biffi and acknowledge her contribution to the development of the Service.

It was therefore resolved that:

1. The Mayor send a letter of thanks to Emma Biffi.
2. The Annual Report and update be noted.

41.2. Events Periodic Report and Town Council Events Programme 2024 to 2025

41.2.1. The Committee received a report, previously circulated, which contained an update on the plans for 2024 to 2025 events programme and feedback following the Remembrance Sunday event. Members proceeded to consider the update on the plans for Town Council led events for 2024 to 2025. Regarding the Easter Out and About sessions it was noted that following a site visit, Officers would be liaising with Freedom Leisure to design an activity session at the K2 Community Centre. Should this not be possible it was considered prudent that authority be delegated to the Town Clerk in consultation with the Chair of the Committee to finalise the programme for this aspect of the 2024 Easter Out and About Events. It was also noted that the Town Centre could provide an Easter event as part of the Town Centre Event Programme.

41.2.2. Discussion turned to the Armed Forces Day event, the format of which the Committee wished to review to see if it could be rationalised and delivered within the current budget of £13,500. The Committee proceeded to consider the current programme and associated costs. The Events Manager provided clarification on several points including the timetable for the Ministry of Defence grant and the air display requirements. It was observed that the latter were becoming increasingly prone to mechanical failures and weather dependant. It was noted there were very few venues where aerial displays could now be safely held, and that this aspect of the programme was a prominent feature of the event. It was proposed that reserves could be used to support the 2024 event, but most of the Committee were not comfortable with the Town Council's reserves being used in this way and instead favoured condensing the programme.

It was therefore resolved that:

1. The aerial display be removed from the Armed Forces Day Event in 2024 and the programme for the event be condensed to bring the costs within the current budget of £13,500.
2. Authority be delegated to the Town Clerk, in consultation with the Chair of the Committee, to finalise the programme for the 2024 Easter Out and About Event including alternative arrangements if it is not feasible to use K2.
3. The contents of the report be otherwise noted.

Councillor Blanchard-Cooper redeclared his personal and prejudicial interest in the following matter as he had close family ties with the Bonfire Society and left the meeting at 7.32pm.

41.3. Service Funding Agreements Annual Review

41.3.1. The Committee considered a report, previously circulated, which summarised all the Town Council's current Service Funding Agreements and gave an update on how each group was delivering their services. Having noted the updates, the Committee proceeded to formally consider a request from the Bonfire Society to retain the Service Funding Agreement and return this year's funding. This included a breakdown of their current financial position, which was shared with Members of the Committee only for information. Having assessed the information received from the Society it was evident that although the annual event was popular, the lateness of the cancellation was questionable. It was also considered that the funding was disproportionately high compared to the other Service Funding Agreements and could be better used to meet the wider needs of the community.

41.3.2. The annual parade, bonfire and fireworks were clearly very dependent on the weather, and it was acknowledged the Society had incurred some unavoidable costs. It was however also noted that the Council had limited resources, and the budget was under significant pressure. It was therefore proposed that half of this year's funding be returned to the Society and that the remaining £3,750 be added to the Town Council's Main Grant Aid budget enabling more local groups to benefit from the Scheme. It was noted that in not renewing the Service Funding Agreement, the Society would also be eligible to apply to this scheme. The proposals having been made and seconded, the Committee proceeded to a vote.

It was therefore resolved that:

1. The Littlehampton Bonfire Society receive a payment of £3,750 towards the costs of the cancelled 2023 annual event and that the current Service Funding Agreement is not renewed.
2. The remaining £3,750 from the Littlehampton Bonfire Society Service Funding Agreement for 2023 to 2024 be added to the Main Grant Aid Scheme budget for 2024 to 2025.
3. The contents of the report be otherwise noted.

Councillor Blanchard-Cooper rejoined the meeting at 7.58pm.

41.4. Grant Aid Review

41.4.1. The Committee had before it a report, previously circulated, which contained a proposal to introduce a new system for the Town Council's Annual Grant Aid Scheme. The Assistant Town Clerk explained that the proposal was based on a system of tiers of applicants and underpinned by a new Policy

setting out the Town Council's objectives and how the new system would work including the initial support that would be provided to help guide applicants through the new process, if approved. Speaking in support of the proposed new system, the Chair explained how he saw the new system evolving and how it aimed to more widely share the Town Council's grant funding throughout the community, bring more groups on board and enabling them to build a relationship with the Council. Whilst there would be more work initially in terms of establishing and publicising the new system it was thought this would lessen as time went on.

41.4.2. Councillor Blanchard-Cooper expressed his disappointment that the new scheme was coming forward now. He explained that as he had understood from the Task and Finish Group meeting that only the pre-application process would be coming forward at this time and that he did not believe the minutes to be a true record of what was agreed at the meeting. He did however feel that the scheme could work well in the longer term, but considered that there were still unanswered questions and that he had expected the Task and Finish Group to reconvene and continue its work. Under the circumstances he requested a recorded vote on whether to approve the new policy.

41.4.3. It was noted that an analysis of last year's grant application had also taken place and informed the development of the Policy. In bringing the new scheme forward it was expected that it may still need some refining and that it would be important to consider feedback on how it performed. A timetable outlining the process also showed that the Committee would receive regular reports on the how the Policy was being implemented. It was suggested rather than using named staff emails addresses, that a generic "Grants" email address be introduced as part of the application process and that it reference staff by title. This was noted and would be taken forward as part of the implementation of the Policy by officers.

41.4.3.1 The Committee proceeded to a recorded vote on whether the Policy be introduced for awarding the Town Council's Annual Grant Aid from 2024.

For:
Councillor Daws
Councillor Lee
Councillor May
Councillor O'Neill
Councillor Wiltshire

Against:
Councillor Blanchard-Cooper
Councillor Long

It was therefore resolved that:

1. The system of tiers be introduced for awarding the Town Council's Annual Grant Aid from 2024.
2. Authority be delegated to the Town Clerk in consultation with the Chair of the Committee to finalise the Grant Policy for implementation from 2024 onwards.
3. The minutes of the Grant Aid Task and Finish Group held on 8 November 2023, be noted. Councillor Blanchard-Cooper requested that it be noted in the minutes that he abstained from this decision.

41.5. Museum Periodic Report

Members received a report, previously circulated, which contained an update on the Museum, including engagement figures. In addition, the Committee was also asked to approve the acquisition of several artifacts relating to the social history of Littlehampton. It was observed that an event was planned on Friday 15 December to thank the Museum volunteers for their support and agreed that Members be invited to attend.

It was resolved that:

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

41.6. Hire Terms and Conditions Review and Fee Charge Proposals 2024-2025

41.6.1. The Committee considered a report previously circulated setting out proposals for room hire charges for the forthcoming financial year. In addition, a review of the Town Council venue hire terms and conditions had also been undertaken by Officers and the Committee was asked to approve the revisions. Regarding the latter, the Town Clerk explained that the last review was in 2019 and the main changes related to Performing Rights Society (PRS) and Phonographic Rights Licencing (PRL). As many regular hirers held these licences it was proposed that acquiring the licence became the responsibility of all hirers going forward.

41.6.2. Turning to the fees, it was noted that officers have undertaken a review and comparison of fees with neighbouring authorities and venues. This had shown that the proposed five per cent increase was comparable.

It was resolved that:

1. The revised Terms and Conditions for Venue Hire including the changes to the administration of the PRS and PRL Licences for all venues be approved.
2. The level of room hire charges be increased by five percent for 2024 to 2025.
3. Authority be delegated to the Town Clerk to apply a discount to long hours and or multiple bookings.

42. Finance

42.1. Committee Budget Monitor

Members considered a report, previously circulated, highlighting significant

variances from the budget in Income and Expenditure relating to the Community Resources Committee budget for 2023 to 2024. Regarding the allotments it was noted that the level of fee increases would be 10 percent in 2024 and 2025 and that the draft budget included a proposal to create earmarked reserves for future planned maintenance. In response to questions regarding recharges, the Town Clerk explained that these were reviewed annually and aimed to reflect the actual cost of housing and resourcing the services provided by the Town Council. Members wished to have a better understanding of how this worked, and it was agreed that an informal session with Members be arranged to do this.

It was resolved that:

The report be noted.

Councillors Daws and O'Neill left the meeting at 8.45pm

42.2. Committee Budget Proposals 2024 to 2025 and Projections for 2025 to 2026 and 2026 to 2027

42.2.1. The Committee considered a report, previously circulated, setting out proposals for this Committee's Budget for the next three years. The Town Clerk explained the budget for the Committee had been drafted based on estimated increases in costs for the coming year and projected forward to 2027. Overall, the current level of increase in the precept was higher than in previous years and this had not been helped by the slight drop in the number of households in the parish paying council tax.

42.2.2 The Committee proceeded to consider the budget proposals in more detail and taking into consideration the earlier discussions, the following were therefore noted:

- Armed Forces Day – the 2024 to 2025 budget for the event remained unchanged as the aerial display would be removed to keep the event within the proposed £13,500 budget.
- The Bonfire Society Service Funding Agreement (SFA) – giving the Society half, £3,750, of the 2023 to 2024 SFA was cost neutral as it had been returned to reserves. To minimise the impact on the precept, it was agreed that it would be prudent that the remaining £3,750 from the returned payment be earmarked and added to the 2024 to 2025 general grant budget. This would increase the total Grant Aid budget for 2024 to 2025 from £21,000 to £24,750.
- It was also agreed that it would be prudent to use the General Grant EMR of £3,680 in 2025 to 2026 to offset the increase of the Grant Aid budget to £24,750 and to provisionally set the 2026 to 2027 General Grant budget at £24,750.

42.2.3. It was also noted that the 2023 to 2024 budget included £20,000 to be earmarked at year end for the North Littlehampton Community Centre. A further £20,000 per annum was proposed to be earmarked for the project

each year between 2024 to 2027. Turning to other aspects of the budget and following a brief discussion regarding options for a Christmas tree inside Manor House, the Committee concluded that it had minimal impact and that the £200 budget should be removed altogether.

It was therefore resolved that:

1. The draft Committee budget for 2024 to 2025 and the projected budgets for 2025 to 2026 and 2026 to 2027 be updated to reflect the changes set out in Minutes 42.2.2. and 42.2.3. above and that the revised Community Resources Committee Budget be recommended to the Policy and Finance Committee.
2. The Committee's Earmarked Reserve Position be noted.

43. Exempt Business

There was none.

The meeting closed at 9:05 pm.

Chair

Minutes of a meeting of the Property and Personnel Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on 12 December 2023 at 6.30 pm

Present:

Councillor Dr Walsh KStJ – Chair
Councillor Northeast
Councillor O'Neill
Councillor Butcher
Councillor Tilbrook

Laura Chrysostomou, Town Clerk

2023 to 2024

11. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

13. Apologies

There were apologies from Councillor Worne who was unwell.

14. 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.

15. Minutes

The Minutes of the meeting held on 2 October 2023, previously circulated, were confirmed as a true record and signed by the Chair.

16. Chair's Report and Urgent Items

There were none.

17. Public Forum

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

18. Officers Reports

18.1. Absence Monitoring Report

Members had before them a report, previously circulated, which detailed the staff absence records for the full years 2017 to 2018 to 2022 to 2023 and quarter 1 and 2 for 2023 to 2024.

It was resolved that:

The report be noted.

18.2. Manor House Venue Hire Terms and Conditions Review and Fee Charge Proposals 2024-2025

18.2.1. Members received a report, previously circulated, which set out a review of the Manor House Venue Hire Terms and Conditions and Fee Charge Proposals for 2024 to 2025. Members were asked to review and approve the proposed changes.

18.2.2. They agreed that the increase in room hire and car parking charges was a necessary and fair change to keep up with the economic climate.

Members were supportive of the ten percent discount for local resident's weddings. They believed that the New Millenium Chamber was an ideal venue for weddings. Members wanted to be sure that the pre-requisite for the discount was clear, it was agreed that at least one of the people getting married had to be a resident of the town to get the discount.

18.2.3. The Committee went on to discuss the advertising for weddings at the Manor House. Members suggested contacting related organisations such as wedding planners to market weddings at the Manor House. It was also suggested that we utilise the popularity of short form videos to advertise the venue and explore the possibility of professionally filming a wedding. The Town Clerk supported these suggestions and informed Members that they had previously made plans to film parts of a wedding for this purpose, but the arrangements fell through and had not been revisited since. As well as this, Members mentioned with the Windmill Cinema hiring the Chamber for the next few weeks, it may be worth displaying some of our adverts in the

entrance, it was thought that given the popularity of their showings these adverts would be seen by a significant number of people.

18.2.4. Members had questions about Barclays ending their regular venue hire at the Manor House. The Town Clerk informed Members that Barclays had moved their pop up consultancy to the Littlehampton Wave and this was thought to be because of financial reasons. Members felt it was a shame as the Manor House was an easy to access location for many of the people using the service whereas the new setup would be more difficult to access for many people.

18.2.5. There were questions regarding the car parking charges and whether there was a benefit to paying annually rather than monthly. The Town Clerk explained that most hirers of the car parking spaces did so on a long-term basis but had moved to monthly payments during the COVID lockdowns. Every time a payment is made, administrative work must be done and so the proposals included an administrative fee for monthly hire to cover the additional work incurred. It would therefore be more cost effective for the hirer to pay annually.

It was resolved that:

1. The revised terms and conditions for Venue Facilities for Manor House room hire and Weddings & Ceremonies be approved.
2. The Manor House room hire charges be increased by 5%.
3. The wedding and ceremonies hire charges be increased as set out in the report.
4. A discount of 10% to be offered to residents on their wedding hire.
5. The car parking charges be increased by 10% and an administrative charge of £13 plus VAT be applied to hirers paying monthly or hourly.
6. Authority be delegated to the Town Clerk to apply a discount to long hours and or multiple bookings.

18.3. Upgrade to web content management system

Members had a report, previously circulated, regarding an upgrade to the Town Council's web content management system. The Town Council ran three websites, a main website, one for the Museum and one for the Visit Littlehampton brand. The web content management system that was used to operate and manage the Town Council's three websites required an upgrade as the current version was no longer supported which meant no new security updates were being produced.

Members agreed that although the work seemed expensive, it was a necessary cost considering the importance of cybersecurity and the fact that we had multiple websites to maintain.

It was resolved that:

The work necessary to upgrade the web content management system and a Supplementary Estimate of £4,250 to meet the costs be approved.

19. Finance

19.1. Committee Budget Monitor

Members had before them a report, previously circulated, which highlighted significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee budget for 2023 to 2024.

19.1.1. Following the discussion of Barclays ending their regular hire of the Manor House, Members asked how this would affect the budget for 2024 to 2025. The Town Clerk shared that they had factored this loss of income into the budget report for the Committee's information.

19.1.2. Members discussed the cost of utilities for 2023 and noted that there had been an underspend in the budget. The Town Clerk explained that further work would be undertaken to ascertain a more accurate underspend figure by year end to be used to offset future utility costs for 2024 to 2025.

19.1.3. The Committee noted that the National Pay Award had been agreed and the budget would reflect this change.

It was resolved that:

The report be noted.

19.2. Committee Budget Proposals 2024 to 2025

Members received a report, previously circulated, regarding the draft Property and Personnel Committee Budget for 2024 to 2025 and the projected budgets for 2025 to 2026 and 2026 to 2027.

19.2.1. Members discussed the Manor House and the Planned Preventative Maintenance required. The Committee was asked to agree a way forward for meeting the cost of this maintenance, and it had been suggested that a loan be taken out to pay for the necessary work.

Members agreed that undertaking the necessary work as one larger project, rather than taking a piecemeal approach, would provide economies of scale, avoid reactive repair costs and potentially reduce disruption. Taking on this amount of work would require a significant amount of money and with consideration that the Town Council had no other loans to repay, it was agreed that taking a loan from the Public Works Loan Board was the best way to undertake the work. It was also suggested that funding be found from alternative sources such as grants as the Manor House was a Grade Two listed building and may qualify for certain grant funding. Members agreed that

this was worth pursuing but would still have to decide if they wanted to move forward with the loan.

Members were concerned with how the report displayed the potential loan repayment plan; it seemed that the yearly repayment would not cover the cost of the loan. It was clarified that the numbers shown were for a half yearly repayment plan and with further clarification, Members agreed that the loan was the best way forward to meet the required costs.

It was resolved that:

- 1) A loan to cover the costs of the Manor House Planned Preventative Maintenance Programme was the preferred way forward and this be approved.
- 2) Alternative funding sources such as heritage grants be explored for the Manor House Planned Preventative Maintenance.
- 3) The draft Committee budget for 2024 to 2025 and the projected budgets for 2025 to 2026 and 2026 to 2027 be recommended to the Policy and Finance Committee.
- 4) The Committee's Earmarked Reserve position be noted.

20. Exempt Business

There was none.

The meeting closed at 7:21pm.

Chair

Minutes of the Policy and Finance Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton on Monday 18 December 2023 at 6.30 pm

Present:

Councillor Butcher – Chair
Councillor Lee
Councillor O'Neill
Councillor Tandy
Councillor Dr Walsh KStJ
Councillor Wiltshire
Councillor Woodman

In attendance:

Laura Chrysostomou - Town Clerk
Jon Short – Deputy Town Clerk
Juliet Harris - Assistant Town Clerk
Kieran Gibbins - Events and Town Centre Strategy Manager
Elise Bicknell - Town Centre Strategy Project Officer

2023 to 2024

32. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

34. Apologies

There were apologies from Councillor Northeast and Councillor Wiltshire attended as substitute in his place.

35. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable, pecuniary, or personal and prejudicial interests that they might have in relation to items on the agenda. The standing declarations were noted.

In addition, Councillor Wiltshire declared a personal interest across the agenda in matters relating to Arun District Council as a District Councillor.

36. Minutes

The Minutes of the meeting held on 23 October 2023, previously circulated, were confirmed as a true record and signed by the Chair.

37. Chair's Report and Urgent Items

37.1. Urgent Action

The Committee received an Urgent Action, copy attached to the minutes, that had been approved regarding the upgrade to the Town Council's website content management system. The Supplementary Estimate of £4,500 authorising the upgrade had been approved by the Property and Personnel Committee and in accordance with the Town Council's Financial Regulations had also been signed by the Chair of this Committee. Observing the lack of advance notice of the upgrade, it was noted that the IT contractor be requested to provide timelier notice in the future.

It was resolved that:

The Urgent Action including the supplementary estimate of £4,500 be noted.

38. Public Forum

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

38.1 Written Representation from a Resident

"I would like to take this opportunity to wish all Councillors and Council staff a very happy Christmas and New Year and to thank you for all your hard work. I have one suggestion, that is to use the money previously anticipated to be used for Town Centre parking to reduce the rather high suggested precept increase in 2025 to 2026."

In response:

The Chair thanked the resident for their good wishes and wished them a happy Christmas. It was noted that their suggestion related to the 2025 to

2026 financial year was currently a forecast figure. The Chair however confirmed that the resident's representation had been noted.

39. Officer Reports

39.1. Town Centre Strategy and Action Plan Update

39.1.1. The Committee had before it an update following the recent meeting of the Town Centre Action Group (TCAG) and progress with the work on the Action Plan. The Town Clerk also reported that the first edition of the newsletter for local businesses had been sent and that the Town Council would resume coordinating the community stall in March 2024.

39.1.2. The Committee praised the content and format of the newsletter which augured well for the development of the Town Centre identity and brand. It was noted that developing a brand would be part of the work that would be undertaken by the consultants and that the business representatives were also keen to see this piece of work progressed. It was agreed that the newsletter would be added to the website and circulated to all Councillors for information.

39.1.3. Turning to the Action Plan, the provision of key facilities such as banks and the post office was discussed. It was observed that there was an action in the Town Council's Business Plan to introduce a community hub in the High Street. Commenting on the popularity of the Barclays Bank popup consultancy previously at the Manor House and now based at The Wave, Members noted that banking hub initiatives were starting to come forward elsewhere in the country. Noting that the Halifax was the only remaining bank on the High Street, it was therefore considered that the popularity of these initiatives demonstrated that there was still a need for banking facilities in the Town and suggested that these be investigated as part of this work.

39.1.4. Regarding the upcoming Business Forum, it was noted that it was principally for town centre retailers and businesses and would be facilitated by the consultants. Notes from the Business Forum would be shared with the TCAG and all Councillors.

It was resolved that:

The content of the report and the updates be noted.

39.2. Town Centre Events Periodic Report and 2024 to 2025 Programme

39.2.1. The Committee received a report, previously circulated, which set out feedback from the Christmas Lights Switch on event, an update on the Love

Local Prize Draw scheme, and progress with the 2024 to 2025 Town Centre events programme. In addition, Members were asked to consider a proposal to introduce a town trail in the summer 2024 programme and the draft Christmas Market and Festival tender.

39.2.2. Members commented on the success of the Christmas lights switch on event and thanked officers for their work. Regarding other aspects of the pre-Christmas High Street events programme, it was considered that the lack of take up of the late-night shopping indicated it was time to revisit the current billing. The limited benefit achieved for retailers who had participated in the Love Local prize draw initiative was also questioned. Overall, it was thought that future initiatives designed to get visitors into the Town Centre should not be restricted to retailers and include hospitality venues.

39.2.3. Looking forward to the 2024 events programme, the proposal for a Trail was discussed. At its previous meeting the Committee wished to explore developing a heritage trail which it was thought could be a useful means of linking arrival points such as the train station to the Town Centre, the riverside and the seafront, as envisaged in the Town Centre Strategy objective. Commenting on the attention that the Artsworks project to create Chips the Seagull had attracted, Members felt this demonstrated how well something unusual could work in terms of promoting the Town Centre positively and increasing footfall. It was suggested that involving young people be explored and a brief developed around a theme encompassing the seafront with the ability to extend the Trail to Wick if successful. This could also boost the summer High Street Events Programme and reflect the multi centred Town. It was therefore considered prudent that work on the Town Trail be paused to allow time for this to be explored further with Artsworks. Members supported Artwork involvement with the summer High Street Events Programme.

It was therefore resolved that:

1. The feedback on the Christmas Events be noted and the Committees suggestions regarding next year's activities as set out in Minute 39.2.2. above be investigated as part of the plans for the 2024 Christmas Events Programme.
2. The update on the Love Local Prize Draw be noted.
3. The update on the plans for the Pancake Olympics and the launch event for the summer High Street Programme be noted.
4. Work on the Town Centre Trail be paused to allow time to explore options with Artsworks as set out in Minute 39.2.3.

39.2.4. Christmas Market

39.2.4.1. The Committee proceeded to review the draft tender document, previously circulated to Councillors only. Reflecting on the thorough document there was a view that the Town Centre may not be ready to host an event on such a large scale. Observing that income generated on the market stalls did not necessarily directly benefit the Town, it was felt that the commercial offer on the High Street needed to be stronger before the Christmas Market was introduced. This also highlighted the importance of potential contractors being able to provide clear evidence of having successfully delivered markets in comparable locations and without damaging the local economy.

39.2.4.2. This led the Committee to discuss whether the Market was best value for money at this time or if as previously discussed, the Town Council's resources might be more effectively deployed on developing a programme of activities in the High Street throughout the summer. By focussing on getting residents of the Town into the High Street rather than going elsewhere, it was thought that this would increase footfall, promote a sense of place, support initiatives designed to deter unacceptable behaviour and create a positive atmosphere and image of the Town.

39.2.4.3. In view of the reservations highlighted during the Committee's discussion it was considered prudent to defer the Christmas market for a further year. This would also provide time for the newly appointed consultant to undertake their work, noting this was an 18-month long project, as well as the opportunity to seek feedback with local retailers in the upcoming business forum.

It was therefore resolved that:

1. The launch of the Christmas market tender be deferred to 2025 to 2026 to allow further investigation of the issues raised at this meeting and seek feedback from the Business Forum.
2. The contents of the report be otherwise noted.

39.3. Proposals to improve support for businesses in reducing business crime and anti-social behaviour

39.3.1. The Committee received a report, previously circulated, which contained proposals by Arun District Council (ADC) for a partnership scheme to support local businesses in reducing crime and anti-social behaviour. The Town Clerk explained that discussions were still at an early stage and that two options were proposed to take the initiative forward. One involved setting up an information and support system managed by a dedicated remote Business Crime Liaison Officer. Alternatively, a formalised, district-wide Business Crime Reduction Partnership was proposed which would be managed by a full-time employee focused on the Bognor Regis and Littlehampton town centres initially.

39.3.2. The Committee proceeded to review the options in more detail and discussion focussed on effective enforcement. Currently retailers had access to a reporting system which was voluntarily managed by a local trader. Whilst this was a useful tool to gather evidence it was not the deterrent that businesses wished to see. The consensus was that the Business Crime Reduction Partnership could offer a better opportunity to address the problem of retail crime for retailers and in terms of tackling the causes of retail crime in the longer term. It however also acknowledged that this would require a significant investment.

39.3.3. It was observed that a partnership model had been adopted in Bognor Regis and was driven by the business community. Members still had questions about how the partnership model would work and these were focussed on how effectiveness was measured and employee management. However, tackling crime was a big priority for the retailers and a focus for the Town Centre Action Group (TCAG). Soundings taken from the local trader who looked after the current scheme in the Town Centre were positive with regards to option two, a partnership scheme managed by a full-time employee. It was considered that a good way forward would be to discuss the initiative at the forthcoming Business Forum. Looking ahead and if progressed, partnership funding for the scheme could be funded from the savings on the Town Centre Car Parking contribution and the Committee was therefore supportive of discussions continuing, particularly for option two, to help businesses reduce crime.

It was resolved that:

Authority be delegated to the Town Clerk, in consultation with the Chair and the Mayor, to continue discussions with the District Council on options to support businesses in reducing crime in the Town Centre in line with the Committee's views set out in Minutes 39.3.2. and 39.3.3. above and discuss the proposals at the forthcoming Business Forum.

39.4. Members' Allowances Scheme Review

39.4.1. The Committee received a report, previously circulated, which set out proposals by the District Council's Independent Remuneration Panel to review Members Allowances. The Town Clerk explained that as part of this review the Remuneration Panel was seeking feedback from Town and Parish Councils regarding existing allowances including what would be considered a reasonable level of allowance.

39.4.2. It was noted that the Town Council offered Councillors the maximum allowed under the Parish Basic Allowance Scheme being 10% of the Arun District Council's Basic Allowance paid to District Councillors. This was currently £603 per year. In addition, both the Mayor and Deputy Mayor could claim a further

allowance for extra responsibilities if they wished. Discussion focussed on the Parish Basic allowance and the consensus was that an allowance calculated on a flat rate percentage did not accurately reflect the varying size and workloads of parishes.

- 39.4.3. It was observed that within Arun District there was a mixture of small, medium and large parishes including many rural parishes and three Towns, all with varying numbers of residents, councillors, issues and vastly different workloads. Acknowledging that each parish was unique, it was thought that even changing the way that the allowance was calculated to one based on the number of residents would be fairer. Members therefore believed that a more realistic level of allowance would be achieved with these factors taken into consideration and that this should be relayed to the Panel.

It was resolved that:

Authority be delegated to the Town Clerk in consultation with the Chair of this Committee and the Mayor to finalise the response on behalf the Town Council taking into account the views of the Committee as set out in Minutes 39.4.2. and 39.4.3. above.

40. Finance

40.1. Debtors Review Update

Members received a report, previously circulated, setting out the progress to date on debt recovery. Progress in recovering the long-term debt was moving in the right direction and it was noted that a small portion dated back to 2017. Most of the 60 day plus debt was however more recent and the recovery of one long term debt in particular was complicated by contractual issues. The Responsible Financial Officer confirmed that this matter was being actively pursued.

It was resolved that:

The update be noted.

40.2. Committee Budget Monitor

- 40.2.1. Members received a report, previously circulated, which highlighted any significant variances from budget in Income and Expenditure relating to the Policy and Finance Committee's budget for 2023 to 2024. It was noted that the invoice for election costs was still awaited and that the budget allocated was based on previous bills. It was also observed that the budget for Mayors discretionary fund had not been reviewed for many years. There was a view that this should be reviewed, and it was agreed that this be explored further as part of the discussion on the Committee budget.

40.2.2. Regarding the provision for the town centre parking, it was noted that the current scheme would be coming to end partway through the current financial year and Members questioned if a partial refund was due. It was agreed that the Responsible Financial Officer would investigate this and pursue it if appropriate. It was also observed that the interest rate on deposits was incorrectly stated in the report.

It was resolved that:

The report be noted.

40.3. Committee Draft Budgets 2024 to 2025, 2025 to 2026 and 2026 to 2027

40.3.1. The Committee considered a report, previously circulated, setting out proposals for this Committee's Budget for the next three years. The Committee proceeded to review its budget in more detail. Recalling the earlier conversation about the Town Centre events programme, Members considered it sensible to maintain the level of provision for initiatives to provide flexibility to explore ideas that might come forward through the work of the Town Centre Action Group (TCAG). It was also noted that the decision to defer the contract for the Christmas market would not impact the budget as this cost would be met from reserves.

40.3.2. Discussion turned to the Town Centre Partnership Initiatives budget of £28,250 which had previously been used to contribute towards the free disc parking. It was suggested this could enable work to start on researching options regarding the Business Plan objective to see a community hub in the town centre. Members also highlighted that a feasibility should look to include seeking contributions from commercial enterprises alongside startup costs and funding. Recalling the earlier conversation of supporting businesses to reduce business crime and anti-social behaviour, it was thought prudent to maintain a budget for partnership initiatives. £15,000 was considered a sensible sum to allocate and would have a positive impact on the budget by reducing the burden on the precept.

40.3.3. Recalling the earlier conversation regarding the budget for the Mayors Discretionary Fund, it was noted that this had not been increased for many years. The Fund had proved beneficial in the past as it enabled the Mayor to directly support community groups that they came into contact with during the Mayoral year and where the ability to make a small contribution could help get an initiative off the ground. It was therefore proposed that this budget be increased from £1,000 to £1,500 for 2024 to 2025.

It was therefore resolved that:

1. Subject to the amendments set out in Minutes 40.3.2. and 40.3.3. above, the draft Committee budget for 2024 to 2025 and the projected budgets for 2025 to 2026 and 2026 to 2027 be approved and recommended for inclusion in the Full Council Budget.
2. The Committee's Earmarked Reserve Position be noted.

40.4. Capital Programme Draft Funding 2024 to 2025, and projected funding 2025 to 2026 and 2026 to 2027

The Committee received a report, previously circulated, which set out the funding arrangements to meet the Capital Programme including the financial implications of the major projects that were a priority for the Council. The Town Clerk explained that this included building reserves to support the delivery of the new youth centre in Wick and the new community centre in North Littlehampton. The Committee reviewed the Programme in conjunction with the Earmarked Reserves (EMR) and it was noted that unlike the general reserves, the EMRs were held for specific projects or initiatives which the Council was committed to delivering. In some cases, the time frame for delivery was not yet known and for others such as the Welcome Packs, the scheme was ongoing and linked to strategic developments. It was also noted that it was prudent to maintain a reasonable level of reserves to cover unforeseen expenses.

It was resolved that:

The draft Capital Programme budget for 2024 to 2025 be approved and, noting the Programme and financial position in terms of the reserves, that it be recommended to Full Council as part of the overall Council Budget for 2024 to 2025.

40.5. Full Council Draft Budget 2024 to 2025, and projected funding 2025 to 2026 and 2026 to 2027

- 40.5.1. The Committee received a report, previously circulated, which set out the proposed Council budget for 2024 to 2025 and projected funding 2025 to 2026 and 2026 to 2027. The budget had been drafted following meetings held with political group leaders and the Chairs and Vice Chairs of each Committee. The Town Clerk explained that following the Property and Personnel Committee meeting on 12 December 2023, where the Committee's draft budget was discussed, it was agreed to include the provision of a Public Works Loan Board figure to complete the planned preventative maintenance works required to the Manor House. The addition of this figure changed the anticipated overall percentage increase in the Precept and the new figures projected a precept increase for 2024 to 2025 of 6.73 percent.
- 40.5.2. The Committee proceeded to examine the budget proposals in more detail.

The earlier discussion about the Policy and Finance budget would also have a further impact on the precept of a positive nature as the decision to reduce the Town Centre Partnership Initiatives provision to £15,000 and increase the Mayors discretionary fund by £500 to £1,500 would deliver an overall reduction in the precept. The amended precept for 2024 to 2025 was therefore of £1,523,981 and represented an increase of 5.81% or 0.16p per household per week. The Committee proceeded to vote on the budget proposals for 2024 to 2025.

It was resolved that:

1. Subject to the inclusion of the amendments made to this Committee's draft Budget earlier, Council be Recommended to set a Precept of £1,523,981.
2. Council be recommended to set Band D Council Tax at £148.26p per household, per annum for 2024 to 2025, an increase of 5.81 percent which equated to an increase of £8.13p per household, per year – £0.16p per week.

41. Exempt Business

There was none.

The meeting closed at 8.51pm.

Chair

**Non Exempt Minutes of the Community Centre Sub-Committee held in The
Fleming Room, The Manor House, Church Street, Littlehampton BN17 5EW on
14 November 2023 at 4 pm**

Present:

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

In attendance:

Town Council Officers:
Laura Chrysostomou, Town Clerk
Juliet Harris, Assistant Town Clerk
Felix Gillett, Community Resources Officer
Representatives from the Agent BAQUS:
Richard Allin BSc (Hons) MRICS, BAQUS
Chris Luck BSc (Hons) MRICS, BAQUS
Harrison Bickmore, BAQUS

2023 to 2024

11. Evacuation Procedures

The procedures were noted.

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

The procedures were noted.

13. Apologies

There were no apologies.

14. Declarations of interest

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

15. Chair's Report and Urgent Items

There were none.

16. Minutes

The Minutes of the meeting held on 21 August 2023, previously circulated, were confirmed as a true record and signed by the chair.

17. Public Forum

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

18. 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.

The Sub Committee adjourned at 4.06pm.

Summary of Confidential Matters Discussed in Exempt Business

The Sub Committee reconvened at 4.08pm.

19. North Littlehampton Community Centre Design Review

- 19.1. The Sub-Committee had before it a confidential report, previously circulated to Members of the Sub-Committee only, which set out information on the feasibility work undertaken to date by the Town Council's Agent. Earlier that afternoon the Sub Committee had also undertaken a site visit to the Hampton Park Development to view the area allocated for the community centre facility under the outline planning consent.
- 19.2. Following a lengthy and detailed discussion, the Sub Committee concluded that further work was required to inform the business case and better understand the resources needed to deliver the Centre. It was noted that a further meeting of the Sub Committee would be convened when this information was available and an oral update on progress would be given to Council on 23 November 2023.

It was therefore resolved that:

The contents of the confidential report be noted, and that feasibility work continues.

The meeting closed at 5.45 pm.

Littlehampton Town Council

Non- Confidential

Committee: Full Council

Date: 29 January 2024

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

Subject: Capital Programme Draft Funding 2024 to 2025

1. Summary

- 1.1 The Council has a list of Strategic Priorities and Goals as set out in its Business Plan for its' period of office, which range from major capital projects to small location-specific initiatives.
- 1.2 These goals and progress against them were reviewed by the Policy and Finance Committee at its meeting in December 2023.
- 1.3 This report seeks to explain the funding of the Capital Programme and the financial implications of the goals as part of the budget setting process.

Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992.

In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).

2. Recommendation:

Council is recommended to:

Approve the Capital Programme Funding for 2024 to 2025

3. Background

- 3.1 The budget is looking to create a strategic approach with the flexibility to deliver the Council's aspiration to be 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. The budget includes provision for new developments, proposed projects and initiatives and aims to build revenue budgets where needed, supported by earmarked reserves that ensure future financial stability.

3.2 Capital Receipts Reserve

3.2.1 The Council's EMRs include a 'Capital Receipts Reserve' of £312,109.41 (Reserve Code 345). Capital Receipts can only be spent on capital expenditure (fixed assets, which are expected to be productive assets for a long period of time, for example a new building) and not revenue items (costs that are related to specific revenue transactions or operating periods, such as utility bills or repairs and maintenance expenses).

3.2.2 £166,767.52 of Capital Receipts Reserve has been committed to the K2 Community Centre project and includes a 10% contingency as previously agreed by Council. This leaves £145,341.89 in Capital Receipts Reserve.

3.3 Converted Capital Receipts

3.3.1 In addition, the EMRs include Capital Receipts of £336,473 (Reserve Code 321) that have been converted into EMRs that can be spent on either revenue or capital, following capital expenditure being met from Capital Receipts Reserve rather than the revenue budget.

3.4 Community Infrastructure Levy (CIL) payments

3.4.1. There is a total of £2,737.50 from CIL payments in EMR. These funds are earmarked for use towards K2 as agreed by the Policy and Finance Committee in October 2022. It was agreed this would be reviewed and consideration given to redirecting CIL funds to the North Littlehampton Community Centre and other regeneration projects in accordance with Policy 23 of the Town Council's Neighbourhood Plan. This will need to be reviewed when the K2 project is complete, and all costs are known.

3.4.2 It should be noted that CIL funds must be spent within five years of receipt, and the Council's first receipt of CIL funds was 2022.

3.5. Capital Programme

3.5.1 As previously mentioned, the budget aims to build capital, revenue, and reserve budgets for new facilities.

3.5.2 In addition to the committed Capital Receipt of £166,767.52 referred to above for the construction of K2, there is £107,800 in EMR built up over previous years to help support the startup of the community centre. Some of this will be used to purchase furniture, fixings, and equipment.

3.5.3 The Hampton Park development in North Littlehampton includes provision under the Section 106 Agreement for the developer to provide a community centre for £1,000,000. This sum increases by a further £250,000 if the community centre includes youth facilities, making a total of £1,250,000 available from the North Littlehampton Section 106 Agreement. This sum has increased to a current estimated value of circa £1,755,000 with indexation.

- 3.5.4. A further £42,903, has been allocated under the Section 106 Agreement relating to the Hollyacre development for community facilities in North Littlehampton. This payment is subject to the completion of a Deed of Agreement with Arun District Council and brings the total currently available for the construction of the Hampton Park Community Centre to circa £1,797,903.
- 3.5.5. The timeframe for delivering the new centre is not confirmed. The Council may use Capital Receipts Reserve or Converted Capital Receipts to add to the quality of the facility. In addition, the 2023 to 2024 budget includes £20,000 to be earmarked at year end, and a further £20,000 per annum is proposed to be earmarked for the project each year between 2024 to 2027. Currently there is £54,969 in EMR for this Centre built up over previous years.
- 3.5.6. In October 2023 Council approved the repurposing of £50,000 (£20,000 from the 2023 to 2024 revenue budget and £30,000 from the EMR) to support the Hampton Park Community Centre feasibility work and ongoing community engagement.
- 3.5.7. The new allotment site, Holly Drive, will be delivered by Persimmon Homes as part of their Section 106 obligations under the North Littlehampton Development. The scheme (Planning Application LU/263/22/RES), which will deliver 34 plots, parking, including accessible provision, was approved subject to conditions on 18 December 2023 and a timeframe for delivery is awaited.
- 3.5.8. There is £125,849.86 Section 106 contributions from the Daisyfields Development earmarked for Play Equipment and Paths for use at Rosemead Park. This was received in August 2022 and the deadline for using it is 2031. A further £193,794 has been allocated under the Section 106 Agreement relating to the Elmgrove Road (Boklok) development. This payment is subject to the completion of a Deed of Agreement with Arun District Council.
- 3.5.9. In addition to new facilities the Council's recently agreed Business Plan includes projects and initiatives that may require the Council to draw upon its reserves. One such example is the goal to introduce a community hub in the High Street, working with partners and supporting delivery of the Town Centre Strategy.

Laura Chrysostomou

Town Clerk

Jon Short

Deputy Town Clerk and Responsible Financial Officer

Littlehampton Town Council

Non- Confidential

Committee: Full Council

Date: 29 January 2024

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

Subject: Full Council Draft Budget 2024 to 2025 and projected budgets for 2025 to 2026 and 2026 to 2027

1. Summary

- 1.1 Attached as Appendix 1, for Full Councils consideration, is a summary of the proposed Full Council budget for 2024 to 2025 and projected budgets for 2025 to 2026 and 2026 to 2027.
- 1.2 Also attached as Appendices 2 (a), (b) and (c) respectively and for Full Councils information, are summaries of the Growth Areas in the budget (£1,000 or more), Income changes and the Reductions in budget (£1,000 or more).
- 1.3 The full Council budget has been prepared to reflect a 4.85% increase in Band D for 2024 to 2025 and currently projects a 10.02% increase for 2025 to 2026 and 0.73% increase for 2026 to 2027 (the figures for 2025 to 2026 and 2026 to 2027 do not reflect any change in the 2024 to 2025 Council Tax base).

Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992.

In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).

2. Recommendations

- 1) Approve the budget for 2024 to 2025 and setting a Precept of £1,510,181.
- 2) The projected budgets for 2025 to 2026 and 2026 to 2027 be noted.
- 3) The level of the General Reserves (3.11) be approved.

- 4) The existing procedure, as per Standing Orders and Financial Regulations, of authorising of Council Expenditure (4.1) be approved.
- 5) The current list of Direct Debits, attached as Appendix 3, as per Financial Regulations (4.2) be approved.
- 6) The existing procedure, as per Financial Regulations, of authorising expenditure to a value not exceeding £200 on the Imprest Account (4.3) be approved.
- 7) Authority be delegated to the Town Clerk to spend Earmarked Reserves (EMR) up to the amounts included in the approved EMR, subject to the requirements of Standing Orders, Financial Regulations and Scheme of Delegation (4.4).
- 8) Authority be delegated to the Town Clerk to spend external Grant monies as outlined in the grant application (4.5).

3. Background

- 3.1 The budget is looking to create a strategic approach to managing the Full Council Budget whilst providing the flexibility within the budget to deliver improvements to services, the Councils aspirations, proposed projects, and initiatives to uplift the Town.
- 3.2 Emphasis has been put on maintaining budgets where needed, aiming to build ongoing items into revenue budgets, but also on reducing areas within the budget where possible; building revenue and reserve budgets for new developments and proposed projects and activities, as well as taking into consideration the balance of EMR.
- 3.3 The budget that is presented has been considered by all Standing Committees. Each Committee recommends that the budget for that Committee is approved and presented to Council and these proposals have been incorporated.
- 3.4 The Policy and Finance Committee at its meeting on 18 December 2023 considered the Full Council Budget and the Capital Programme Funding for 2024 to 2025 and projected budgets for 2025 to 2026 and 2026 to 2027 and recommends that the 2024 to 2025 Budget be presented to Council for approval and the 2025 to 2027 projected budget be noted.
- 3.5 The proposed Precept for 2024 to 2025 is £1,510,181. The overall effect of all projected income and expenditure for 2024 to 2025 is a 4.85% / £6.79 per annum (0.1305 per week) increase on Band D Council Tax. The proposed Band D Council Tax is £146.92 per annum, compared with £140.13 in 2023 to 2024.
- 3.6 Band D Council Tax is measured with reference to a Council Tax Base which is calculated every year by Arun District Council. The new calculation of the Band D Base is 10,279 compared to 10,323 in 2023 to 2024. This Base figure is divided into the required Precept to give the Band D Council tax figure.

- 3.7 All known expenditure has been budgeted for. Earmarked Reserves (EMR) have been reviewed (attached as appendix 4) and if expenditure is to be funded from EMR then it has been deducted from the total expenditure before calculating the Precept. The relevant Standing Committees have agreed to take these amounts from the appropriate EMRs. The budget has been set to take £70,875 from EMR.
- 3.8 Earmarked Reserves at 1 December 2023 were £1,387,462.05. This includes £260,002.37 of Capital Receipt Reserve which can only be spent on capital expenditure. In addition, the EMRs include £336,473.66 of Converted Capital Receipts that have been converted into EMRs that can be spent on either revenue or capital.
- 3.9 Where EMR exist for specific budgets, the corresponding budgets have been kept to a minimum with no contingency, other than EMRs.
- 3.10 The General Reserve as at 1 April 2023 was £472,002. The Council also has a long-term investment of £500,000 as of 1 December 2023.
- 3.11 The recommended Precept is £1,510,181 returning £597 back into the General Reserve. The level of the General Reserve is barely adequate. However, in future years the Town Council would be relying on its ability to draw on General Reserves to respond to future challenges and to support areas of growth. The Councils long-term investment of £500,000 could be accessed if required to offset the General Reserve. Prudent future planning and project management will need to be considered based on this figure.
- 3.12 Budgets have been projected until 2026 to 2027 to inform long term planning. All known future income and expenditure has been included in these projections, other than changes in the Council Tax Base.
- 3.13 Projected underspends of £14,800, in the utilities budgets from the current year have now been applied to the budget to reduce the impact on the precept.
- 3.14 £1,000 has been added to the war memorial budget to be earmarked at year end to build reserves for any repairs and maintenance required that is not covered by the three-year maintenance contract.

4. Payment Approval

- 4.1 In line with Financial Regulations and Standing Orders all Invoices will be authorised by the Deputy Town Clerk and Responsible Financial Officer, Town Clerk or Assistant Town Clerk; all Direct Debit mandates for payment will be signed by two authorised Member Signatories; all cheques up to a value of £249,999 shall be signed by two authorised Member Signatories and cheques over £250,000 shall be signed by three authorised Member Signatories and all online transactions up to a value of £50,000 shall be approved by the Town Clerk and one authorised Member Signatory.

- 4.2 In line with Financial Regulations, payments can be made by Direct Debit, including by variable Direct Debit for utility supplies and rates. The current list of Direct Debits is attached as Appendix 3.
- 4.3 In line with Financial Regulations, the Town Clerk or in his/her absence, the Responsible Financial Officer, is authorised to sign cheques on the Imprest Account to a value not exceeding £200.
- 4.4 The Town Clerk or in his/her absence the Responsible Financial Officer, is authorised to spend Earmarked Reserves up to the amounts included in the approved EMRs in line with the Financial Regulations, Standing Orders and Scheme of Delegation.
- 4.5 The Town Clerk or in his/her absence the Responsible Financial Officer, is authorised to spend Grants as outlined in the grant application in line with the Financial Regulations, Standing Orders and Scheme of Delegation, notwithstanding the need to report to Committee grant applications.

Laura Chrysostomou

Town Clerk

Jon Short

Deputy Town Clerk and Responsible Financial Officer

| | | | | | |
|--|--|----------------------|------------------------|-------------------------|-------------------------|
| LITTLEHAMPTON TOWN COUNCIL | | Appendix 1 | | | |
| DRAFT SUMMARY BUDGETED EXPENDITURE | | | | | |
| | | Agreed Budget | Proposed Budget | Projected Budget | Projected Budget |
| | | 2023/24 | 2024/25 | 2025/26 | 2026/27 |
| | | £ | £ | £ | £ |
| SERVICES | | | | | |
| 101 | Central Admin & Support Services (Recharged) | - | | | |
| 102 | Democratic Representation & Management | 234,878 | 259,668 | 263,580 | 266,714 |
| 103 | Town Management | 208,448 | 188,896 | 188,820 | 190,081 |
| 104 | Community Grants, Services & Partnership Initiatives | 104,377 | 104,823 | 106,688 | 106,846 |
| 105 | Amenity Team (Recharged) | - | - | - | - |
| 106 | Planning & Transportation | 4,271 | 5,810 | 5,896 | 5,438 |
| 108 | Manor House Room Hire | 4,056 | 13,999 | 13,828 | 13,586 |
| 109 | Corporate Management | 231,640 | 258,361 | 264,694 | 270,306 |
| 201 | Manor House (Recharged) | - | - | - | - |
| 202 | Street Lighting | 3,155 | 2,377 | 2,451 | 2,526 |
| 302 | Community and Events | 220,161 | 226,792 | 228,722 | 232,578 |
| 303 | Southfields Jubilee Centre | 56,095 | 58,746 | 60,202 | 61,497 |
| 304 | Parks & Open Spaces | 74,623 | 80,443 | 81,708 | 82,929 |
| 310 | K2 Community Centre | 45,489 | 30,270 | 29,650 | 29,038 |
| 308 | Museum | 189,958 | 229,309 | 233,940 | 236,485 |
| 309 | Allotments | 80,552 | 100,966 | 100,940 | 100,592 |
| 311 | New North Littlehampton Centre | 35,000 | 20,000 | 85,000 | 75,000 |
| TOTAL NET EXPENDITURE | | 1,492,701 | 1,580,459 | 1,666,118 | 1,673,615 |
| Funded from EMR | | | | | |
| | Progress newsletter | (5,000) | | | |
| | Community Wardens | (32,000) | (40,000) | | |
| | CRC Initiatives | (3,000) | (5,000) | (1,000) | |
| | SJC Building maintenance | (2,000) | | | |
| | Vehicle Hire | (3,725) | (3,725) | | |
| | Event Support | (2,000) | (2,000) | | |
| | General Grants | | (3,750) | (3,680) | |
| | TC Events match funding | | (1,600) | | |
| | Utilities underspend from 2023/24 | | (14,800) | | |
| Funded from converted capital receipt | | | | | |
| Funding Required | | 1,444,976 | 1,509,584 | 1,661,438 | 1,673,615 |
| | Other Funding (from) / to balances | 1,544 | 597 | | |
| | Grant receivable | - | | | |
| DRAFT PRECEPT FOR YEAR | | 1,446,520 | 1,510,180.79 | 1,661,438 | 1,673,615 |
| BAND D COUNCIL TAX | | 140.13 | 146.92 | 161.63 | 162.82 |
| INCREASE IN BAND D COUNCIL TAX | | 4.63% | 4.85% | 10.02% | 0.73% |
| Additional Information | | | | | |
| General Fund 01/04/2023 | | £ 472,002 | | | |
| Earmarked Reserves 01/12/23 | | £ 1,387,158.42 | | | |

Appendix 2 – Growth areas over £1,000

| Budget | 2023/24 | 2024/25 | Reason |
|--|-----------------|-------------------|--|
| IT | £31,386 | £36,814 | Digitalisation project and onboarding costs, increased operating costs |
| Insurance | £ 9,300.00 | £10,575.00 | Addition of K2 Community Centre |
| General Grants | £15,000 | £24,750 | Funding for Grants |
| Lineside Rent | £28,090 | £32,850 | Second 5 year term of contract |
| Manor House Planned Preventative Maintenance | £0 | £72,815 | To fund building survey results required over next 5 years |
| MH rates | £26,285 | £28,462 | Set by Arun District Council |
| Rosemead Maintenance | £0 | £2,000 | Was funded by EMR in 2023/24 |
| Allotment maintenance | £0 | £10,000 | To help support the Allotment Strategy |
| Allotment water | £4,000 | £5,500 | Additional site - Holly Drive |
| Allotment Grounds Maintenance | £10,595 | £12,000 | Rising supplier costs (Skip hire) and additional plots (Holly Drive) |
| War Memorial | £2,335 | £3,335 | Earmark £1,000 for repairs and maintenance fund |
| K2 | £0 | £33,149 | K2 Community Centre opening |
| Staffing | £802,045 | £861,470 | <p>Overall the salaries budget has increased by £59,425 in 2024/25. Factors included and affecting the salary budget include:</p> <ul style="list-style-type: none"> •A circa 5% pay increase (£1,925) has been awarded in 2023/24. A 5% pay award has been budgeted for in 2024/25. •As well as the pay award detailed above, several staff also move up one SCP as part of their incremental increase. There is the additional K2 Caretaker role budgeted for in 2024 / 25 •The Town Council remains a Real Living Wage employer. |
| Total | £929,036 | £1,133,720 | |

Appendix 2b

Income Changes

| Budget | 2023/24 | 2024/25 | Reason |
|-------------------|----------------|----------------|---|
| MH room hire | £11,000 | £5,000 | Loss of key bookings and reduced wedding hire |
| K2 Income | £0 | £15,000 | Full year being open |
| Allotments | £19,973 | £21,971 | Allotment rates increased by 10% as per committee agreement and increased amount of plots |
| Bank Interest | £22,000 | £24,000 | Increase in interest rates |
| SJC Rental Income | £20,000 | £21,000 | Increased hire costs |
| Total | £72,973 | £86,971 | |

Appendix 2c

Budget reductions (over £1,000)

| Budget | 2023/24 | 2024/25 | Reason |
|-------------------------------|-----------------|-----------------|--|
| Community Wardens | £70,000 | £50,000 | As per ADC advice and refund of reduced staffing costs from previous years |
| Town Centre Events | £50,000 | £25,000 | No match funding from ADC |
| Littlehampton Bonfire Society | £7,500 | £0 | Society to bid for grant funding in 2024/25 |
| MH Gas | £20,000 | £15,000 | As per consultant advice |
| MH Electricity | £24,000 | £14,000 | As per consultant advice |
| CRC Initiatives | £9,500 | £5,000 | As per CRC committee approval |
| SJC Gas | £9,315 | £8,000 | As per consultant advice |
| Total | £190,315 | £117,000 | |

Current List of Direct Debits

| NAME | SERVICE | AMOUNT |
|---------------------------------|-----------------------------------|---------------------|
| Adobe | InDesign and Acrobat Pro DC | £93.42 |
| Arun District Council | Business rates Southfields | Variable |
| | Business rates Manor house | Variable |
| | Business rates Unit 6F, Lineside | Variable |
| AGS | Pest control | Variable |
| British Gas | Electric supply Southfields | Variable |
| Business Stream | Water to all sites | Variable |
| Drive Electric | Electric Van hire | £231.90 per month |
| British Gas | Manor House Electric | Variable |
| Extech | IT Support & Microsoft licences | Variable |
| Giff Gaff | Mobile Phones | Variable |
| Grundon | Waste | Variable |
| Information Commisioners Office | Data Protection Registration | £55 per annum |
| Initial Washroom Hygiene | Sanitary services MH & SJC | £643.31 per quarter |
| Kent County Council | Photocopier Lease and print costs | Variable |
| Neopost LTD | Franking Postage | Variable |
| SSE | Gas supply for MH & SJC | Variable |
| Sage | Payroll | £164 per month |
| Sussex Lifts | MH lift maintenance / servicing | £150 per annum |
| British Gas | Electric Supply Unit 6F, Lineside | Variable |
| SCS | Telephone / Internet lines | Variable |
| SSE Southern Electric | Unmetered Supplies | Variable |
| | | |
| | | |

The above list represents the Town Councils Direct debits as at 22nd January 2024

Appendix 4

| Earmarked Reserves 2023/24 | | | | | 6425/103/320 | | | | |
|--|--------------|----------|-------------------------------|---------------------|-----------------------------|-------------------|------------------------------|-------------|---------------------|
| Reserve | Nominal code | Res code | Opening Balance 01/04/22 £ | Transfer out of EMR | Expenditure to 31/3/23 £ | Additions 31/3/23 | Closing Balance 31/3/23 £ | Committed £ | Available balance £ |
| Allotments | 7309/309 | 320 | 3,246.09 | | | | 3,246.09 | | 3,246.09 |
| Allotment Accessibility Grant | 7309/309 | 320 | 5,819.63 | | 5,819.63 | | 0.00 | | 0.00 |
| Apprentice Incentive Payment | 7104/101 | 320 | 0.00 | | | | 0.00 | | 0.00 |
| Arcade enhancements | 103 | 320 | 385.00 | | | | 385.00 | | 385.00 |
| A Team Ticket System | 105 | 320 | 1,227.19 | | | | 1,227.19 | | 1,227.19 |
| Bus Expenditure | 6603/106 | 320 | 7,000.00 | | | | 7,000.00 | | 7,000.00 |
| CRC initiatives | 6402/302 | 320 | 55,715.21 | 5,000.00 | | | 50,715.21 | 6,000.00 | 44,715.21 |
| Community Event/Event Support | 6227/302 | 320 | 15,531.51 | 170.00 | 904.70 | | 14,456.81 | 2,000.00 | 12,456.81 |
| Community Wardens | 6425/103 | 320 | | | | 47,708.00 | 47,708.00 | 47,708.00 | |
| Christmas Lights | 6390/103 | 320 | 7,237.43 | | | | 7,237.43 | | 7,237.43 |
| Election Expenses | 7404/102 | 320 | 46,650.95 | | | | 46,650.95 | | 46,650.95 |
| Events | 6305/302 | 320 | 5,991.50 | 4,830.00 | | | 1,161.50 | | 1,161.50 |
| GDPR | 7297/101 | 320 | 774.55 | 684.00 | | | 90.55 | | 90.55 |
| General Grants | 6210/104 | 320 | 5,330.59 | 3,113.00 | 500.00 | 2,613.00 | 4,330.59 | 650.00 | 3,680.59 |
| General Town Maintenance | 6366/103 | 320 | 590.00 | | | | 590.00 | | 590.00 |
| Heritage Lottery Grant 2017/18 | 401 | 320 | 3,449.30 | | | | 3,449.30 | | 3,449.30 |
| Holiday Activity Support | 6309/104 | 320 | 585.00 | | | | 585.00 | 585.00 | 0.00 |
| New Keystone Centre | 6216/107 | 320 | 107,800.00 | | | | 107,800.00 | | 107,800.00 |
| North L'Hampton Centre | 6428/307 | 320 | 35,000.00 | | | 19,969.00 | 54,969.00 | | 54,969.00 |
| Legal Expenses | 7402/109 | 320 | 10,671.50 | | 2,495.00 | | 8,176.50 | | 8,176.50 |
| Lineside industrial Unit Rent | 6380/105 | 320 | 3,000.00 | 2,535.97 | | | 464.03 | | 464.03 |
| Manor House Advertising | 7206/108 | 320 | 2,004.00 | | | | 2,004.00 | | 2,004.00 |
| Manor House Furniture & Equip | 7211/101 | 320 | 2,621.17 | | | | 2,621.17 | | 2,621.17 |
| Marketing | 6405/103 | 320 | 14,678.27 | 9,750.00 | | | 4,928.27 | 4,928.27 | 0.00 |
| Mayors Allowance - Contingency | 7406/102 | 320 | 2,899.59 | 419.59 | 480.00 | | 2,000.00 | 0.00 | 2,000.00 |
| Mayors Allowance - Chain | 7406/102 | 320 | 2,000.00 | | | | 2,000.00 | | 2,000.00 |
| Members Training | 7410/102 | 320 | 5,171.95 | | 707.80 | | 4,464.15 | | 4,464.15 |
| Minute Binding | 7203/102 | 320 | 1,514.00 | | | | 1,514.00 | | 1,514.00 |
| Neighbourhood Plan/Planning Initiative | 6358/106 | 320 | 20,956.34 | 9,000.00 | | | 11,956.34 | 0.00 | 11,956.34 |
| Notice Boards | 6361/103 | 320 | 1,613.10 | | | | 1,613.10 | | 1,613.10 |
| Parks & open spaces | 7309/304 | 320 | 126,946.45 | 125,849.86 | | | 1,096.59 | | 1,096.59 |
| PC Refurb | 6251/203 | 320 | 0.00 | | | | 0.00 | | 0.00 |
| Recruitment | 7109/101 | 320 | 5,771.00 | | | | 5,771.00 | | 5,771.00 |
| Rosemead | 6641/304 | 320 | 10,026.97 | | | | 10,026.97 | | 10,026.97 |
| Section 106 Play equipment & Paths | /304 | 320 | 0.00 | | | 125,849.86 | 125,849.86 | | 125,849.86 |
| SJC Furniture & Equip | 7211/303 | 320 | 1,112.31 | | 160.00 | | 952.31 | | 952.31 |
| Sports Forum | 6412/104 | 320 | 1,992.90 | | | | 1,992.90 | | 1,992.90 |
| SBTS | 6642/304 | 320 | 3,017.80 | | | | 3,017.80 | 500.00 | 2,517.80 |
| SBTS concerts | 7900/302 | 320 | 200.00 | 200.00 | | | 0.00 | | 0.00 |
| Small Arts Grants | 6303/104 | 320 | 575.00 | | | | 575.00 | | 575.00 |
| Street Scene | 6350/105 | 320 | 3,419.04 | | | | 3,419.04 | | 3,419.04 |
| Town Centre Event Match Funding | 6426/103 | 320 | 50,506.40 | 25,000.00 | | 44,190.84 | 69,697.24 | | 69,697.24 |
| Town Centre Initiatives | 6401/103 | 320 | 32,774.87 | 21,045.00 | | 11,606.76 | 23,336.63 | | 23,336.63 |
| Tourism | 6411/302 | 320 | 5,972.05 | | | | 5,972.05 | | 5,972.05 |
| Training | 7104/101 | 320 | 9,988.83 | | 2,000.00 | | 7,988.83 | | 7,988.83 |
| Tree Maintenance | 6365/304 | 320 | 3,216.29 | | | | 3,216.29 | | 3,216.29 |
| Tree Planting Scheme | 6370/304 | 320 | 8,000.00 | | | | 8,000.00 | | 8,000.00 |
| Vehicles & Equipment | 6644/105 | 320 | 25,439.74 | | 6,610.01 | | 18,829.73 | | 18,829.73 |
| Visit Littlehampton | 6406/302 | 320 | 6,043.51 | | | | 6,043.51 | | 6,043.51 |
| Wedding Licence MH | 7291/108 | 320 | 3,238.00 | | | | 3,238.00 | | 3,238.00 |
| Welcome pack | 6051/101 | 320 | 33,751.46 | | | | 33,751.46 | | 33,751.46 |
| Wick Village Traders Gateway | 547 | 320 | 500.00 | | | | 500.00 | | 500.00 |
| Wick Information Centre SFA | 6222/104 | 320 | 2,500.00 | | | | 2,500.00 | | 2,500.00 |
| Wick Initiatives | 6408/104 | 320 | 7,460.40 | | | | 7,460.40 | | 7,460.40 |
| Wick Week | 6325/302 | 320 | 2,557.00 | | | | 2,557.00 | | 2,557.00 |
| | | | 714,473.89 | 207,597.42 | 19,677.14 | 251,937.46 | 739,136.79 | | 676,765.52 |

| Reserve | Nominal code | Res code | Opening Balance 01/04/22 £ | Transfer out of EMR | Expenditure to 31/3/23 £ | Additions 31/3/23 | Closing Balance 31/3/23 £ | Committed £ | Available balance £ |
|------------------------------------|------------------|----------|----------------------------------|------------------------|--------------------------------|----------------------|------------------------------------|-------------------|---------------------------|
| From SBTS | | 321 | 143,396.00 | | | | 143,396.00 | | 143,396.00 |
| From Church Street, car pk barrier | | 321 | 7,900.00 | | | | 7,900.00 | | 7,900.00 |
| From Loan Capital | | 321 | 276,837.50 | | | 5,000.00 | 185,177.66 | | 185,177.66 |
| Converted Capital Receipt | | | 428,133.50 | 96,659.84 | 0.00 | 5,000.00 | 336,473.66 | | 336,473.66 |
| Capital Receipts Reserve | 6429 & 6430 /310 | 345 | 1,155,055.62 | | 666,157.65 | | 488,897.97 | 228,895.60 | 260,002.37 |
| North Littlehampton | | 345 | | | 7,800.00 | | | | |
| | | | | 0.00 | 673,957.65 | 0.00 | 488,897.97 | | 260,002.37 |
| CIL 22/23 | | 351 | 2,487.50 | | | 250.00 | 2,737.50 | | 2,737.50 |
| | | | 2,487.50 | 0.00 | 0.00 | 250.00 | 2,737.50 | | 2,737.50 |
| RALP Assets | 6362/106 | 325 | 2,000.00 | | | | 2,000.00 | | 2,000.00 |
| IT | 7298/101 | 325 | 1,732.44 | | | | 1,732.44 | | 1,732.44 |
| | | | 3,732.44 | 0.00 | 0.00 | 0.00 | 3,732.44 | | 3,732.44 |
| Building maintenance MH | 6680/201 | 327 | 45,452.80 | | 2,614.00 | | 42,838.80 | | 42,838.80 |
| Building maintenance SJC | 7307/303 | 327 | 42,184.98 | | | | 42,184.98 | | 42,184.98 |
| Building maintenance LIU | 7307/105 | 327 | 0.00 | | | | 0.00 | | 0.00 |
| Building maintenance | 7307/307 | 327 | 3,927.75 | | | | 3,927.75 | | 3,927.75 |
| Clock maintenance | 6366/103 | 327 | 335.10 | | | | 335.10 | | 335.10 |
| Memorial maintenance | 6351/103 | 327 | 5,330.00 | | | | 5,330.00 | | 5,330.00 |
| | | | 97,230.63 | 0.00 | 2,614.00 | 0.00 | 94,616.63 | | 94,616.63 |
| Museum Collection Mgmt | 6301/308 | 328 | 8,146.81 | | 540.00 | | 7,606.81 | | 7,606.81 |
| Museum Storage | 308 | 328 | 470.76 | | | | 470.76 | | 470.76 |
| Museum Events | 6314/308 | 328 | 817.08 | | | | 817.08 | | 817.08 |
| Education and Outreach | 6304/308 | 328 | 150.00 | | | | 150.00 | | 150.00 |
| Museum Archaeological deposits | 308 | 328 | 284.90 | | | | 284.90 | | 284.90 |
| Museum Volunteers | 7110/308 | 328 | 255.00 | | | | 255.00 | | 255.00 |
| Museum donations | 4542/308 | 328 | 2,606.08 | | | | 2,606.08 | | 2,606.08 |
| B&H Grant for LD CPD | 4002/308 | 328 | 59.83 | | | | 59.83 | | 59.83 |
| Places of Science Grant | 6312/308 | 328 | 546.97 | | | | 546.97 | | 546.97 |
| Museum WIDMB reprint | 4600/308 | 328 | 336.50 | | | | 336.50 | | 336.50 |
| | | | 13,673.93 | 0.00 | 540.00 | 0.00 | 13,133.93 | | 13,133.93 |
| Totals | | | 2,414,787.51 | 207,597.42 | 688,988.79 | 256,937.46 | 1,678,728.92 | 291,266.87 | 1,387,462.05 |