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Town Clerk – Laura Chrysostomou

2 February 2024

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

Community Centre Sub-Committee

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

Date: 8 February 2024

Time: 4 pm

Committee:

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

Laura Chrysostomou, Town Clerk

Agenda 2023 to 2024

- 1. Evacuation Procedures**
- 2. Filming of Council Meetings, Use of Social Media and Mobile Phones**

During this meeting, the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person or persons filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

- 3. Apologies**

4. Declarations of interest

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

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

It is recorded in the register of interests that Councillors Blanchard-Cooper, Long, May, Tandy and Wiltshire are Members of Arun District Council. These interests only need to be declared at the meeting if there is an agenda item to which they relate.

5. Chair's Report and Urgent Items

6. Non-Exempt Minutes

To confirm the Non-Exempt Minutes of the meeting held on 14 November 2023, circulated herewith, pages 3 to 5. In accordance with the Town Councils' Standing Orders, Section 9a, Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

7. Public Forum

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

8. Exempt Business

It is Recommended that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted. This item is a confidential report for Members of the Council only in accordance with Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person.

9. Exempt Minutes

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

10. **K2 Lease** – To receive an oral update from the Town Clerk.

**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.