

15 March 2024

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

**Venue: Southfields Jubilee Centre, Southfields Road, Littlehampton, BN17  
6AE**

**Date: Thursday 21 March 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. Minutes**

To confirm the Minutes of the meeting held on 29 January 2024, circulated herewith, pages 5 to 12. 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**

Report attached, pages 13 to 15.

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

#### **9.2.1. Planning and Transportation**

To receive the Minutes of the meeting held on 29 January, circulated herewith, pages 16 to 21, at which the following items were discussed.

119.1 West Sussex Highways Update

120.1. Licence Application, 119186, Mewsbrook Park Cafe Trading Kiosk

120.2. Planning Applications, Lists 2, 3, and 4

121. Rampion 2 Windfarm

### **9.2.2. Planning and Transportation**

To receive the Minutes of the meeting held on 26 February, circulated herewith, pages 22 to 27, at which the following items were discussed.

129.1. Planning Application LU/43/24/DOC, Phase 5 Hampton Park

130.1. Neighbourhood Planning

130.2. Highways

131.1. Planning Applications, Lists 5, 6, 7 and 8

131.2. Land North of Littlehampton Academy and Fitzalan Link Road

132. Rampion 2 Windfarm

133.1. West Sussex County Council Post-16 Transport Policy Statement Consultation

### **9.2.3. Governance and Audit**

To receive the Minutes of the meeting held on 6 February, circulated herewith, pages 28 to 33, at which the following items were discussed.

17.1. External Auditor Certificate and report 2022 to 2023

17.2. Internal Audit Report 2023 to 2024

17.3. Annual Review of Internal Control Systems

17.4. Annual Risk Register Review

17.5. Committee Work Plan and Governance Review Update

17.6. Annual Review of Feedback

### **9.2.4. Community Resources Committee**

To receive the Minutes of the meeting held on 15 February, circulated herewith, pages 34 to 39, at which the following items were discussed.

51.1. Allotments Working Group

52.1. Events Periodic Report

52.2. Museum Periodic Report

52.3. Community Resources Officer Periodic Report

52.4. K2 Community Centre Hire Charges

#### **9.2.5. Policy and Finance**

To receive the Minutes of the meeting held on 11 March, to follow.

#### **9.2.6. Community Centre Sub-Committee**

To receive the Minutes of the meeting held on 8 February, circulated herewith, pages 40 to 42, at which the following items were discussed.

30. K2 Lease

### **10. Officer's Reports**

#### **10.1. K2 Building Signage**

Report attached, pages 43 to 47.

#### **10.2. Town Council Meeting Dates 2025**

Report attached, pages 48 to 50.

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

#### **12. 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.

#### **13. Exempt Minutes**

##### **13.1. Community Centre Sub-Committee**

To receive the Exempt Minutes of the meeting held on 8 February 2024, circulated to Members of the Council only.

**Minutes of an ordinary meeting of the Town Council held in The New  
Millennium Chamber, The Manor House, Church Street, Littlehampton BN17  
5EW on 29 January 2024 at 6.30 pm**

**Present:**

Councillor Tandy – Chair  
Councillor Butcher  
Councillor Daws  
Councillor Lee  
Councillor Long  
Councillor May  
Councillor Northeast  
Councillor O'Neill  
Councillor Richards  
Councillor Dr Walsh KStJ  
Councillor Wiltshire  
Councillor Woodman

**2023 to 2024**

**65. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**67. Apologies**

There were apologies from Councillors Blanchard-Cooper, Tilbrook and Worne.

**68. 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.

## **69. Non-Exempt Minutes**

The Non-Exempt Minutes of the Ordinary Meeting of the Council held on 23 November 2023, previously circulated, were confirmed as a true record and signed by the Mayor.

## **70. Town Mayor Report and Urgent Items**

The Mayor informed Members that his report of activities since the last meeting would be circulated after the meeting. He had also been pleased to attend a successful exhibition at Pier Road Coffee and Art, where he had judged various artworks and selected three favourite pieces.

## **71. Public Forum**

There were two members of the public present and one representation.

- 71.1.** The representation came from a local resident who referred to the recent serious and tragic event in Littlehampton. He also reported a further alleged incident which had occurred earlier in the day at a park in Littlehampton. In his view, there were areas of the Parish where local residents no longer felt it was safe to venture into. He therefore demanded to know when might residents expect to see the often promised visible police presence that these incidents clearly demonstrated was now much needed.

Acknowledging the representation, the Mayor spoke of his sadness upon hearing of these incidents and on behalf of the Council expressed sympathy for those effected. He assured residents that Members understood the seriousness of the situation, the impact on the community and urged residents to report incidents.

Councillor Dr Walsh KStJ declared an interest as a representative on the Sussex Police and Crime Panel

- 7.1.2.** Members also shared their frustration that despite the Town Council's efforts to raise awareness of the issues faced by residents, the visible police presence that was clearly needed had not materialised. There was also a strong view that the burden of community policing had fallen unfairly onto local Councils in recent years.

Whilst encouraging residents to take precautions and continue to report issues, Members felt that this situation should not be allowed to continue and were united in calling for a more tangible response from the Police.

**It was therefore resolved that:**

The Mayor seek an urgent business meeting with the Police and Crime Commissioner and the Area Policing Team to discuss local policing in Littlehampton.

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

There were none.

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

### **73.1. Recommendations from Committees**

There were none, other than the budget papers which were the subject of separate reports on the agenda.

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

#### **73.2.1. Planning and Transportation**

Council received the Minutes of the Planning and Transportation Committee meetings held on 4 December 2023 and 9 January 2024, with no matters arising.

#### **73.2.2. Community Resources**

Council received the Minutes of the Community Resources Committee meeting held on 7 December 2023, with no matters arising.

#### **73.2.3. Property and Personnel**

Council received the Minutes of the Property and Personnel Committee meeting held on 12 December 2023, with no matters arising.

#### **73.2.4. Policy and Finance**

Council received the Minutes of the Policy and Finance Committee meeting held on 18 December 2023, with no matters arising.

#### **73.2.5. Community Centres Sub-Committee**

Council received the Non-Exempt Minutes of the Community Centres Sub-Committee meeting held on 14 November 2023, with no matters arising.

## **74. Officer's Reports**

## **75. Finance**

### **75.1. Capital Programme Draft Funding 2024 to 2025**

The Town Clerk presented a report, previously circulated, which set out the funding of the Capital Programme including the financial implications of the Town Council's Business Plan priorities for 2024 to 2025.

- 75.1.1.** Regarding the North Littlehampton Community Centre, concern was expressed regarding the impact of passing time on the value of the Section 106 developer funding and the lack of a timeframe for delivery. Acknowledging these concerns, the Town Clerk assured Members that Officers were working hard with the developer to bring forward a viable scheme.

**Council unanimously resolved that:**

The Capital Funding Programme for 2024 to 2025 be approved.

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

Council had before it a report, previously circulated, which set out the proposed Full Council budget for 2024 to 2025 and projected budgets for 2025 to 2026 and 2026 to 2027. The Chair of the Policy and Finance Committee was pleased to present the proposed Council Budget for 2024 to 2025 which had been put together following a thorough review by each Committee during the December meeting cycle.

- 75.2.1.** Members proceeded to consider the proposals in more detail. Regarding the general reserves, the Responsible Financial Officer explained that current regulatory guidance suggested that the Council's General Reserves, whilst low, were adequate given the current level of Earmarked Reserves. It was agreed that for clarification, the guidance would be added to future reporting.

- 75.2.2.** Councillor Dr Walsh KStJ proposed a Service Funding Agreement (SFA) for the Littlehampton Bonfire Society. He stated that the cancellation of the 2023 event had delivered a significant blow to the Society's finances which put their future and that of the traditional annual event at risk, with remaining resources only being enough to cover one last event. The annual event was regarded by many as hugely beneficial and he urged Members to support the proposal of the Town Council sponsoring the cost of fireworks through a three-year SFA, £5,000 in 2024 to be met from the General Reserve, £4,000 in 2025 and £3,000 in 2026. The Society was making huge progress in reviewing how the annual event was run and other authorities also supported the Society through help with the organisation and road closures. The Society were also considering reducing the size of the event through changes to the bonfire and procession which could see the resources needed reduce in coming years. This proposal was seconded by Councillor Long who echoed Councillor Dr Walsh KStJ's sentiments.

- 75.2.3.** Members proceeded to consider this proposal and it was noted that this would need to be considered by the Community Resources Committee. It was also highlighted that Service Funding Agreements would not typically be considered until 2026, although the Littlehampton Bonfire Society was able to apply for this year's Grant Aid. It was explained that financing a new Service



Funding Agreement from the General Reserves would be subject to a Supplementary Estimate and that Council would require supporting information to inform such a decision. It was noted that the 2024 to 2025 Budget had to be agreed at this meeting. It was also noted that the Town Clerk and the Community Resources Officer had recently met with the Chairman of the Society and various options had been put forward for the Society to explore. Acknowledging the steps that the Society were taking to review the event, it was suggested that the Society look to improve promotion and sponsorship. These were noted for discussion with the Society.

**It was therefore resolved that:**

Officers continue discussions with the Littlehampton Bonfire Society and report progress to the Community Resources Committee

**75.2.4.** Returning to the main budget and precept for 2024 to 2025, the Chair of the Policy and Finance Committee stated that the proposals aimed to enable the Council to deliver its Business Plan and support growth. He thanked all members of the Council and staff for their work in taking this difficult Budget through its many stages and commended it to Council. Members were supportive of the proposals which based on need and the wish to support growth, were considered responsible.

**It was therefore resolved that:**

- 1) The budget for 2024 to 2025 and a Precept of £1,510,181 be approved.
- 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).

**76. Reports of Representatives on Outside Bodies**

There were none.

**77. 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.

## **78. Exempt Minutes**

### **78.1. Town Council**

The Exempt Minutes of the Ordinary Meeting of the Council held on 23 November 2023, previously circulated to Members only, were confirmed as a true record and signed by the Mayor.

### **78.2. Community Centres Sub Committee**

Council received the Exempt Minutes of the Community Centres Sub-Committee meeting held on 14 November 2023, previously circulated to Members only, with no matters arising.

The meeting closed at 7:22pm.

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**Mayor**

### November 2023 to January 2024 Engagements

#	Attendee	Date	Organisation	Event	Activities at event	Venue
1	DM	22/11/2023	Carers Support West Sussex	Carers Marketplace	To meet and engage with the members of the public and the ten different health & wellbeing support organisations attending	Wick Hall; 76 Wick Street, Wick; Littlehampton. BN17 7JS
2	DM	23/11/2023	Arun and Chichester Citizens Advice	AGM	Attend	Teams call
3	DM	25/11/2023	Wick High Street	Wick Christmas Light Switch On	Turn on lights and meet and greet	Wick High Street
4	DM	01/12/2023	1087 (Arun Valley) Squadron Air Cadets -	Award event	Present awards and mingle	Manor House, Church Street
5	M	01/12/2023	RNLI	Carol Service	Attend	Littlehampton Baptist Church (Fitzalan Road, Littlehampton, West Sussex, BN17 5NY)
6	M	02/12/2023	Pier Road Art Gallery	Mayor's pick	Choose top 3 artwork for December	Pier Road Art Gallery
7	M	03/12/2023	Bognor Regis Town Council -	Civic Carol Service 2023	Attend and watch	St Mary Magdalene Church, South Bersted.
8	M	07/12/2023	HMP Ford	Carol Service	Attend and watch	HMP Ford; Ford Road; Arundel. BN18 0BX

<b>9</b>	M	19/12/2023	LTC Events Team	Love Locals Scheme prize draws	Pick the winner and have photo taken	Manor House, Church Street
<b>10</b>	M	19/12/2023	LTC Events Team	Christmas Bauble Trail	Pick the winner and have photo taken	Manor House, Church Street
<b>11</b>	M	13/01/2024	Volunteer Fair	VAAC	Open event and meet & greet	Rustington Methodist Church, Claigmar Road, Rustington, BN16 2NL.
<b>12</b>	M	17/01/2024	Littlehampton Wave Life Saving Club	Presentation Evening	Present awards and give speech at the end of the awards	Reception Area St Andrews United Reformed Church; Holmes Lane; Rustington. BN16 2PY
<b>13</b>	M	20/01/2024	Pier Road Art Gallery -	January Blues Competition	Judge Littlehampton category	Barclays Local (71 High Street, Littlehampton, West Sussex, BN17 5AE)
<b>14</b>	M	23/01/2024	WSALC	Chairs Forum	Attend	Online

# **Littlehampton Town Council**

## **Non-Confidential**

**Committee: Full Council**

**Date: 21 March 2024**

**Report by: Town Clerk**

**Subject: Recommendations from Committees**

### **1. Summary**

- 1.1.** The purpose of this report is to highlight to Members items arising from the last Committee cycle which entail recommendations to Council and therefore need Council approval to proceed. The other items included in the Minutes have been delegated for decision to Committees and therefore have already been agreed. The items recommended to Council are:

### **2. Policy and Finance Committee: 11 March 2024**

[Policy and Finance Committee Agenda 11 March 2024](#)

#### **2.1 Minute 50.3. Annual Investment Strategy\***

Members received a report, previously circulated, which set out the Annual Investment Strategy review. Regarding the investment objectives in the Strategy, it was agreed that for clarity the policy objective be updated to state that where possible, balances were invested within ethical portfolios. It was also noted that the RFO had spoken to the Churches, Charities and Local Authorities (CCLA) Investment Managers and would be arranging for a presentation to be made to Members to explain how the investment fund was managed.

#### **It was resolved that:**

Subject to the update to the Strategy as set out in Minute 50.3. above, Council be Recommended to approve the Annual Investment Strategy 2024 to 2025.

### **3. Governance and Audit Committee: 6 February 2024**

[Governance and Audit Committee Agenda 6 February 2024](#)

#### **3.1. Minute 17.3. Annual Review of Internal Control Systems**

Members received a report, previously circulated, which set out the Town Council's Internal Controls\* for consideration and approval. The RFO

explained that following a review by Officers, the current controls were considered effective and that no changes were proposed. Subject to the correction of a couple of typographical errors in the Governance Statement and lists of control, Members were content that the controls were robust.

**It was resolved that subject to the correction of typographical errors:**

Council be recommended that statements 2, 5, 6 and 7 of the Annual Governance Statement had been complied with.

### **3.2. Minute 17.4. Annual Risk Register Review**

17.4.1. Members had before them a report, previously circulated, which set out the Town Council's Corporate Risk Management Strategy and Procedures\*, for review together with the Council's Corporate Risk Register. Alongside this, the Town Clerk, Deputy Town Clerk and Service Managers had also undertaken a risk review of the Council's agreed Business Plan for consideration by the Committee. The RFO explained that following a review by Officers, no changes were proposed to the Strategy and Procedures. The views of the Committee were however sought regarding the Corporate and Business Plan Risk Registers\* with a view to recommending them to Council. Members proceeded to review and comment upon the Strategy and registers individually.

The following aspects of the risk registers were highlighted for updating and the required changes implemented:

- Minute 17.4.4. Regarding the financial controls relating to the build costs for the new community centres, it was agreed that for clarity the wording be updated to reflect that separate project risk assessments were in place and that the impact and scores be reviewed.
- Minute 17.4.7. Regarding the Business Plan Risk Register, agreed that clarification be added to the register for the following goals:
  - 1) Policy Reviews – reassess the level of risk.
  - 2) Gateway Public Art in North Littlehampton and Rosemead Park – include the value of Section 106 funding and time limits for expenditure.
- Minute 17.4.8. Regarding the presentation of the Risk Registers, it was agreed that they would be presented in the same format in future.

**It was therefore resolved that:**

The Corporate and Business Plan Risk Registers be updated as set out in Minutes 14.4.4., 17.4.7. and 17.4.8. and the revised Registers be recommended to Full Council.

### **3.3. Minute 17.5. Committee Work Plan and Governance Review Update**

17.5.2. The Financial Regulations\* had however been updated to reflect changes in the tendering procedures resulting from a review of the values currently in place. It was proposed that the Best Practice threshold be increased from £1,499 to £4,999. The RFO explained that the current threshold had not been

increased for some time and no longer reflected the increases in inflation over the last two years. The low threshold had also meant that the Council could alienate local contractors who were regularly approached for quotes in accordance with the Town Council's Procurement Policy. It was also proposed that in future, authority be delegated to the Town Clerk to vire amounts up to £1,000 between budgets without the prior approval of the relevant Committee. It was noted that these instances would continue to be reported to each Committee in the periodic budget monitoring reports. These proposals were considered long overdue and sensible.

**It was therefore resolved that:**

The changes to Section 4.3 and Section 15 of the Town Council's Financial Regulations be approved with effect from 1 April 2024 and recommended to Full Council.

\* These documents were circulated with the papers for the appropriate Committee Meeting and can be viewed by clicking on the link. Please contact the Town Clerk if copies are required.

Laura Chrysostomou  
**Town Clerk**

**Minutes of a meeting of the Planning and Transportation Committee held in The Fleming Room, The Manor House, Church Street, Littlehampton BN17 5EW on 29 January 2024 at 4 pm**

**Present:**

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

**2023 to 2024**

**112. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**114. Apologies**

There were none.

**115. 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.

**116. Minutes**

The Minutes of the meeting held on 9 January 2024 were confirmed as a true record and signed by the Chair.

**117. Chair's Report and Urgent Items**

There were none.



## **118. Public Forum**

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

## **119. Transportation and other West Sussex County Council Matters**

### **It was resolved that:**

The presentation by the Parish and Community Engagement Officer be brought forward.

### **119.1 The Parish and Community Engagement Officer at West Sussex County Council will attend the meeting to explain his role.**

119.1.1. The Parish and Community Engagement Officer introduced himself to the Committee and explained his role. He was part of a new Team which aimed to improve communication with Town and Parish Council's and how they access information about highways matters from the County Council.

He then invited Members to highlight areas of concern where it would be most beneficial for them to have a better understanding and help them to handle questions from residents. There was a consensus among Members that they were missing key information and that it was difficult to know what was important. Members also thought that the information available on the website was useful but could be overwhelming and considered that regular updates for the Town with Ward specific information would be more useful.

119.1.2. Members also highlighted concerns they had about the lack of road markings on the Nightingale Way roundabout and considered that this posed a serious threat to the safety of all road users. Members also reported that many of the roads had speed limits which were in many cases not thought appropriate for the area. There was a strong view that the often-used desk top surveys were not an appropriate way to judge speed limits and highways interventions in general and that this could be improved by drawing on the local knowledge of Ward Councillors.

The Parish and Community Engagement Officer thanked Members for providing this insight into the roads in the area and it was agreed that further details of the road markings in the vicinity of the Nightingale Way roundabout be provided so that this could be investigated further.

119.1.3. He went on to explain that the highways network was extensive, and it was not always possible to alert parishes to works, especially in an emergency. Members were encouraged to make use of the interactive map on the County Council's website which carried real-time information for road users about roadworks, closures, and diversions. This could be found at: [Roadworks map - West Sussex County Council](#)

119.1.4. The move from the App based system to website reporting was considered a retrograde step by Members. This was due to changes in technology and the Officer emphasised the importance of reporting as it enabled information to be easily transmitted and provided a permanent record of issues. Members reported their frustration and that of residents regarding the frequent “case closed” responses automatically generated by the County Council’s website reporting system. The Officer sympathised and stated this meant that the issue had been shared with partners, i.e. the Area Teams and / or relevant contractors, for action. He added that if it was considered that a report needed urgent attention residents and Members could use the Active Communities email address to escalate them: [active.communities@westsussex.gov.uk](mailto:active.communities@westsussex.gov.uk)

To promote better awareness and engagement with local communities the County Council had developed a hub on their website at:

[Highways, Transport & Planning | Your Voice West Sussex](#)

This was an engagement tool which enabled the County Council to share ideas, discuss important topics, and provide a forum for feedback on policy and planning.

119.1.5. Members considered that a visit to one the County Council’s Highway depots would be highly beneficial. The Parish and Community Engagement Officer agreed to arrange a visit in the near future.

In terms of frequently asked questions by residents Members agreed that their top three were, potholes, parking issues and mixed communication from the County Council.

These were noted and the Parish and Community Engagement Officer thanked Members for their thoughts. On behalf of the Committee, the Chair the Officer for attending the meeting.

## **120. Planning and other Arun District Council Matters**

### **120.1. Licence Application, 119186, Mewsbrook Park Cafe Trading Kiosk**

120.1.1. The Committee had before it, previously circulated, details of a licence application relating to the Trading Kiosk at Mewsbrook Park. The applicant was seeking approval specifically to supply alcohol for consumption both on and off the premises throughout the week until 10pm. It was also noted that permission was sought to alter the opening hours of the kiosk on various evenings throughout the year for themed nights. Members proceeded to consider the application in more detail and discussion focused on public safety and the accessibility of the public conveniences.

120.1.2. It was noted that the Park was a popular and open public space. Observing the large lake and its close proximity to the Trading Kiosk, there was concern that permitting the wider consumption of alcohol in the vicinity was unsafe. The Committee had no objection to the plans but did consider that if the application was to be approved, further measures were needed to improve public safety. It was therefore suggested that the Licensing Authority be strongly recommended to consider restricting the sale of alcohol at the Trading Kiosk to on-site consumption only and stipulating that plastic cups be used instead of glass. Members also wanted to ensure that directional signage for the public conveniences was both visible and prominently situated.

**It was therefore resolved that:**

The Committee's views as set out in Minutes 120.1.1. and 120.1.2. above be forwarded to Arun District Council.

**120.2. Planning Applications, Lists 2, 3, and 4**

**It was resolved that:**

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

**121. Rampion 2 Windfarm**

The Assistant Town Clerk informed Members that the pre-examination of the assessment procedure had been completed. It was noted that Officers would be reviewing the District Council's recently published Draft Local Impact Assessment and would report matter for further consideration to the Committee at the next meeting.

**It was resolved that:**

The update be noted.

**122. Masterplan, North Littlehampton**

There was nothing further to report.

**123. Exempt Business**

There was none.

The meeting closed at 5:02 pm.

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**Chair**

## Appendix 1

### LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 29 January 2024 Representation on Lists 2 and 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
3	Beach	BW	LU/3/24/CLP	Lawful development certificate for a proposed rear dormer and side gable to allow for a roof conversion.	14 Southfields Road Littlehampton	No Objection.
3	Courtwick with Toddington	DR	LU/5/24/A	Installation of 1 No single traditional post sign, 1 No fascia sign with v grove effect and traditional hand painted lettering, illuminated via 2 No 30w warm white LED flood lights, 1 No informative directional car park sign to replace existing sign currently obscured by a bush which will be illuminated via 2 No 30w warm white LED flood lights, 1 No single sided car park sign fixed to post with vinyl text to replace existing, 1 No 1 non-illuminated poster case to allow the premises to display forthcoming events and offers, 4 No polished brass lanterns with 18w warm white LED lamps and 4 No 30w warm white LED flood lights (resubmission of LU/289/23/A). This application affects the setting of a listed building.	The Six Bells Inn Lyminster Road Littlehampton BN17 7PS	No Objection.
3	Courtwick with Toddington	DR	LU/6/24/L	Listed building consent for the installation of 1 No single traditional post sign, 1 No fascia sign with v grove effect and traditional hand painted lettering, illuminated via 2 No 30w warm white LED flood lights, 1 No informative directional car park sign to replace existing sign currently obscured by a bush which will be illuminated via 2 No 30w warm white LED flood lights, 1 No single sided car park sign fixed to post with vinyl text to replace existing, 1 No 1 non-illuminated poster case to allow the premises to display forthcoming events and offers, 4 No polished brass lanterns with 18w warm white LED lamps and 4 No 30w warm white LED flood lights (resubmission following LU/240/23/L).	The Six Bells Inn Lyminster Road Littlehampton BN17 7PS	No Objection.

## Appendix 1

**LITTLEHAMPTON TOWN COUNCIL**  
**Planning and Transportation Committee 29 January 2024**  
**Planning Applications on List 4**

<b>Plan List No.</b>	<b>Ward</b>	<b>Ward Councillor</b>	<b>Planning No.</b>	<b>Details of Application</b>	<b>Location</b>	<b>Comments</b>
4	Beach	BW	LU/2/24/HH	Single storey rear extension, first floor side extension and installation of new front door.	2 Parkside Avenue Littlehampton BN17 6BG	No Objection.
4	Beach	BW	LU/7/24/HH	Removal of existing porch and conservatory and erection of single-storey front and rear extensions.	78 Parkside Avenue Littlehampton BN17 6BJ	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 26 February 2024 at 6.30 pm.**

**Present:**

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

**Laura Chrysostomou, Town Clerk**

**2023 to 2024**

**124. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**126. Apologies**

There were apologies from Councillor Richards

**127. 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.

**128. Minutes**

The Minutes of the meeting held on 29 January 2024, previously circulated, were confirmed as a true record and signed by the Chair.

## **129. Chair's Report and Urgent Items**

### **129.1. Planning Application LU/43/24/DOC, Phase 5 Hampton Park**

**129.1.** The application was primarily concerned with the location and nature of the bus stops. However, it did also reference the Section 106 contribution towards bus services, and it was noted that the developer had paid the sum of £218,096.36p to the Local Planning Authority, Arun District Council in February 2018. Coincidentally, Officers had also had an initial conversation with neighbouring parishes about local bus services. The Town Council's long-term objective to address connectivity for the new residents in North Littlehampton remained an objective for the New Council. The growth of the parish also showed that it was becoming multi centred, and other objectives supporting the Town Centre and sea front regeneration were also uppermost in Members minds. The Committee viewed this an opportunity to influence the shape of local bus services and wished to support this application. Members also considered it would be timely to approach the District Council with the aim of bringing the relevant parties together to look at future provision. Ideally, this would be through the North Littlehampton Advisory Group.

#### **It was therefore resolved that:**

1. The planning application be supported.
2. Authority be delegated to the Town Clerk in consultation with the Chair to investigate future bus services and take these discussions forward with the District Council and relevant stakeholders.

## **130. Public Forum**

There were no members of the public present and there was one representation from a resident:

Thanking the Town Council for making representations about Oakcroft Meadow, the resident proceeded to ask the following:

### **130.1. Neighbourhood Planning**

With the Arun Local Plan under review and changes in legislation, might this be the moment to embark on a review of the Littlehampton Neighbourhood Plan. This could provide additional protection for our green spaces, and some of the Towns' heritage, like flint walls.

It was noted that the Town Council together with the parishes in the district was aware of the review of the Local Plan and that Officers had been participating in stakeholder workshops organised by Arun District Council as they prepared to launch this work. The Town Council was monitoring and had participated in the reviews of the Local Plan Policies as they came forward and would continue to do so. The Chair and Assistant Town Clerk had also

recently attended a parish council focussed training session to hear about upcoming changes to the regulations and legislation around planning and the impact on local and neighbourhood planning. This suggested that much of the proposed legislative changes had yet to be enacted because they required secondary legislation. The Town Council therefore continued to monitor the situation and would engage with the District Council throughout the consultation process.

## **130.2. Highways**

Though in a neighbouring parish, problems with flooding on the Lyminster Road, which also hid potholes, had impacted Littlehampton residents badly. There had been no communication and he asked that this be taken up with the Highways Authority, West Sussex County Council. In addition, deep ridges, and potholes in the road round the roundabout in Wick next to Morrisons were highlighted for action and it was also suggested that enforcement cameras were now needed at the pedestrian crossing as traffic was reported to be failing to stop at the traffic lights.

In response the Chair thanked the resident for highlighting these specific matters and confirmed that they had been raised with the County Council. Regarding the introduction of enforcement cameras, it was suggested that the resident contact their County Councillor. He emphasised that whilst the Town Council would always help raise the profile of issues on the roads, it was also important that residents use the County Council's online reporting tool [Make an enquiry or report a problem with a road or pavement - West Sussex County Council](#) to report issues. He added that the Town Council would be using its social media to share details on how to report highways issues to the County Council.

## **131. Planning and other Arun District Council Matters**

### **131.1. Planning Applications, Lists 5, 6, 7 and 8**

#### **It was resolved that:**

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

### **131.2. Land North of Littlehampton Academy and Fitzalan Link Road**

Members received a report, previously circulated, which contained an update and details of responses received following various enquiries regarding the development of the land north of the Littlehampton Academy and Fitzalan Link Road. Members were pleased to note the improvement in communication between residents and the developers.



**It was resolved that:**

The update be noted.

**132. Rampion 2 Windfarm**

- 132.1. Members had before them a report, previously circulated, which set out an assessment of the District Council's Local Impact Report (LIR) and the current Examination timetable. Whilst it was acknowledged that the matters of concern already identified by the Town Council were reflected in the LIR, in view of the recent problems with flooding in the area particularly in and around Clymping, Members emphasised the importance of understanding the potential impact of the windfarm on the existing sea and flood defences and the arrangements for their management in the future.
- 132.2. The Committee was supportive of the move to contact the lead officer at the District Council, seeking engagement in the coming months to ensure that the Town Council's views continued to be reflected in their ongoing work and as the Examination progressed. The current Examination timetable was noted, and the Committee would continue to receive updates throughout the process.

**It was resolved that:**

The update be noted.

**133. Transportation and other West Sussex County Council Matters**

**133.1. West Sussex County Council Post-16 Transport Policy Statement Consultation**

The Committee had before it the County Council's consultation on their Draft Post-16 Transport Policy, previously circulated. The Policy Statement set out the help that was available through the County Council, schools, colleges, and transport operators for young people of sixth-form age and those who are 19+ with an Education Health and Care Plan to get to school or college. Members wished to have more time to consider the Policy and it was agreed that it be recirculated, and comments collated by the Assistant Town Clerk.

**It was therefore resolved that:**

The Policy be recirculated to the Committee and that authority be delegated to the Town Clerk in consultation with the Chair to finalise the Town Council's response.

**134. Masterplan, North Littlehampton**

There was nothing further to report.

**135. Exempt Business**

There was none.

The meeting closed at 7.20 pm.

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**Chair**

UNAPPROVED

## Appendix 1

### LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 26 February 2024 Representation on Lists 5,6,7 and 8

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
6	Beach	BW	LU/274/23/HH	Drop kerb and installation of driveway.	3 Beaumont Park Littlehampton	No objection
6	Courtwick with Toddington	DR	LU/9/24/HH	Single storey side/rear extension, conversion of garage to habitable use and replacement of front window to doors	15 Granary Way Littlehampton	No objection
7	Beach	BW	LU/20/24/L	Single storey rear extension, addition of 1 roof light and internal alterations (This application may affect the character and appearance of the Littlehampton Conservation Area and a listed building).	Flat 3 15 South Terrace Littlehampton BN17 5NZ	No objection
7	Brookfield	JL	LU/32/24/CLP	Lawful development certificate for a proposed garage conversion.	44 Westlands Rustington	No objection
7	River	JD	LU/33/24/PL	Change of use from Guest House (C1 Hotels) to single dwelling house (C3 Dwelling Houses). This application is in CIL Zone 4, and is CIL liable as a new dwelling.	71 Beach Road Littlehampton BN17 5JH	Support
7	River	JD	LU/24/24/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
8	Brookfield	JL	LU/39/24/HH	Single storey rear and side extension, replacement porch and removal of chimney.	21 Peregrine Road Littlehampton BN17 6DT	No objection
8	Courtwick with Toddington	DR	LU/27/24/HH	Installation of full span to wall greenhouse against new build rear wall 2.5 m high.	Toddington House Toddington Lane Littlehampton BN17 6JX	No objection
8	Courtwick with Toddington	DR	LU/23/24/HH	Readvertisement due to Amended description. Proposed single storey side/rear extensions following demolition of detached garage and existing rear sunroom.	4 Hearnfield Road Littlehampton BN17 7PR	No objection
8	Wickbourne	DR	LU/38/24/HH	Two storey rear extension.	99 Colebrook Road Littlehampton BN17 7NU	No objection

**Minutes of a meeting of the Governance and Audit Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on 6 February 2024 at 6.30 pm.**

**Present:**

Councillor Woodman - Chair  
Councillor Butcher  
Councillor Daws  
Councillor May  
Councillor Richards  
Councillor Tilbrook

**In attendance:**

Jon Short, Deputy Town Clerk and Responsible Financial Officer

**2023 to 2024**

**10. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**12. Apologies**

There were apologies from Councillors Lee and Northeast. Councillors Butcher and Daws respectively attended as their substitutes.

**13. Declarations of interest**

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

In addition, Councillor Butcher declared a personal interest as a Member of Arun District Council.

## **14. Minutes**

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

## **15. Chair's Report and Urgent Items**

There were none.

## **16. Public Forum**

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

## **17. Officers Reports**

### **17.1. External Auditor Certificate and report 2022 to 2023**

Members received a report, previously circulated, which contained the External Auditor Certificate and report for the Town Council's 2022 to 2023 accounts.

#### **It was resolved that:**

The External Auditor Certificate and report for the 2022 to 2023 accounts be noted.

### **17.2. Internal Audit Report 2023 to 2024**

17.2.1. Members had before them a report, previously circulated, regarding the Internal Audit for the Town Council's 2023 to 2024. This report set out the systems, financial and otherwise, that were in place to ensure that operationally, the Town Council complied with all laws and regulations and followed best practice.

17.2.2. The Committee proceeded to review the report in more detail. Regarding the VAT accounting in respect of the transaction with Arun District Council for the Multi Use Games Area (MUGA) at K2, the Responsible Financial Officer (RFO) explained that the Auditor had recommended that the Council review the power under which this transaction was made. He had also recommended that, if necessary, guidance regarding the transaction be sought from a specialist VAT adviser. The RFO confirmed that the matter had therefore been referred to a specialist to obtain clarity as to where the responsibility for reclaiming the VAT on this transaction lay and that Officers were awaiting their comments.

17.2.3. Regarding progress with collection of bad debts, the RFO reported that there had been a twenty five percent reduction in debtors since the last Audit. He also confirmed that the current figures included a long-term debt of £10,800 which had proven difficult to recover but was in the process of being resolved.

17.2.4. Turning to the Auditor's recommendation that the Town Council reviews its investments and the investment policy, it was noted that the review was underway. The RFO explained that this would focus on finding an alternative

to the current 95-day notice accounts and how the Town Council might improve the returns on its investments.

**It was resolved that:**

The Internal Auditor report for the 2023 to 2024 accounts and progress implementing the recommendations be noted.

**17.3. Annual Review of Internal Control Systems**

Members received a report, previously circulated, which set out the Town Council's Internal Controls for consideration and approval. The RFO explained that following a review by Officers, the current controls were considered effective and that no changes were proposed. Subject to the correction of a couple of typographical errors in the Governance Statement and lists of control, Members were content that the controls were robust.

**It was resolved that subject to the correction of typographical errors:**

- 1) The Council's Internal Control System be noted.
- 2) Council be recommended that statements 2, 5, 6 and 7 of the Annual Governance Statement had been complied with.

**17.4. Annual Risk Register Review**

17.4.1. Members had before them a report, previously circulated, which set out the Town Council's Corporate Risk Management Strategy and Procedures, for review together with the Council's Corporate Risk Register. Alongside this, the Town Clerk, Deputy Town Clerk and Service Managers had also undertaken a risk review of the Council's agreed Business Plan for consideration by the Committee. The RFO explained that following a review by Officers, no changes were proposed to the Strategy and Procedures. The views of the Committee were however sought regarding the Corporate and Business Plan Risk Registers with a view to recommending them to Council. Members proceeded to review and comment upon the Strategy and registers individually.

17.4.2. Regarding the Corporate Risk Management Strategy, Section two, Members questioned the inclusion of the sentence 'Ensure appropriate risk taking is encouraged' which it was thought could be misunderstood. The RFO undertook to review this and update the wording in the Strategy as required.

17.4.3. The Committee proceeded to review the Corporate Risk Register in more detail and discussion focussed on the management of the Town Council's Allotments. The RFO informed Members that a new digital payment system would be introduced at the start of the next financial year. Members were concerned that no one was disadvantaged by this move and the RFO confirmed that the Town Council would continue to accept cash payments.

Turning to the overall management of the allotments the RFO explained the system for running the sites, the renewals process and re-letting plots. It was noted that this was an ongoing process overseen by the Community Resources Officer with support from the Administration Team. Regarding the risk of vermin, it was observed that problems were sometimes caused by factors outside the control of the Town Council. It was however noted that the Town Council employed the specialist services of a pest control contractor to help manage and control the impact of vermin on its allotment sites and that this was reflected in the assessment.

- 17.4.4. The Committee questioned the financial controls relating to the build costs for the new community centres. It was confirmed that these projects were subject to separate project risk assessments which were used to monitor and manage the risks. Observing that this control was not specifically stated in the Corporate Risk Register, it was agreed that for clarity the wording be updated to reflect that these were in place and that the impact and scores be reviewed accordingly.
- 17.4.5. In terms of protecting the Town Councils assets it was noted that the Amenity Team checked the security of the clocks as part of their daily visual inspection of the Town Council's sites. This included the play equipment and seats at Rosemead Park and the Stage by the Sea which were also owned by the Town Council. The RFO also confirmed that the Town Council's computer system had a daily back up and that a monthly check of the server was in place.
- 17.4.6. In respect of the Financial Management section of the Register, the RFO confirmed that the Council operations conformed to the HMRC regulations.
- 17.4.7. Turning to the Business Plan Risk Register, the RFO emphasised that this was to be viewed as an evolving document. He explained that Members' input was sought regarding how accurate the assessment of risk was to the organisation in working towards achieving the priorities of the new Council. Members proceeded to review this register in more detail and highlighted some areas where it was considered that more detail was needed to demonstrate both the extent of the Town Council's responsibilities and the commitments of other parties. This was particularly relevant when it came to understanding the risk attached to the Town Council being able to deliver improvements to local facilities and making sure that its policies were up to date. Members suggested that clarification be added to the register for the following goals:
- Policy Reviews – in view of the volume of work involved, was the level of risk realistic.
  - Gateway Public Art in North Littlehampton and Rosemead Park – include the value of Section 106 funding and time limits for expenditure.

17.4.8. Acknowledging these points the RFO highlighted that the Risk Registers were very much working documents which were periodically reviewed and would be updated as services evolved, and projects progressed. In terms of overseeing the delivery of the Business Plan goals, it was noted that the relevant Committee monitored these. Acknowledging the need for a consistent presentation of the registers he confirmed that this would be addressed alongside the other points discussed by the Committee, in the revised registers that would be presented to Council for approval in March.

**It was therefore resolved that:**

- 1) The Council's Corporate Risk Management Procedures be noted, and the Strategy be reviewed as set out in Minute 17.4.2. above and updated as required.
- 2) The Corporate and Business Plan Risk Registers be updated as set out in Minutes 17.4.4., 17.4.7. and 17.4.8. and the revised Registers be recommended to Full Council.
- 3) The contents of the report be otherwise be noted.

**17.5. Committee Work Plan and Governance Review Update**

17.5.1. Members received a report, previously circulated, which contained a draft Committee Work Plan and an update on the Annual Governance Review. On this latter point it was noted that the outcome of the full review would be brought to the Committee in July together with recommendations following the review of the Town Council's Data Protection policies and procedures.

17.5.2. The Financial Regulations had however been updated to reflect changes in the tendering procedures resulting from a review of the values currently in place. It was proposed that the Best Practice threshold be increased from £1,499 to £4,999. The RFO explained that the current threshold had not been increased for some time and no longer reflected the increases in inflation over the last two years. The low threshold had also meant that the Council could alienate local contractors who were regularly approached for quotes in accordance with the Town Council's Procurement Policy. It was also proposed that in future, authority be delegated to the Town Clerk to vire amounts up to £1,000 between budgets without the prior approval of the relevant Committee. It was noted that these instances would continue to be reported to each Committee in the periodic budget monitoring reports. These proposals were considered long overdue and sensible.

**It was therefore resolved that:**

- 1) The Committee Work Plan for 2024 to 2025 be approved.
- 2) The update regarding the Annual Governance and Data Protection Policies Reviews be noted and that these would be brought to the Committee at the next meeting on 9 July 2024.



- 3) The changes to Section 4.3 and Section 15 of the Town Council's Financial Regulations as set out in paragraphs 3.2. and 3.3. of report be approved with effect from 1 April 2024 and recommended to Full Council.
- 4) The contents of the report be otherwise noted.

#### **17.6. Annual Review of Feedback**

Members had before them a report, previously circulated, which contained the Register of Compliments and Complaints for 2023. Members welcomed the number of positive comments particularly those relating to the use of the Manor House Chamber by the Windmill Cinema. Members were pleased that the Town Council had been able to provide a temporary venue to support the work of the volunteers who ran the Cinema whilst the Windmill was undergoing repair. Observing that personal data had been redacted from the reports, the RFO explained this was to comply with Data Protection Regulations (DPR). He also confirmed that a DPR update would be brought back to Committee at the next meeting after a full review of the current systems and implementation of the external audit findings had been completed.

##### **It was resolved that:**

The contents of the report be noted.

#### **18. Exempt Business**

There was none.

The meeting closed at 7:29 pm.

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**Chair**

**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 15 February 2024 at 6.30pm**

**Present:**

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

**In attendance:**

Juliet Harris - Assistant Town Clerk  
Felix Gillett – Community Resources Officer

**Laura Chrysostomou, Town Clerk**

**2023 to 2024**

**44. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**46. Apologies**

There were no apologies.

**47. 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.

#### **48. Minutes**

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

#### **49. Chair's Report and Urgent Items**

The Chair was pleased to report that he had recently attended a poetry evening at Pier Road Coffee and Art and given a reading. He expressed his thanks for the positive reception he had received.

#### **50. Public Forum**

There were nine members of the public present, and two representations were made.

- 50.1. A plot holder from the Fort Road allotment site addressed the Committee on a number of matters concerning the management of the Town Council's allotments, the implementation of the Allotment Strategy and membership of the Allotments Working Group. Emphasising a willingness to help the work of the Town Council in moving forward with the Strategy, several suggestions were also put forward. These included widening the membership of the Allotments Working Group, better engagement with allotment holders, seeking meaningful data to inform the development of the Strategy and looking at models to enable the self-management of the Town Council's allotments, beginning with the Fort Road site.

The Chair thanked them for their representation. Observing that the next meeting of the Working Group was in May, the representative agreed to provide more information relating to their suggestions to Officers. It was agreed that these would be shared with the Committee for information and reviewed by the Working Group at its next meeting.

- 50.2. Representatives from Turning Tides and the Arun and Chichester Food Partnership were also present. Expressing support for the Community Growing Proposal, which was to be discussed later in the meeting, they stated that they were also willing to answer any questions members may have about the proposal.

This was noted and the Chair thanked them for attending.

#### **51. Working Groups - Notes**

##### **51.1. Allotments Working Group**

The Committee received the notes of the meeting, previously circulated, held 18 January 2024, with no matters arising.

**It was resolved that:**

The notes of the meeting held on 18 January 2024 be noted.

## **52. Officers Reports**

### **52.1. Events Periodic Report**

52.1.1. Members had before them a report, previously circulated, which set out an update of the 2024 to 2025 Town Council events programme. Regarding the Armed Forces Day event, it was noted that the Ministry of Defence Grant application process was imminent and that it may take some time before the outcome was known. Members emphasised the importance of keeping the event within budget and it was noted that an update on plans for the event would be reported at the next meeting.

52.1.2. Turning to the Screen on the Green event, Members had questions regarding the availability of toilet facilities. Whilst it was thought that the public toilets at the Norfolk Gardens and Coastguard sites would be left open, Members were conscious that the regeneration works might have an impact on their availability. Members felt that it would be beneficial to investigate whether the public toilets at Mewsbrook Park could also be kept open as it was thought this could be a useful option to have available. This was noted for consideration as the plans for the event were being made. The proposal to change the date of the event to Saturday 17 August 2024 was also approved alongside the recommendation for the purchase of the inflatable screen.

52.1.3. The Committee noted the progress with the plans for the Easter Out and About activities and approved the date for the Sandcastle Competition.

#### **It was resolved that:**

1. The update on the plans for the Armed Forces Day Event be noted.
2. The date for the Screen on the Green Event be moved to Saturday 17 August 2024 and the scope for opening the Mewsbrook Park public toilet facility be explored.
3. The hiring of an inflatable screen for Screen on the Green at a cost of £3,995 be approved.
4. The date of the Sandcastle Competition be set for Tuesday 13 August 2024.
5. The contents of the report be otherwise noted.

### **52.2. Museum Periodic Report**

Members received a report, previously circulated, which provided an update on recent exhibitions and engagement activities. It was noted that the exhibition programme for the coming year would be lighter to enable the Team to focus on delivering 'Project Time Machine.' It was suggested that the Butterworth Gallery be brought into use during this time to facilitate activities with community groups and talks. It was agreed that this would be investigated. Members were pleased to note the positive feedback relating to the 'Wicked Littlehampton' exhibit and half term activities. It was also noted

that 'Chips' the seagull, the statue created by Artswork with the help of the community, would be returning to Littlehampton and joining the Museum as part of the forthcoming Menagerie Exhibition.

**It was resolved that:**

The report be noted.

**52.3. Community Resources Officer Periodic Report**

52.3.1. Members had before them a report, previously circulated, which highlighted the work that had been undertaken by the Community Resources Officer to progress the projects and initiatives that related to the Committee. The report contained updates on the allotments, Sports Forum, Grant Aid, and proposals for a community growing initiative. The Committee proceeded to consider the recommendations in the order in which they were presented in the report.

52.3.2. The Committee was content to approve the proposal to vire £972 from the Tree Maintenance budget to cover the hedge works at the allotments. The Assistant Town Clerk confirmed that going forward sufficient provision would be made in the Allotments Ground Maintenance budget to accommodate these works.

52.3.3. Members went on to discuss the Community Growing Proposal. The Arun and Chichester Food Partnership was working with Turning Tides, Homelessness, and other local groups to deliver a weekly 'grow club' which aimed to deliver regular workshops and sessions to support community growing. The proposal was for the Town Council to provide a plot at the Worthing Road site that would be managed by the Food Partnership and overseen by their community gardener and a session leader from Turning Tides. If approved, the Food Partnership would take up an allotment tenancy, paying the usual deposits but not be charged the annual plot rental fees.

Members welcomed the proposal and considered that it would be highly beneficial for the community whilst also fulfilling one of the aims of the Town Council's Allotment Strategy. It was also thought that this could help promote interest in allotments and if successful could lead to an expansion of the community growing project.

52.3.4. Noting the update from the Sports Forum, the Chair highlighted that the nominations for the Sports Awards were open and encouraged Members and the public to put forward nominations.

52.3.4. The Committee proceeded to consider the update on the Grant Aid Registration process and consider the draft terms of reference for the Grant Aid Panel. Discussion focussed on progress to date in terms of registration and the main purpose of the Panel. The Community Resources Officer reported that in the period since the papers were published the number of registrations had increased to 32. The registration period would close the

following Monday and further applications were expected. Members were pleased to hear this, as the aim of the tiered system was to widen the scope and appeal of grants for community groups in Littlehampton and thanked the Community Resources Officer for his work.

52.3.5. Turning to the terms of reference, Members discussed the role of the Panel. Initially, the focus of the Panels' work would be to review and oversee the provisional assignment of applicants into Tiers one and two and make a recommendation regarding the amount of the Grant Aid Budget that should be allocated to these two Tiers. In future years it was expected that the Panel's involvement in this stage would lessen, and it would focus more on detailed consideration and evaluation of bids for Tiers three and four. This reflected the evolutionary nature of the new scheme which aimed to attract interest from new organisations, enable the Town Council to improve its knowledge of community support groups and shape the scheme going forward. Recommendations from the Panel regarding the distribution of funds to the Tiers would then be brought to the Committee.

52.3.6. With this in mind, and for clarity and consistency, the following amendments to the draft terms of reference were agreed:

- The Panel be referred to as The Grant Aid Panel.
- The Panel membership mirror the Community Resources Committee and was comprised of the Chair and Vice Chair of the Committee together with the Community Resources Officer.
- That the Panel will report and make recommendations to the Community Resources Committee.

**It was therefore resolved that:**

1. Subject to the amendments set out in Minute 52.3.6. above the terms of reference for the Grant Aid Panel be approved and the Grant Aid Policy be updated accordingly.
2. £972 be vired from the Parks and Open Spaces Tree Maintenance budget to the Allotments Grounds Maintenance budget to meet the cost of hedge work at the allotment sites.
3. The community growing proposal with Arun and Chichester Food Partnership as set out in section 3.2. of the report, including waiving rental fees, be approved.
4. The contents of the report be otherwise noted.

**52.4. K2 Community Centre Hire Charges**

Members received a report, previously circulated, regarding the venue hire charges for the new K2 Community Centre which was nearing completion. The Assistant Town Clerk explained that the K2 Consultancy Meeting Room charges were not included in the annual review and as the building was nearing completion, needed to be set. In view of the timeframe, it was proposed that the charges were implemented with immediate effect. Given the imminent completion of the building, this was considered sensible.

**It was therefore resolved that:**

1. The proposed charges for the Consultancy Meeting Room for 2024 to 2025 as set out in section 3.1. of the report be approved and implemented with immediate effect.
2. Authority be delegated to the Town Clerk to apply a discount to long hours and or multiple bookings.

**53. Exempt Business**

There was none.

The meeting closed at 7:09 pm.

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**Chair**

**Non Exempt Minutes of a meeting of the Community Centre Sub-Committee  
held in The New Millenium Chamber, Manor House, Church Street,  
Littlehampton BN17 5EW on 8 February 2024 at 4 pm**

**Present:**

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

**In attendance:**

Laura Chrysostomou, Town Clerk  
Juliet Harris, Assistant Town Clerk  
Jon Short, Deputy Town Clerk  
Felix Gillett, Community Resources Officer

**2023 to 2024**

**21. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**23. Apologies**

There were none.

**24. 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.

**25. Chair's Report and Urgent Items**

There were none.



## **26. Non-Exempt Minutes**

The Non-Exempt Minutes of the meeting held on 14 November 2023 were confirmed as a true record and signed by the Chair.

## **27. Public Forum**

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

## **28. 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 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.

The Sub Committee adjourned at 4.05pm.

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

The Sub Committee reconvened at 4.06pm.

## **29. Exempt Minutes**

The Exempt Minutes of the meeting held on 14 November 2023 were confirmed as true record and signed by the Chair.

## **30. K2 Lease**

- 30.1. The Sub Committee had before it a confidential briefing note, circulated to Members of the Sub Committee only, setting out the background and the current position regarding discussions with Arun District Council (ADC) to finalise the lease for the new K2 Community Centre in Wick. Completion of the building was imminent, and the District Council had recently prepared a draft lease which was currently with the Town Council's solicitor. Alongside the lease a side letter was proposed covering the rent and use of the building. Members proceeded to discuss various aspects of the draft lease and side letter and agreed a set of parameters to enable negotiations to continue.
- 30.2. In view of the very tight timeframe, and imminent completion of the building it was noted that the Urgent Action procedure may need to be invoked to allow these negotiations to be finalised. This would be done in consultation with the Mayor and Chair of the Town Council's Property and Personnel Committee.

### **It was therefore resolved that:**

The parameters agreed by the Sub-Committee be taken forward as part of the negotiations of the lease and side letter for the K2 Community Centre.

The meeting closed at 5.27pm.

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**Chair**

UNAPPROVED

## **Non-Confidential**

**Committee: Full Council**

**Date: 21 March 2024**

**Report by: Town Clerk**

**Subject: K2 Building Signage**

### **1. Summary**

- 1.1. This report provides an update on the plans to bring the K2 Centre into use and seeks members views on the proposed signage for the building.

### **2. Recommendations**

- 2.1. Council is recommended to:
  1. Consider and approve the signage on the building.
  2. Note the role of young people in the development of the Centre and future plans.

### **3. Background**

- 3.1. The handover of the building is imminent with the remaining work that needs to be done to achieve building control sign off expected to be completed soon. Provision for caretaking, future maintenance and the commissioning of services is almost complete, and work is now focussed on making the final touches to the building.
- 3.2. This includes signage and with this in mind a design has been developed for display on the front elevation of the building, the primary goal of which is to aid way finding to the Centre. This will require planning permission and an application (LU/29/24/A) has been submitted with the proposed visuals as set out in Appendix A. The initial choice of text aims to convey the wider community use it is hoped the Centre will have and indeed attract. However, the question has been raised regarding the text and the lack of reference to young people. Alternative visuals with different presentations of the text are set out in Appendix B for consideration. It should be noted that if the text changes, the current planning application will need to be withdrawn and re-submitted.
- 3.3. In addition to the directional signage on the front elevation of the building, noticeboards will be installed both externally and internally and used to provide information on the variety of services and activities available at the Centre.
- 3.4. From the outset this has been a partnership project which has seen Officers engaging and working with young people through Arun Youth Projects (AYP).

AYP itself was represented on the K2 Project Board and Officers have involved them and the young people who attend their youth sessions at key stages of the project. This has ensured that their views can be heard and also given them the opportunity to influence the project, particularly the interior design where their input has been invaluable. Working alongside the Community Resources Officer and a specially commissioned designer, the young people have helped design the interior of the Community Room (the smaller hall) and have been involved in the signage. The Community Room will function as a space for the youth club sessions which operate on Wednesdays and Fridays and other community group activities. AYP will also be involved in selecting and purchasing some of the furnishings for the Community Room. Officers will also be working with AYP to locate the plaque from the Keystone Centre within the K2 Centre.

- 3.5. The AYP youth sessions will be the first to use the building and they are working with the Town Council and Artsworks on plans for a soft opening designed to introduce the Centre to the community. It is also thought that as the Centre becomes a more established feature in the community that there will be scope for young people to add to the building with artwork. The Town Council's ongoing partnership with AYP through the youth services contract will ensure that this engagement continues.

#### **4. Financial Implications**

- 4.1. There is £107,800 in EMR built up over previous years to help support the start-up of the community centre which is being used to purchase signage, furniture, fixings, and equipment.

Laura Chrysostomou  
**Town Clerk**



**Community Centre**

**HOLLOW  
LOGO  
OPTION**



**ALEX BORG  
DESIGN**

**07966 857560**

**K2 LOGO / SIGNAGE  
VISUALS V4**

**Appendix B**

**OPTION 1**



## **Youth & Community Centre**



**ALEX BORG  
DESIGN**

**07966 857560**

**K2 LOGO / SIGNAGE  
VISUALS V4**

**OPTION 2**



**Youth & Community  
Centre**



# **Littlehampton Town Council**

## **Non-Confidential**

**Committee: Full Council**

**Date: 21 March 2024**

**Report by: Town Clerk**

**Subject: Town Council Meeting Dates 2025**

### **1. Background and Update**

- 1.1. The Town Council sets the meeting dates for Council and its Committees at least 18 months in advance. The calendar was last reviewed in November 2023 following the local government elections because 11 of the Town Council's 15 Councillors were also elected to Arun District Council. This had impacted Members availability for meetings and for Town Council meetings to be quorate. At that time, it was acknowledged that District Council's schedule of meetings only covered the period to May 2024 and that the calendar arrangements may need to change again when the District Council updated its meeting schedule.
- 1.2. The District Council has recently updated their schedule of meetings and published a new calendar covering the period up to May 2025. The Town Council's current meeting calendar has subsequently been reviewed and no changes are required. The calendar of meetings for 2024 is attached Appendix 1 for information. In addition, the 2025 calendar has now been drafted following the pattern of previous years and taking into account any significant conflicting meeting dates. This is attached, Appendix 2, for approval.

### **2. Recommendations**

- 2.1. Council is Recommended to:
  1. Approve the Committee meeting schedule for 2025.

### **3. Financial Implications**

- 3.1. There are none arising from this report.

Laura Chrysostomou  
**Town Clerk**





# Littlehampton Town Council Committee Meetings 2024

January							February							March							April						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7				1	2	3	4					1	2	3	1	2	3	4	5	6	7
8	9*	10	11*	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14
*15	16*	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18*	19	20	21
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28
29	30	31					26	27	28	29				25	26	27	28	29	30	31	29	30					

May							June							July							August						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	5	6	7	8	9	10	11	12	13	14	15	16	17	18
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15*	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25*	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

September							October							November							December						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1		1	2	3	4	5	6					1	2	3						1	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
30																					30	31					

Full Council	6.30pm	Community Resources	6.30pm	Governance and Audit	6.30pm
Planning and Transportation	6.30pm	Policy and Finance	6.30pm	Progress Editorial Board	9.30am
Allotments	6.30pm	Annual Town Meeting	6.00pm	*Reserved Dates	Bank Holiday = red text
Property and Personnel	6.30pm	Note to Members: dates marked * are reserved for meetings only if required.			

Approved by Full Council November 2023

# Draft Littlehampton Town Council Committee Meetings 2025

<b>January</b>							<b>February</b>							<b>March</b>							<b>April</b>						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5						1	2						1	2		1	2	3	4	5	6
6	7	8	9*	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13*	14*	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17*	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				
														31													
<b>May</b>							<b>June</b>							<b>July</b>							<b>August</b>						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4							1		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21*	22	23	24*	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
							30																				
<b>September</b>							<b>October</b>							<b>November</b>							<b>December</b>						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
<b>Full Council</b>							<b>Community Resources</b>							<b>Governance and Audit</b>							<b>6.30pm</b>						
<b>Planning and Transportation</b>							<b>Policy and Finance</b>							<b>Progress Editorial Board</b>							<b>9.30am</b>						
<b>Allotments</b>							<b>Annual Town Meeting</b>							<b>*Reserved Dates</b>							<b>Bank Holiday = red text</b>						
<b>Property and Personnel</b>																											
Note to Members: dates marked * are reserved for meetings only if required.																											

Note to Members: dates marked \* are reserved for meetings only if required.

Draft To be approved by Full Council March 2024