

Minutes of the Ordinary Meeting of the Town Council held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on Thursday 17 October 2024 at 6.30pm

Present:

Councillor Butcher – Deputy Mayor in the Chair
Councillor Blanchard-Cooper
Councillor Daws
Councillor Long
Councillor Northeast
Councillor Tandy
Councillor Tilbrook
Councillor Dr Walsh KStJ
Councillor Wiltshire

In attendance:

Laura Chrysostomou – Town Clerk
Juliet Harris – Assistant Town Clerk
Mel Nichols – Temporary Project Support Manager

2024 to 2025

31. Evacuation Procedures

The procedures were noted.

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

The procedures were noted.

33. Apologies

There were apologies from Councillors Lee and O'Neill. Councillors May, Woodman and Worne were delayed at another meeting and would join Council as soon as they were able.

34. 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.

35. Minutes

The Minutes of the ordinary meeting of the Council held on 20 June 2024, previously circulated, were confirmed as a true record and signed by the Chair.

36. Town Mayor Report and Urgent Items

36.1. The Mayor's engagements report, copy attached to the Minutes, had been tabled for Members to note. It was agreed that in the future this report would be emailed. Members. The Deputy Mayor also reminded Members that this years' Service of Remembrance would be held on Sunday 10 November. Beginning with the parade in the High Street, he looked forward to joining Members and the public at the War Memorial at 11 am for the Service.

36.2. Rampion 2

Council had before it, copy attached to the minutes, a copy of the response received from His Majesty, King Charles III to the Town Council's letter setting out the Town Council's priorities regarding a community benefits package, also attached to the minutes. Re-declaring his personal interest as a member of the Littlehampton Harbour Board Dr Walsh suggested that the Town Council's original letter implied that the Board did not support the windfarm which was not true. It was noted that the Council's letter had been discussed and agreed at the June meeting.

It was resolved that:

The correspondence be noted.

37. Public Forum

There were two members of the public present and no questions. There was one written representation from the Chair of the Littlehampton Allotment and Leisure Gardens Association, (LALGA) which was read out on her behalf by the Town Clerk.

37.1. The Chair of LALGA observed the commitment given at the June Council meeting to creating a space on the Allotments section of the Town Council's website for publication of the Working Group minutes by summer. She asked if this had been actioned and if not, when would the website be updated and the Working Group Minutes available to the public.

37.2. In response the Town Clerk thanked the Chair of LALGA for raising this point and stated that the Town Council had not lost sight of this action which she

acknowledged would help make it easier for all residents to find details of the Working Group meetings. The Town Council's resources had been stretched recently whilst focussing on other priorities including working with LALGA on the review of the Town Council's Allotment Strategy. Adding that this change required an update to the Town Council's website, she confirmed that this was now being progressed and should be in place by the end of the month. In the meantime, it was noted that the minutes of the working meetings could still be found within the agendas of the Community Resources Committee on the Town Council's website.

38. Correspondence or Issues in Respect of the District or County Council

There were none.

39. Reports from Committees – Non-Exempt

39.1. Recommendations from Committees

39.1.1. The Town Clerk presented a report, previously circulated, which set out recommendations from the Policy and Finance and Governance and Audit Committees regarding changes to the Town Council's data protection and governance policies. This was part of the holistic review of the Town Council's policies and included a new Biodiversity policy and a change to the periodic review date of all policies.

39.1.2. It was noted that once approved, these changes would come into effect immediately. This was particularly important in respect of the governance policies where the implementation of the new Code of Councillor Conduct would require all members to sign the updated Code. Refresher training for members in this area was being investigated alongside training for those on the Planning and Transportation Committee in respect of the biodiversity obligations.

It was resolved that:

1. The updated the Data Protection Polices listed in Appendix 1, be approved.
2. The revised Councillor Code of Conduct and the associated governance policies listed in Appendix 1, be approved.
3. The Biodiversity Policy be approved.
4. The periodic review date in the Town Council's Policies Policy and Procedure be changed to at least once every four years.

39.2. Committee Minutes – Non-Exempt

39.2.1. Planning and Transportation

Council received and noted the Minutes of the meetings held on 17 June, 15 July, 12 August, 9 September and 7 October 2024, previously circulated.

39.2.2. Addressing Council on the cancellation of the A27 Arundel Bypass scheme, Councillor Tilbrook stated that the withdrawal of the scheme would have such wide-ranging ramifications for the parish that the Town Council needed to be more vocal in its response to the decision. He therefore proposed that the Planning and Transportation Committee be asked to consider the impact of this decision in more detail. Members proceeded to consider this proposal, and it was acknowledged that a key factor in the decision to cancel the scheme had been funding and that this should not be forgotten when seeking action. There was a strong view that in light of the housing growth and investment in projects such as the Lymminster Bypass, the Town Council should take the lead in addressing the pressing need for further improvements to highways infrastructure on behalf of the Town. In doing so it was also recognised that the Town Council's approach needed to be balanced, consider the changes in the area and include a review of all the previous design options, focussing on those routes which were more direct. This was unanimously supported.

It was therefore resolved that:

The Planning and Transport Committee be requested to review the A27 Arundel Bypass scheme options and prepare a formal response on behalf of the Town taking into consideration the points raised in Minute 39.2.2. above.

39.2.3. Governance and Audit

Council received and noted the Minutes of the meetings held on 9 July and 18 September 2024, previously circulated, with no matters arising.

39.2.4. Policy and Finance

Council received and noted the Minutes of the meetings held on 22 July and 16 September 2024, previously circulated, with no matters arising.

39.2.5. Community Resources

Council received and noted the Minutes of the meetings held on 25 July, 5 September and 2 October 2024, previously circulated, with no matters arising.

39.2.6. Property and Personnel

Council received and noted the Minutes of the meeting held on 2 September 2024, previously circulated, with no matters arising.

40. Officer's Reports

40.1 External Auditor Certificate and Report 2023 – 2024

Members had before them a report, previously circulated, highlighting the External Auditor's Certificate and report for 2023 – 2024. Regarding the appointment of the internal auditor, the Town Clerk explained the appointment process and confirmed that this was in accordance with the Town Council's Financial Regulations and Internal Audit Procedure.

It was resolved that:

The External Auditor certificate and report for the 2023 to 2024 accounts be noted.

41 Exempt Business

There was none.

The meeting was closed at 7.01pm.

Mayor

June to October 2024 Engagements

#	Attendee	Date	Organisation	Event	Activities at event	Venue
1	DM	21/06/2024	Littlehampton Musical Comedy Society	HOME AGAIN....A MUSICAL REVUE	Attended and enjoyed the show	The Windmill Theatre; Windmill Road; LITTLEHAMPTON
2	M	22/06/2024	Littlehampton Wave Life Saving Club	Drowning Prevention Week Stand supporting The Royal Life Saving Society	Attended stand and had photo taken	Littlehampton Wave (Sea Road, Littlehampton, England, BN16 2NA)
3	DM	29/06/2024	Littlehampton Town Council	Armed Forces Day	Read prayer, Made welcome speech. Talked to stall holders and escorted Lord-Lieutenant around event	East Beach Green
4	M	01/07/2024	Windmill Cinema	Re-Opening	Cut ribbon and opened cinema	The Windmill Theatre; Windmill Road; LITTLEHAMPTON
5	M	02/07/2024	Durmershiem Student Visit - Twinned Town	Welcome reception	Gave welcoming speech and talked to students	Manor House
6	DM	05/07/2024	Morrisons	Food Drive	Attended event and had photo taken	Morrisons; Hawthorn Road; Littlehampton . BN17 7LA

7	M	10/07/2024	Arunners RC	Annual Beach Run	Started the junior mile event and handed out medals to the juniors once the race has finished. Gave a small opening speech.	Littlehampton Promenade (Littlehampton Promenade, England)
8	M	12/07/2024	4th Littlehampton Scouts	AGM	Handed out badges and awards	Martin Sanders Hall; Linden Park, East Ham Road; Littlehampton . BN17 7BH
9	M	13/07/2024	Littlehampton Museum	Littlehampton Locality Schools Water Safety Exhibition	Opened exhibition and made welcome speech	Manor House
10	M	13/07/2024	Pier Road Art Gallery	Mayors pick	Picked top 3 artworks for July	Pier Road Art Gallery - High Street
11	M	15/07/2024	South Coast Home Care	Meet & Greet and Celebration of Business Awards	Met with runner up and had photo taken.	South Coast Home Care; 1 Manor Parade, Church Street; Littlehampton, West Sussex. BN17 5AH
12	M	19/07/2024	Bersted Chair	Chair network meetings	Attended online meeting	Teams call
13	M	20/07/2024	Centenary Cup Littlehampton Croquet Club	Award Event	Opened Croquet tournament	The Sportsfield; St Floras Road; Littlehampton. BN17 6BF
14	DM	26/07/2024	Improbable Fiction - By Alan Ayckbourn	Stage Door Theatre Productions	Attended and enjoyed the show	The Windmill Theatre - Littlehampton

15	M	31/07/2024	Littlehampton Town Council	Summer High Street Event - Launch of Love Local Event	Opened event, had photos taken and welcomed visitors	Littlehampton High Street
16	M	02/08/2024	Soul Kitchen	Opening of Soul Kitchen	Opened new restaurant	61; Pier road; Littlehampton . BN175lp
17	M	02/08/2024	Pier Road Art Gallery	Poetry Open Mic	Compered the evening	Pier Road Art Gallery - High Street
18	M	03/08/2024	Pier Road Art Gallery	Mayors pick	Picked top 3 artworks for August	Pier Road Art Gallery - High Street
19	M	03/08/2024	Littlehampton District Lions Club	Community Event	Greeted attendees, served food and enjoyed the event	The Woodlands Centre; 34 Woodlands Avenue; Rustington. BN16 3HB
20	DM	09/08/2024	Littlehampton Musical Comedy Society (LMCS)	The Wedding Singer	Attended and enjoyed the show	The Windmill Theatre - Littlehampton
21	M	13/08/2024	Littlehampton Town Council	Sandcastle Competition	Judged competition	Littlehampton seafront

22	M	17/08/2024	Littlehampton Town Council	Screen on the Green: Wonka	Opened the event	East Beach Green
23	M	18/08/2024	Littlehampton Wave Life Saving Club	Visit of Newfs In Action Display Team supporting The Royal Life Saving Society	Took part in the exercises with the dogs	Littlehampton Beach
24	M	07/09/2024	Pier Road Art Gallery	Picked top 3 artworks	Picked top 3 artworks for September	Pier Road Art Gallery - High Street
25	DM	06/09/2024	LA Live Productions	Six - Teen Edition	Enjoyed the show and had photographs taken after	The Windmill Theatre, Littlehampton
26	M	07/09/2024	Edwin James Festival Choir and Orchestra	Prom Concert 'Kids-R-Us' Choir Orchestra	Enjoyed the performance	The Windmill Theatre, Littlehampton
27	M	12/09/2024	Littlehampton Town Mayor	Lord-Lieutenant visit to Army Cadets	Escorted Lady Emma around the Littlehampton Army Cadets and watched their drills and task	Army Cadets Drill Hall, Pier Road
28	DM	12/09/2024	All Saints Church, Wick	Licensing of Revd Lisa Fairman- Brown as Priest in Charge of Wick & Lymminster Churches	Attended service and refreshments after	Wick Hall 76 Wick Street Wick. BN17 7JS

29	M	14/09/2024	Littlehampton Town Council	Town Show	Compered day, mingled with attendees and Judged food and veg event.	Rosemeads Green
30	DM	17/09/2024	Shopmobility AGM	AGM	Attended	Littlehampton United Church 1 High Street
31	DM	21/09/2024	Mrs Gillian Askham	Littlehampton Concert Band celebrating music from The Proms	Enjoyed the show	The Windmill Theatre, Littlehampton
32	M	05/10/2024	Pier Road Art Gallery	Mayors pick	Picked top 3 artwork for October	Pier Road Art Gallery - High Street
33	M	05/10/2024	Arun & Chichester Food Partnership - hosted by Arun & Chichester Citizens Advice	Community Apple Day	Attend the event and had photos taken	Arun & Chichester Food Partnership - hosted by Arun & Chichester Citizens Advice
34	DM	14/10/2024	Maltravers Bowling Club	Annual Lunch Maltravers Bowling Club	Presented awards to winners	Field Place, Worthing
35	M	15/10/2024	West Sussex County Council	Winter Preparedness - Highways Parish/Town Council Briefs	Attended meeting	Teams call